



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

1/18/2019

Section C: Payroll Check and Direct
Deposit Statement Processing

***[Topic 2: Print the Payroll Checks and
Direct Deposit Statements, V2.6]***

Revision History

Date	Version	Description	Author
1/18/2019	2.6	18.04.00 – Update screens to add button bar.	D. Ochala
5/10/2016	2.5	16.01.00 – Update Logo and Footers.	S. Scrivens
3/27/2013	2.4	13.01.00 – Updated examples of the detailed payroll check and direct deposit statements.	D. Ochala
07/20/2012	2.3	12.02.00 – Update printer selection information.	D. Ochala
12/09/2009	2.2	09.04.00 – Updated samples of new 8.5 x 14 inch pay statement, self-seal and non-self-seal.	D. Ochala
09/29/2009	2.1	09.03.00 – Added sample of new 8.5 x 14 inch pay statement.	D. Ochala
06/17/2009	2.0	09.02.00 – Added federal and state withholding inclusion, and multiple Automated Clearinghouse (ACH) information and instructions, and updated screenshots.	C. W. Jones

Table of Contents

Overview	1
Procedure A: Printing the Payroll Checks and the Direct Deposit Statements	3
A1. Printing Payroll Checks	3
A1.1. Printing Payroll Checks - Setup	5
A1.1.1. Payroll Check – Incorrect MICR Line – Example	12
A1.1.2. Payroll Check – Correct MICR Line – Example	13
A1.1.3. Sample New 8.5 x 14 Payroll Check – Self-Seal Example	14
A1.1.4. Sample New 8.5 x 11 Payroll Check – Non-Self-Seal Example	15
A1.2. Printing Payroll Checks - Completion	20
A2. Printing Payroll Direct Deposits	29
A2.1. Printing Payroll Direct Deposits - Setup	29
A2.1.1. Direct Deposit Statement – Example	34
A2.1.2. Sample New 8.5 x 14 Direct Deposit – Self-Seal Example	35
A2.1.3. Sample New 8.5 x 11 Direct Deposit – Non-Self-Seal Example	36
A2.2. Printing Payroll Direct Deposits - Completion	40

Overview

PCGenesis allows payroll check and direct deposit statement printing by payroll location (Regular Sequence), by payroll location and by employee name, or alphabetically by employee name. More specifically, the **Regular** sort sequence is in order by pay cycle, payroll location, payroll class, employee name, and then employee number.

Before beginning payroll check and direct deposit printing, PCGenesis users should configure the signature card, enable *MICR*, and complete the payroll processing procedures from *Payroll Setup* through the *Calculate Payroll and Update YTD Final (F4)*. The *Payroll Monitor* screen should look like the example below before payroll checks and direct deposits can be printed. All prior steps should be displayed with a ‘Y’ indicating the step is complete, and *Print Paychecks and Direct Deposits* should be ‘N’.

```

PCG Dist=8991 Rel=18.04.00 01/16/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAYSTUPD
Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits N
(This cycle can be repeated more than once)
Update earnings history with current pay N
Update budget files with current pay N
Manual/Void Checks Run Only: N Post leave for Manual/Void Run: N
Regular Gross Types : Y Old PSERS: N Old ERS: N TRS: Y
Special Gross Types : Y New PSERS: N New ERS: Y
----- PAYROLLS SELECTED DURING SETUP -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 8 08/31/18 Y
Selected classes: 2 7 8 9 11 12 17 20 21 22 23 24
F3=Print screen, F11=Go to screen 2, F16=exit.
ENTER
F3 F8 F9 F11 F12
F16
17.03.00
    
```

Payroll Sequence Monitor Prior to Printing Payroll Checks and Direct Deposits

Multiple Automated Clearinghouse (ACH)/Direct Deposit Statement Processing: PCGenesis now provides up to five (5) direct deposit accounts per employee. Employees may now distribute their net pay to multiple direct deposit accounts based upon either a percentage method, or a flat dollar amount method. Employees may split their net pay to one or more accounts, up to a maximum of five accounts.

Using multiple direct deposit accounts is optional for PCGenesis school districts and systems. If desired, these school districts and systems may continue to limit their employees to one direct deposit account. In addition, since direct deposit participation is defined on an individual employee basis, it is possible, and highly recommended that PCGenesis school districts and systems implement multiple direct deposit processing using a phased approach. That is, initially convert a small group of employees, such as central office personnel to multiple direct deposit accounts at one time. Upon successful implementation of this first group of employees, include other groups of employees in multiple ACH processing.

Payroll Check Signature Card Setup: The payroll check's signature card saves time by eliminating the need for manual signatures. Refer to the *Section J: System Utilities, Topic 2: Payroll Check Signature Card Setup Processing* for instructions.

Magnetic Ink Character Recognition (MICR) Coding/Printing: The MICR feature allows MICR coding for payroll checks on blank check stock or on preprinted check stock. Refer to *Section J: System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Payroll Check and Direct Deposit Statement Recovery: When printing is interrupted, PCGenesis allows users to enter the employee number of the last employee whose check printed correctly, and to resume printing where appropriate. As with the vendor check recovery feature, PCGenesis automatically renumbers subsequent checks.

PCGenesis performs an automatic *Disk-to-Disk* backup between printing payroll checks and direct deposit statements. The backup allows the recovery and restart of direct deposit printing without requiring the reprint of payroll checks also.

Contact the Technology Management Customer Support Center for assistance with this procedure.

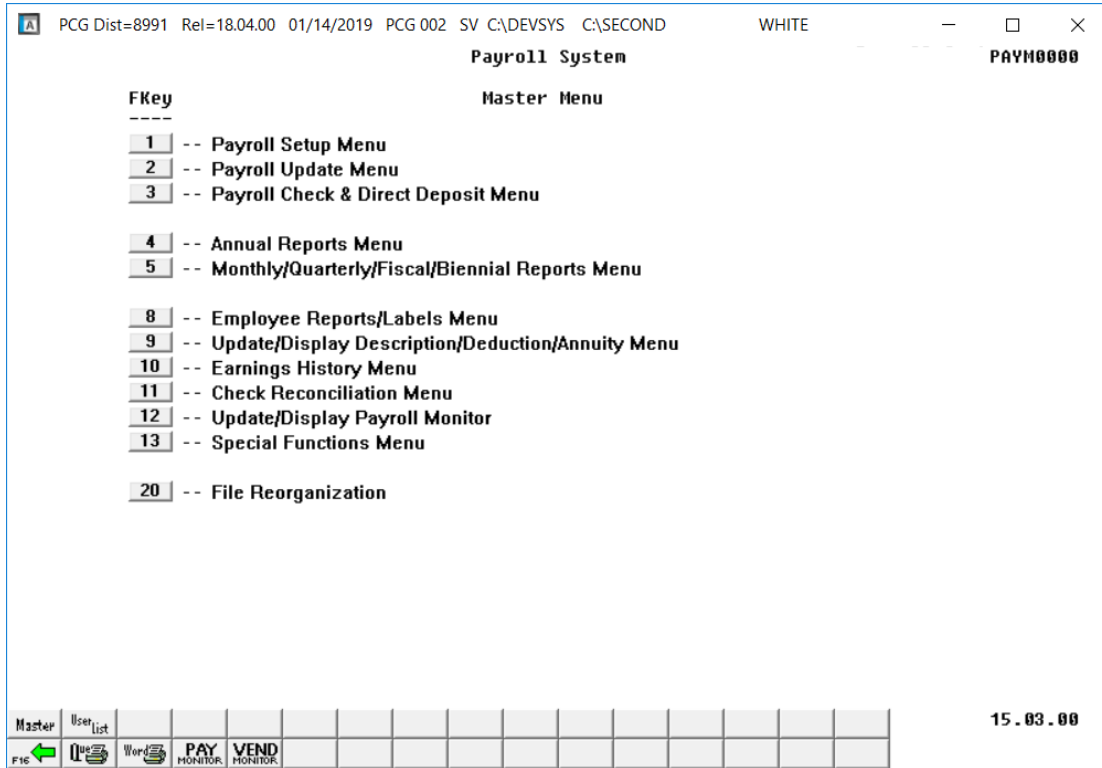
Refer to the "PCGenesis Direct Deposit Setup Checklist" as an aid in processing direct deposits.

Procedure A: Printing the Payroll Checks and the Direct Deposit Statements

A1. Printing Payroll Checks

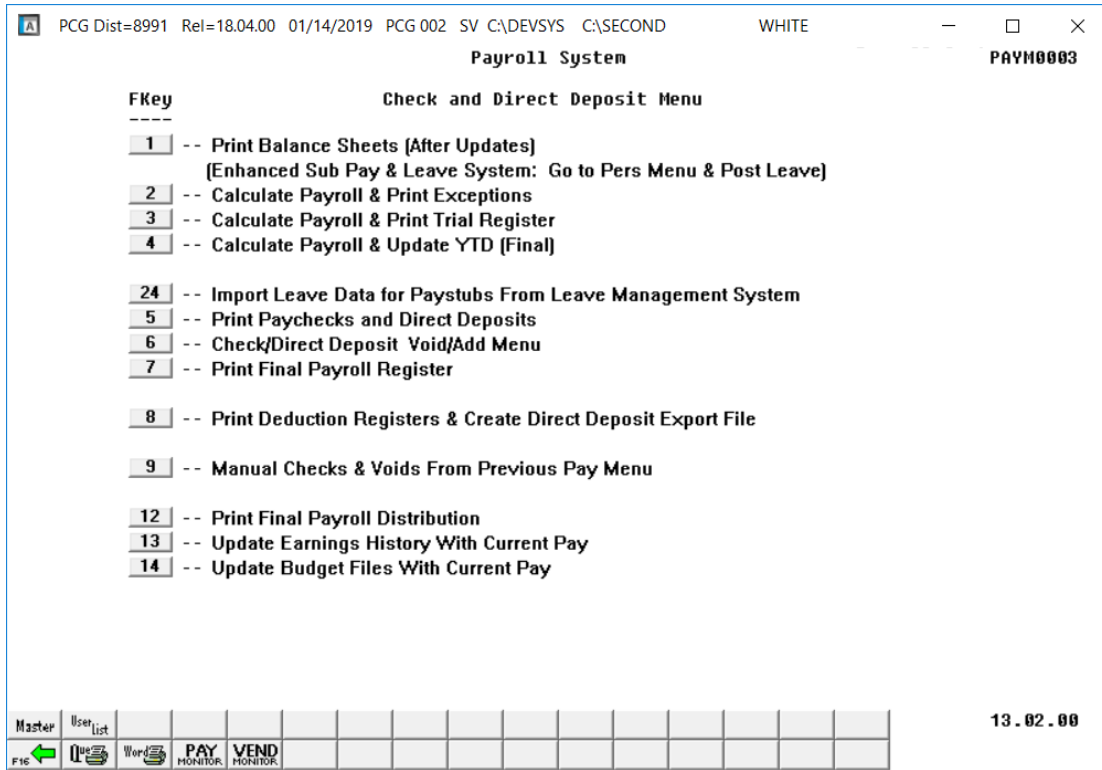
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



Step	Action
2	Select 3 (F3 - Payroll Check & Direct Deposit Menu).

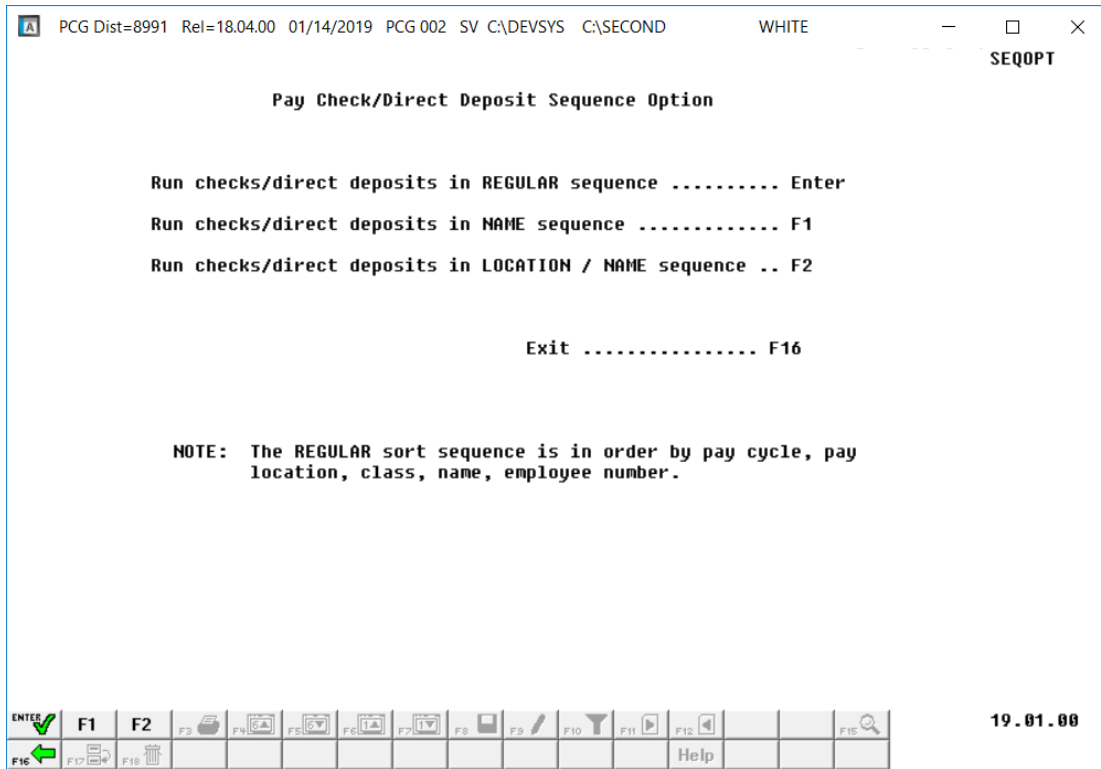
The following screen displays:






Step	Action
3	Select 5 (F5 - Print Paychecks and Direct Deposits).

