

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/1/2008

Section I: Special Functions

***[Topic 5: Reset/Recalculate Payroll
Amounts Processing, V2.1]***

Revision History

Date	Version	Description	Author
10/1/2008	2.1	Release 08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones
12/19/2007	2.0	Release 07.04.00 – Updated screenshot examples.	C. W. Jones

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Overview


***** Attention *****

Perform a PCGenesis Data Backup before completing these procedures.

Resetting Payroll Information: Based on the procedure run, resetting employees' dollar amounts to zero (0) clears employees whose gross data record's *Cycle* field contains *1 (Calendar Year)*, *2 (School Year)* or *3 (Fiscal Year)*. The ***** Warning! ***** screen for each procedure identifies the amounts PCGenesis clears during this procedure.

Recalculate Payroll Information: PCGenesis users may recalculate employees' calendar, fiscal, and school years' year-to-date (YTD) earnings history for an individual employee or for all employees. This procedure allows the modifications to correct incorrect YTD totals.

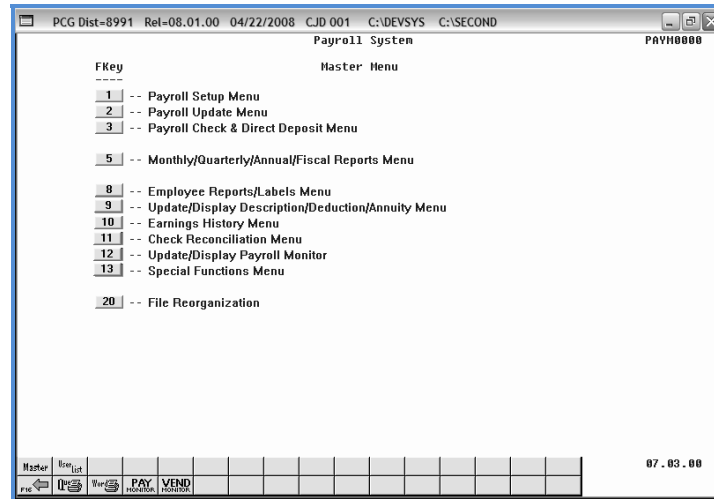
Procedure A: Performing a PCGenesis Data Backup

Step	Action
1	Ensure all users log out of PCGenesis.
2	Log into PCGenesis as the System Administrator .
3	Close <i>Uspool</i> at the server.
4	On the PCGenesis server's desktop, select  (PCG Data Backup).
5	When PCGenesis backup completes, label the backup tape accordingly.
6	Restart the <i>Uspool Print Manager</i> by selecting the PCG Uspool icon on the PCGenesis server's <i>Desktop</i> .

Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero (0)

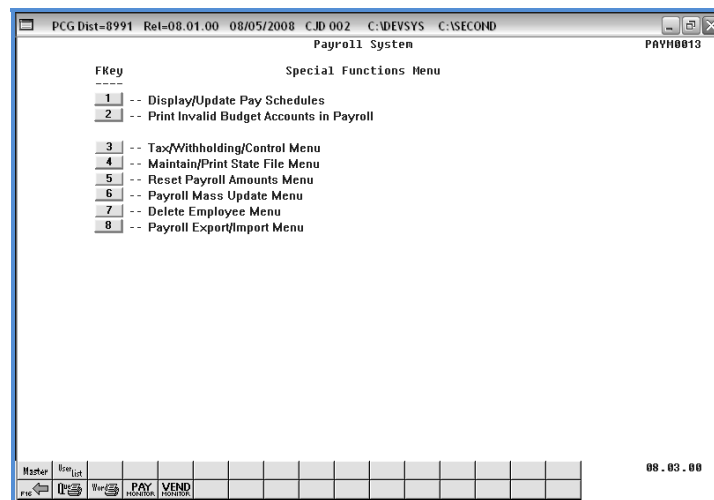
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



