PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

| 4/4/2017 | Section I: Special Functions |

[Topic 5: Reset/Recalculate Payroll Amounts Processing, V2.4]

Revision History

Date	Version	Description	Author
4/4/2017	2.4	17.01.00 – Update screenshots.	D. Ochala
04/11/2016	2.3	16.01.00 – Update logo and footer.	S. Scrivens
05/12/2011	2.2	Release 11.03.01 – New DOE logo. Updated footer.	D. Ochala
10/01/2008	2.1	Release 08.03.00 – Updated screenshot examples, *Special Functions Menu* reorganization.	C. W. Jones
12/19/2007	2.0	Release 07.04.00 – Updated screenshot examples.	C. W. Jones

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Overview

<mark>** * * Attention * * **</mark>

Perform a PCGenesis Data Backup before completing these procedures.

Resetting Payroll Information: Based on the procedure run, the procedure clears employees' calendar year-to-date dollar amounts, "school" year-to-date dollar amounts, or fiscal year-to-date dollar amounts to zero. The ** * * Warning! * * ** screen for each procedure identifies the amounts PCGenesis clears during the process.

Recalculate Payroll Information: PCGenesis users may recalculate employees' calendar, fiscal, and "school" year-to-date (YTD) dollar amounts based upon the contents of the employees' earnings history records for an individual employee or for all employees. The year-to-date totals are recalculated based upon the dates entered by the payroll administrator on the data entry screen. The procedure facilitates correcting inaccurate year-to-date totals on the employees' *Update/Display YTD/Fiscal Data* screen in payroll. Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* for more information on the *Update/Display YTD/Fiscal Data* screen.

Procedure A: Performing a PCGenesis Data Backup

Step	Action
1	**From the PCGenesis server, perform a Disk-to-Disk backup:** • Verify all users all logged out of PCGenesis. • Perform a PCGenesis full backup to CD or DVD.
2	Label the backup *"MM/DD/CCYY – Backup Before Resetting Payroll Amounts"*.

Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero

Step	Action
1	From the *Business Applications Master Menu*, select ___2___ (**F2** - Payroll System).

The following screen displays:
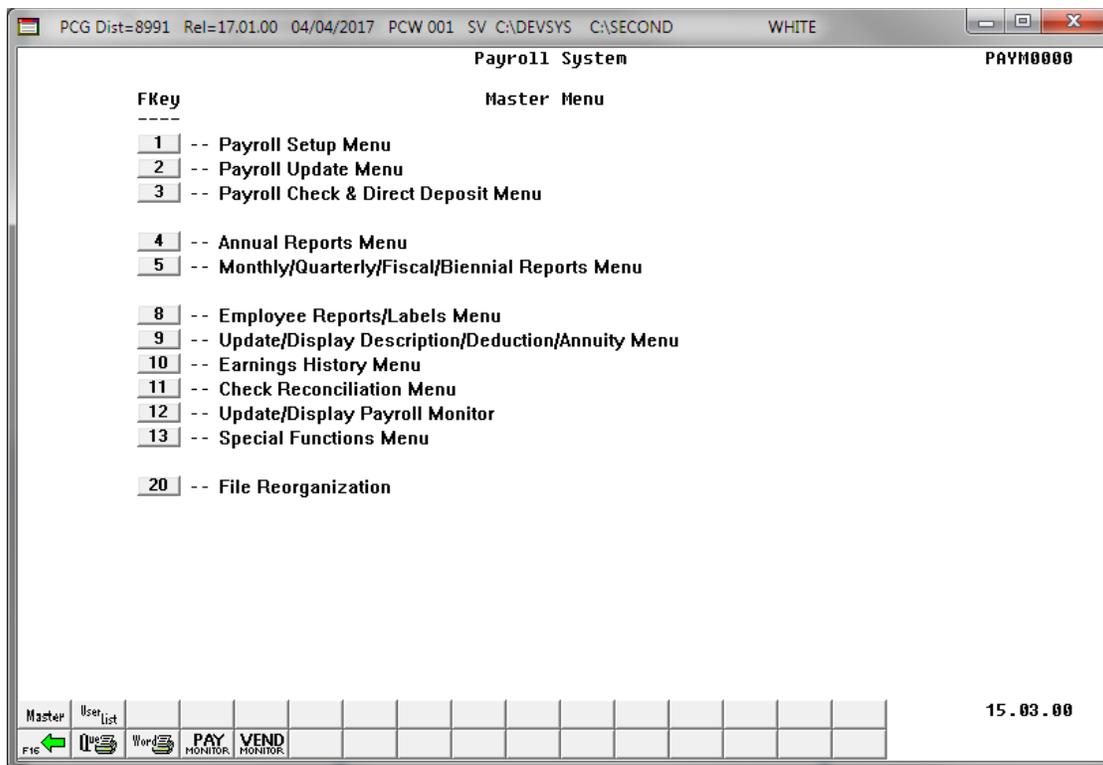
Step	Action
2	Select ___13___ (**F13 -** Special Functions Menu).

The following screen displays:
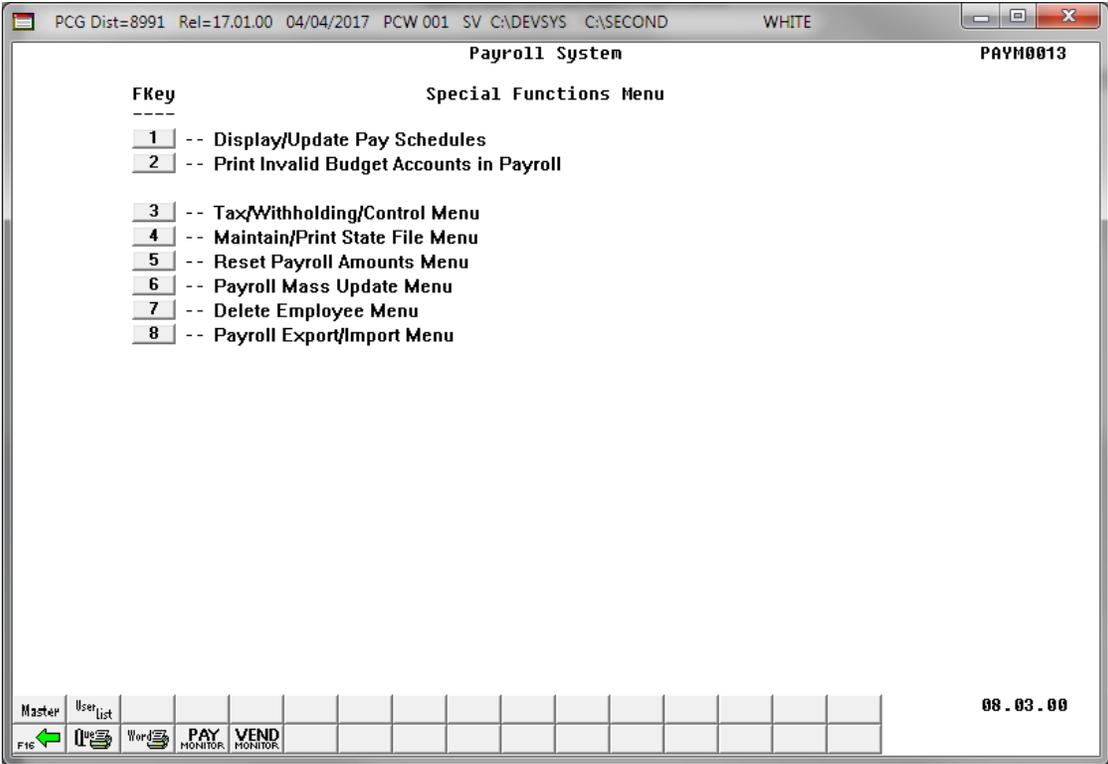
Step	Action
3	Select **5** (**F5** – Reset Payroll Amounts Menu).