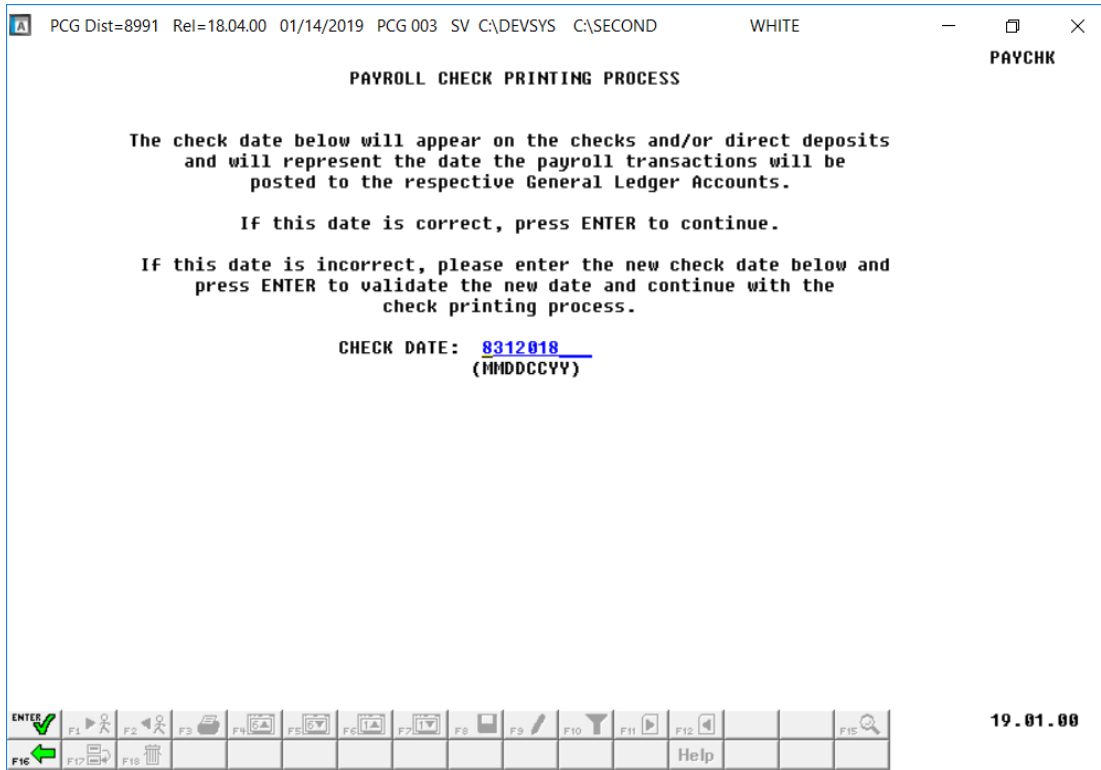
A1.1. Printing Payroll Checks - Setup


The following screen displays:



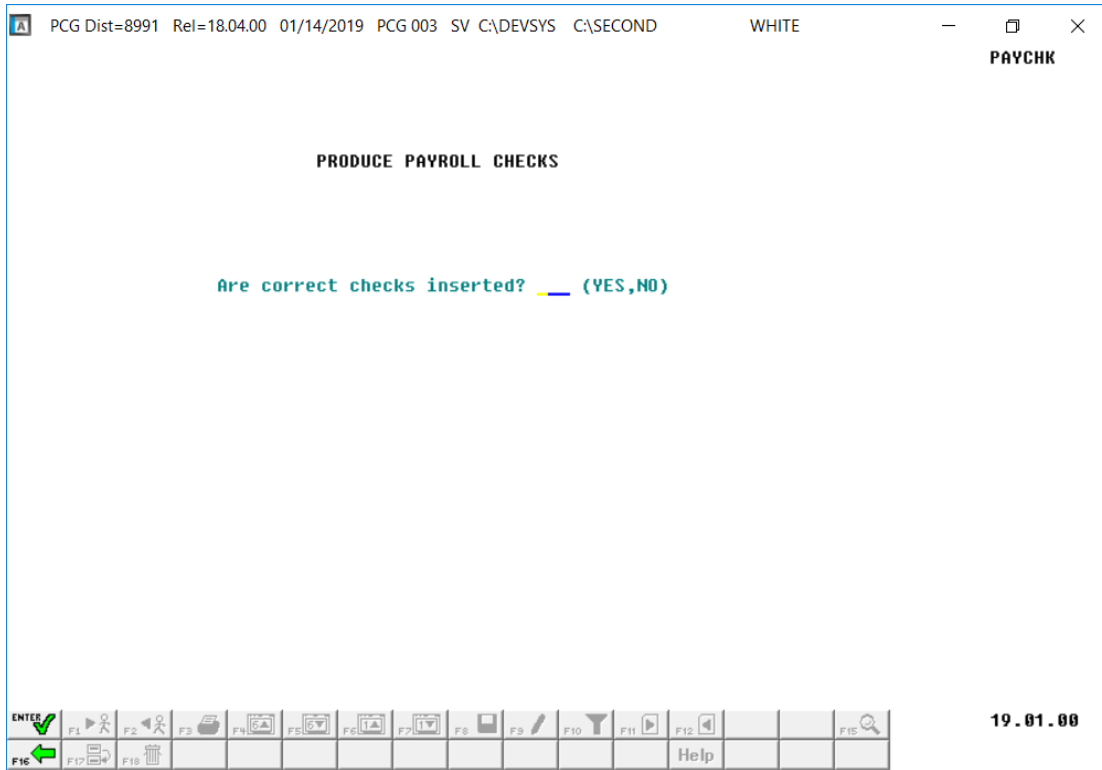
Step	Action
4	<p>To print by pay cycle, pay location, payroll class code, and employee name sequential order: Select  (Enter - Run Checks/Direct Deposits in REGULAR sequence).</p> <p>To print by Name: Select  (F1 - Run Checks/Direct Deposits in NAME sequence).</p> <p>To print by Payroll Location and Name: Select  (F2 - Run checks/direct deposits in LOCATION / NAME sequence).</p>

The following screen displays:



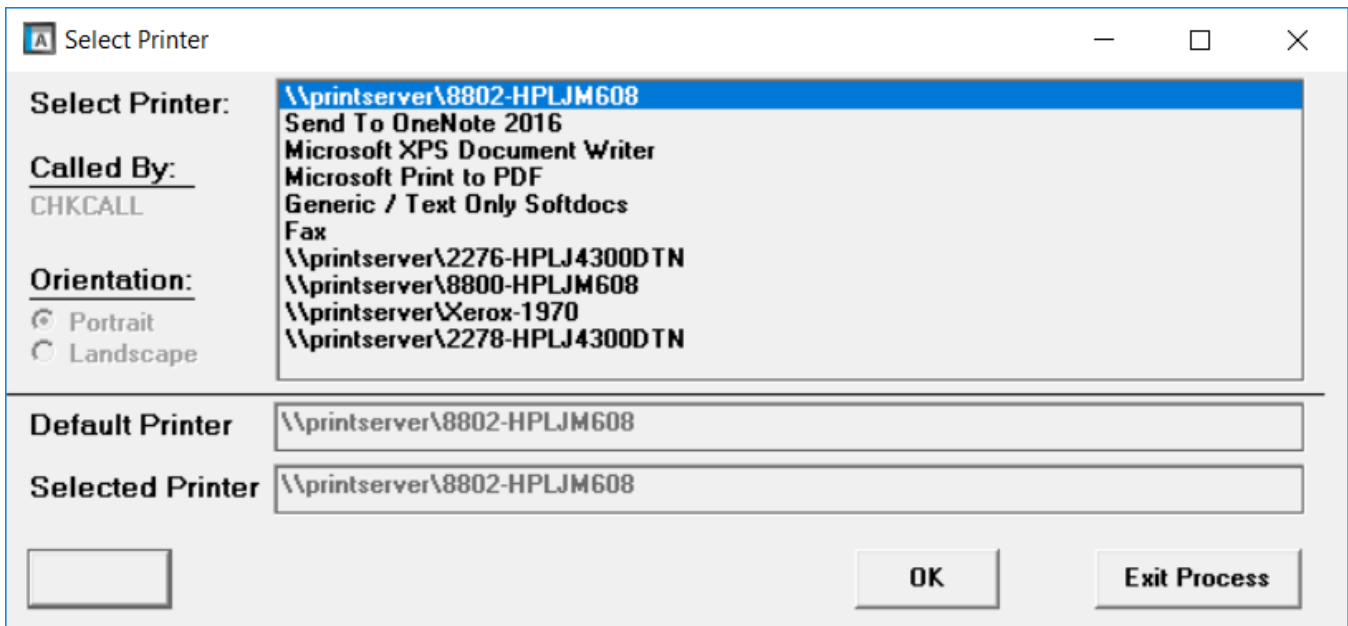
Step	Action
5	<p>Review the <i>Payroll Check Printing Process – Check Date Verification</i> screen, and verify the date in the Check Date field is correct.</p> <p><i>PCGenesis defaults to the next payroll cycle date although users may modify this information as needed. Be aware that the date entered must be within the prior and the next payroll run date.</i></p> <p><i>Refer to the <u>PCGenesis Payroll System Operations Guide</u>, Section I: Special Functions, Topic 1: Pay Schedule Processing for the instructions to display the payroll schedule dates.</i></p>
6	<p>Insert the payroll checks, or when using the MICR feature, insert the blank check stock. <u>DO NOT</u> use standard paper for this purpose. Use an <u>actual</u> payroll check.</p>
7	<p>Select  (Enter) <u>twice</u>.</p>

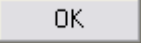
The following screen displays:



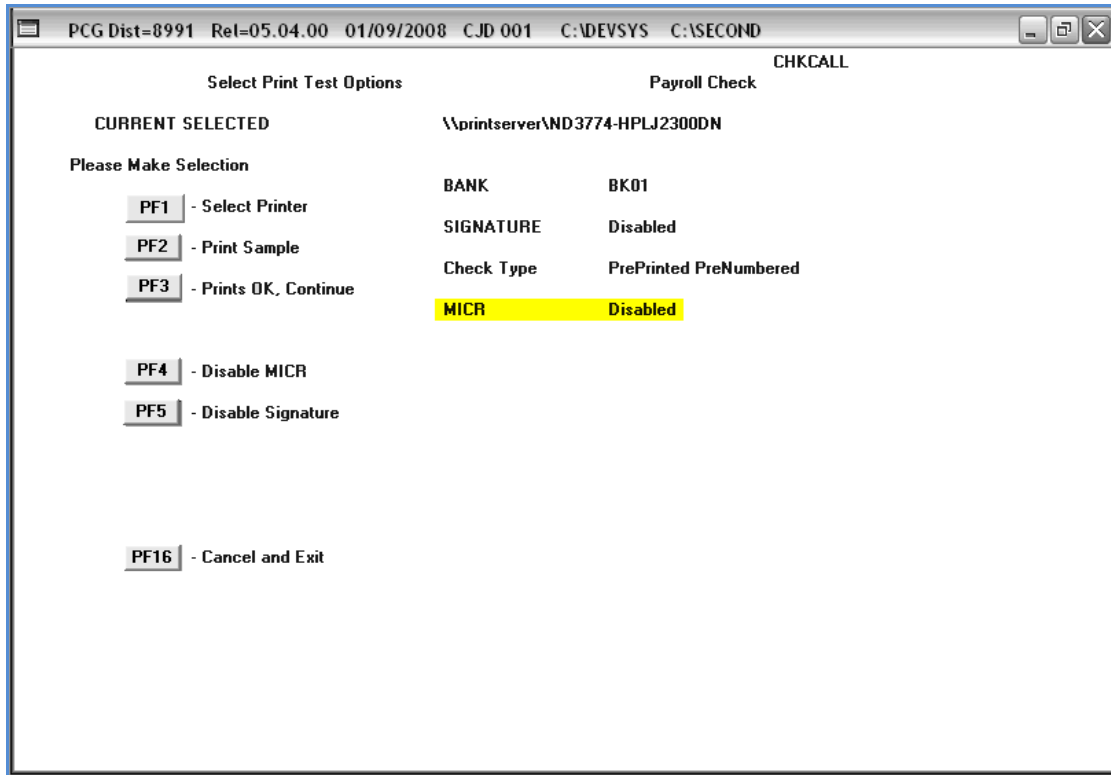
Step	Action
8	Enter Yes in the field and select  (Enter) to continue.

The following window displays:



Step	Action
9	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the Selected Printer text box. <i>The printer selected must have already been set up with the appropriate signature card.</i>
10	Select OK  .

For **non-MICR-enabled banks**, the following screen displays:



For **MICR-enabled banks**, the following screen displays:

Step	Action
<p>11</p>	<p>For MICR-enabled banks: Verify the selection, or select the appropriate account type, and select Continue (Continue).</p> <p><i>When using the same bank for check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for the same was during MICR setup.</i></p> <p>For Non MICR-enabled banks: Proceed to <i>Step 14</i>.</p>

For **MICR-enabled banks**, the following screen displays:

Step	Action
12	<p>Verify the entries in the BANK, SIGNATURE (status), Check Type, MICR (status), Account Type and Self Seal (status) fields are correct.</p> <p><i>These entries default based on the payroll check signature card and/or the MICR configuration selections. If incorrect, select F16 - Exit and refer to the appropriate procedures to correct any errors, and repeat this process.</i></p>
13	<p><u>To select a different printer:</u> Select F1 (F1 – Select Printer) to select a different printing device.</p> <p><u>To disable MICR printing for this check run only:</u> Select F4 (F4 – Disable MICR) to temporarily disable MICR printing for this check run only.</p> <p><u>To disable signature printing for this check run only:</u> Select F5 (F5 – Disable Signature) to temporarily disable signature printing for this check run only.</p> <p><i>When Select Printer, Print Sample, Disable MICR or Disable Signature are selected, a sample payroll check will be printed.</i></p>
14	<p>Insert an <u>actual</u> payroll check or the blank check stock in the printer’s feeder, and select F2 (F2 – Print Sample). <i>Do not insert standard paper for this purpose.</i></p> <p><i>When using Preprinted and Prenumbered checks, spoil the sample payroll check when the procedure completes. Print the sample copy of the payroll check to ensure all information is correct before continuing.</i></p>

Step	Action
15	<p>Verify the information on the <i>sample</i> payroll check is as intended by comparing the results received to the examples provided in A1. <i>Payroll Check with an Incorrect MICR Line – Example</i> and A2. <i>Payroll Check with a Correct MICR Line – Example</i>.</p> <p><i>Even if no errors received when saving the MICR configuration, verify the MICR line. If the Transit and ONUS symbols are identified with the letters “B” and “C” as in B1., the information is incorrect.</i></p>
16	<p>If the MICR line is correct: On the <i>Payroll Check Printing – Option Selection</i> screen, select F8 (F8 – Save and Continue).</p> <p>If the MICR line is incorrect: Remove and reinsert the <i>Signature Card</i>. On the <i>Payroll Check Printing – Option Selection</i> screen, select F2 (F2 – Print Sample), and proceed to <i>Step 15</i>.</p>

A1.1.3. Sample New 8.5 x 14 Payroll Check – Self-Seal Example

Employee Information				Company Information						
Employee ID	89464	AG9ILERA, JO9UE		SMITH CITY BOARD OF EDUCATION	8991					
SSN	999-08-8464	2559 MAIN STREET		102 MAIN STREET						
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333						
Loc/Class	0101 / 17			(404)444-4444						
General Information		Tax Data		Net Pay Distribution						
Check No	010161	Marital Allowances	Fed	GA	Account Type	Account Number	Amount			
Check Date	09/28/2012	Add Pct	00	M[1] D[00]						
		Add Amt								
Contract Fiscal-To-Date			16,476.92	Check No	010161	Total Net Pay	2,162.72			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY										
Paycheck Summary										
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay	
Current		2781.88			2681.88	2781.88	579.58	619.16	2162.72	
YTD		16576.92		200.00	16476.92	16776.92	2754.88	3094.46	13682.46	
Current Hours and Earnings										
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt				
State Salary			2,668.17			2,668.17				
Extended Year Supplement			70.22			70.22				
Purlough			-56.51			-56.51				
Extracurricular supplement			100.00			100.00				
Total			2,781.88			2,681.88				
Paid Time Off				Employer Paid Benefits						
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD
SICK LEAVE	2.00	26.50		PD SICK II	1.00	13.00		FICA	212.82	1283.40
PERSONAL	1.00				2.00					
VACATION	2.00		5.00	VACATION II	3.00		15.00			
LWOP				LWOP II						
OTHER	.50			OTHER II	1.50					
PROF.	3.00			STAFF DSVII	2.50					
									212.82	1283.40
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD		
SOC. SEC	172.48	760.32				DC ED FOUN	25.00	225.00		
MEDICARE	40.34	243.24				PAGE DURS	14.58	114.58		
GA. STATE TAX	127.58	652.62								
FEDERAL TAX	239.18	1098.70								
Total	579.58	2754.88	Total			Total	39.58	339.58		

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS. REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT IS PRINTED IN TWJ COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

<p>SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404)444-4444</p> <p>ATLANTA BANK ATLANTA, GA 30000</p> <p>Pay To The Order Of AG9ILERA, JO9UE</p>	<p>Date 09/28/2012</p>	<p>No. 010161</p> <p>PAYROLL</p>	<p>64-111 6100</p> <p>Amount \$ ****2,162.72</p> <p>VOID AFTER 90 DAYS</p> <p style="font-family: cursive; font-size: large;">John Doe</p>
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TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100

#040010# 1:061113017:18 33 6#

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

C 0101 17

AG9ILERA, JO9UE
2559 MAIN STREET
SMITH, GA 33333

A1.1.4. Sample New 8.5 x 11 Payroll Check – Non-Self-Seal Example

Employee Information				Company Information							
Employee ID	88464	AGUILERA, JOSUE		SMITH CITY BOARD OF EDUCATION	8991						
SSN	999-08-8464	2559 MAIN STREET		102 MAIN STREET							
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333							
Loc/Class	0101 / 17			(404) 444-4444							
General Information		Tax Data		Net Pay Distribution							
Check No	010160	Marital	Fed	GA	Account Type	Account Number	Amount				
Check Date	09/28/2012	00	00	M[1] D[00]							
Contract Fiscal-To-Date		16,476.92		Check No		010160	Total Net Pay	2,162.72			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY											
Paycheck Summary											
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay		
Current		2781.88			2681.88	2781.88	579.58	619.16	2162.72		
YTD		16576.92		200.00	16476.92	16776.92	2754.88	3094.46	13682.46		
Current Hours and Earnings											
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt					
State Salary			2,668.17			2,668.17					
Extended Year Supplement			70.22			70.22					
Purlough			-56.51			-56.51					
Extracurricular Supplement			100.00			100.00					
Total			2,781.88			2,681.88					
Paid Time Off				Employer Paid Benefits							
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD	
SICK LEAVE		2.00	26.50	PD SICK II		1.00	13.00	FICA	212.82	1283.40	
PERSONAL		1.00				2.00					
VACATION		2.00	5.00	VACATION II		3.00	15.00				
LWOP				LWOP II							
OTHER		.50		OTHER II		1.50					
PROP.		3.00		STAFF DEVII		2.50					
									212.82	1283.40	
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions					
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD			
SOC. SEC.	172.48	760.32				CC ED FOUNDF	25.00	225.00			
MEDICARE	40.34	243.24				PAGE DUES	14.58	114.58			
GA. STATE TAX	127.58	652.62									
FEDERAL TAX	259.18	1098.70									
Total			Total			Total					
579.58			2754.88			39.58				339.58	

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404)444-4444	Date	No. 010160	64-111
	09/28/2012	PAYROLL	6100
			Amount
			\$ ****2,162.72
			VOID AFTER 90 DAYS
ATLANTA BANK	TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100		
ATLANTA, GA 30000			
Pay To The Order Of	AGUILERA, JOSUE 2559 MAIN STREET SMITH, GA 33333		
			<i>John Doe</i>

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

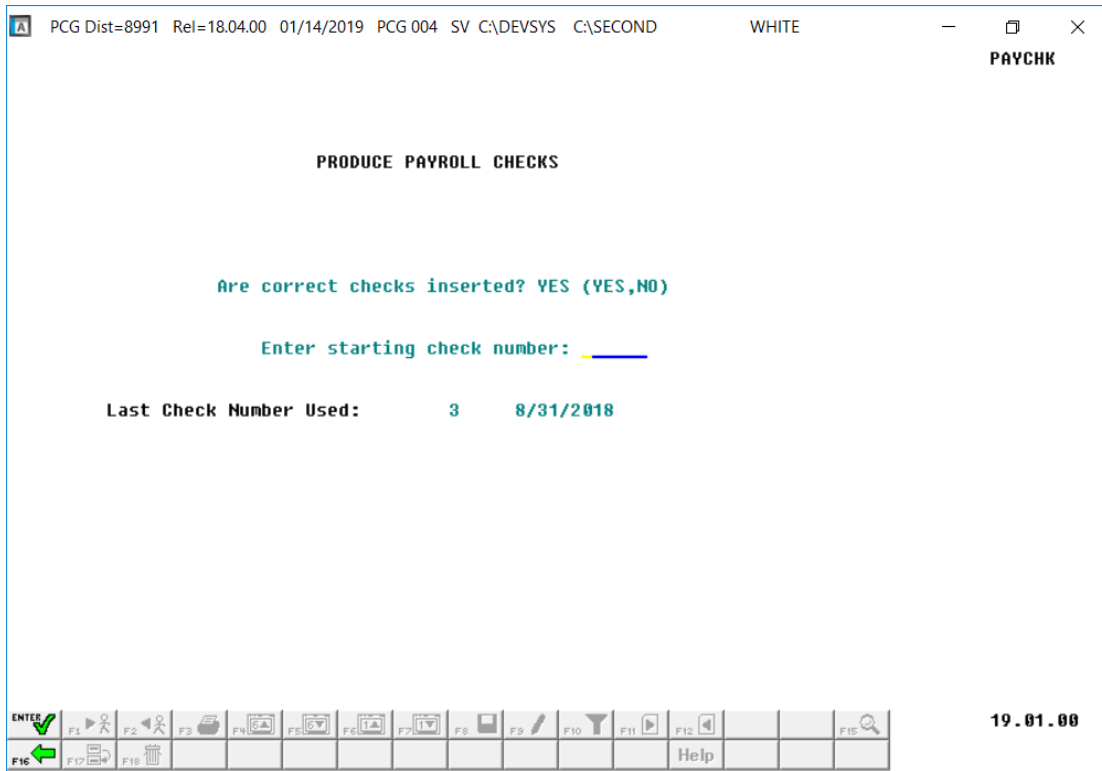
⑈0400 10⑈ ⑆06 11130 1?⑆ 18 33 6⑈


The following screen displays:



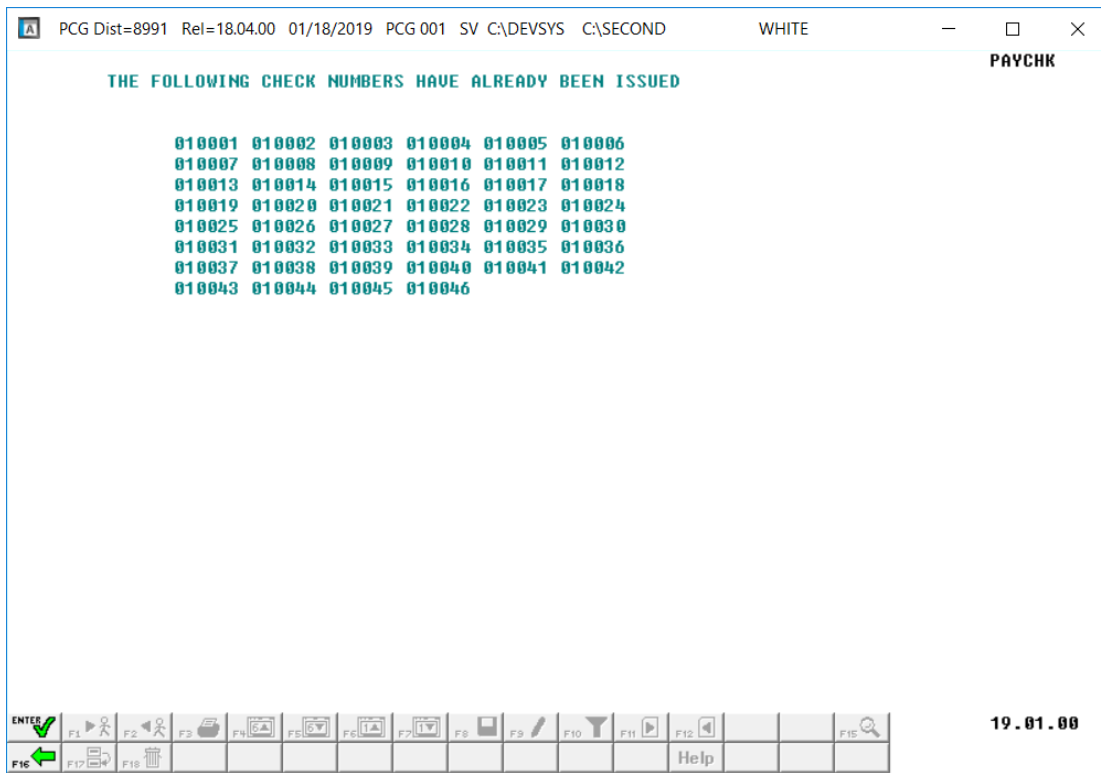
Step	Action
17	<p><u>To enter a message:</u> Enter up to seventy-nine (79) characters and spaces in the field, and select  (Enter) <u>twice</u>.</p> <p><u>To delete an existing message:</u> Using either the <i>Spacebar</i> or the <i>Delete key</i>, remove the field's entries.</p> <p><u>To bypass entering a message:</u> Select  (Enter) <u>twice</u>.</p> <p><u>There are no checks to print:</u> Remove the payroll check forms from the printer and proceed to <i>Step 30</i>.</p>


The following screen displays:



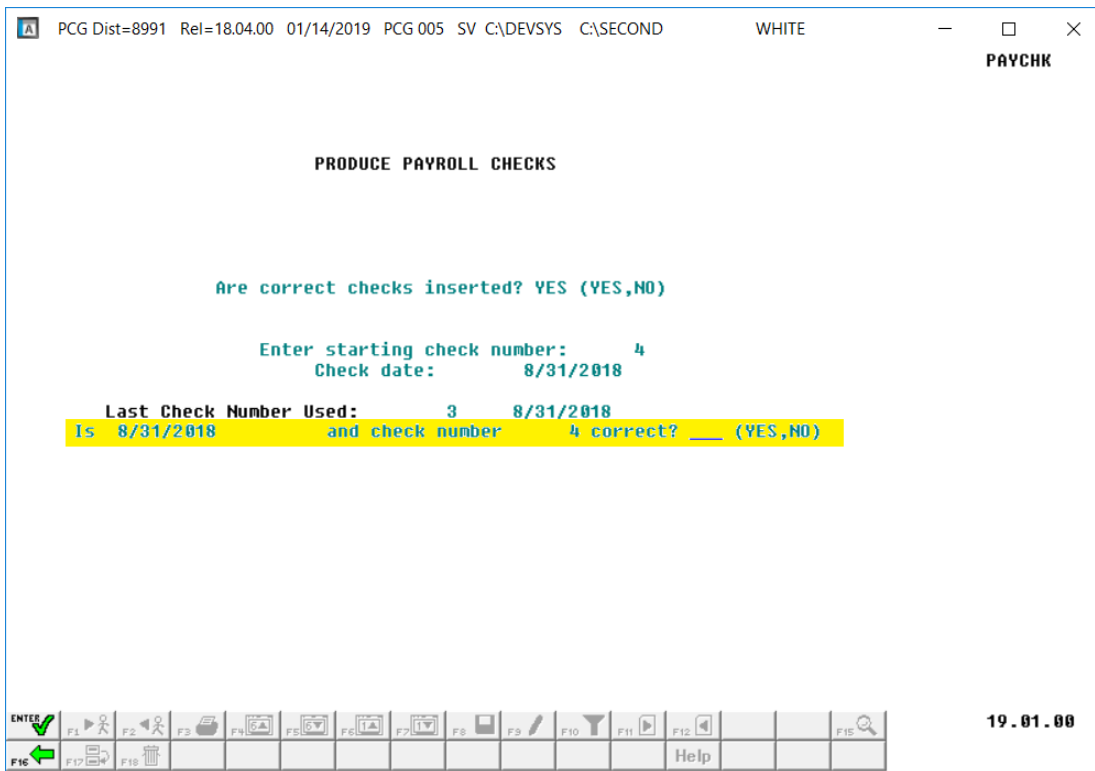
Step	Action
18	<p>Enter the beginning check's number in the Enter starting check number field, and select  (Enter) to continue.</p> <p><i>PCGenesis displays the last check number used during the previous payroll run within the "Last Check Number Used" field. Note that the screen's entries are system-specific, and that when restoring files, or when entering manual payroll checks, the number displayed may not be correct.</i></p> <p><i>When using pre-numbered checks, enter the first available check number in the "Enter starting check number" field.</i></p>


If a check number has already been used, the following error screen will display:



Step	Action
19	<p>If PCGenesis has previously used any check numbers within the range of numbers that will be needed for this check/direct deposit run, an error message screen will be displayed.</p> <p>Select  (F16), return to <i>Step 18</i>, and enter a starting check number that will include enough contiguous check numbers to handle all the checks to be printed in this run.</p> <p>If this error occurs, the possibility exists that some check numbers were used many, many years ago, but still exist on the <i>Check Master File</i>. In this case, the old checks/direct deposits can be removed from the <i>Check Master File</i> so that this check run can continue using the same check numbers over again. Refer to the <i>Payroll System Operations Guide, Section G: Payroll Check Reconciliation Processing</i> for information on removing old check/direct deposit numbers.</p>

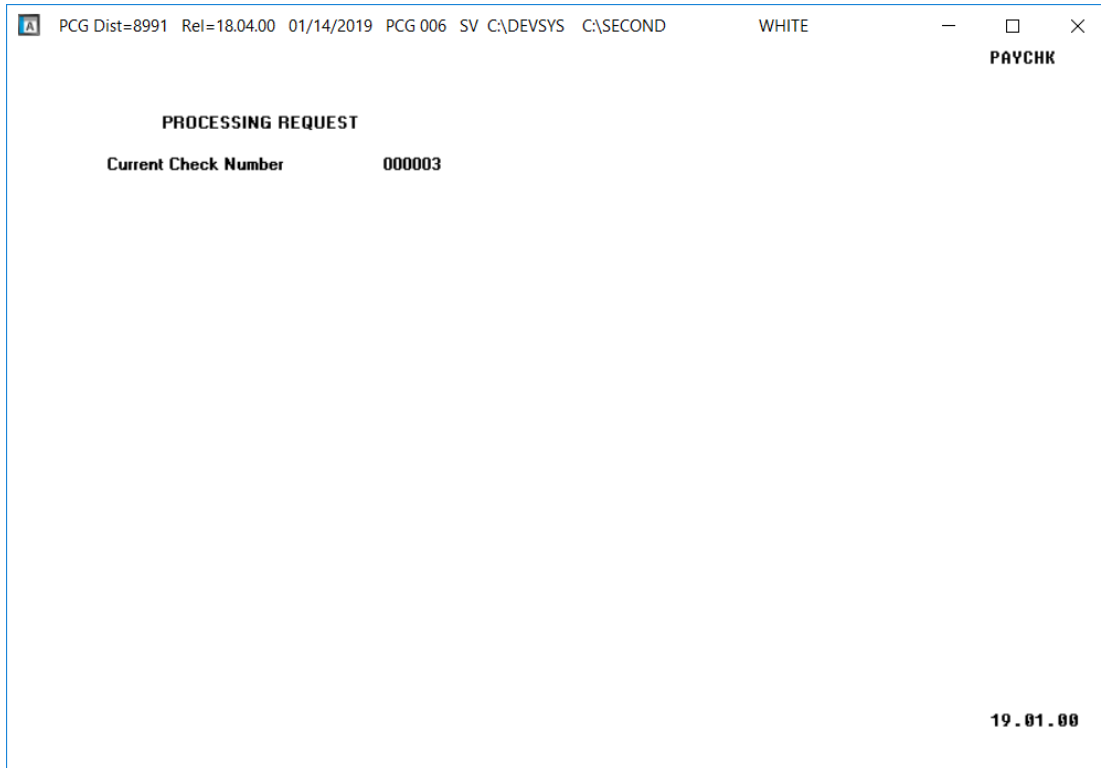
If no check number errors exist, the following screen displays:



Step	Action
20	<p>Verify that the screen's information is correct, especially the check date and check number, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter "No" in the field, and select Enter. Return to Step 18 to enter the correct check number. Select F16 to exit check printing where appropriate.</i></p>

A1.2. Printing Payroll Checks - Completion

The following screen displays briefly:




Step	Action
21	Make sure <u>each</u> payroll check printed correctly, that the checks are sequentially numbered, and that there are no blank checks.

******* ATTENTION *******

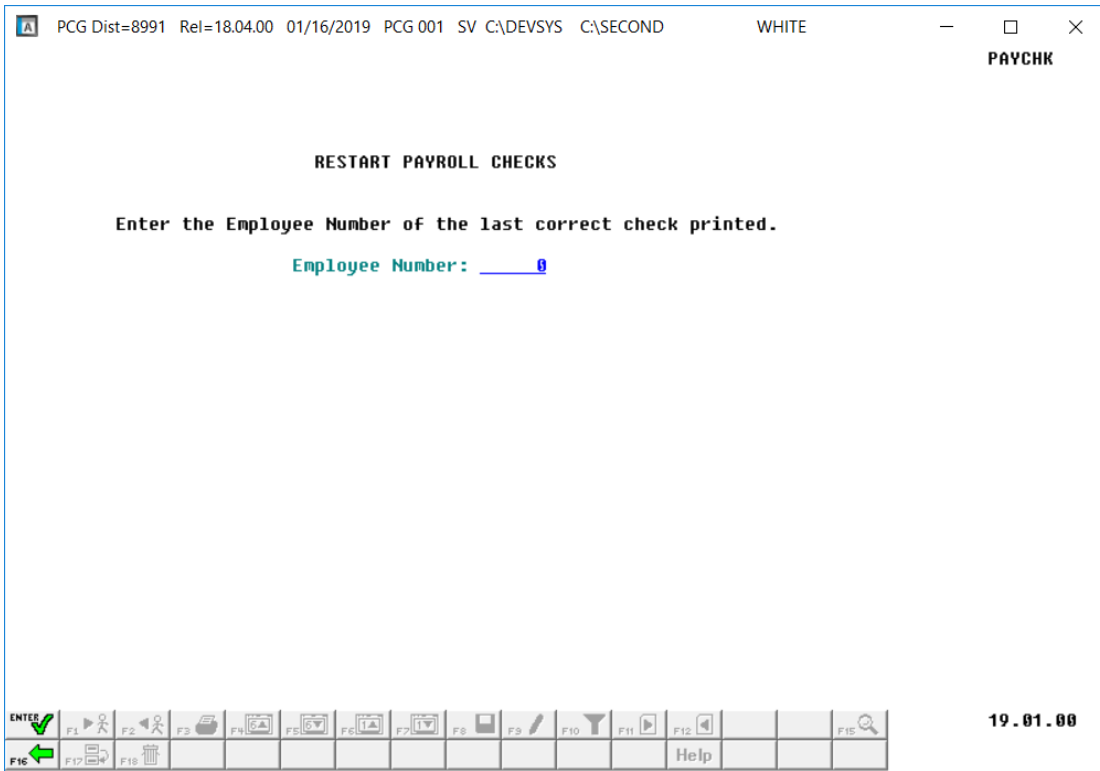
Do not continue payroll processing until payroll check printing is complete. Verify each payroll check before continuing.


The following screen displays:



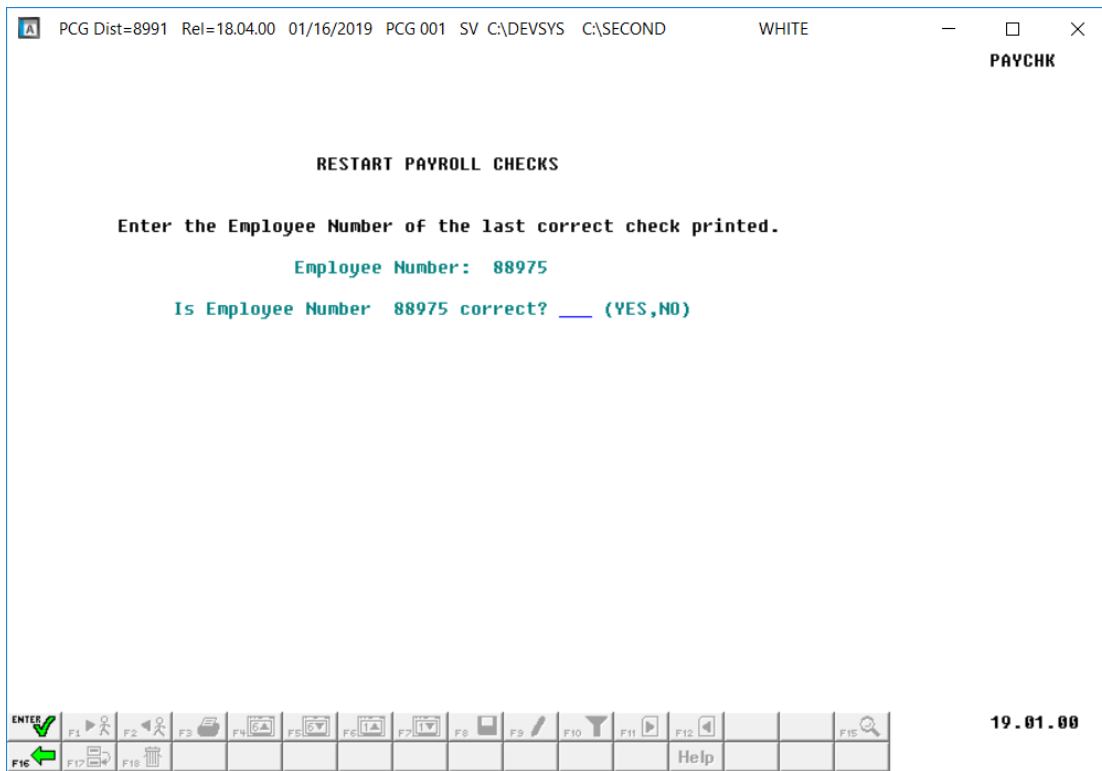
Step	Action
22	<p>Enter Y (Yes) or N (No) in the Have all checks finished printing? field, and select  to continue.</p> <p>Enter Y (Yes) in the field even when payroll checks jam, and after the resolution of printer malfunctions during check printing etc., regardless of the assigned check numbers at this point. Later in the check printing procedure, PCGenesis displays the <i>Payroll Check Printing – Skipped Check Entry</i> screen for the entry of skipped check numbers where appropriate.</p> <p>The <i>PCGenesis Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports, Procedure A: Printing the Final Payroll Register</i> provides the instructions to enter spoiled check number information.</p> <p><u>When entering N (No) within the field, exercise extreme caution!</u> PCGenesis automatically exits the check printing procedure, and populates the <i>Payroll Sequence Monitor's Print Paychecks and Direct Deposits</i> field with N (Check Printing Not Complete). When rerunning the payroll checks, PCGenesis will prompt the user for the Employee Number of the last correct check printed. The payroll administrator must be able to enter the correct Employee Number to continue the check printing process.</p> <p><i>If conditions contrary to those mentioned in Step 21 exist, contact the Technology Management Customer Support Center for assistance. Continuing without the necessary recovery may cause the remaining payroll checks to print incorrectly.</i></p>


For **Step 22- NO** entries, after restarting the check printing process, the following screen displays:



Step	Action
23	<p><u>If 'N' was entered in Step 22 (All checks did not finish printing):</u> Start the payroll check/direct deposit printing process over again and repeat all the steps starting at <i>Step 1</i>.</p> <p>Enter the Employee Number of last correctly printed check in the field and select  (Enter) to continue.</p>

For **Step 22- NO** entries, after restarting the check printing process, the following screen displays:



Step	Action
24	<p><u>If N (No) was entered in Step 22:</u></p> <p>Verify the screen’s information is correct, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter “No” in the field, and select Enter. Return to Step 23 to enter the correct employee number.</i></p>

The following screen displays:


PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 006 SV C:\DEVSY S C:\SECOND WHITE

LAST CHECK VERIFICATION

PAYCHK


Was the last check number printed 3? ___ (YES,NO)

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help 19.01.00

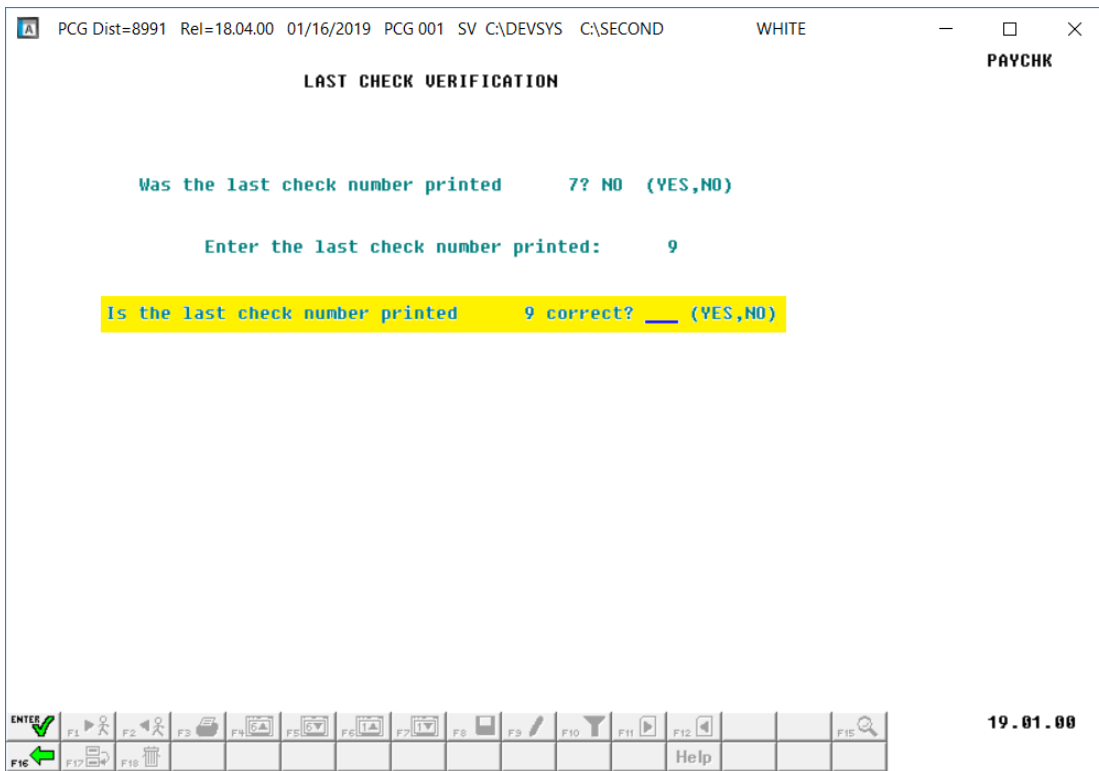
Step	Action
25	<p>Verify the last check number printed corresponds to the number displayed in the field, enter YES or NO in the field, and select  (Enter) to continue.</p> <p><u>The last check number displayed on the screen is correct:</u> Enter YES in the field and proceed to <i>Step 30</i>.</p> <p><u>The last physical check number printed is greater than the check number displayed on the screen:</u> Enter NO in the field. Entering NO assumes that all checks printed, but that a form feed error occurred so that the checks were not numbered correctly. This generally happens when two forms stick together causing check numbers to be skipped. If this is the case, enter NO in the field and proceed to <i>Step 26</i>.</p>


For *Step 25- NO* entries, the following screen displays:



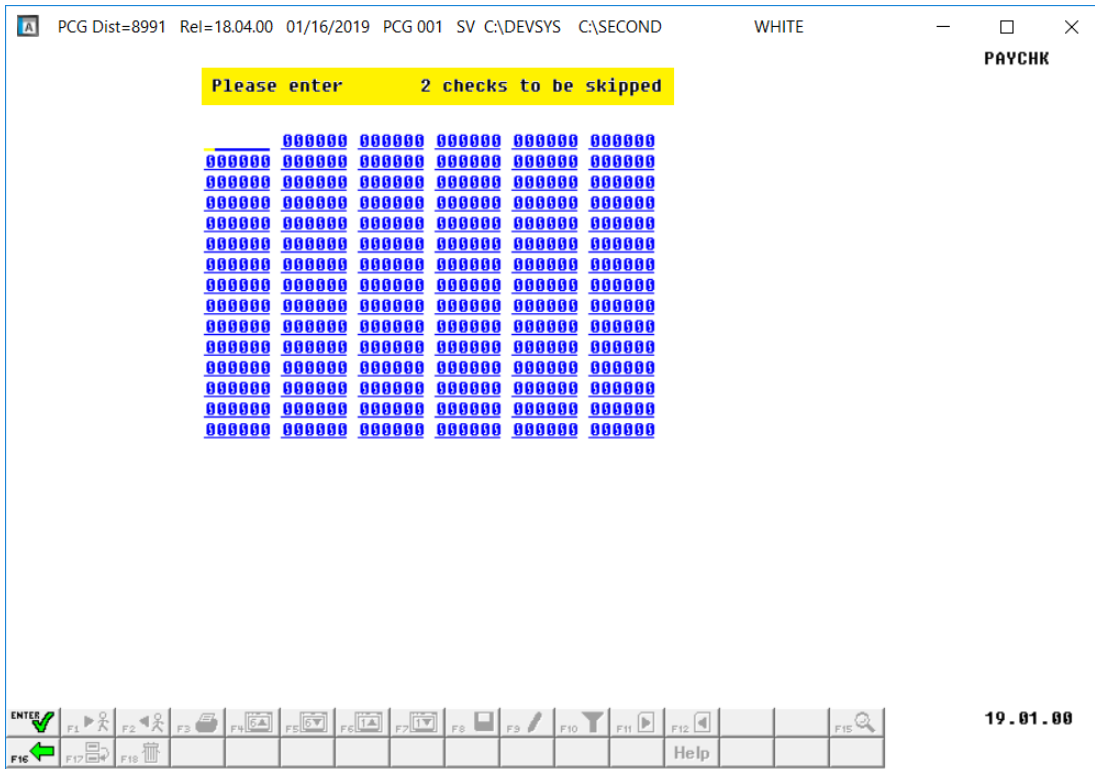
Step	Action
26	Enter the number of last correctly printed check in the field and select  (Enter) to continue. <i>The check number entered must be <u>greater than</u> the check number displayed on the screen.</i>


The following screen displays:



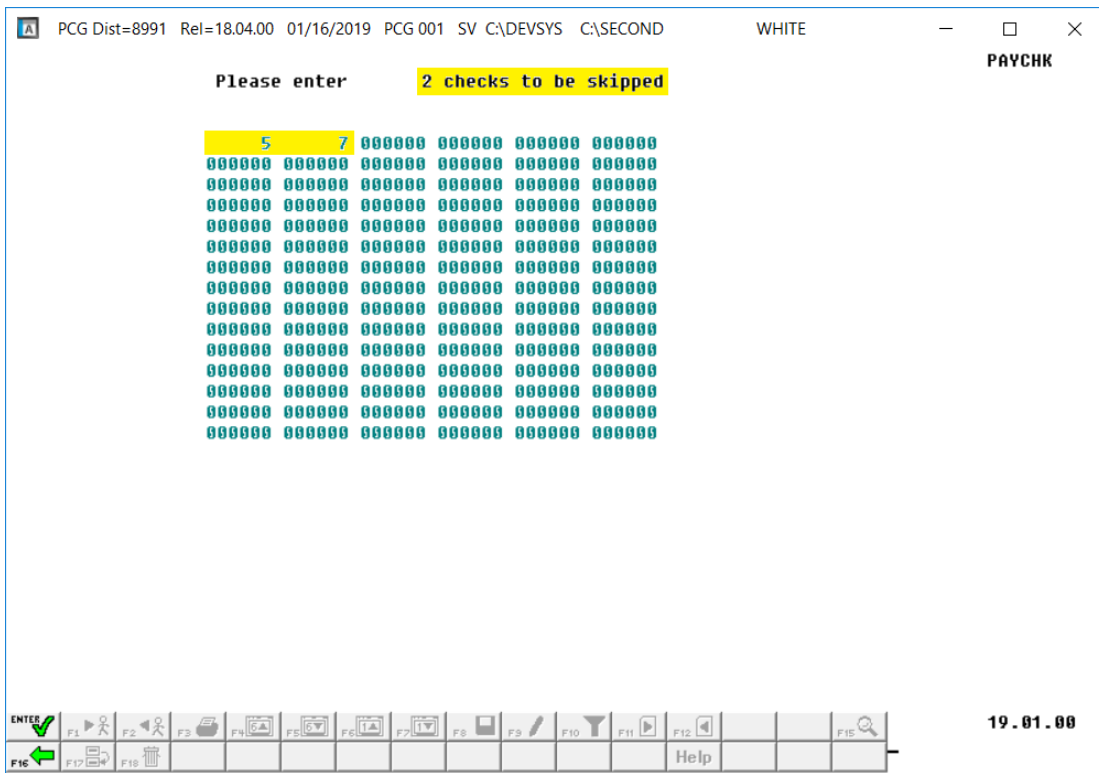
Step	Action
27	<p>Verify the screen’s information is correct, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter “No” in the field, and select Enter. Return to Step 26 to enter the correct check number.</i></p>




For skipped checks, the following screen displays:



Step	Action
28	Enter the number of the check(s) omitted during payroll check printing, and select  (Enter) to continue <u>once</u> .

The following screen displays:





Step	Action
29	<p>Verify the field entries are correct, and select  (Enter) to continue.</p> <p>If the information is incorrect, select  (F16 - Reenter), make the appropriate modifications, and select  (Enter).</p> <p>Upon completion of this screen PCGenesis will update the check numbers assigned to each employee, skipping the check numbers entered on this screen thereby synchronizing the check numbers recorded in the employees' records with the physical check numbers actually printed.</p> <p><i>The c:\windows\system32\cmd.exe window displays to indicate that PCGenesis is performing an automatic PAYDATA backup. Allow the backup to complete, and proceed to Step 30.</i></p>

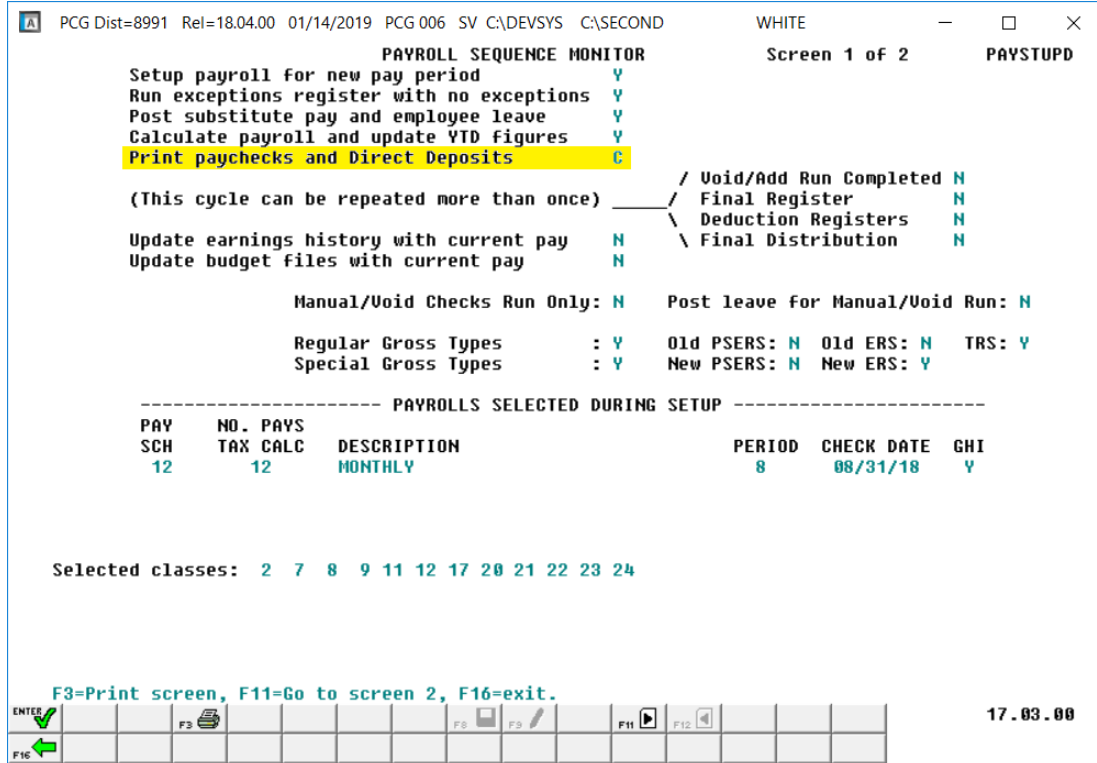
A2. Printing Payroll Direct Deposits


A2.1. Printing Payroll Direct Deposits - Setup

When there are direct deposits, the following screen displays:

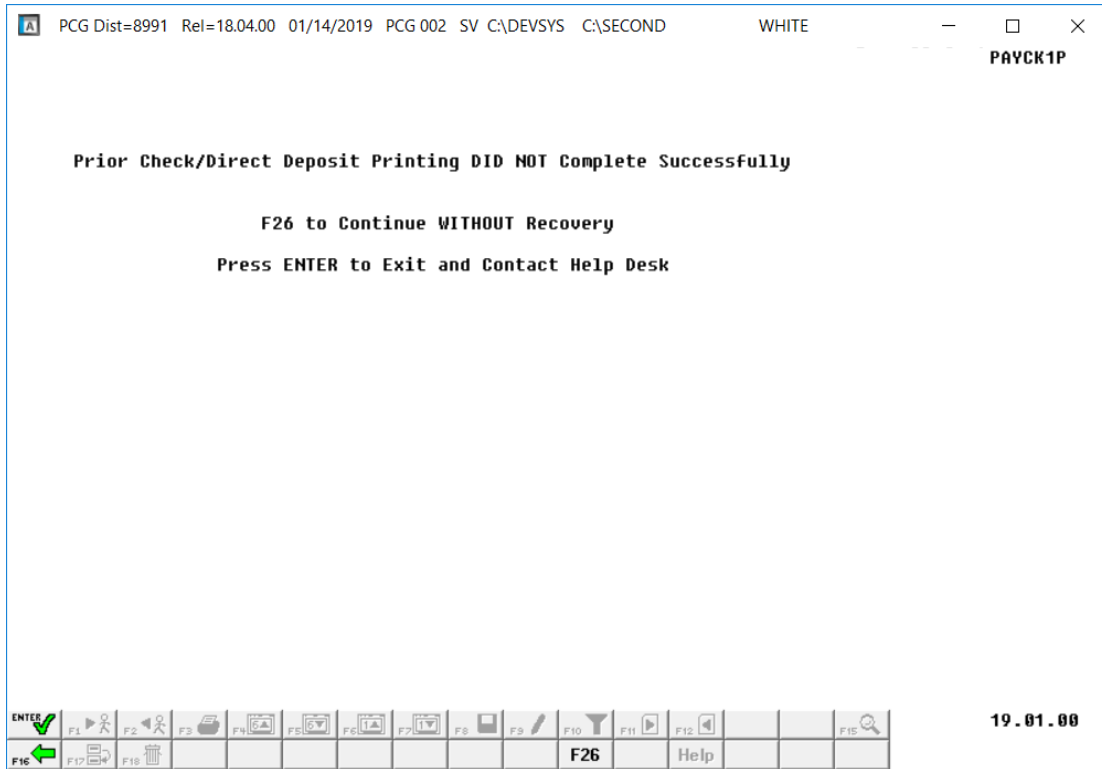
Step	Action
30	<p>For direct deposits: Insert the direct deposit forms, enter Yes in the field, and select  (Enter) to continue.</p> <p><i>When using the MICR functionality, verify the blank check stock remains in the printer's feeder tray from payroll check printing. Do not insert standard paper for this purpose!</i></p> <p><i>Although Direct Deposit Statements are included in the MICR functionality, and prints on secure, blank check stock, they will neither be MICR-encoded nor will they contain a signature when PCGenesis produces the a sample form.</i></p> <p><i>If the Printer has multiple feeder trays, make sure only one tray is in use.</i></p> <p><i>Regardless of the type of printer used, there must be at least 16 MB of memory available for payroll check and direct deposit printing. Allow adequate processing time for the spooling of direct deposits to the printer's memory or buffer. The time required will vary based on the type of printer used for direct deposit printing, and the total number of items to be processed.</i></p> <p>To exit the print process: Select  (F16 – Exit) to exit the printing process.</p> <p>There are no direct deposits to print: The “<i>There are No Direct Deposits to Print! Remove FORMS from printer and select Enter to Continue!</i>” message displays. Remove the payroll check/direct deposit forms from the printer enter Yes in the field, and select Enter (to Continue), and proceed to <i>Step 49</i>.</p>

For *Step 30* – **F16 (Exit)** entries, check the payroll monitor, the following screen displays:



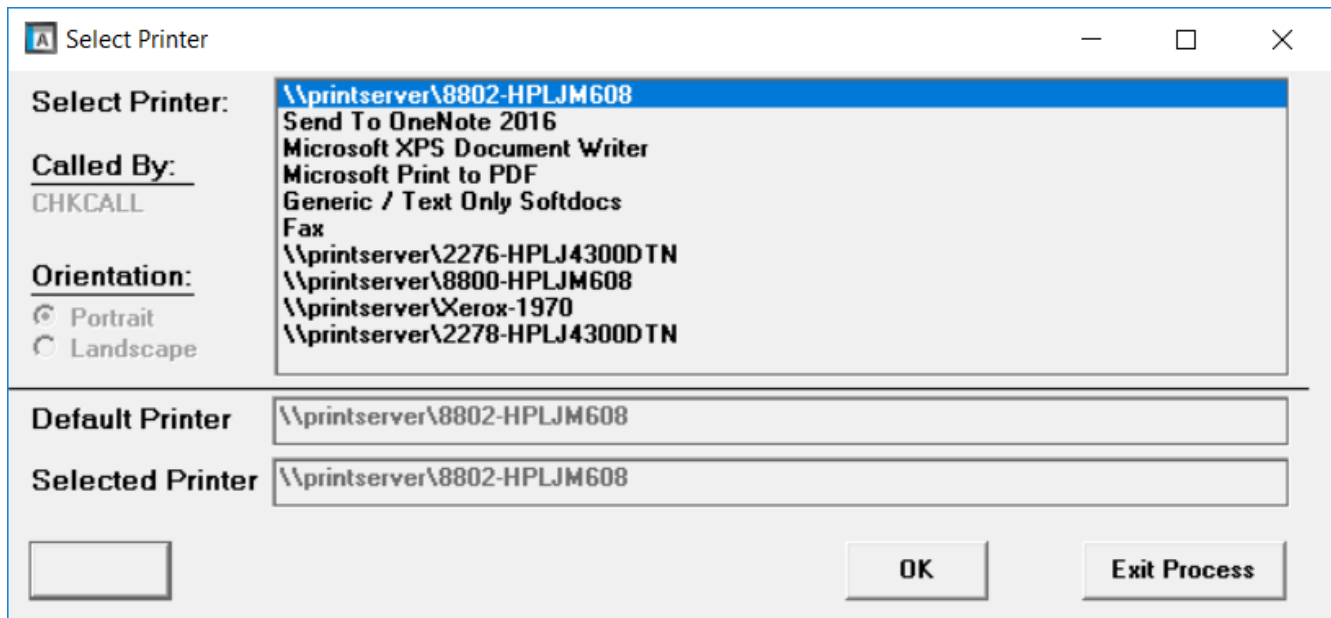
Step	Action
31	<p>If F16 (Exit) was selected in Step 30: Check the <i>Payroll Monitor</i> screen. From any menu select  (Payroll Monitor).</p> <p>Verify that the Print Paychecks and Direct Deposits field contains a 'C'. A value of 'C' in the field indicates that payroll checks have printed successfully, but direct deposits have not yet printed.</p>


For **Step 30 – F16 (Exit)** entries, after restarting the direct deposit printing process, the following screen displays:



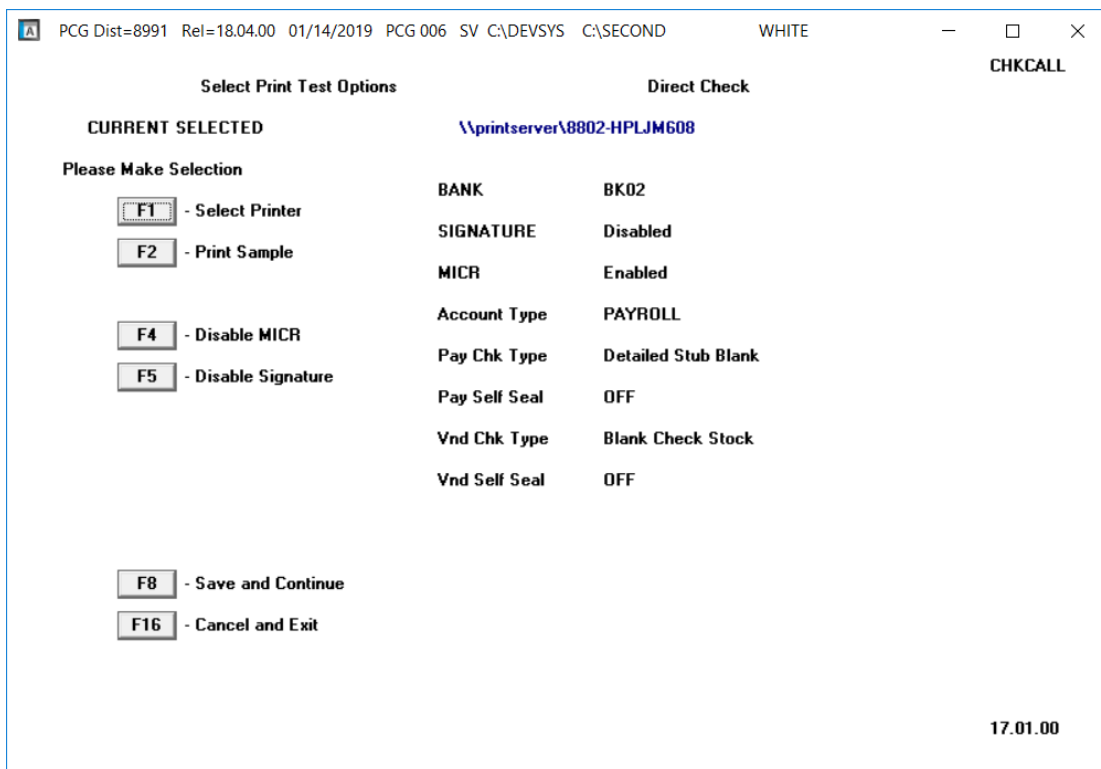
Step	Action
32	<p><u>If F16 (Exit) was selected in Step 30:</u> Start the payroll direct deposit printing process over again and repeat all the steps starting at <i>Step 30</i>.</p> <p>If printing of all payroll <u>checks</u> has completed normally, and the printing of <u>direct deposits</u> is simply being restarted, select F26 (F26 – Continue WITHOUT Recovery).</p> <p><i>If other conditions exist, contact the Technology Management Customer Support Center for assistance.</i></p>

The following dialog box displays:



Step	Action
33	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the Selected Printer text box. <i>The printer selected must have already been set up with the appropriate signature card.</i>
34	Select OK  .

The following screen displays:



Step	Action
35	Select F2 (F2 - Print Sample). <i>“Printing Sample” briefly displays within the lower left portion of the screen.</i>
36	When the <i>Select Print Test Options</i> screen displays, verify the information on the sample direct deposit is correct, and select F8 (Save and Continue).

A2.1.1. Direct Deposit Statement – Example

CHECK DATE	SOCIAL SECURITY	EMPLOYEE NUMBER	GROSS PAY	DEDUCTIONS	NET PAY	CONTRACT TO DATE
022709	123450987	36872	666387	207673	458714	13,32774

	REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	CONTRACT AMOUNT	TOTAL AMOUNT
CUR			666387		666387	666387
TOT			1332774		1332774	1332774

DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD
KAI HMO EESP	13540	27080	TRS	33319	66638			
FED W/H TAX	76281	152562						
GA INCOME TAX	34589	69178						
SOC. SEC.	40477	80954						
MEDICARE	9467	18934						

	SICK LEAVE	PERS LEAVE	VACATION	OTHER	YTD	SICK LEAVE	PERS LEAVE	VACATION	OTHER	YTD	BAL	SICK LEAVE	PERS LEAVE	VACATION	OTHER	
CUR	00	00	00	00		00	00	00	00			00	00	00	00	
PCGENESIS RELEASE 09.02.00																

02/27/09

ACCT TYPE	ACCT NUMBER	AMOUNT	
Checking	123456789012345678	2,293.57	
Checking	12456	1,146.79	
Savings	789654123	229.36	****4,587.14
Savings	1025	688.07	
Savings	3652	229.35	

GADOE, TEST EMPLOYEE 090200

0103 09

GADOE, TEST EMPLOYEE 090200
 205 JESSE HILL JR. DRIVE
 SUITE 1954 EAST TOWER
 ATLANTA, GA 30334

A2.1.2. Sample New 8.5 x 14 Direct Deposit – Self-Seal Example

Employee Information				Company Information						
Employee ID	88942	AB3EU, ET3AN D		SMITH CITY BOARD OF EDUCATION	8991					
SSN	999-08-8942	2072 MAIN STREET		102 MAIN STREET						
Telephone	999-555-1098	S23		SMITH, GA 33333						
Loc/Class	0101 / 05	SMITH, GA 33333		(404)444-4444						
General Information		Tax Data		Net Pay Distribution						
Check No	050288	Marital	Fed	GA	Account Type	Account Number	Amount			
Check Date	09/28/2012	Allowances	Married	Joint Both	Checking	*****	1,973.86			
		Add Pct	04	M[0] D[01]	Checking	*****	200.00			
		Add Amt			Checking	*****	150.00			
					Checking	*****	50.00			
Contract Fiscal-To-Date			27,587.35	Check No	050288	Total Net Pay	2,373.86			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY										
Paycheck Summary										
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay	
Current		4413.82			3538.57	4413.82	656.51	2039.96	2373.86	
YTD	5.00	28601.15			27587.35	28601.15	3227.90	13493.81	15107.34	
Current Hours and Earnings										
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt				
State Salary			3,614.67			3,614.67				
Purlough			-76.10			-76.10				
Driver Training			550.00			550.00				
Coaching Supplement			325.25			325.25				
Total			4,413.82			4,413.82				
Paid Time Off				Employer Paid Benefits						
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD
SICK LEAVE	2.00	26.25		NO SICK II	2.00	13.50		STATE HEALTH	937.34	5643.49
PERSONAL VACATION	1.00	1.00		VACATION II	1.00	5.00		TRS	512.30	3493.57
LMOP				LMOP II				PTCA	360.81	2151.35
OTHER	2.50			OTHER II				IMPUTED INC	57.25	57.25
PROP.	2.00	2.00		STAFF DEVII	2.00			DENTAL INS. -C	16.69	150.21
								GUARDIAN LIFE	5.75	51.75
									1890.14	11547.62
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD		
SOC. SEC.	262.15	1123.04	UNEMP EMP/TSP	434.90	3212.92	MASS MUTUAL	450.41	3603.28		
MEDICARE	56.63	353.84	DENTAL INS. -C	102.86	822.88	UNUM STD INS.	41.51	332.08		
FEDERAL TAX	163.79	716.05	VISION INS.	27.38	219.04	UNUM LTD INS.	25.03	197.36		
GA. STATE TAX	173.93	1034.97				PAGE DUES	14.58	102.08		
TRS	269.40	1652.70				CC ED FOUNDD	10.00	80.00		
						UNUM LIFE	4.42	19.89		
						GUARDIAN LIFE	2.96	23.68		
Total	925.91	4880.60	Total	565.14	4254.84	Total	548.91	4358.37		

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

REMOVE DOCUMENT ALONG THIS PERFORATION

THE FRONT OF THIS DOCUMENT HAS A POLYESTER BACKING WHICH HELDS THIS PAPER TOGETHER THROUGHOUT THE PERFORATION

<p>SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404)444-4444</p>	<p>Date 09/28/2012</p>	<p>No. 050288</p>	<p>PAYROLL DIRECT DEPOSIT</p>
---	----------------------------	--------------------------	-----------------------------------

Amount

\$ ***2,373.86**

TWO THOUSAND THREE HUNDRED SEVENTY THREE AND 86/100

THIS IS NOT A CHECK - DO NOT CASH

Deposit
To The Account Of AB3EU, ET3AN D

SEE REVERSE SIDE FOR EASY OPENING INSTRUCTIONS

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

D 0101 05

AB3EU, ET3AN D
2072 MAIN STREET
S23
SMITH, GA 33333

A2.1.3. Sample New 8.5 x 11 Direct Deposit – Non-Self-Seal Example

Employee Information				Company Information						
Employee ID	88942	AB3EU, ET3AN D		SMITH CITY BOARD OF EDUCATION		8991				
SSN	999-08-8942	2072 MAIN STREET		102 MAIN STREET						
Telephone	999-555-1058	823		SMITH, GA 33333						
Loc/Class	0103 / 05	SMITH, GA 33333		(404)444-4444						
General Information		Tax Data		Net Pay Distribution						
Check No	050287	Marital	Married	Fed	GA	Account Type	Account Number	Amount		
Check Date	09/28/2012	Allowances	04		Joint Both	Checking	*****	1,973.86		
		Add Pct			M[0] D[01]	Checking	*****	200.00		
		Add Amt				Checking	*****	150.00		
						Checking	*****	50.00		
Contract Fiscal-To-Date				27,587.35		Check No	050287	Total Net Pay	2,373.86	
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY										
Paycheck Summary										
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay	
Current		4413.82			3538.57	4413.82	656.51	2039.96	2373.86	
YTD	5.00	28601.15			27587.35	28601.15	3227.90	13493.81	15107.34	
Current Hours and Earnings										
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt				
State Salary			3,614.67			3,614.67				
Furlough			-76.10			-76.10				
Driver Training			550.00			550.00				
Coaching Supplement			325.25			325.25				
Total			4,413.82			3,538.57				
Paid Time Off				Employer Paid Benefits						
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD
SICK LEAVE		2.00	26.25	PD SICK YY		2.00	13.50	STATE HEALTH	937.34	5643.49
PERSONAL	1.00	1.00						TRS	512.30	3493.57
VACATION				VACATION II		1.00	5.00	FICA	360.81	2151.35
LWOP				LWOP II				IMPUTED INC	57.25	57.25
OTHER		2.50		OTHER II				DENTAL INS.-C	16.69	150.21
PROF.	2.00	2.00		STAFF DEVII		2.00		GUARDIAN LIFE	5.75	51.75
									1890.14	11547.62
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD		
SOC. SEC.	262.16	1123.04	D HMO ESP/TSP	434.90	3212.92	MASS MUTUAL	450.41	3603.28		
MEDICARE	56.63	353.84	DENTAL INS.-C	102.86	822.88	UNUM STD INS.	41.51	332.08		
FEDERAL TAX	163.79	716.05	VISION INS.	27.38	219.04	UNUM LTD INS.	25.03	197.36		
GA. STATE TAX	173.93	1034.97				PAGE DUES	14.58	102.08		
TRS	269.40	1652.70				CC ED FOUND	10.00	80.00		
Total	925.91	4880.60	Total	565.14	4254.84	Total	548.91	4358.37		

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THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

<p>SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404)444-4444</p>	<p>Date 09/28/2012</p>	<p>No. 050287</p>	<p>PAYROLL DIRECT DEPOSIT</p>
--	-------------------------------	--------------------------	-----------------------------------

Amount

\$ **2,373.86**

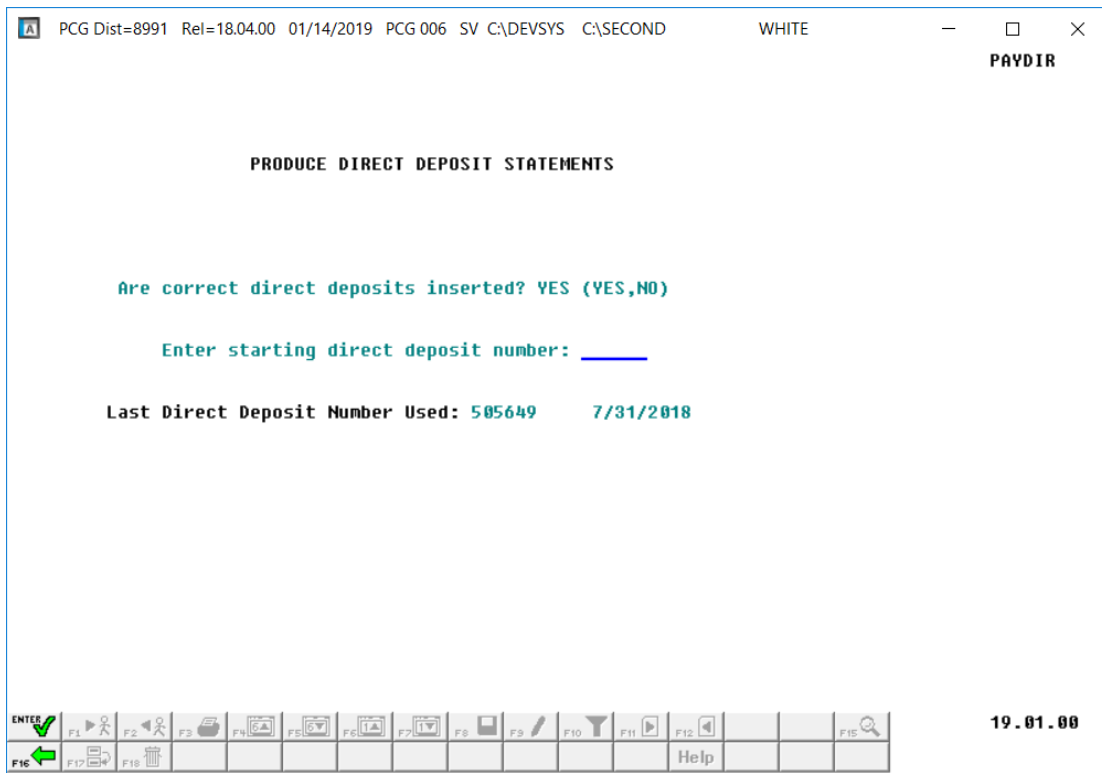
TWO THOUSAND THREE HUNDRED SEVENTY THREE AND 86/100


THIS IS NOT A CHECK - DO NOT CASH

<p>Deposit To The Account Of</p>	<p>AB3EU, ET3AN D 2072 MAIN STREET S23 SMITH, GA 33333</p>
----------------------------------	---

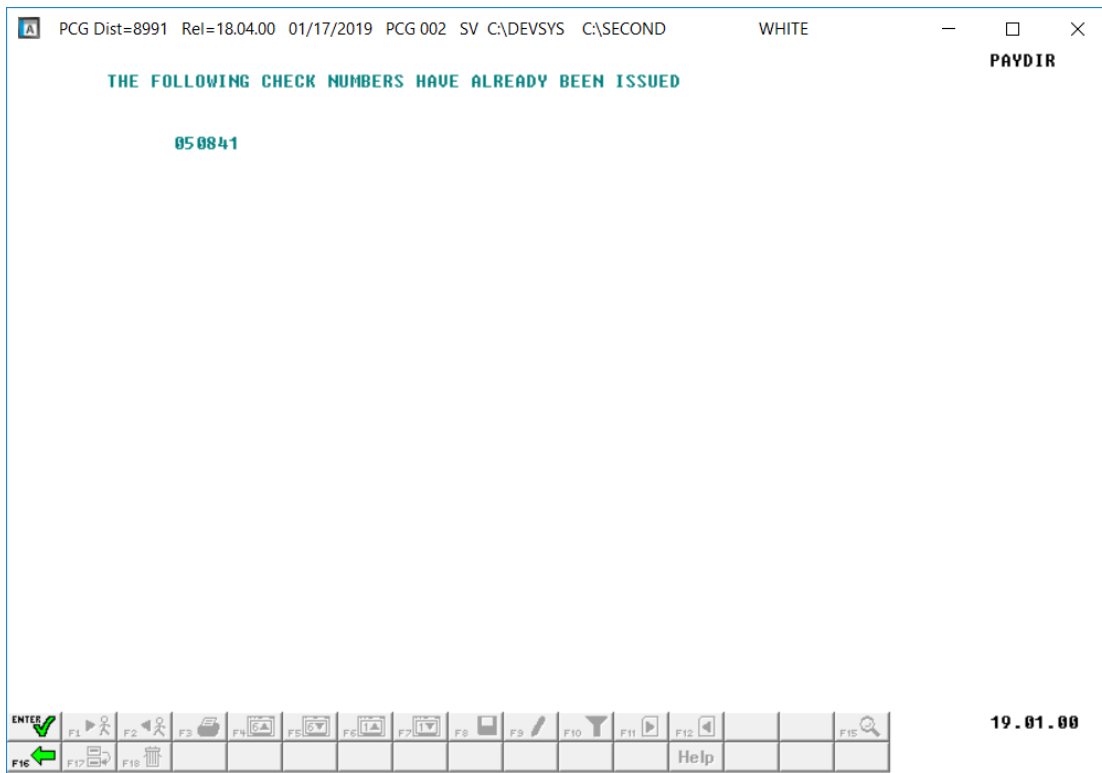
SECURITY FEATURES INCLUDED. DETAILS ON BACK.


The following screen displays:



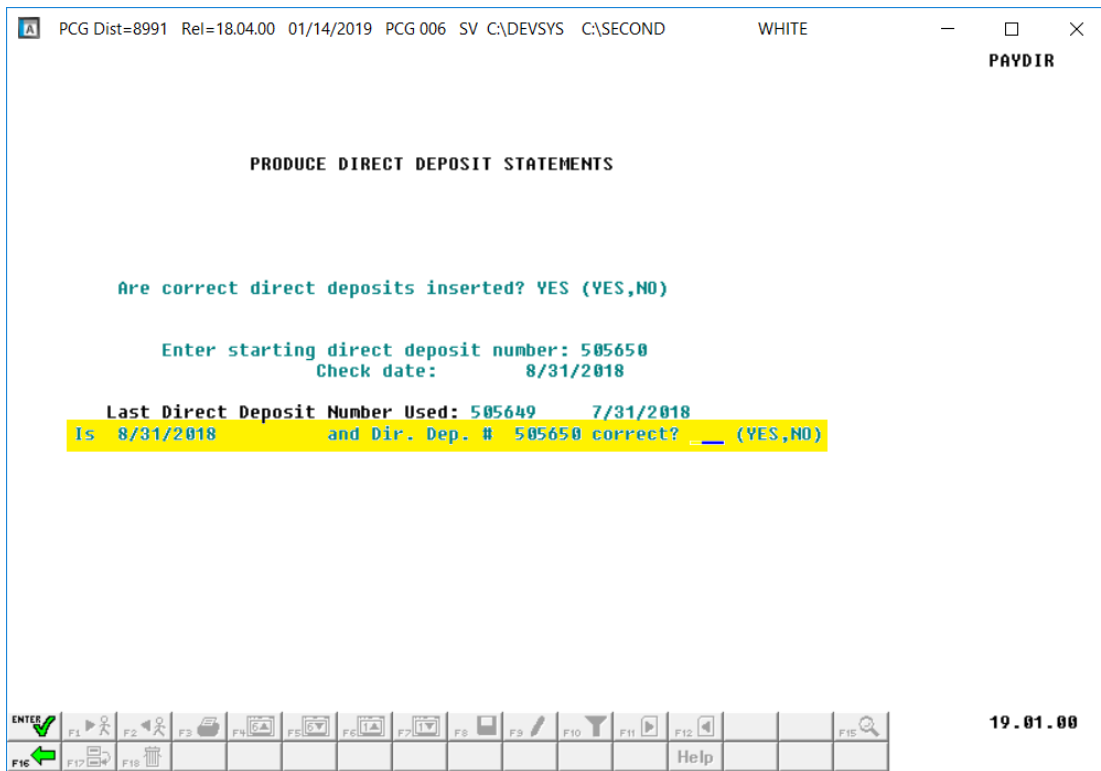
Step	Action
37	<p>Enter the beginning direct deposit statement number in the Enter starting direct deposit number field, and select  (Enter) to continue.</p> <p><i>PCGenesis displays the last direct deposit number used during the previous payroll run within the “Last Direct Deposit Number Used” field. Note that the screen’s entries are system-specific, and that when restoring files number displayed may not be correct.</i></p>


If a direct deposit number has already been used, the following error screen will display:



Step	Action
38	<p>If PCGenesis has previously used any direct deposit numbers within the range of numbers that will be needed for this check/direct deposit run, an error message screen will be displayed.</p> <p>Select  (F16), return to <i>Step 37</i>, and enter a starting direct deposit number that will include enough contiguous direct deposit numbers to handle all the direct deposits to be printed in this run.</p> <p>If this error occurs, the possibility exists that some direct deposit numbers were used many, many years ago, but still exist on the <i>Check Master File</i>. In this case, the old checks/direct deposits can be removed from the <i>Check Master File</i> so that this check run can continue using the same direct deposit numbers over again. Refer to the <u><i>Payroll System Operations Guide, Section G: Payroll Check Reconciliation Processing</i></u> for information on removing old check/direct deposit numbers.</p>

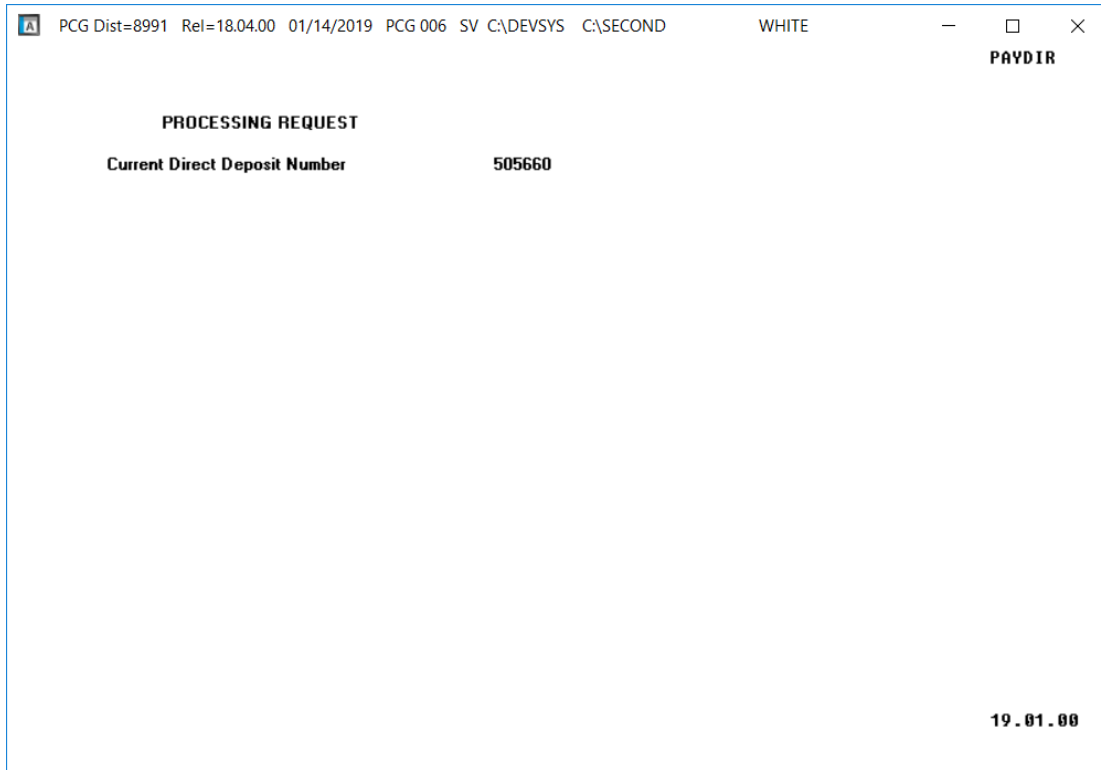
If no direct deposit number errors exist, the following screen displays:



Step	Action
39	<p>Verify that the screen’s information is correct, especially the check date and direct deposit number, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter “No” in the field, and select Enter. Return to Step 37 to enter the correct direct deposit number. Select F16 to exit direct deposit printing where appropriate.</i></p>

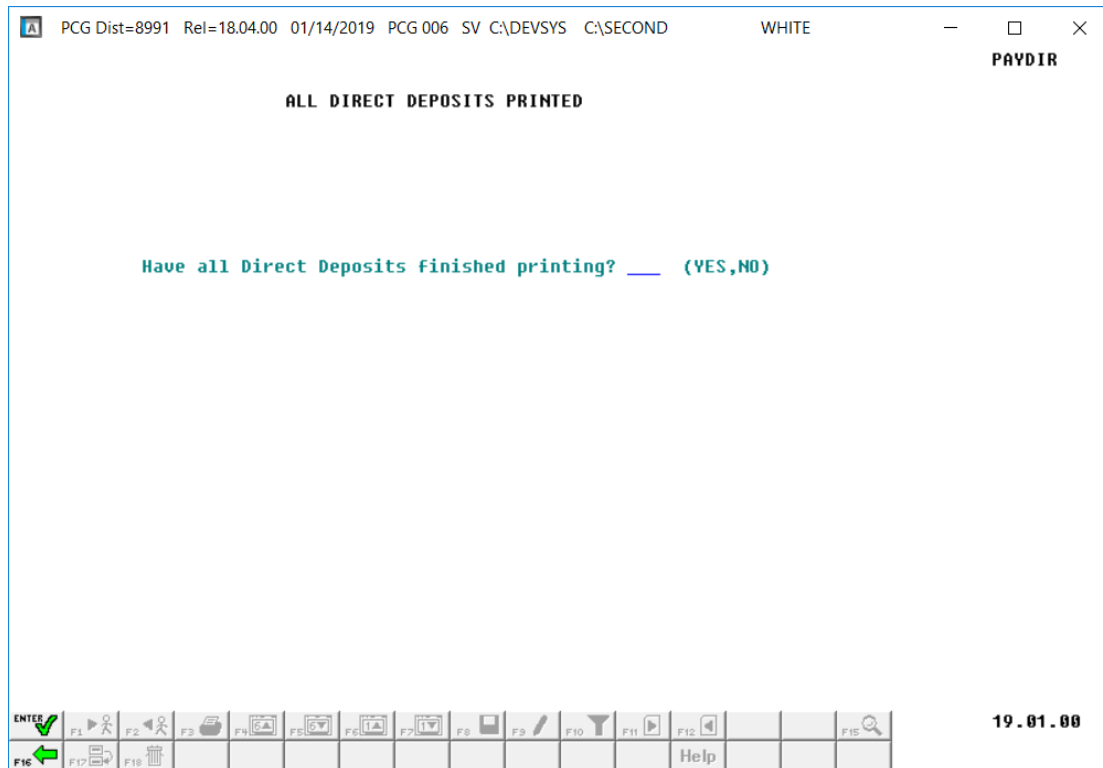
A2.2. Printing Payroll Direct Deposits - Completion


The following screens displays briefly:



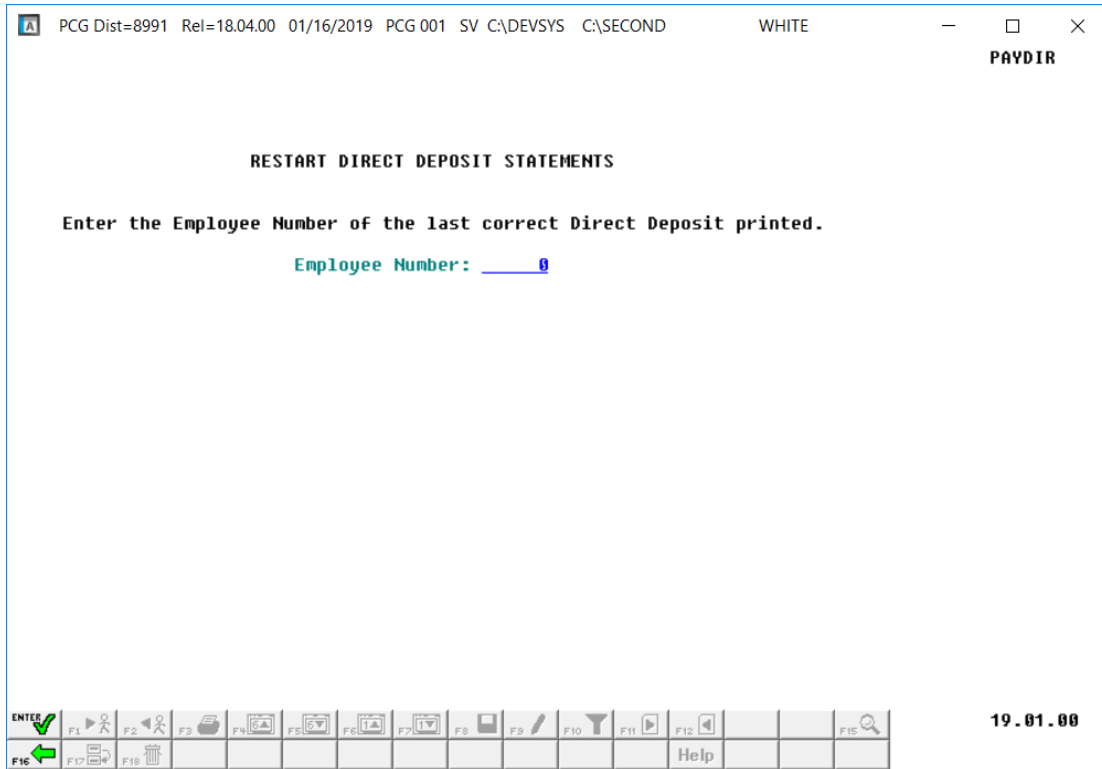
Step	Action
40	<u>Physically verify</u> that <u>each</u> direct deposit statement printed correctly, are sequentially numbered, and that there are no blank forms within the printed direct deposit statements.


The following screens displays:



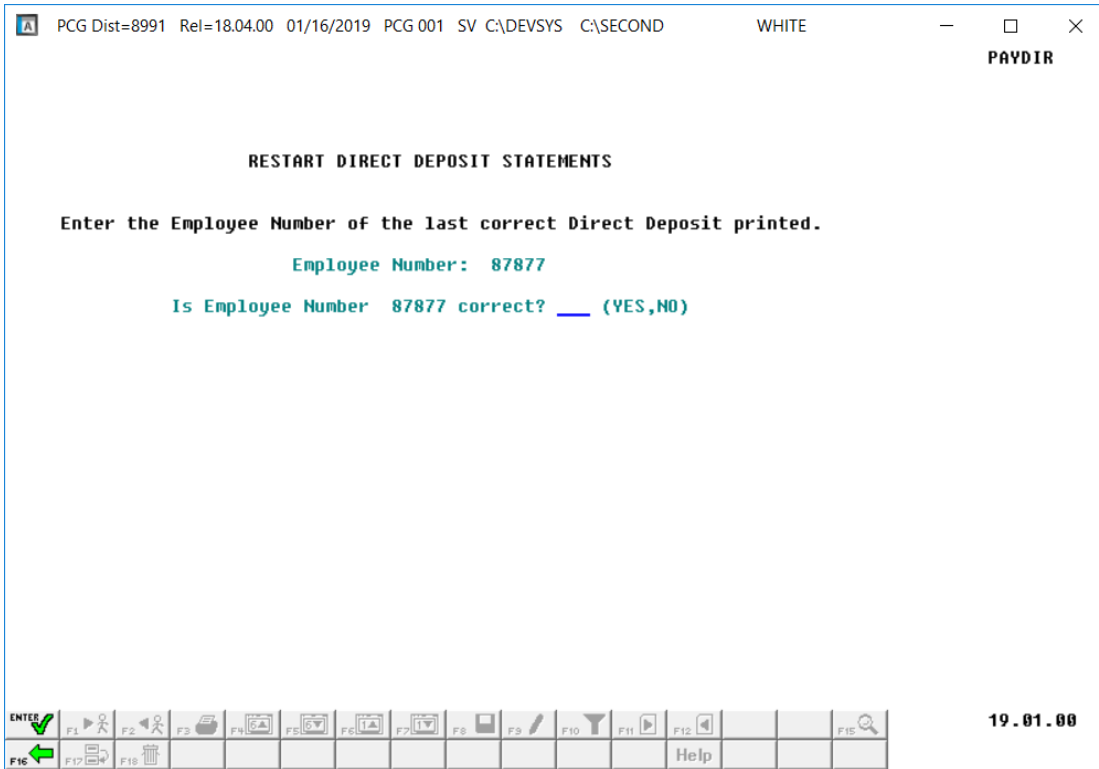
Step	Action
41	<p>Enter Y (Yes) or N (No) in the Have all Direct Deposits finished printing? field, and select  (Enter) to continue.</p> <p>Enter Y (Yes) in the field even when direct deposits jam and after the resolution of printer malfunctions during printing etc., regardless of the assigned direct deposit numbers at this point. Later in the check printing procedure, PCGenesis displays <i>the Payroll Check Printing – Skipped Check Entry</i> screen for the entry of skipped direct deposit numbers where appropriate.</p> <p>The <i>PCGenesis Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports, Procedure A: Printing the Final Payroll Register</i> provides the instructions to enter spoiled check number information.</p> <p><u>When entering N (No) within the field, exercise extreme caution!</u> PCGenesis automatically exits the direct deposit printing procedure, and populates the Payroll Sequence Monitor’s “Print paychecks and Direct Deposits” field with C (Check Printing Only Complete). When rerunning the payroll direct deposits, PCGenesis will prompt the user for the Employee Number of the last correct direct deposit printed. The payroll administrator must be able to enter the correct Employee Number to continue the direct deposit printing process.</p> <p><i>If conditions contrary to those mentioned in Step 40 exist, contact the Technology Management Customer Support Center for assistance.</i></p>


For **Step 41- NO** entries, after restarting the direct deposit printing process, the following screen displays:



Step	Action
42	<p><u>If 'N' was entered in Step 41 (All direct deposits did not finish printing):</u> Start the payroll check/direct deposit printing process over again and repeat all the steps starting at <i>Step 30</i>.</p> <p>Enter the Employee Number of last correctly printed direct deposit in the field and select  (Enter) to continue.</p>

For **Step 41- NO** entries, after restarting the direct deposit printing process, the following screen displays:



Step	Action
43	<p><u>If N (No) was entered in Step 41:</u></p> <p>Verify the screen’s information is correct, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter “No” in the field, and select Enter. Return to Step 42 to enter the correct employee number.</i></p>

The following screen displays:


PCG Dist=8991 Rel=18.04.00 01/14/2019 PCG 006 SV C:\DEVSY C:\SECOND WHITE

LAST DIRECT DEPOSIT VERIFICATION

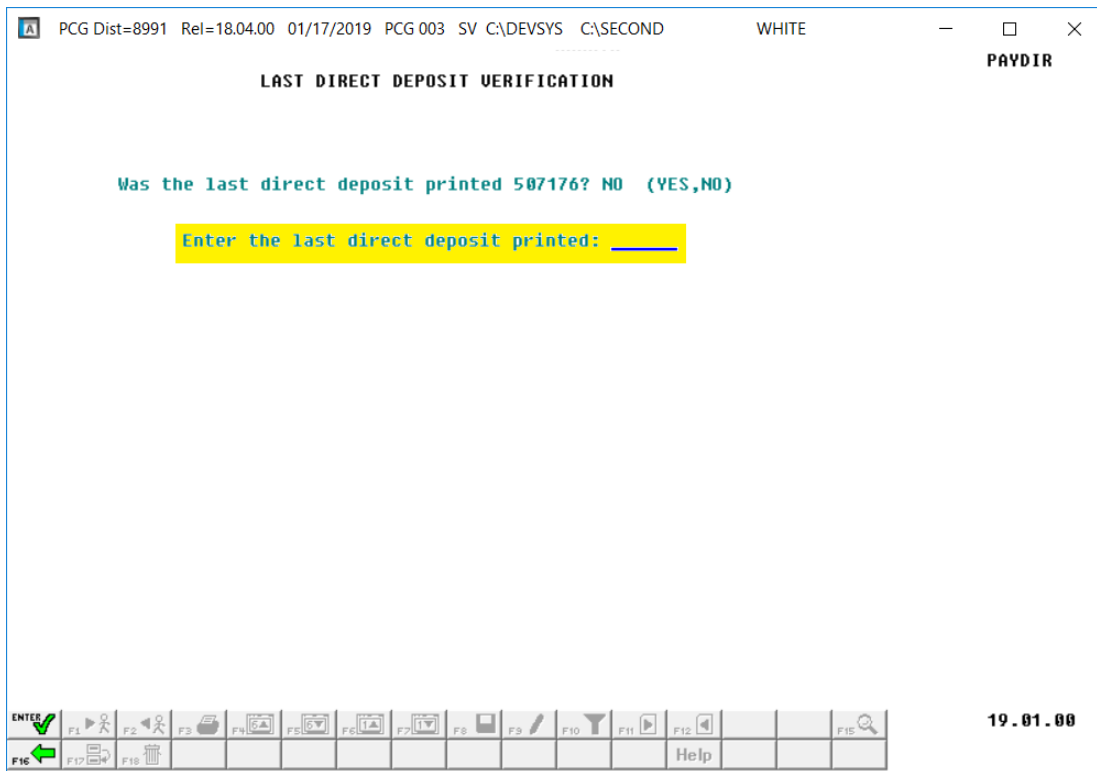
PAYDIR


Was the last direct deposit printed 506180? ___ (YES,NO)