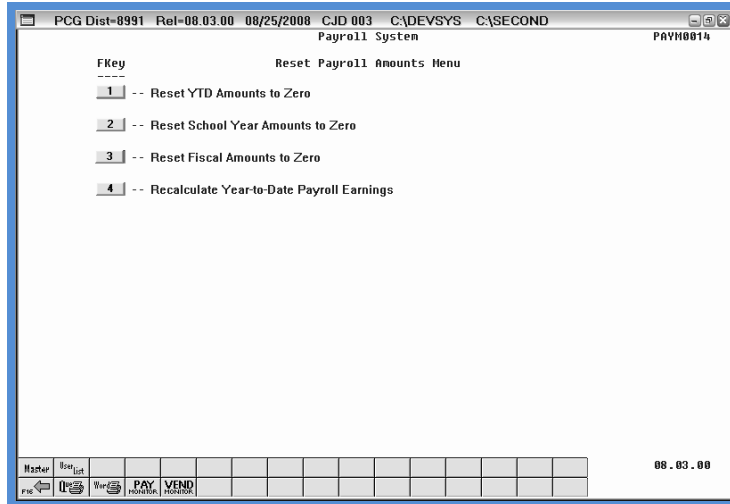
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



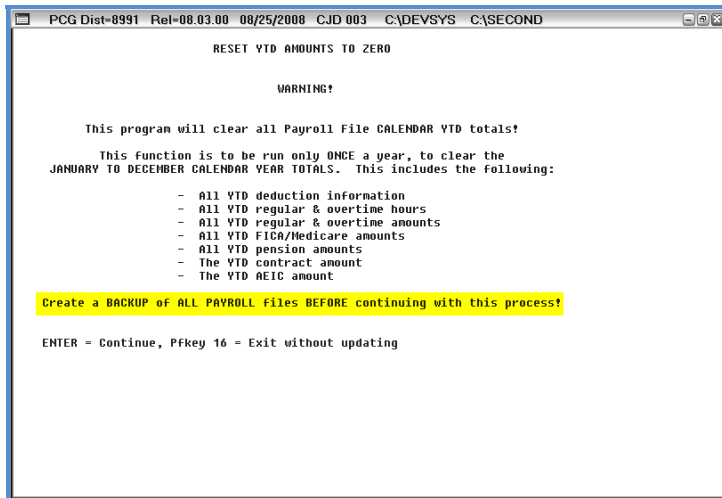
Step	Action
3	Select 5 (F5 – Reset Payroll Amounts Menu).

The following screen displays:



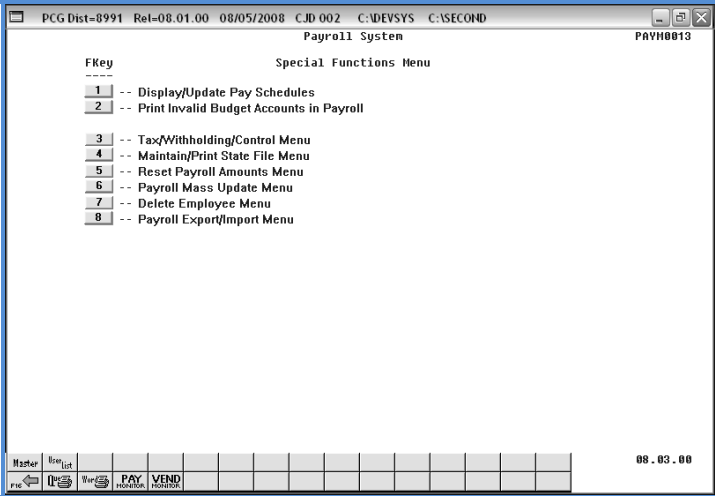
Step	Action
4	Select 1 (F1 - Reset YTD Amounts to Zero).


The following screen displays:



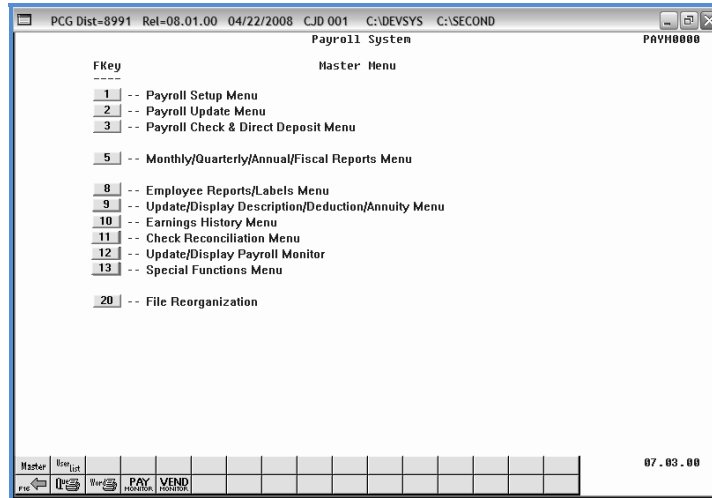
Step	Action
5	Review the information on the <i>Reset YTD Amounts to Zero Warning!</i> screen, and select Enter .
6	Select F16 (Exit Without Updating) to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