The following screen displays:
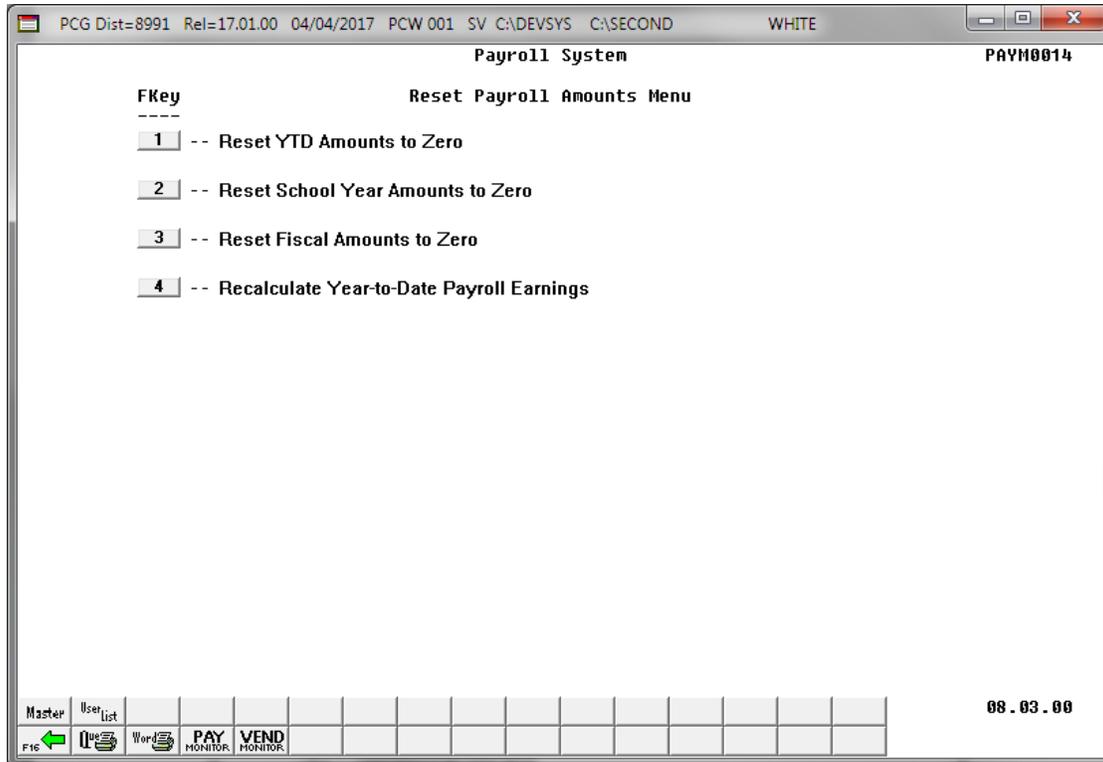
Step	Action
4	Select ⬚1 (**F1 -** Reset YTD Amounts to Zero).

The following screen displays:
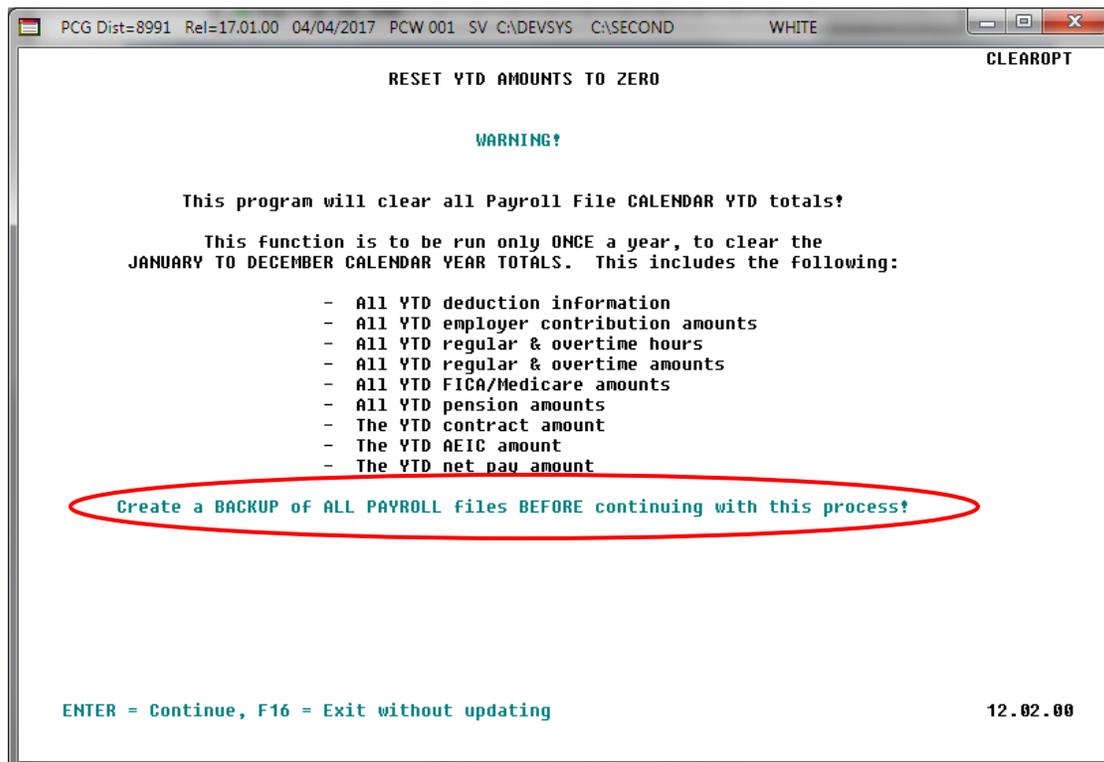
Step	Action
5	Review the information on the *Reset YTD Amounts to Zero Warning!* screen, and select **Enter.**
6	Select **F16** (Exit without updating) to return to the *Payroll System – Reset Payroll Amounts Menu*.

The following screen displays:

Step	Action
7	Select [F16] (**F16 -**Exit) to return to the *Payroll System Special Functions Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

Procedure C: Resetting School Year Amounts to Zero
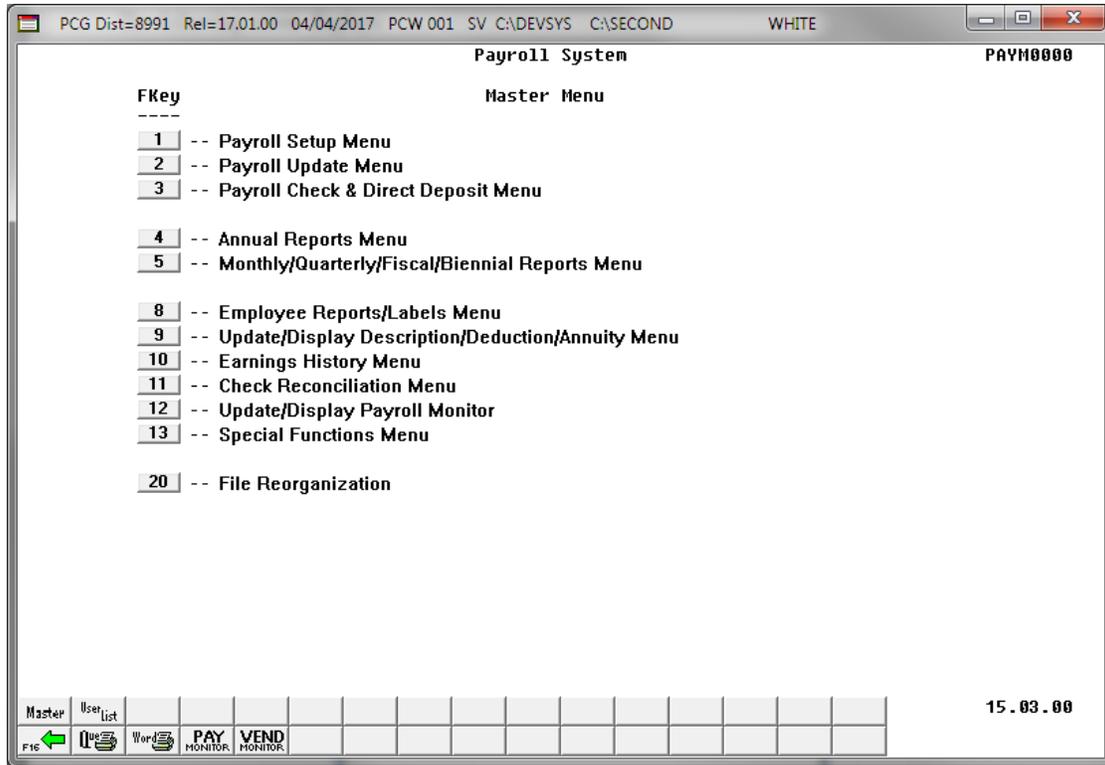
Step	Action
1	Select ⬚13⬚ (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
2	Select ___5___ (**F5** – Reset Payroll Amounts Menu).

The following screen displays:
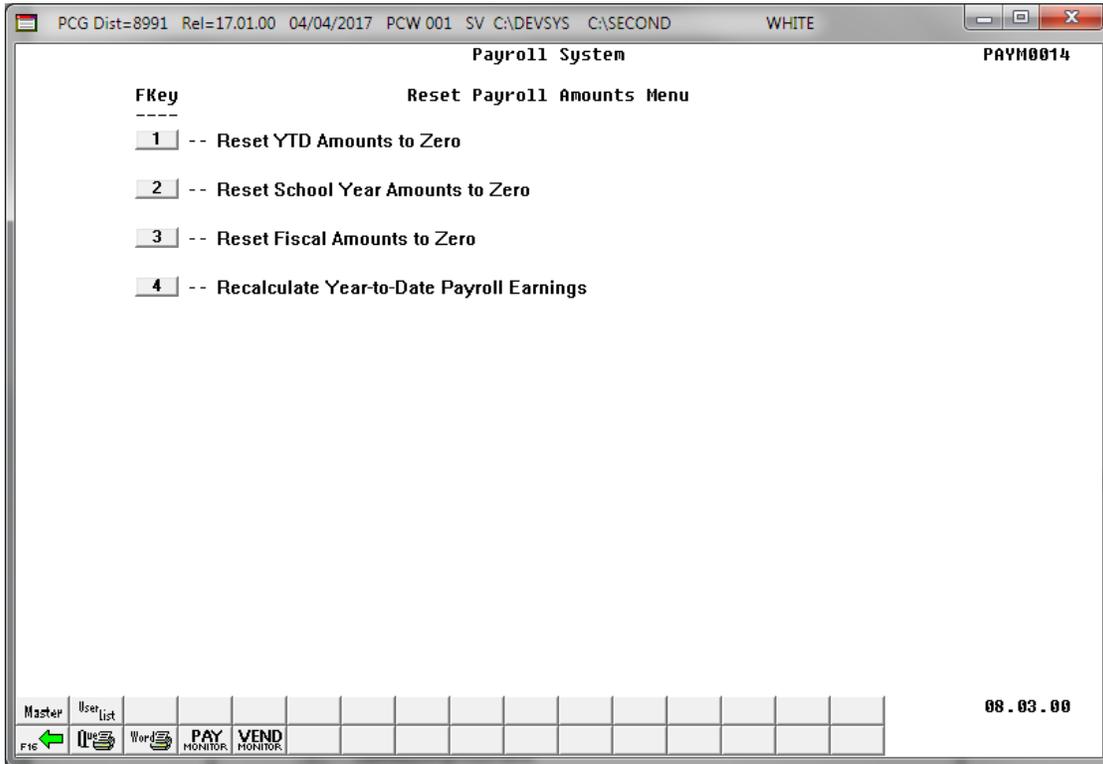
Step	Action
3	Select ___2___ (**F2 -** Reset School Year Amounts to Zero).

The following screen displays:

```
  PCG Dist=8991  Rel=17.01.00  04/04/2017  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                                CLEAROPT
                          RESET SCHOOL YEAR AMOUNTS TO ZERO


                                       WARNING!

                This program will clear all Payroll File SCHOOL YTD totals!

                  This function is to be run only ONCE a year, to clear the
                    SCHOOL YEAR TOTALS.  This includes the following:

                      01)  The School YTD contract amount





                Create a BACKUP of ALL PAYROLL files BEFORE continuing with this process!








       ENTER = Continue, F16 = Exit without updating                          12.02.00
```
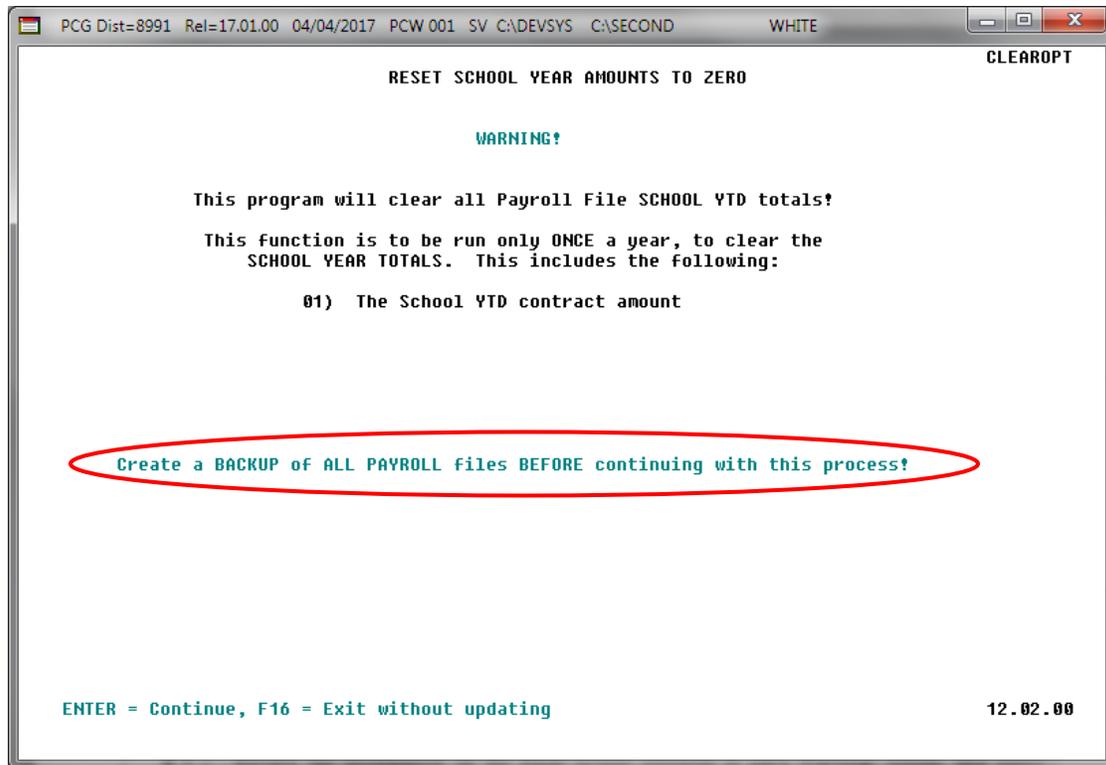
Step	Action
4	Review the information on the *Reset School Amounts to Zero Warning!* screen, and select **Enter**.
5	Select **F16** (Exit without updating) to return to the *Payroll System – Reset Payroll Amounts Menu*.

The following screen displays:
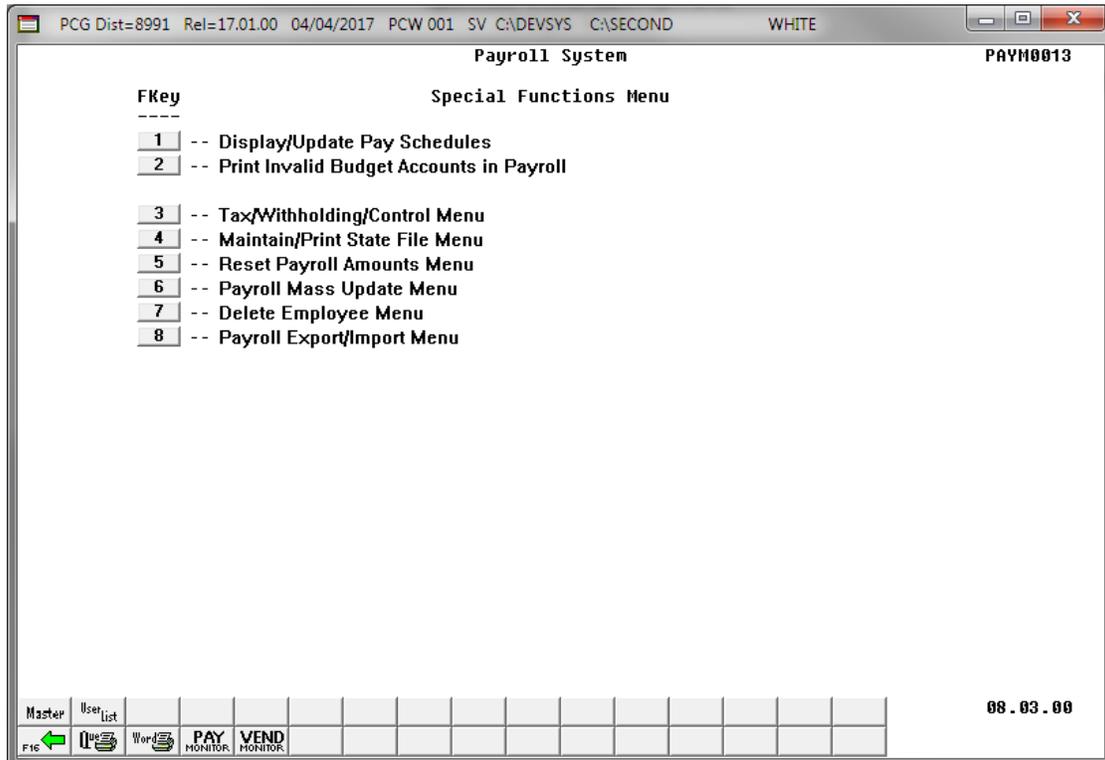

Step	Action
6	Select (**F16 -**Exit) to return to the *Payroll System Special Functions Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure D: Resetting Fiscal Amounts to Zero
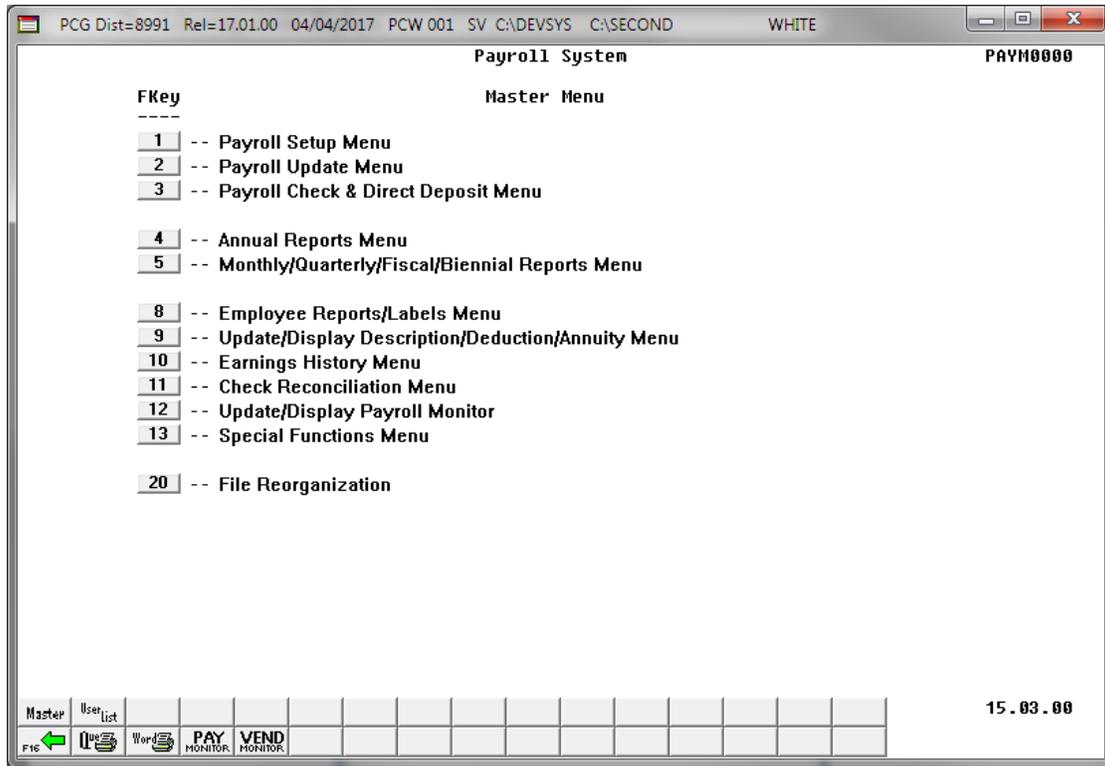
Step	Action
1	Select ⬚**13** (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
2	Select ___5___ (**F5** – Reset Payroll Amounts Menu).

The following screen displays:

Step	Action
3	Select ___3___ (**F3** - Reset Fiscal Amounts to Zero).

The following screen displays:

```
 ┌──────────────────────────────────────────────────────────────────────────────────┐
 │ ▣  PCG Dist=8991  Rel=17.01.00  04/04/2017  PCW 001  SV C:\DEVSYS  C:\SECOND    WHITE      ─ ▢ ✕ │
 │ ┌                                                                          CLEAROPT │
 │ ─                           RESET FISCAL AMOUNTS TO ZERO                            │
 │                                                                                    │
 │                                    WARNING!                                         │
 │                                                                                    │
 │                  This program will clear all Payroll File FISCAL YTD totals!       │
 │                                                                                    │
 │                   This function is to be run only ONCE a year, to clear the        │
 │               JULY TO JUNE FISCAL YEAR TOTALS.  This includes the following:        │
 │                                                                                    │
 │                     01)  The Fiscal YTD contract amount                             │
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │             Create a BACKUP of ALL PAYROLL files BEFORE continuing with this process!│
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │                                                                                    │
 │        ENTER = Continue, F16 = Exit without updating                      12.02.00  │
 └──────────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
4	Review the information on the *Reset Fiscal Amounts to Zero Warning!* screen and select **Enter** (Continue).

The following screen displays:

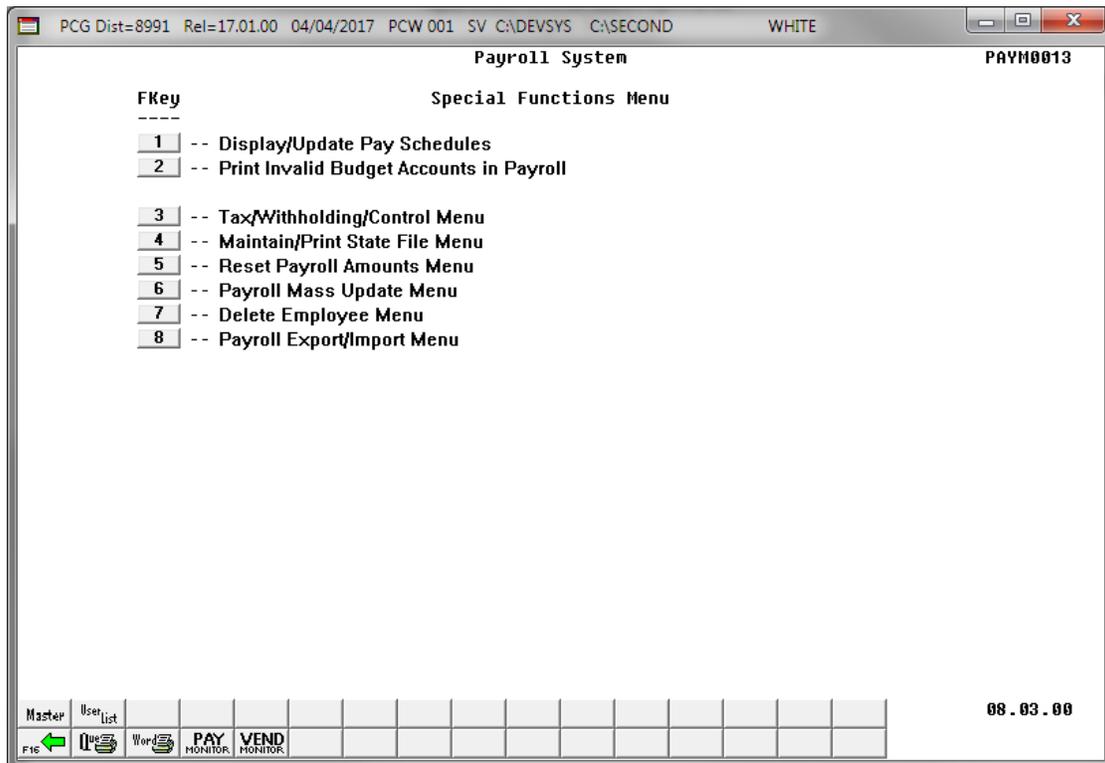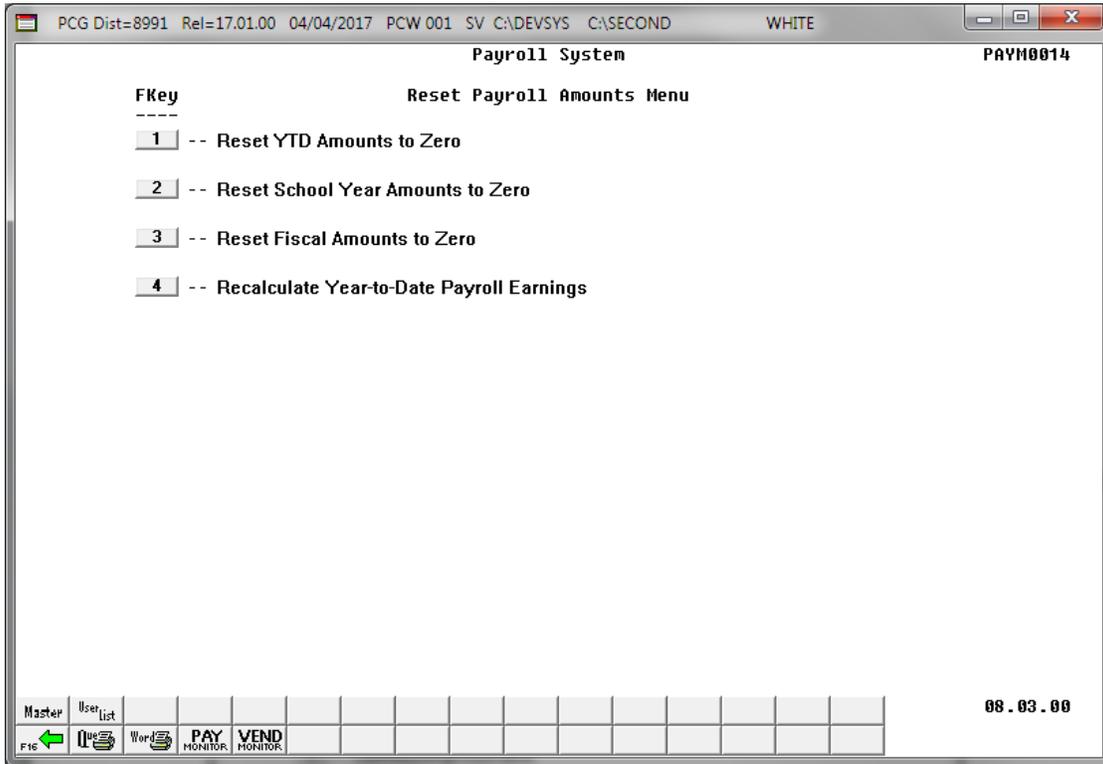| Step	Action
5	Select (**F16 -**Exit) to return to the *Payroll System Special Functions Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure E: Recalculate Employees' Year-to-Date (YTD) Payroll Earnings
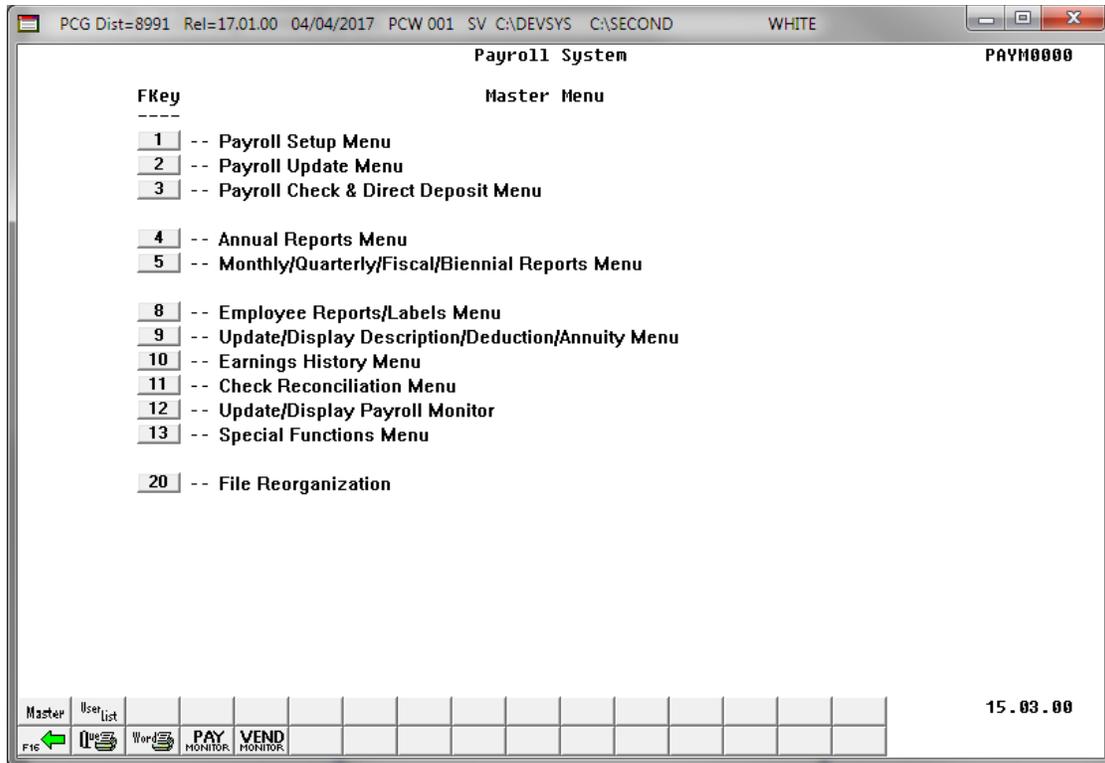
Step	Action
1	Select ___13___ (**F13 -** Special Functions Menu).
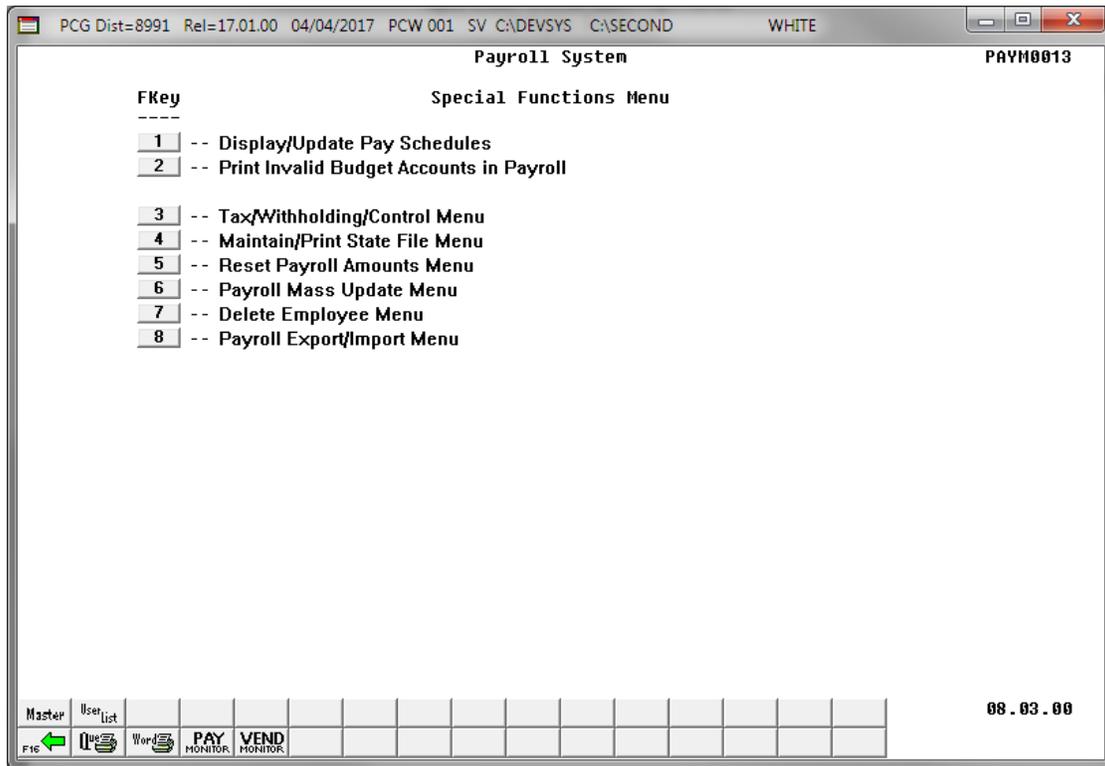
The following screen displays:

Step	Action
2	Select ___5___ (**F5** – Reset Payroll Amounts Menu).

The following screen displays:
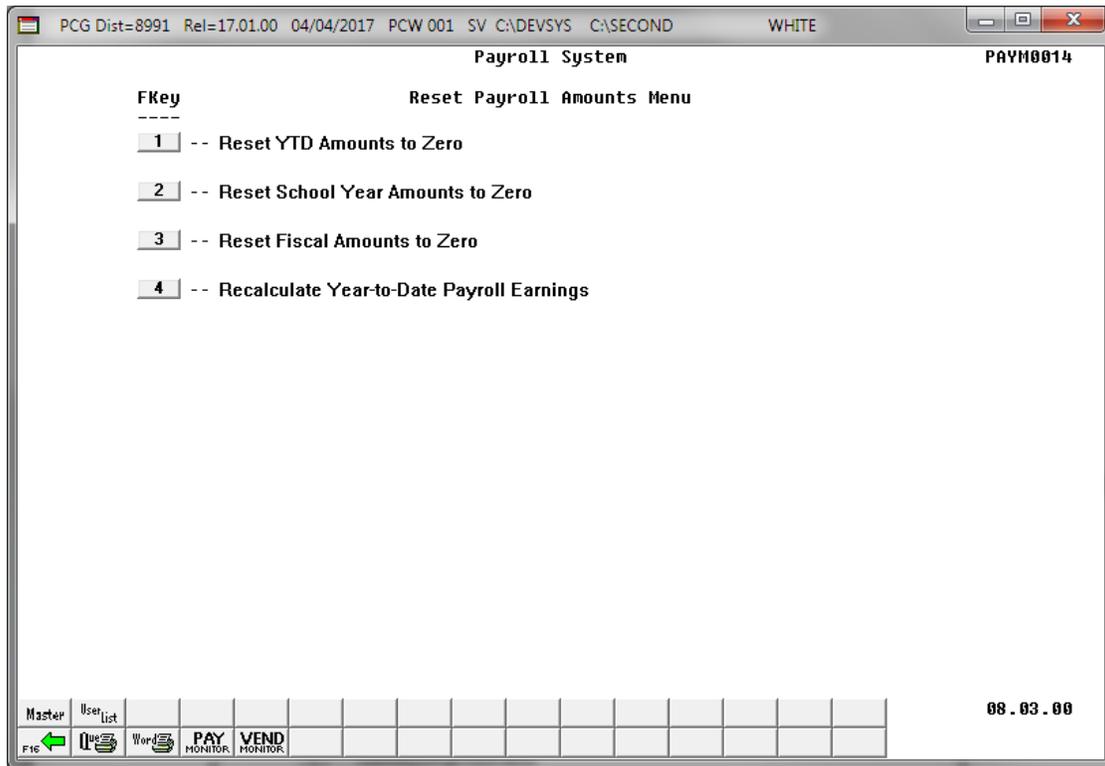
Step	Action
3	Select ____4____ (**F4** - Recalculate Year-to-Date Payroll Earnings).

The following screen displays:

```
PCG Dist=8991 Rel=17.01.00 04/04/2017 PCW 001 SV C:\DEVSYS C:\SECOND        WHITE
                     RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS                      YTDPLUG

              This procedure will recalculate the year-to-date amounts for one
              employee, or for all employees from earnings history records.

                 Employee Number:      _____  ▼ (BLANK= ALL Employees)


                 Calendar Year-to-date
                       Enter the Beginning Date:  01 01 00  (MM DD YY)
                       Enter the Ending Date:     12 31 00  (MM DD YY)

                 Fiscal Year-to-date
                       Enter the Beginning Date:  07 01 00  (MM DD YY)
                       Enter the Ending Date:     06 30 00  (MM DD YY)

                 School Year-to-date
                       Enter the Beginning Date:  00 00 00  (MM DD YY)
                       Enter the Ending Date:     00 00 00  (MM DD YY)


                 ** This procedure may be run as many times as necessary **






      ENTER = Continue,  F15 = Find Employee,  F16 = Exit                   13.03.00
```

Step	Action
4	**For an individual employee's information:** Enter the employee's number in the **Employee Number** field. *Select the drop-down selection icon ▼ within the Employee Number field to access the "Recalculate Year-to-Date Payroll Earnings – Select Employee" screen. If the employee number is unknown, enter the employee's complete or partial name in the Input field, or Social Security Number in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Select* **Enter** *(Enter) or select the Function key corresponding to the employee's record, and select* **ENTER ✓** *(Enter).* **For all employees' information:** Leave the **Employee Number** field blank.
5	Enter the calendar, fiscal, and/or school year date ranges in the appropriate fields.
6	Select **Enter** <u>once</u>.

The following screen displays:

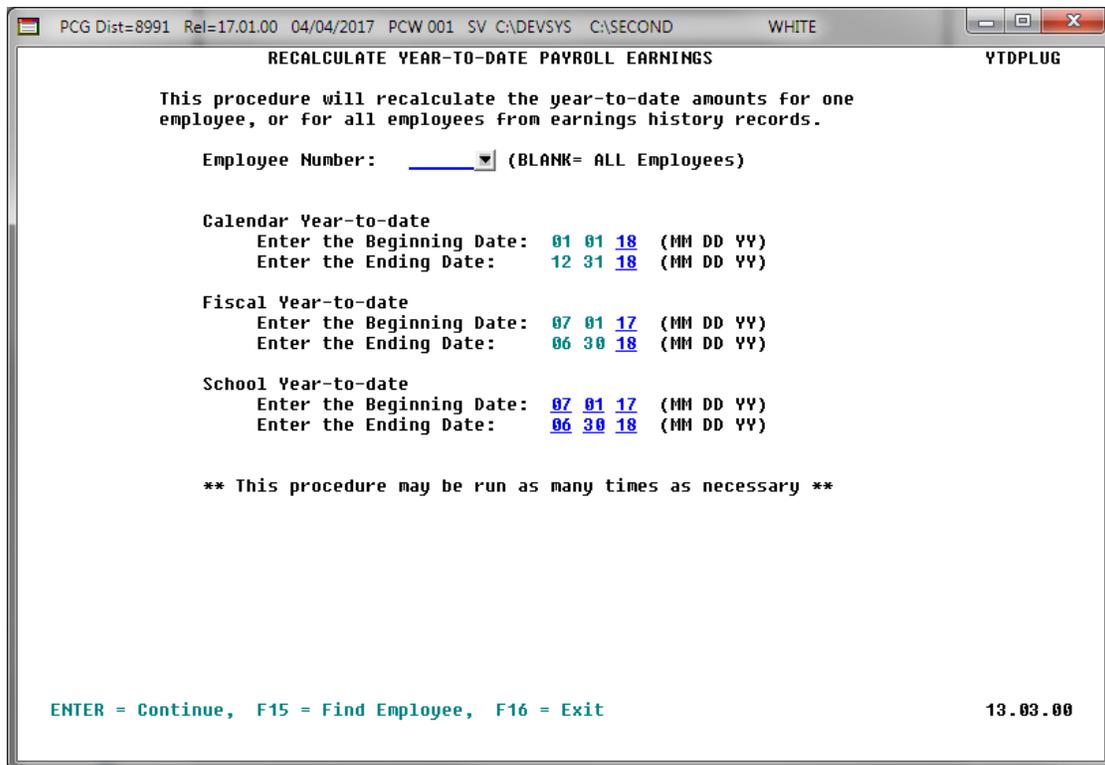| Step	Action
7	Verify the screen's entries are correct, and select **Enter** <u>once</u> in response to the *"** IS THE ABOVE DATA CORRECT? **"* message.
	If the information is incorrect, Select F16, make the appropriate modifications, and select Enter.
	*** Processing Request ** briefly displays.*

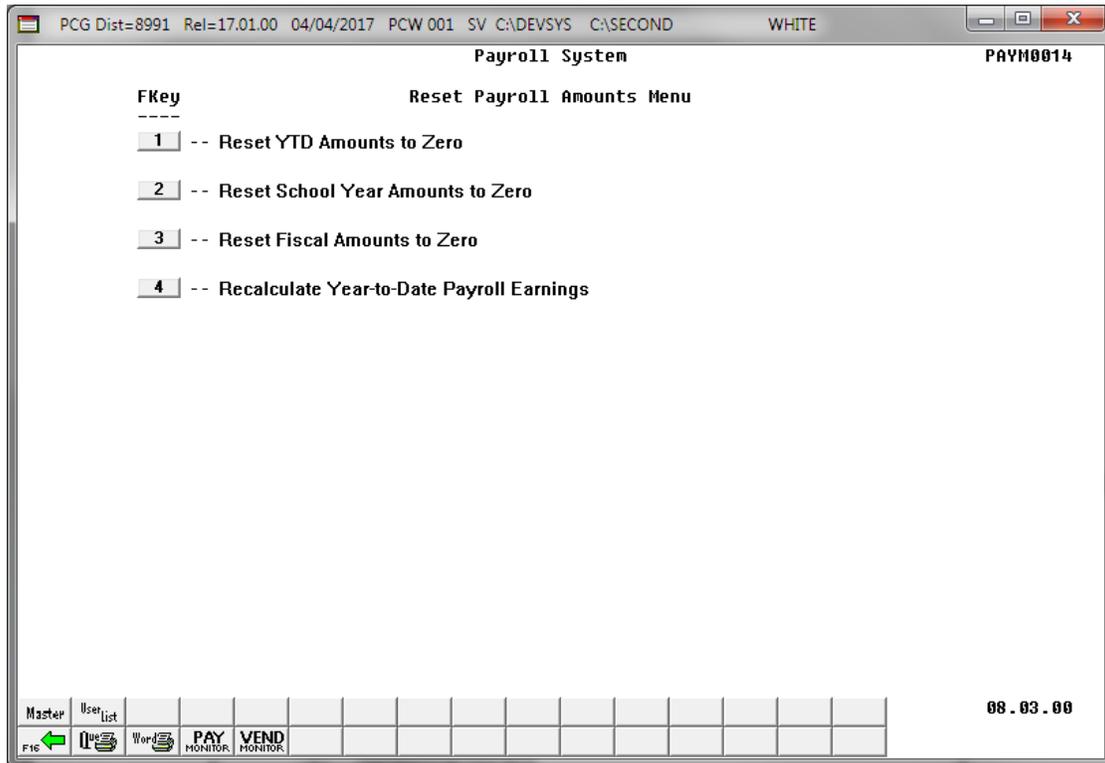If no earnings history records exist for the date ranges entered, the following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  04/04/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND      WHITE        ▢ ▢ ✖
                                                                                YTDPLUG




               NO RECORDS FOR  07/01/17  THRU  12/31/18

                   YTD TOTALS HAVE BEEN ZEROED OUT!












                     PRESS ENTER TO CONTINUE                              13.03.00
```

If no errors were encountered, the following screen displays:

```
 PCG Dist=8991  Rel=17.01.00  04/04/2017  PCW 001  SV  C:\DEVSYS  C:\SECOND      WHITE        ▢ ▢ ✖
                RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS                        YTDPLUG

          This procedure will recalculate the year-to-date amounts for one
          employee, or for all employees from earnings history records.

              Employee Number:      _____ ▼ (BLANK= ALL Employees)


              Calendar Year-to-date
                  Enter the Beginning Date:   01 01 18   (MM DD YY)
                  Enter the Ending Date:      12 31 18   (MM DD YY)

              Fiscal Year-to-date
                  Enter the Beginning Date:   07 01 17   (MM DD YY)
                  Enter the Ending Date:      06 30 18   (MM DD YY)

              School Year-to-date
                  Enter the Beginning Date:   07 01 17   (MM DD YY)
                  Enter the Ending Date:      06 30 18   (MM DD YY)


              ** This procedure may be run as many times as necessary **








       ENTER = Continue,  F15 = Find Employee,  F16 = Exit                13.03.00
```

Step	Action
8	**For additional employee updates:** Repeat this procedure beginning at *Step 4*.
	To exit the procedure: Select **F16** (Exit Program).

The following screen displays:

Step	Action
9	Select F16 (**F16** - Exit) to return to the *Payroll System Special Functions Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*