



## PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

1/14/2019

Section F: Print Employee Budget Detail  
Listings, V1.0

## Revision History

Date	Version	Description	Author
1/14/2019	1.0	18.04.00 – Create new document. Add <i>Print Employee Budget Detail Listings</i> to the budget menu.	D. Ochala

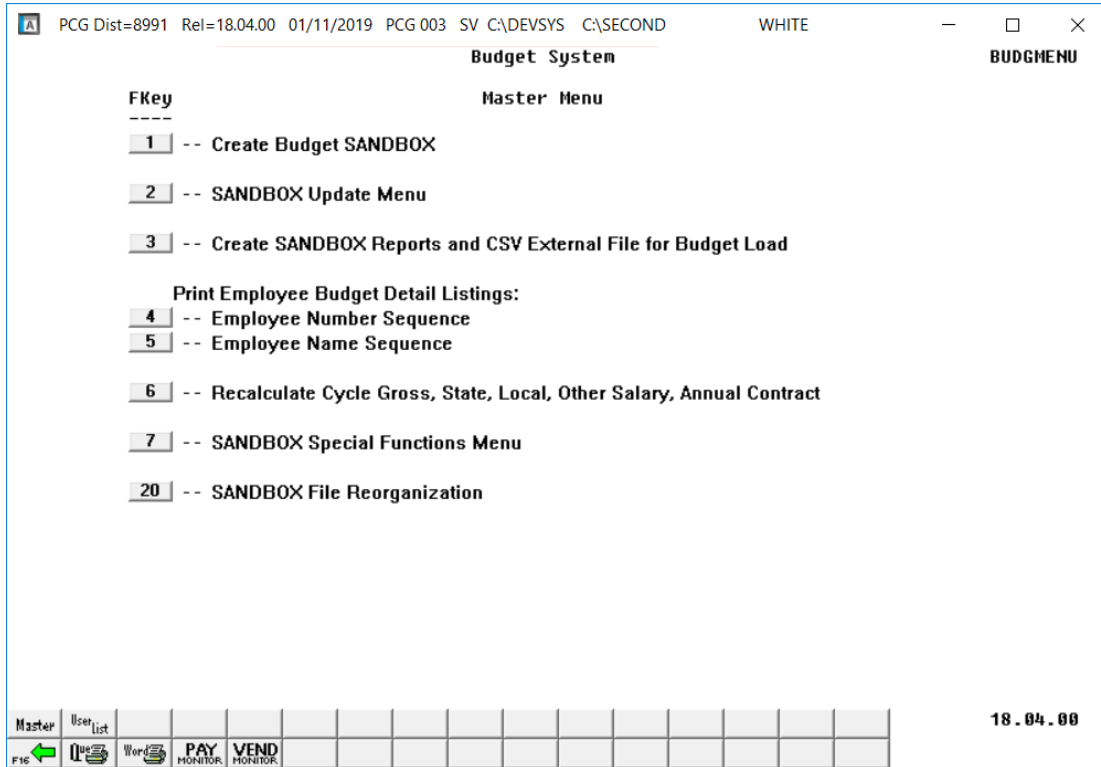
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## Procedure A: Print the Employee Budget Detail Listings

Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>5</b> (F5 - Budget System).

The following screen displays:



Step	Action
2	Select the appropriate option: <b>4</b> (F4 - Print Employee Budget Detail Listing: Employee Number Sequence) <b>5</b> (F5 - Print Employee Budget Detail Listing: Employee Name Sequence)

For **Step 2 – F4** selections, the following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY\ C:\SECOND WHITE - □ ×

**SANDBOX** PAYEMPDT

**Employee Master Detail Listing**  
**\* Number Sequence \***

To print a detail listing for ALL employees, leave the fields below blank, and press ENTER  
 - or -  
 enter the following for a detail listing on a selected group of employees, and press ENTER.

Employee Number:  to

Pay Class:

Pay Location:

(A)ctive, (I)nactive, or (B)oth: **B**

ENTER = Continue, F16 = Exit 18.04.00

For **Step 2 – F5** selections, the following screen displays:

PCG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSY\ C:\SECOND WHITE - □ ×

**SANDBOX** PAYEMPDT

**Employee Master Detail Listing**  
**\* Name Sequence \***

To print a detail listing for ALL employees, leave the fields below blank, and press ENTER  
 - or -  
 enter the following for a detail listing on a selected group of employees, and press ENTER.





Employee Number:  to

Pay Class:

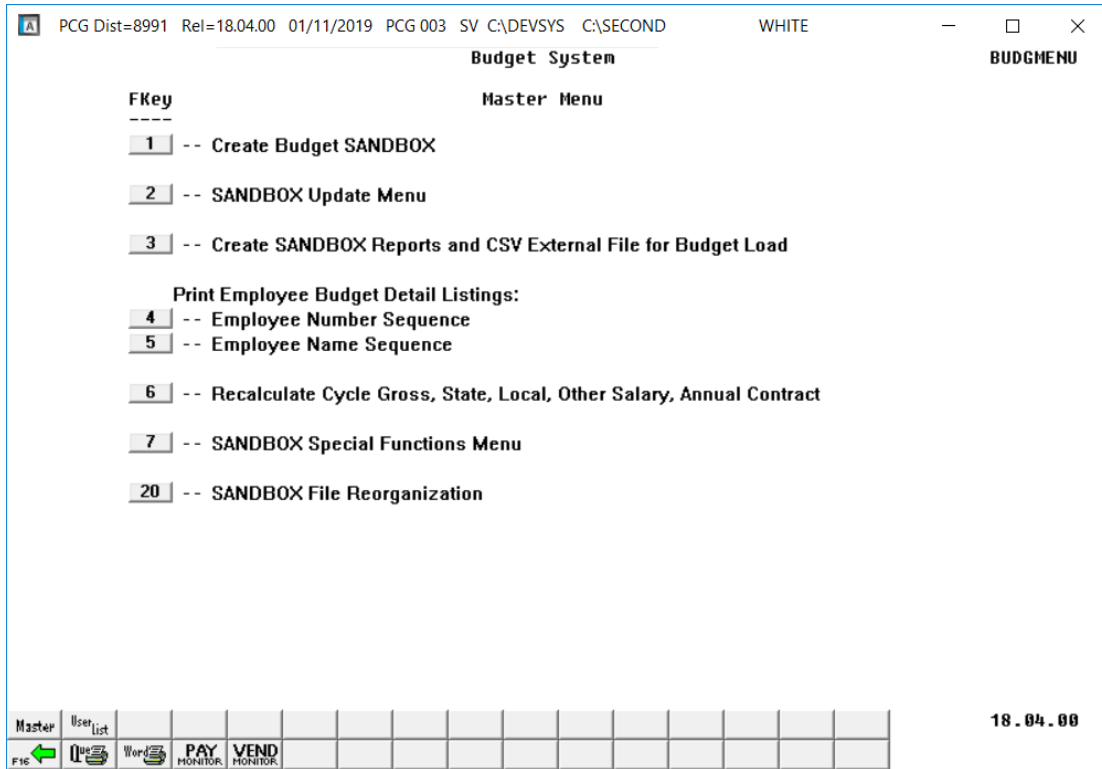
Pay Location:





(A)ctive, (I)nactive, or (B)oth: **B**

ENTER = Continue, F16 = Exit 18.04.00

Step	Action
3	Verify the literal <b>SANDBOX</b> is displayed in the title bar of the screen.
4	<p><b><u>For all employees:</u></b> Select <b>Enter</b> (Continue) and proceed to <i>Step 8</i>.</p> <p><b><u>For one employee:</u></b> Enter the employee number or select the drop-down selection icon  within the <b>Employee Number</b> field to choose the employee's information.</p> <p><b><u>For a group of employees:</u></b></p> <ul style="list-style-type: none"> <li>• Enter the range of employee numbers in the <b>Employee Number</b> fields.</li> <li>• Enter the employee number or select the drop-down selection icon  within the <b>Employee Number</b> field to choose the employee's information, and enter the ending employee number in <b>to</b> field.</li> </ul>
5	Enter the payroll class code or select the drop-down selection icon  within the <b>Pay Class</b> field to select a specific payroll class code for the report, or leave the field blank to select all payroll class codes.
6	Enter the payroll location code or select the drop-down selection icon  within the <b>Pay Location</b> field to select a specific payroll location code for the report, or leave the field blank to select all payroll location codes.
7	<p>Enter the status code in the <b>Active (A) or (I)nactive, or (B)oth</b> field to select those employees with a <b>Status Code</b> of active, inactive, or both active and inactive employees.</p> <p>Valid codes include:</p> <p style="margin-left: 40px;"><b>A</b> - Active <b>I</b> - Inactive <b>B</b> - Both</p> <p><i>PCGenesis defaults to <b>B</b> (Both).</i></p>
8	<p>Select <b>Enter</b> <u>twice</u>.</p> <p><i>“** Processing Request **” briefly displays.</i></p>

The following screen displays:



Step	Action
9	<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>Where appropriate, 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.</p>
10	<p>Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

# A1. Employee Budget Detail Listing – Example

REPORT ID: PAYEMPT RUN DATE: 01/11/2019		EMPLOYEE BUDGET LISTING DETAIL EMPLOYEE NUMBER SEQUENCE						PAGE: 159										
EMPLOYEE NO:	87508	SOC SEC:	999-08-7508	PAY CLASS:	07	PAY LOCATION:	0103	WORK LOCATION:	0103	JOB:	130	STATUS:	A					
CERTIFICATE LEVEL:		B5	YEARS OF STATE EXPERIENCE:		27	YEARS OF LOCAL EXPERIENCE:		25										
EMPLOYEE NAME:		DO4DY, CI4DERELLA		BIRTH DATE:	5/01/1966	MARITAL STATUS:	M	SEX:	M	ETHNIC:	02	EEOS JOB: 000						
STREET:		3502 MAIN STREET		HIRE DATE:	8/02/2005	SICK BANK:	N	HOURS PER DAY:		8.000	GHI PARTICIPANT: Y							
CITY/STATE:		SMITH, GA		REHIRE DATE:		TERMINATION DATE:		TERM REASON:			ELIG FOR REHIRE:							
ZIP:		33333		HISpanic: N		RACE CODES:		WHITE										
TELEPHONE:		999-555-2542		INCLUDE ON CPI? Y														
FEDERAL EXEMPTIONS:		05	FEDERAL WITHHOLDING CODE:	0	FEDERAL WITHHOLDING AMOUNT:	0.00	FEDERAL MARITAL STATUS:	M										
STATE ALLOWANCES:		M-2 D-02	ST WITHHOLDING CODE:	0	STATE WITHHOLDING AMOUNT:	0.00	STATE MARITAL STATUS:	C										
PAY SCHEDULE #:		12	PAY CYCLE:	1	FEDERAL SWITCH:	Y	STATE SWITCH:	Y	FICA SWITCH:	M	RETIRE SWITCH:		Y					
TRS GR ADJ AMT/PCT:	0.0500	SALARY:	6132.25	CONTRACT:	71836.00	STATE:	70709.00	LOCAL:	0.00	OTHER:	1127.00							
PENSION CODE:	2	PENSION AMT/PCT:	0.0600	CONTRACT MONTH:	10	SERVICE:	0	'NO PENS' CODE:										
DD BANK CODE:	54	DD BANK ACCT:	11 1111 111702	DD BANK TYPE:	C	DD METHOD:	P	DD AMT/%:	1.0000									
YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	TYPE	PAY	REG	OT	REG	OT	CONTRACT	FICA	RETIRE	GHI
19	100	0	1051	1000	11800	0103	0	000000	S	0.000	0.00	0.00	4551.92	0.00	4551.92	0.00	0.00	1.0000
ANNUITY #1:		DED 01/CO 06 (0.0200 OF ANN GROSS)				#2: DED 02/CO 00				#3: DED 00/CO 00								
ANNUITY #4:		DED 00/CO 00				#5: DED 00/CO 00				CREDIT UNION: 00000000000000 SECTION 125: Y								
DEDUCTION CODE	DEDUCTION DESCRIPTION		DEDUCTION AMOUNT	DEDUCTION ADJUSTMENT	DEDUCTION FLAG	EMPLOYER FLAG												
01	ANNUITY #1		122.80	0.00		Y												
03	FED W/H TAX		256.76	0.00		N												
04	GA INCOME TAX		183.14	0.00		N												
09	STATE HEALTH CERT		387.79	0.00		Y												
12	VENDOR 004136		0.00	0.00		Y												
23	I-VNDR 005572		100.00	0.00		Y												
26	VENDOR 002998		104.92	0.00		N												
32	VENDOR 004236		5.00	0.00		N												