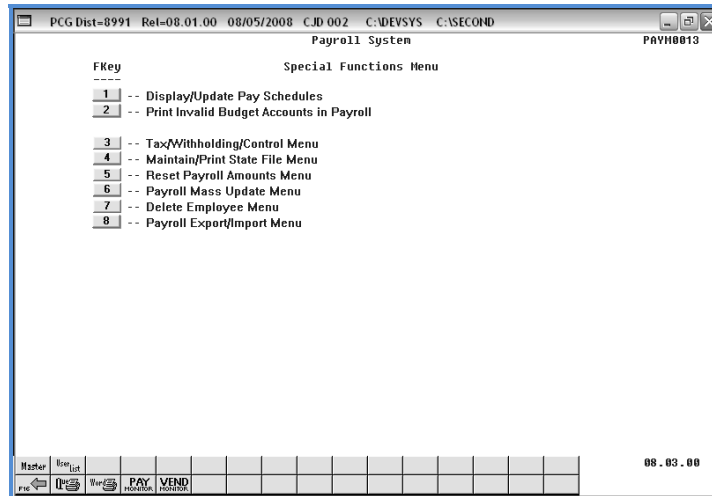
Step	Action
7	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Resetting School Year Amounts to Zero (0)



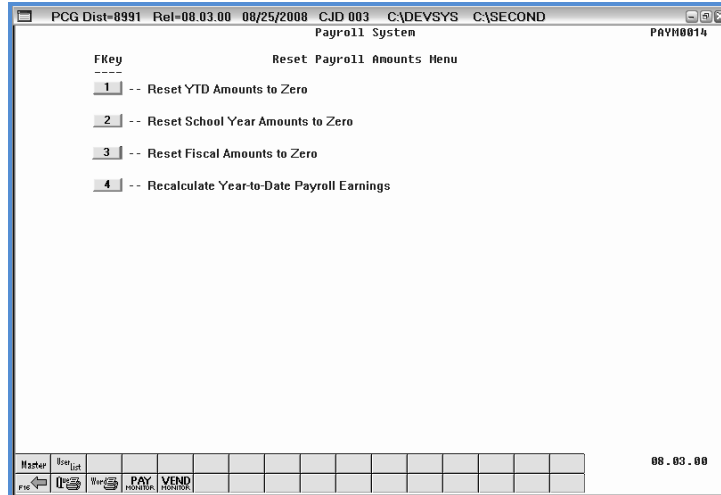
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



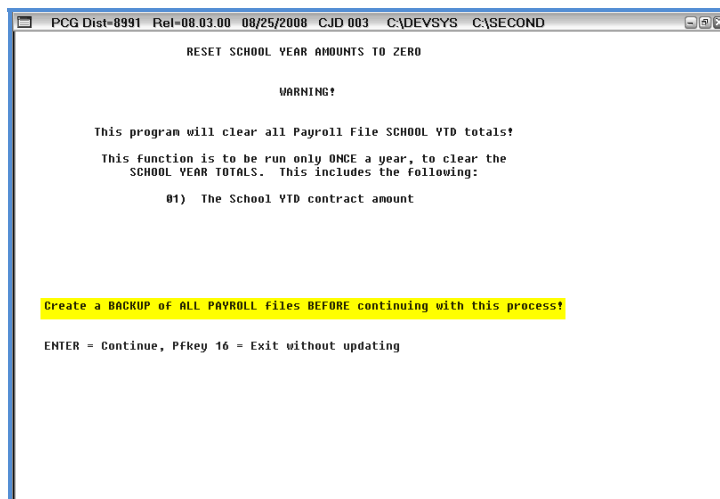
Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

The following screen displays:



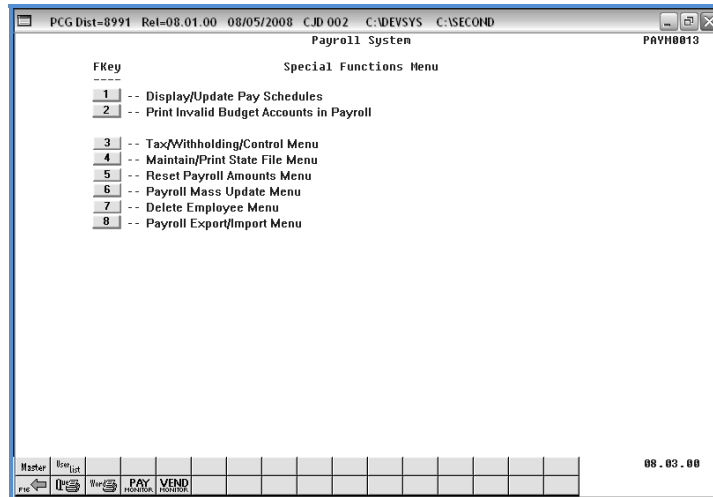
Step	Action
3	Select 2 (F2 - Reset School Year Amounts to Zero).



The following screen displays:



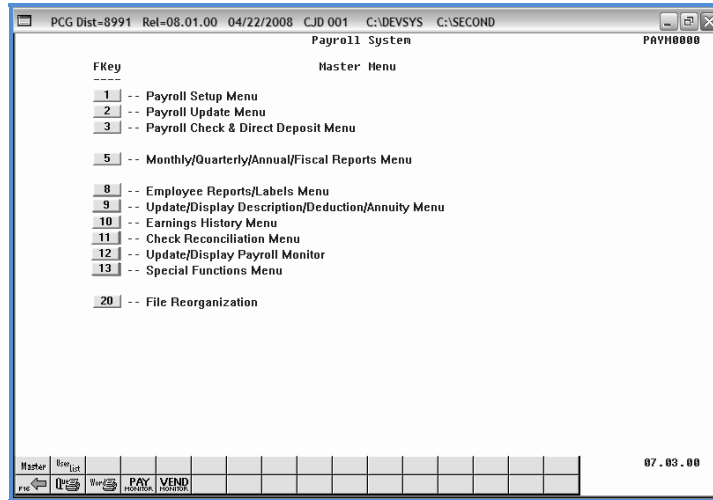
Step	Action
4	Review the information on the <i>Reset School Amounts to Zero Warning!</i> screen, and select Enter .
5	Select F16 (Exit Without Updating) to return to the <i>Payroll System – Special Functions Menu</i> .

The following screen displays:



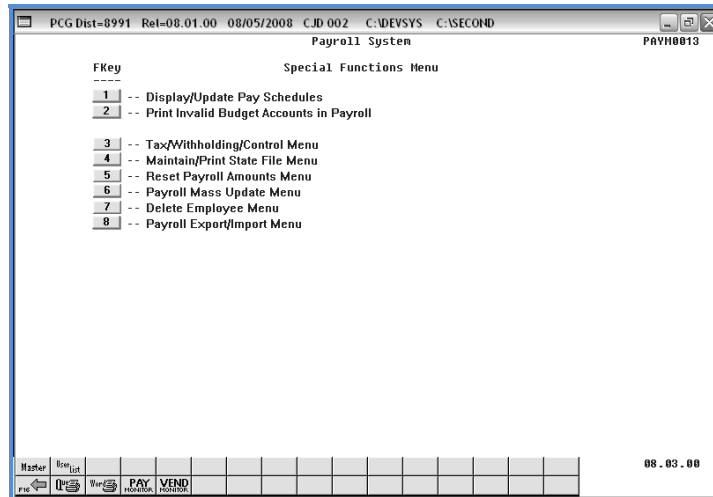
Step	Action
6	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Resetting Fiscal Amounts to Zero (0)



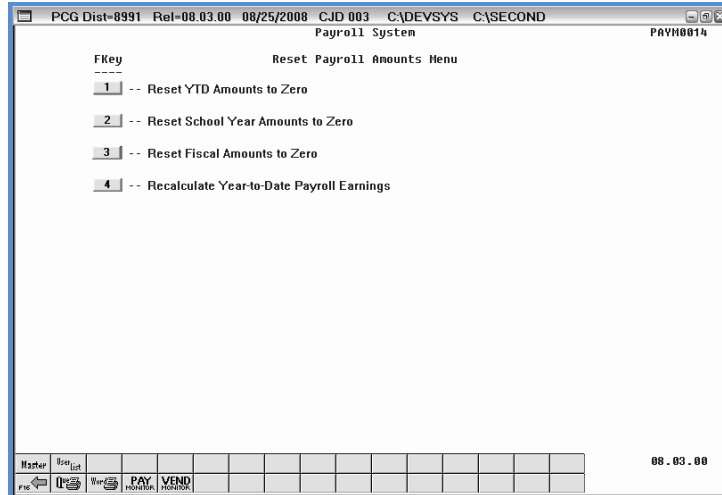
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



