



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/3/2017

Section C: Payroll Check and Direct
Deposit Statement Processing

***[Topic 3: Void/Add Payroll Checks and
Direct Deposit Statements for the Current
Payroll Run, V2.5]***

Revision History

Date	Version	Description	Author
4/3/2017	2.5	17.01.00 – Remove <i>Void/Add Check to Direct Deposit Bank</i> option from <i>Check/Direct Deposit Void/Add Procedure Menu</i> .	D. Ochala
10/31/2016	2.4	16.03.00 – Update report screenshots.	D. Ochala
05/10/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
08/27/2014	2.2	14.02.00 – Update instructions for Void/Add process.	D. Ochala
01/07/2014	2.1	13.04.00 – Update DOE logo.	D. Ochala
06/18/2009	2.0	09.02.00 – Added multiple ACH processing information and instructions.	C. W. Jones

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Overview

***** Attention *****

Void and add payroll checks and direct deposit statements for the current Payroll cycle only.

Contact the Technology Management Customer Support Center immediately when encountering problems processing voided or reissued payroll checks or direct deposits. Do not continue processing!

The *Void/Add* procedure may be used to add a missing employee to the current payroll run, to void payroll checks and direct deposits, to process replacement check and direct deposits, and to issue a corrected check or direct to deposit to an employee who received incorrect pay, or if an employee's deductions for the current payroll run were incorrect.

This *Void/Add Request Procedure* can also be used when a NACHA file has been rejected by the bank because of a bad direct deposit account or routing number on an employee record. In this case, the employee's direct deposit can be voided, the direct deposit information can be corrected on the employee's record, the *Void/Add Request Procedure* can be completed with the direct deposit reissued, and then the NACHA file can be regenerated with the corrected information and sent to the bank.

Void/Add Request Procedure: Initiating the *Void/Add Request* procedure configures PCGenesis to void and to add payroll checks and direct deposits to the current payroll run.

Void/Add Payroll Sequence Monitor: The *Void/Add Payroll Sequence Monitor* lists the sequential steps of the *Void/Add* procedure.

Trial Register for Additional Payroll Checks and Direct Deposit Statements: The *Trial Register* lists employees' replacement checks and direct deposits paid during the current payroll and corresponding dollar amounts. The register displays these results without updating PCGenesis employee information.

Calculate Payroll and Update Year-to-Date Totals: The *Calculate Payroll and Update YTD* procedure processes the year-to-date (YTD) total dollar amounts, and calculates the payroll for employees' replacement checks and direct deposits. PCGenesis users perform this procedure only once as the YTD total dollar amount accumulations for each employee are automatically updated once the procedure is begun.

Printing Additional Payroll Checks and Direct Deposit Statements: The *Print Additional Checks/Direct Deposits* procedure prints the replacement checks and direct deposits. Verify the payroll statements to ensure the check and direct deposit information is correct.

The following *Void/Add* procedural guidelines apply:

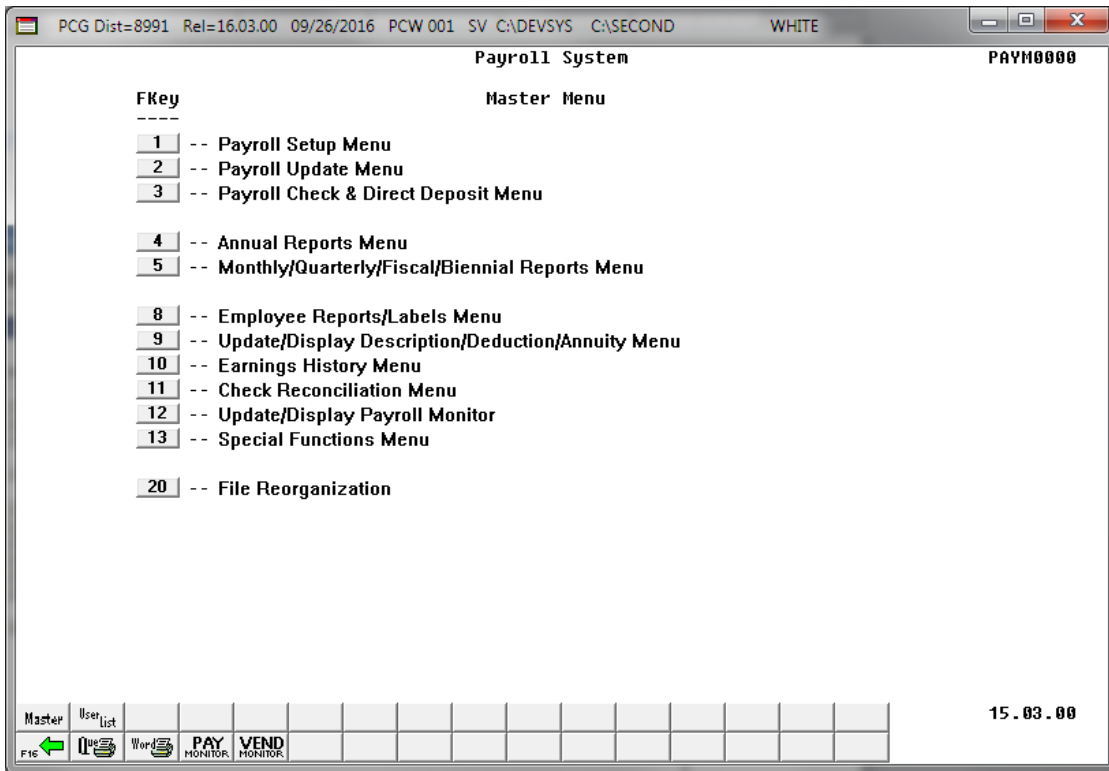
- An employee may have only one *Voided* or *reissued* payroll check or direct deposit per *Void/Add* cycle.
- Make modifications to the employee's payroll record before issuing *replacement* payroll checks and direct deposits. Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* for instructions.
- Before generating the *Final Payroll Register*, *Y (Yes)* must be entered in the void/add payroll sequence monitor's *Request additional checks, Run exceptions register with no exceptions, Calc payroll and update YTD figures* and *Print paychecks and Direct Deposits* fields.
- When a payroll check or direct deposit is voided or reissued, the *Final Payroll Register (F7)*, *Deduction Register/Create Direct Deposit Export File (F8)*, and the *Final Payroll Distribution Report (F12)* **must be regenerated** from the *Payroll System Check and Direct Deposit Menu*. Refer to the *Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports* for instructions.
- Process **all** voided and reissued payroll checks and direct deposits **before** selecting *F13 – Update Earnings History with Current Pay*.

Payroll Check/Direct Deposit Statement Void/Add Checklist

✓	STEP	ACTION
	1	Initiate the <i>Void/Add</i> procedure. Refer to <i>Procedure B</i> in this document for instructions.
	2	Update employees' payroll information where applicable. Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information</i> for instructions.
	3	Print the <i>TRIAL Register</i> for additional payroll checks and direct deposits. Refer to <i>Procedure C</i> in this document for instructions.
	4	<i>Calculate Payroll and Update Year-to-Date (YTD) totals.</i> Refer to <i>Procedure D</i> in this document for instructions.
	5	<i>Print the Additional Payroll Checks and Direct Deposits.</i> Refer to <i>Procedure E</i> in this document for instructions.
Print and verify all payroll reports. Refer to the <i>Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Print the Payroll Pre-Posting Reports</i> for instructions.		
	6	Print the <i>Final Payroll Register</i> .
	7	Print the <i>Deduction Register</i> and create the <i>Direct Deposit Export File</i> .
	8	Print the <i>Final Payroll Distribution Report</i> .
Complete the payroll cycle.		
	9	Make sure all users log out of PCGenesis.
	10	Update employees' earnings history with the current pay. Refer to the <i>Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 6: Post Final Payroll</i> for instructions.
	11	Update the <i>Budget</i> files with the current payroll. Refer to the <i>Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 6: Post Final Payroll</i> for instructions.

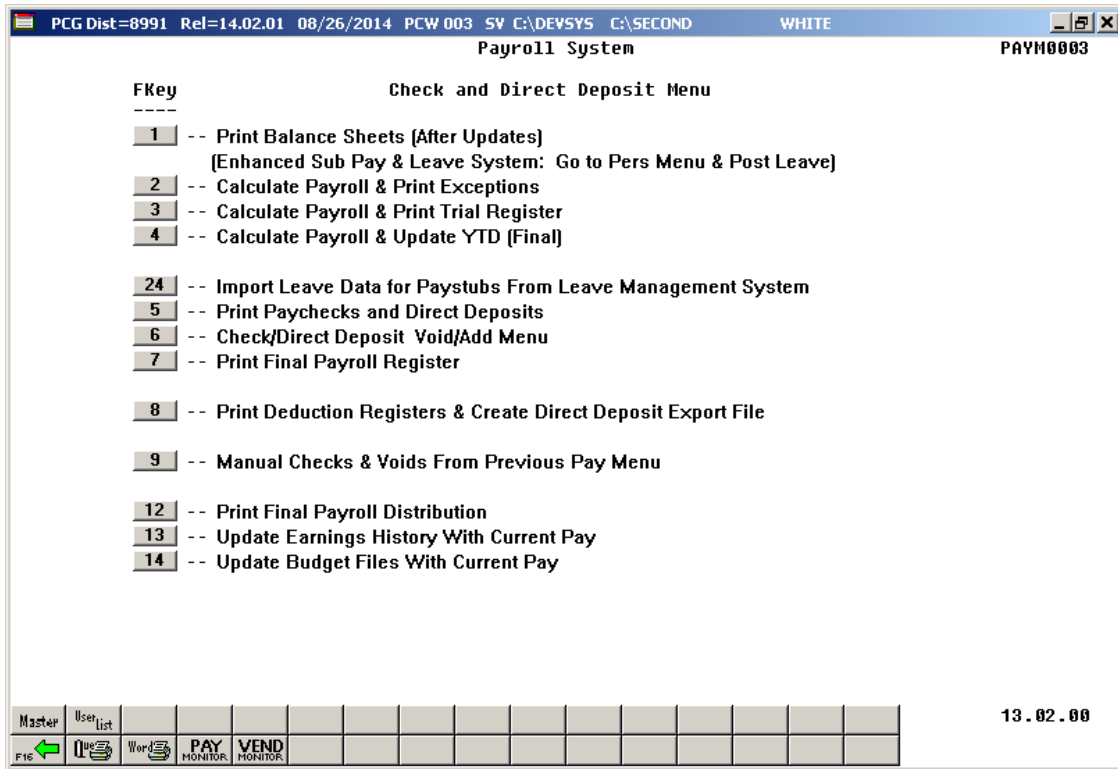
Procedure A: Update/Display the Void/Add Payroll Sequence Monitor

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



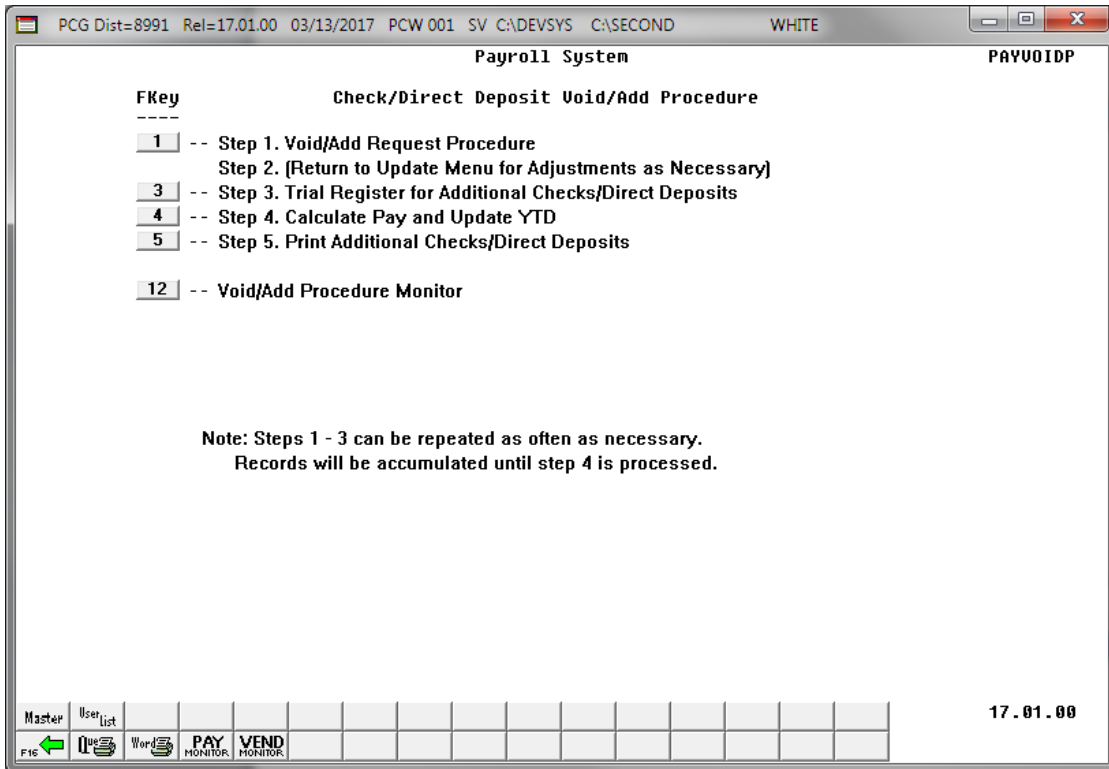
Step	Action
2	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



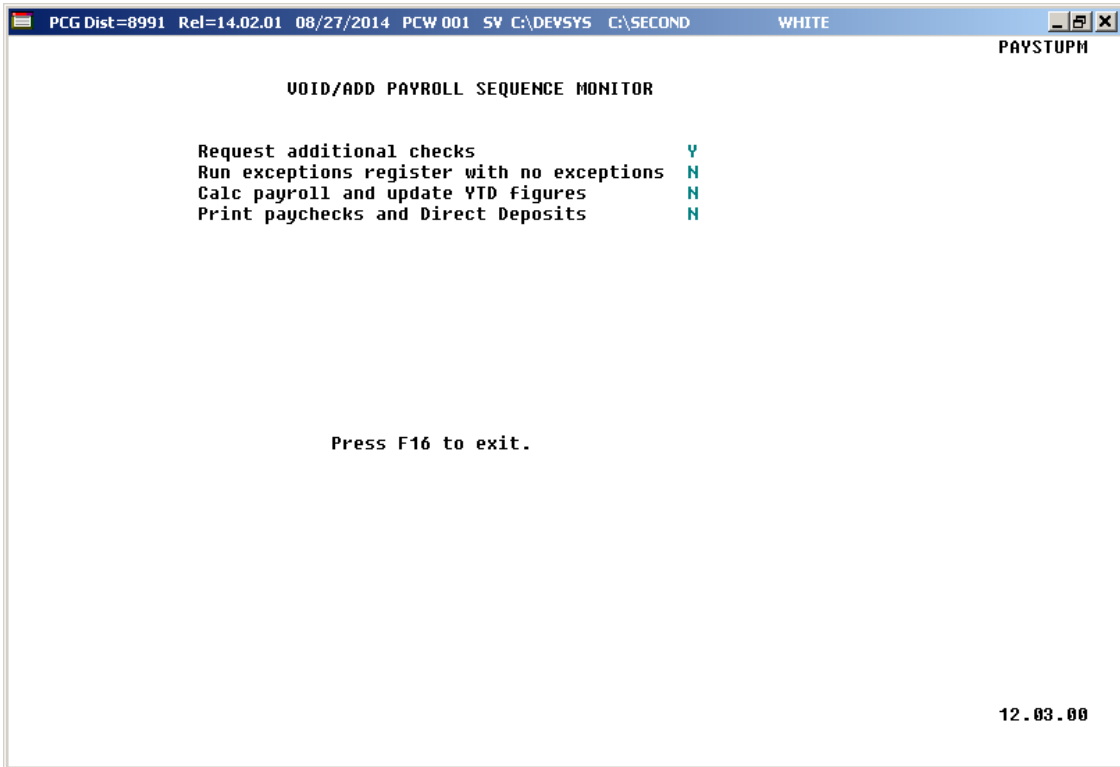
Step	Action
3	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).

The following screen displays:



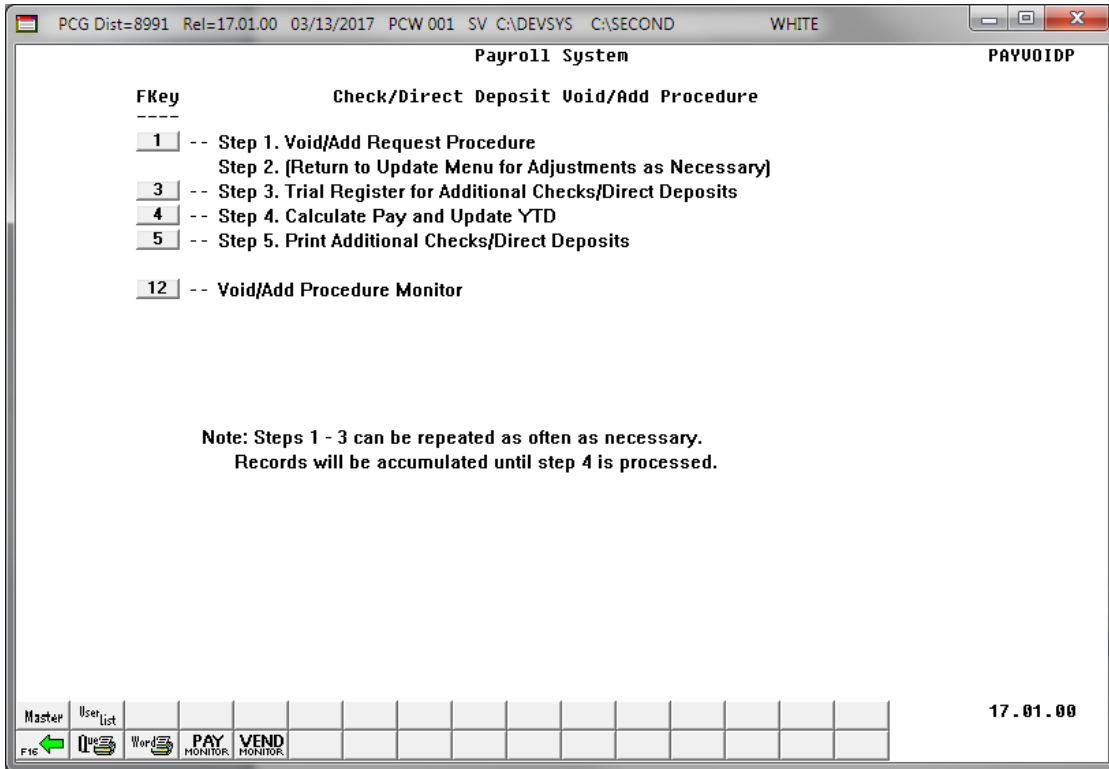
Step	Action
4	Select 12 (F12 - Void/Add Procedure Monitor).



The following screen displays:



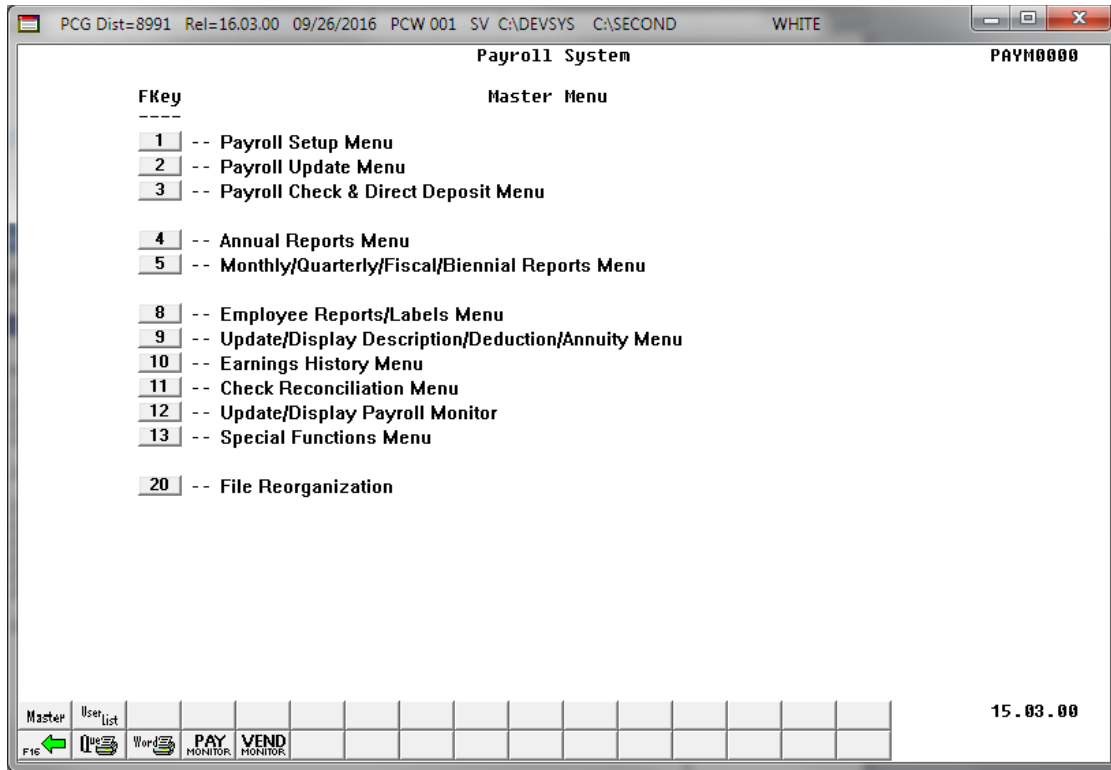
Step	Action
5	After reviewing the screen's entries, select F16 (to Exit) to return to the <i>Payroll System - Check/Direct Deposit Void/Add Procedure Menu</i> .

The following screen displays:



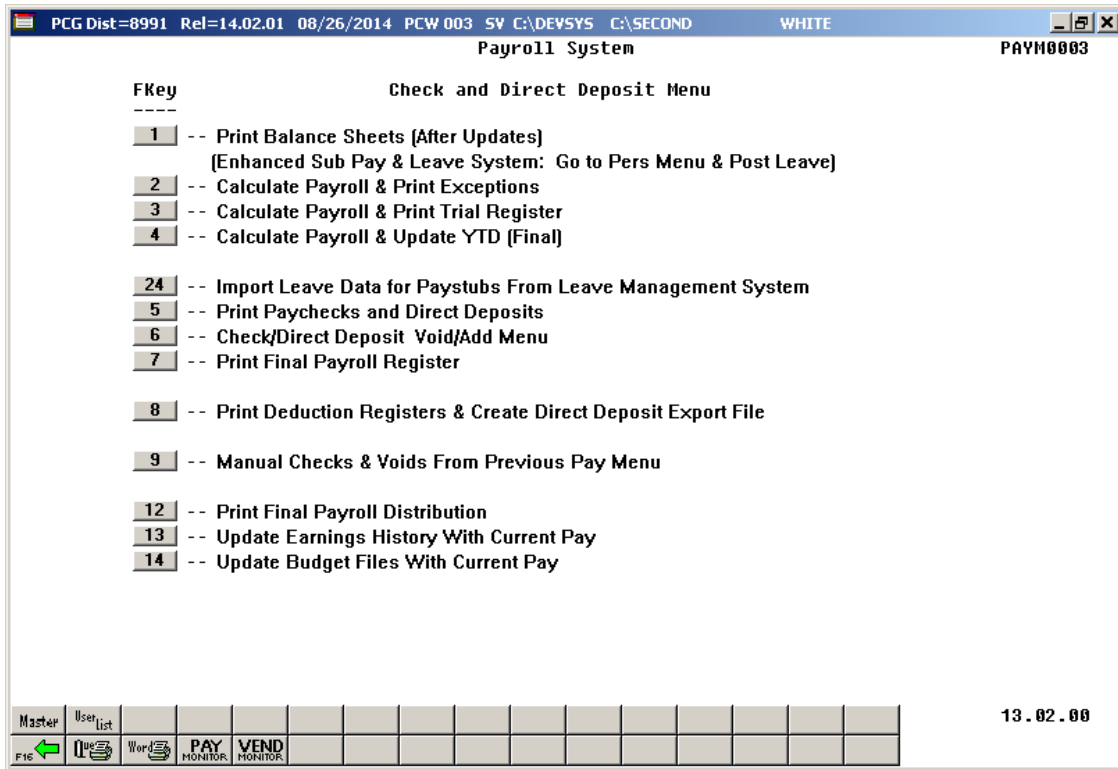
Step	Action
6	Select  (F16 - Exit) to return to the <i>Payroll System – Check and Direct Deposit Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Void or Add a Payroll Check or Direct Deposit Statement



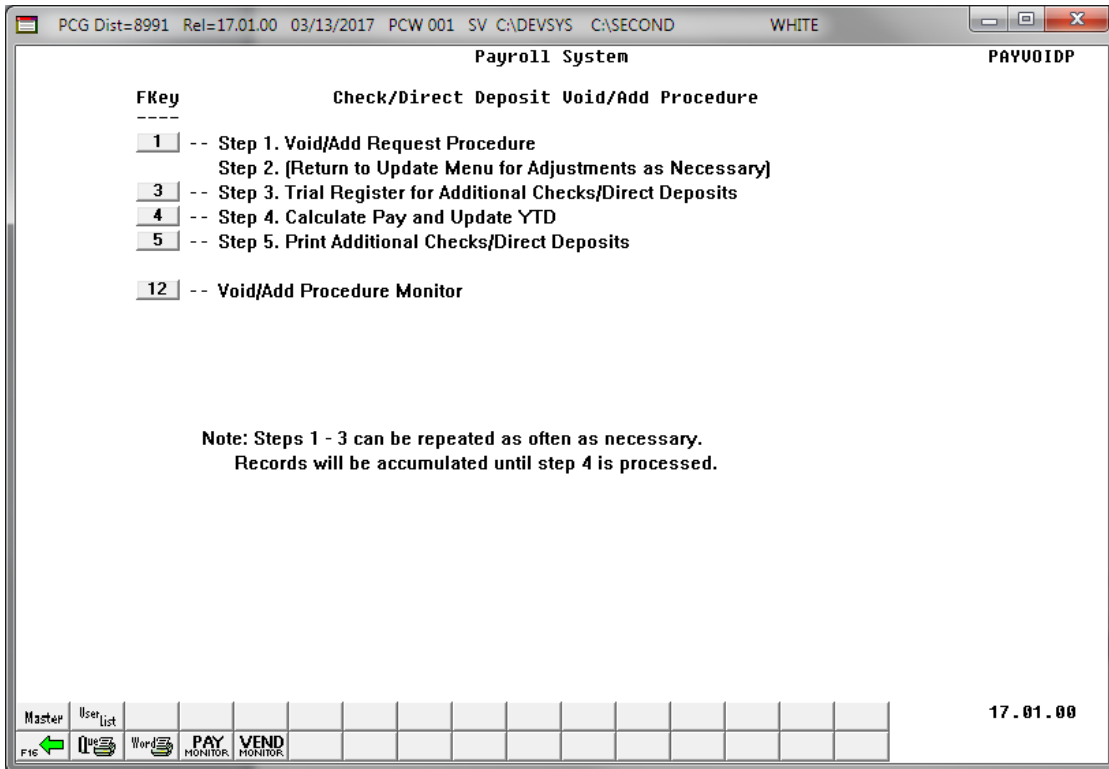
Step	Action
1	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



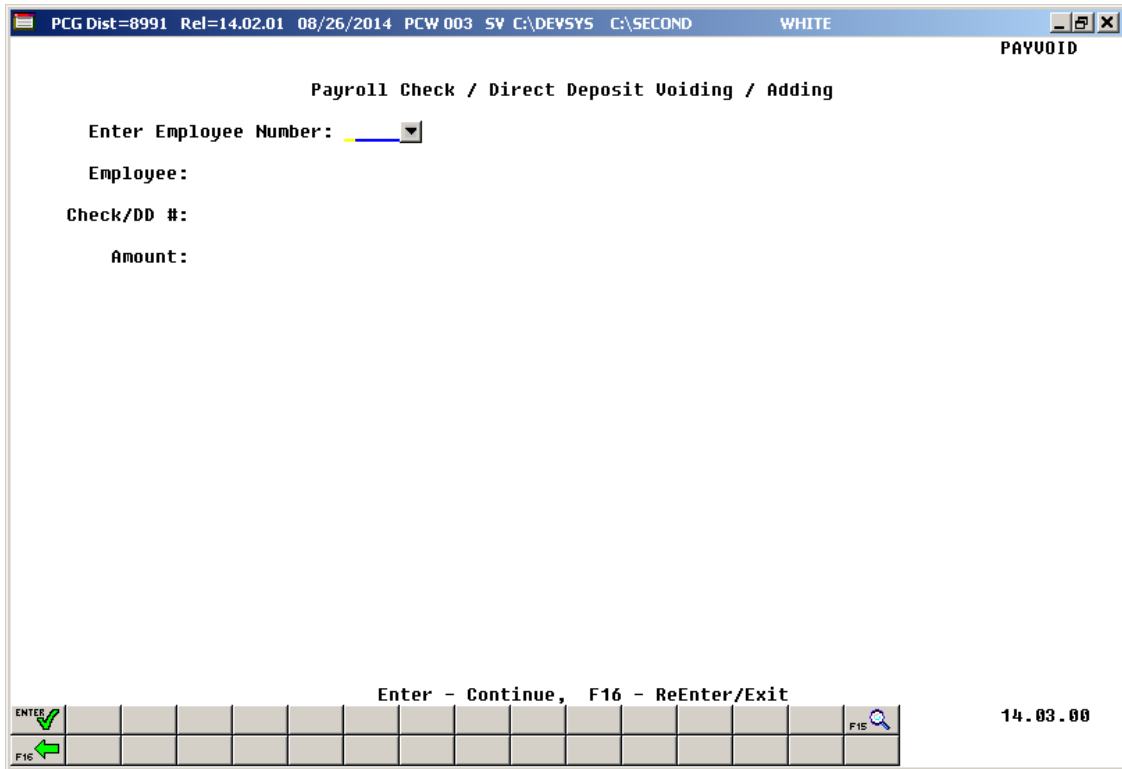
Step	Action
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).



The following screen displays:



Step	Action
3	Select 1 (F1 – Step 1. Void/Add Request Procedure).

The following screen displays:



Step	Action
4	Enter the employee number, or select the drop-down selection icon  within the field to choose the employee's information.
5	Select  (Enter) to continue.

If PCGenesis has already generated a check or direct deposit for the employee, the following screen displays:

The screenshot shows a window titled "PAYVOID" with a blue header bar containing system information: "PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY S C:\SECOND WHITE". The main text area displays the following information:

Payroll Check / Direct Deposit Voiding / Adding

Enter Employee Number: 88127

Employee: AD2ER, TA2

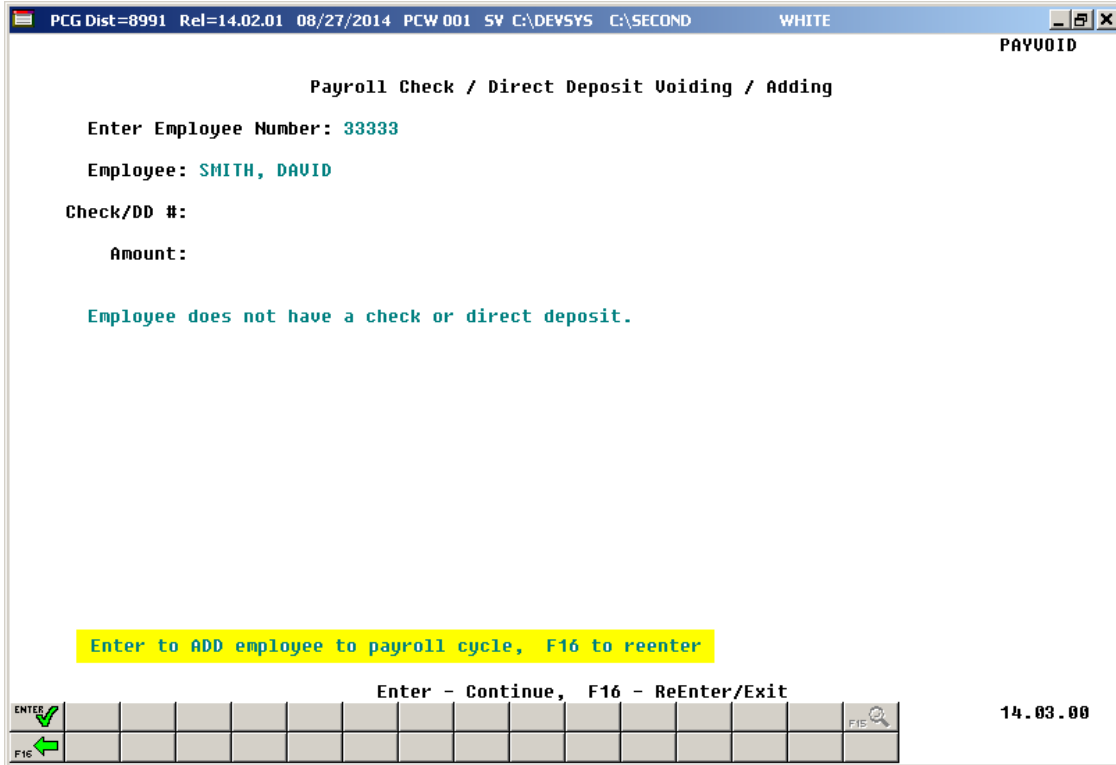
Check/DD #: 140848




Amount: 903.11

Will a replacement check / direct deposit be issued? _ (YES or NO)

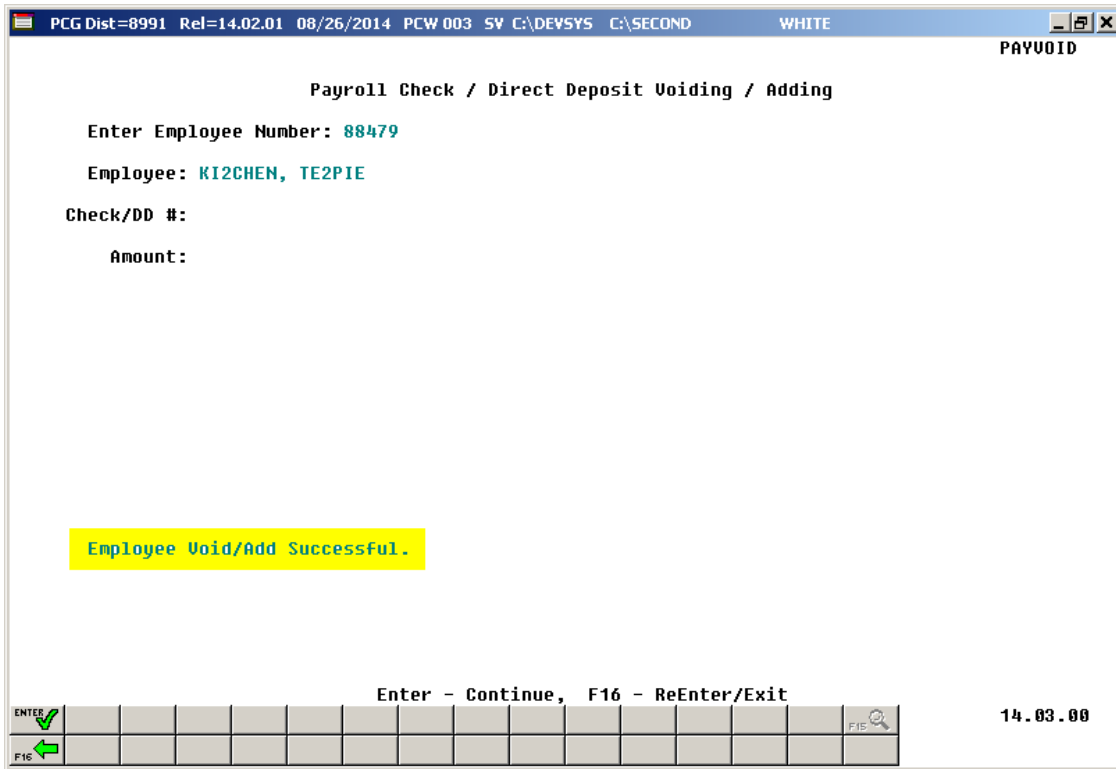
At the bottom of the window, there is a control bar with the text "Enter - Continue, F16 - ReEnter/Exit". To the left of this bar are two rows of buttons: the top row has a button with a green checkmark and the label "ENTER", and the bottom row has a button with a green left-pointing arrow and the label "F16". To the right of the control bar is a button with a magnifying glass icon and the label "F16". The date "14.03.00" is displayed in the bottom right corner of the window.


If the employee was not included in the current payroll and does not have a check or direct deposit, the employee can be added to the payroll. In that case, the following screen displays:



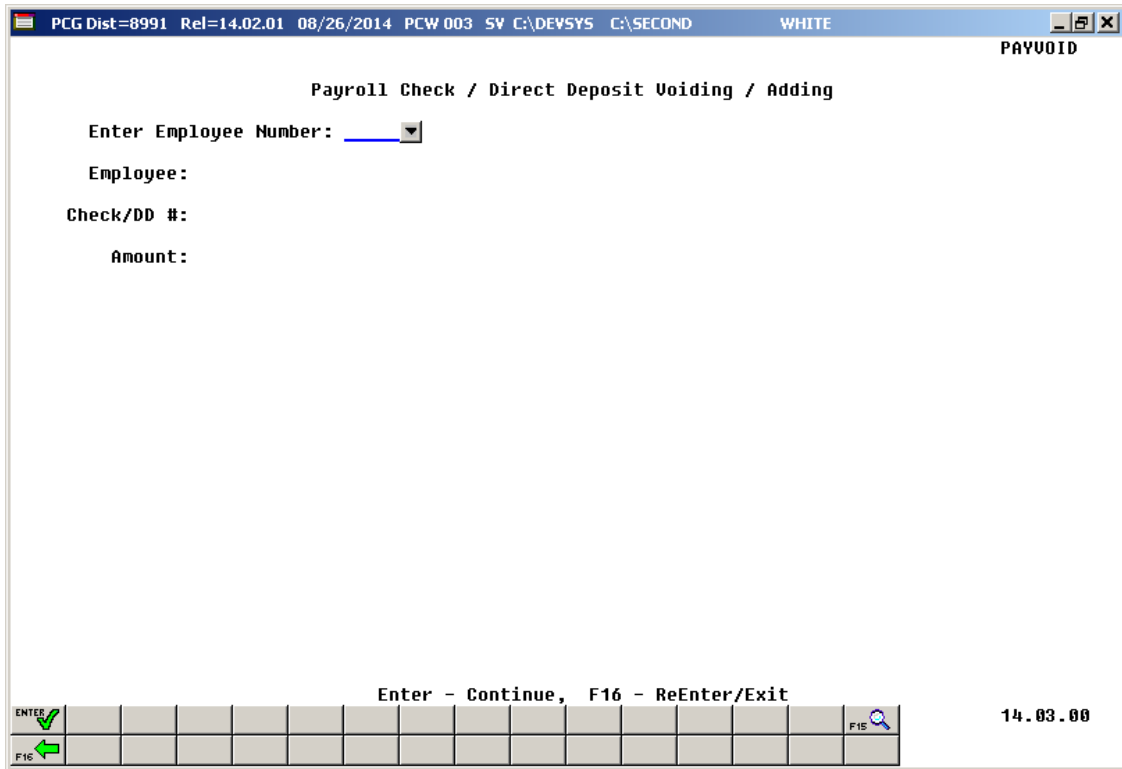
Step	Action
6	<p><u>If the employee already has a check or direct deposit:</u> Enter the appropriate response in the Will a replacement check/direct deposit be issued? field, and select  (Enter) to continue. To issue a corrected check to the employee, enter Yes. To void the payroll check displayed for the employee but <u>not</u> issue a new check, enter No.</p> <p><u>If the employee does NOT already have a check or direct deposit:</u> Select  (Enter) to add the employee to the payroll cycle.</p> <p><i>If the information is incorrect, select  (F16) to enter the correct information.</i></p>


The following screen displays:



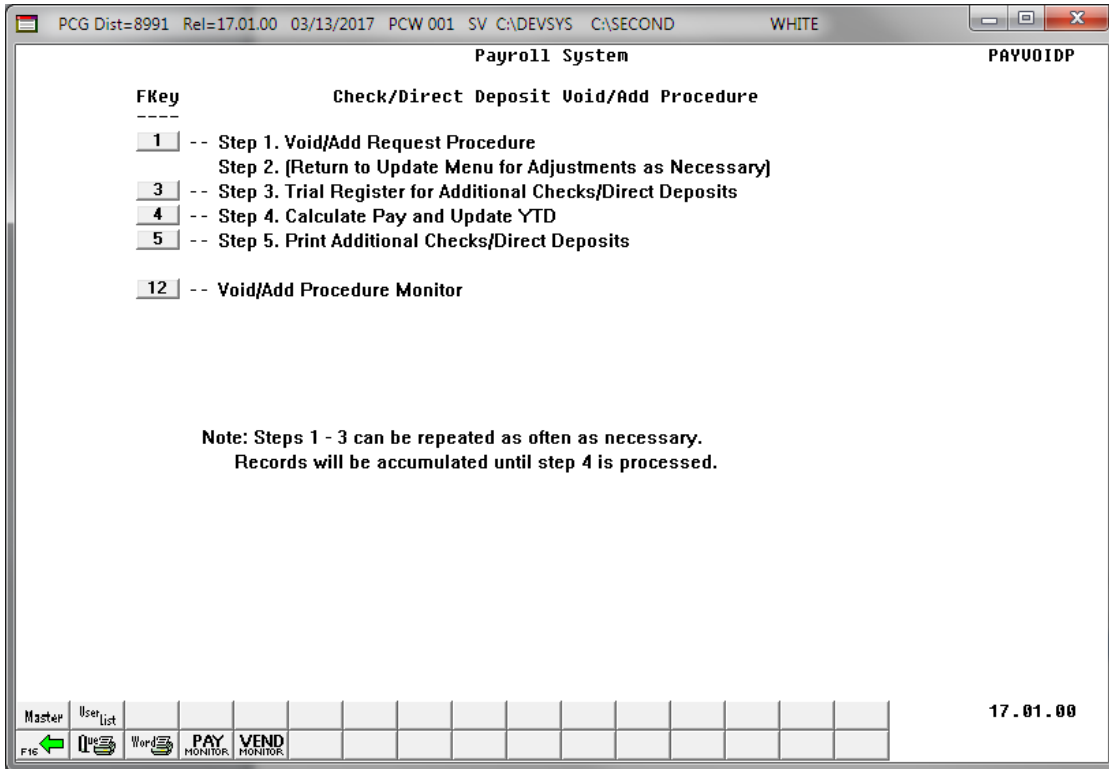
Step	Action
7	Verify “Employee Void/Add Successful” displays, and select  (F16 - ReEnter/Exit) to enter another employee number.
8	If Yes was entered in the Will a replacement check/direct deposit be issued? field, the employee’s payroll information may be updated by using the instructions provided in the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information.</i>



The following screen displays:



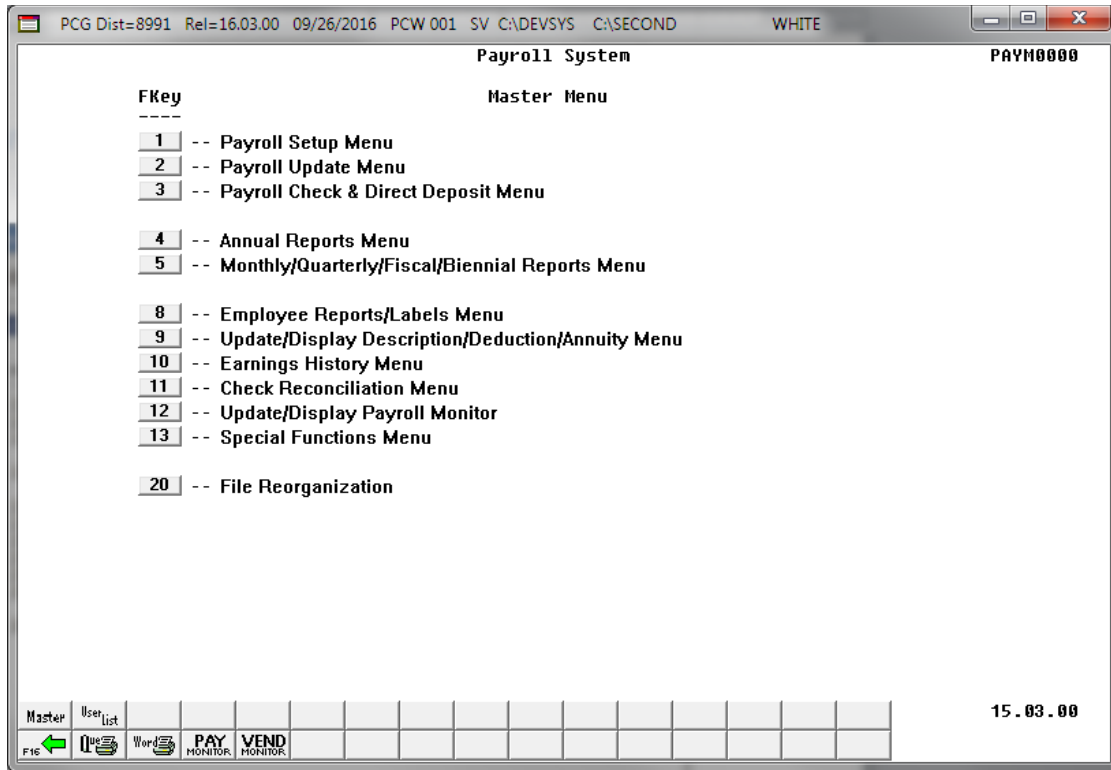
Step	Action
9	Select  (F16 - ReEnter/Exit) to return to the <i>Payroll System - Check/Direct Deposit Void/Add Procedure Menu</i> .

The following screen displays:



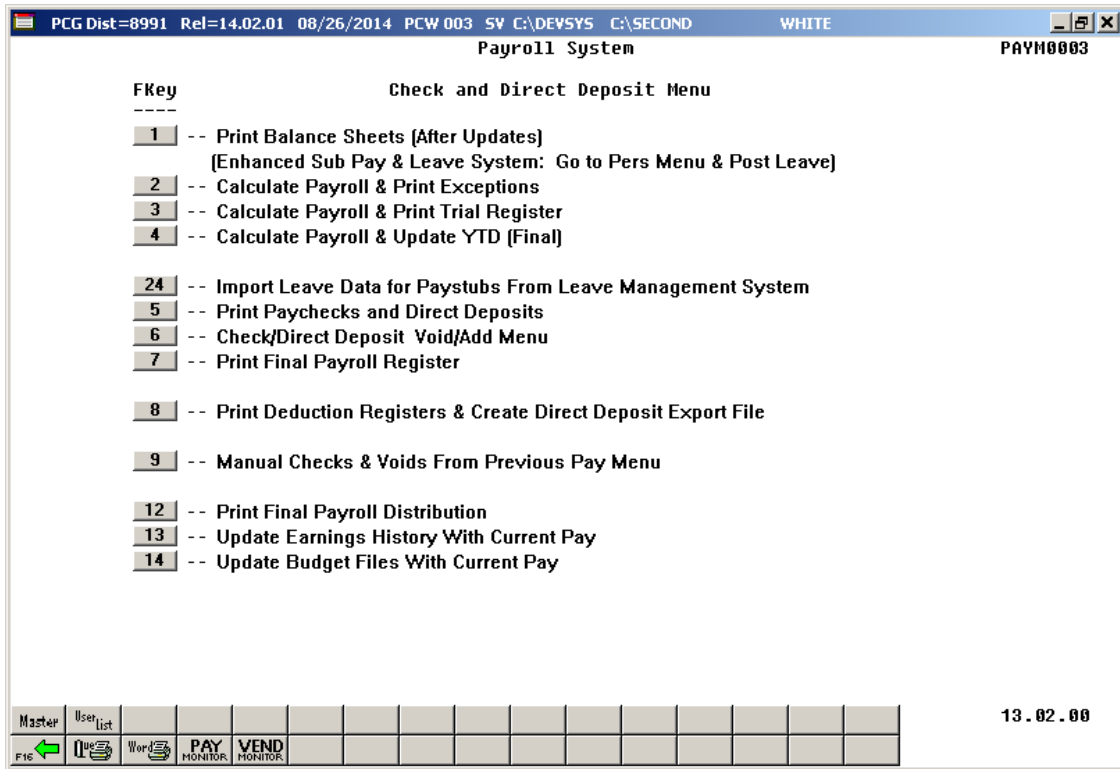
Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System – Check and Direct Deposit Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Print the Trial Register for Additional Payroll Checks and Direct Deposit Statements



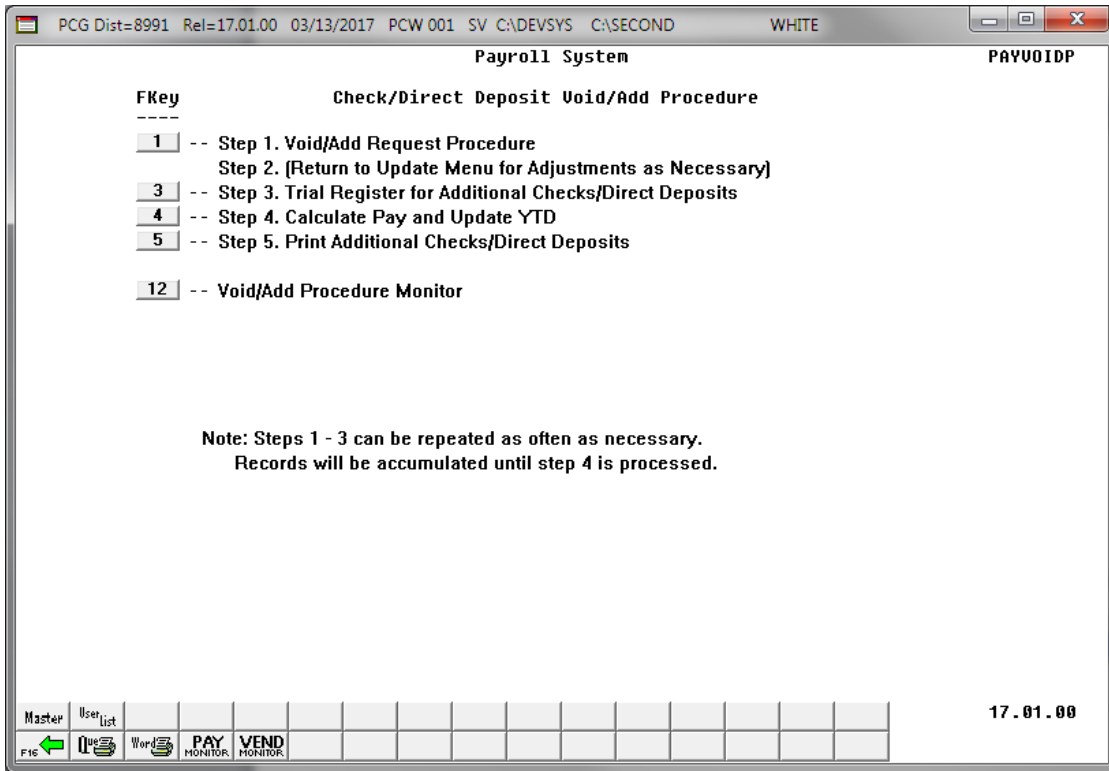
Step	Action
1	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



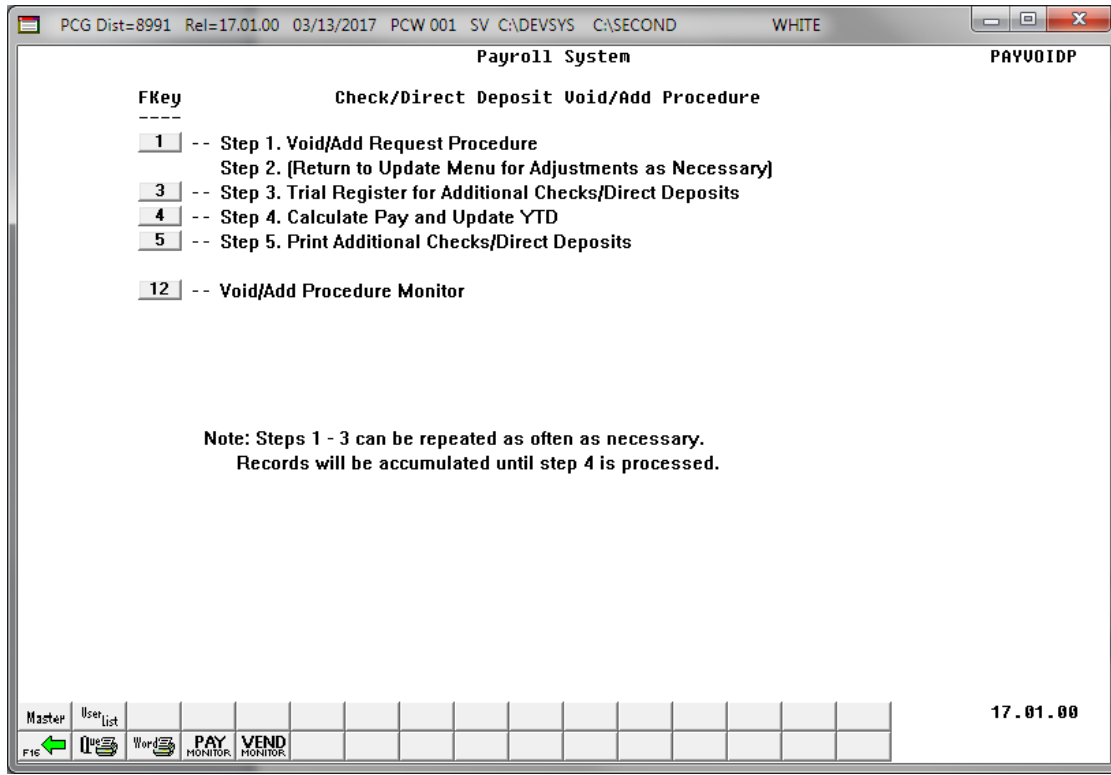
Step	Action
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).





The following screen displays:



Step	Action
3	Select 3 (F3 - Step 3. Trial Register for Additional Checks/Direct Deposits).

The following screen displays:



Step	Action
4	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> <p><i>When there are errors (exceptions), refer to <u>Payroll System Operations Guide, Topic 3: Update/Display Personnel Information</u>, or <u>Topic 4: Update/Display Payroll Information</u> to make the necessary corrections. Repeat this procedure beginning at Step 1 until there are no exceptions.</i></p>
5	<p>Select  (F16 - Exit) to return to the <i>Payroll System – Check and Direct Deposit Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

C1. Exceptions Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PAYR-PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 05/31/16	PAGE: 1
PERIOD END: 05/31/2016		REPORT DATE: 09/23/2016
EXCEPTIONS REGISTER COMPLETED		
RECORDS INPUT	1	
FATAL ERRORS	0	
CAUTION ERRORS	0	

C2. Trial Employee Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PAYR-PAYTRIAL-EE	PAYROLL TRIAL REGISTER FOR PAY 05/31/16	PAGE: 1
PERIOD END: 05/31/2016		REPORT DATE: 09/26/2016 15:02
LOCATION 0001 - Location 000001		
LOC EMP # CL NAME	REG HRS OT HRS	GROSS ANNUITY FEDERAL OASDI HI STATE RETIRE AEIC
0001 89404 08 KISPATRICK, LASHAUNDA		5546.01 500.00 462.79 319.01 74.61 232.93 332.77
NET PAY: 1152.43 DD		
277.96 /09 51.60 /12 70.94 /14	12.28 /15 40.54 /16	1900.00 /18 118.15 /22

REPORT ID: PAYR-PAYTRIAL-EE	PAYROLL TRIAL REGISTER FOR PAY 05/31/16	PAGE: 3
PERIOD END: 05/31/2016		REPORT DATE: 09/26/2016 15:02
PAYROLL GROSS	5,546.01	
FICA - OASDI	319.01	5,145.51
FICA - HEALTH INSURANCE	74.61	5,145.51
01 EMPLOYEE ANNUITY	500.00	A
03 FED W/H TAX	462.79	
04 GA INCOME TAX	232.93	
09 CERTIFIED MERIT	277.96	I
12 I-VNDR 000005	51.60	I
14 I-VNDR 004603	70.94	I
15 VENDOR 004373	12.28	
16 VENDOR 000012	40.54	
18 COURT W/H	1,900.00	G
22 VENDOR 000005	118.15	
TRS	332.77	5,546.01
* PAYROLL CHECKS NET		
** DIRECT DEPOSIT NET	1,152.43	
TOTAL DEDUCTIONS	4,393.58	
# OF CHECKS TO BE WRITTEN	1	MALES: 1 FEMALES:

REPORT ID: PAYR-PAYTRIAL-EE	PAYROLL TRIAL REGISTER FOR PAY 05/31/16	PAGE: 4
PERIOD END: 05/31/2016		REPORT DATE: 09/26/2016 15:02
ANN CO ANNUITY COMPANY NAME	TOTAL ANN EMPLOYEE AMT	ANNUITY TYPE
01 VALIC (403B PLAN)	500.00	403(b)

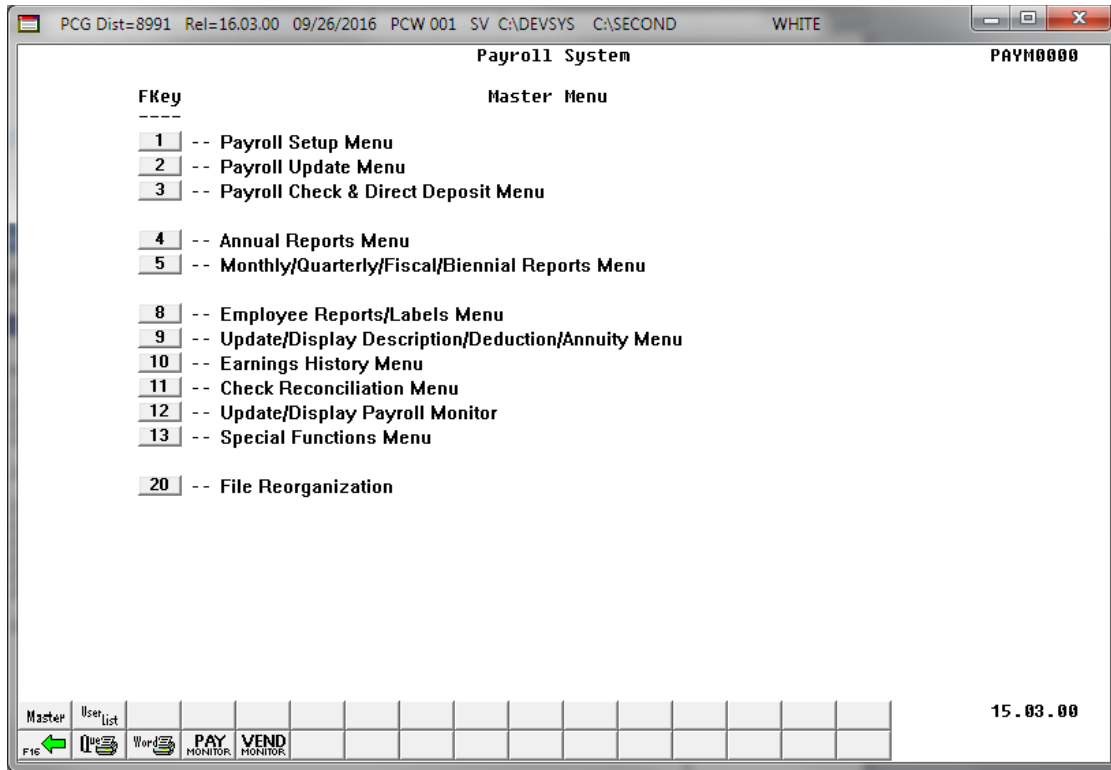
C3. Trial Employer Benefit Register for Additional Payroll Checks and Direct Deposit Statements - Example

REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16						PAGE: 1	
PERIOD END: 05/31/2016								REPORT DATE: 09/26/2016	
EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL
	KISPATRICK, LASHAUNDA 89404	5,546.01	5,145.51 319.02	5,145.51 74.61	TRS	5,546.01 791.42	945.00		
	Deductions: 30.30 /14 50.25 /22								
	EMPLOYER SHARE GRAND TOTAL	5,546.01	5,145.51 319.02	5,145.51 74.61	(23000) TRS	5,546.01 791.42	945.00		
NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.									

REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16			PAGE: 2	
PERIOD END: 05/31/2016					REPORT DATE: 09/26/2016	
ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLR AMT	ANNUITY EMPLR INDICATOR			
01	VALIC (403B PLAN)	84.10	Fixed amount			
02	VALIC (SUPERINTENDENT /	2.00	% of emp contribution			

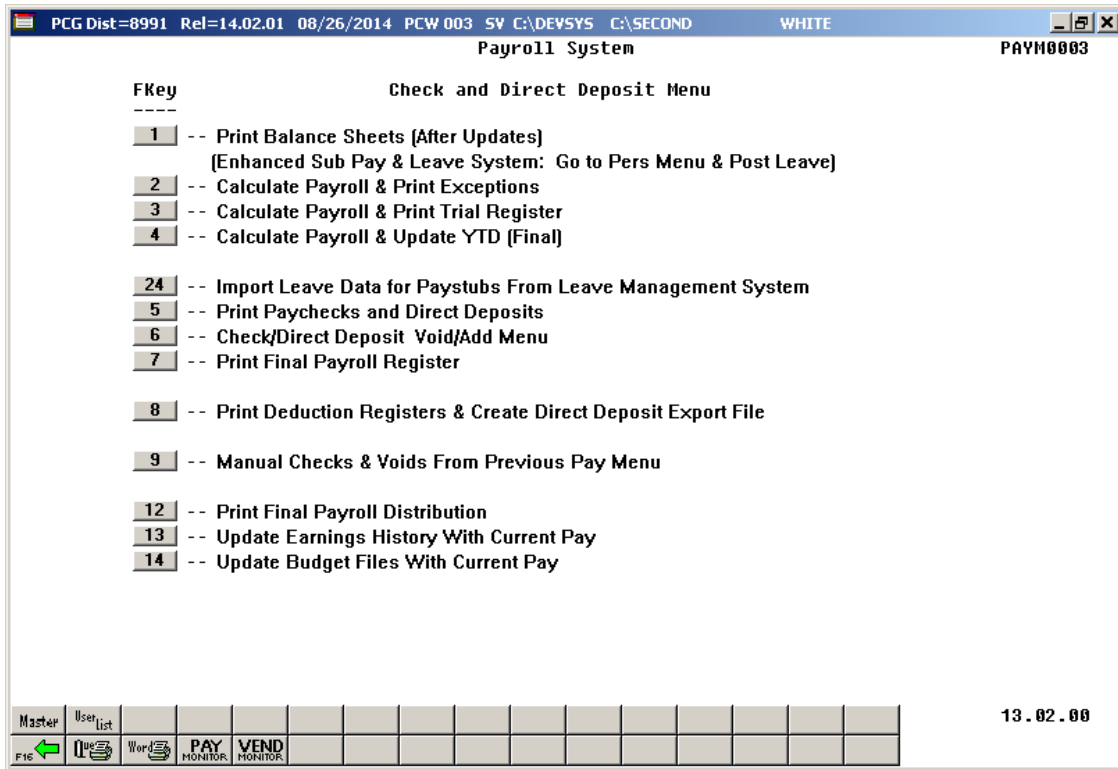
REPORT ID: PAYR-PAYTRIAL-ER		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 05/31/16			PAGE: 3	
PERIOD END: 05/31/2016					REPORT DATE: 09/26/2016	
DED NO	DEDUCTION DESCRIPTION	TOTAL DED EMPLR AMT	DEDUCT EMPLR INDICATOR			
14	I-VNDR 004603	30.30	Fixed amount			
22	VENDOR 000005	50.25	Fixed amount			

Procedure D: Calculate Payroll and Update Year-to-Date (YTD) Totals



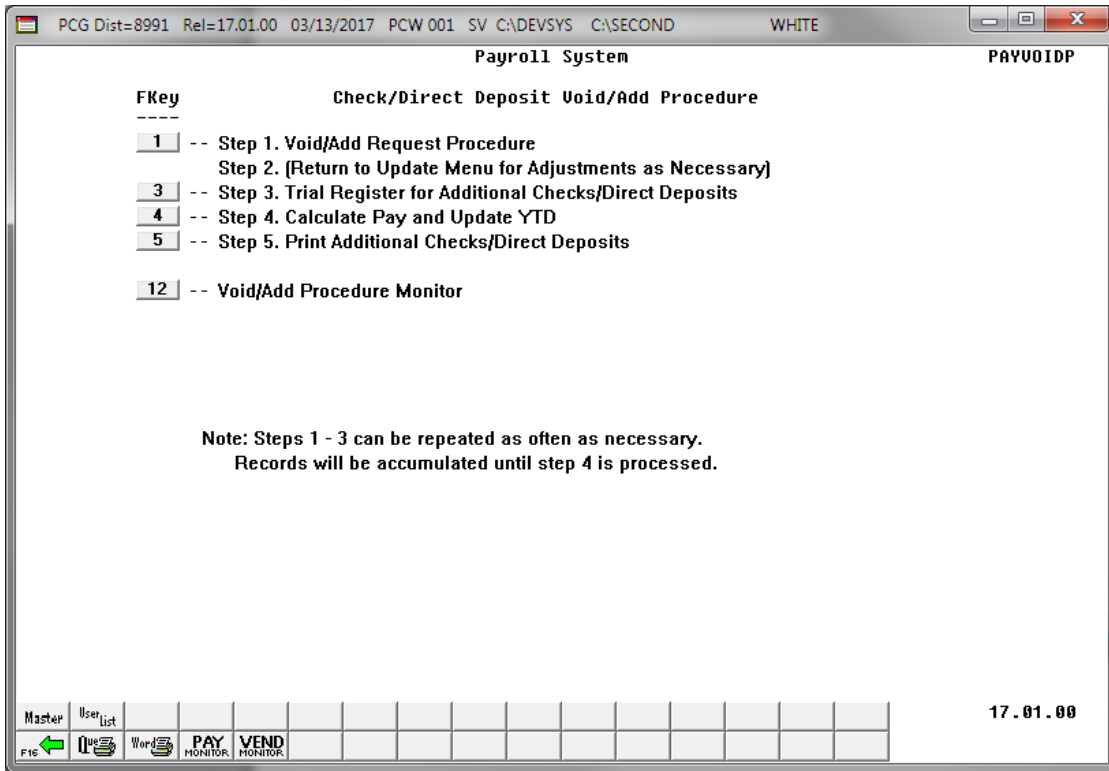
Step	Action
1	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



Step	Action
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).

The following screen displays:



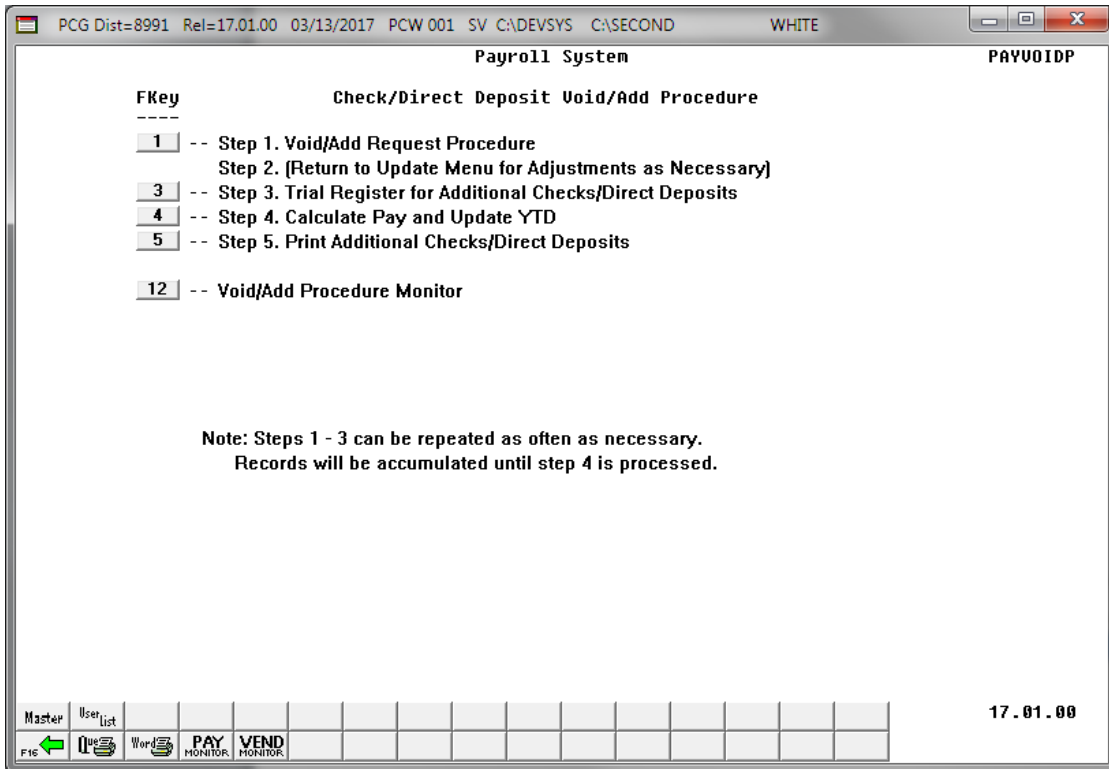
Step	Action
3	Select 4 (F4 - Step 4. Calculate Pay and Update YTD).



The following screen displays:



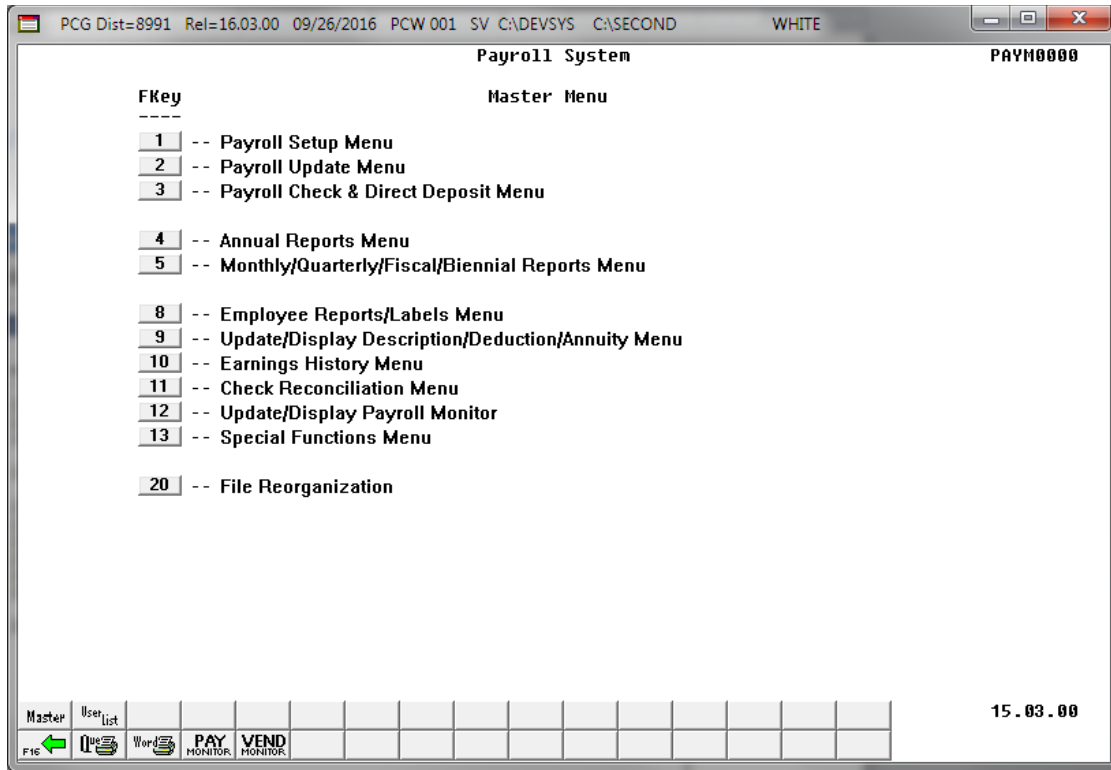
Step	Action
4	Select ENTER to continue processing. <i>*** Processing Request **</i> briefly displays. The Check/Direct Deposit Void/Add Menu redisplay.

