



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/13/2023

Section B: Payroll Update Processing

*[Topic 8: Detailed Pay Stub – Employee
Messages, V2.3]*

Revision History


Date	Version	Description	Author
12/13/2023	2.3	Update Payroll Menu screenshots.	D. Ochala
03/08/2016	2.2	Update Logo and Footers.	S. Scrivens
01/02/2014	2.1	13.04.00 – Update DOE logo and screenshots.	D. Ochala
03/29/2010	2.0	10.01.00 – New procedure for processing individual employee messages for the new detailed pay stub.	D. Ochala

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Overview

PCGenesis has the ability to print a unique, individual message targeted to one particular employee or group of employees on the new detailed pay stub. A new option is available on the *Payroll Update Menu* for *Detailed Pay Stub – Employee Message*. This option allows the user to maintain messages for individual employees which will print on the new detailed pay stub. The employee messages print on both pay checks and direct deposits.

The employee messages can be added, updated, or deleted from within the Payroll module. The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of ‘A’). This feature is available only if ‘*New Detailed Stub Blnk Stck*’ has been selected for the school district’s payroll bank code from the *MICR Setup* screen on the *System Utilities Menu*. Also, a list of employee messages can be printed by selecting the print icon  from the *Employee Message* main screen.

When an employee is terminated or deleted, the employee’s message will be deleted since the employee will not receive a payroll check. All employee messages are purged after every payroll run is completed. When the payroll administrator completes the current payroll run and sets up for a subsequent payroll run, all employee messages are deleted.

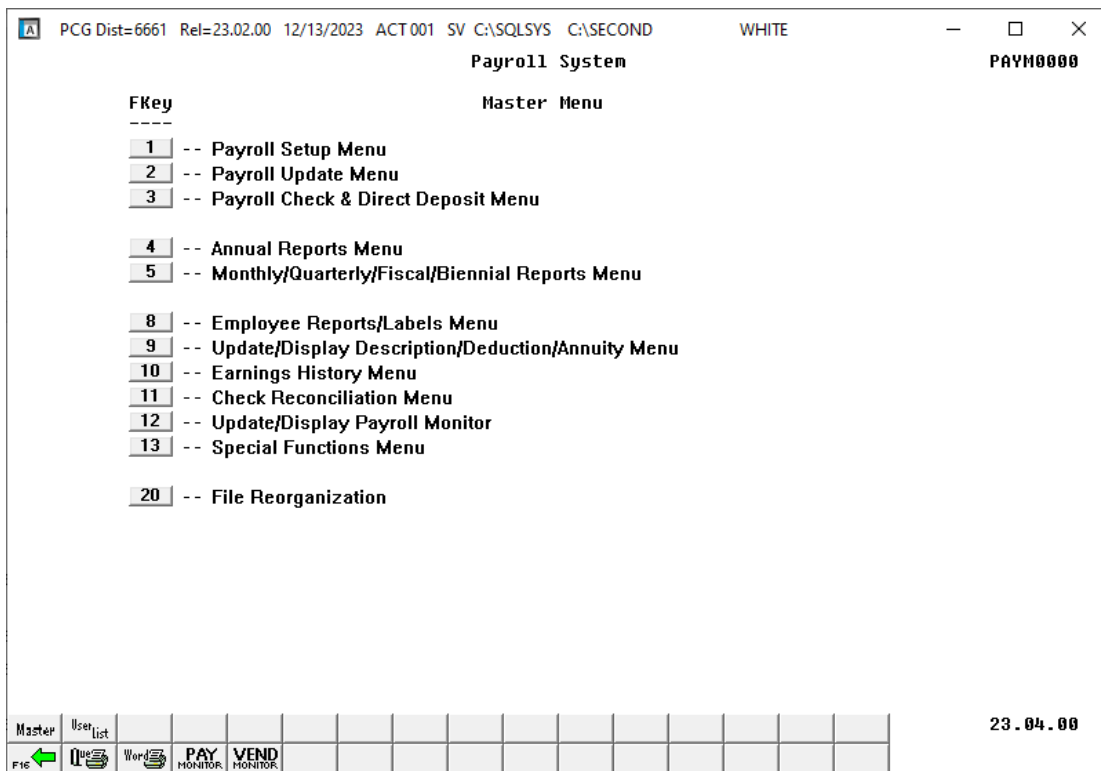
Selecting the drop-down selection icon ,  (F15 – Code Lookup) when offered provides additional assistance with the entry of information.

Procedure A: Creating, Updating, Displaying Employee Messages for the Detailed Pay Stub – One Employee

PCGenesis has the ability to print a unique, individual message on the new detailed pay stub targeted to one particular employee or a group of employees. These instructions (*Procedure A*) describe how to create a pay stub message for one employee.

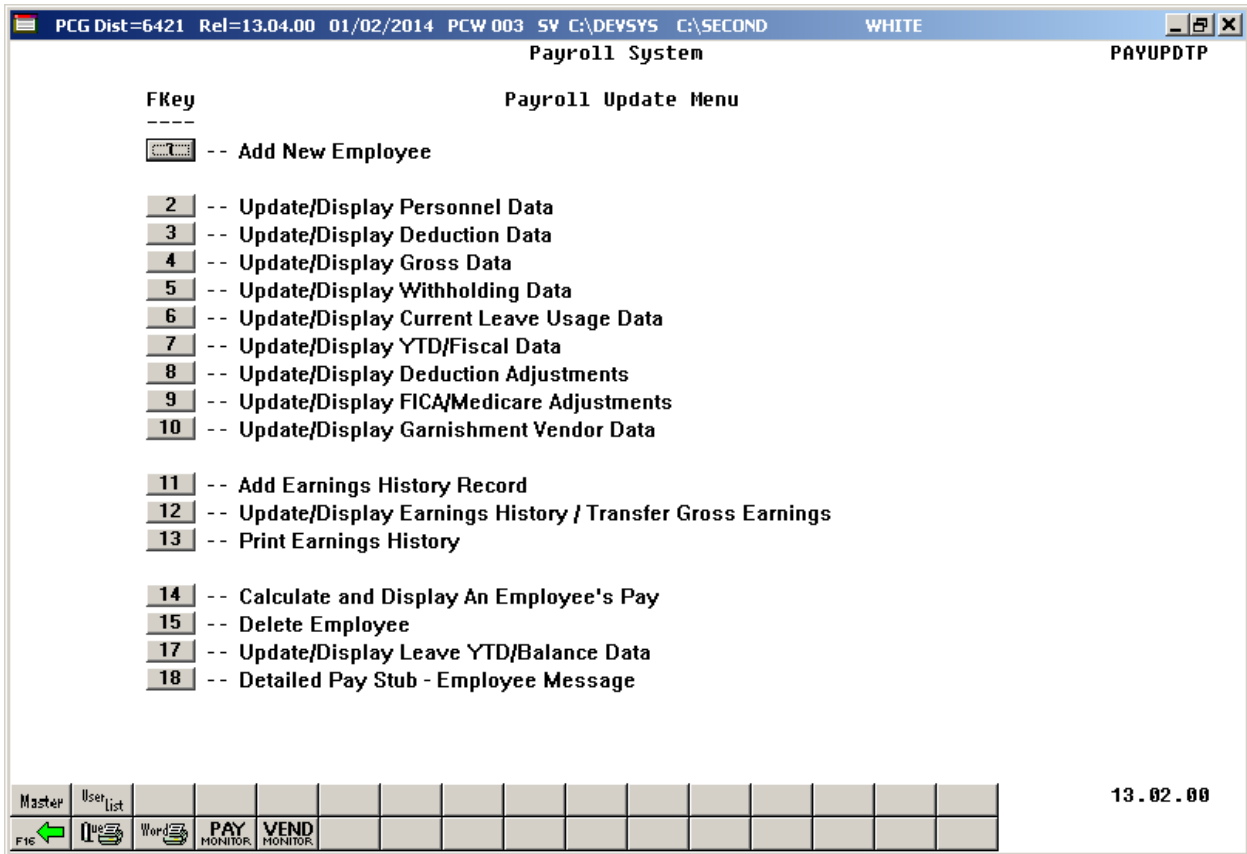
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



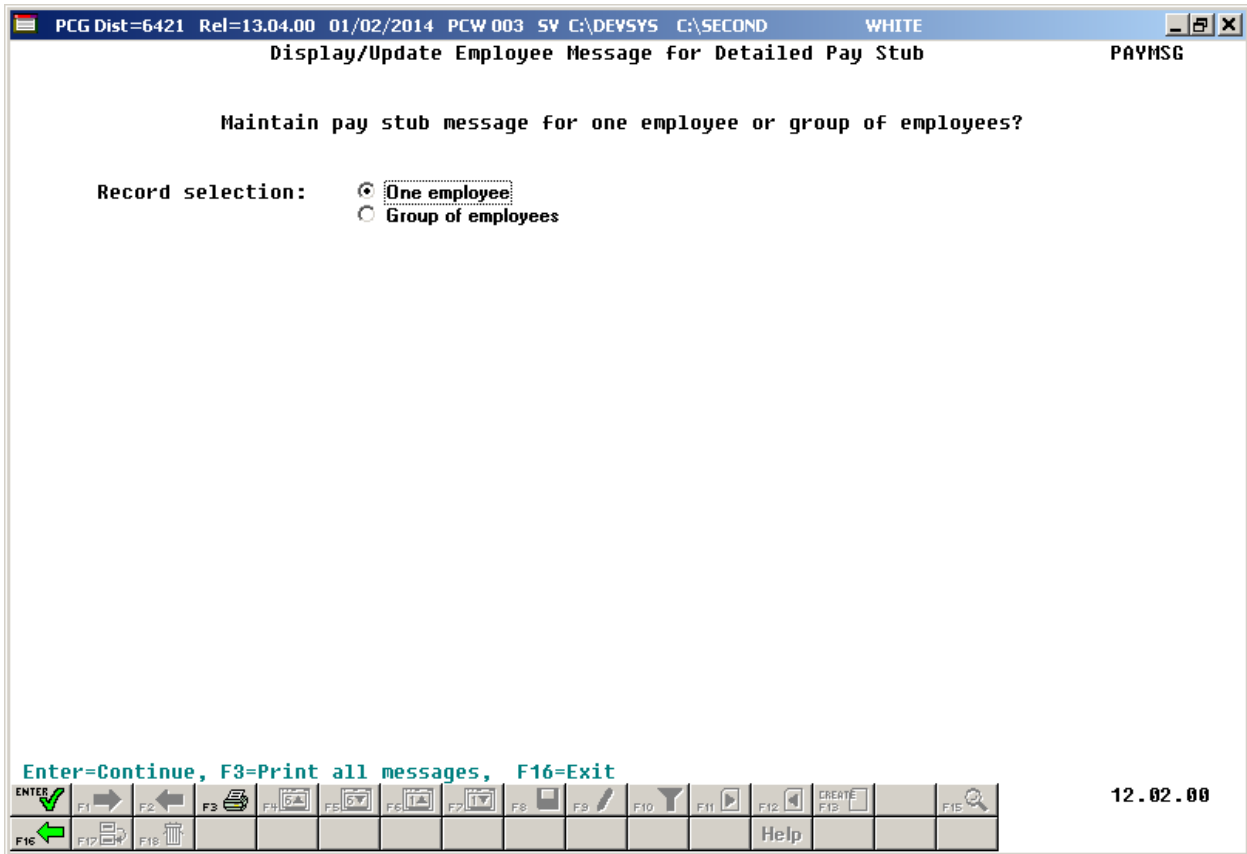
Step	Action
2	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



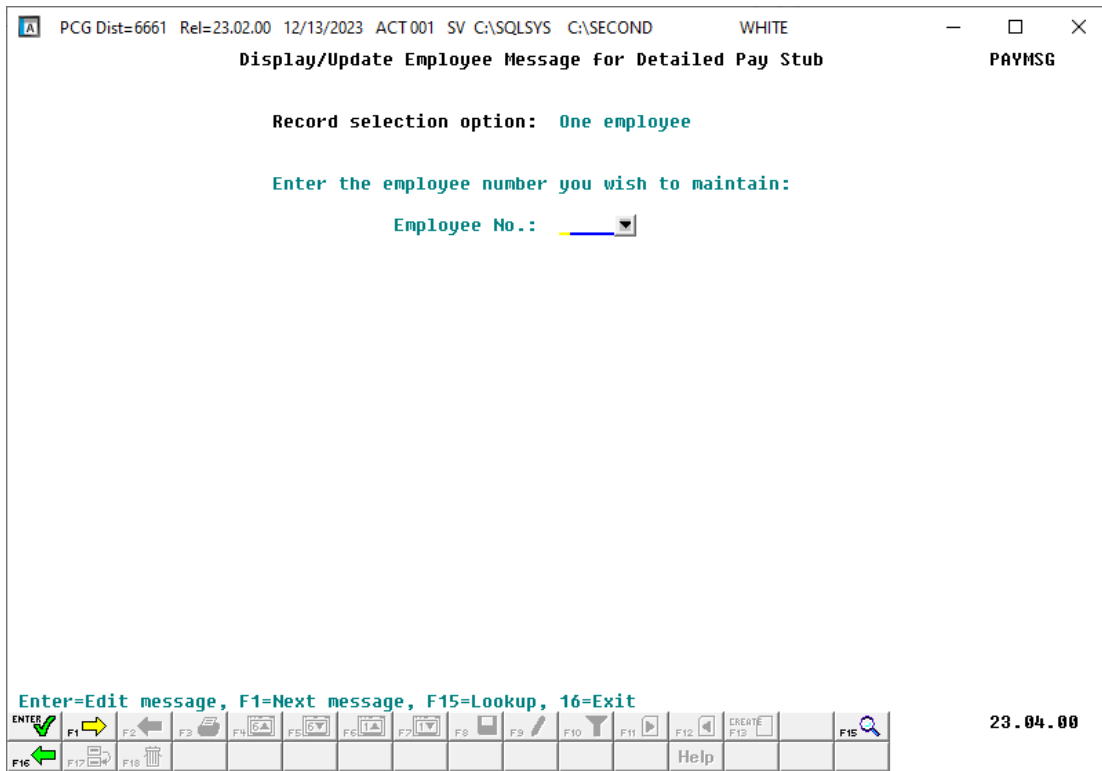
Step	Action
3	Select 18 (F18 – Detailed Pay Stub – Employee Message).



The following screen displays:



Step	Action
4	Select the <input type="radio"/> (Radio Button) to left of the One employee field.
5	Select  (Enter).

The following screen displays:



Step	Action
6	Enter the employee number, or select the drop-down selection icon  within the field to choose the employee's information. NOTE: Only active employees (Status of 'A') in a Pay Class selected for this payroll can be selected from this screen.
7	Select  (F15 – Lookup Employee Record).

The following screen displays:

Step	Action
8	Enter the employee number in the Input field, select Enter , and proceed to <i>Step 10</i> . <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. Proceed to Step 9.</i>

The following screen displays:

PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEV5YS C:\SECOND WHITE

Display Employee Message for Detailed Pay Stub PAYFIND
 Select Employee

Filter set: Status Current Order Name




Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD2ER, TA2	88127	999-08-8127	198	20	N	2	10	478	A	13
1	AD2ER, ZA2A	89327	999-08-9327	189	12	N	1	12	457	A	
2	AD2OCK, FR2DDA	89375	999-08-9375	106	12	N	1	12	457	A	
3	AD3M, SA3	89094	999-08-9094	9999	24	N	0		692	A	
4	AD4IR, CE4ESTA	89957	999-08-9957	111	24	N	2	10	692	A	
5	AD4IR, MI4HAELE	88757	999-08-8757	9999	24	N	0		999	A	
6	AD9ISON, HU9TER	87528	999-08-7528	103	23	N	1	10	457	A	
7	AD9MSON, DW9NA	88216	999-08-8216	8012	24	N	5		999	A	
8	ADAMS, ADELE	12121	111-22-3333	103	7	C	2	10	103	A	
9	AG9ILERA, JO9UE	88464	999-08-8464	106	23	N	2	10	445	A	

FKEY = Record Found Above
 or PgUp/PgDn = Previous/Next 10 Records
 F16=new search, F18-Clear Employee Filter
 F1-9 = Choose from Selection Above

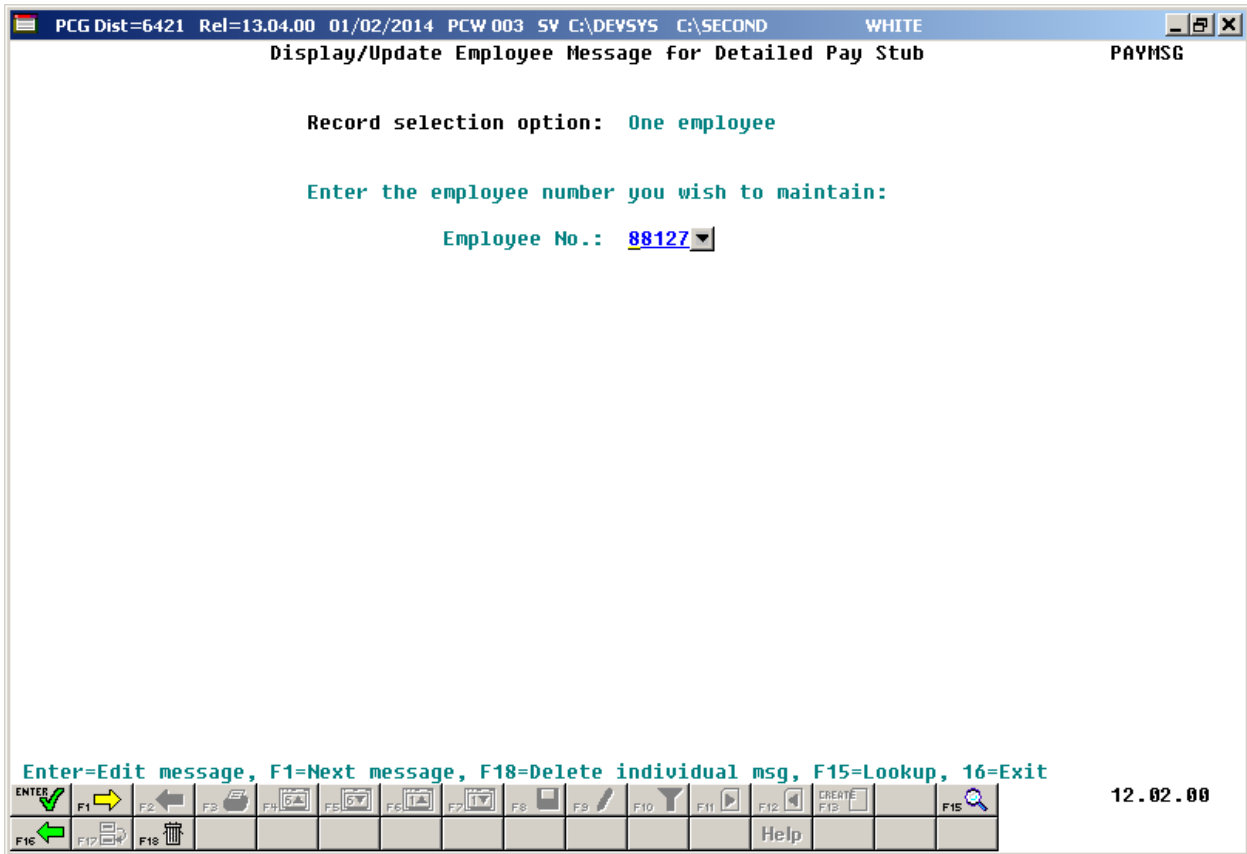
Order changed to Alpha



ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F16 ← SET F17 F18 PGUP ▲ PGDN ▼ Help

13.02.00

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

The following screen displays:



Step	Action
10	<p>Select  (Enter).</p> <p>Select  (F1 – Next Record) to scan the employee message file for the next employee message where appropriate.</p>

The following screen displays:

PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEV5YS C:\SECOND WHITE

Display/Update Employee Message for Detailed Pay Stub PAYMSG

Record selection option: One employee

Status A -- Active Emp. no. 88127 AD2ER, TA2


SSN 999 08 8127 Pay Loc 198 Location 000198 Class 20 FOOD SERVICE MANAG
 Work Loc 198 Location 000198 Job 478 SCHOOL FOOD SERVIC
 Pension TRS CS1 Job 478 (From CPI)

Address 2879 MAIN STREET

City/State SMITH , GA
 Zip Code 33333 County 160
 Phone (999)555-1873 Out of State

Employee pay stub message:

12.02.00

Step	Action
11	PCGenesis automatically displays the employee's Status, Emp. no., Name, SSN, Pay Loc, Class, Work Loc, Job, Pension, CS1 Job, Address, and Phone fields. These fields are non-modifiable and are for information only.
12	Enter the Employee pay stub message text.
13	Select  (Enter).

The following screen displays:

PCG Dist=6421 Rel=13.04.00 01/02/2014 PCW 003 SV C:\DEV\SV C:\SECOND WHITE

Display/Update Employee Message for Detailed Pay Stub PAYMSG

Record selection option: One employee

Status A -- Active Emp. no. 88127 AD2ER, TA2

SSN 999 08 8127 Pay Loc 198 Location 000198 Class 20 FOOD SERVICE MANAG
 Work Loc 198 Location 000198 Job 478 SCHOOL FOOD SERVIC
 Pension TRS CS1 Job 478 (From CPI)

Address 2879 MAIN STREET


City/State SMITH, GA
 Zip Code 33333 County 160
 Phone (999)555-1873 Out of State

Employee pay stub message:
TA2, YOUR FEDERAL FILING STATUS HAS BEEN MODIFIED TO MARRIED WITH 3 DEPENDENTS

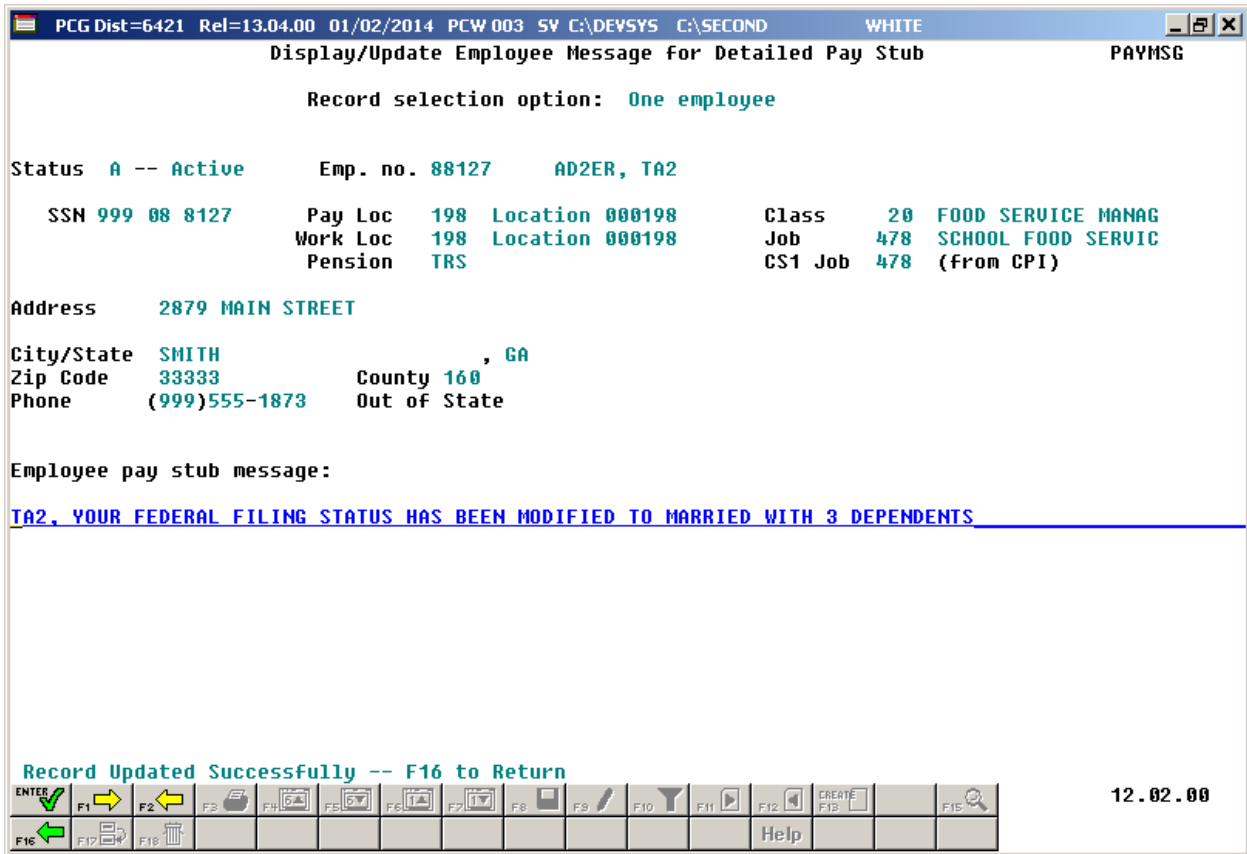
Record Validated Successfully -- F8 to Save





12.02.00

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

Step	Action
14	Verify "Record Validated Successfully – F8 to Save." displays, and select  (F8 – Save Changes).

The following screen displays:

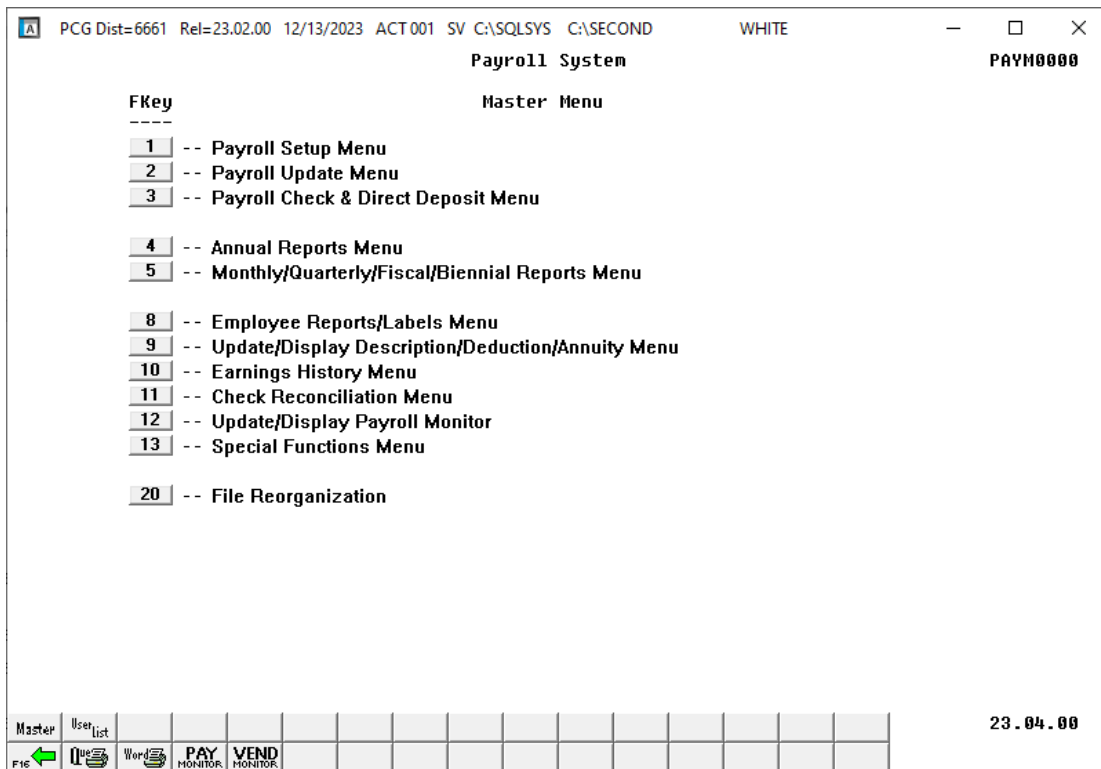


Step	Action
15	Verify “Record Updated Successfully” displays, and select  (F16 - Exit) to return to the <i>Employee Selection</i> screen.
16	Select  (F16 - Exit) twice to return to the <i>Payroll Update Menu</i> . or Select  (F1 – Next Record) and  (F2 – Previous Record) to scan the employee message file for the next or previous employee message where appropriate.

Procedure B: Deleting Employee Messages for the Detailed Pay Stub – One Employee

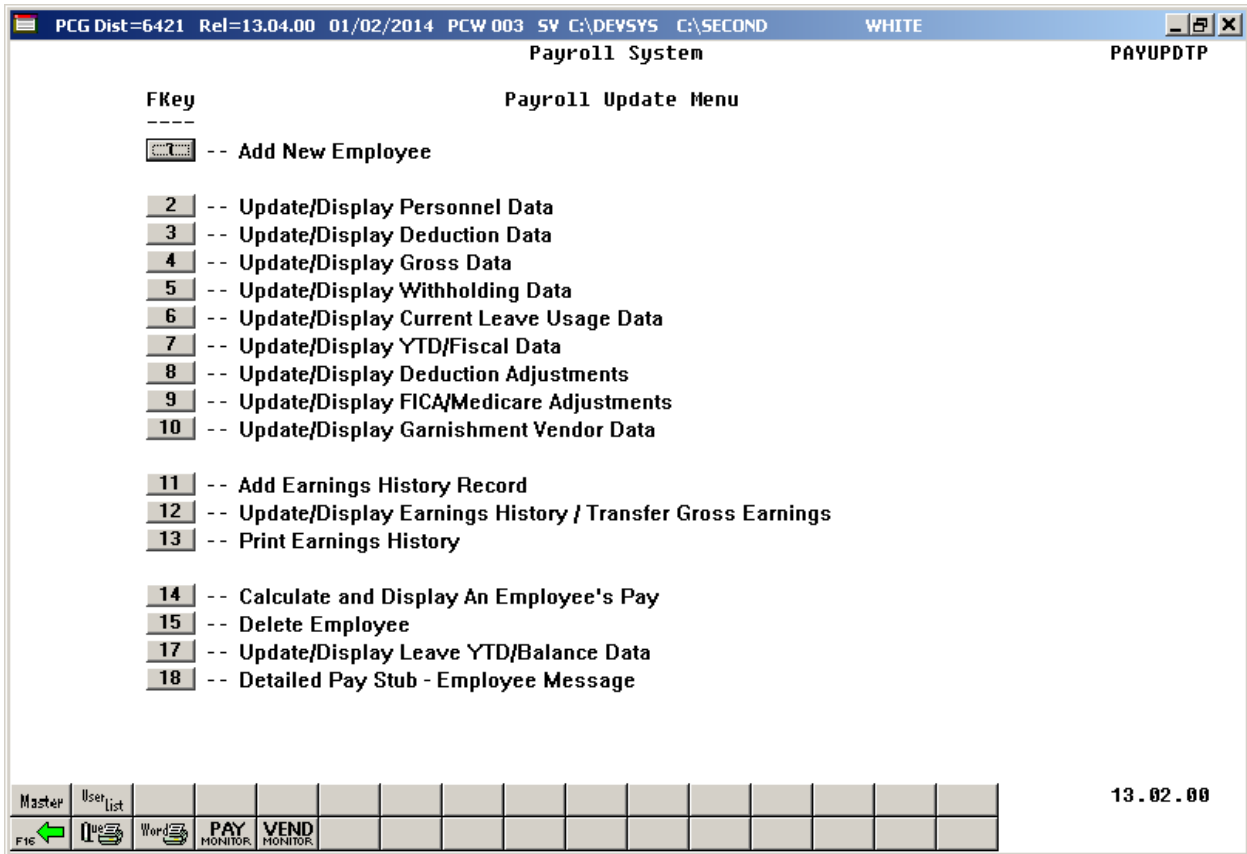
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