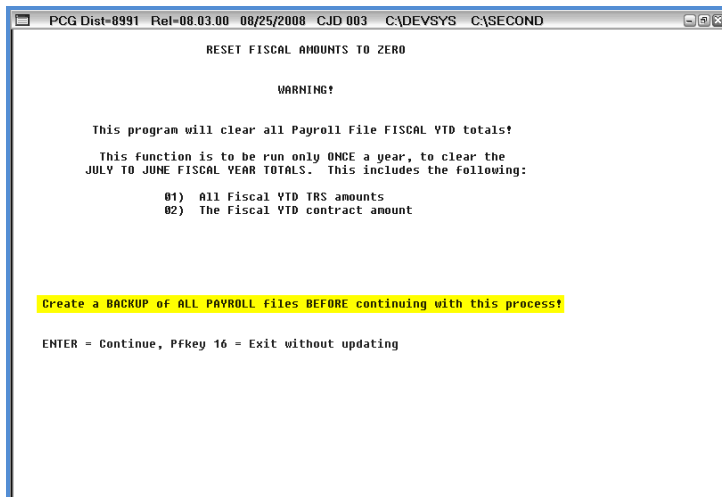
Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

The following screen displays:



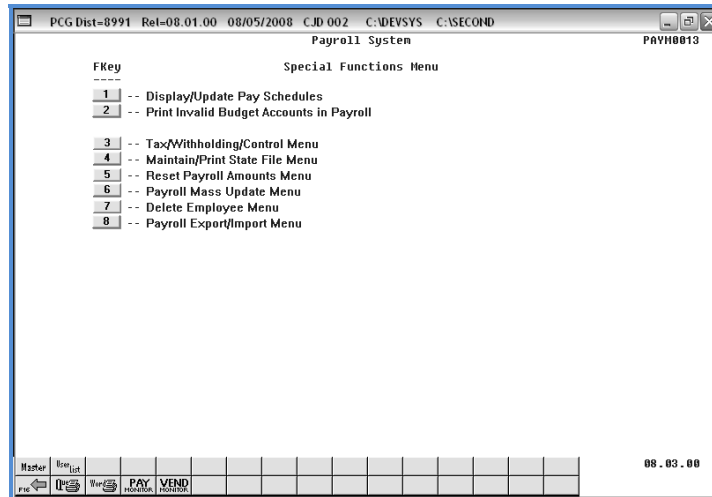
Step	Action
3	Select 3 (F3 - Reset Fiscal Amounts to Zero).



The following screen displays:



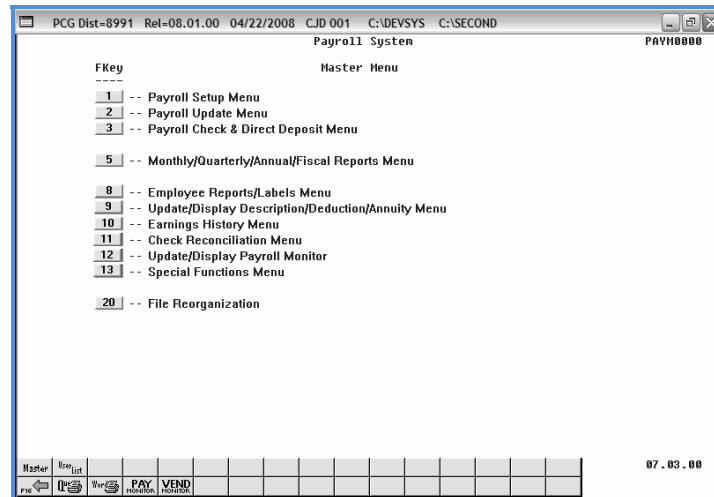
Step	Action
4	Review the information on the <i>Reset Fiscal Amounts to Zero Warning!</i> screen and select Enter (Continue).

