

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/20/2011

Section I: Special Functions

***[Topic 6: Payroll Mass Update Employee
Information Processing, V2.5]***

Revision History


Date	Version	Description	Author
1/20/2011	2.5	10.04.00 – Added <i>Procedure F</i> and <i>Procedure G</i> . Update <i>Procedure E</i> instructions for updating Contract Days.	D. Ochala
10/01/2010	2.4	10.03.00 – Update <i>Procedure E</i> instructions for new record selection procedures.	D. Ochala
04/01/2009	2.3	09.01.00 – Added <i>Procedure D</i> and <i>Procedure E</i> - Drop-down selection icon  instructions.	C. W. Jones
10/02/2008	2.2	08.03.00 – Updated screenshot examples, <i>Special Functions Menu</i> reorganization.	C. W. Jones
06/12/2008	2.1	08.02.00 – Modified <i>Overview's</i> 'Set All Prenote Flags = Y' by Class information.	C. W. Jones
02/6/2007	2.0	Changed document's cover page, no procedural changes.	C. W. Jones

Table of Contents

Overview	1
Procedure A: Change the Payroll Account Number's Year	2
Procedure B: Change the Payroll Account Number's Year, Fund and Fiscal Year	5
Procedure C: Change the Payroll Account Number	8
Procedure D: Mass Update Employees' Pay Schedules	11
Procedure E: Mass Update Selected Employees' Fields	14
Procedure F: Replace Work Locations in CPI/Payroll Master File	20
Procedure G: Replace Pay Locations in Payroll Master File	25
Procedure H: Remove Earnings History Records by Date Range	29
H1. Perform a PCGenesis Data Backup	29
H2. Removing Earnings History Records by Date Range	30

Overview

*** * * Attention * * ***

Before beginning these procedures, ensure the account number information exists within the Financial Accounting and Reporting (FAR) application.

Perform a PCGenesis Data Backup before removing earnings history record information.

Modifying Payroll Account Information: Modifications to PCGenesis payroll account information via these procedures change the account numbers for affected employees' gross data information, and prevents individual changes to employees' payroll account numbers. Modify the *Gross Data* screen's year, fund, and/or fiscal year for the existing payroll file or for an individual payroll account number. PCGenesis automatically updates the records containing the existing payroll account numbers when these procedures are completed.

Mass Update Selected Employee's Payroll Information: The ability to mass update employees' information saves time when multiple updates are required. For example, PCGenesis users may elect to mass update employees' contract months and service time by payroll class. In support of Teacher Retirement System (TRS) reporting requirements, this procedure provides the "*Enter Service Time Indicator (0 or 1)*" option. Also, the procedure offers users the option of performing mass updates for a specific pay reason, where appropriate. The option, to *Set All Prenote Flags = Y* is available to minimize the effort required during requests for a *Prenote* file for all employees. Selecting the prenote option modifies all active employee records containing a direct deposit bank account.

Setting Employee Search Criteria: Refer to *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for the *Mass Update Selected Employees' Fields* option. The search filters allow the user great flexibility in determining which employees are selected for the mass update. For example, employee records may be selected based upon the class code, number of contract months, work location, and more.

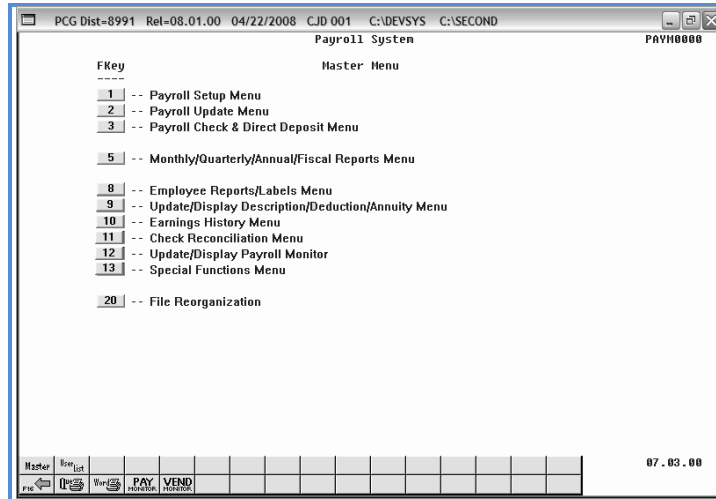
Removing Earnings History Information: Where appropriate, PCGenesis users should remove earnings history records to reduce the amount of data stored on PCGenesis. The procedure removes all individual earnings history information for a specific period.

Do not delete earnings history records unless additional space is needed on the school district's PCGenesis server for data storage. Maintain a minimum of two year's earning history records on PCGenesis.

Procedure A: Change the Payroll Account Number's Year

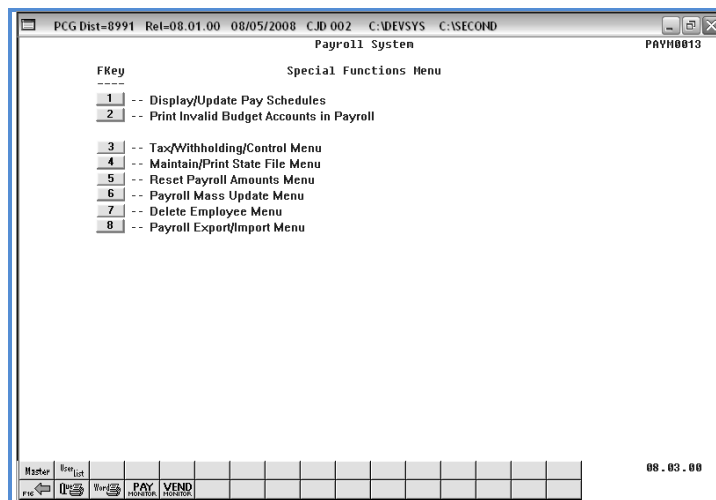
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



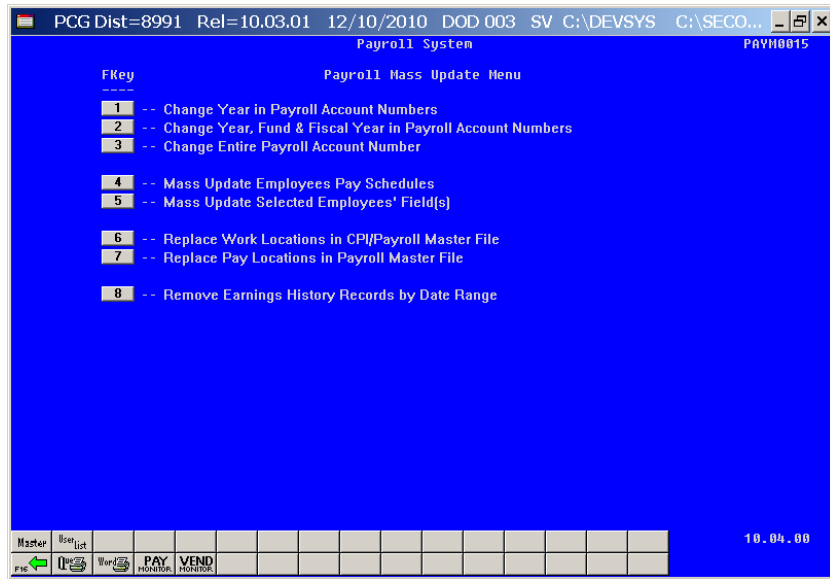
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



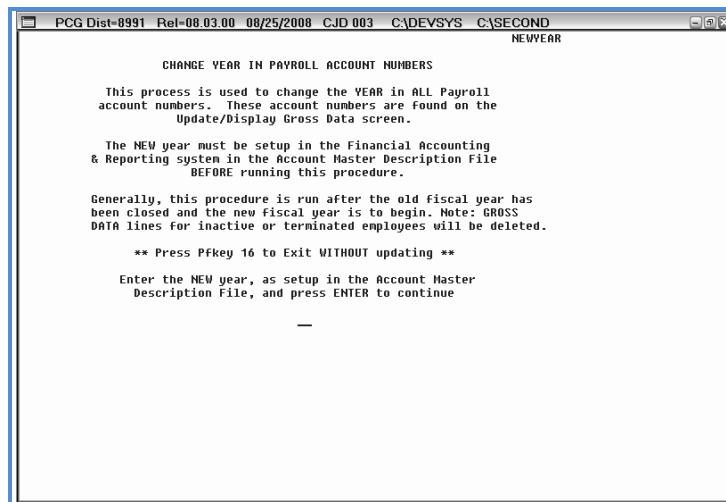
Step	Action
3	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



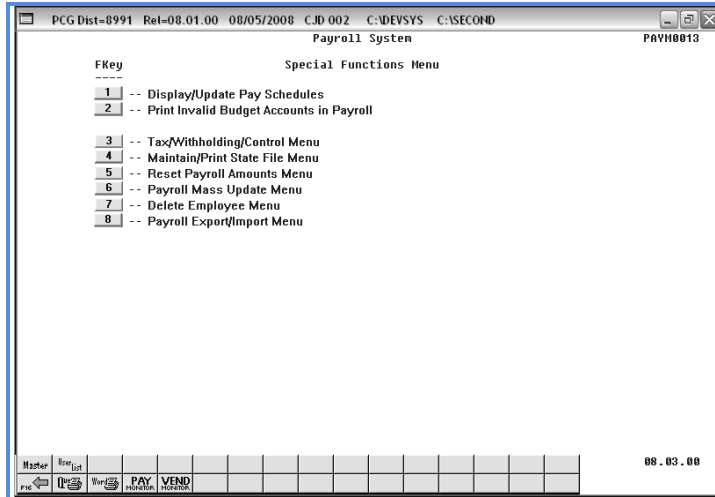
Step	Action
4	Select 1 (F1 - Change Year in Payroll Account Numbers).



The following screen displays:



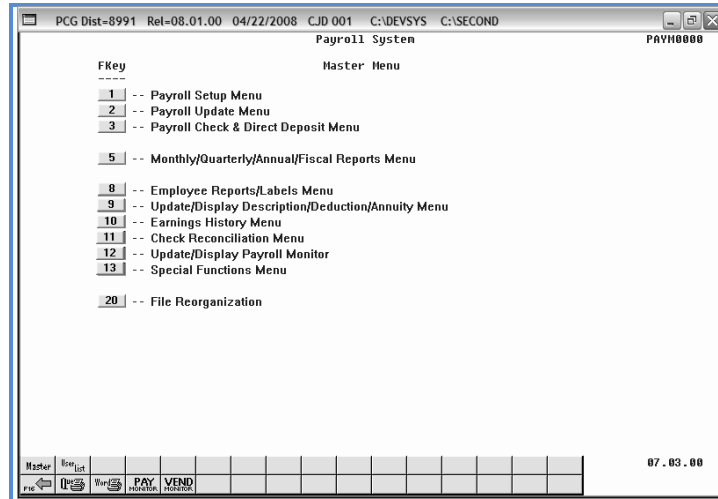
Step	Action
5	Review the information on the <i>CHANGE YEAR IN PAYROLL ACCOUNT NUMBERS</i> screen, and enter the appropriate year (YY) in the field.
6	Select Enter (to Continue).

The following screen displays:



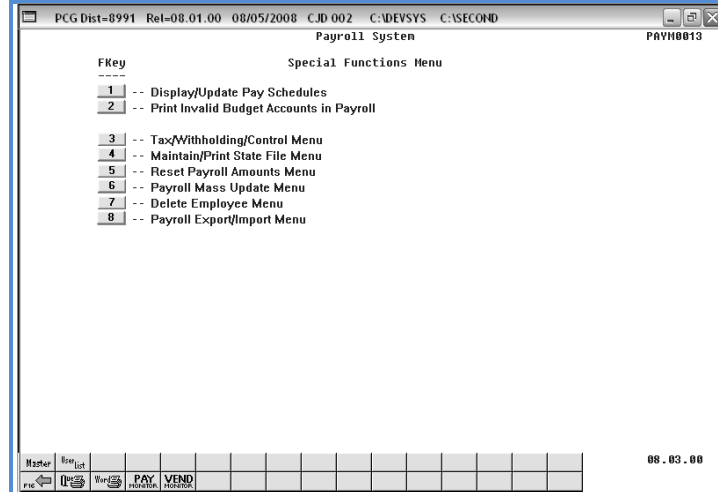
Step	Action
7	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Change the Payroll Account Number's Year, Fund and Fiscal Year



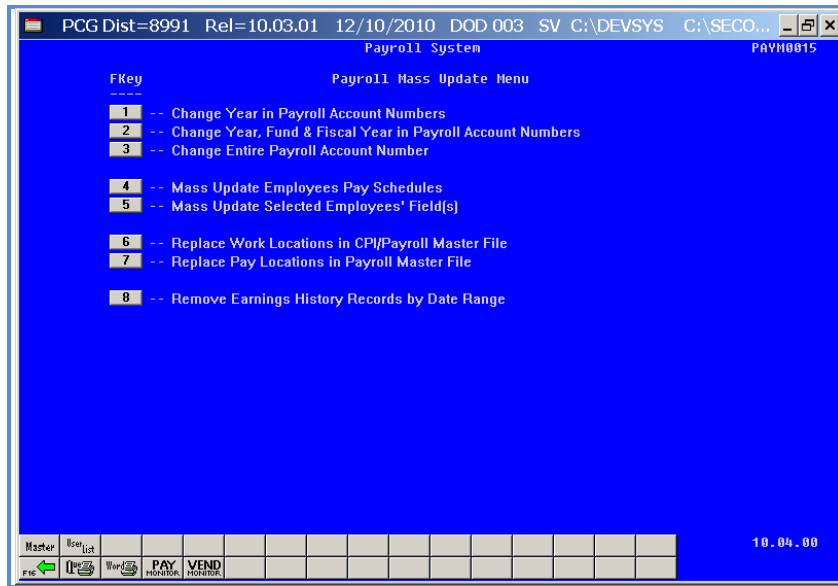
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



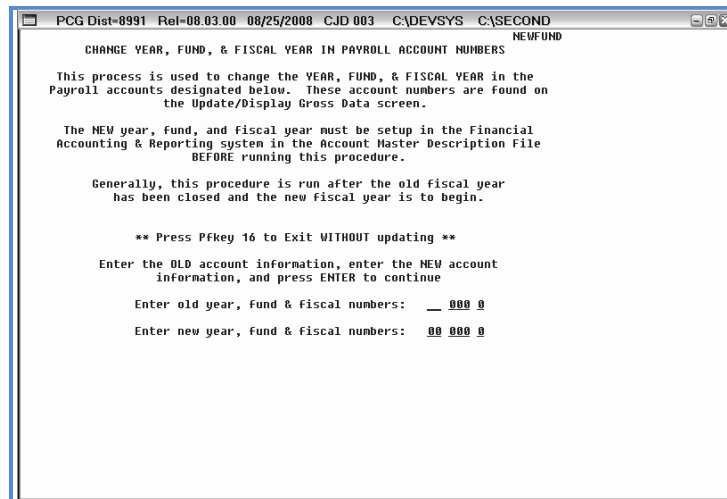
Step	Action
2	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



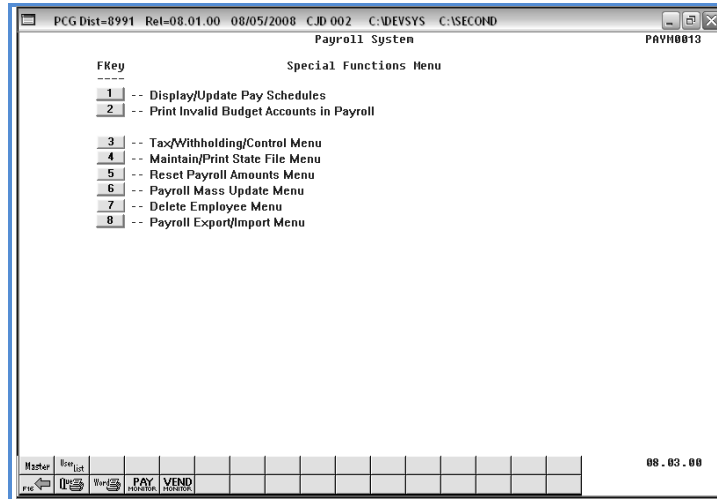
Step	Action
3	Select 2 (F2 - Change Year, Fund, & Fiscal Year in Payroll Account Numbers).



The following screen displays:



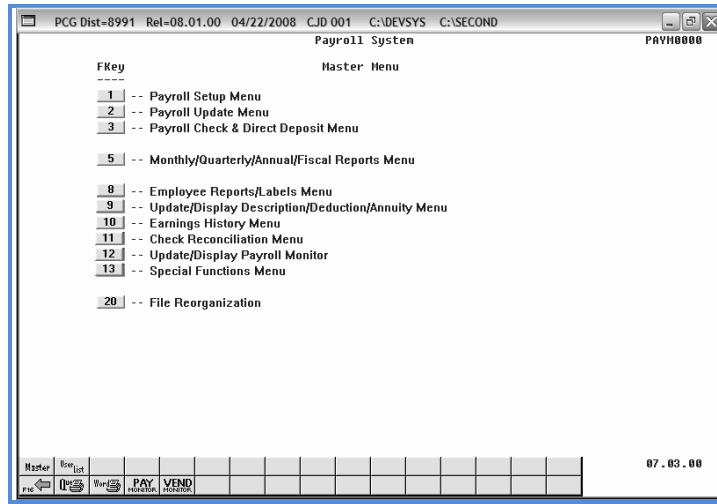
Step	Action
4	Review the information on the <i>CHANGE YEAR, FUND, & FISCAL YEAR IN PAYROLL ACCOUNT NUMBERS</i> screen, and enter the <u>existing</u> year's (YY), fund (FFF) and 0 in the Enter old year, fund & fiscal numbers fields.
5	Select Enter (to Continue).

The following screen displays:



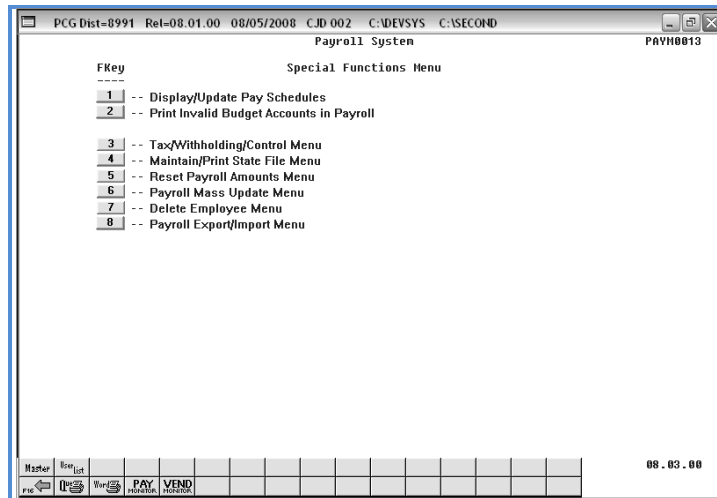
Step	Action
6	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Change the Payroll Account Number



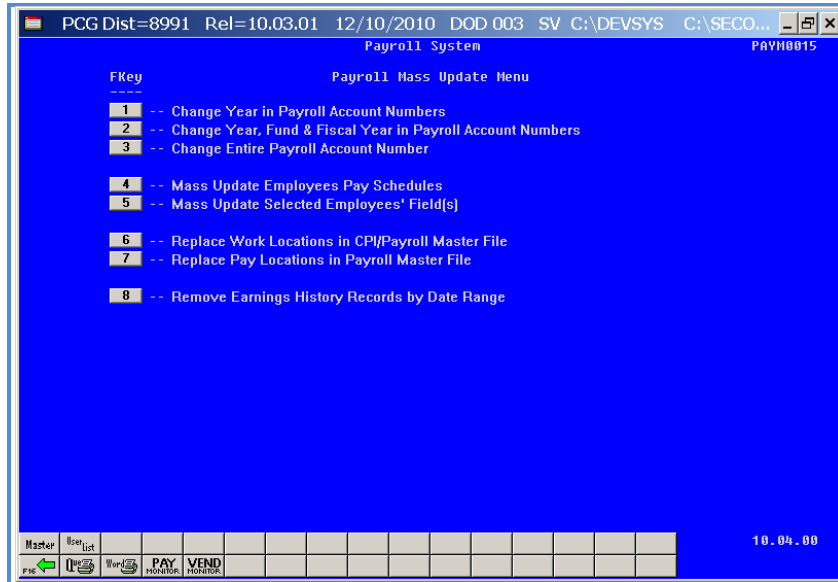
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



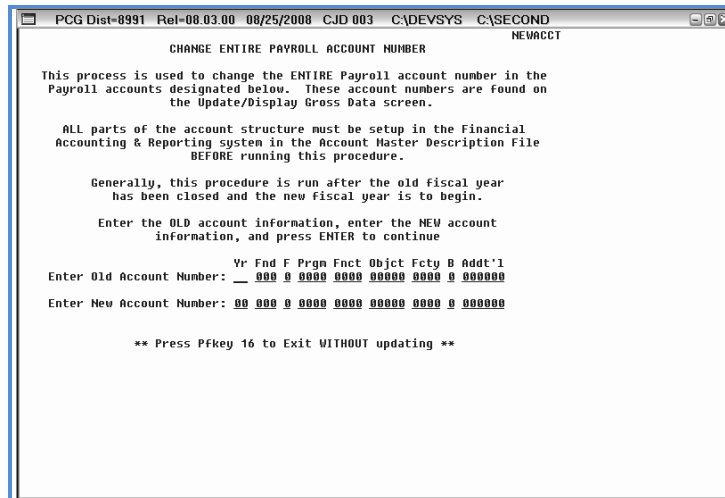
Step	Action
2	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



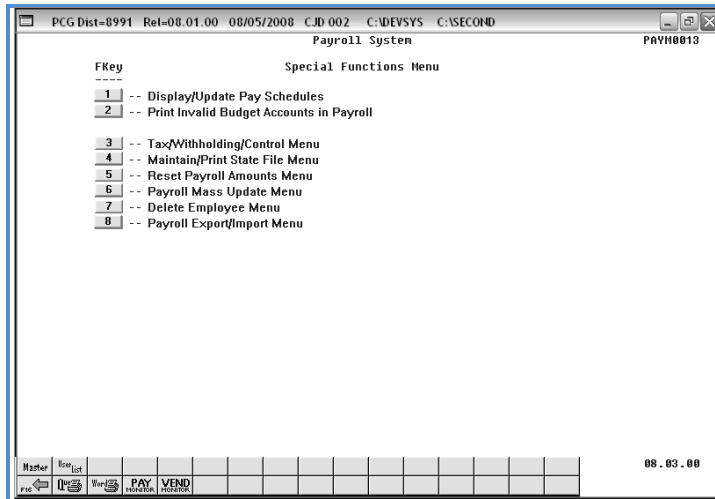
Step	Action
3	Select 3 (F3 - Change Entire Payroll Account Number).



The following screen displays:



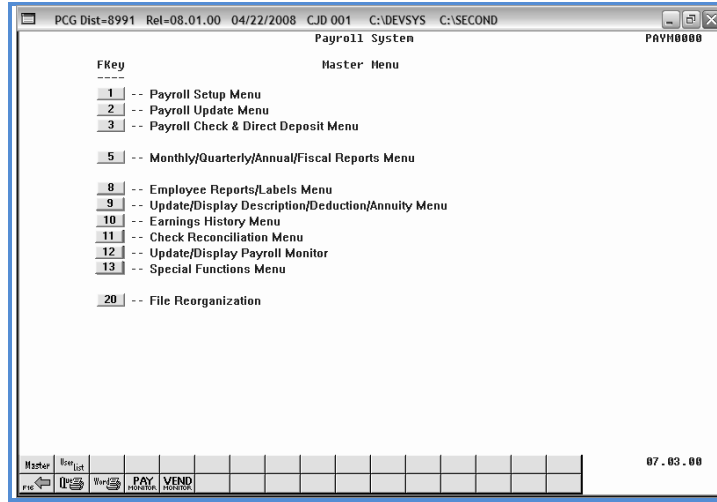
Step	Action
4	Review the information on the <i>CHANGE ENTIRE PAYROLL ACCOUNT NUMBER</i> screen. Enter the <u>current</u> payroll account number in the Enter Old Account Number field.
5	Enter the <u>new</u> year's payroll account number in the Enter New Account Number field.
6	Select Enter (to Continue).

The following screen displays:



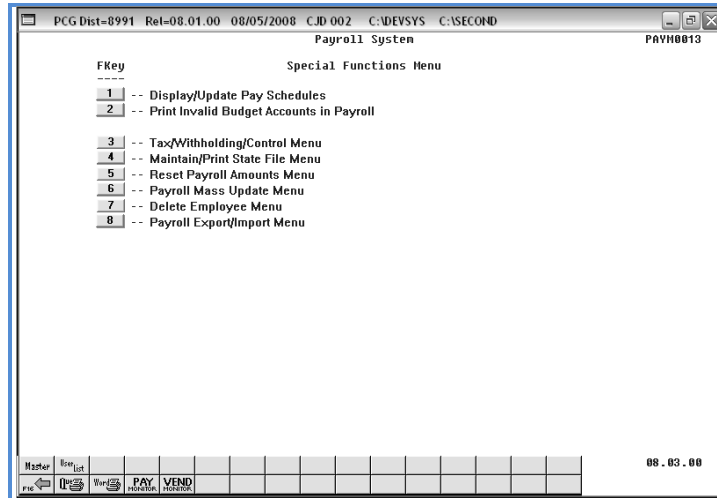
Step	Action
7	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Mass Update Employees' Pay Schedules



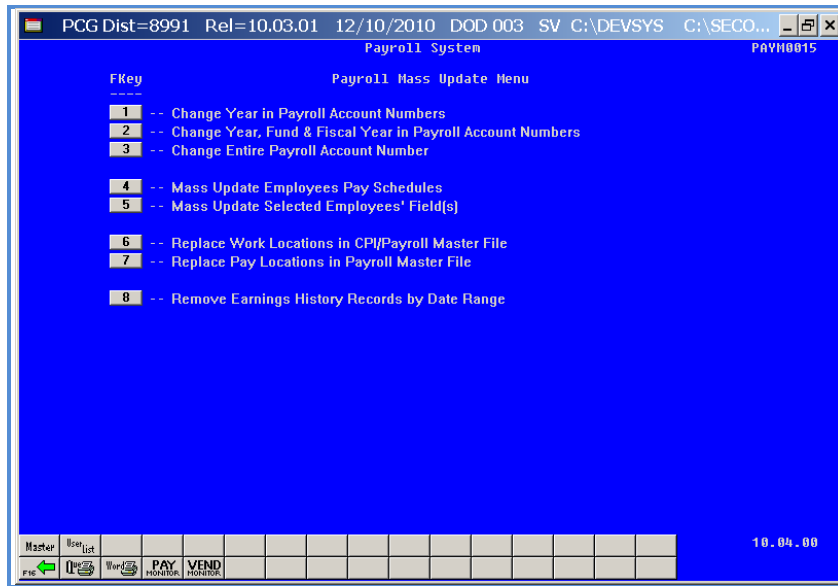
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



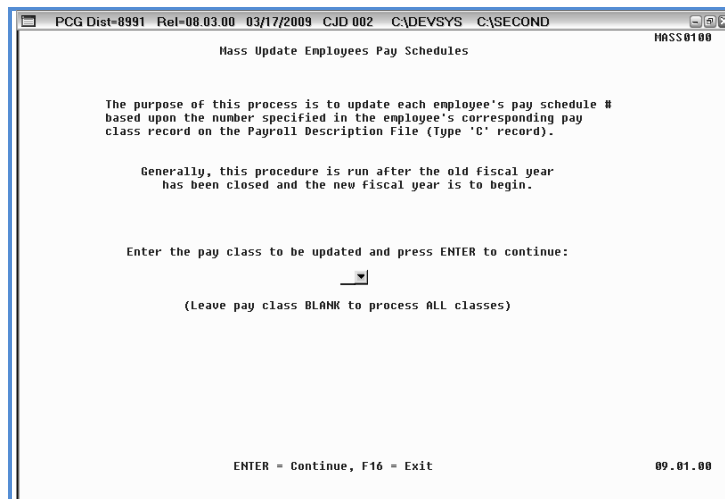
Step	Action
2	Select 6 (F6 – Payroll Mass Update Menu).


The following screen displays:



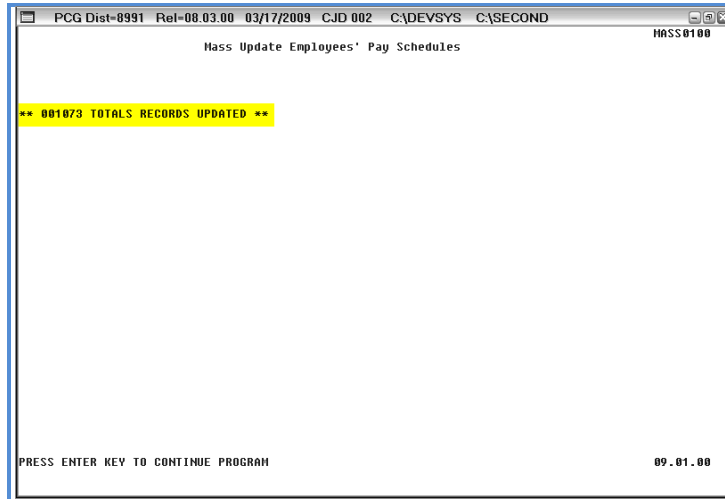
Step	Action
3	Select 4 (F4 – Mass Update Employees Pay Schedules).

The following screen displays:



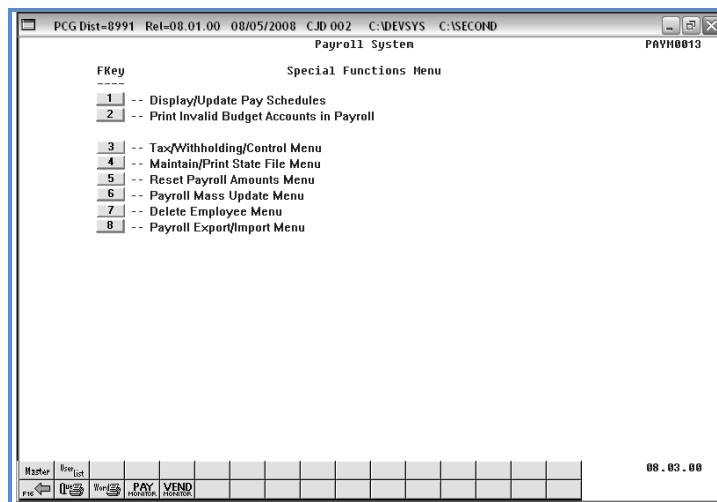
Step	Action
4	Review the information on the <i>Mass Update Employees Pay Schedules</i> screen, and: To update an individual pay class: Enter the pay class code or select the select the Drop-down selection icon  in the field. To update all pay classes: Leave the Enter the pay class to be updated and select Enter to continue field blank.
5	Select Enter (to Continue).



The following screen displays:



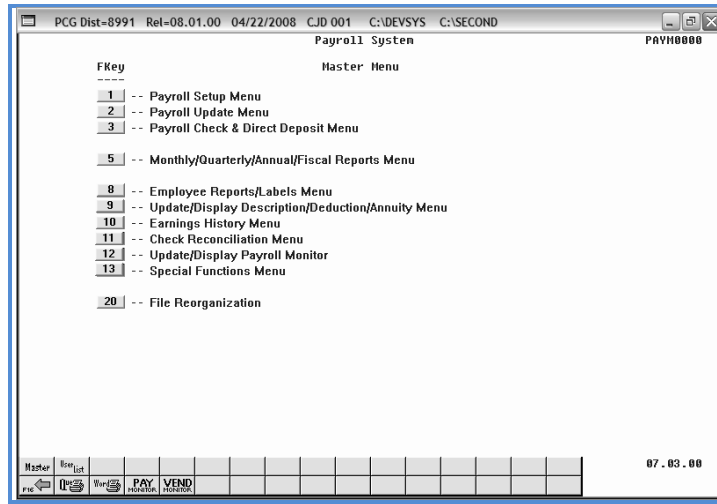
Step	Action
6	Review the screen's information, or screen-print the screen where appropriate, and select Enter (to Continue Program).

The following screen displays:



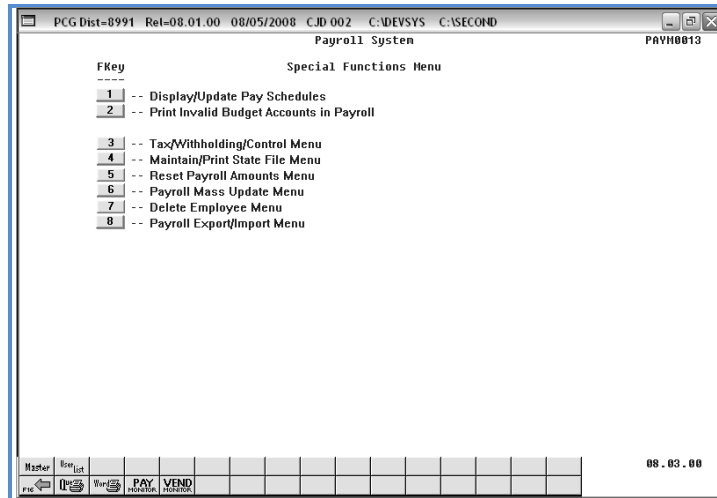
Step	Action
7	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure E: Mass Update Selected Employees' Fields



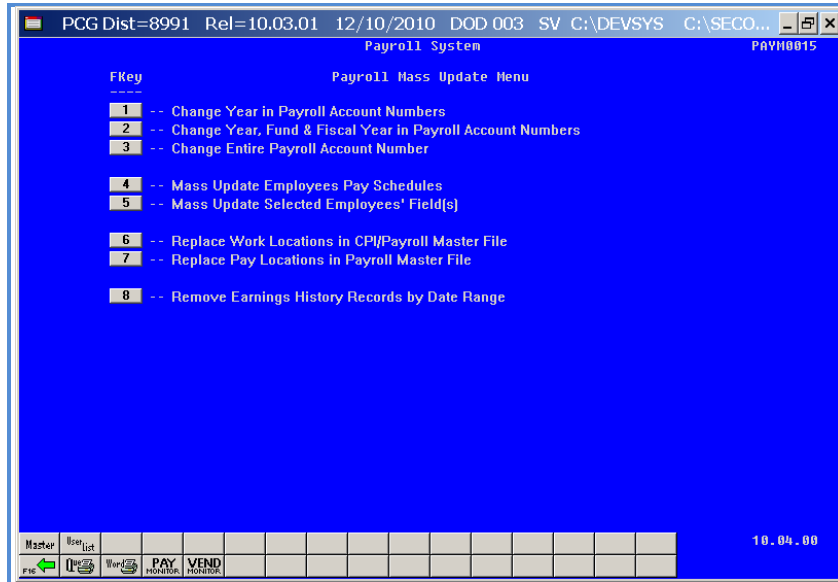
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



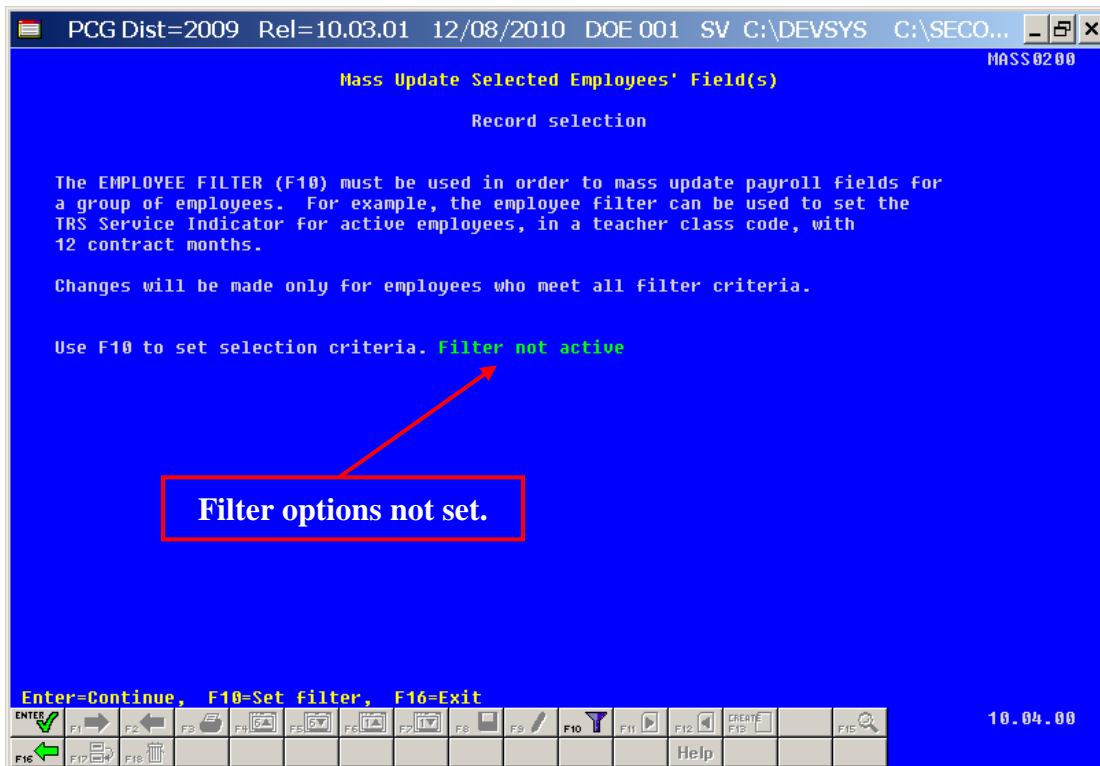
Step	Action
2	Select 6 (F6 – Payroll Mass Update Menu).


The following screen displays:



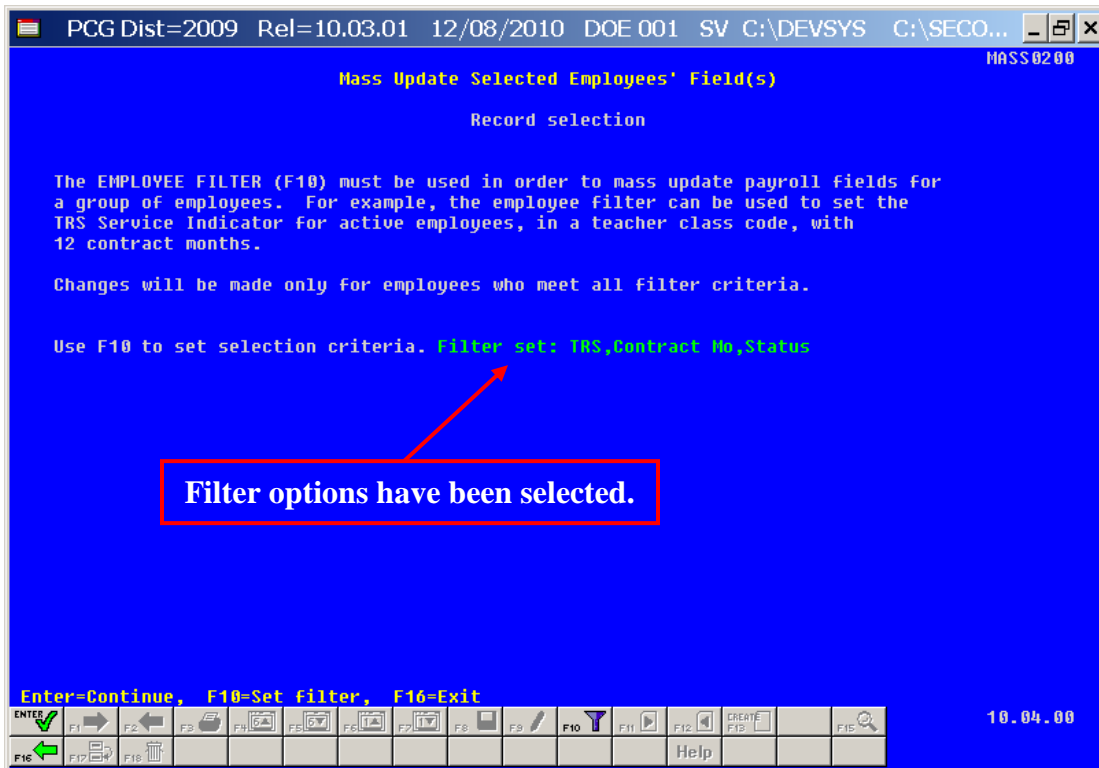
Step	Action
3	Select 5 (F5 - Mass Update Selected Employees' Field(s)).

The following screen displays:



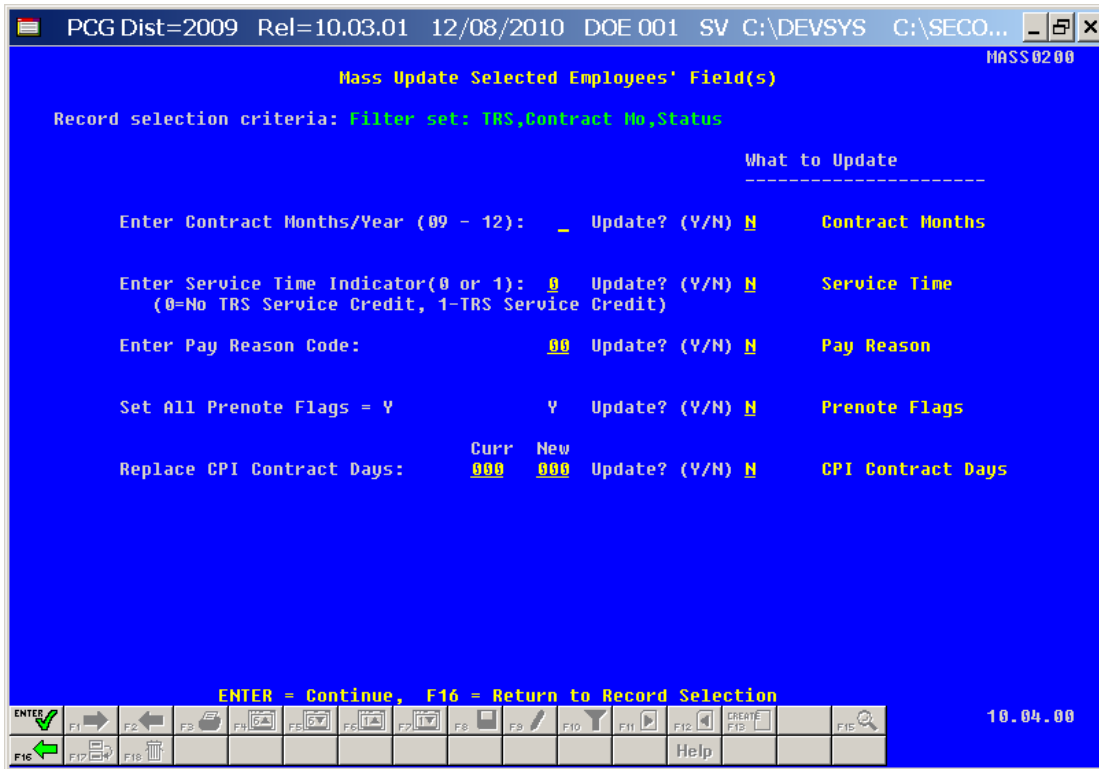
Step	Action
4	Select  (F10 – Set filter condition). The filter conditions must be set in order to proceed to the next screen. Refer to Topic 1: Set/Clear Employee Search Criteria for instructions on defining the record selection criteria.

Once the filter conditions are set, the following screen displays:



Step	Action
5	Select  (Enter).

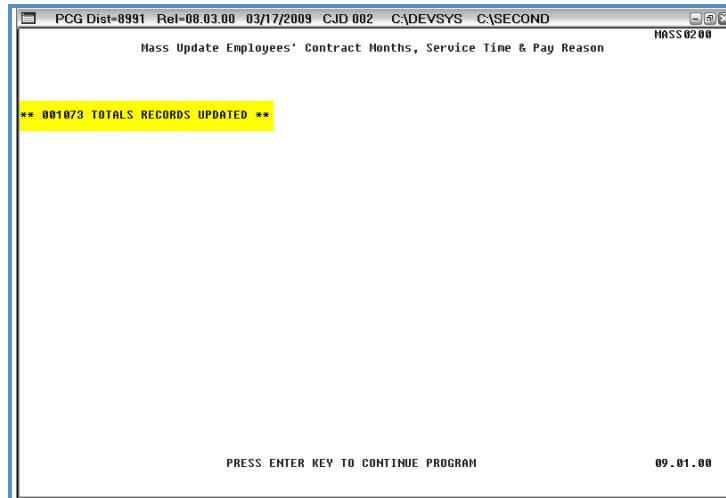
The following screen displays:



Step	Action
6	Enter the number of contract months in the Enter Contract Months/Year (09 – 12) field. If the Contract Months field is to be updated for the selected employees, enter Y (Yes) in the Update? field. If the field is not to be updated, enter N (No) in the Update? field.
7	Enter 0 (No TRS Service Credit) or 1 (TRs Service Credit) in the Enter Service Time Indicator . If the Service Time Indicator field is to be updated for the selected employees, enter Y (Yes) in the Update? field. If the field is not to be updated, enter N (No) in the Update? field.
8	Enter the pay reason code in the Enter Pay Reason Code field. If the Pay Reason Code field is to be updated for the selected employees, enter Y (Yes) in the Update? field. If the field is not to be updated, enter N (No) in the Update? field.
9	Enter Y (Yes) or N (No) in the Set All Prenote Flags = Y: Update? (Y/N) field. If the Prenote Flag field is to be updated with Y (Yes) for the selected employees, enter Y (Yes) in the Update? field. If the field is not to be updated, enter N (No) in the Update? field.

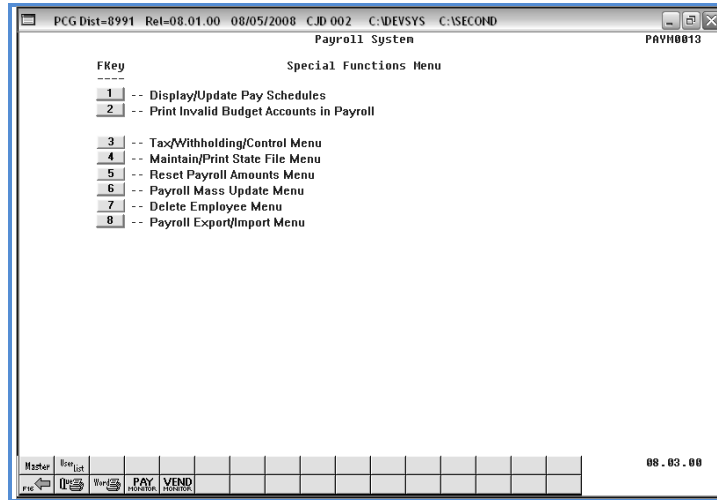
Step	Action
10	<p>Enter the Replace CPI Contract Days fields. Enter the current contract days in the Curr (Current) field. Enter the new contract days in the New field.</p> <p>If the Contract Days field in CPI is to be updated for the selected employees, enter Y (Yes) in the Update? field. If the field is not to be updated, enter N (No) in the Update? field.</p> <p><i>If the Update? field is set to Y (Yes), if the employee is selected, and if the Current CPI Contract Days matches the CPI Contract Days on the employee's record, then the system will update the employee's record with the New CPI Contract Days.</i></p>
11	<p>Select Enter (Continue) <u>twice</u>.</p> <p><i>“** Processing request **” briefly displays.</i></p>



The following screen displays:



Step	Action
12	<p>Review the screen's information, or screen-print the screen where appropriate, and select Enter (to Continue Program).</p>

The following screen displays:

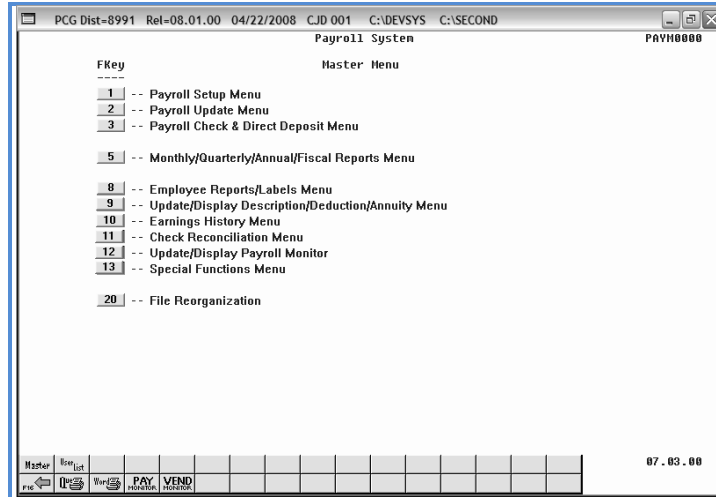


Step	Action
13	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure F: Replace Work Locations in CPI/Payroll Master File

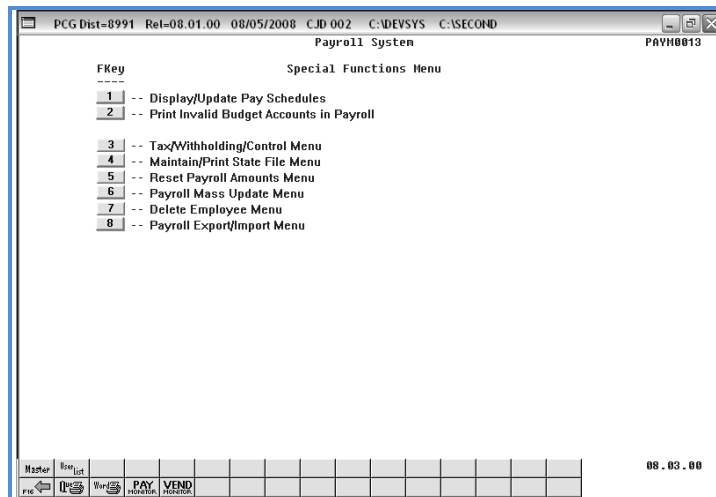
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



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

The following screen displays:



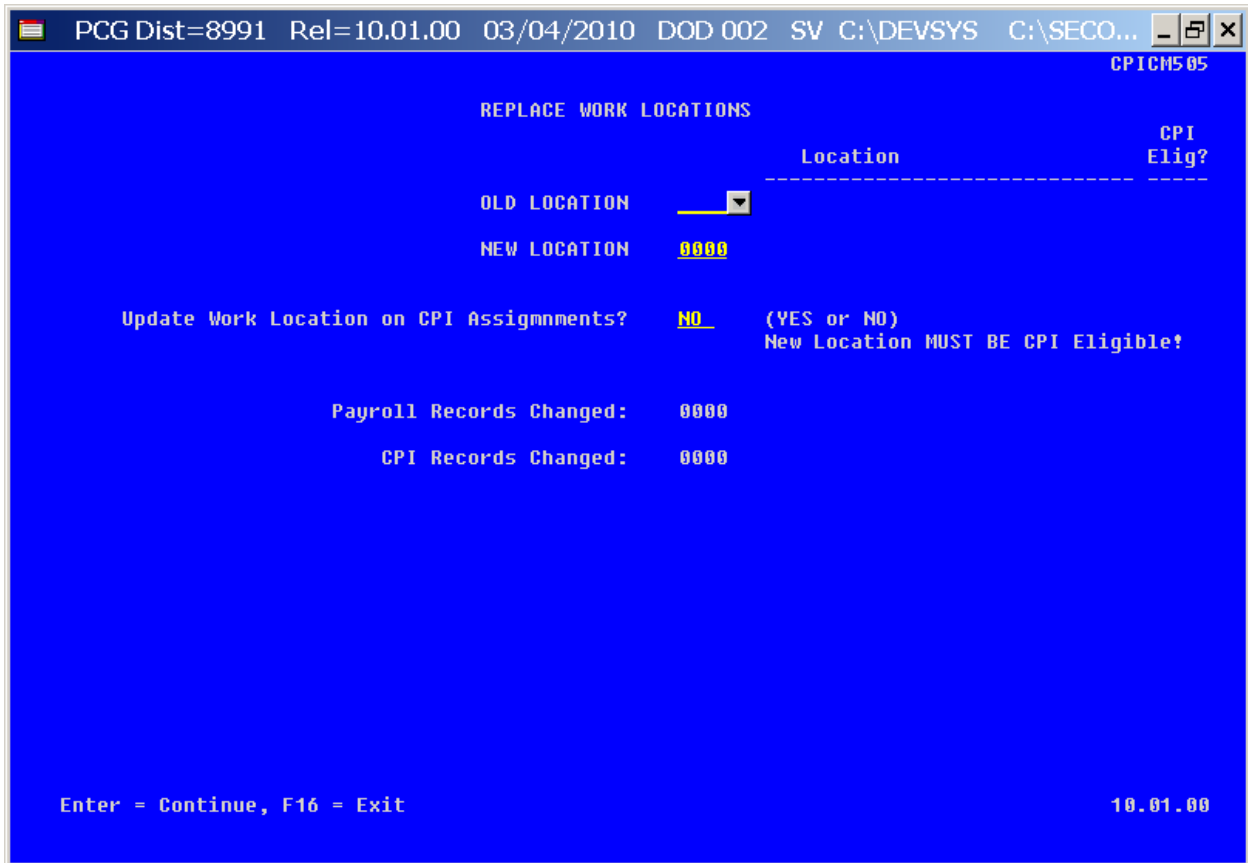
Step	Action
3	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



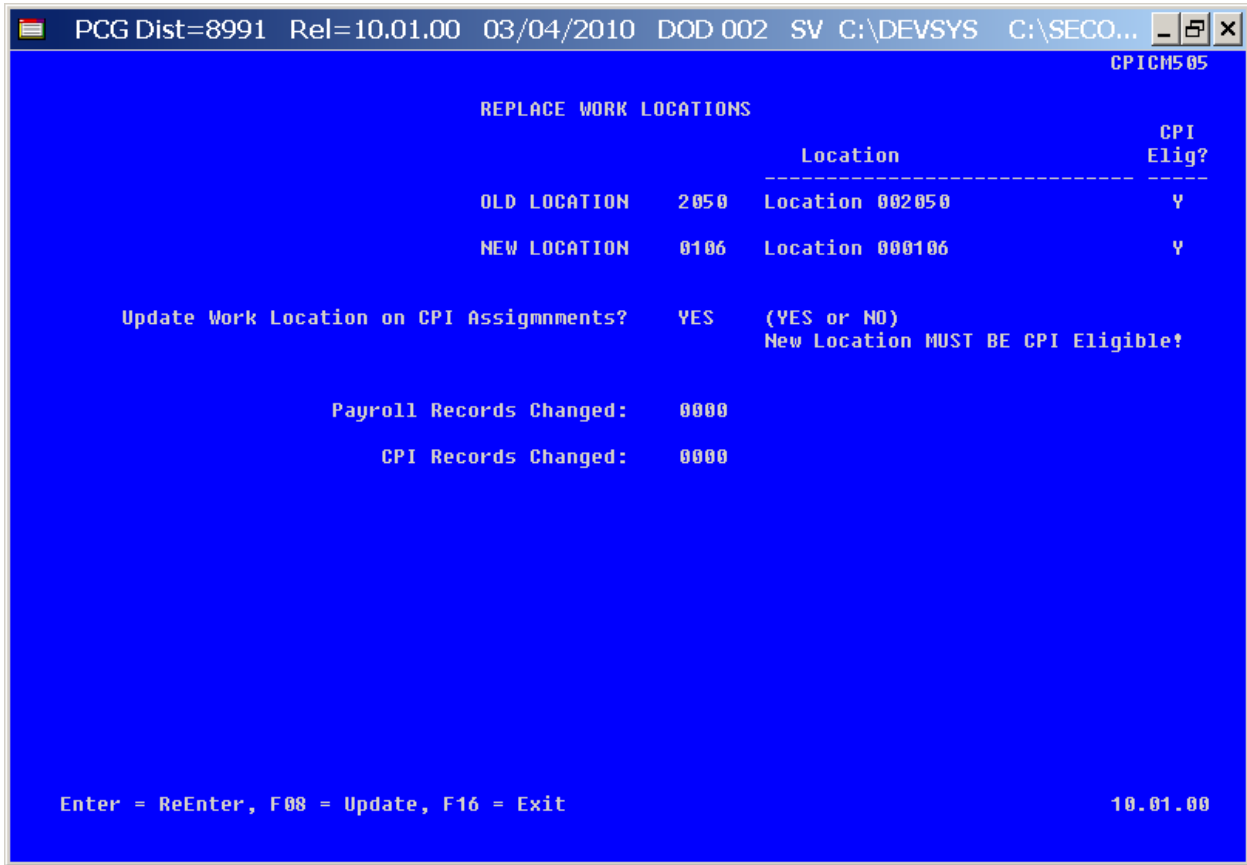
Step	Action
4	Select F6 (F6 – Replace Work Locations in CPI/Payroll Master File).

The following screen displays:



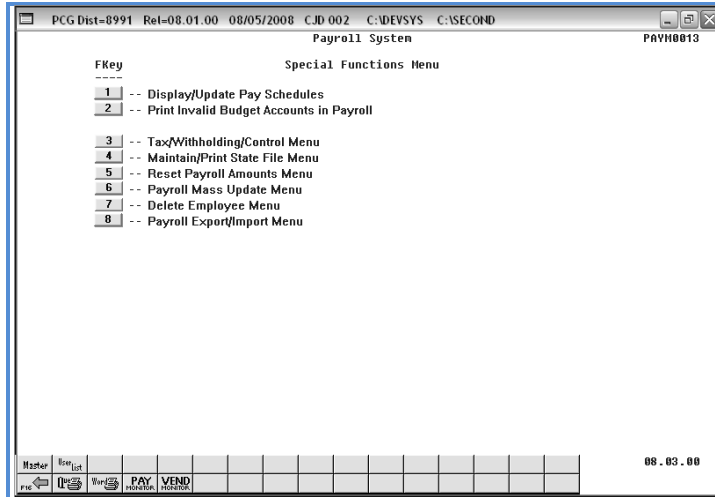
Step	Action
5	Enter the four-digit work location code in the Old Location and the New Location fields.
6	Type 'YES' or 'NO' in the Update Work Location on CPI Assignments? field. In order to update CPI assignment records, answer 'YES', otherwise, answer 'NO'. <i>Updating the CPI assignment records with the New Work Location code is optional.</i> <i>If updating CPI assignment records, the New Work Location code must be defined as CPI Eligible on the Description File.</i>
7	Select Enter to continue.



The following screen displays:



- | | |
|---|--|
| 8 | <p>Select F8 to update. <i>To reenter the old and new work locations, press ENTER to correct the information. To abort the procedure, press F16.</i></p> <p><i>*** Processing Request ***</i> briefly displays. The Replace Work Locations screen redisplay.</p> <p>Review the Payroll Records Changed field and the CPI Records Changed field to verify that the appropriate records were updated.</p> |
| 9 | <p><i>For additional work locations repeat this procedure beginning at Step 5.</i></p> <p><i>If there are no additional work location replacements, select F16 (To Exit) to the Payroll Mass Update Menu.</i></p> |

The following screen displays:

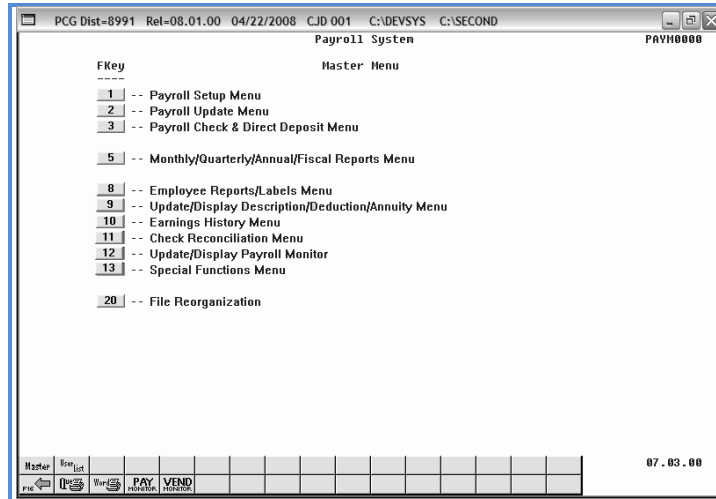


Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure G: Replace Pay Locations in Payroll Master File

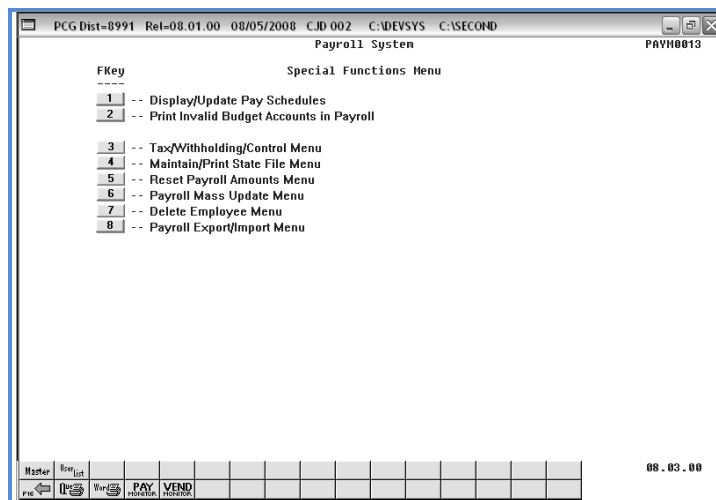
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



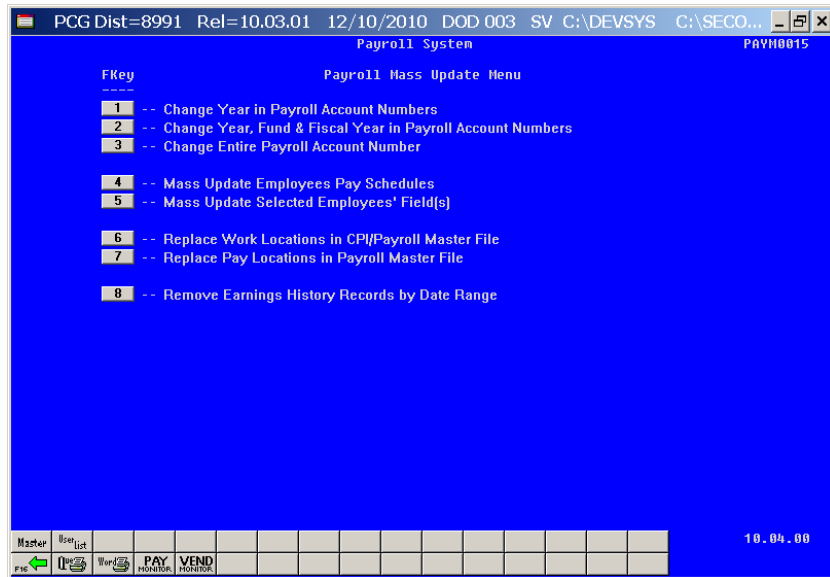
Step	Action
2	Select 13 (F13 - Special Functions Menu).

The following screen displays:



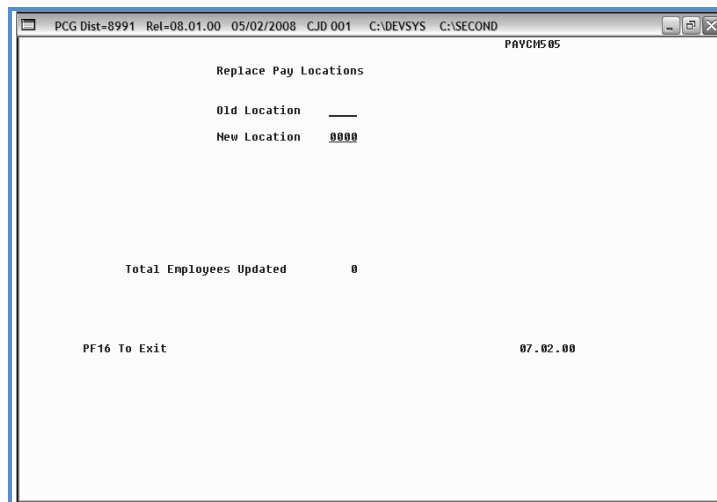
Step	Action
3	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



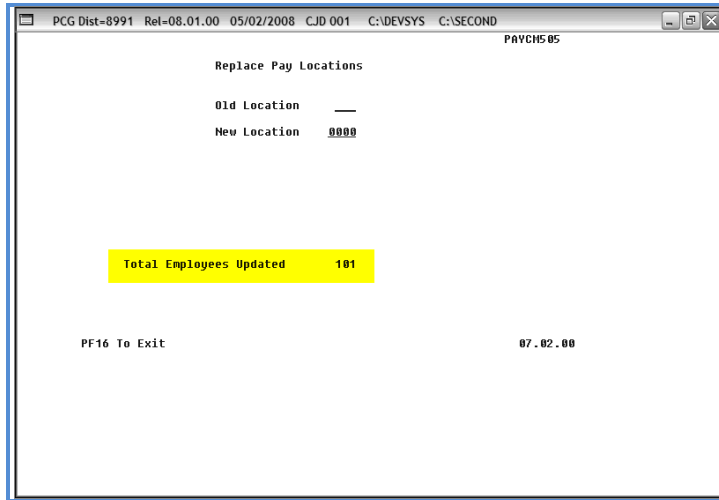
Step	Action
4	Select 7 (F7 – Replace Pay Locations in Payroll Master File).

The following screen displays:



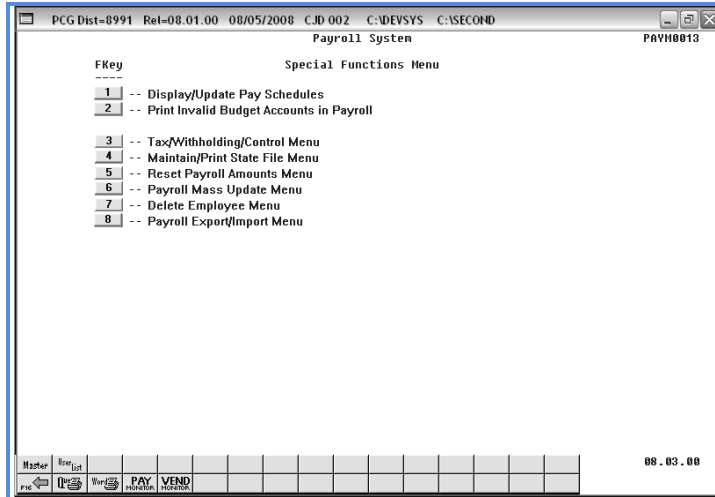
Step	Action
5	Enter the four-digit payroll location code in the Old Location and New Location fields.
6	Select Enter . <i>“** Processing Request **”</i> briefly displays.



The following screen displays:



Step	Action
7	Review the <i>Total Employees Updated</i> field's entry, and select F16 (To Exit) to return to the <i>Payroll Mass Update Menu</i> . <i>For additional work locations, repeat this procedure beginning at Step 5.</i>


The following screen displays:



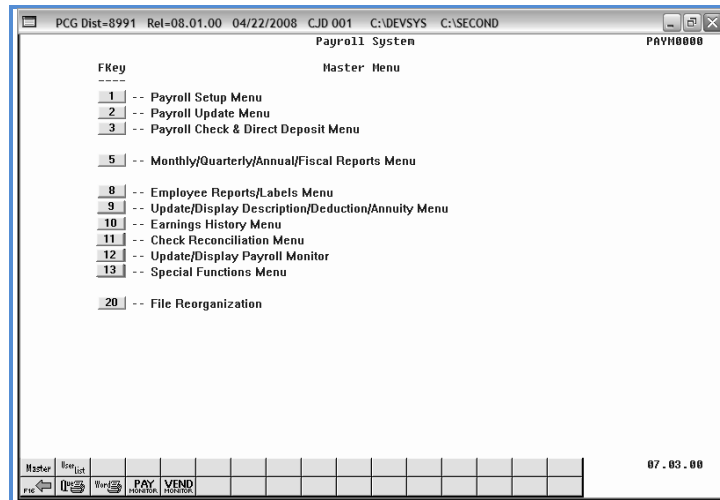
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure H: Remove Earnings History Records by Date Range

H1. Perform a PCGenesis Data Backup

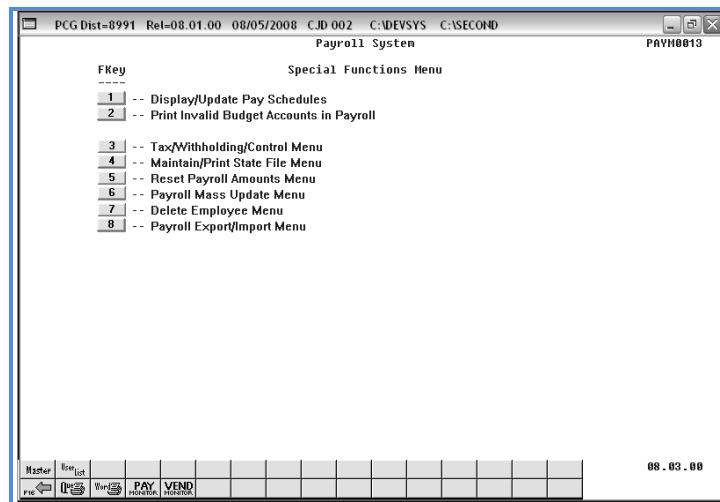
Step	Action
1	Perform a PCGenesis Data Backup.
2	Ensure all users log out of PCGenesis.
3	Log onto the server as Administrator .
4	Select  (PCG Data Backup).
5	When instructed to do so, remove the backup tape from the drive, and label the tape “MM/DD/YY Backup before Removing MMYE Earnings History Records”.
6	Store the backup tape and backup log in a secure location.

H2. Removing Earnings History Records by Date Range



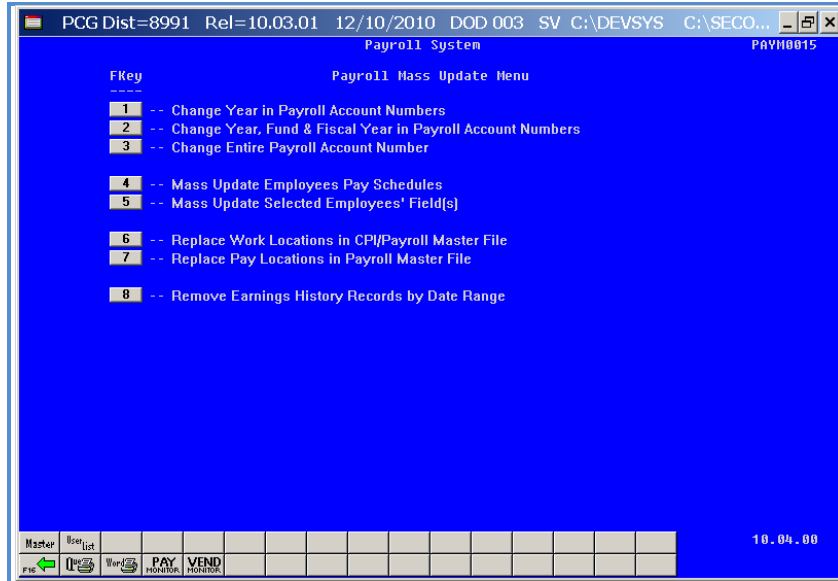
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



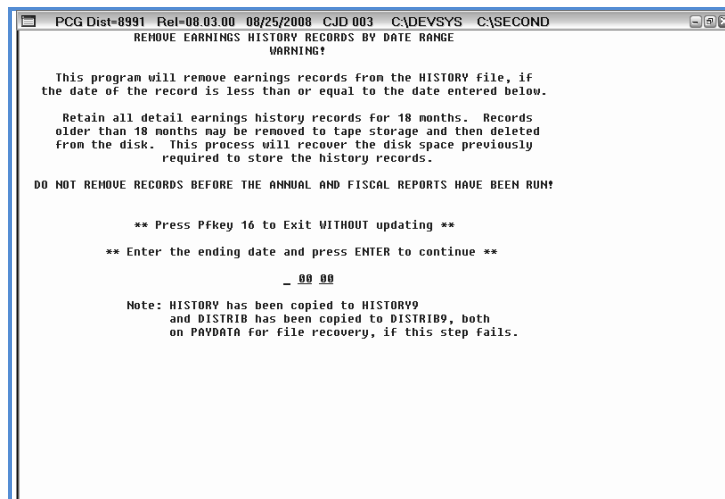
Step	Action
2	Select 6 (F6 – Payroll Mass Update Menu).

The following screen displays:



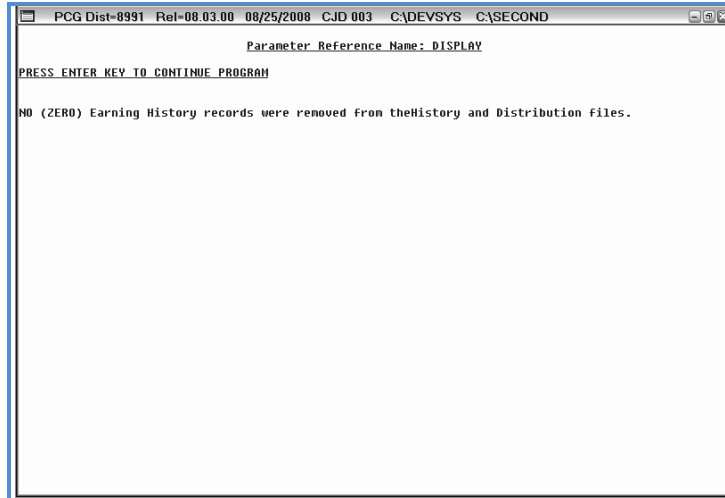
Step	Action
3	Select 8 (F8 - Remove Earnings History Records by Date Range). <i>"Please Wait . . .File is being copied"</i> briefly displays.

The following screen displays:

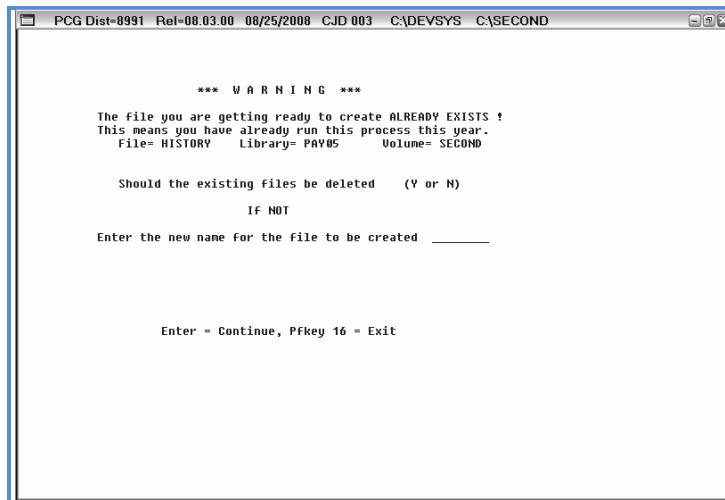


Step	Action
4	Review the information on the <i>Remove Earnings History Records by Date Range Warning!</i> screen.
5	Enter the date (MM DD YY) in the field to include employees' earnings history information occurring prior to the entry's date.
6	Select Enter (to Continue).

If no records match the search criteria entered, the following screen displays:

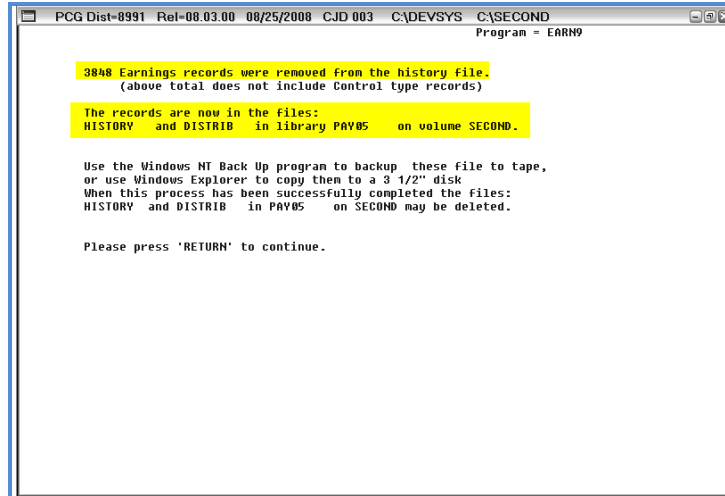


If the procedure has previously been run, the following screen displays:



Step	Action
7	<p>If no records match the search criteria entered: Select Enter (to Continue Program), and proceed to <i>Step 10</i>.</p> <p>If the procedure was previously performed: Review the screen’s information, enter the response in the Should the existing files be deleted field, where appropriate, enter the filename in the Enter the new name for the file to be created field, and select Enter <u>twice</u>.</p> <p><i>“File being reorganized. DO NOT CANCEL PROCESSING”</i> briefly displays where appropriate.</p>

The following screen displays;

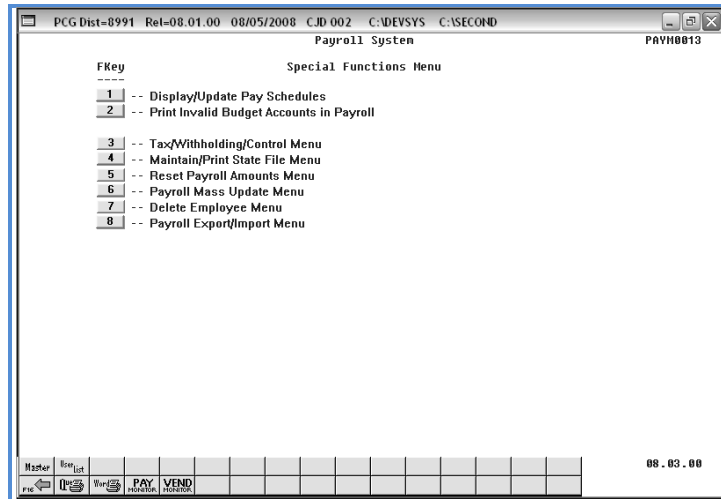




Step	Action
8	Record the screen's information on, or screen-print the <i>Program = EARN9</i> screen, and back up the files as instructed. Delete these after backing up the files.
9	Select Enter (To Continue). <i>"File being reorganized. DO NOT CANCEL PROCESSING"</i> briefly displays.

***** Attention *****

Do not cancel processing under any circumstances!

The following screen displays:



Step	Action
10	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> .