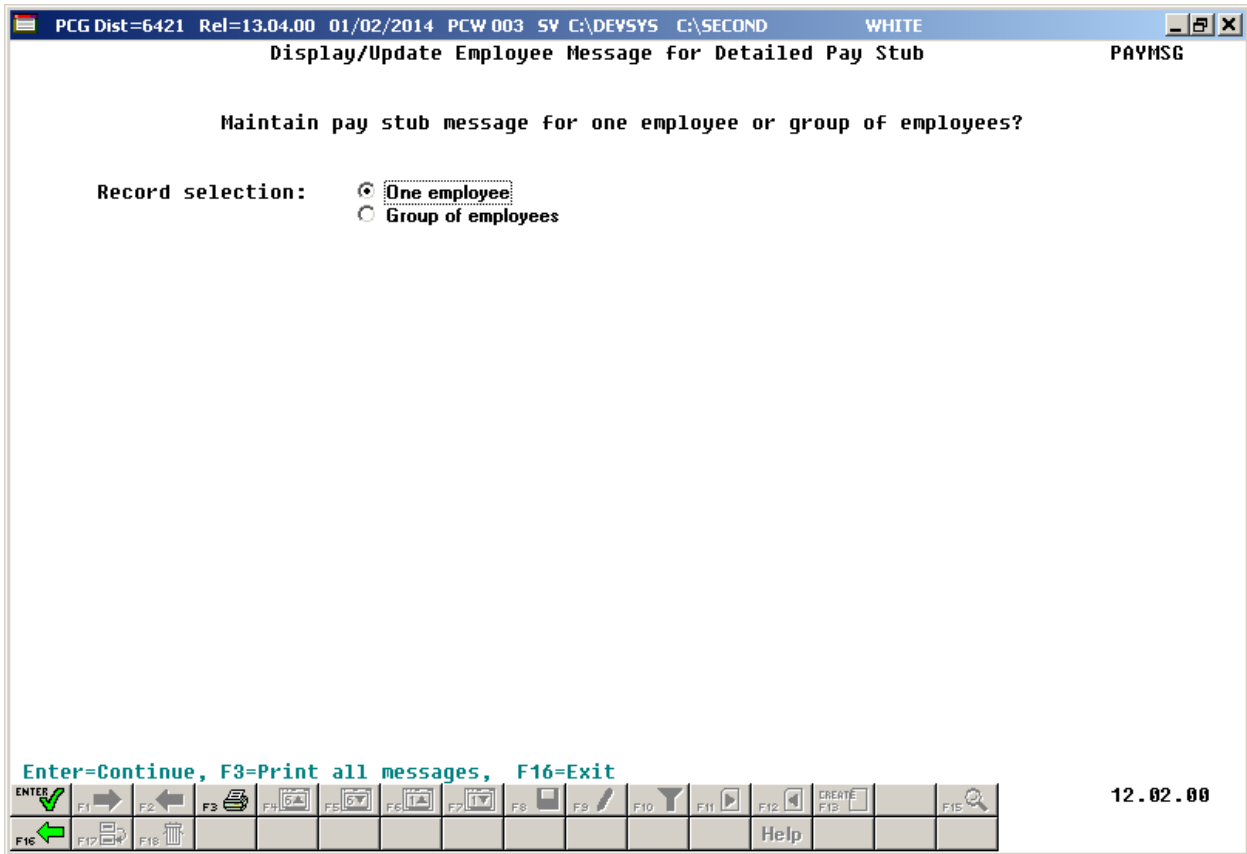
Step	Action
2	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



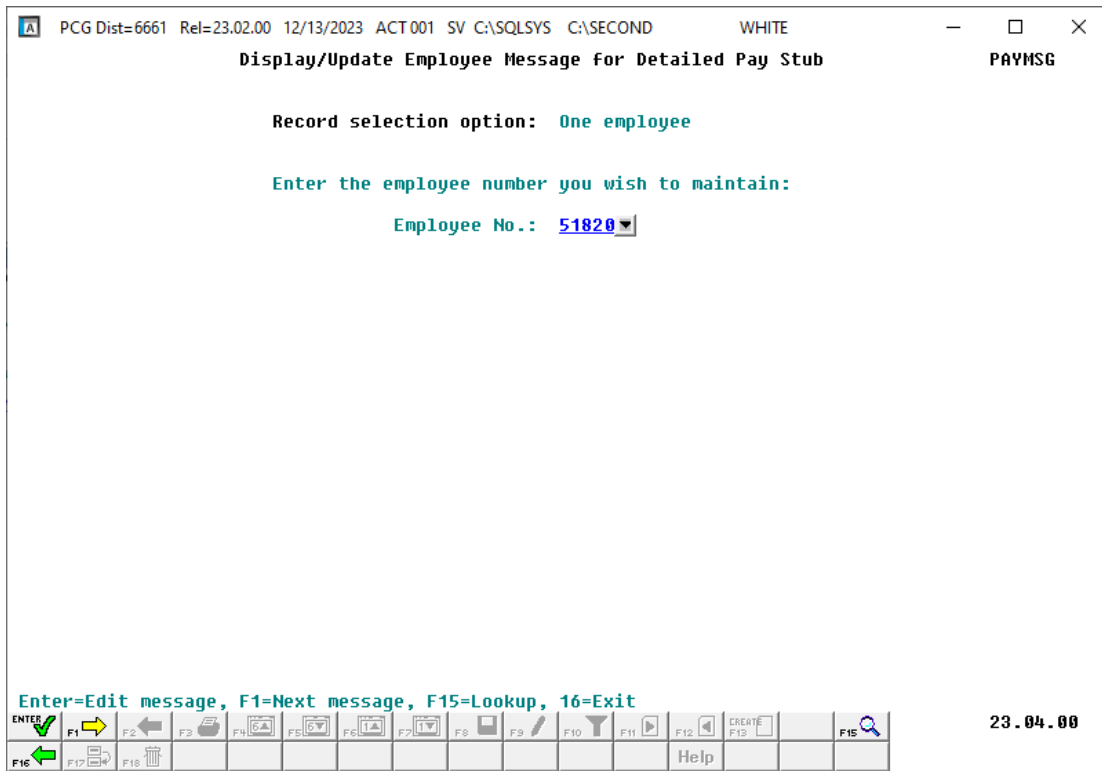
Step	Action
3	Select 18 (F18 – Detailed Pay Stub – Employee Message).



The following screen displays:



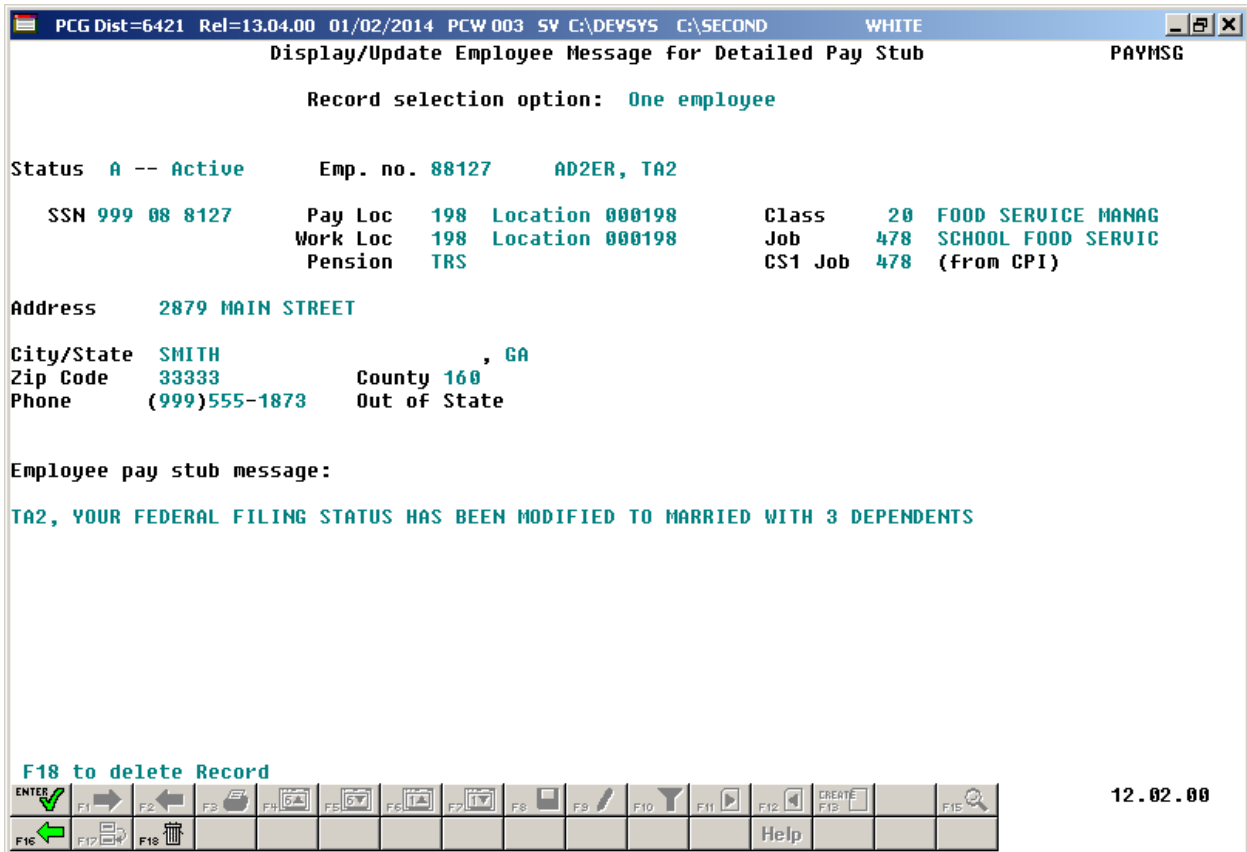
Step	Action
4	Select the <input type="radio"/> (Radio Button) to left of the One employee field.
5	Select  (Enter).


The following screen displays:



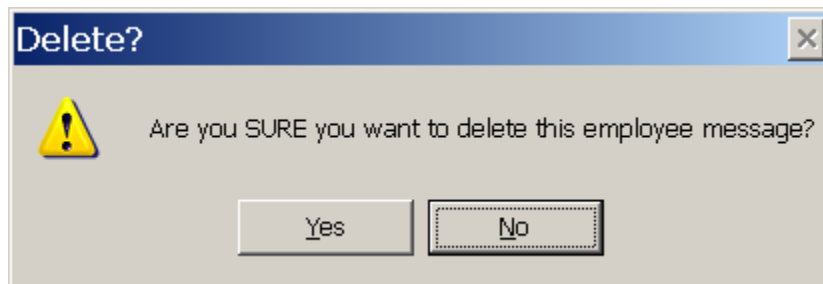
Step	Action
6	Enter the employee number, or select the drop-down selection icon  within the field to choose the employee's information. NOTE: Only active employees (Status of 'A') in a Pay Class selected for this payroll can be selected from this screen.
7	Select  (F18 – Delete Employee Message Record).

The following screen displays:



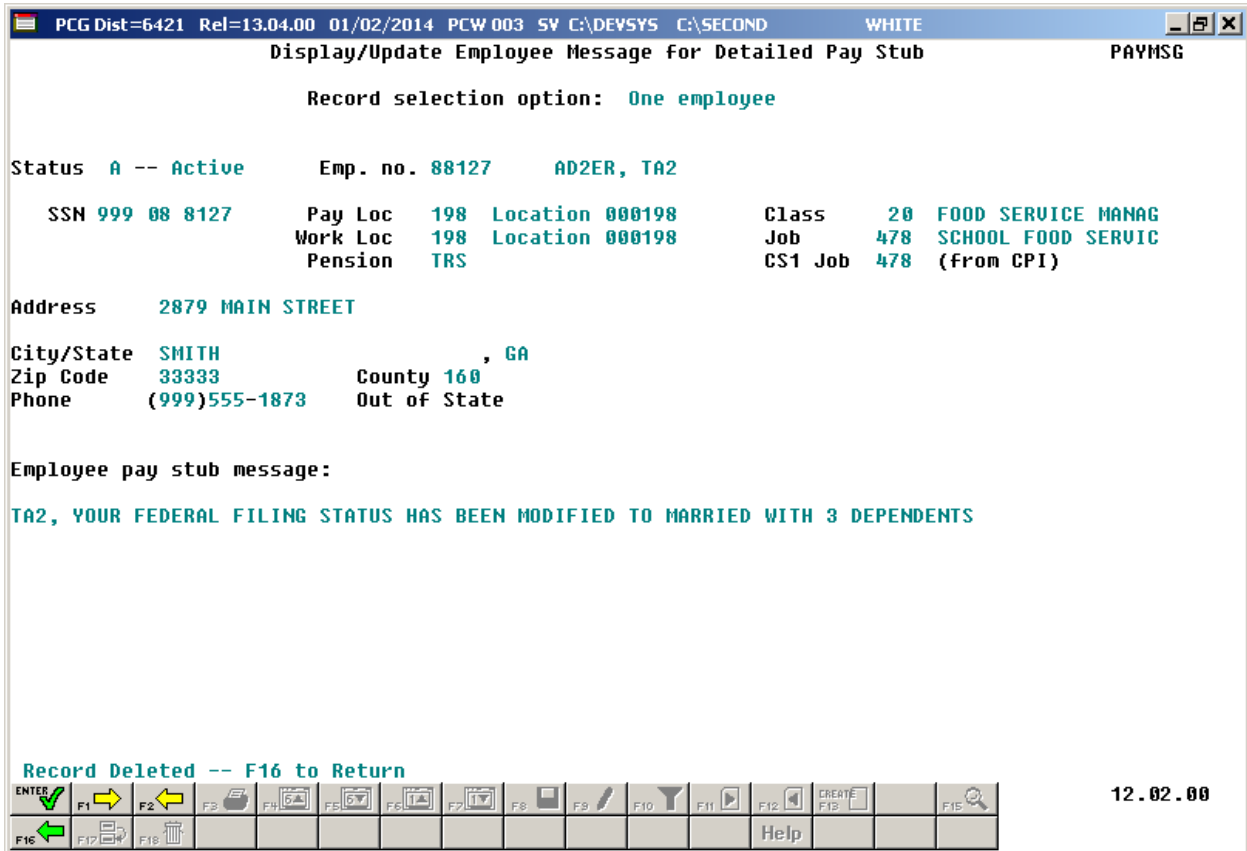
Step	Action
8	Verify “PF18 to Delete Record” displays, and select  (F18 – Confirm Delete).