The following screen displays:



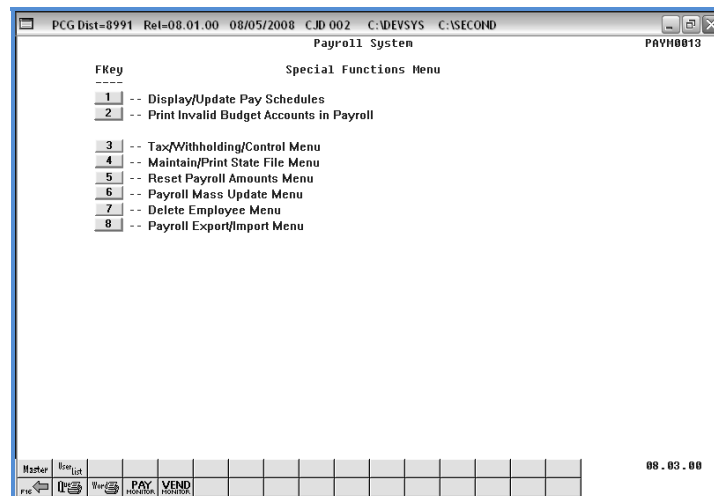
Step	Action
5	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure E: Recalculate Employees' Year-to-Date (YTD) Payroll Earnings



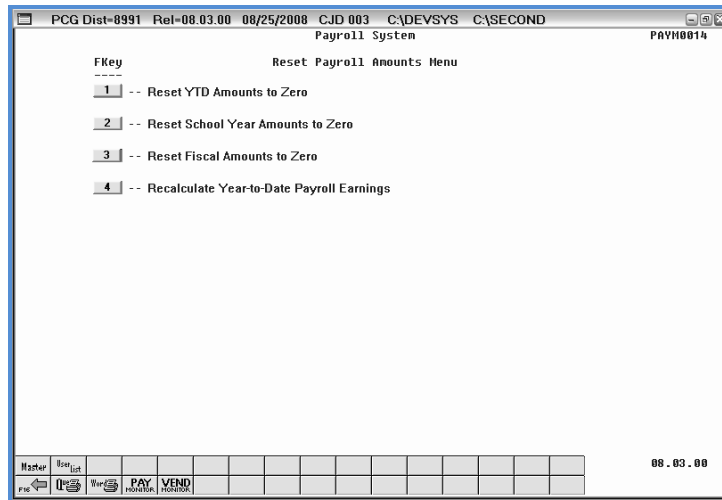
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



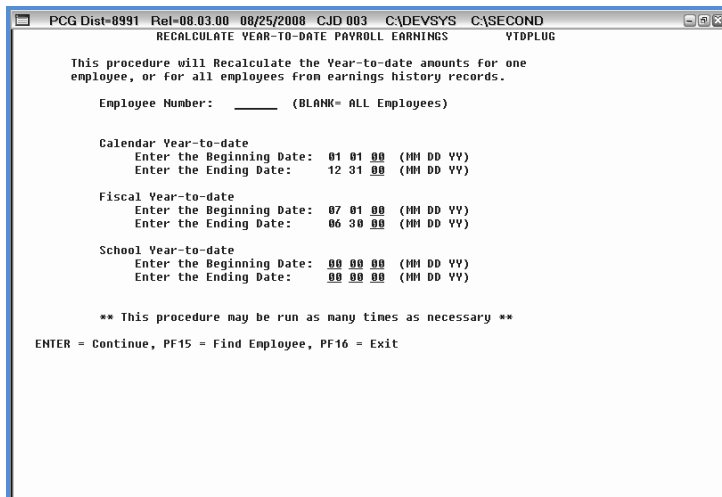
Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).



The following screen displays:



Step	Action
3	Select 4 (F4 - Recalculate Year-to-Date Payroll Earnings).

