



Dr. John D. Barge, State School Superintendent

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011

Section I: Special Functions

***[Topic 8D: Payroll Earnings History File
Processing, V1.3]***

Revision History

Date	Version	Description	Author
10/11/2011	1.3	11.03.00 – Add <i>Birth Date, Hire Date, Rehire Date, Term Date, Sex Code</i> and <i>Marital Status</i> to the selection screen.	D. Ochala
05/24/2011	1.2	11.02.00 – Update menu screenshots.	D. Ochala
02/07/2011	1.1	10.04.01 – Add <i>Employer OASDI</i> and <i>Medicare</i> fields. Update screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Create a new document for <i>Payroll Earnings History Data Export File Processing</i> instructions.	D. Ochala


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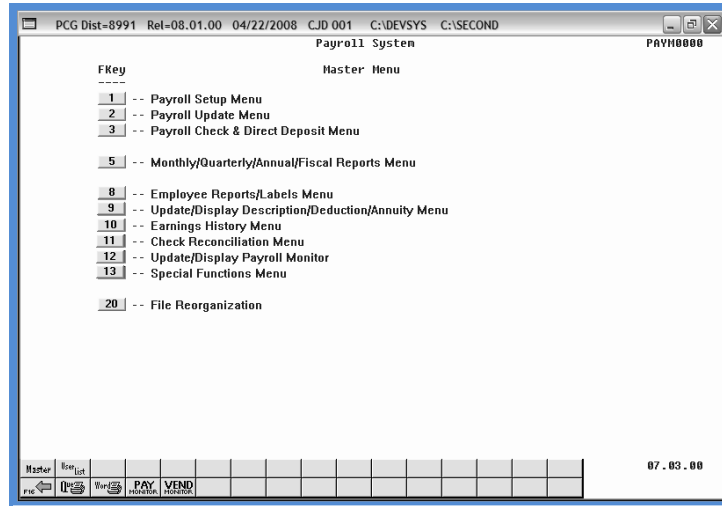
Overview

Earnings History Export: PCGenesis allows users to select fields from the earnings history data for export. Up to twenty (20) payroll deduction items may also be selected for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. The user may select Earnings History records based upon a date range, or based upon a payment type. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Earnings History Gross Data Distribution Export: Use the export procedure as needed to create a financial analysis and projection spreadsheet of historical payroll payments. PCGenesis allows users to select pay distribution fields from earnings history for inclusion in the export file. The Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number selected. The user may select Earnings History records based upon a date range, based upon a payment type, or based upon the gross data type. The user may also wish to export information for a specific account, or partial account specification. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

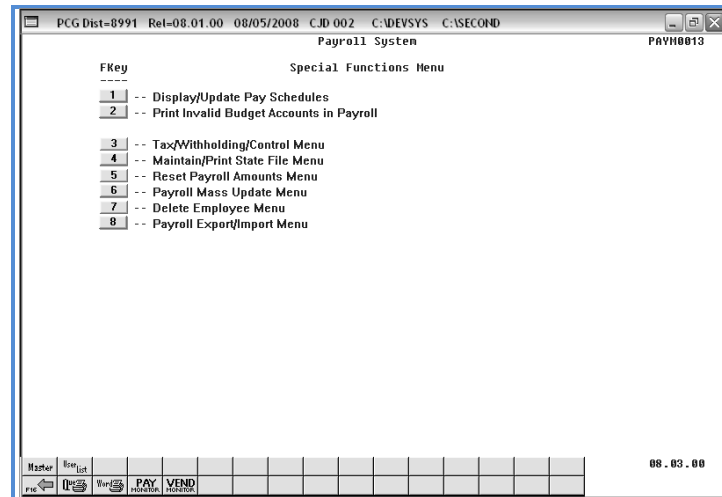
Setting Employee Search Criteria: Refer to [Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria](#) for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. The following export procedures allow utilization of the Search Criteria feature ( F10 – Set filter condition): Export Selected Payroll/Deduction Data, Earnings History Export, and Earnings History Gross Pay Distribution Export.

Procedure A: Earnings History Export



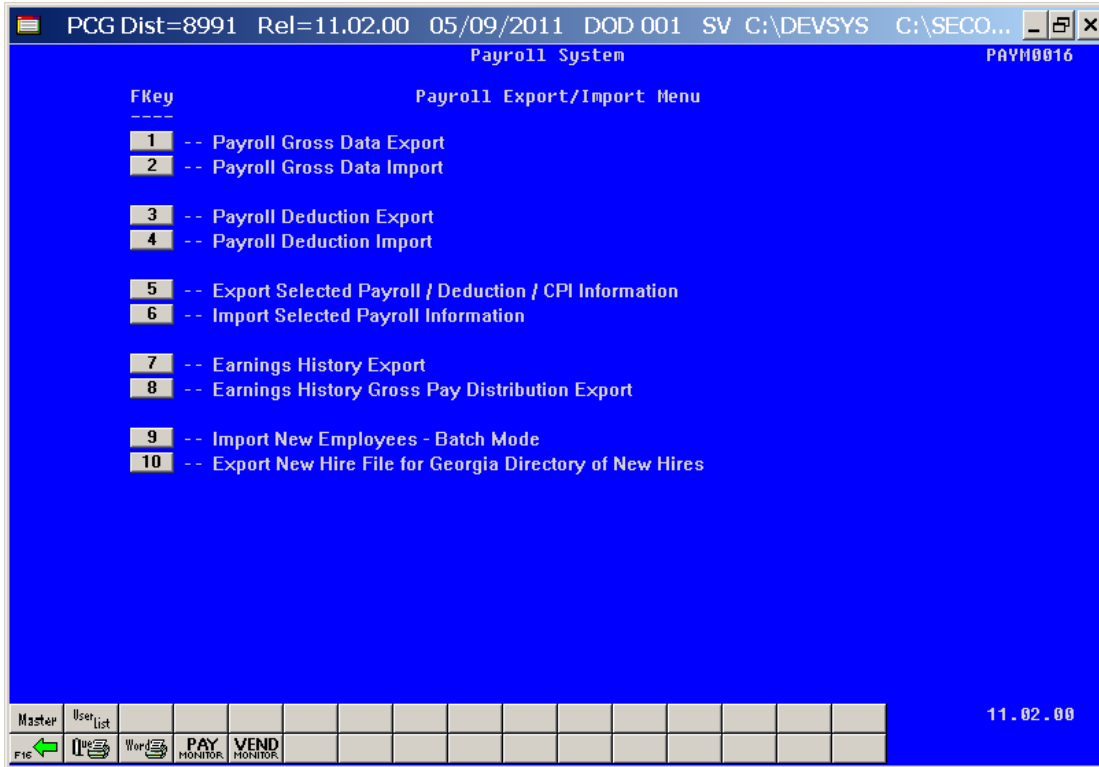
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



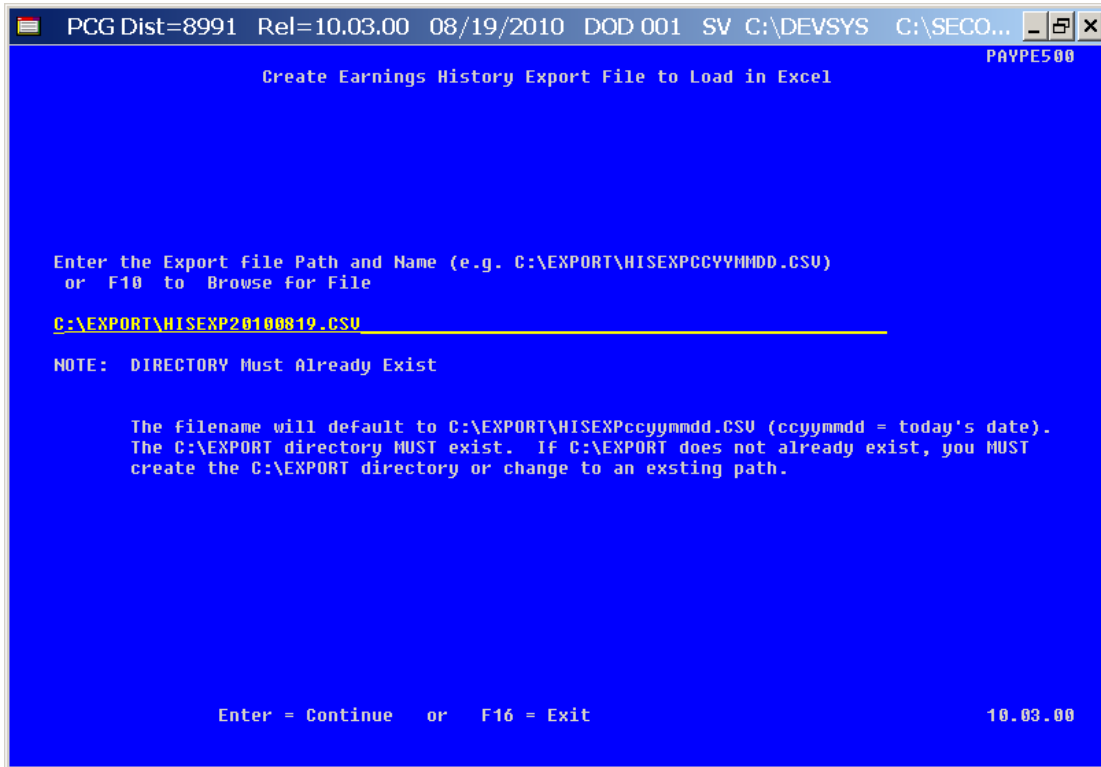
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



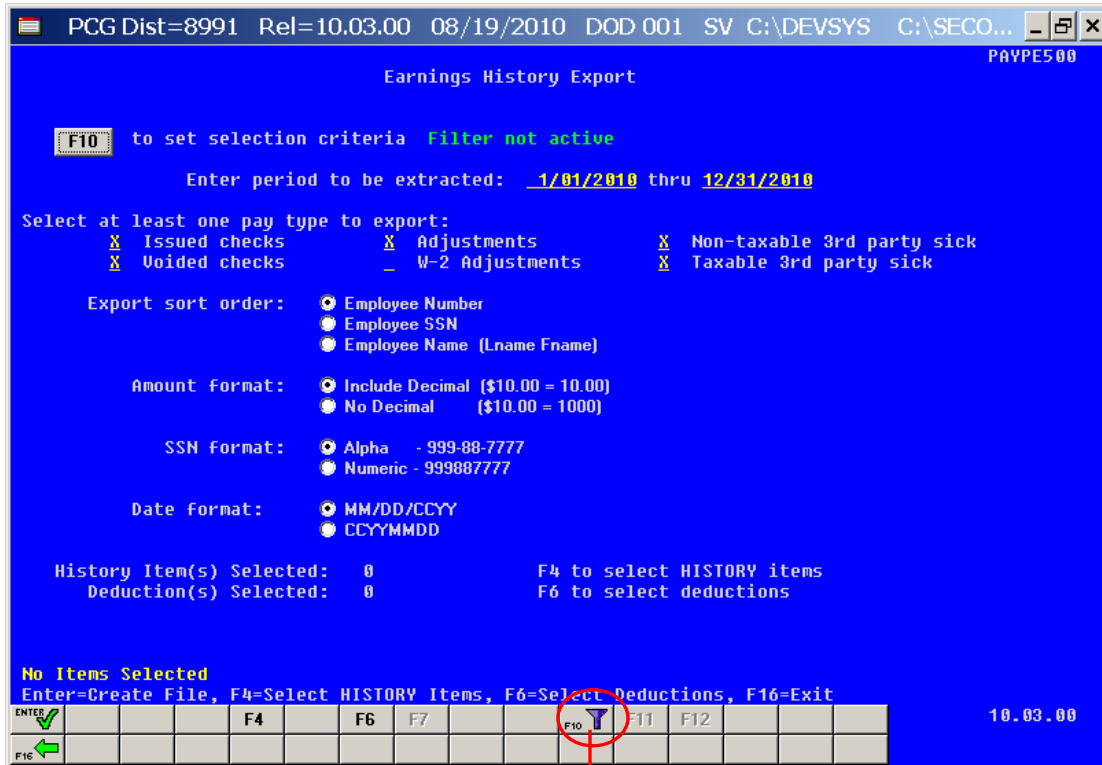
Step	Action
3	Select 7 (F7 – Earnings History Export).
4	On the C:\ drive, create a folder entitled EXPORT , or verify the folder exists.

The following screen displays:







Step	Action
5	<p>Verify C:\EXPORT\HISEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field.</p> <p><i>PCGenesis allows entries other than C:\EXPORT\HISEXPCCYYMMDD.CSV as long as the directory structure entered exists.</i></p> <p><i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history export results.</i></p>
6	Select Enter (Continue).

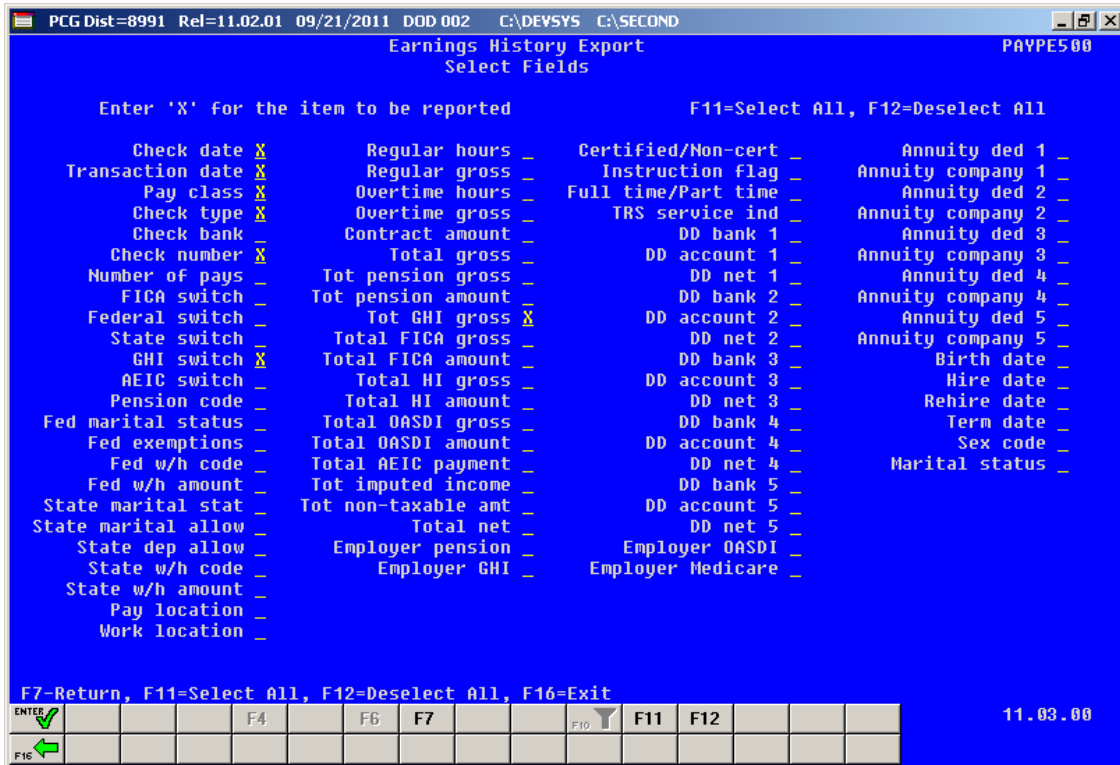
The following screen displays:



F10 – Set filter conditions

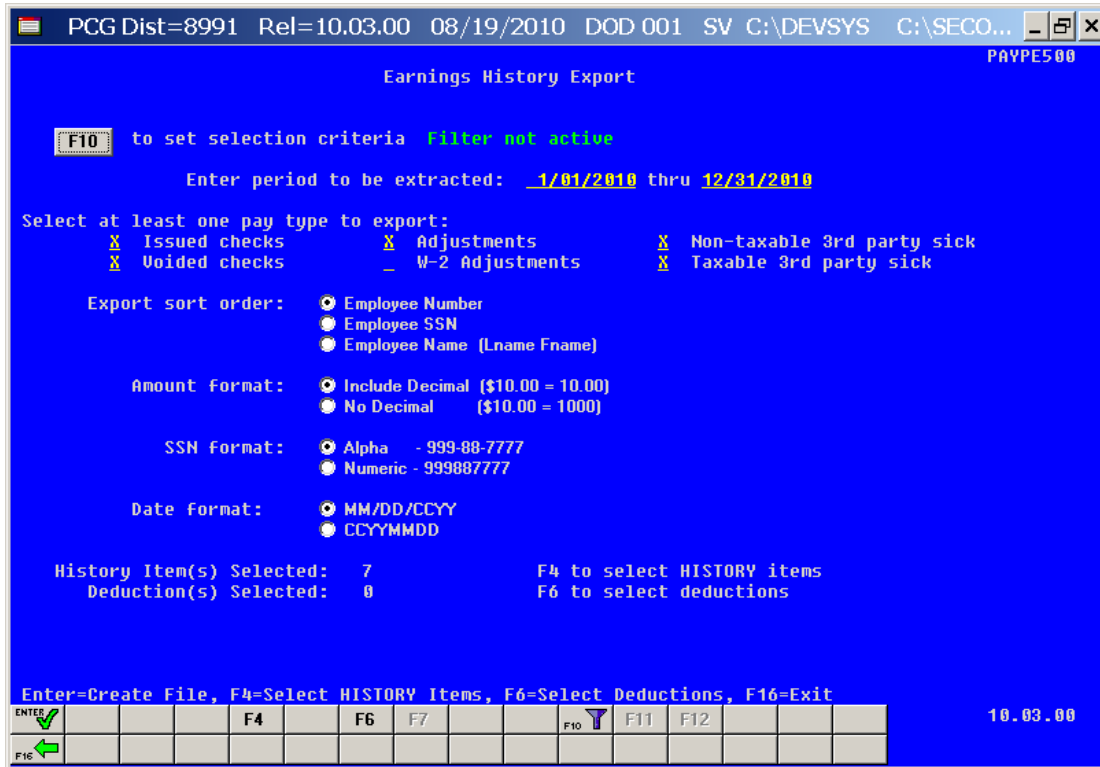
Step	Action
7	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “Filter conditions set.” displays. Selecting  (F16 – Exit) will return to the <i>Payroll Export/Import Menu</i>.</p> <p><i>NOTE: Do NOT select  (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) and deductions (F6 – Select Deductions) first, before processing the export request.</i></p>
8	Select  (F4 – Select History Items).

The following screen displays:



Step	Action
9	Enter X in the field to the right of the preferred earnings history items.
10	<p>Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen.</p> <p>Select F11 (Select All) or F12 (Deselect All) or select F16 (F16 – Clear selections and exit) where appropriate.</p>

The following screen displays:



NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Select F6 (F6 - Select Deductions).

The following screen displays:

```

PCG Dist=8991 Rel=10.03.00 08/19/2010 DOD 001 SV C:\DEVSYS C:\SECO...
PAYPE500

Earnings History Export
Select History Deductions

Include deductions with zero dollar amounts? Y (Y or N)



Enter 'X' for the deduction to be reported.

00=FRINGE - 01=ANNUITY # 1 - 02=ANNUITY # 2 - 03=FED W/H TAX -
04=GA INCOME TAX - 08=HEALTH INS X 09=HEALTH INS X 10=VENDOR 005403 -
12=VENDOR 004136 - 13=VENDOR 001430 - 15=VENDOR 001320 - 16=COURT W/H -
17=VENDOR 001320 - 18=VENDOR 000006 - 19=VENDOR 005034 - 21=VENDOR 005035 -
22=VENDOR 002319 - 23=VENDOR 005036 - 24=VENDOR 002517 - 25=VENDOR 005037 -
26=VENDOR 002998 - 27=VENDOR 003039 - 28=VENDOR 005048 - 29=VENDOR 005048 -
30=VENDOR 005048 - 31=VENDOR 003412 - 32=VENDOR 004236 - 33=VENDOR 004864 -
39=DED 39 - 40=DEDUCTION 40 - 41=DEDUCTION 41 - 50=GTL IMPUTE IN -
60=FIDELITY----> - 61=DEDUCTION 61 - 62=DEDUCTION 62 - 63=DEDUCTION 63 -
64=DEDUCTION 64 - 65=DEDUCTION 65 - 66=DEDUCTION 66 - 70=BOARD GHI X

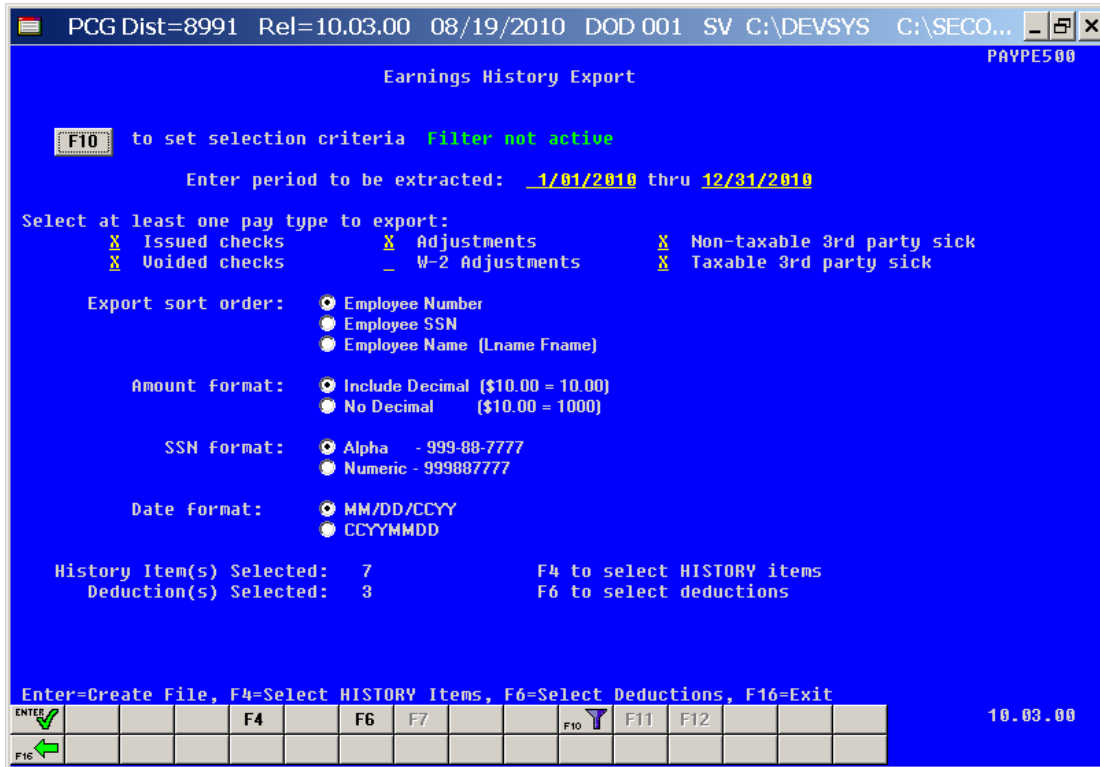
Select up to 20 deduction codes to report.

F7=Return to Select Fields, F12=Deselect All, F16=Exit No Deductions Selected
ENTER ✓ F4 F5 F7 F10 F11 F12 10.03.00
F16 ←

```


Step	Action
12	Enter Y (Y) or N (No) in response to the Include deductions with zero dollar amounts? prompt.
13	Enter X in the field to the right of the preferred deductions. <i>PCGenesis allows the selection of twenty (20) individual deductions, and displays “Max of 20 deductions allowed. ## selected.” where ## is the total number of deductions, when users select more than twenty (20) deductions.</i>
14	Select F7 (F7 – Return to Setup Export), or select  (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen. Select F12 (<i>Deselect All</i>) or select  (F16 – Clear selections and exit) where appropriate.

The following screen displays:



NOTE: PCGenesis displays the total number of deductions selected.

Step	Action
15	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the Enter period to be extracted fields.
16	Enter X in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: <ul style="list-style-type: none"> I = Issued checks A = Adjustments N = Non-taxable 3rd party sick V = Voided checks W = W-2 adjustments T = Taxable 3rd party sick
17	To define the sort order: Select the O (Radio button) to the left of the Export sort order field. <i>Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.</i>
18	To define the dollar amount format: Select the O (Radio button) to the left of the appropriate Amount Format: field.

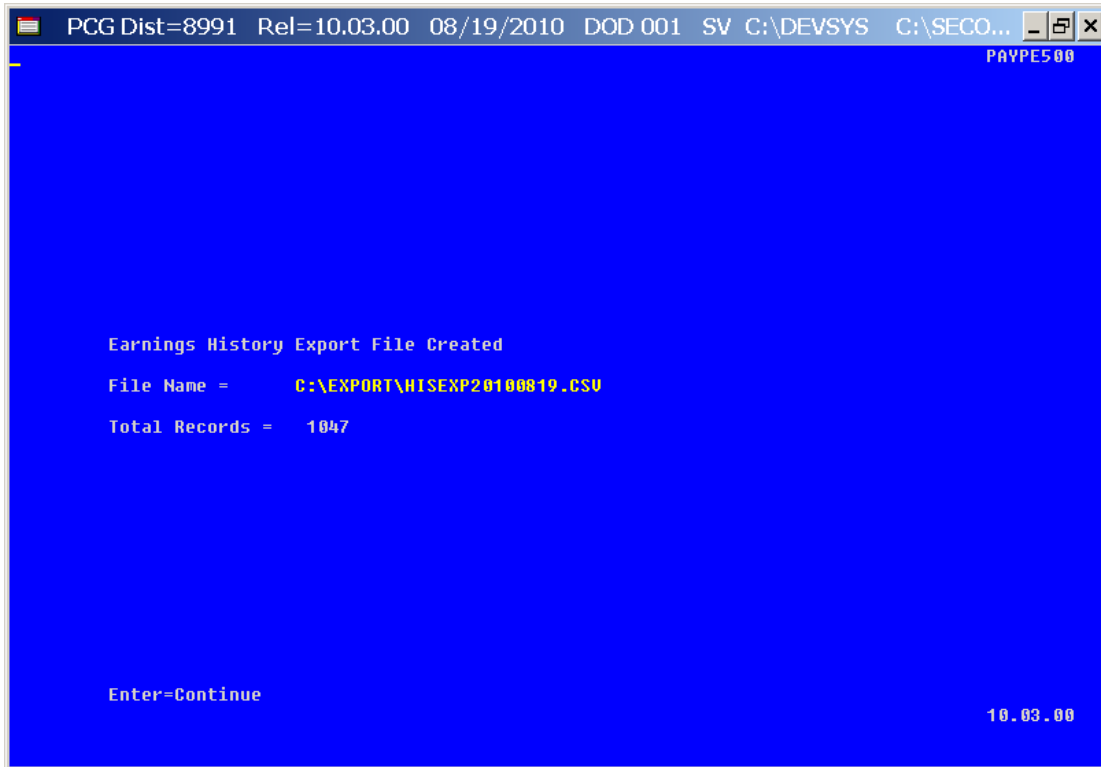
Step	Action
19	To define the Social Security Number (SSN) format: Select the <input type="radio"/> (Radio button) to the left of the appropriate SSN Format: field.
20	To define the date format: Select the <input type="radio"/> (Radio button) to the left of Date Format: field.
21	Select  (Enter - Continue).

The following message box displays:



Step	Action
22	Select OK to continue processing and to extract the payroll data. <i>If the selected earnings history data is incorrect or incomplete, select Cancel to enter the correct information.</i> <i>“**Processing Request**” briefly displays.</i>

The following screen displays:



The screenshot shows a window titled "PCG Dist=8991 Rel=10.03.00 08/19/2010 DOD 001 SV C:\DEVSY... C:\SECO...". The window content is as follows:

```
PCG Dist=8991 Rel=10.03.00 08/19/2010 DOD 001 SV C:\DEVSY... C:\SECO...
PAYPE500

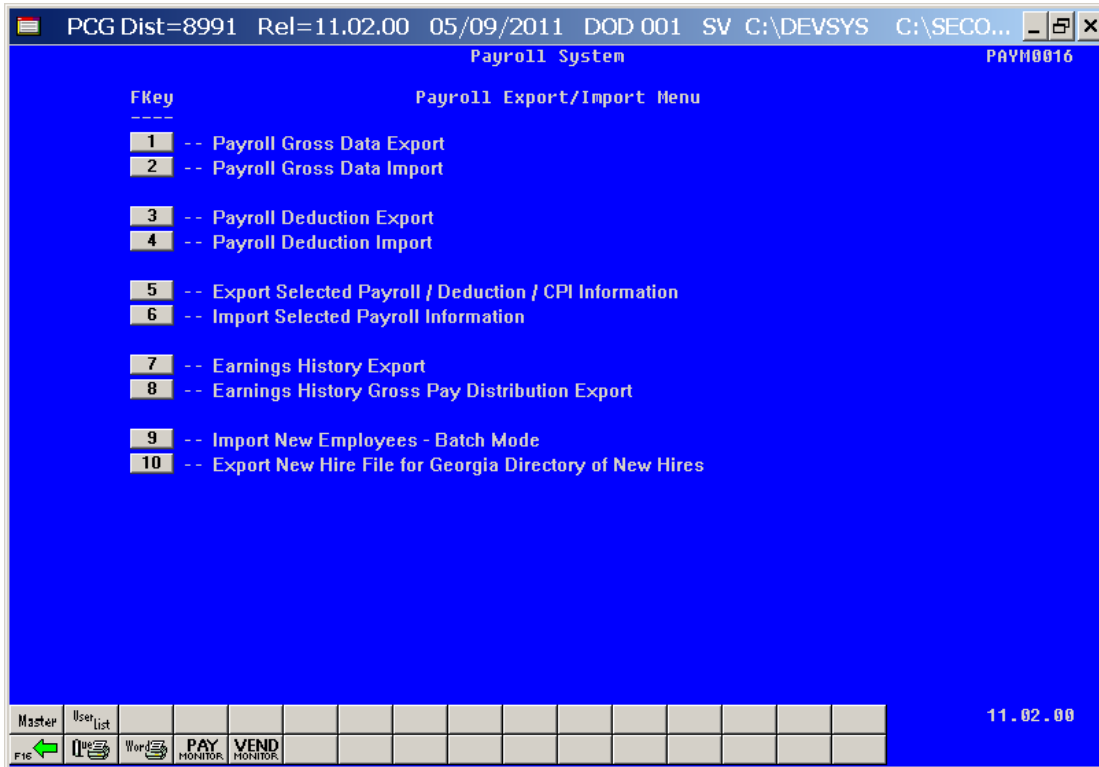
Earnings History Export File Created
File Name =      C:\EXPORT\HISEXP20100819.CSV
Total Records =  1047



Enter=Continue

10.03.00
```

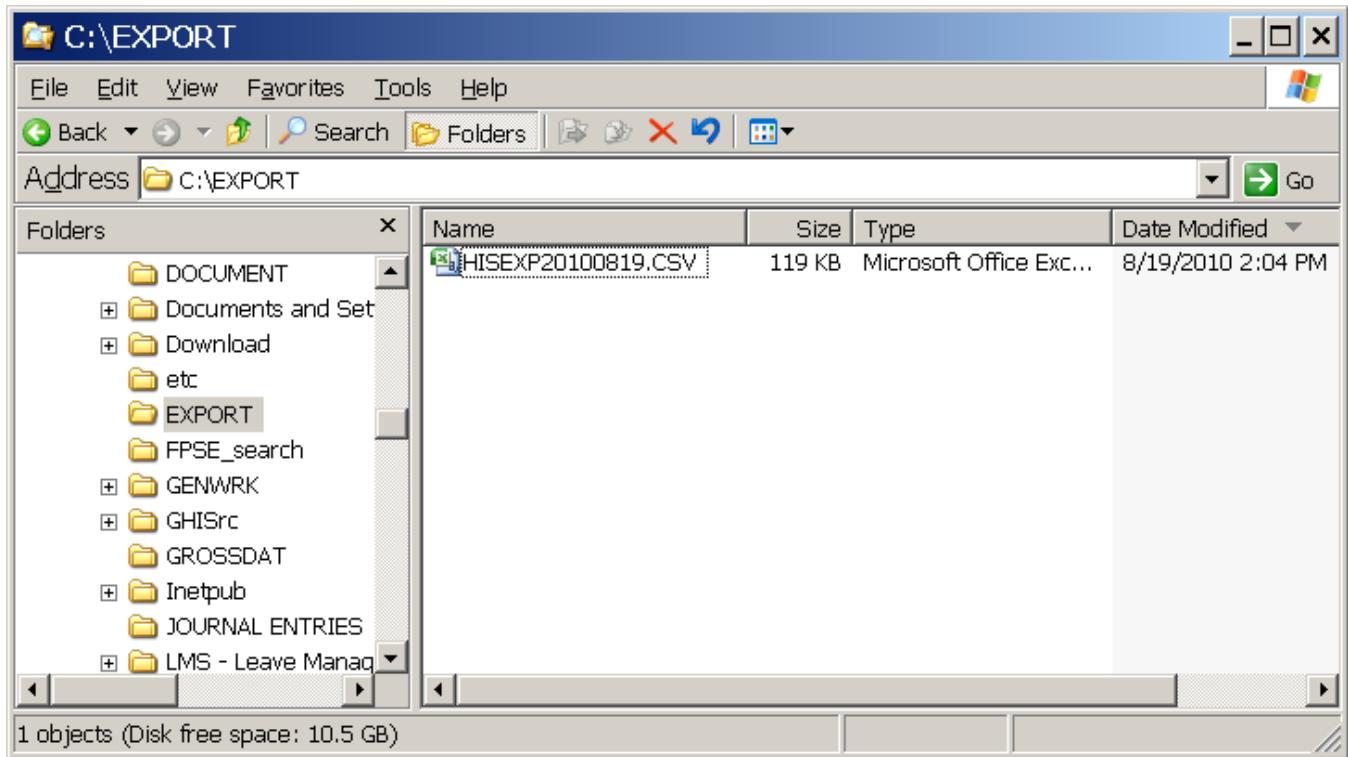
Step	Action
23	Screen-print or record the file name displayed and select Enter (Continue).

The following screen displays:



Step	Action
24	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
25	Navigate to C:\EXPORT\HISEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:



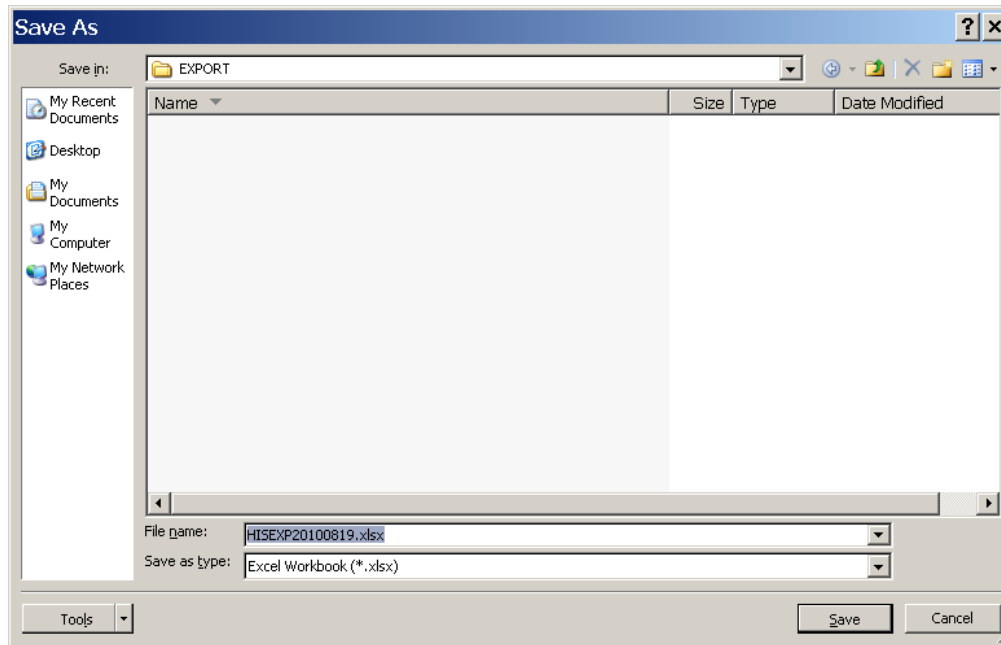
Step	Action
26	Open the appropriate earnings history information file.

The following window displays:

Empno	SSN	Name	Year	Quarter	Period	Check Type	Check Dt	Trans Dt	Chk Type	Chk Num	GHI Sw	GHI Gross	Emplr GHI	DED Desc	DED Code	DED Amt
2	87658	999-08-76:BE7RENS YA7AIRA	10	1	1	I	1/29/2010		C	159750	Y	3546.30	657.27	HEALTH INS	9	210.40
3	87658	999-08-76:BE7RENS YA7AIRA	10	1	3	I	2/26/2010		C	160769	Y	3546.30	0.00	HEALTH INS	9	210.40
4	87681	999-08-76:CH8NG NO8	10	1	1	I	1/29/2010		C	159423	Y	3467.59	642.68	HEALTH INS	9	199.30
5	87681	999-08-76:CH8NG NO8	10	1	3	I	2/26/2010		C	160466	Y	3467.59	0.00	HEALTH INS	9	199.30
6	87691	999-08-76:PA6MA RI6OBERTO	10	1	1	I	1/29/2010		C	159786	Y	1674.50	310.35	HEALTH INS	9	110.50
7	87691	999-08-76:PA6MA RI6OBERTO	10	1	3	I	2/26/2010		C	160804	Y	1674.50	0.00	HEALTH INS	9	110.50
8	87692	999-08-76:PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	Y	4590.49	850.80	HEALTH INS	9	219.30
9	87692	999-08-76:PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	Y	4590.49	0.00	HEALTH INS	9	219.30
10	87706	999-08-77:FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	Y	3991.92	739.86	HEALTH INS	9	219.30
11	87706	999-08-77:FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	Y	3991.92	0.00	HEALTH INS	9	219.30
12	87708	999-08-77:MU5LIGAN RO5CO	10	1	1	I	1/29/2010		C	159452	Y	4327.01	801.96	HEALTH INS	9	203.00
13	87708	999-08-77:MU5LIGAN RO5CO	10	1	3	I	2/26/2010		C	160494	Y	4327.01	0.00	HEALTH INS	9	203.00
14	87711	999-08-77:BE2UCHAMP JE2FRE	10	1	1	I	1/29/2010		C	159530	Y	3875.62	718.30	HEALTH INS	9	14.10
15	87711	999-08-77:BE2UCHAMP JE2FRE	10	1	3	I	2/26/2010		C	160564	Y	3875.62	0.00	HEALTH INS	9	14.10
16	87715	999-08-77:MU6CY AL6XIS	10	1	1	I	1/29/2010		C	159559	Y	5187.32	961.41	HEALTH INS	9	141.50
17	87715	999-08-77:MU6CY AL6XIS	10	1	3	I	2/26/2010		C	160591	Y	5187.32	0.00	HEALTH INS	9	141.50
18	87723	999-08-77:GO6SETT GU6	10	1	1	I	1/29/2010		C	93431	Y	3857.08	714.87	HEALTH INS	9	203.00
19	87723	999-08-77:GO6SETT GU6	10	1	3	I	2/26/2010		C	93627	Y	3857.08	0.00	HEALTH INS	9	203.00
20	87737	999-08-77:GR8ENFIELD FA8IAN	10	1	1	I	1/29/2010		C	159543	Y	4590.49	850.80	HEALTH INS	9	14.10
21	87737	999-08-77:GR8ENFIELD FA8IAN	10	1	3	I	2/26/2010		C	160576	Y	4590.49	0.00	HEALTH INS	9	14.10
22	87738	999-08-77:HO7FMANN LA7END	10	1	1	I	1/29/2010		C	159769	Y	162.72	162.72	HEALTH INS	8	8.60
23	87738	999-08-77:HO7FMANN LA7END	10	1	3	I	2/26/2010		C	160788	Y	162.72	0.00	HEALTH INS	8	8.60
24	87752	999-08-77:MC9OVERN MA9KA	10	1	1	I	1/29/2010		C	159711	Y	4456.81	826.02	HEALTH INS	9	150.40
25	87752	999-08-77:MC9OVERN MA9KA	10	1	3	I	2/26/2010		C	160732	Y	4456.81	0.00	HEALTH INS	9	150.40
26	87759	999-08-77:DE2EY AL2ARO	10	1	1	I	1/29/2010		C	159758	Y	5036.25	933.41	HEALTH INS	9	159.30
27	87759	999-08-77:DE2EY AL2ARO	10	1	3	I	2/26/2010		C	160777	Y	5036.25	0.00	HEALTH INS	9	159.30
28	87764	999-08-77:SM5LLEY PA5ULA	10	1	1	I	1/29/2010		C	159519	Y	162.72	162.72	HEALTH INS	8	8.60
29	87764	999-08-77:SM5LLEY PA5ULA	10	1	3	I	2/26/2010		C	160555	Y	162.72	0.00	HEALTH INS	8	8.60

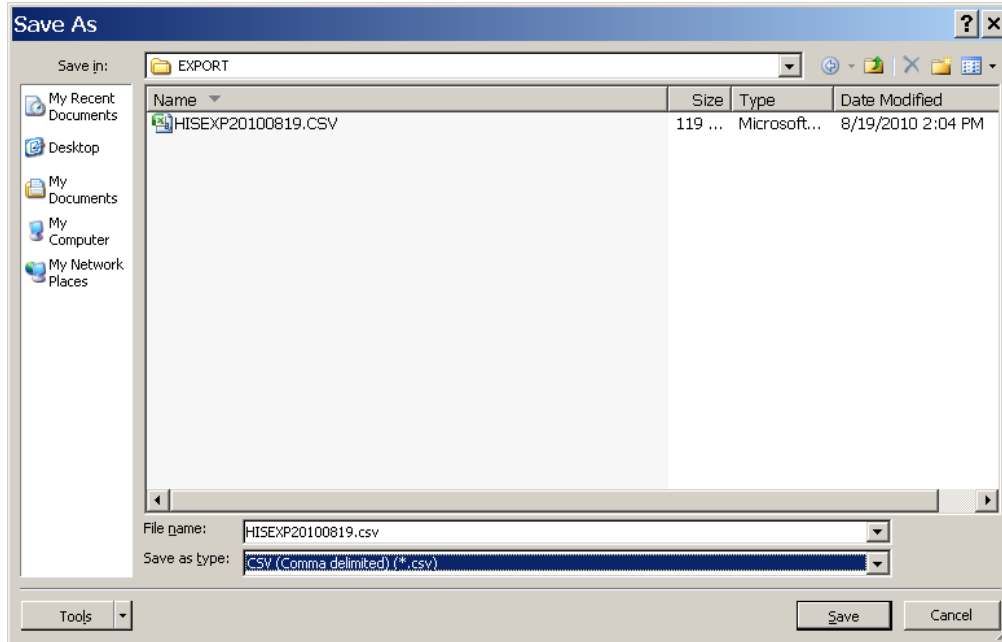
Step	Action
27	<p>Make the appropriate adjustments to the Microsoft® Excel spreadsheet.</p> <p><i>These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.</i></p>
28	Select File → Save As → Excel Workbook .

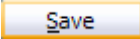
The following window displays:



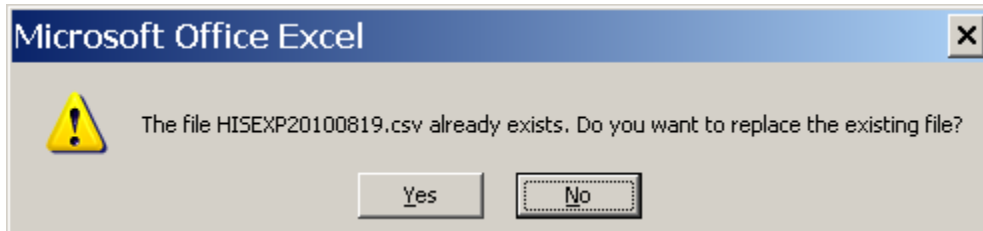
Step	Action
29	Select the Drop-Down Selection icon  in the Save as type field, and select CSV (Comma delimited) (*.csv) .
30	Verify the filename is C:\EXPORT\HISEXPCCYYMMDD.CSV where CCYYMMDD identifies the calendar year, month and date.

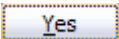
The following window displays:



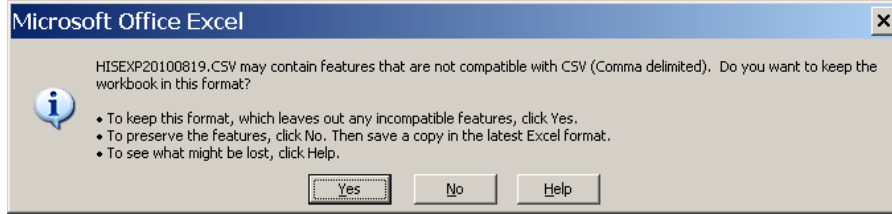
Step	Action
31	Select  (Save).

The following dialog box displays:



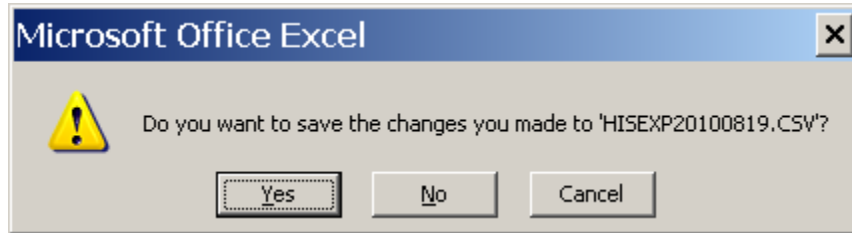
Step	Action
32	Select  (Yes).

The following dialog box displays:



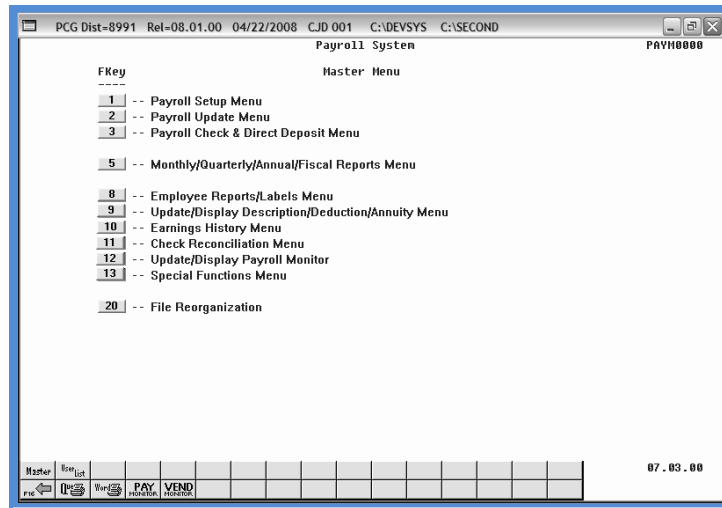
Step	Action
33	Select <input type="button" value="Yes"/> (Yes).
34	Close Microsoft® Excel.

The following dialog box displays:



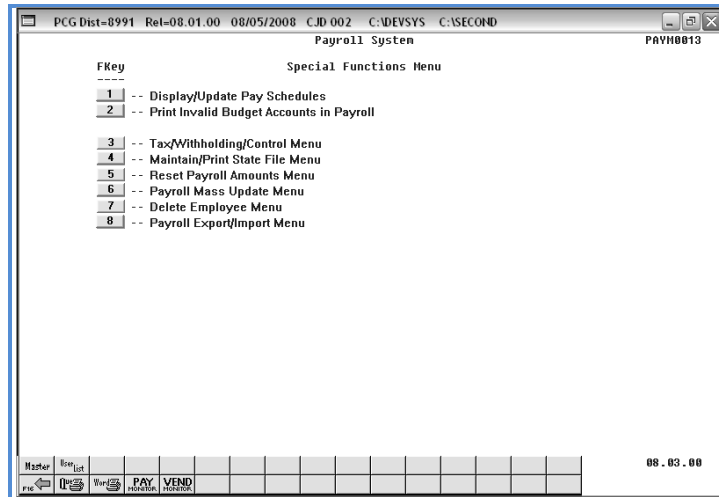
Step	Action
35	Select <input type="button" value="No"/> (No). <i>The appropriate steps to save the changes to the file have already been completed.</i>
36	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

Procedure B: Earnings History Gross Pay Distribution Export



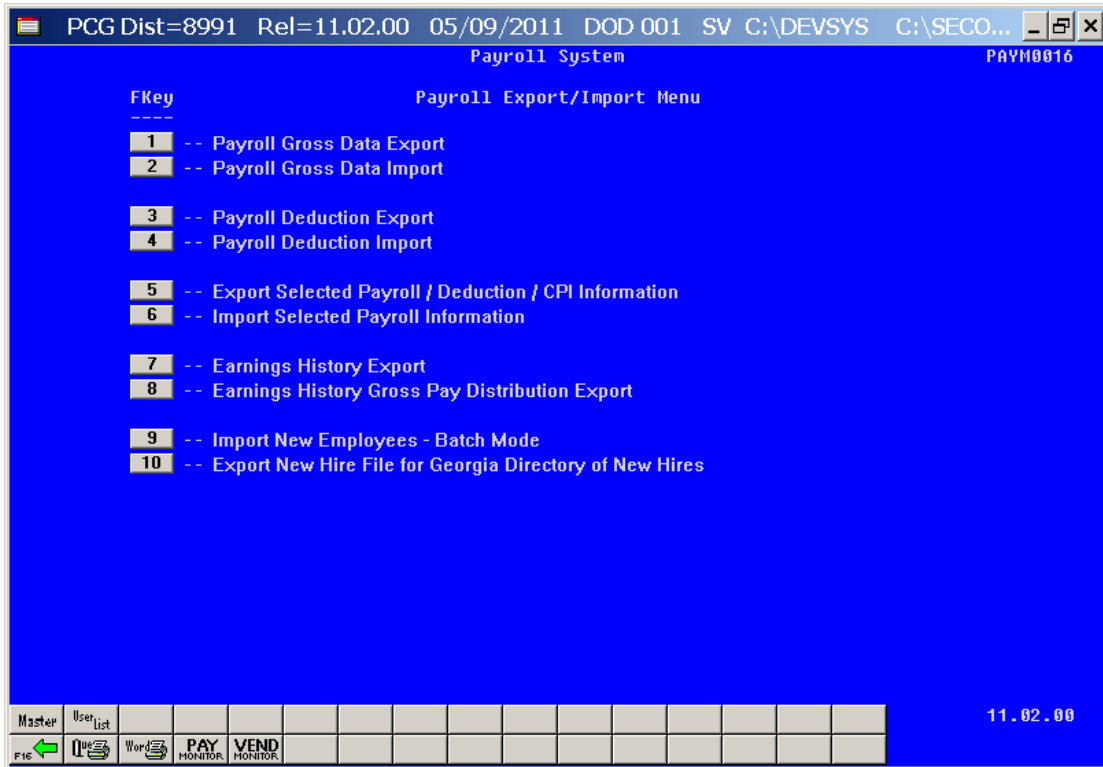
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



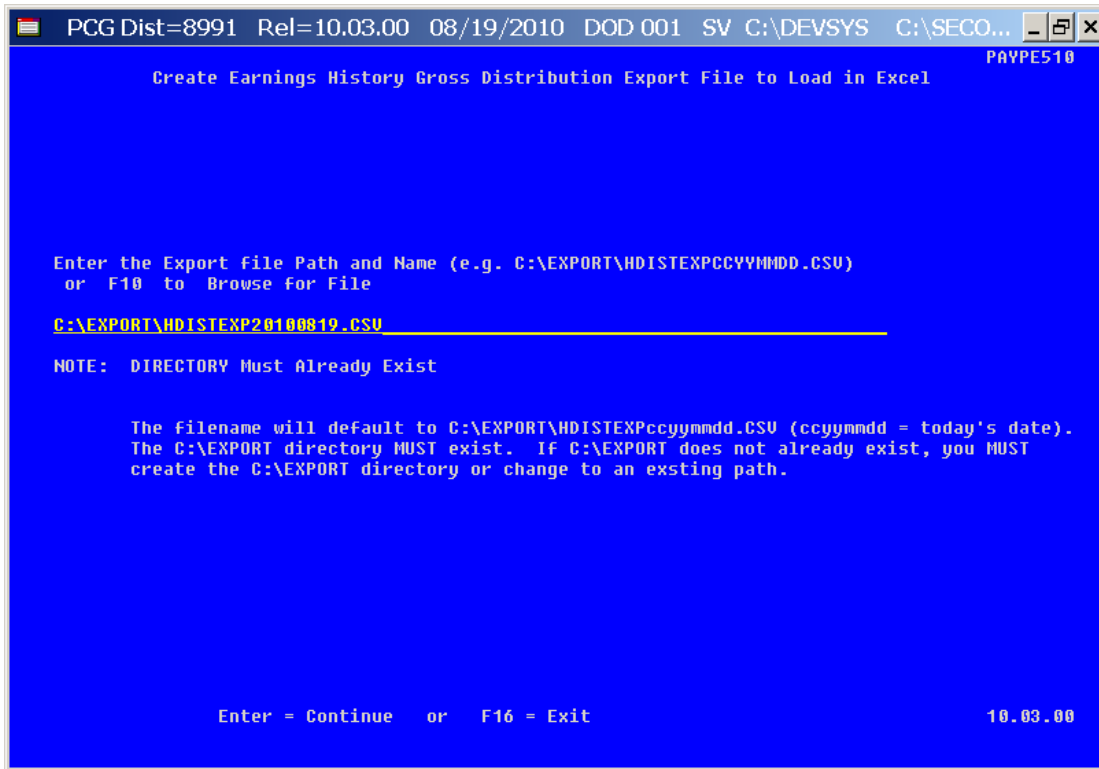
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



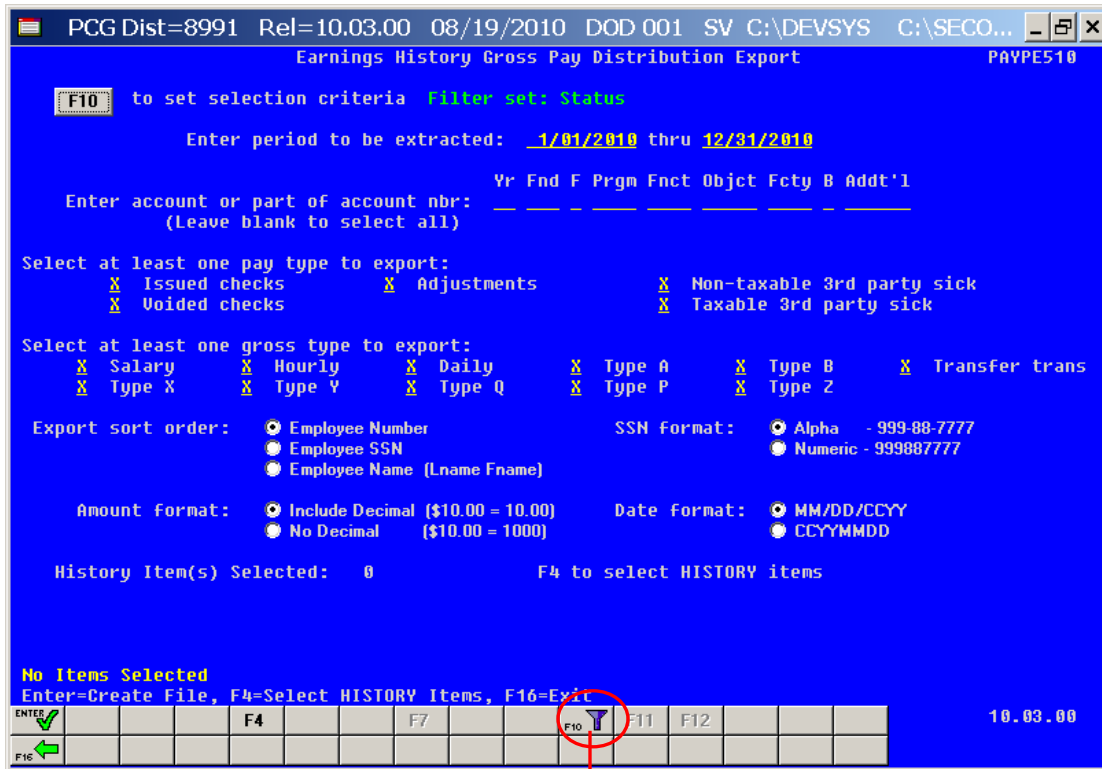
Step	Action
3	Select 8 (F8 – Earnings History Gross Pay Distribution Export).
4	On the C:\ drive, create a folder entitled EXPORT , or verify the folder exists.

The following screen displays:







Step	Action
5	<p>Verify C:\EXPORT\HDISTEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field.</p> <p><i>PCGenesis allows entries other than C:\EXPORT\HDISTEXPCCYYMMDD.CSV as long as the directory structure entered exists.</i></p> <p><i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history gross distribution export results.</i></p>
6	<p>Select Enter (Continue).</p>

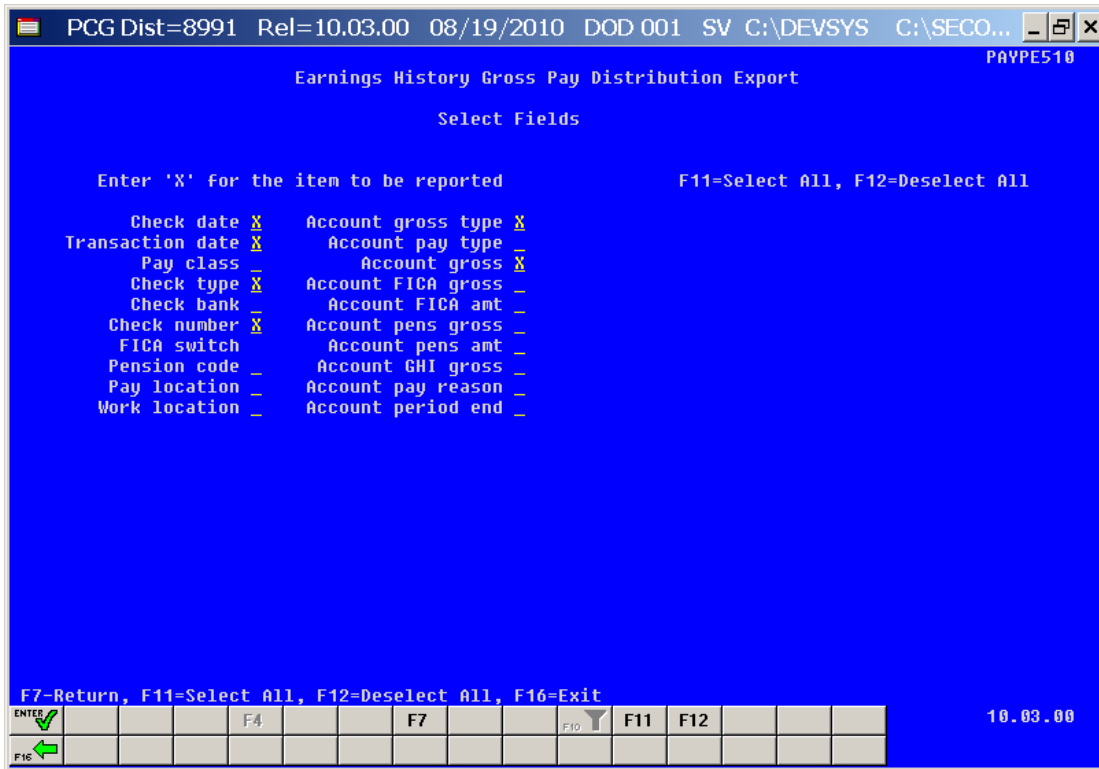
The following screen displays:



F10 – Set filter conditions

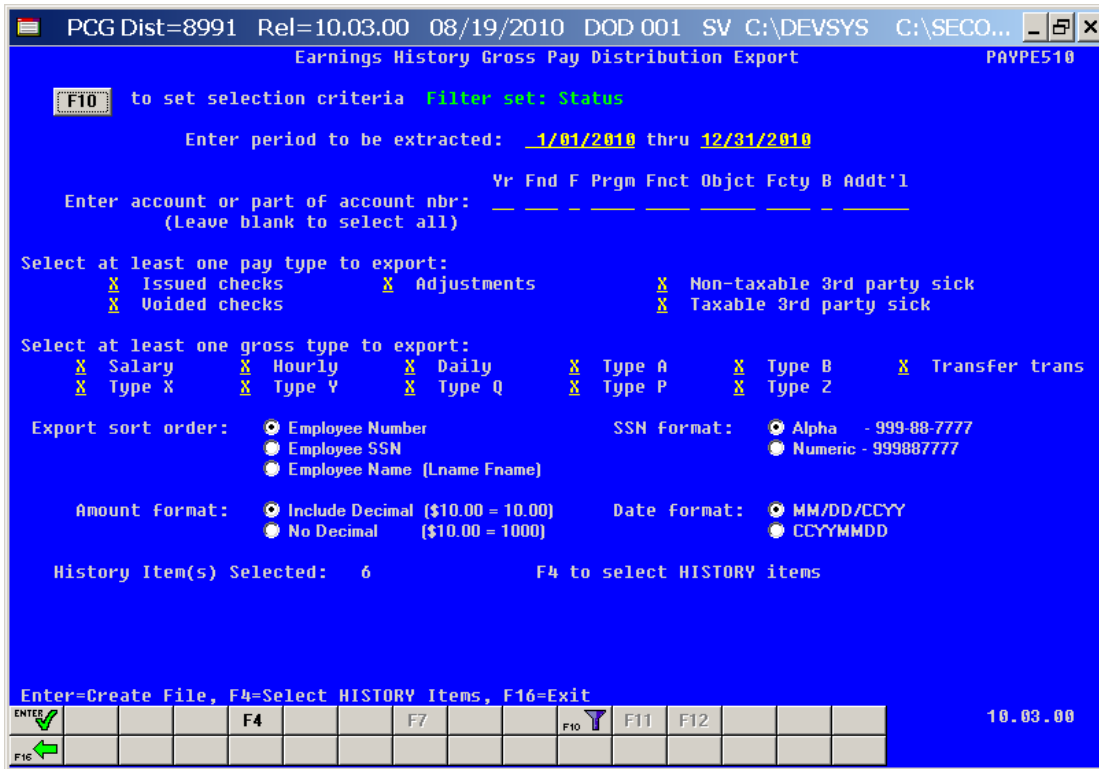
Step	Action
7	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “Filter conditions set.” displays. Selecting  (F16 – Exit) will return to the <i>Payroll Export/Import Menu</i>.</p> <p><i>NOTE: Do NOT select  (Enter – Continue) at this point. Select employee earnings history items (F4 – Select HISTORY Items) first, before processing the export request.</i></p>
8	Select  (F4 – Select History Items).

The following screen displays:




Step	Action
9	Enter X in the field to the right of the preferred earnings history items.
10	Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to return to the <i>Earnings History Export Options</i> screen. Select F11 (<i>Select All</i>) or F12 (<i>Deselect All</i>) or select F16 (<i>F16</i> – Clear selections and exit) where appropriate.

The following screen displays:

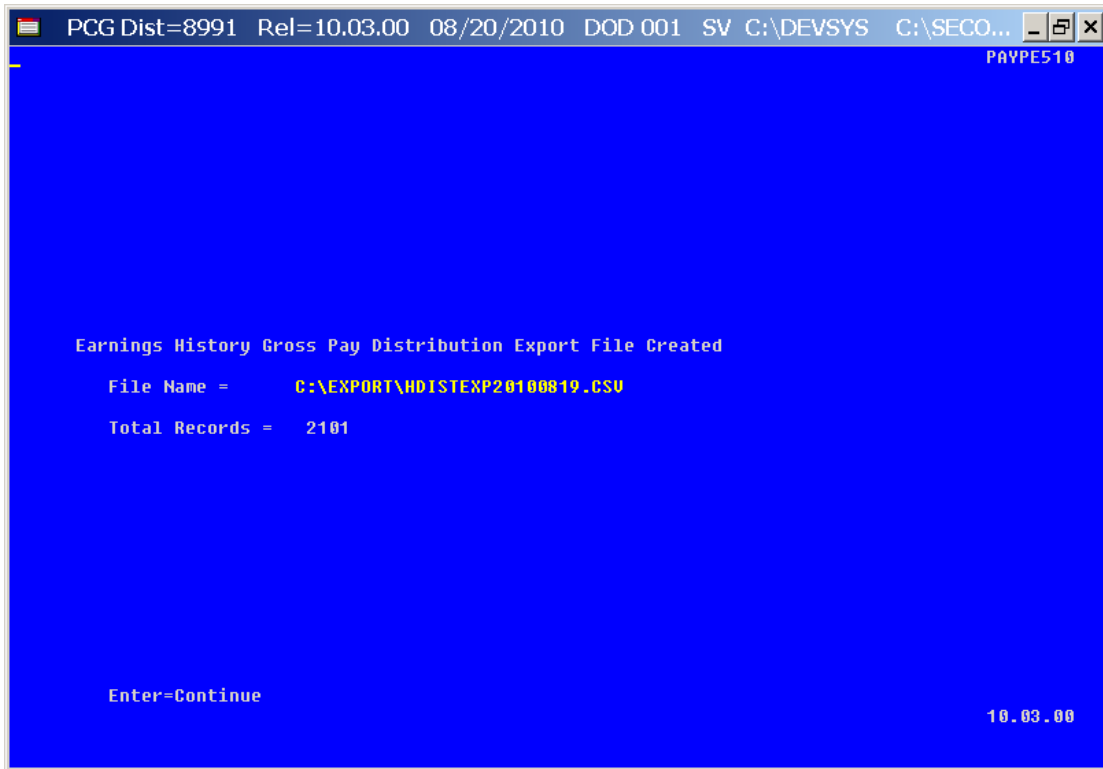


NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the Enter period to be extracted fields.
12	To print for a specific account number or account category: Enter the complete or partial account number or select the Drop-down selection icon in the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field. To print all accounts: Leave the Enter Account or Part of Account Nbr (Enter Account or Part of Account Number) field blank.
13	Enter X in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: <ul style="list-style-type: none"> I = Issued checks A = Adjustments N = Non-taxable 3rd party sick V = Voided checks T = Taxable 3rd party sick

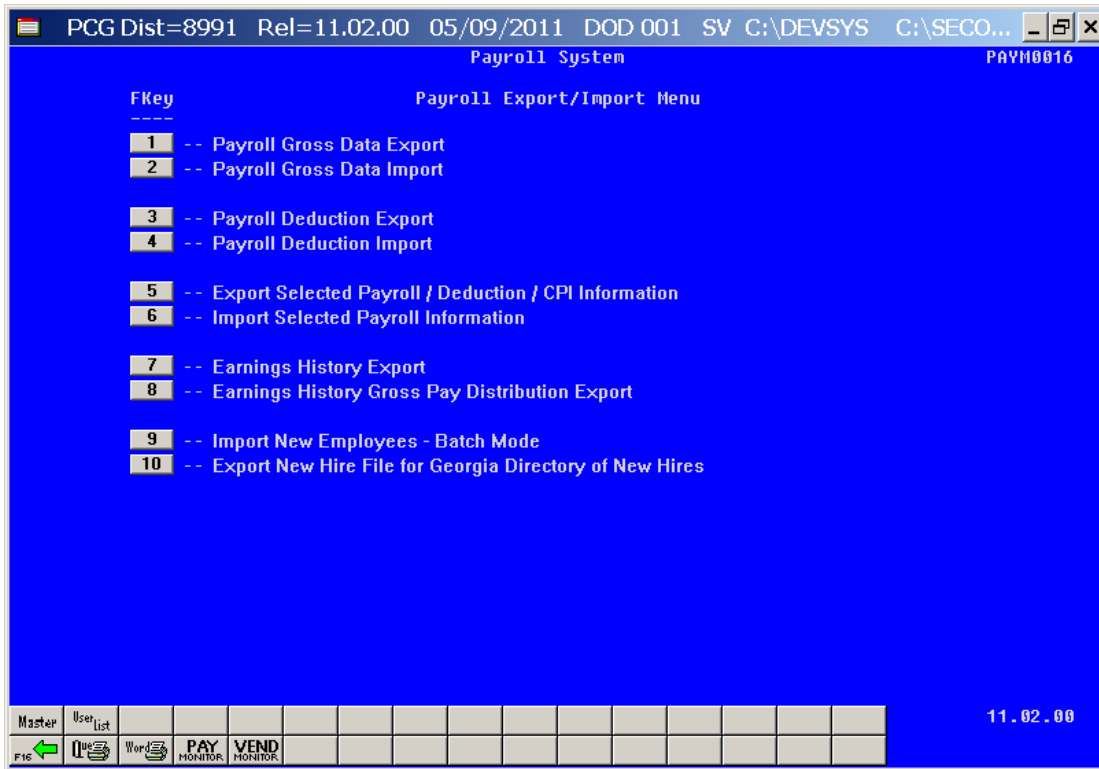
Step	Action
14	<p>Enter X in the appropriate gross type field(s).</p> <p>Valid selections:</p> <p>S = Salary H = Hourly D = Daily A = Daily/Hourly Adj, No Pension B = Salary Adjustment, No Pension X = Daily/Hourly No Pens or Taxes Y = Salary w/No Pension or Taxes Q = Salary Adj w/Tax & Pension P = Daily/Hourly Adj w/Tax & Pens Z = Pension Adjustment Only</p> <p>Transfer trans = Earnings history transfer transactions</p>
15	<p>To define the sort order: Select the <input type="radio"/> (Radio button) to the left of the Export sort order field.</p> <p><i>Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.</i></p>
16	<p>To define the dollar amount format: Select the <input type="radio"/> (Radio button) to the left of the appropriate Amount Format: field.</p>
17	<p>To define the Social Security Number (SSN) format: Select the <input type="radio"/> (Radio button) to the left of the appropriate SSN Format: field.</p>
18	<p>To define the date format: Select the <input type="radio"/> (Radio button) to the left of Date Format: field.</p>
19	<p>Select  (Enter - Continue).</p> <p><i>“**Processing Request**” briefly displays.</i></p>



The following screen displays:



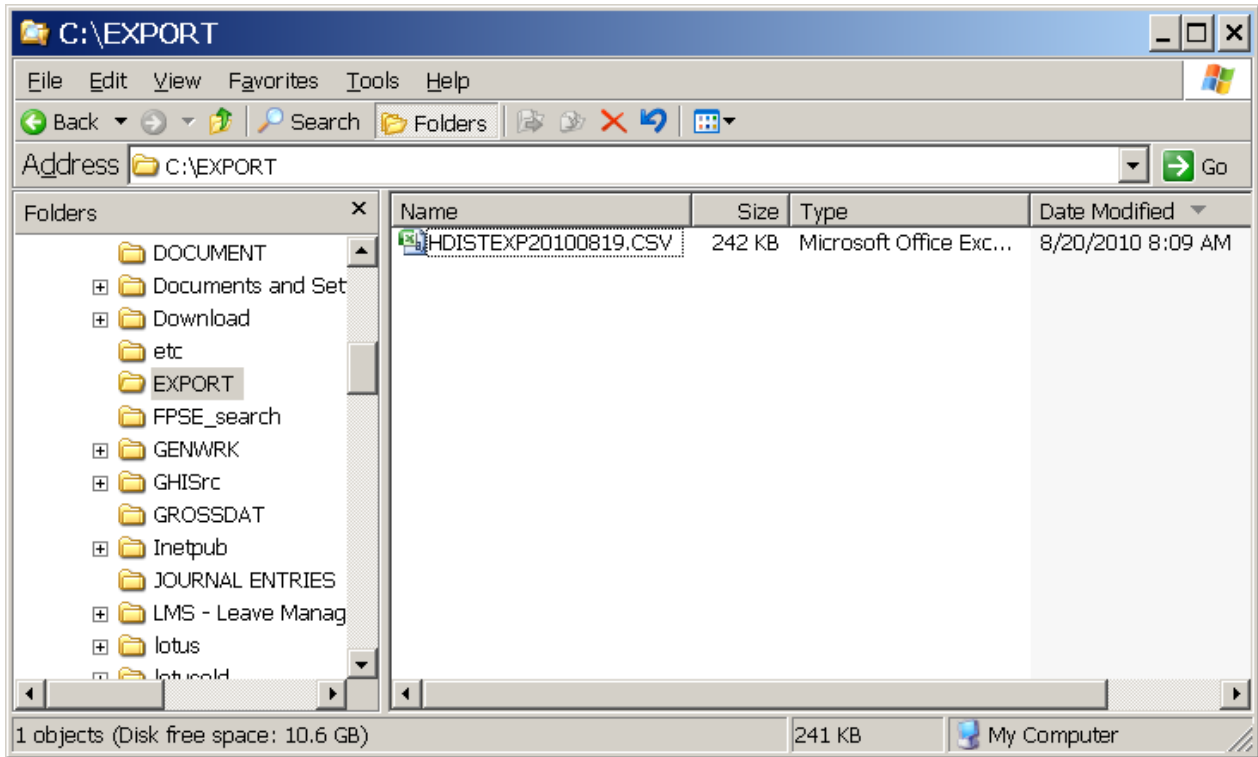
Step	Action
20	Screen-print or record the file name displayed and select Enter (Continue).

The following screen displays:



Step	Action
21	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
22	Navigate to C:\EXPORT\HDISTEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:



Step	Action
23	Open the appropriate earnings history information file.

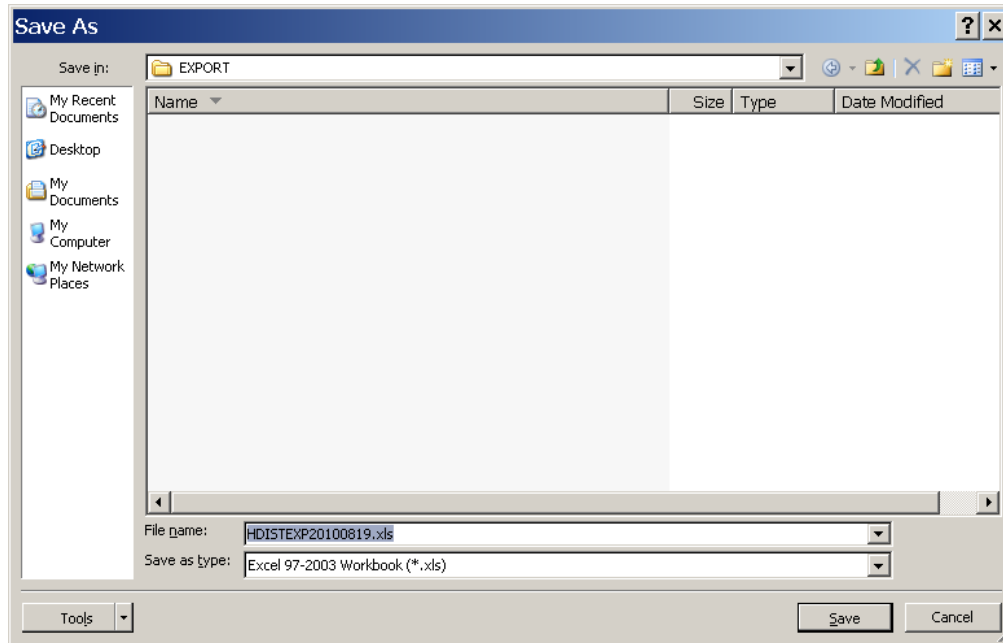
The following window displays:

The screenshot shows a Microsoft Excel spreadsheet titled 'HDISTEXP20100819.CSV'. The spreadsheet contains payroll data for multiple employees. The columns are labeled as follows: A1 (Empno), B (SSN), C (Name), D (Year), E (Quarter), F (Period), G (Check Type), H (Check Dt), I (Trans Dt), J (Chk Type), K (Chk Num), L (Acct Yr), M (Acct Fnd), N (Acct F), O (Acct Prgm), P (Acct Frct), Q (Acct Objct), R (Acct Fcty), and S (Acct). The data rows show employee details and their corresponding earnings and deductions for various periods in 2010.

Note that the Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number.

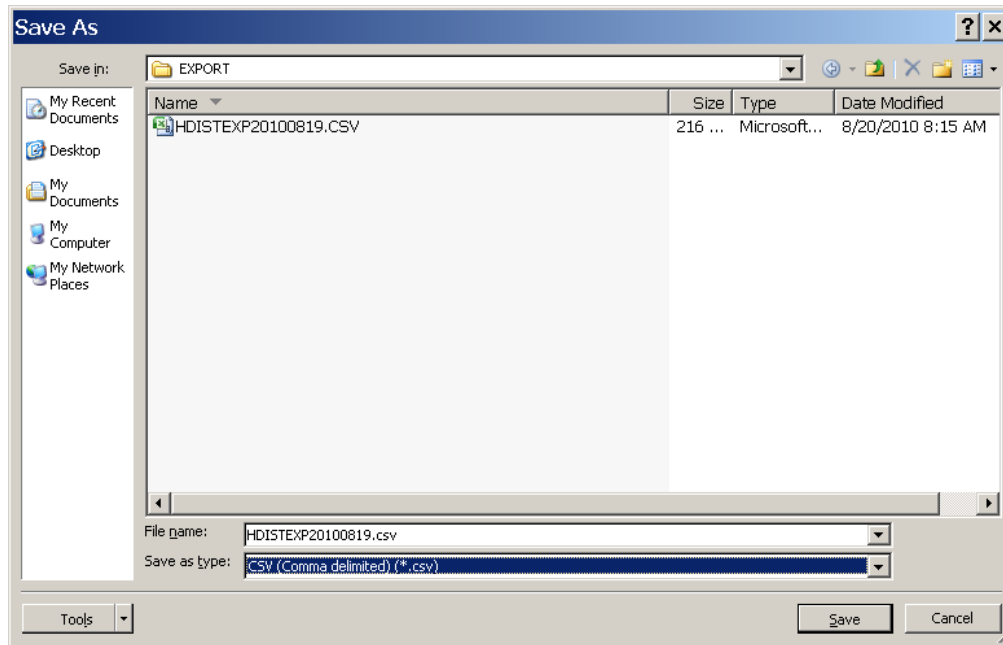
Step	Action
24	Make the appropriate adjustments to the Microsoft® Excel spreadsheet. <i>These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.</i>
25	Select File → Save As → Excel Workbook .

The following window displays:



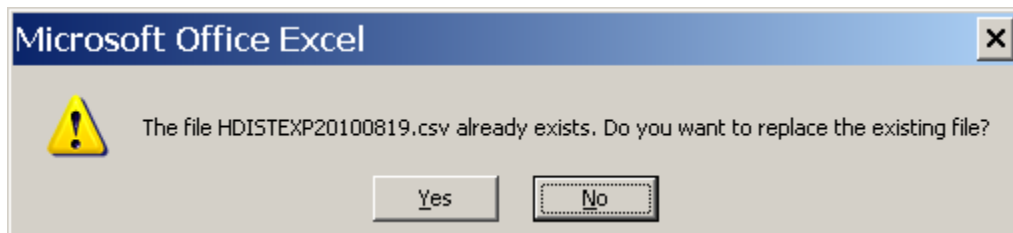
Step	Action
26	Select the Drop-Down Selection icon  in the Save as type field, and select CSV (Comma delimited) (*.csv) .
27	Verify the filename is C:\EXPORT\HDISTEXPCCYYMMDD.CSV where CCYYMMDD identifies the calendar year, month and date.

The following window displays:



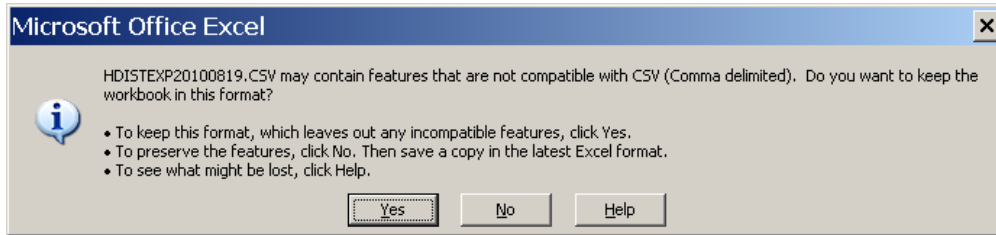
Step	Action
28	Select <input type="button" value="Save"/> (Save).

The following dialog box displays:



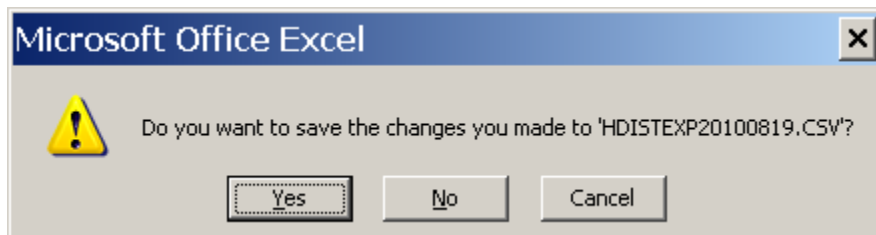
Step	Action
29	Select <input type="button" value="Yes"/> (Yes).

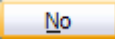
The following dialog box displays:



Step	Action
30	Select  (Yes).
31	Close Microsoft® Excel.

The following dialog box displays:



Step	Action
32	Select  (No). <i>The appropriate steps to save the changes to the file have already been completed.</i>
33	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.