The following dialog box displays:



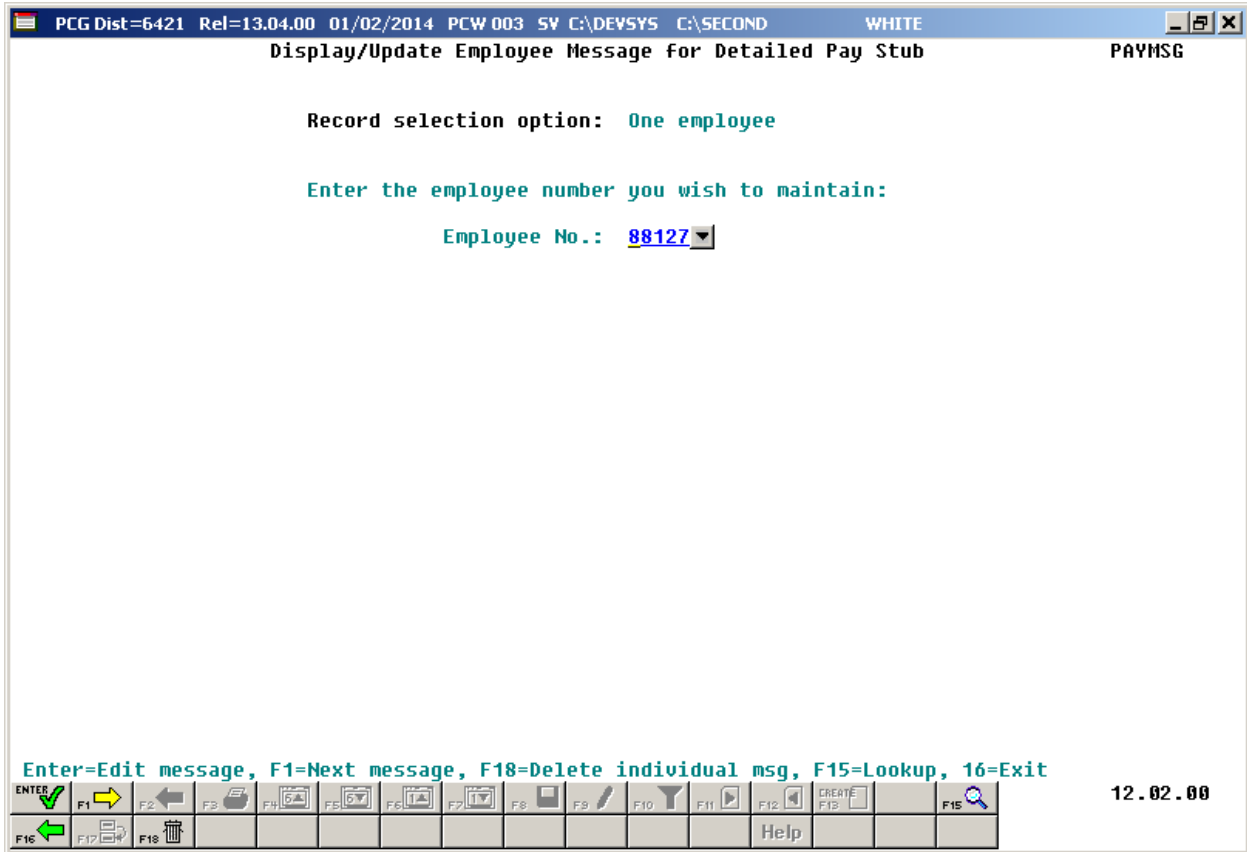
Step	Action
9	Select <input type="text" value="Yes"/> (Yes). When selecting 'NO', "Employee message not deleted" displays. Select  (F16 - Exit) to return to the Display/Update Employee Message Selection screen.




The following screen displays:



Step	Action
10	Verify "Record Deleted -- F16 to Return" displays, and select  (F16 - Exit) to return to the Display/Update Employee Message Entry/Selection screen.

The following screen displays:



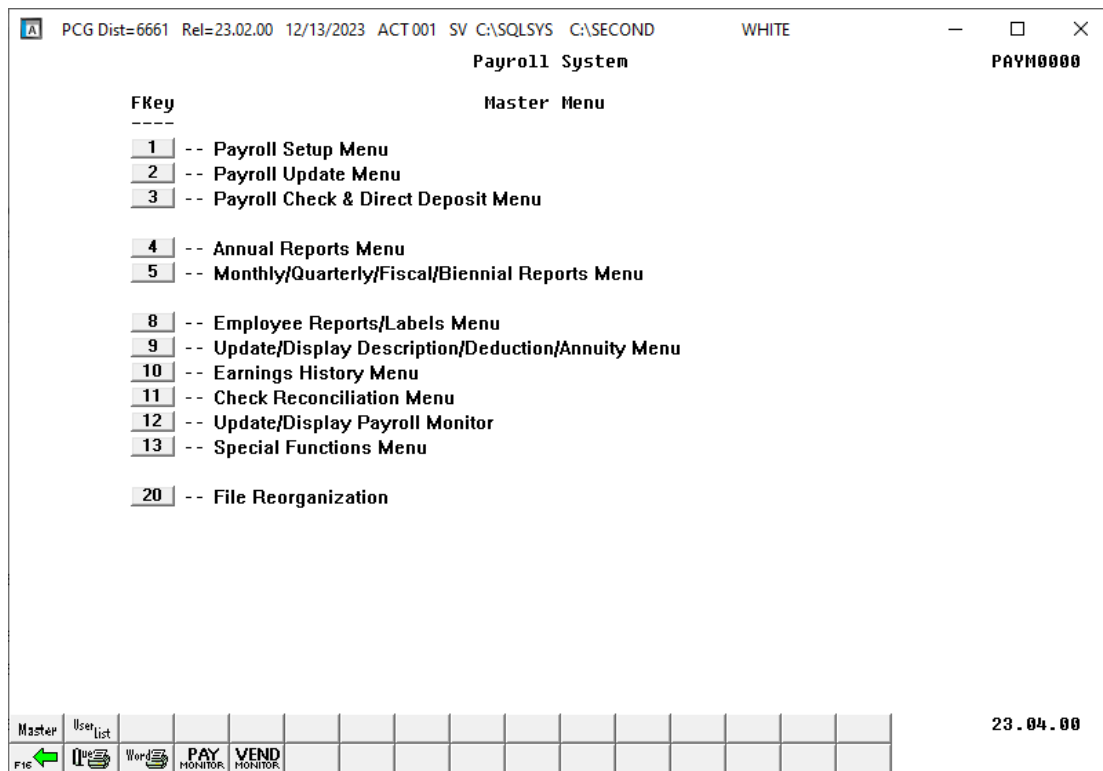
Step	Action
11	<p>Select  (F16 - Exit) twice to return to the <i>Payroll Update Menu</i>.</p> <p>or</p> <p>Enter a new employee number, and select  (Enter) to edit another employee message.</p> <p>or</p> <p>Select  (F1 - Next Record) to scan the employee message file for the next employee message where appropriate.</p>

Procedure C: Creating, Updating, Displaying Employee Messages for the Detailed Pay Stub – A Group of Employees

PCGenesis has the ability to print a unique, individual message on the new detailed pay stub targeted to one particular employee or a group of employees. These instructions (*Procedure C*) describe how to create a pay stub message for a group of employees.

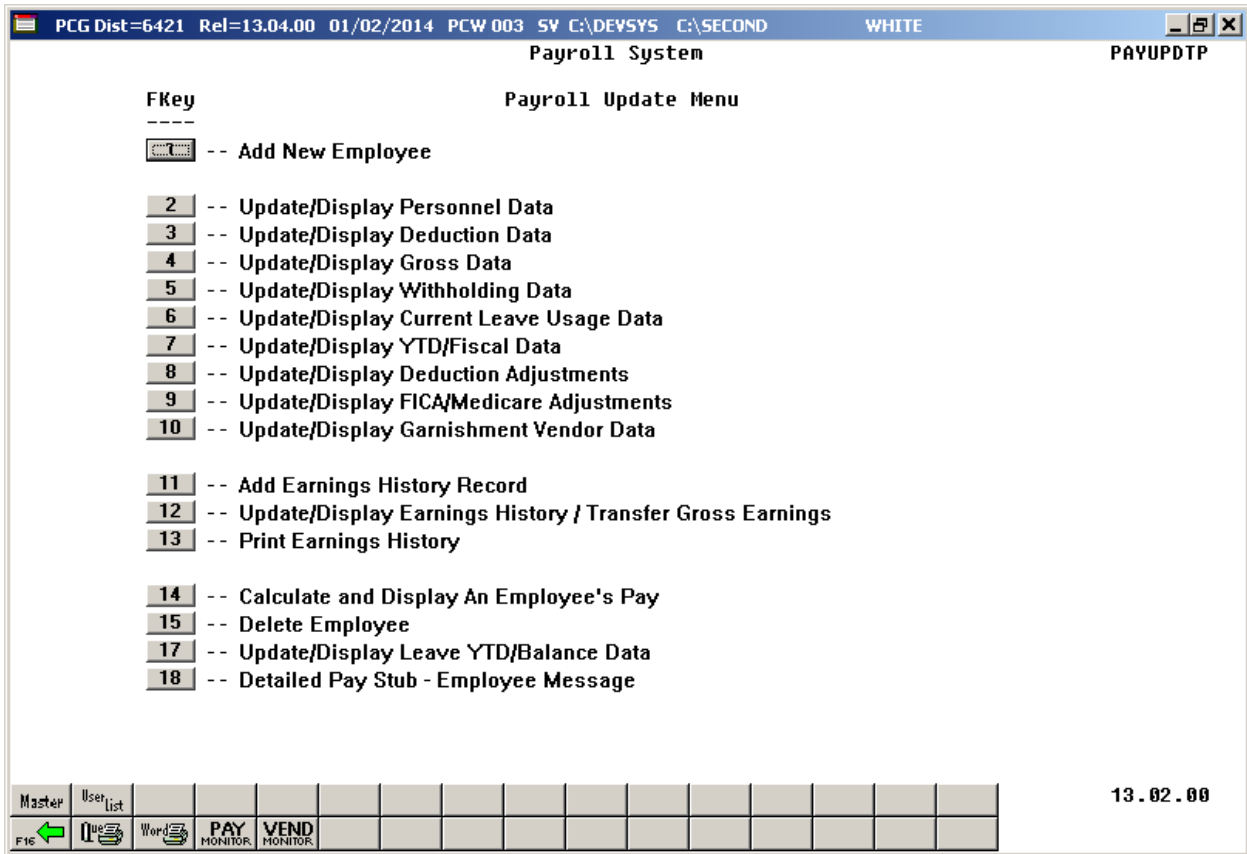
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



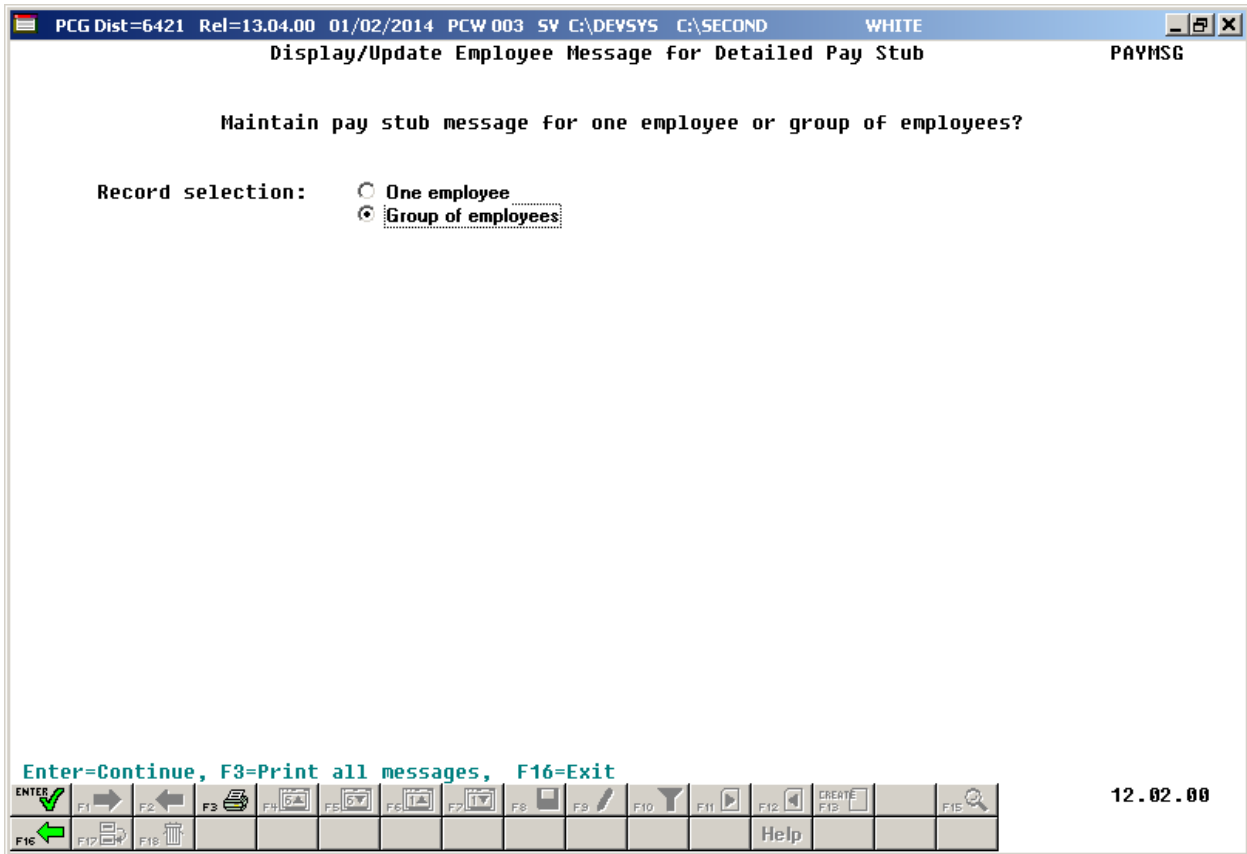
Step	Action
2	Select 2 (F2 - Payroll Update Menu).

The following screen displays:



Step	Action
3	Select 18 (F18 – Detailed Pay Stub – Employee Message).


The following screen displays:



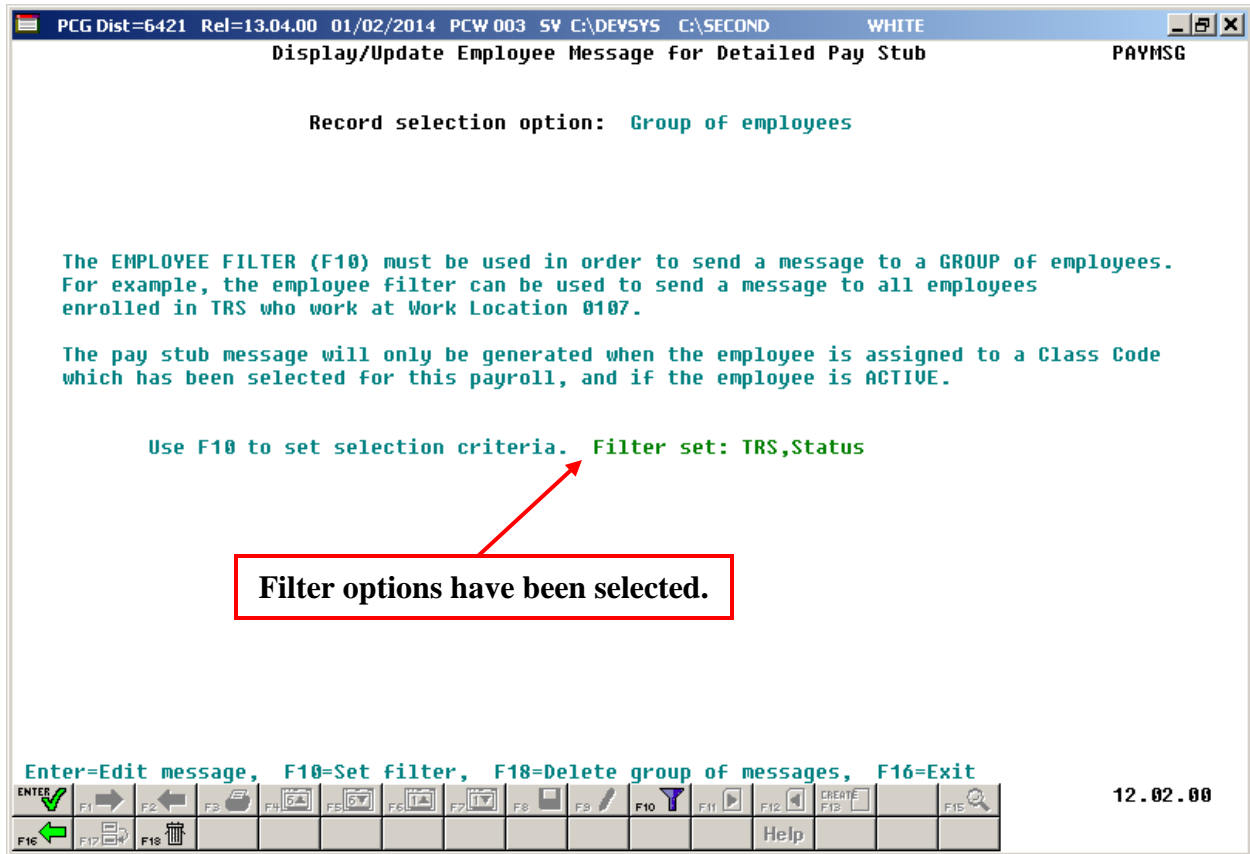
Step	Action
4	Select the <input type="radio"/> (Radio Button) to left of the Group of employees field.
5	Select <input type="button" value="ENTER ✓"/> (Enter).

The following screen displays:



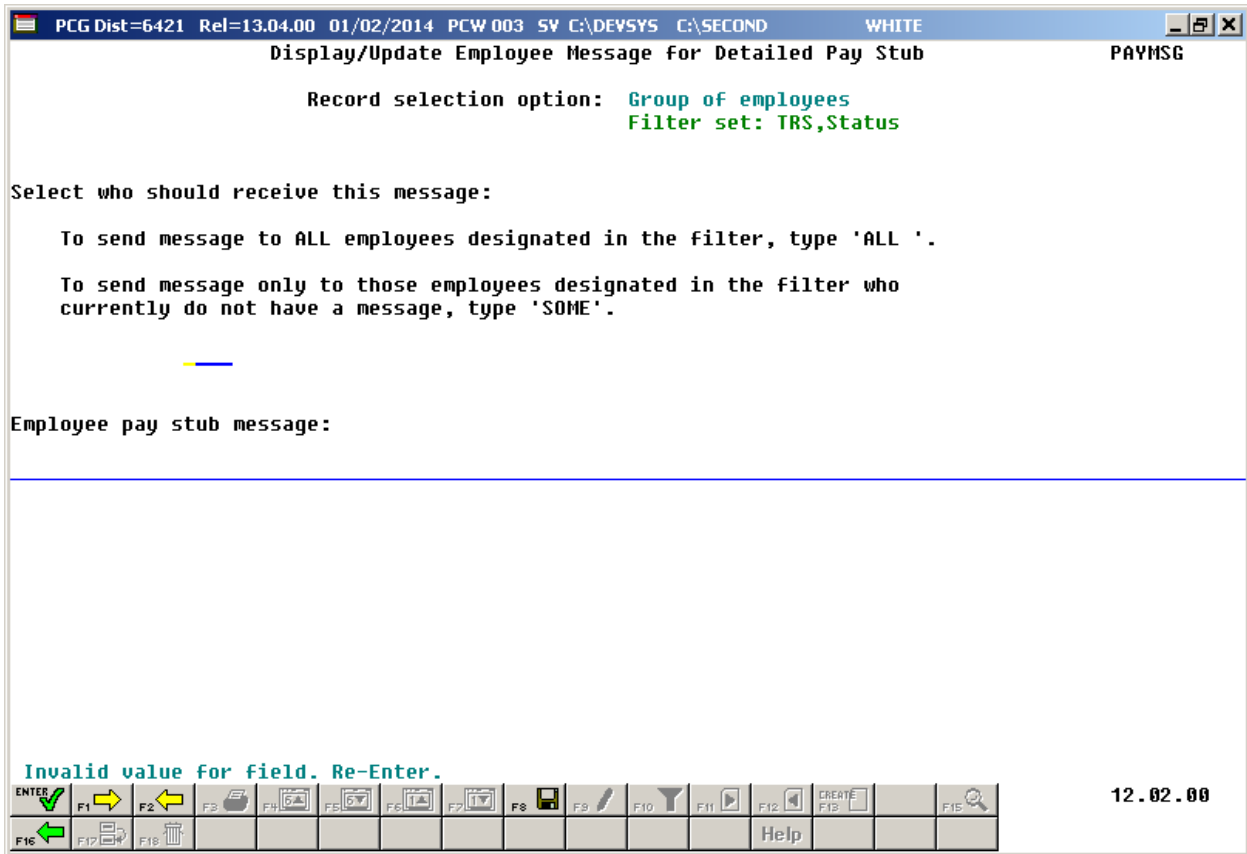
Step	Action
6	<p>Select  (F10 – Set filter condition). The filter conditions must be set in order to proceed to the next screen. Refer to Topic 1: Set/Clear Employee Search Criteria for instructions on defining the record selection criteria.</p> <p>NOTE: The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of ‘A’).</p>


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



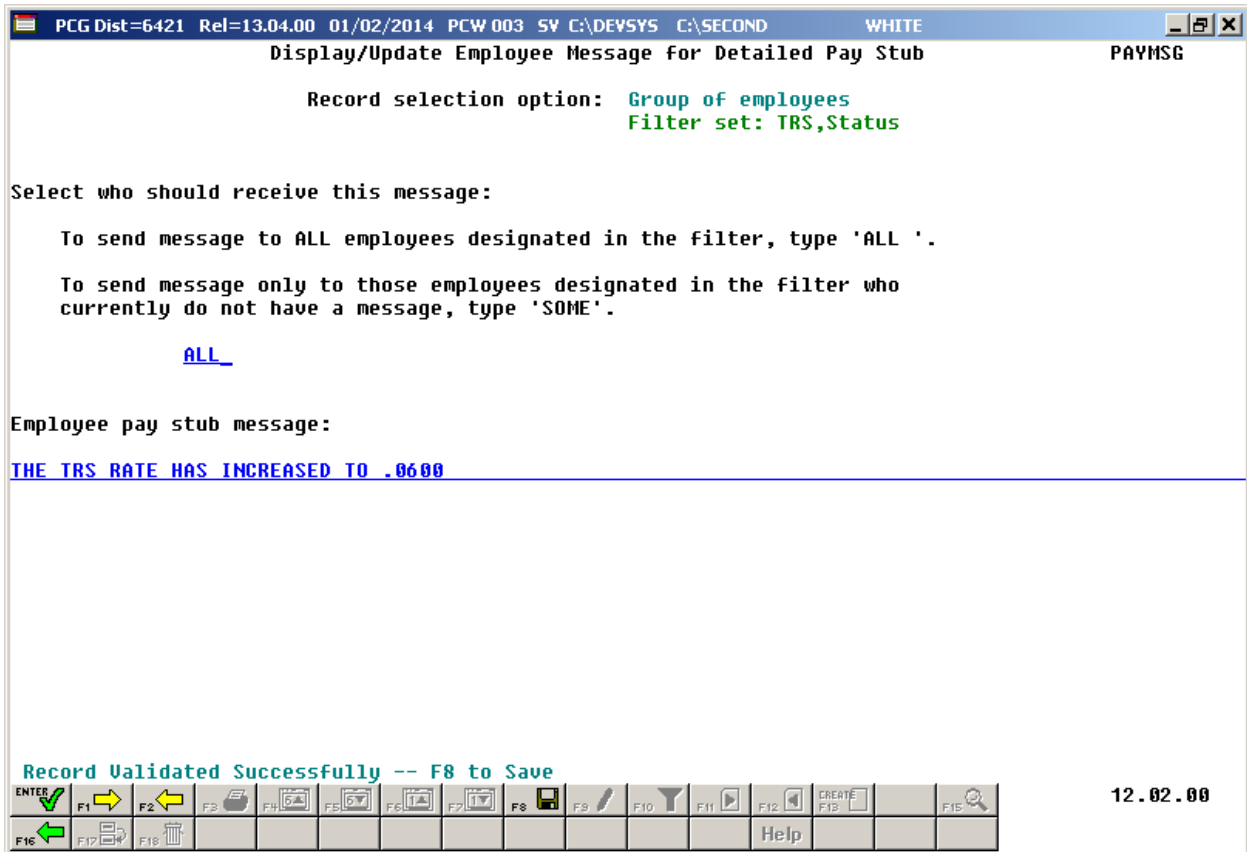
Step	Action
7	Select  (Enter).


The following screen displays:



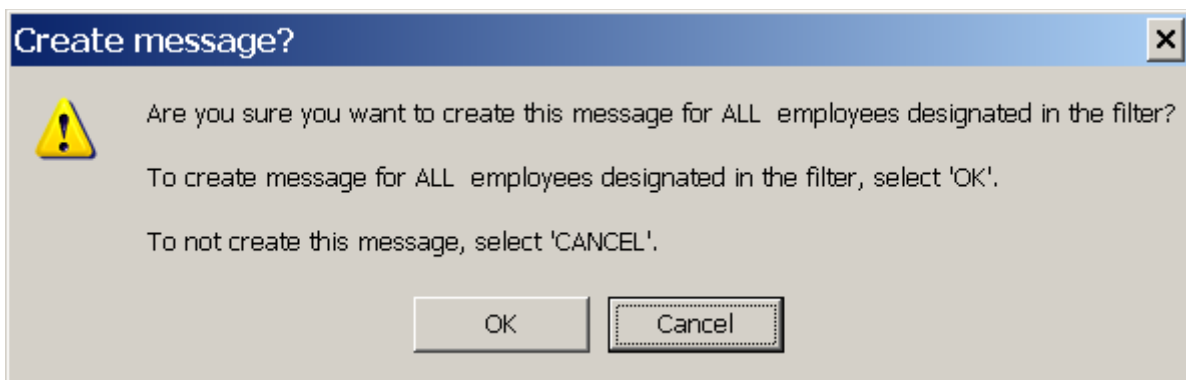
Step	Action
8	Select the employees who should receive this message. Enter ALL to send a message to ALL employees designated in the filter. Enter SOME to send a message only to those employees designated in the filter who currently do not have a message. In other words, if a message has already been entered for an employee covered in this group of employees, do not override the existing message.
9	Enter the Employee pay stub message text.
10	Select  (Enter).

The following screen displays:

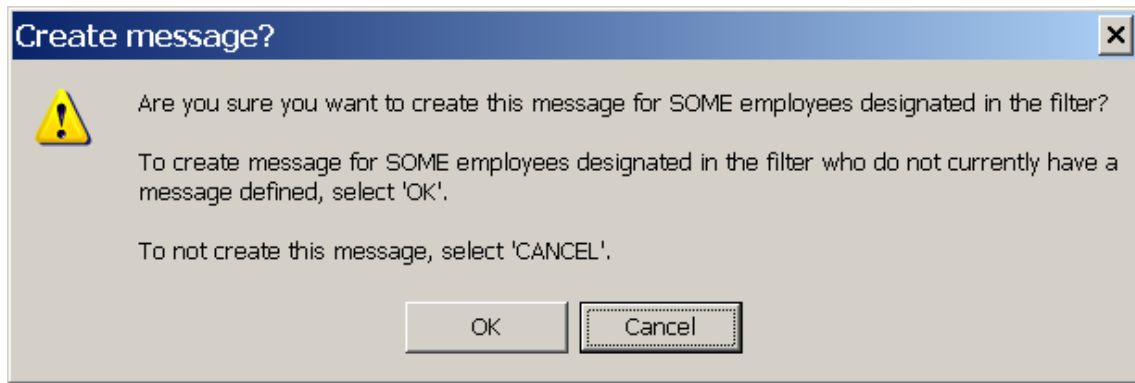


Step	Action
11	Verify “Record Validated Successfully – F8 to Save.” displays, and select  (F8 – Save Changes).

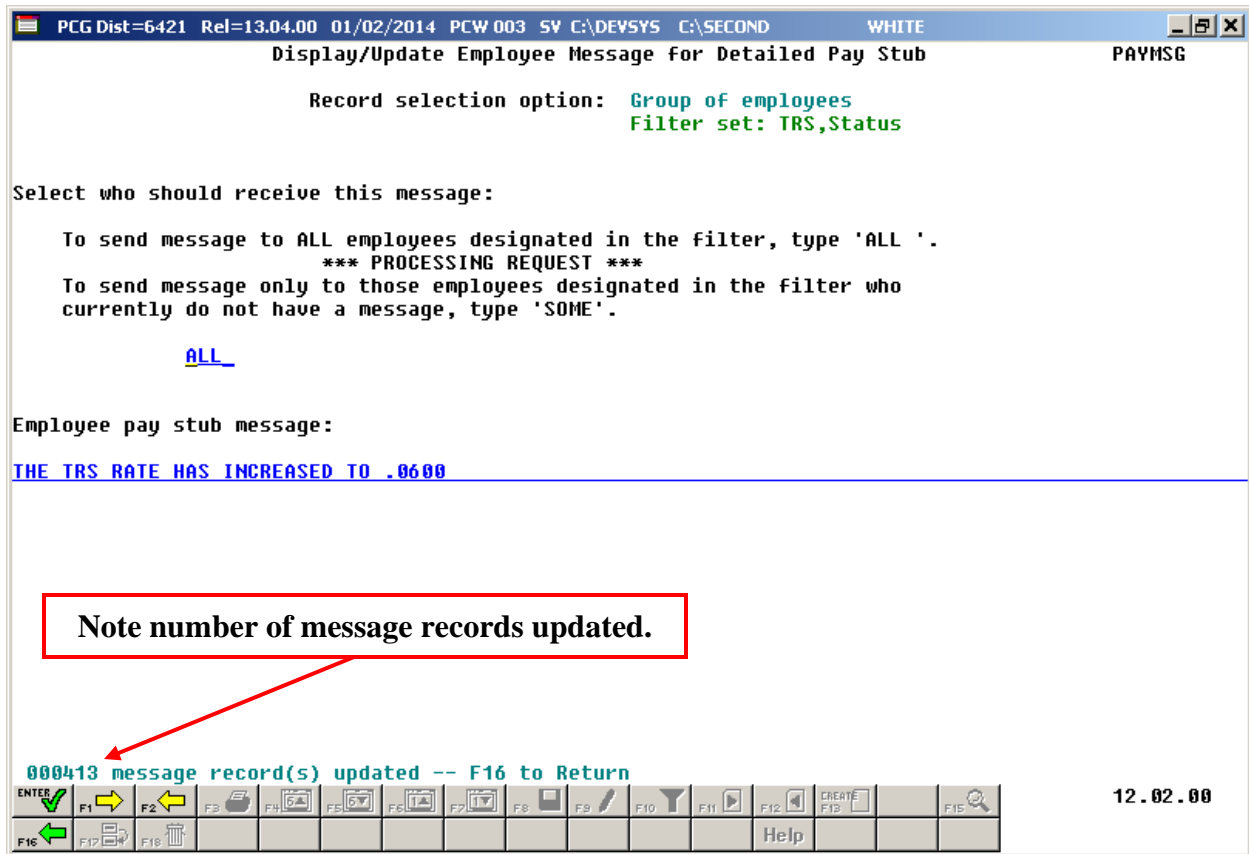
If the **ALL** option has been selected, the following dialog box displays:





If the **SOME** option has been selected, the following dialog box displays:



After selecting 'OK' to the dialog box, the following screen displays:



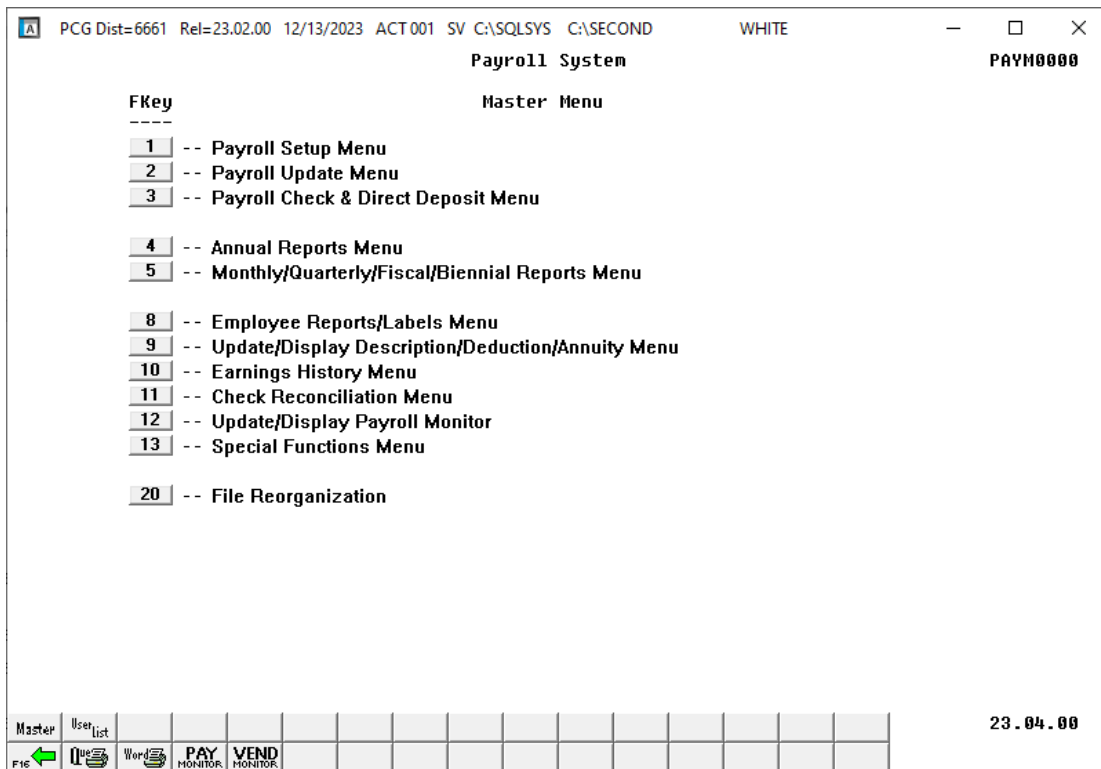
Note number of message records updated.

Step	Action
12	<p>Verify “<i>message record(s) updated</i>” displays, and select  (F16 - Exit) to return to the <i>Group of Employees Selection</i> screen. Make note of the number of message records created or updated.</p> <p>If the system does not find any matching employee records, the message “<i>No match on requested records. Reset selection filter options.</i>” displays. This may occur if all employees matching the selection criteria are inactive or terminated, or if the employees do not belong to a Class Code selected for this payroll run, or if there are no employees who match the filter criteria.</p>
13	Select  (F16 - Exit) twice to return to the <i>Payroll Update Menu</i> .

Procedure D: Deleting Employee Messages for the Detailed Pay Stub – A Group of Employees

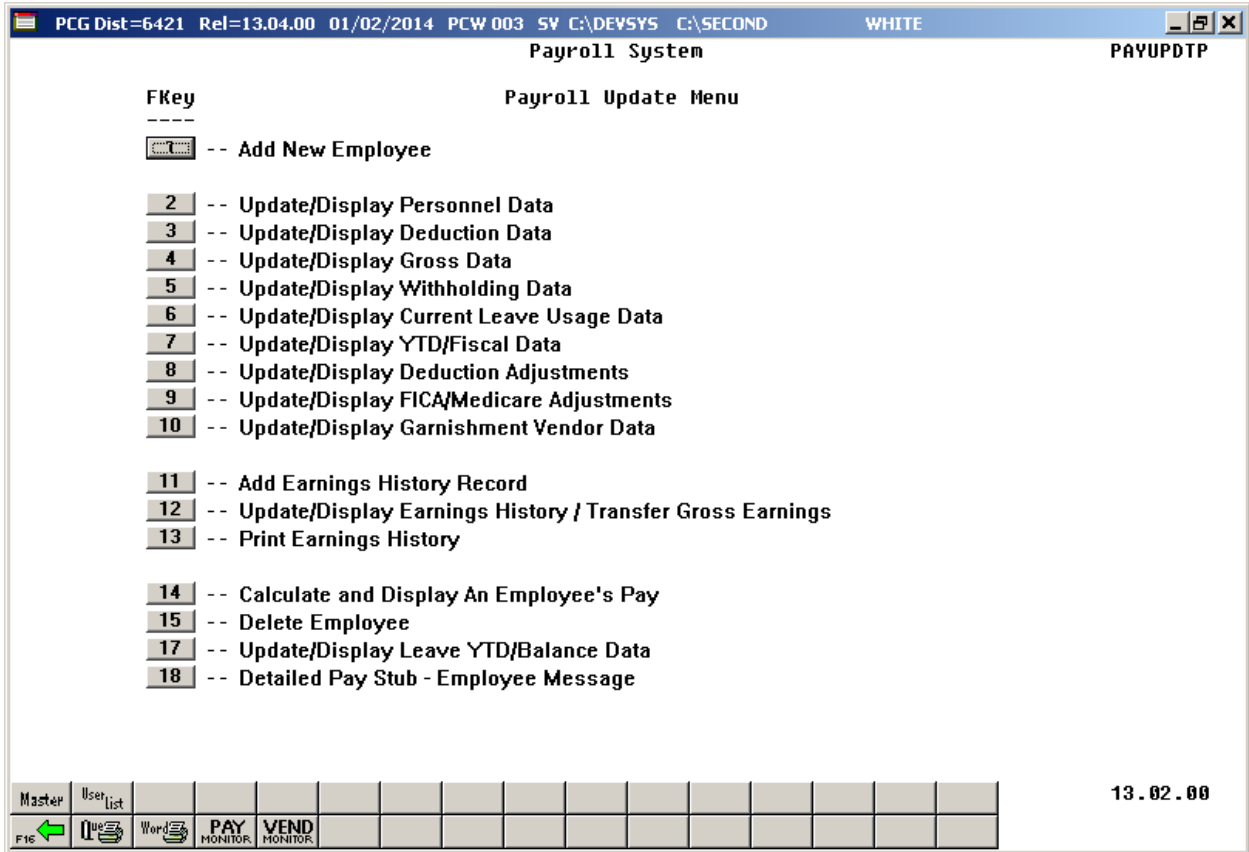
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



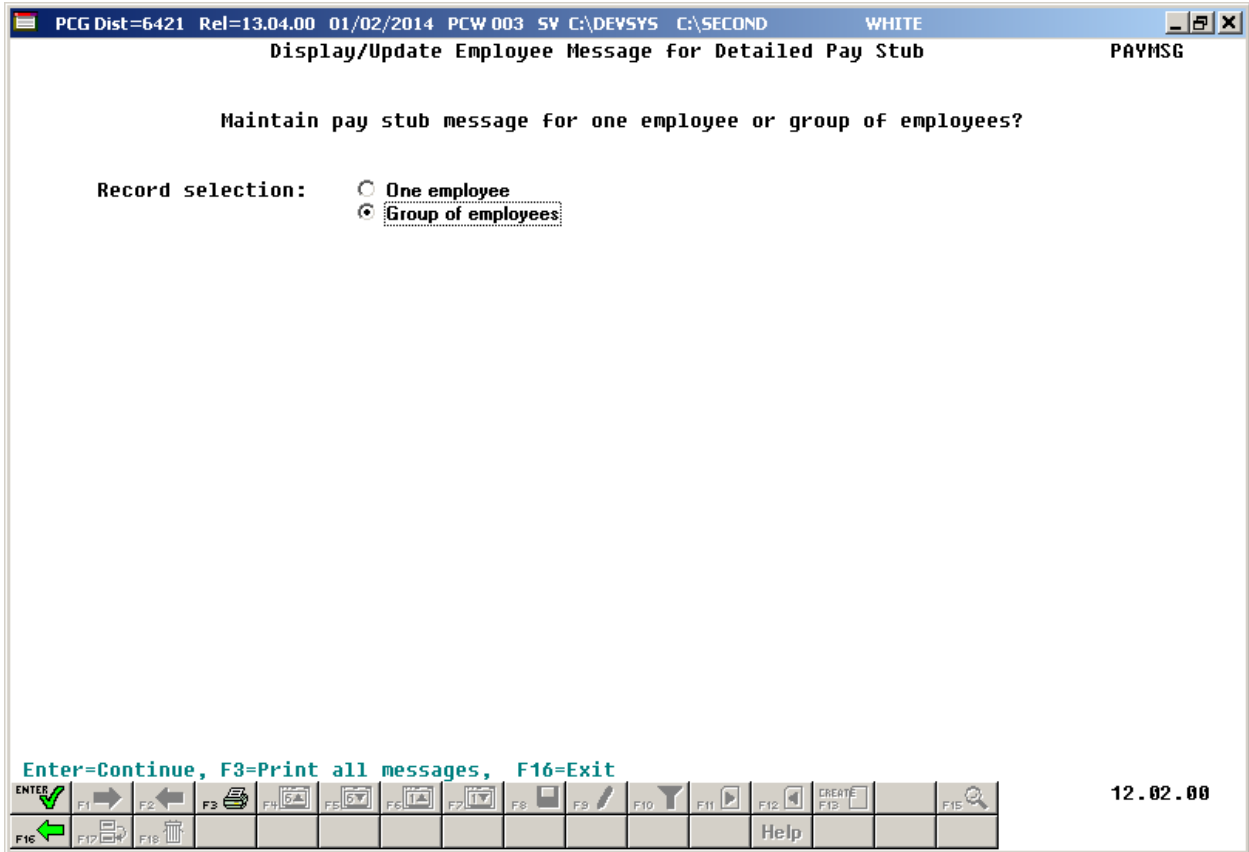
Step	Action
2	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



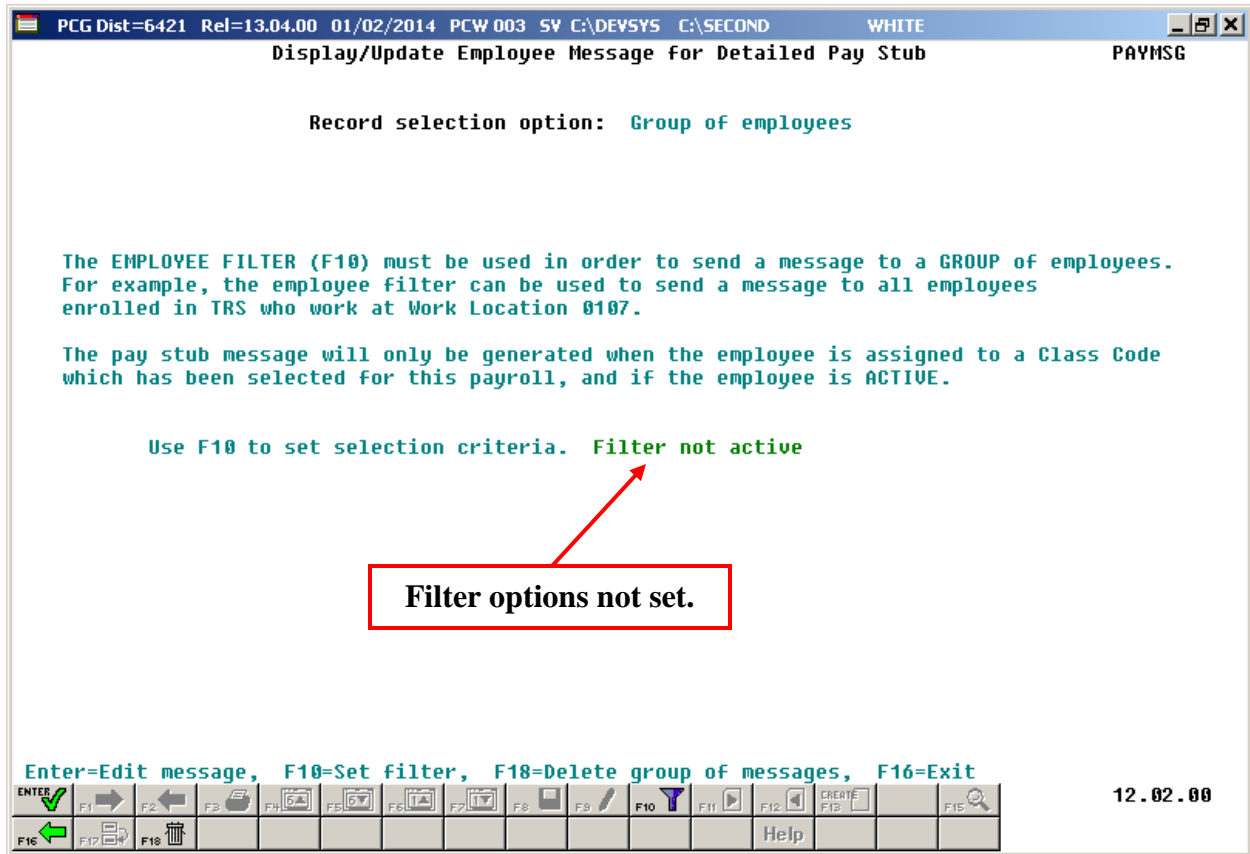
Step	Action
3	Select 18 (F18 – Detailed Pay Stub – Employee Message).


The following screen displays:



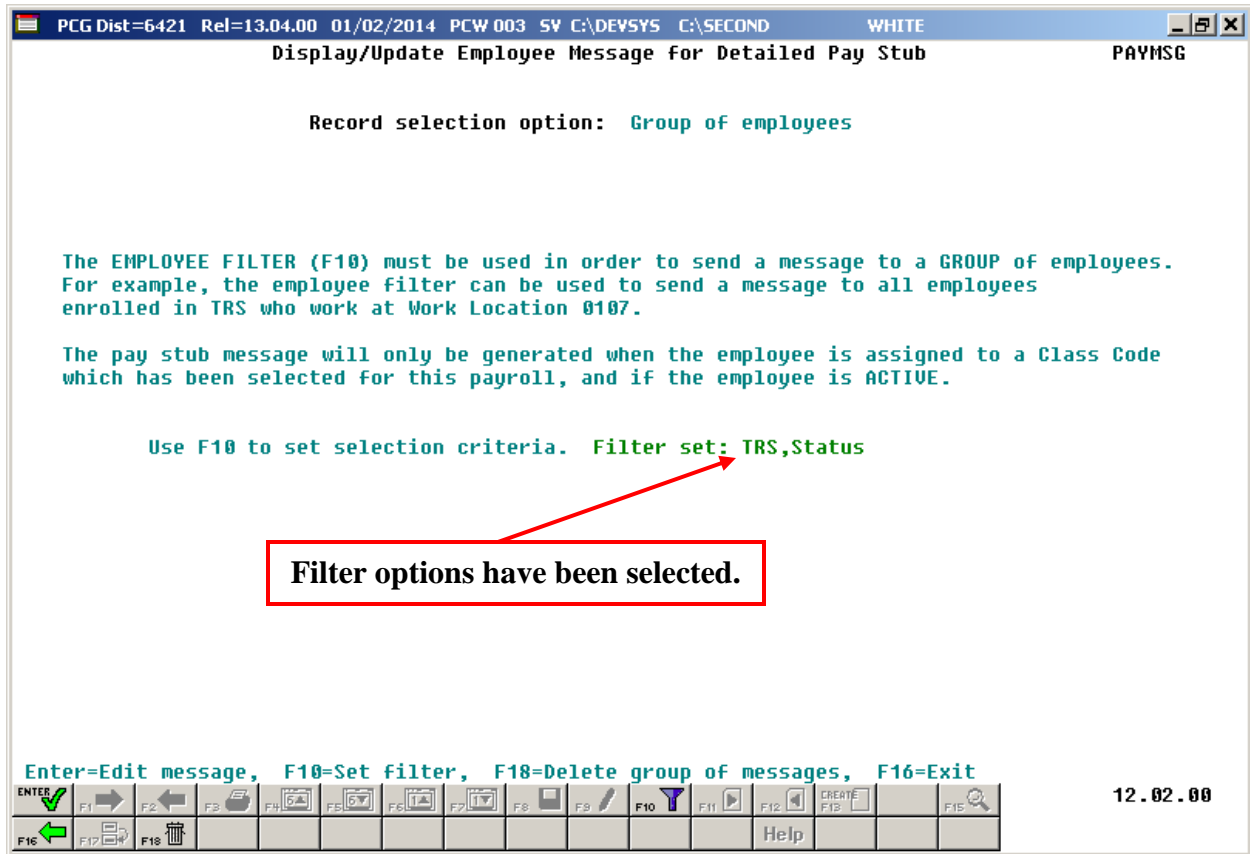
Step	Action
4	Select the <input type="radio"/> (Radio Button) to left of the Group of employees field.
5	Select  (Enter).

The following screen displays:



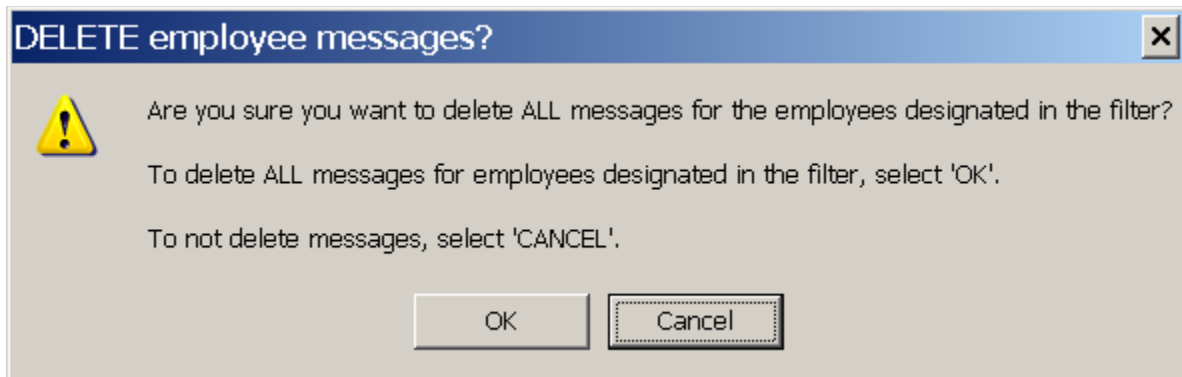
Step	Action
6	<p>Select  (F10 – Set filter condition). The filter conditions must be set in order to proceed to the next screen. Refer to Topic 1: Set/Clear Employee Search Criteria for instructions on defining the record selection criteria.</p> <p>NOTE: The pay stub message will only be generated when the employee is assigned to a Class Code which has been selected for this payroll, and if the employee is active (Status of ‘A’).</p>

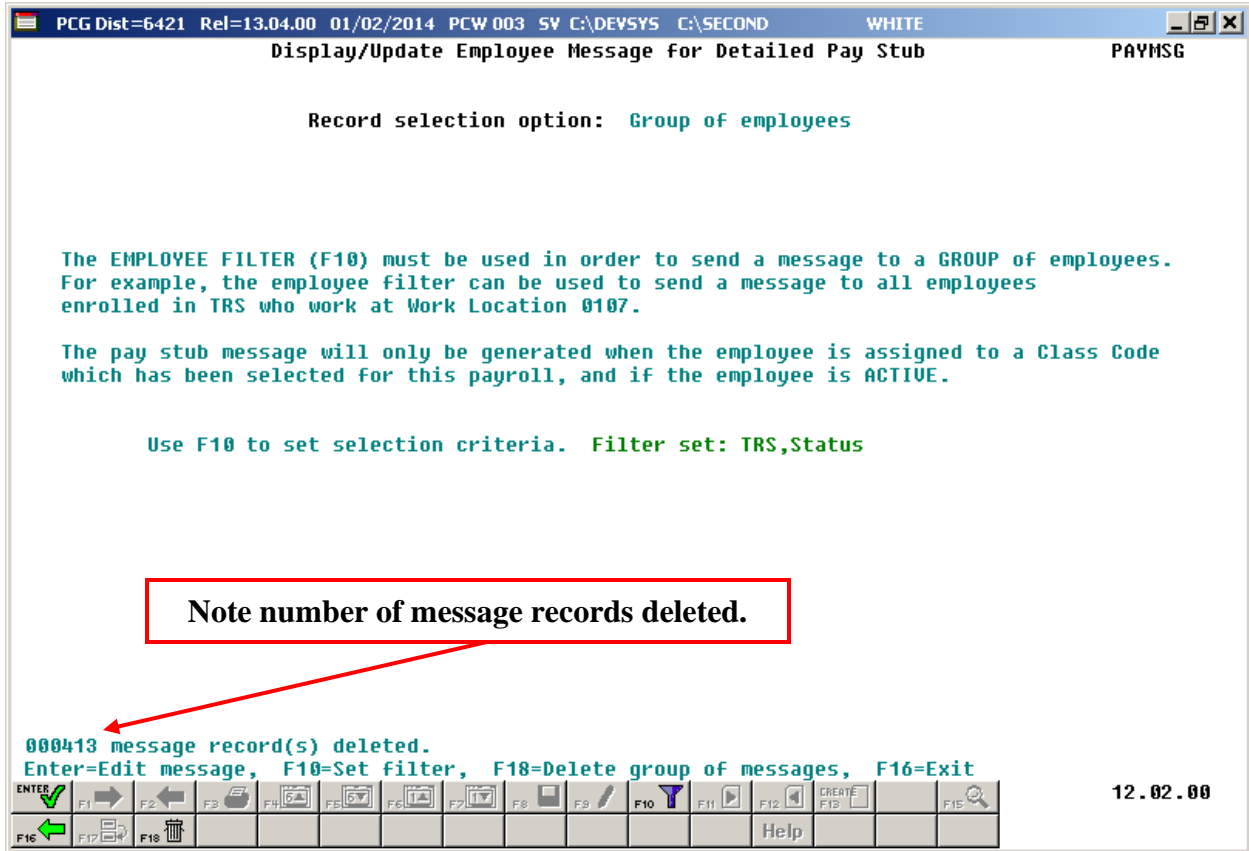
Once the filter conditions are set, the following screen displays:





Step	Action
7	Select  (F18 – Delete Employee Message Record).

The following dialog box displays:



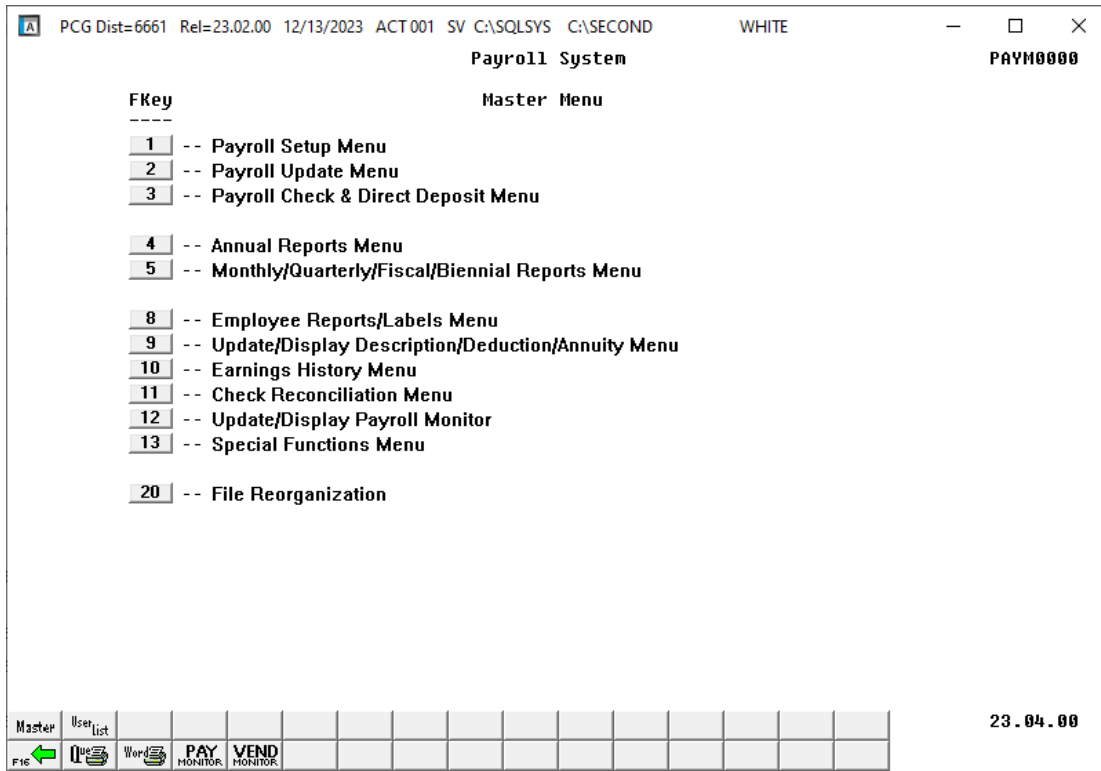


Step	Action
8	Verify “message record(s) deleted” displays, and select  (F16 - Exit) to return to the <i>Group of Employees Selection</i> screen. Make note of the number of message records deleted. If the system does not find any matching employee records, the message “No match on requested records. Reset selection filter options.” displays. This may occur if all employees matching the selection criteria are inactive or terminated, or if the employees do not belong to a Class Code selected for this payroll run, or if there are no employee messages that match the filter criteria.
9	Select  (F16 - Exit) twice to return to the <i>Payroll Update Menu</i> .

Procedure E: Printing Employee Message Listing

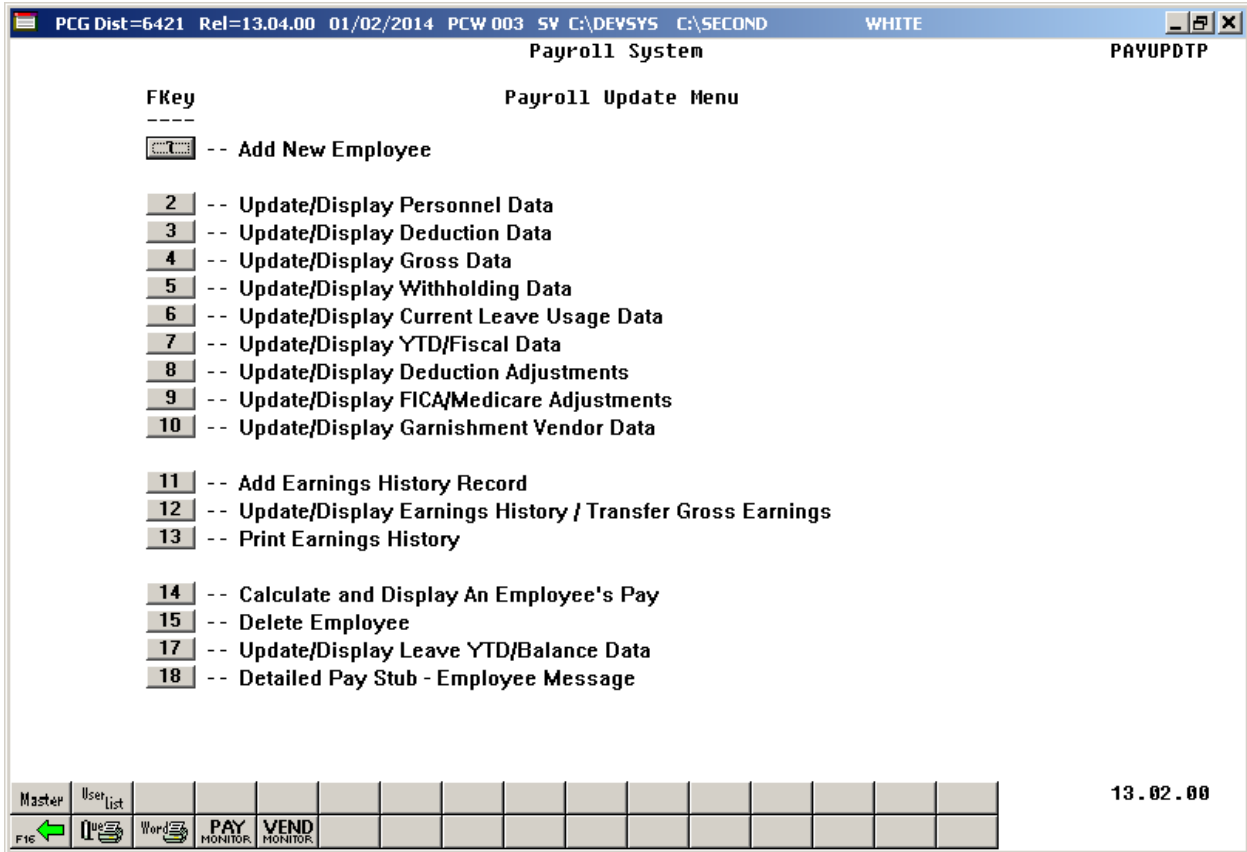
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



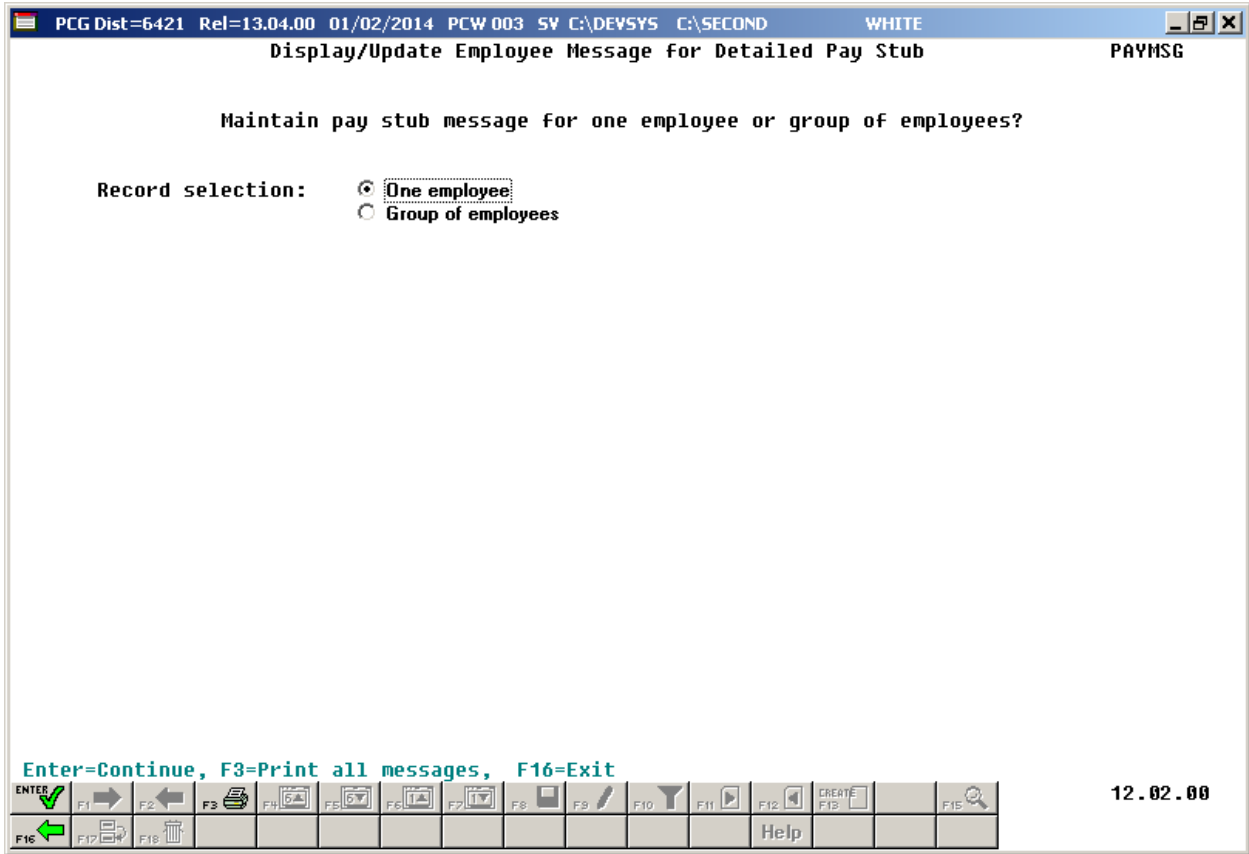
Step	Action
2	Select 2 (F2 - Payroll Update Menu).

The following screen displays:



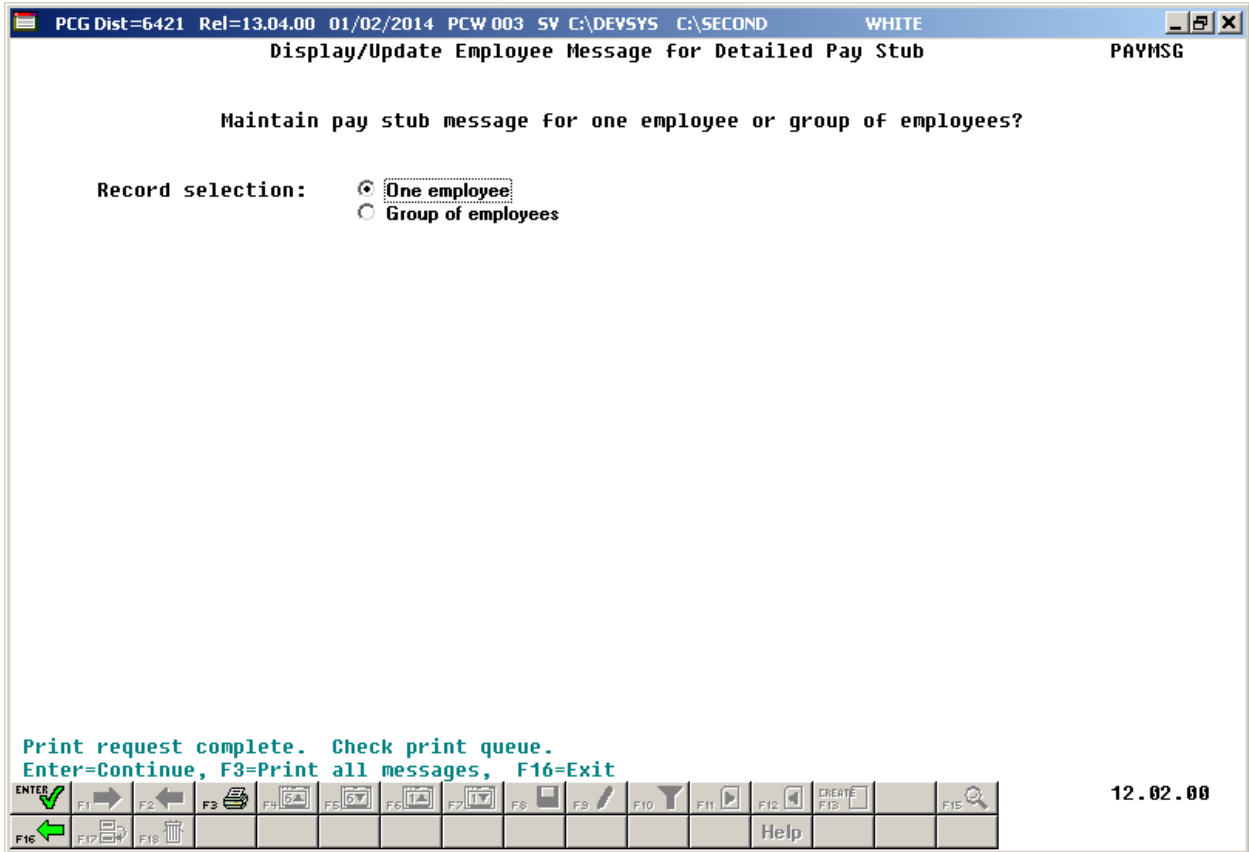
Step	Action
3	Select 18 (F18 – Detailed Pay Stub – Employee Message).


The following screen displays:



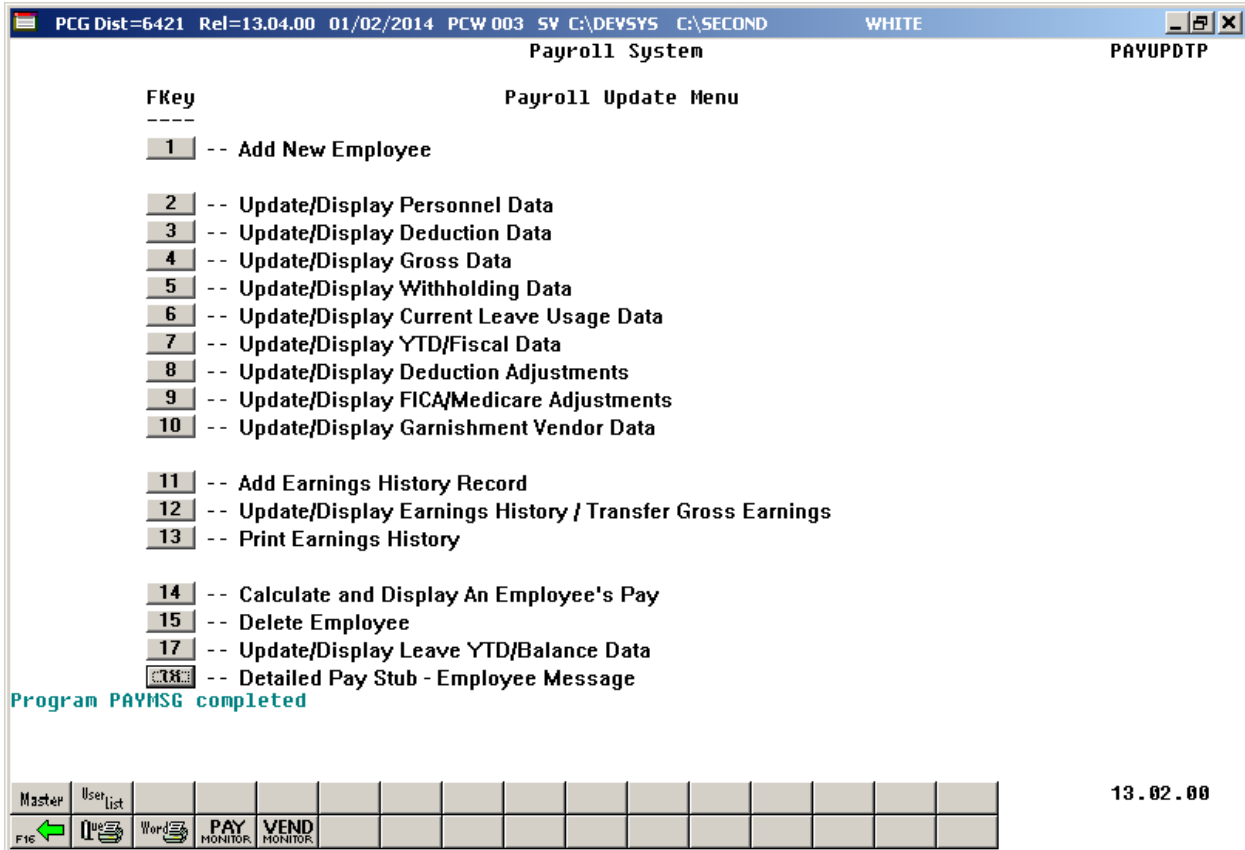
Step	Action
4	Select  (F3 – Print this Data).



The following screen displays:



Step	Action
5	Verify "Print request complete. Check print queue." displays, and select  (F16 - Exit) to return to the Payroll Update Menu.

The following screen displays:



Step	Action
6	<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>
7	Continue processing as normal.

E1. Detailed Pay Stub Employee Messages Listing – Example

REPORT DATE: 01/02/2014 14:45:56		DETAILED PAY STUB EMPLOYEE MESSAGES					PAGE 1	
PROGRAM: PAYMSG								
EMP #	SSN	NAME	STAT	CERT PENS	CLASS WORK LOC	JOB CODE	CS1	JOB
11111	111-11-1111	JANE, SMITH	A	CERT TRS	08 CERTIFIED 11 MONTH 2050 Location 002050	101 GRADE 1		000
		THE TRS RATE HAS INCREASED TO .0600						
12121	111-22-3333	ADAMS, ADELE	A	CERT TRS	07 CERTIFIED 10 MONTH 0103 Location 000103	103 GRADE 3		000
		THE TRS RATE HAS INCREASED TO .0600						
22222	899-22-2222	TEST, BARBARA D.	A	CERT TRS	07 CERTIFIED 10 MONTH 2050 Location 002050	106 GRADE 6		101
		THE TRS RATE HAS INCREASED TO .0600						
32488	899-32-4888	PAYROLL, PAMELA	A	CERT TRS	07 CERTIFIED 10 MONTH 2050 Location 002050	106 GRADE 6		000
		THE TRS RATE HAS INCREASED TO .0600						
33333	888-33-3333	CONTRACTOR, CHARLIE D.	A	CERT TRS	07 CERTIFIED 10 MONTH 2050 Location 002050	106 GRADE 6		000
		THE TRS RATE HAS INCREASED TO .0600						
87370	999-08-7370	MA7LOY, AN7ERSON	A	CERT TRS	07 CERTIFIED 10 MONTH 0199 Location 000199	105 GRADE 5		105
		THE TRS RATE HAS INCREASED TO .0600						
87372	999-08-7372	SMSLLS, MYSES	A	CERT TRS	07 CERTIFIED 10 MONTH 0189 Location 000189	171 SP ED INTERRELATED		171
		THE TRS RATE HAS INCREASED TO .0600						

Appendix A: Employee Message on the Detailed Pay Stub - Example

Employee Information				Company Information				
Employee ID	88505	AS9BY, RA9HAL MIDDLE		SMITH CITY BOARD OF EDUCATION		8991		
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET				
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333				
Loc/Class	0107 / 32	SMITH----->, GA		(404) 444-1234 x(1234)				
General Information		Tax Data		Net Pay Distribution				
Check No	040010	Marital Allowances Add Pct Add Amt	Fed	GA	Account Type	Account Number	Amount	
Check Date	05/29/2009		Married	14	Joint Both M[1] D[10]			
			25.25	.35				
Contract Fiscal-To-Date			90,984.14		Check No	040010	Total Net Pa	
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB THE TRS RATE HAS INCREASED TO .0525								
Paycheck Summary								
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	
Current		6052.28			6052.28	6052.28	2017.69	
YTD	30.00	18506.84	20.00	50.00	90984.14	18556.84	6089.67	
Total Deds								10957.61
Tot Net Pay								7599.23
Current Hours and Earnings								
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt		
State Salary			5,445.25			5,445.25		
Unclassified Pay			108.91			108.91		
Local Cert Supplement			435.62			435.62		
Extended Day Supplement			62.50			62.50		
Total			6,052.28			6,052.28		
Paid Time Off				Employer Paid Benefits				
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	
SICK		5.75	55.25			STATE HEALTH	1009.22	
PERSONAL						TRS	561.66	
VACATION						FICA	413.73	
W/O PAY						VALIC (PSERS)	121.05	
OTHER						CIG PPO FAM	86.10	
						TOTAL OTHER	38.12	
Total							2229.88	
Taxes/Pension		Before-Tax Deductions			After-Tax Deductions			
Description	Current	YTD	Description	Current	YTD	Description	Current	
SOC. SEC.	335.31	1030.73	VENDOR 005608	416.67	1250.01	VENDOR 003107	23.30	
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00	
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00	
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00	
TRS	302.62	928.86	HORACE MANN	111.11	333.33	VENDOR 005888	40.00	
			VENDOR 000020	40.40	121.20			
			VENDOR 005394	10.00	30.00			
Total			Total		Total			
2320.31		7018.53		1239.06		47.30		
				3757.18		181.90		

System message

Individual message

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES

No. **040010** 64-1301

Date **05/29/2009** PAYROLL 611

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333
(404) 444-1234 x(1234)

Amount

****2,445.61

VOID AFTER 90 DAYS

TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

BANK OF GEORGIA
ATLANTA, GA 30000

Pay To The Order Of: AS9BY, RA9HAL MIDDLE
2495 MAIN STREET----->
STREET ADDRESS LINE 2----->
SMITH----->, GA 33333-4444

John Doe

SECURE FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • VOID FEATURE PANTOGRAPH • ENDORSEMENT BACKER • BROWNSTAIN CHEMICAL REACTANT

⑈040010⑈ ⑆061113017⑆18 33 6⑈