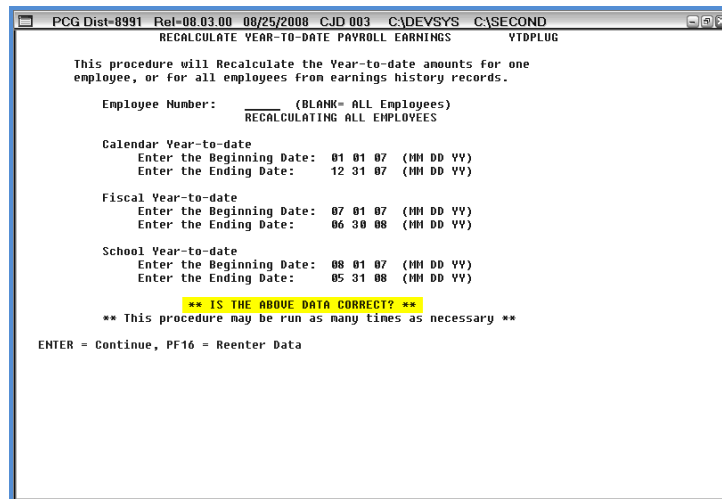
The following screen displays:



Step	Action
4	<p>For an individual employee’s information: Enter the employee’s number in the Employee Number field.</p> <p><i>Select F15 (Find Employee) to access the “Recalculate Year-to-Date Payroll Earnings – Select Employee” screen. If the employee number is unknown, enter the employee’s complete or partial name in the Name field, or Social Security Number in the field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Select  (Enter) or select the Function key corresponding to the employee’s record, and select  (Enter).</i></p> <p>For all employees’ information: Leave the Employee Number field blank.</p>

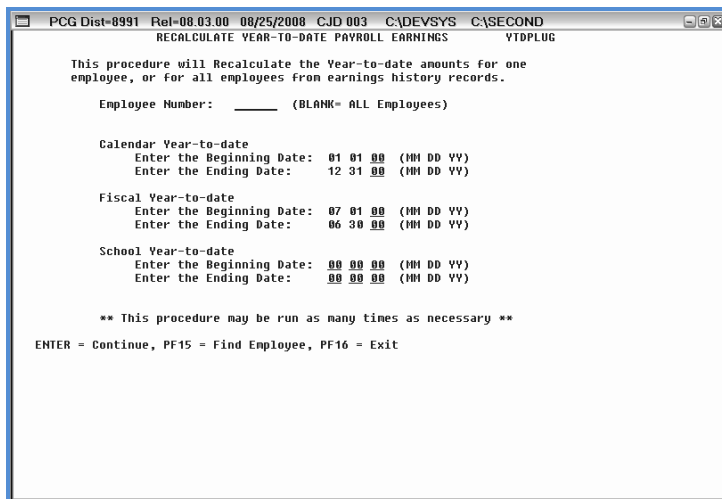
Step	Action
5	Enter the calendar, fiscal, and/or school year date ranges in the appropriate fields.
6	Select Enter <u>once</u> .

The following screen displays:



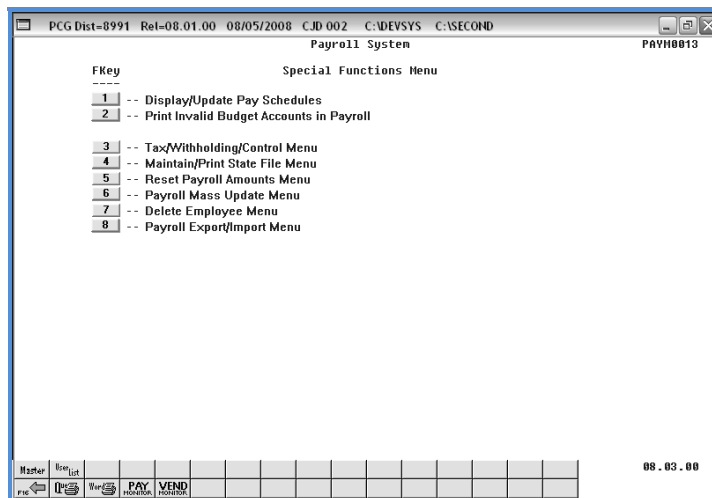
Step	Action
7	<p>Verify the screen's entries are correct, and select Enter <u>once</u> in response to the “*** IS THE ABOVE DATA CORRECT? ***” message.</p> <p><i>If the information is incorrect, Select F16, make the appropriate modifications, and Select Enter.</i></p> <p>** Processing Request ** briefly displays.</p>



The following screen displays:



Step	Action
8	For additional payroll class updates: Repeat this procedure beginning at <i>Step 3</i> . To exit the procedure: Select F16 (Exit Program).

The following screen displays:



Step	Action
9	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .