



# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/12/2023

Section B: Payroll Update Processing

***[Topic 6: Delete Employee Information,  
V2.3]***

## Revision History

Date	Version	Description	Author
12/12/2023	2.3	23.04.00 – Update main payroll menu screenshots.	D. Ochala
05/10/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
01/07/2014	2.1	13.04.00 – Update DOE logo and screenshots.	D. Ochala
07/07/2008	2.0	08.02.00 – Added updated <i>Select Employee</i> screen information and instructions.	C. W. Jones

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## Overview

Employee record deletion includes the following procedures:



- Creating a listing of employee records without earnings history information to determine if the records require removal from PCGenesis. Refer to *B1. Employees with No Earnings History Report – Example* for an example of this report.

This procedure will not remove employees' information if the **Include on CPI?** flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI?** flag.

- Deleting specific employee's records and generating a listing of the records deleted. Refer to *C1. Individual Employee Records with No Earnings History/Removed from Payroll File – Example* for an example of this report.
- Deleting employee records without earnings' history information and generating a listing of the records deleted. Refer to *D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example* for an example of this report.

The following guidelines apply to deleting employee information:

- PCGenesis does not allow the deletion of employee records with earnings history information until the user removes the information from the PCGenesis *HISTORY* file.
- *Inactivating* an employee's record allows the clearing of all gross salary information, and prevents payroll processing for the employee. For example, when an employee is on leave without pay, or when an employee will not receive pay during a specific time frame, the record should be *inactivated*. For the employee to be included in payroll processing at a later point in time, reactivate the employee's record; that is, the PCGenesis user must reverse the *inactivation*. (On the other hand, when deleting the employee's record, re-enter all of the employee's payroll information.)

Selecting  (F15 – Description Code Lookup) and  (F28 - Help Screens) when offered provides additional assistance with the entry of information.

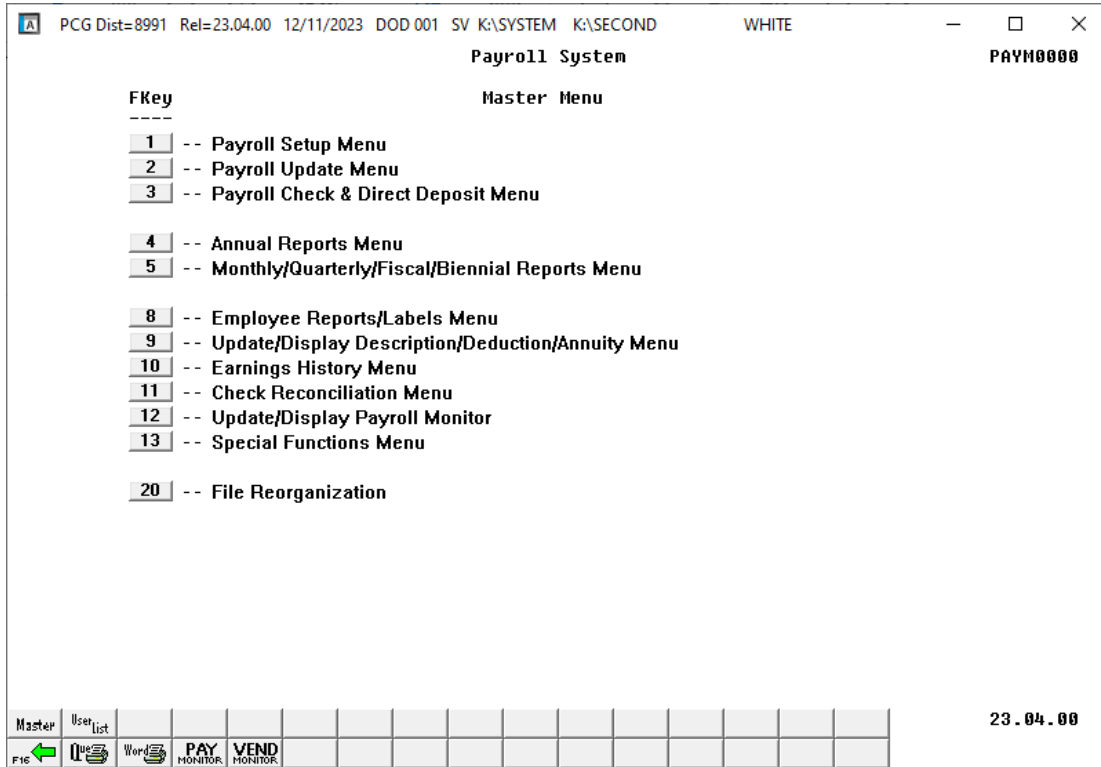
## ***Procedure A: Setting/Clearing Employee Search Criteria***

Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria* for instructions.

## Procedure B: Printing the Employees without Earnings History Report

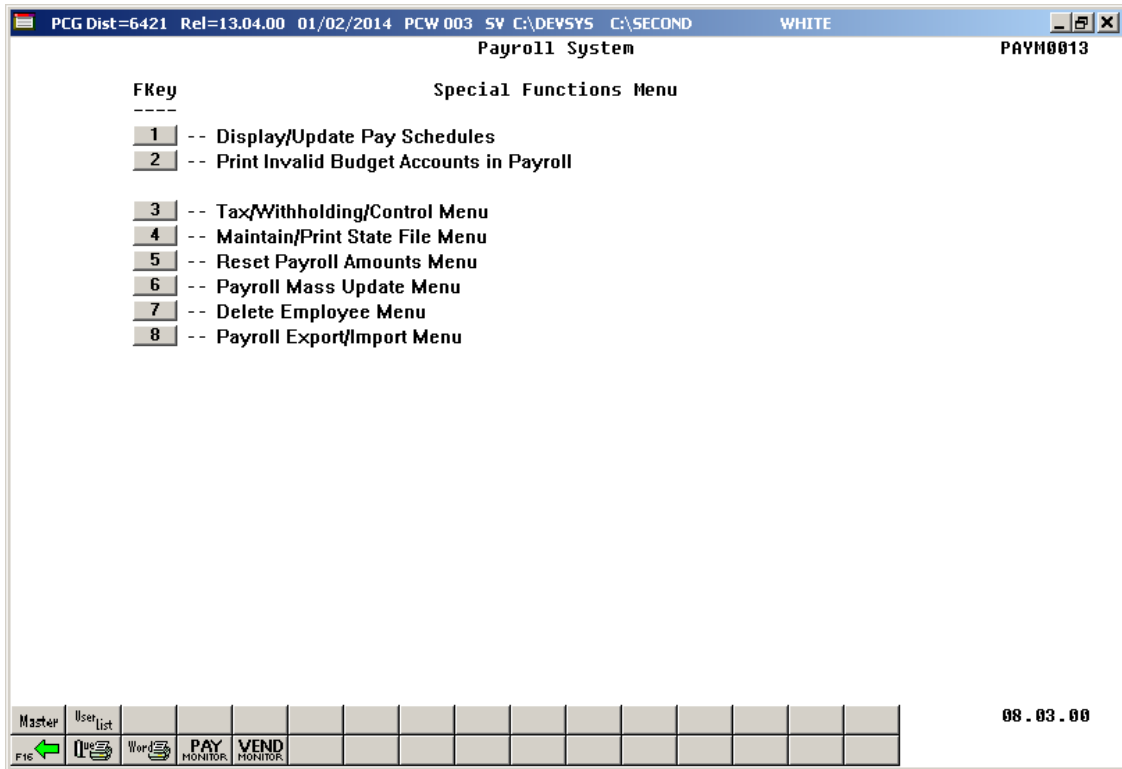
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



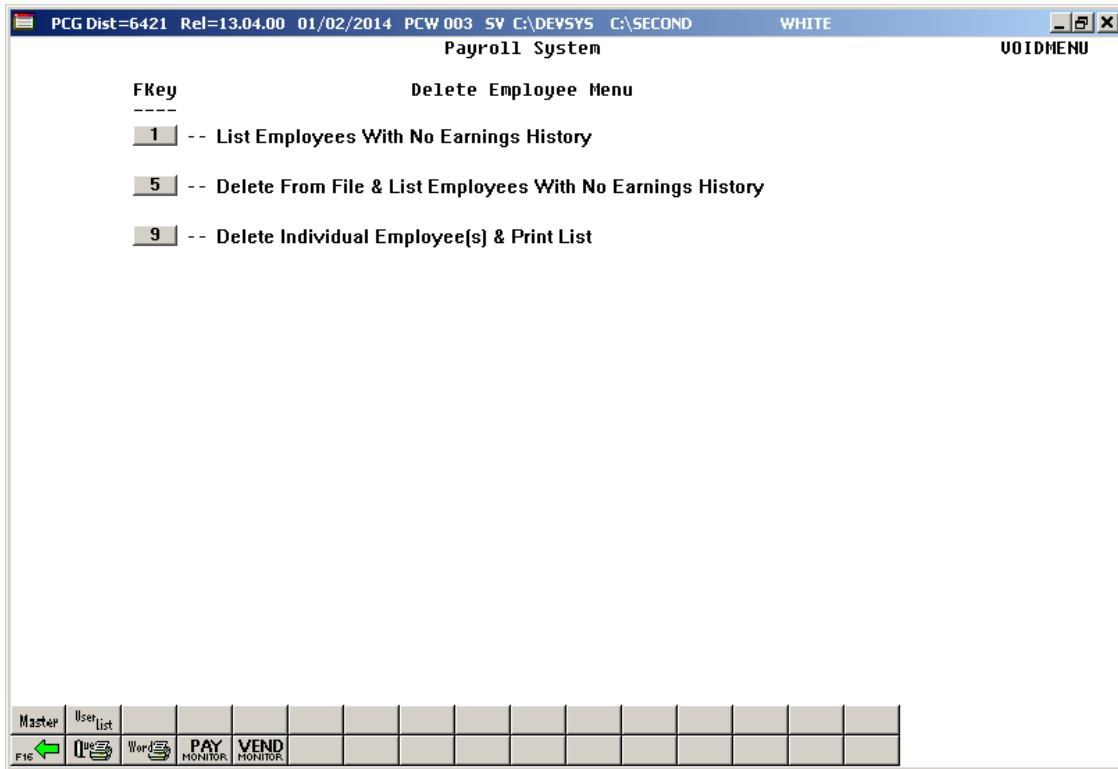
Step	Action
2	Select <b>13</b> (F13 - Special Functions Menu).




The following screen displays:



Step	Action
3	Select <b>7</b> (F7 - Delete Employee Menu).

The following screen displays:



Step	Action
4	Select <b>1</b> ( <b>F1</b> - List Employees With No Earnings History). <i>“Processing Request “briefly displays. The Payroll System – Delete Employee Menu redisplay.</i>
5	<b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD). 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.
6	Select  ( <b>F16</b> - Exit) to return to the <i>Payroll System - Special Functions Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .



**B1. Employees with No Earnings History Report – Example**

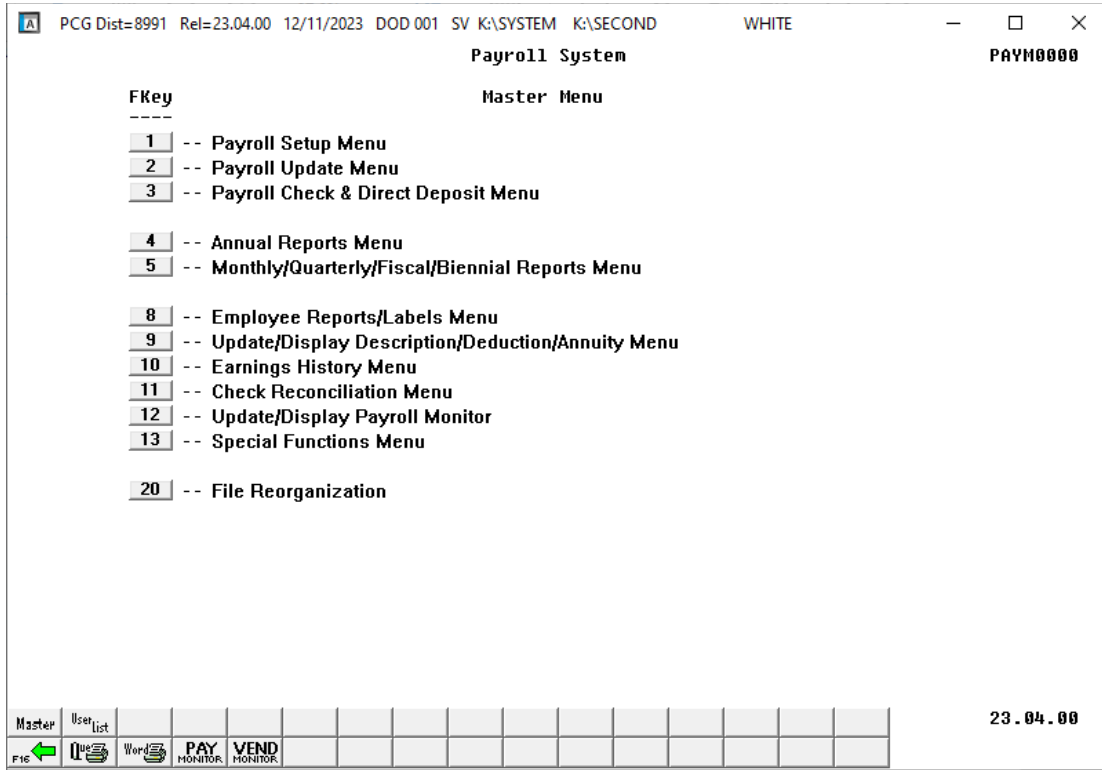
This procedure will not remove employees' information if the **Include on CPI?** flag has been set to **Y** (Yes). The *Earnings History Report* will identify the records of this type. Refer to *Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* for the instructions to reset the **Include on CPI?** flag.

REPORT DATE:	12/11/2023	EMPLOYEES WITH NO EARNINGS HISTORY AND NO CHECKS	PAGE	9				
EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	TERM DATE	TERM CODE	CPI FLAG
89452	WE9DON, IR9IN	T	999-08-9452	8010	03	06/30/97	9	N
88303	WH3TLOCK, RE3ONA	T	999-08-8304	0401	06	09/01/95	5	N
86961	WH3TTEN, LI3ETH	T	999-08-6962	0301	02	12/19/90	1	N
86962	WH3TTEN, LI3ETH	T	999-08-6962	0301	02	12/19/90	1	N
86670	WH3TTINGTON, CH3NTAY	T	999-08-6671	8010	02	06/08/92	1	N
87521	WH4AT, CE4INDA	T	999-08-7521	0301	10	06/08/91	5	N
86697	WH4TMORE, FR4D	T	999-08-6697	8010	03	10/01/12	9	N
89650	WH7ILEY, GO7ZALO	T	999-08-9652	0101	02	09/01/95	5	N
89651	WH7ILEY, GO7ZALO	T	999-08-9652	0101	02	09/01/95	5	N
88154	WH7ILEY, MA7IANO	T	999-08-8154	0050	03	06/30/21	9	N
87195	WH9TSON, TH9DDEUS	T	999-08-7195	0050	06	05/12/89	1	N
88943	WI2ES, GI2O	T	999-08-8944	0050	02	06/07/95	1	N
87106	WI3HERS, JA3EE	T	999-08-7106	0050	04	10/05/90	5	N
88761	WI3STEAD, IZ3TIA	T	999-08-8761	0301	10	03/01/91	1	N
86639	WI4LOUGHBY, SE4MOUR	A	999-08-6639	0101	02			Y
86638	WI5LINGHAM, SC5TTIE	T	999-08-6638	0401	02	04/30/90	1	N
89677	WI6BURN, GU6	T	999-08-9677	0401	02	05/01/92	1	N
86457	WI6HELM, DE6N	T	999-08-6458	0401	02	06/30/06	9	N
87775	WI7G, DE7MY	T	999-08-7775	0301	05	06/08/92	1	N
88843	WI8DHAM, RISHIE	T	999-08-8843	0301	11	10/01/12	9	N
88718	WOSFORD, ARSENTINA	T	999-08-8719	0050	05	06/30/97	9	N
88795	WOSFORD, ANSONE	T	999-08-8795	8010	03	09/01/95	5	N
88644	WY2IE, MA2ALI	T	999-08-8644	8010	07	03/09/90	1	N
88459	YA8ZIE, LE8	T	999-08-8461	0050	03	09/30/14	9	N
88172	ZE9EDA, CH9RITA	T	999-08-8173	8010	03	09/01/95	5	N
89672	ZE9EDA, LO9D	T	999-08-9672	8010	03	04/01/89	4	N

\*\*\* TOTAL EMPLOYEES WITH NO EARNINGS AND NO CHECKS 450 \*\*\*  
INCLUDE ON CPI FLAG MUST BE N IN ORDER TO DELETE THE EMPLOYEE

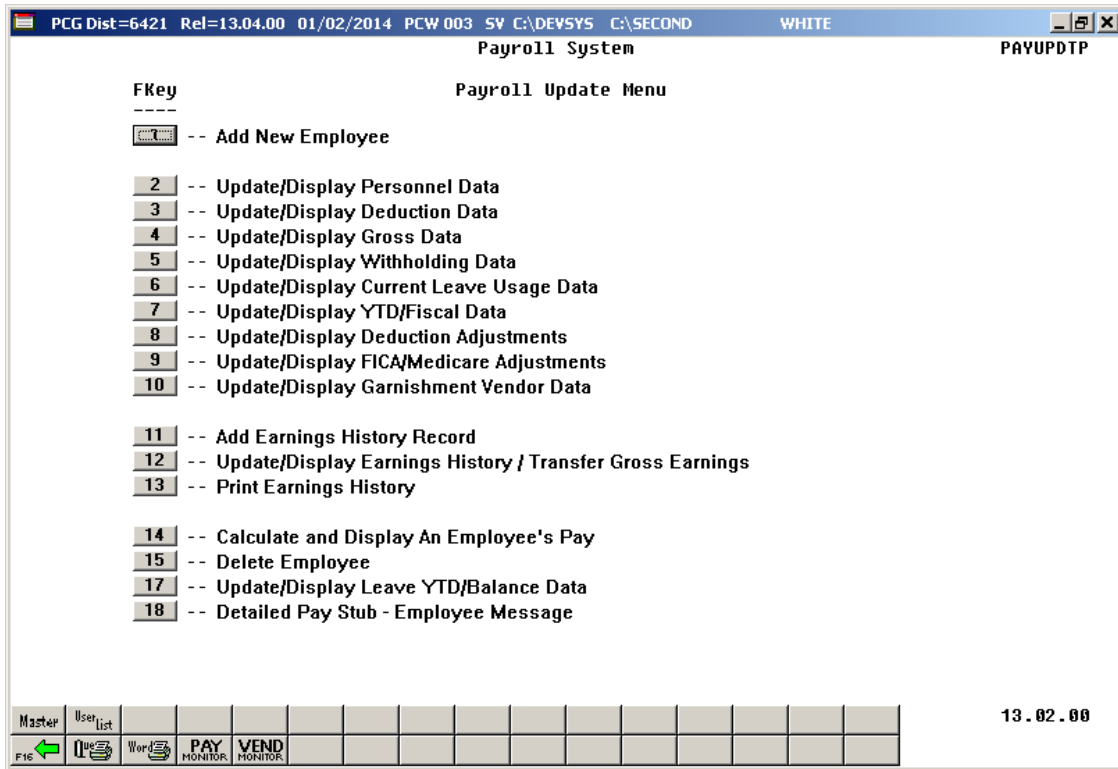
The final page of the report lists overall employee totals.

# Procedure C: Deleting Individual Employee Information

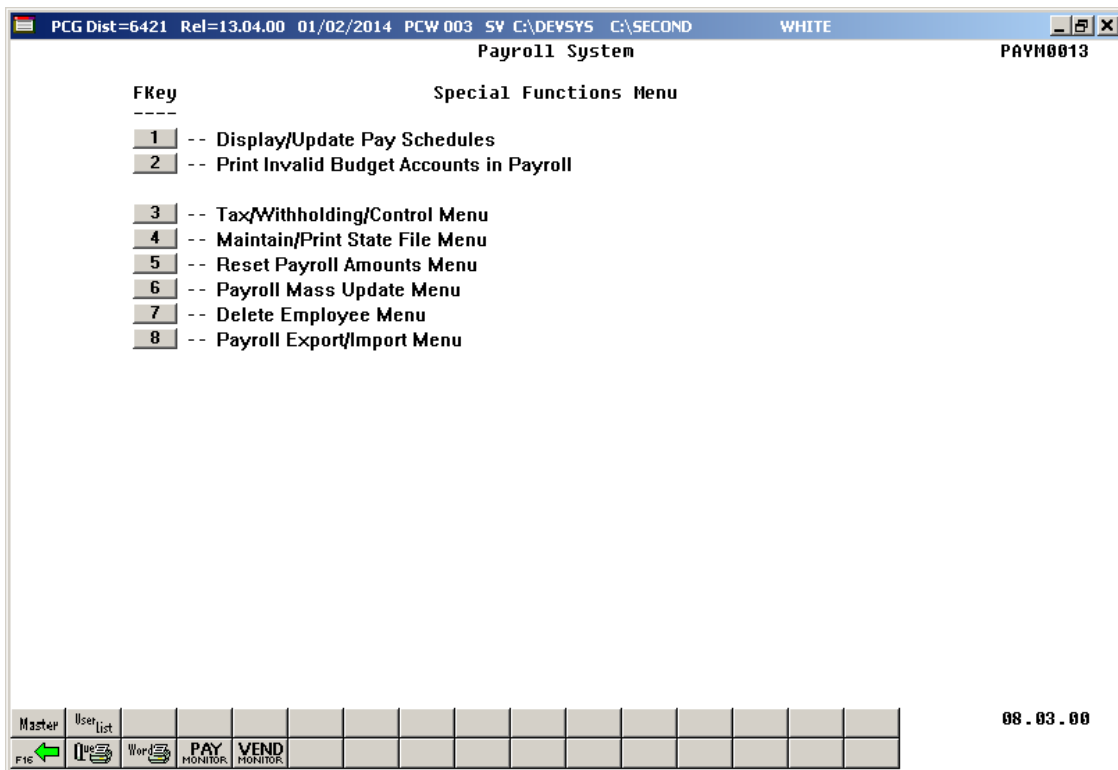


Step	Action
1	<p><b>Payroll Update Menu:</b> Select <b>F2</b> (Payroll Update Menu).</p> <p><b>Special Functions Menu:</b> Select <b>F13</b> (Special Functions Menu).</p>

For **Step 1-F2** selections, the following screen displays:

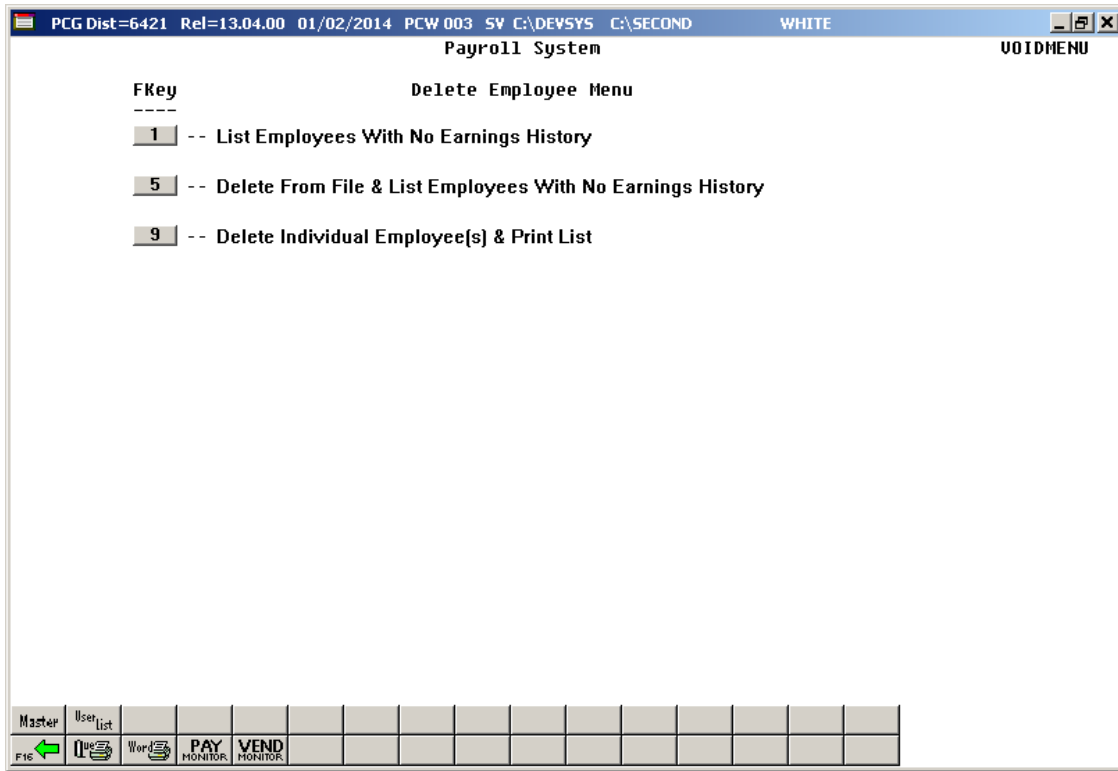


For **Step1-F13** selections, the following screen displays:



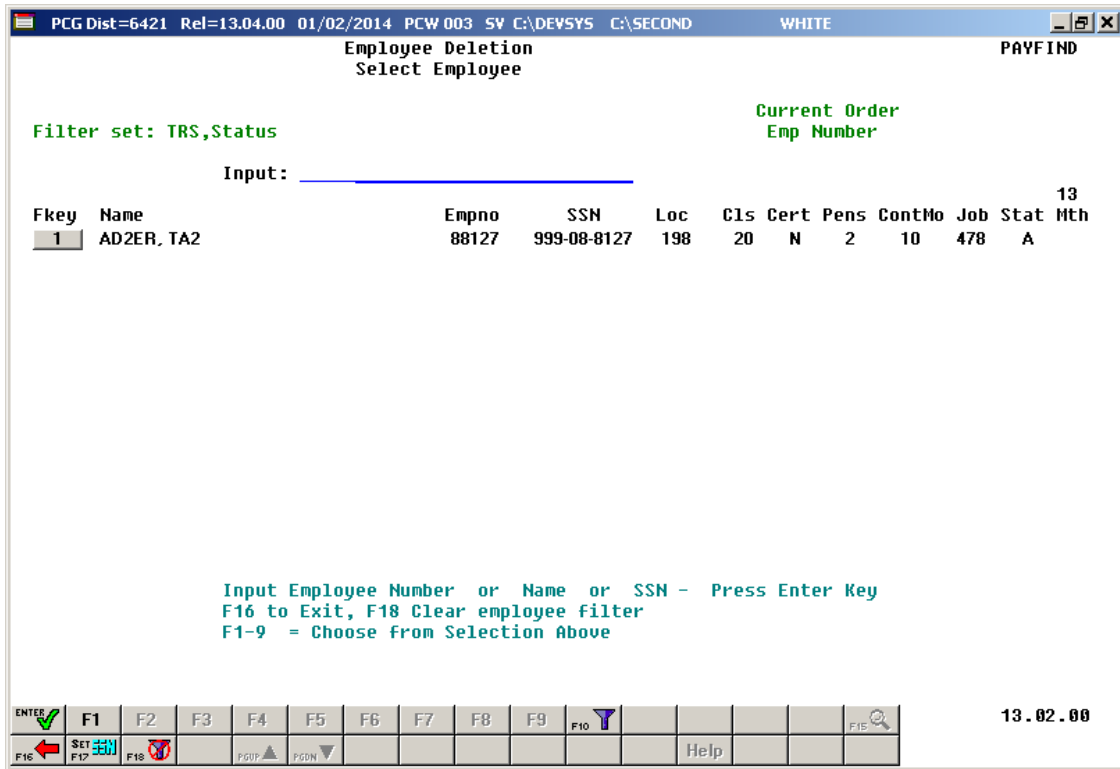
Step	Action
2	<p><b>For Step 1-F2 selections:</b> Select <b>15</b> (F15 - Delete Employee), and proceed to <i>Step 4</i>.</p> <p><b>For Step 1-F13 selections:</b> Select <b>7</b> (F7 - Delete Employee Menu), and proceed to <i>Step 3</i>.</p>

For **Step 1-F13** selections, the following screen displays:



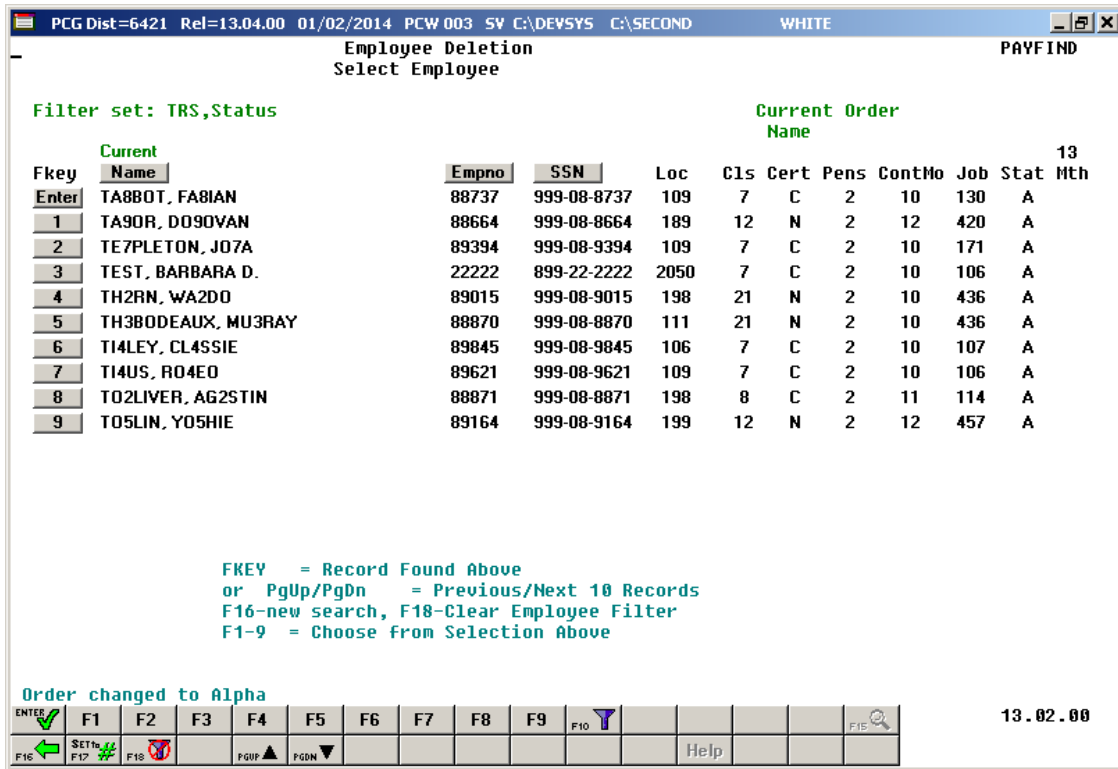
Step	Action
3	Select <b>9</b> (F9 - Delete Individual Employee(s) & Print List).








The following screen displays:



Step	Action
4	<p>Enter the number in the <b>Input</b> field, select <b>Enter</b>, and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Select Enter or the Function key corresponding to the employee's record.</i></p>

The following screen displays:



Step	Action
5	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select  (Name).</p> <p>To sort by Employee Number: Select  (Empno).</p> <p>To sort by Social Security Number: Select  (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays

```

PCG Dist=8991  Rel=23.04.00  12/11/2023  DOD 001  SV K:\SYSTEM K:\SECOND  WHITE  -  □  X
PERSONNEL/PAYROLL ***** Delete Employee  PAY15


Status T -- TERMINATED
Emp. no. 89672  Pay Loc 8010  Location 008010  Class 3  SUBSTITUTES, INSTR
Sex Code F  Work Loc 201  Location 00201  Job 5  INSTRUCTIONAL-SUBS
Mar Stat S  SSN 999 8 9672  Ethnic 99  UNSPECIFIED

Name ZEPEDA, LO9D
Address 1328 MAIN STREET
City/State SMITH, GA
Zip code 33333
Phone 999 555 346  Include on CPI ? N

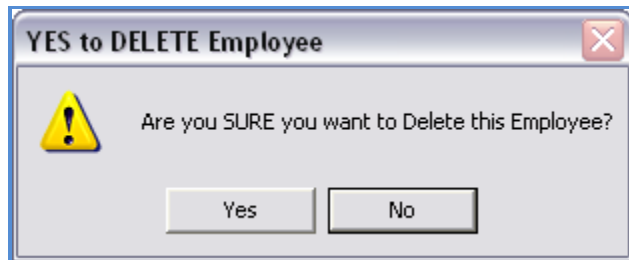
Birthdate 90152  Sick Bank N
Hire date 22089  Rehire date  Hours Per Day
Term date 40189  Term reason 4  ADVANCED STUDY

***** Tax Data *****
State Mar Stat C  Fed Mar Stat S  Fed Withhold Code 0  Fed Amt/%
St Allow M[0]D[00]  Fed Exempt 00  State Withhold Code 0  State Amt/%
Tax Switches:  Fed Y  State Y  FICA Y  Retire N

ENTER ✓  F1  F2  F3  F4  F5  F6  F7  F8  F9  F10  F11  F12  F15  23.02.00
F16  F17  F18  Help
    
```

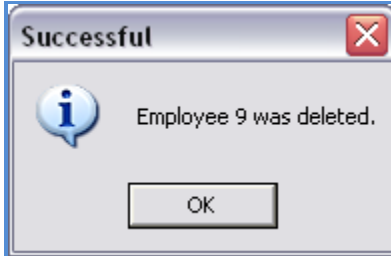
Step	Action
6	<p>Select  (F18 – Delete Employee).</p> <p><i>If the employee’s <b>Include on CPI?</b> flag has been set to <b>Y</b> (Yes), the “Employee Has Include on CPI Set to Y *** Cannot be Deleted” message displays at the bottom of the screen. In this instance, reset the employee’s <b>Include on CPI?</b> flag to <b>N</b> (No). Refer to the Overview for additional information.</i></p> <p><i>If the employee’s record contains earnings history information, the “Employee Has Earnings History Records *** Cannot be Deleted” message displays at the bottom of the screen. In this instance, contact the Technology Management Customer Support Center for assistance.</i></p>

The following dialog box displays:



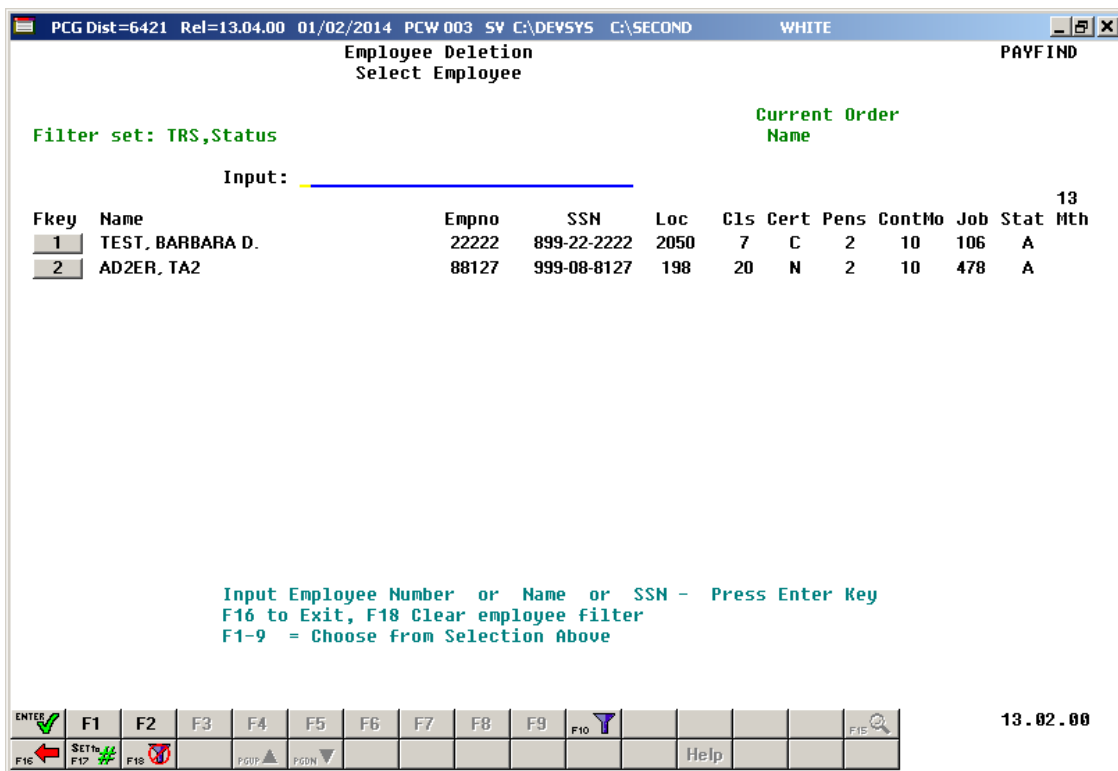
Step	Action
7	Select <input type="button" value="Yes"/> (Yes).

The following dialog box displays:






Step	Action
8	Select <input type="button" value="OK"/> (OK).

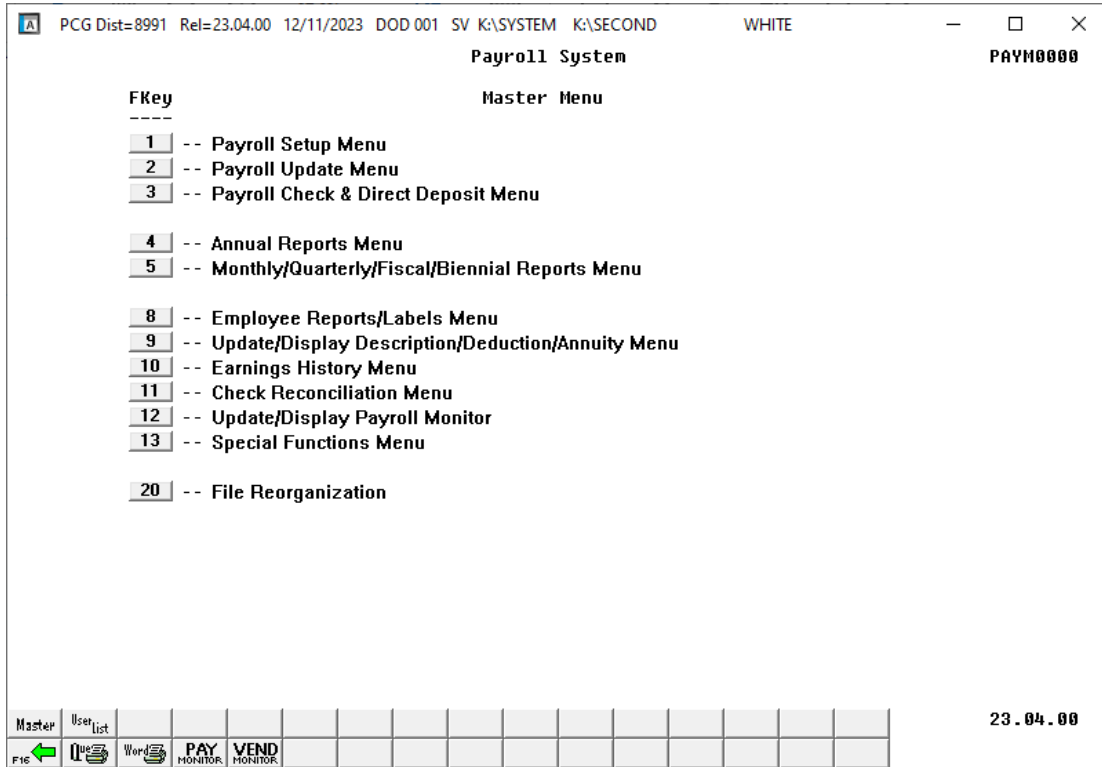
The following screen displays:



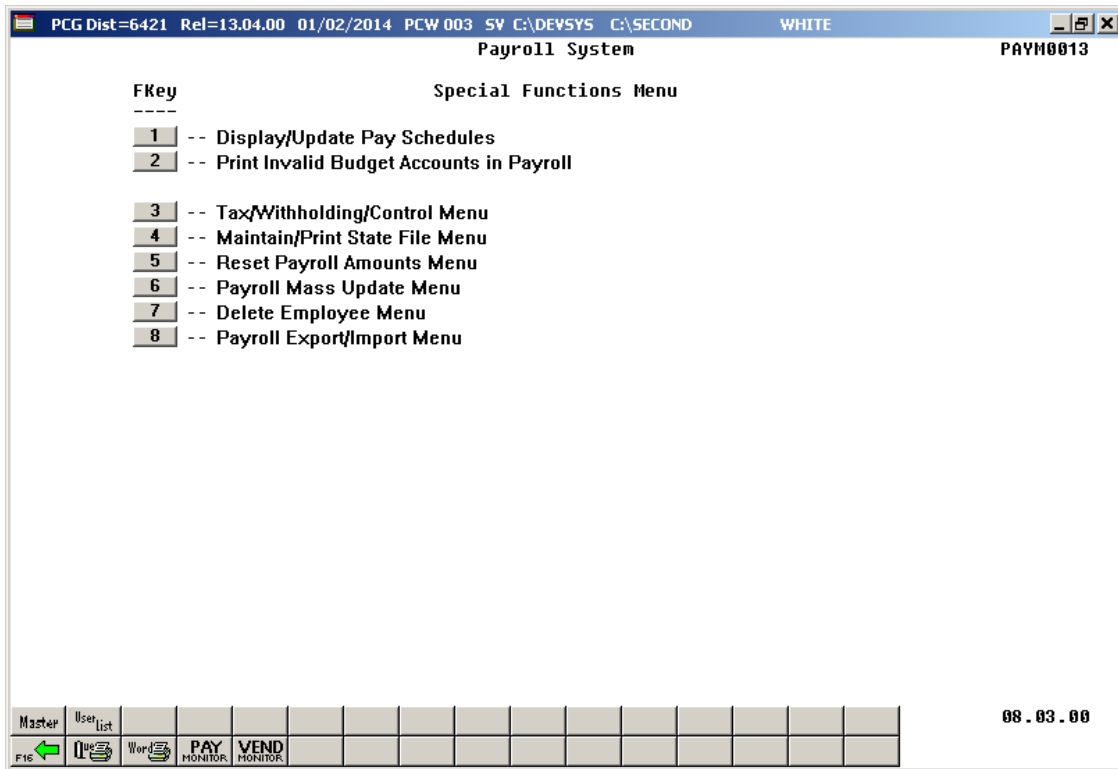






Step	Action
9	<p><b>Payroll System – Payroll Update Menu:</b> Select  (F16 – Exit) to the <i>Payroll System - Payroll Update Menu</i>.</p> <p><b>Special Functions Menu:</b> Select  (F16 – Exit) to the <i>Payroll System – Payroll Delete Employee Menu</i>, and select  (F16 – Exit) to the <i>Payroll System Special Functions Menu</i>.</p>

For Step1-F2 selections, the following screen displays:



For **Step1-F13** selections, the *Special Functions Menu* displays.

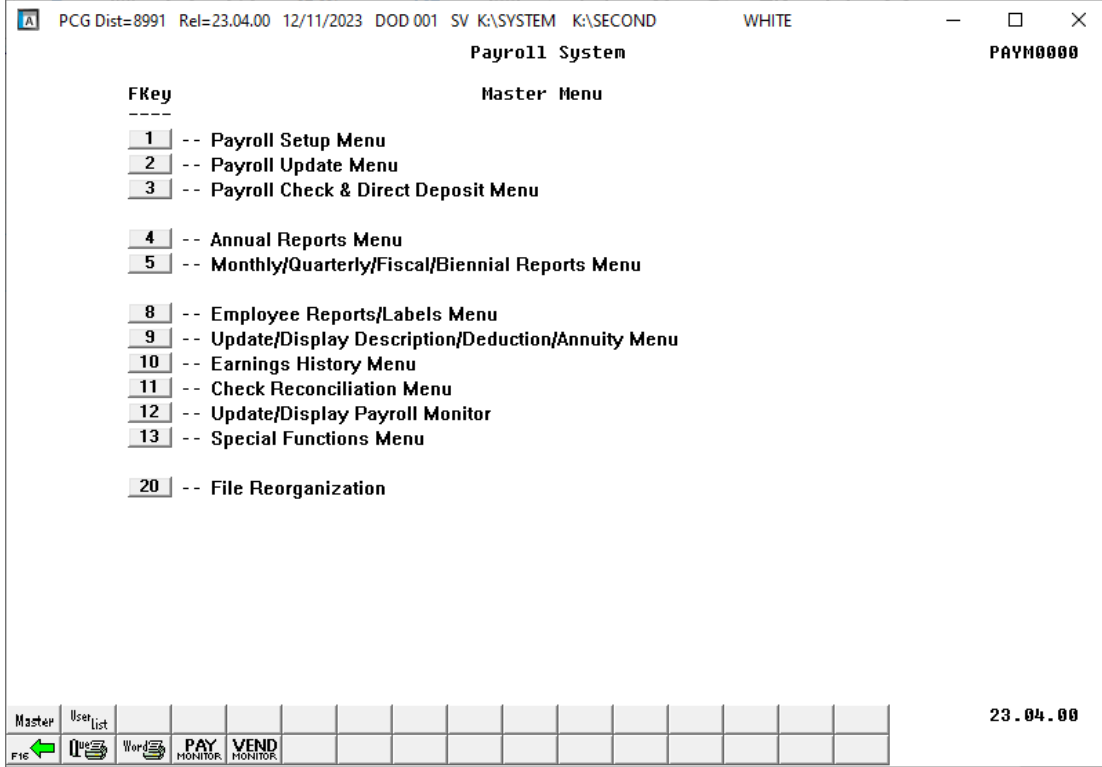


Step	Action
<p><b>10</b></p>	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
<p><b>11</b></p>	<p>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>.</p>

***C1. Individual Employee Records with No Earnings History/Removed from Payroll Master File Report – Example***

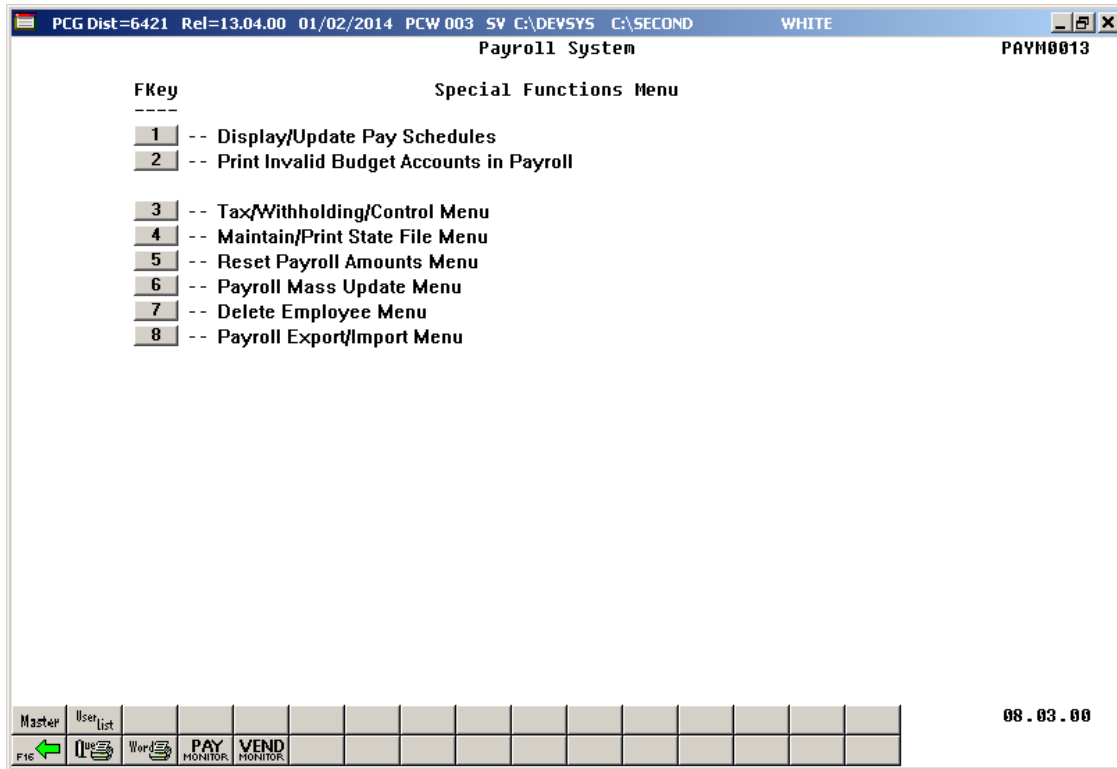
EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS
23232	TESTER, JANE 102 WEST FIRST STREET ATLANTA, GA	A	235-65-4444	06	07
*** TOTAL EMPLOYEES DELETED FROM FILE		1	***		

## Procedure D: Delete from file and List Employees Records without Earnings History Information



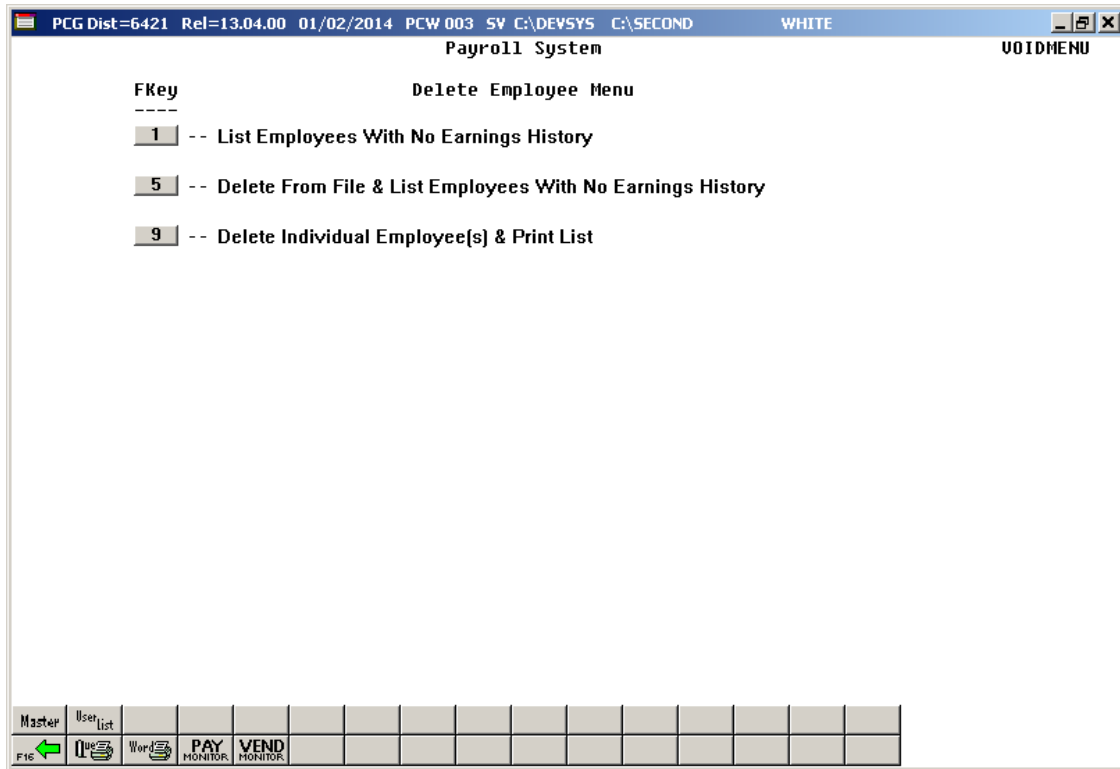
Step	Action
1	Select <b>13</b> (F13 - Special Functions Menu).

The following screen displays:



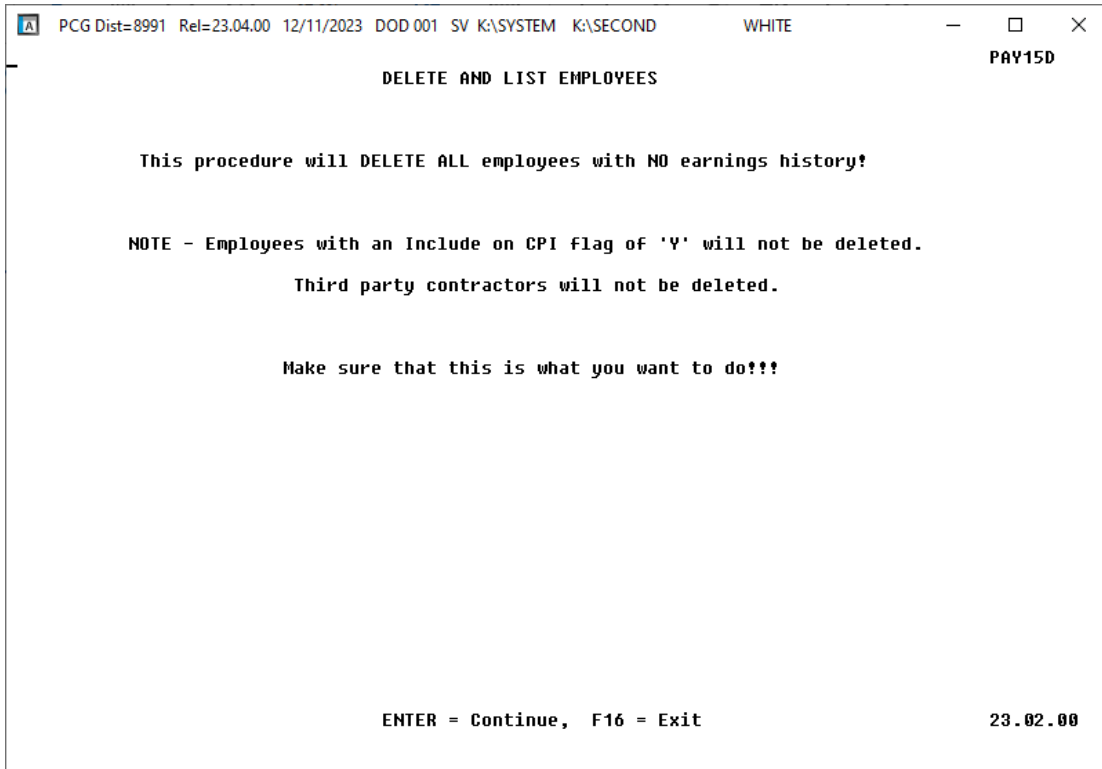
Step	Action
2	Select <b>7</b> (F7 - Delete Employee Menu).

The following screen displays:



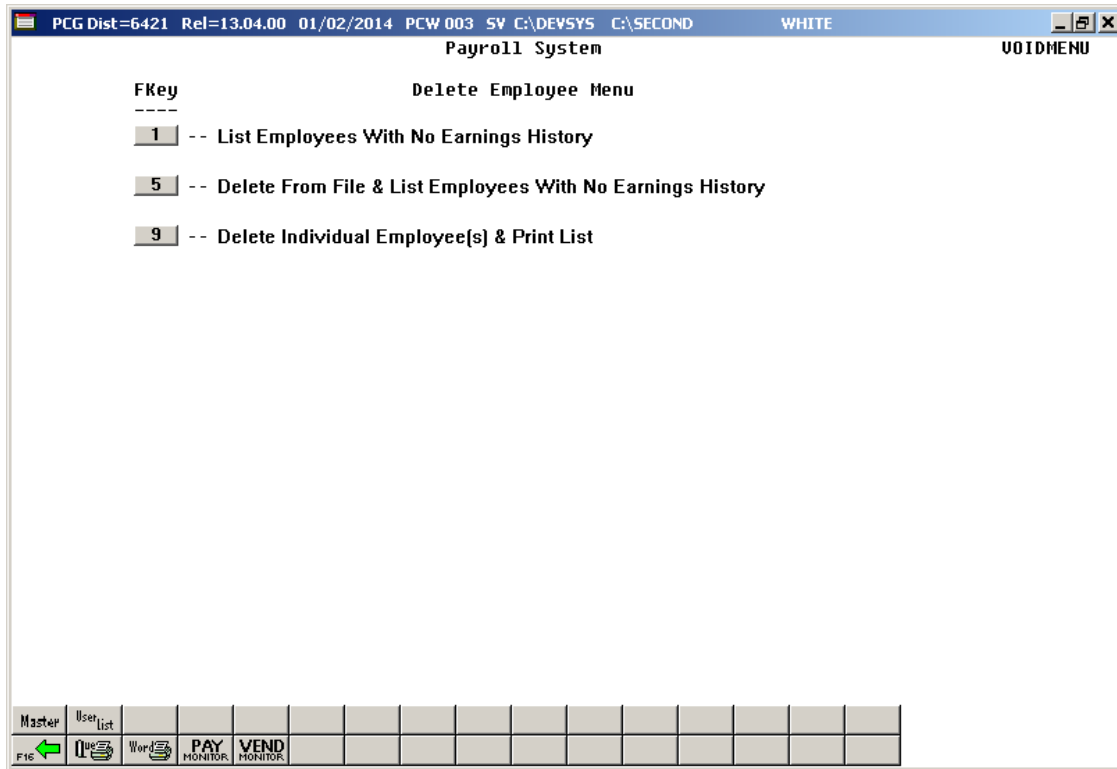
Step	Action
3	Select <b>5</b> (F5 - Delete from File & List Employees with No Earnings History).





The following screen displays:



Step	Action
4	Review the information on the <i>Delete Employee Records without Earnings History from the Payroll Master File Warning</i> screen, and select <b>Enter</b> . <i>“Processing Request”</i> briefly displays.

The following screen displays:



Step	Action
5	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> 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>
6	<p>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>.</p>



### ***D1. Multiple Employee Records with No Earnings History/Removed from Payroll Master File Report – Example***

REPORT DATE:	EMPLOYEES WITH NO EARNINGS HISTORY AND NO CHECKS						PAGE
12/11/2023	EMPNO	EMPLOYEE NAME	STATUS	SOC SEC NO	LOC	CLASS	33
	88795	WOSFORD, ANSONE 2212 MAIN STREET SMITH, GA	T	999-08-8795	8010	03	
		33333					
	88644	WY2IE, MA2ALI 2363 MAIN STREET SMITH, GA	T	999-08-8644	8010	07	
		33333					
	88459	YASZIE, LES 2549 MAIN STREET SMITH, GA	T	999-08-8461	0050	03	
		33333					
	88172	ZE9EDA, CHRITA 2839 MAIN STREET SMITH, GA	T	999-08-8173	8010	03	
		33333					
	*** TOTAL EMPLOYEES DELETED FROM FILE		420	***			

*The total number of employees deleted from the Payroll Master file displays on the final page of the report.*

## ***Procedure E: Removing Earnings History Records by Date Range***

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 6: Payroll Mass Update Employee Information Processing, Procedure H: Remove Earnings History Records by Date Range* for instructions.