The following screen displays:



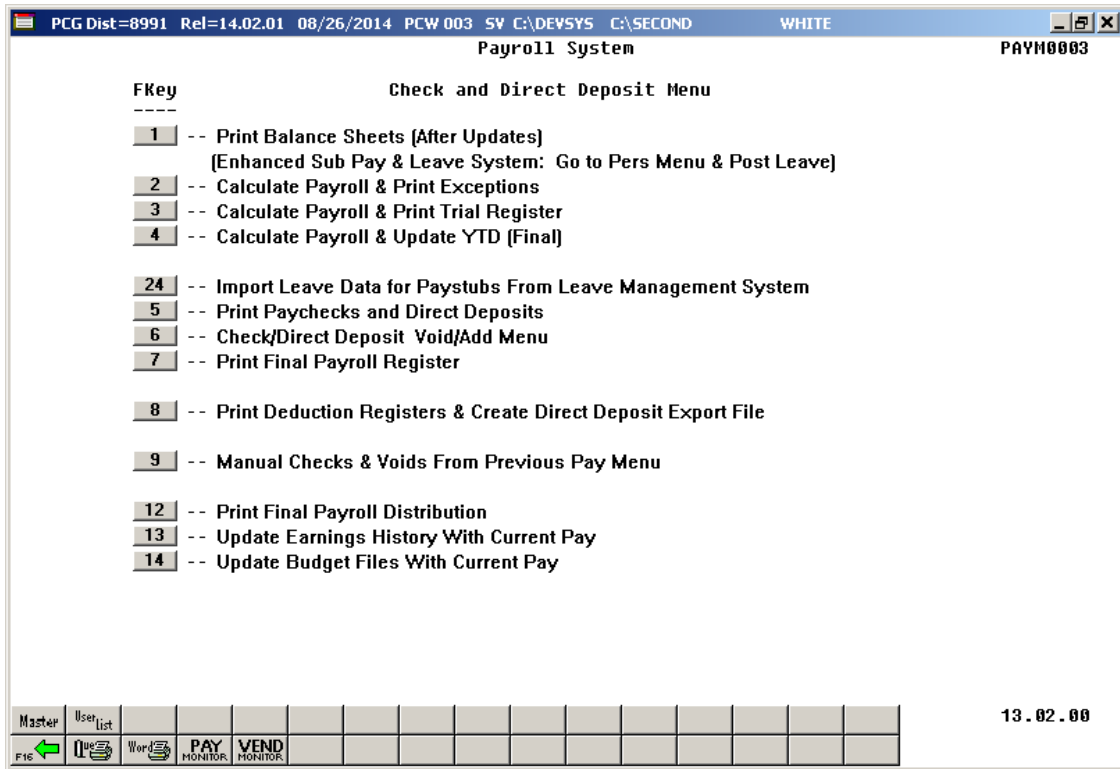
Step	Action
5	Select  (F16 - Exit) to return to the <i>Check and Direct Deposit Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure E: Print the Additional Payroll Checks and Direct Deposit Statements



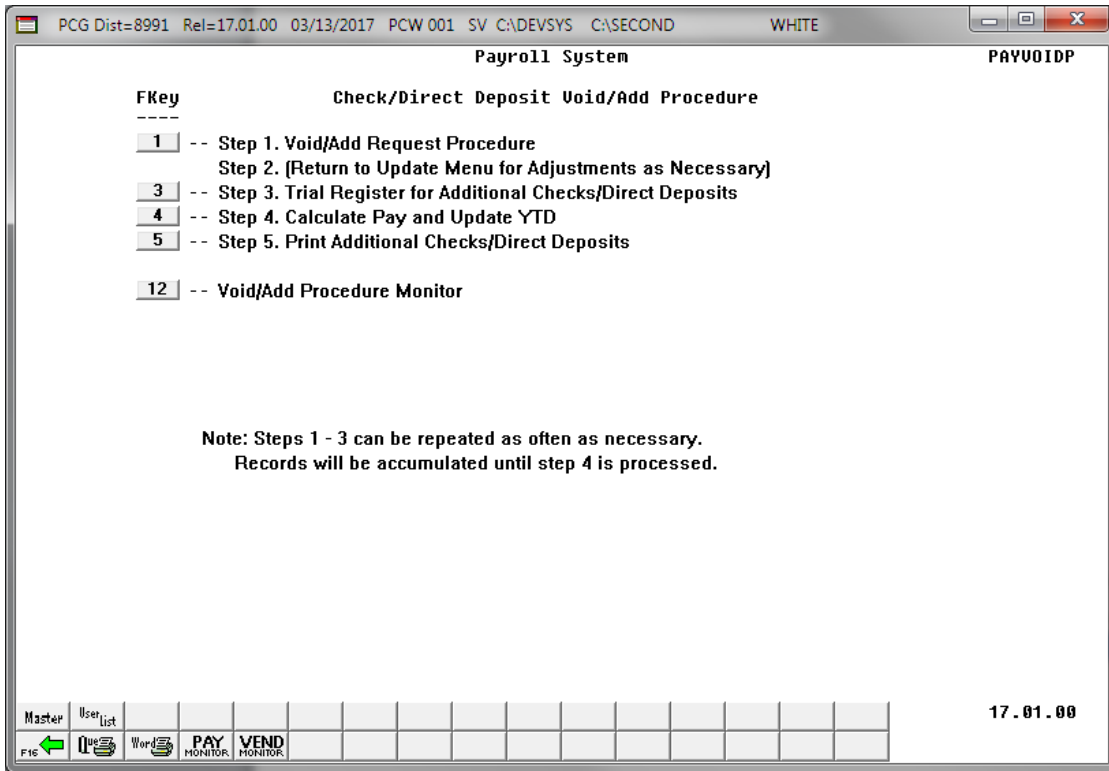
Step	Action
1	Select 3 (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



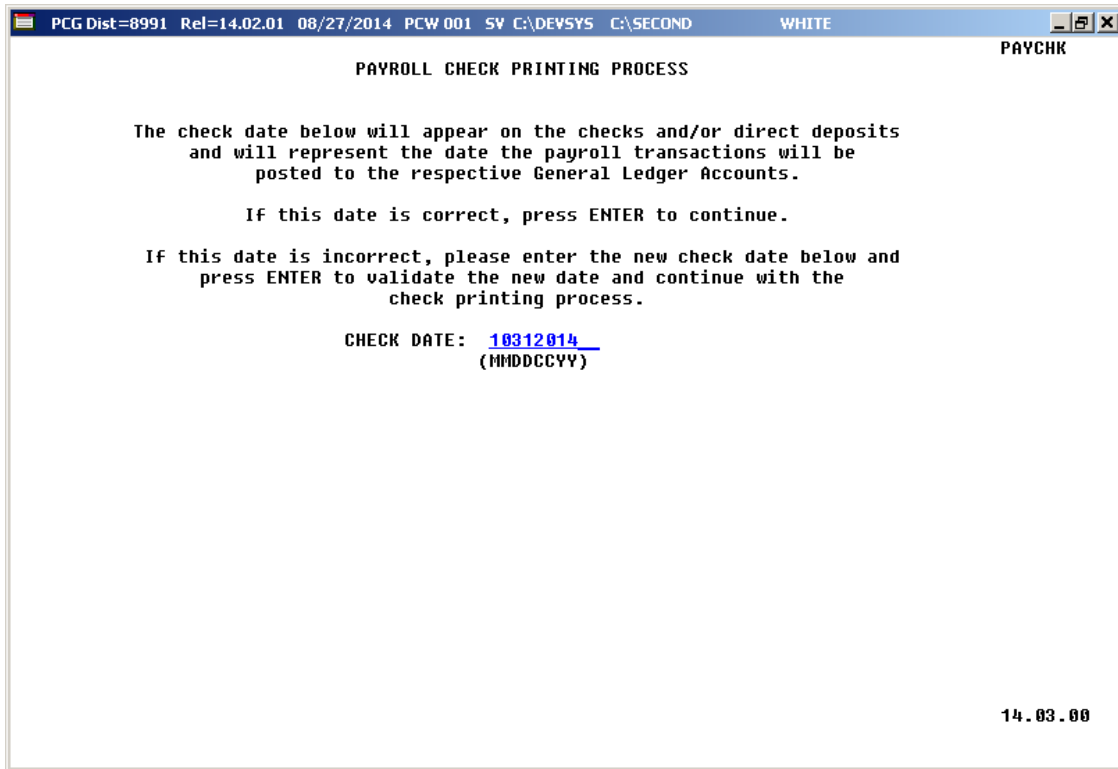
Step	Action
2	Select 6 (F6 - Check/Direct Deposit Void/Add Menu).

The following screen displays:



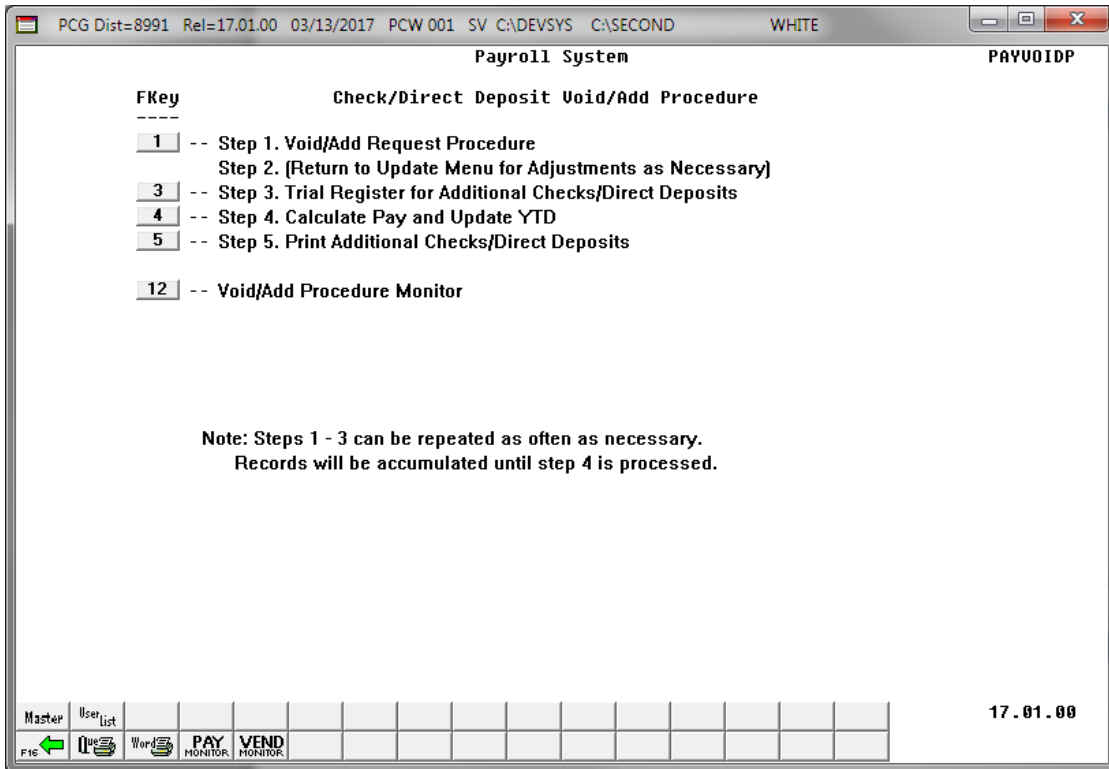
Step	Action
3	Select 5 (F5 - Step 5. Print Additional Checks/Direct Deposits).



The following screen displays:



Step	Action
4	<p>Verify or enter the correct check date in the Check Date field.</p> <p>For the necessary steps to finish printing the additional checks and direct deposit statements, refer to the <i>Payroll System Operations Guide, Section C: Payroll Check and Direct Deposit Statement Processing, Topic 2: Print the Payroll Checks and Direct Deposit Statements</i> for instructions.</p>

When the checks and direct deposits have finished printing, the following screen displays:



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