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help 19.01.00

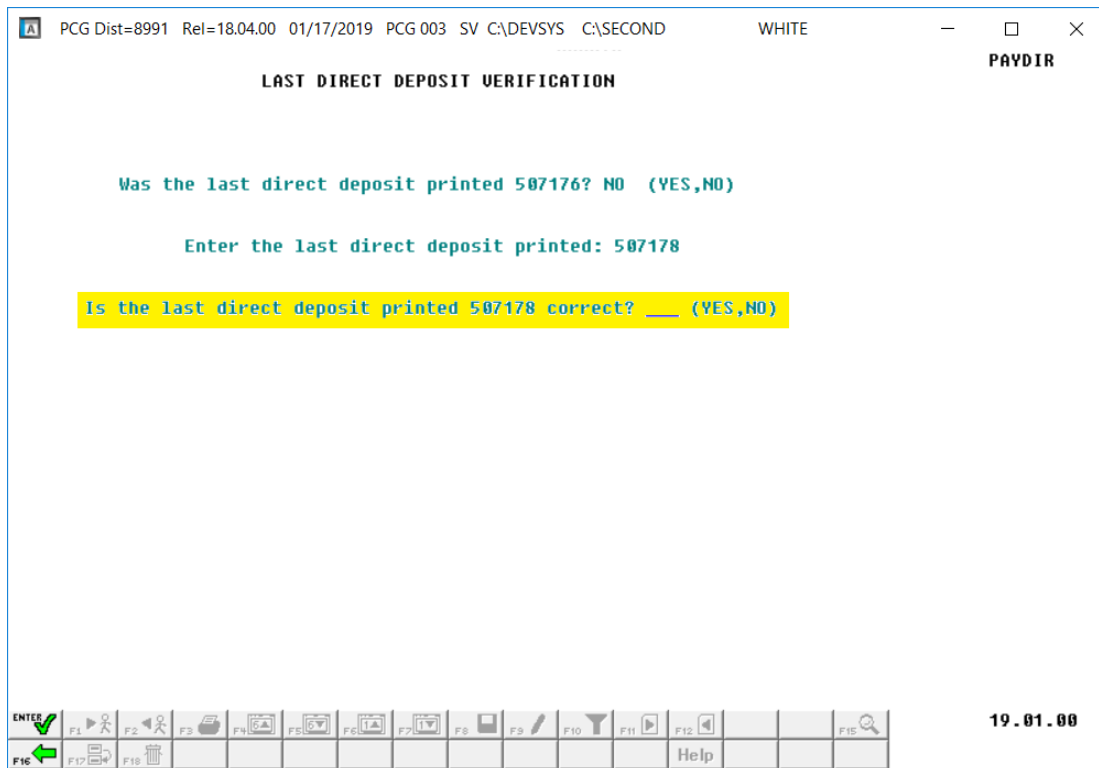
Step	Action
44	<p>Verify the last direct deposit number printed corresponds to the number displayed in the field, enter YES or NO in the field, and select  (Enter) to continue.</p> <p><u>The last direct deposit number displayed on the screen is correct:</u> Enter YES in the field and proceed to <i>Step 49</i>.</p> <p><u>The last physical direct deposit number printed is greater than the direct deposit number displayed on the screen:</u> Entering NO assumes that all direct deposits printed, but that a form feed error occurred so that the direct deposits were not numbered correctly. This generally happens when two forms stick together causing direct deposit numbers to be skipped. If this is the case, enter NO in the field and proceed to <i>Step 45</i>.</p>


For **Step 44- NO** entries, the following screen displays:



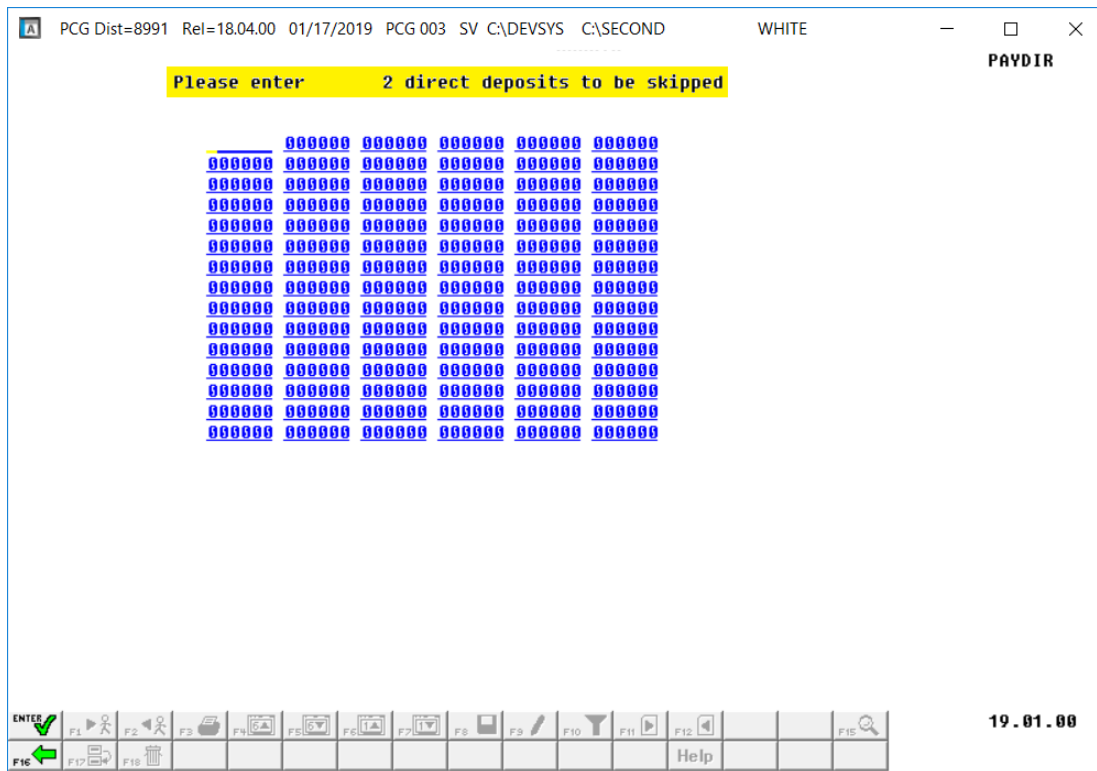
Step	Action
45	Enter the number of last correctly printed direct deposit number in the field and select  (Enter) to continue. <i>The direct deposit number entered must be <u>greater than</u> the direct deposit number displayed on the screen.</i>


The following screen displays:



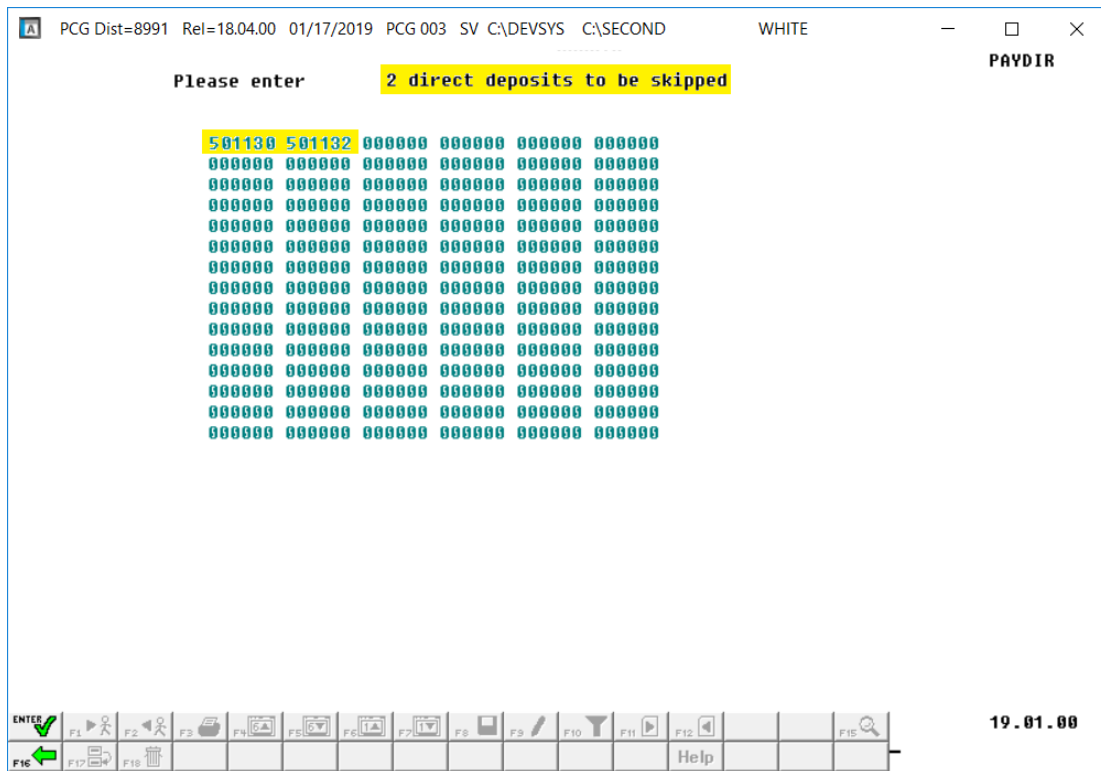
Step	Action
46	<p>Verify the screen’s information is correct, enter the appropriate response in the field, and select  (Enter) to continue.</p> <p><i>If the information is incorrect, enter “No” in the field, and select Enter. Return to Step 45 to enter the correct check number.</i></p>




For skipped direct deposits, the following screen displays:



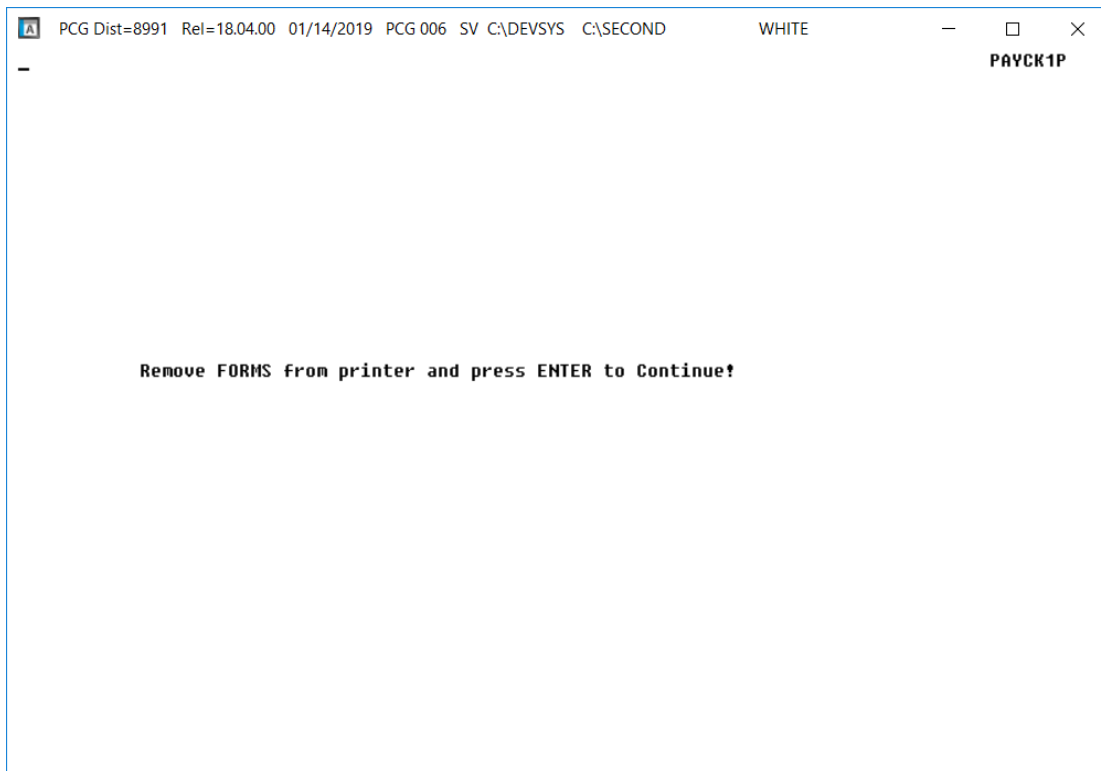
Step	Action
47	Enter the number of the direct deposits(s) omitted during printing, and select  (Enter) to continue <u>once</u> .

The following screen displays:



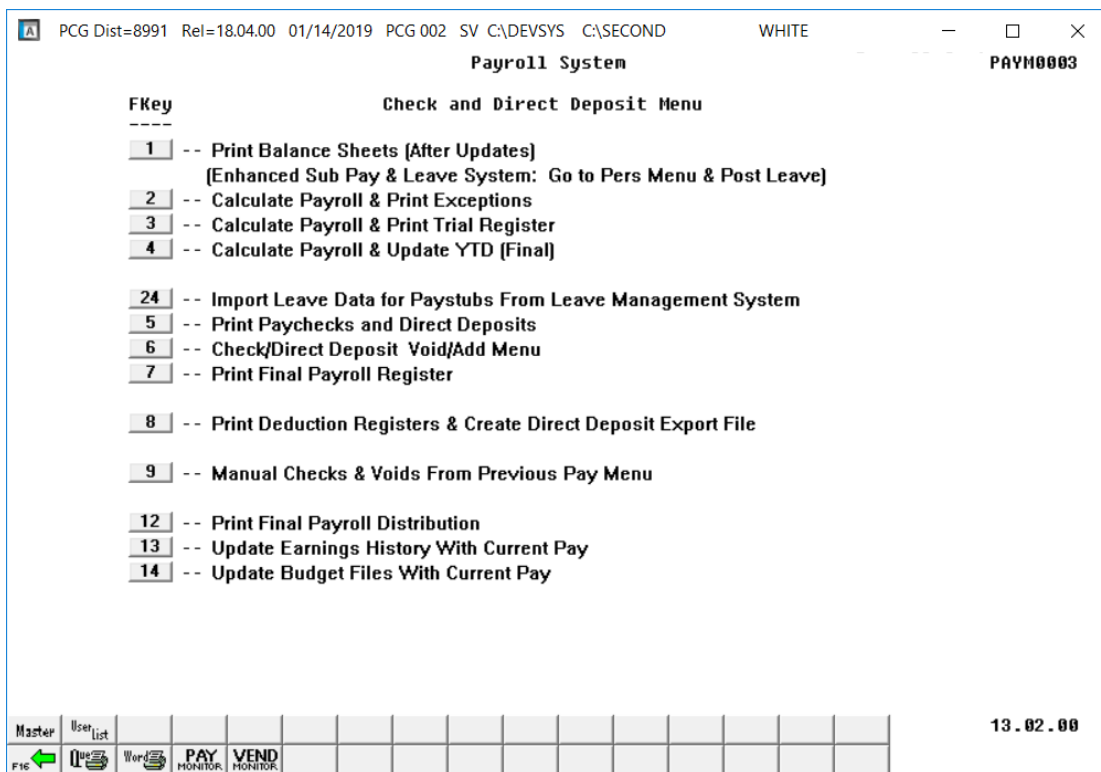
Step	Action
48	<p>Verify the field entries are correct, and select  (Enter) to continue.</p> <p>If the information is incorrect, select  (F16 - Reenter), make the appropriate modifications, and select  (Enter).</p> <p>Upon completion of this screen PCGenesis will update the direct deposit numbers assigned to each employee, skipping the direct deposit numbers entered on this screen thereby synchronizing the direct deposit numbers recorded in the employees' records with the physical direct deposit numbers actually printed.</p>




The following screen displays:



Step	Action
49	Remove the direct deposit statements from the printer, and select Enter (to Continue).

The following screen displays:



Step	Action
50	Payroll Check Signature Card Removal Procedures: Remove the payroll check Signature Card from the printer. <u>Power the printer off and on</u> to prevent the inadvertent printing of a signature on unnecessary documents and to verify the signature card's settings clear from the printer's memory.
51	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> .
52	Check the <i>Payroll Monitor</i> screen. From any menu select  (Payroll Monitor). Verify that the Print Paychecks and Direct Deposits field contains a 'Y'. A value of 'Y' in the field indicates that payroll checks and direct deposits have printed successfully.

The following screen displays:

