PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

| 3/30/2020 | Section I: Special Functions |

[Topic 6: Payroll Mass Update Employee Information Processing, V2.9]

Revision History

Date	Version	Description	Author
3/30/2020	2.9	20.01.00 – Update screenshots for *Payroll Mass Update Menu* options.	D. Ochala
04/03/2017	2.8	17.01.00 – Update information about the **TRS Service Lock** field.	D. Ochala
06/07/2016	2.7	16.01.00 – Update Logo and Footers.	S. Scrivens
12/31/2013	2.6	13.04.00 –Update *Procedure E* instructions for updating Annual Work Days. Update screenshots.	D. Ochala
01/20/2011	2.5	10.04.00 – Added *Procedure F* and *Procedure G*. Update *Procedure E* instructions for updating Contract Days.	D. Ochala
10/01/2010	2.4	10.03.00 – Update *Procedure E* instructions for new record selection procedures.	D. Ochala
04/01/2009	2.3	09.01.00 – Added *Procedure D* and *Procedure E*- drop-down selection icon ▼ instructions.	C. W. Jones
10/02/2008	2.2	08.03.00 – Updated screenshot examples, *Special Functions Menu* reorganization.	C. W. Jones
06/12/2008	2.1	08.02.00 – Modified *Overview's* '*Set All Prenote Flags = Y' by* Class information.	C. W. Jones
02/6/2007	2.0	Changed document's cover page, no procedural changes.	C. W. Jones

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Overview

*** Attention ***

Before beginning these procedures, ensure the account number information exists within the Financial Accounting and Reporting (FAR) application.

<u>Perform a PCGenesis Data Backup before removing earnings history record information</u>.

Modifying Payroll Account Information: Modifications to PCGenesis payroll account information via these procedures change the account numbers for affected employees' gross data information, and prevents individual changes to employees' payroll account numbers. This automated procedure allows the payroll administrator to mass update the *Gross Data* screen's current year, fund, and/or fiscal year, or change an entire payroll account number to a new account number. PCGenesis automatically updates the old payroll account numbers to the new account numbers when these procedures are completed.

Mass Update Selected Employee's Payroll Information: The ability to mass update employees' information saves time when multiple updates are required. For example, the payroll administrator may elect to mass update employees' TRS service time or NACHA pre-note flags by payroll class. In support of Teacher Retirement System (TRS) reporting requirements, this procedure provides the *"Enter Service Time Indicator (0 or 1)"* option. Also, the procedure offers users the option of performing mass updates for the pay reason codes on the *Gross Data* screen, NACHA pre-note flags, CPI annual contract days, or CPI annual work days, where appropriate. The option, to "*Set All Prenote Flags = Y"* is available to minimize the effort required to produce a NACHA pre-note file for all or selected employees. Selecting the pre-note option modifies active employee records containing a direct deposit bank account.

<u>Setting Employee Search Criteria</u>: Refer to the *<u>Payroll System Operations Guide</u>*, *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for the *Mass Update Selected Employees' Field(s)* option. The search filters allow the user great flexibility in determining which employees are selected for the mass update. For example, employee records may be selected based upon the class code, number of contract months, work location, and more.

Removing Earnings History Information: Where appropriate, PCGenesis users should remove earnings history records to reduce the amount of data stored in PCGenesis. The procedure removes all individual earnings history information for a specific period.

Do not delete earnings history records unless additional space is needed on the school district's PCGenesis server for data storage. Maintain a minimum of seven year's earning history records in PCGenesis.

Procedure A: Change the Payroll Account Number's Year

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

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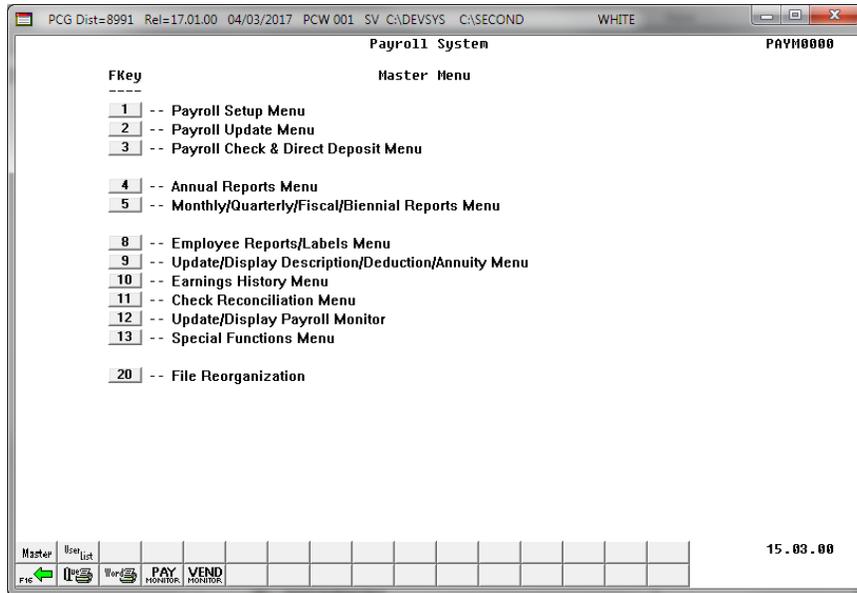
Step	Action
2	Select ___13___ (**F13 -** Special Functions Menu).

The following screen displays:
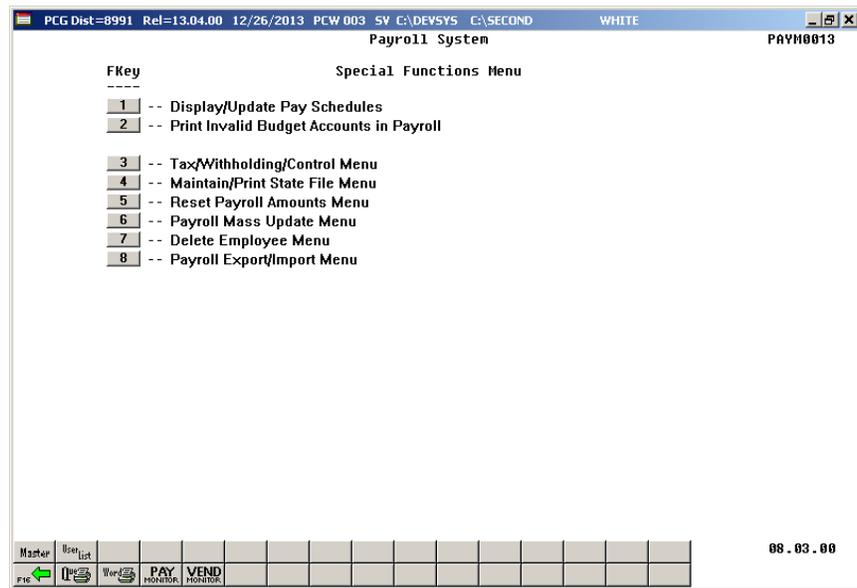
Step	Action
3	Select ⬚**6** (**F6** – Payroll Mass Update Menu).

The following screen displays:

Step	Action
4	Select ⬚**1** (**F1 -** Change Year in Payroll Account Numbers).

The following screen displays:

```
 A  PCG Dist=8991  Rel=19.04.00  03/04/2020  PCG 002  SV  C:\DEVSYS  C:\SECOND      WHITE        —   □    ×
                                                                                            NEWYEAR

                      CHANGE YEAR IN PAYROLL ACCOUNT NUMBERS

               This process is used to change the YEAR in ALL Payroll
              account numbers.  These account numbers are found on the
                          Update/Display Gross Data screen.

                The NEW year must be setup in the Financial Accounting
              & Reporting system in the Account Master Description File
                           BEFORE running this procedure.

               Generally, this procedure is run after the old fiscal year has
              been closed and the new fiscal year is to begin. Note: GROSS
              DATA lines for inactive or terminated employees will be deleted.

                     ** Press F16 to Exit WITHOUT updating **

                   Enter the NEW year, as setup in the Account Master
                     Description File, and press ENTER to continue


                                       —



 ENTER ✓
                                                                              20.01.00
 F16 ⬅
```
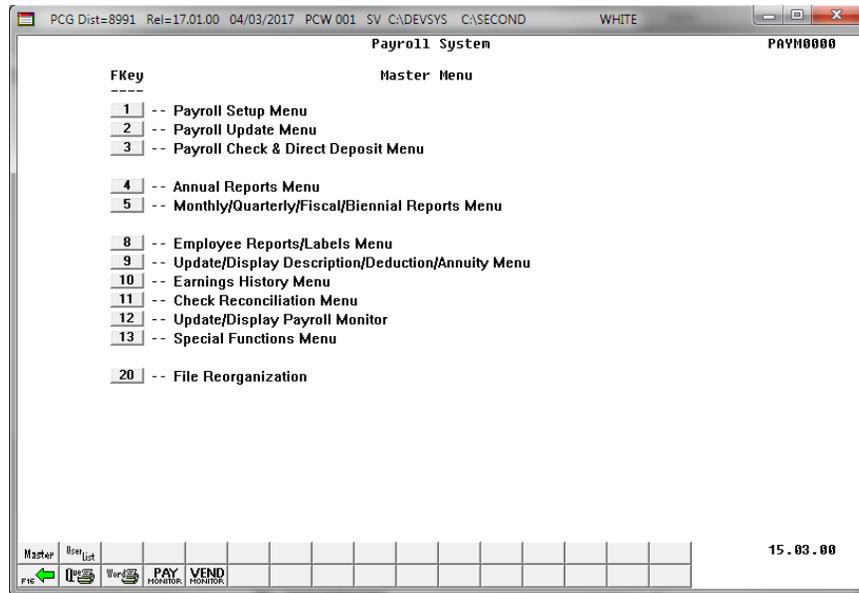
Step	Action
5	Review the information on the *CHANGE YEAR IN PAYROLL ACCOUNT NUMBERS* screen. Enter the **new year**, as defined in the *Account Master Description File*, in the field.
6	Select ![ENTER] (**Enter**) to continue.

The following screen displays:

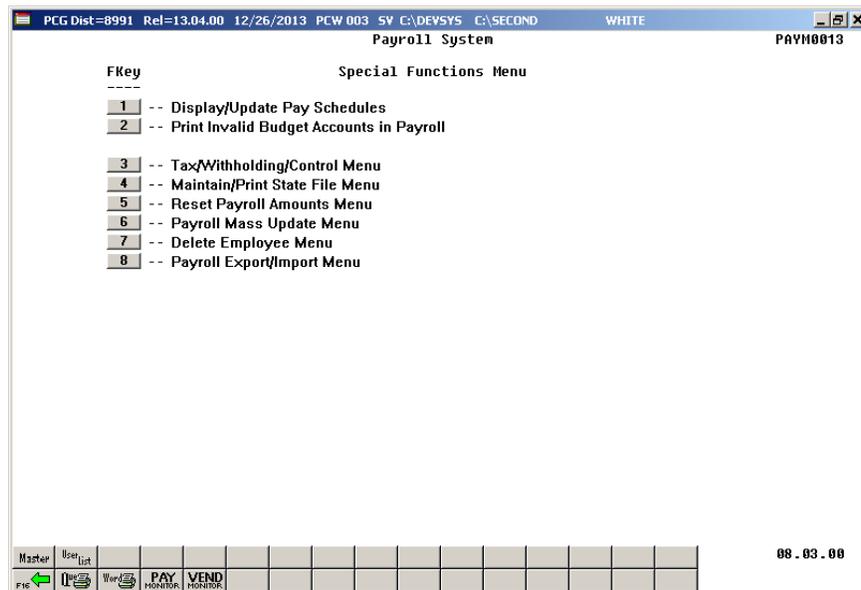| Step	Action
7	Select ![F16](F16 icon) (**F16** - Exit) to return to the *Payroll System Special Functions Menu,* or select ![Master](Master icon) (**Master**) to return to the *Business Applications Master Menu.*

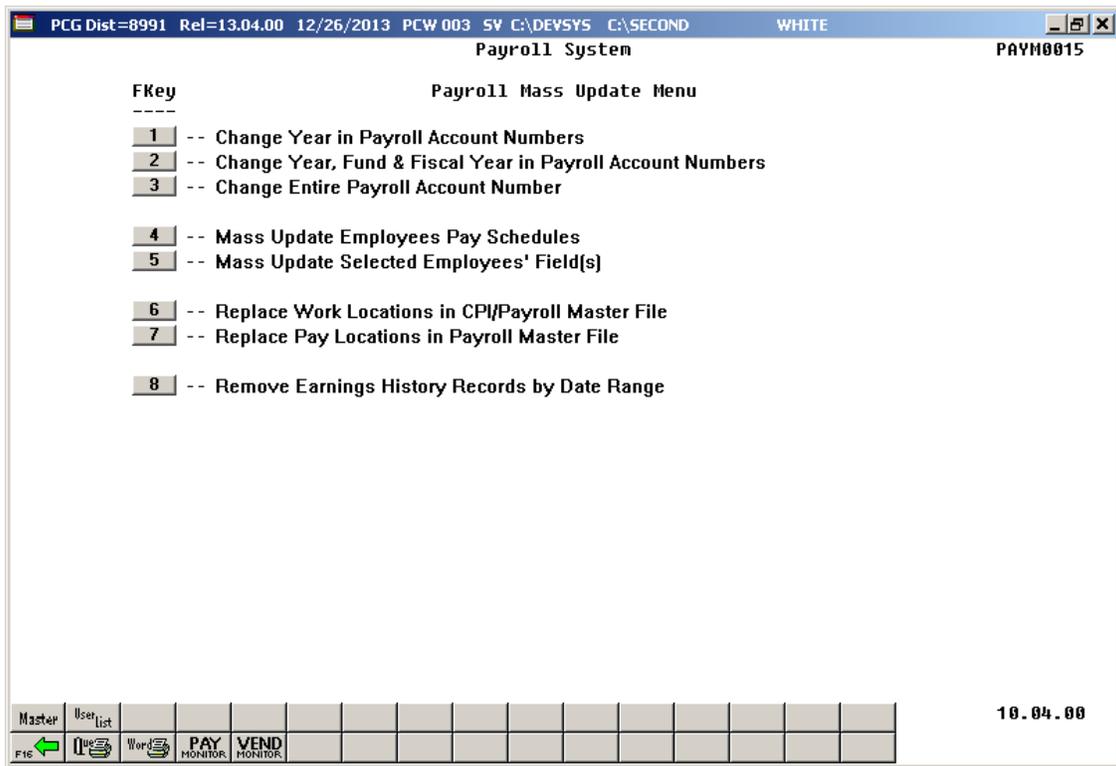# *Procedure B: Change the Payroll Account Number's Year, Fund and Fiscal Year*

Step	Action
1	Select **13** (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
2	Select **6** (**F6** – Payroll Mass Update Menu).

The following screen displays:

Step	Action
3	Select [2] (**F2** - Change Year, Fund, & Fiscal Year in Payroll Account Numbers).

The following screen displays:
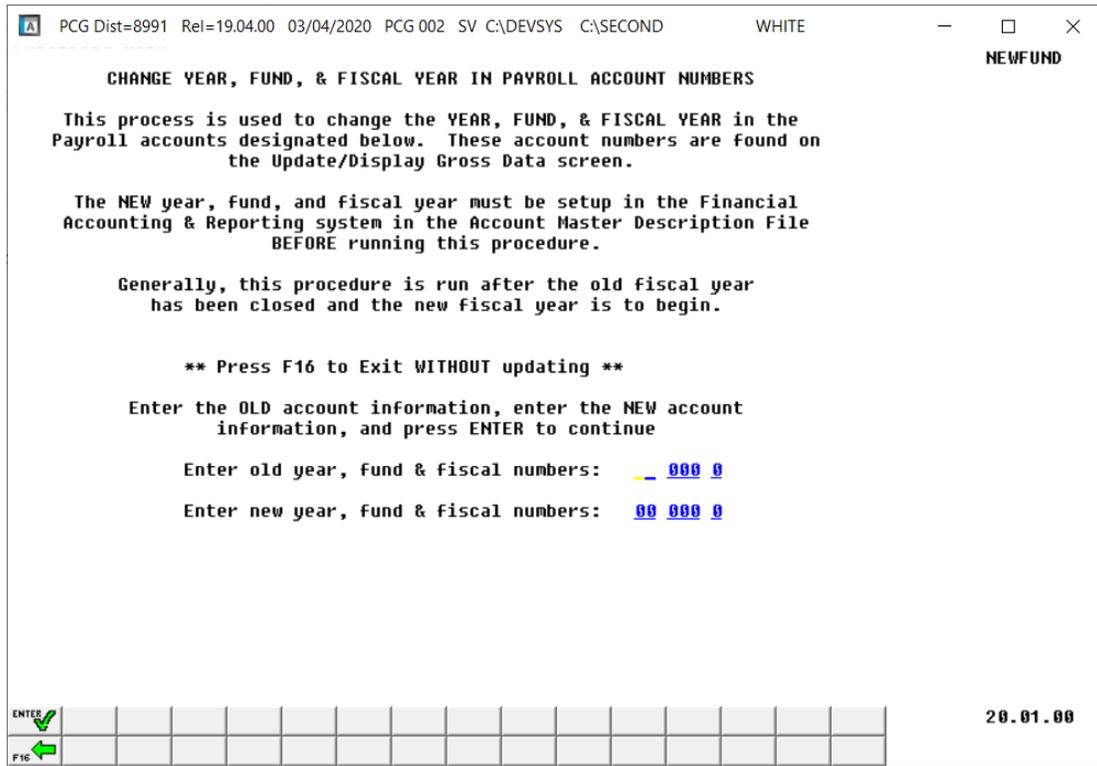
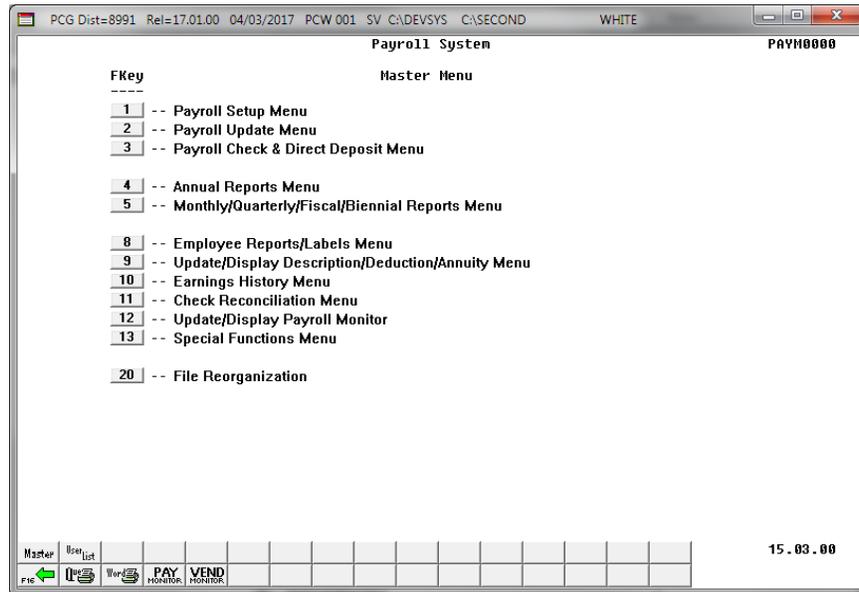| Step	Action
4	Review the information on the *CHANGE YEAR, FUND, & FISCAL YEAR IN PAYROLL ACCOUNT NUMBERS* screen. Enter the <u>current</u> year, fund and **0** in the **Enter old year, fund & fiscal numbers** fields.
5	Enter the <u>new</u> year, fund and **0** in the **Enter new year, fund & fiscal numbers** fields.
6	Select ![ENTER] (**Enter**) to continue.

The following screen displays:

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

Procedure C: Change the Payroll Account Number

Step	Action
1	Select **13** (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
2	Select **6** (**F6** – Payroll Mass Update Menu).

The following screen displays:

Step	Action
3	Select **3** (**F3 -** Change Entire Payroll Account Number).

The following screen displays:

Step	Action
4	Review the information on the *CHANGE ENTIRE PAYROLL ACCOUNT NUMBER* screen. Enter the <u>current</u> payroll account number in the **Enter Old Account Number** field, or select the drop-down selection icon ▼ within the **Old Account** field to choose the appropriate general ledger account.
5	Enter the <u>new</u> payroll account number in the **Enter New Account Number** field, or select the drop-down selection icon ▼ within the **New Account** field to choose the appropriate general ledger account.
6	Select ![ENTER] (**Enter**) to continue.

The following screen displays:
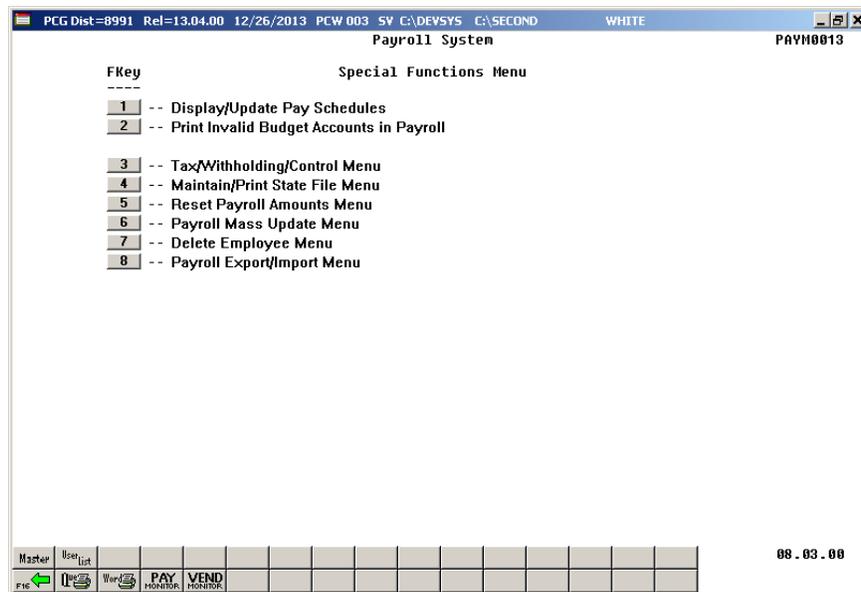

Step	Action
7	Select F16 (**F16** - Exit) to return to the *Payroll System Special Functions Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure D: Mass Update Employees' Pay Schedules
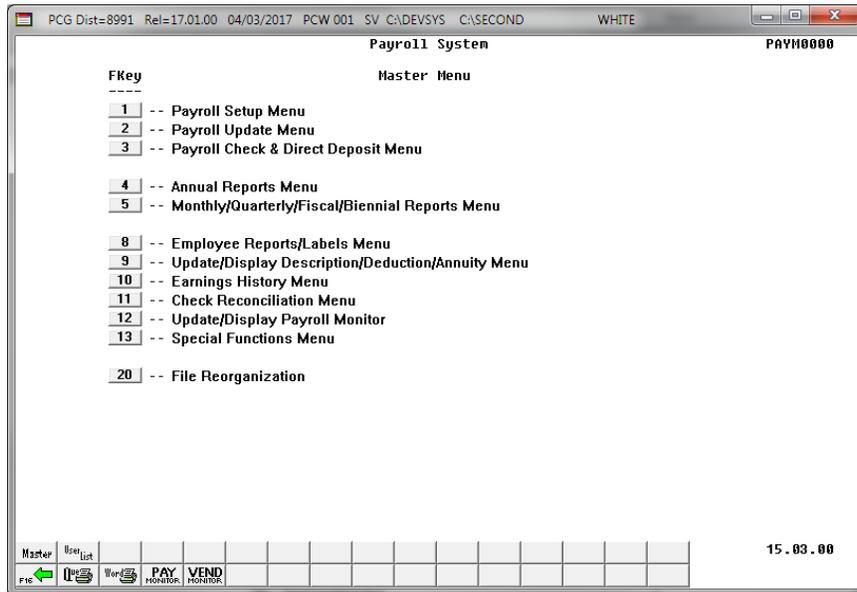
Step	Action
1	Select ⬚ **13** (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
2	Select ⬚ **6** (**F6** – Payroll Mass Update Menu).

The following screen displays:
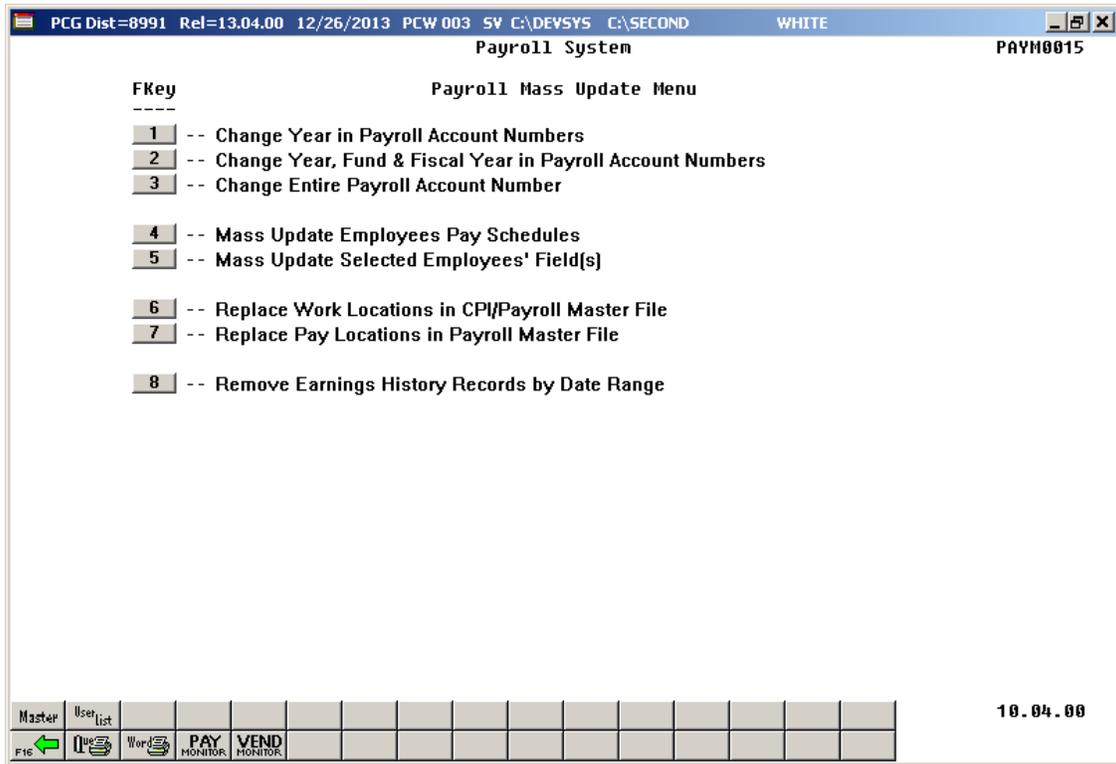
Step	Action
3	Select **4** (**F4 – Mass Update Employees Pay Schedules**).

The following screen displays:

Step	Action
4	Review the information on the *Mass Update Employees Pay Schedules* screen, and:
	To update an individual pay class: Enter the pay class code or select the select the drop-down selection icon ▼ in the field.
	To update all pay classes: Leave the **Enter the pay class to be updated and select Enter to continue** field blank.
5	Select **Enter** (to Continue).

The following screen displays:

```
PCG Dist=8991  Rel=13.04.00  12/26/2013  PCW 003  SV C:\DEVSYS  C:\SECOND        WHITE            _ |□| X |
                                                                                            MASS0100
   Mass Update Employees' Pay Schedules



** 002637 TOTALS RECORDS UPDATED **
_







PRESS ENTER KEY TO CONTINUE PROGRAM                                              12.03.00
```
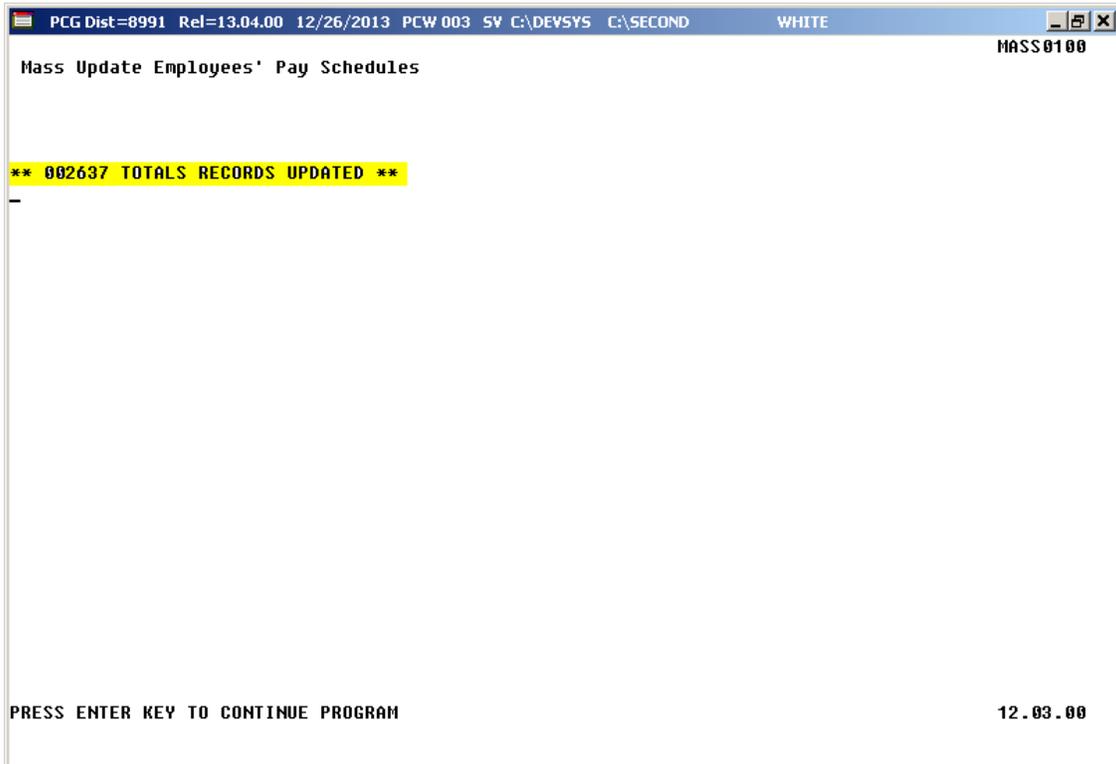
Step	Action
6	Review the screen's information, or screen-print the screen where appropriate, and select **Enter** (to Continue Program).

The following screen displays:
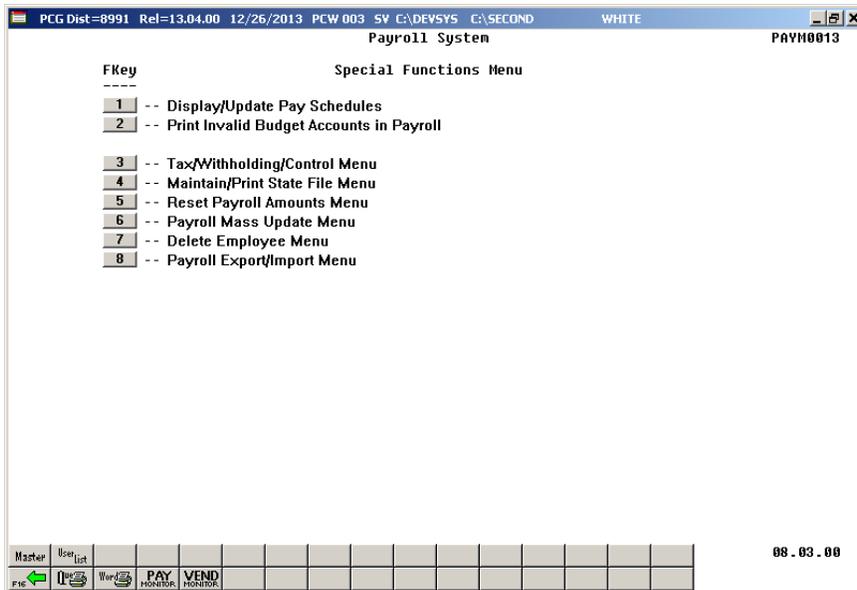

Step	Action
7	Select (**F16 -** Exit) to return to the *Payroll System Special Functions Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure E: Mass Update Selected Employees' Fields
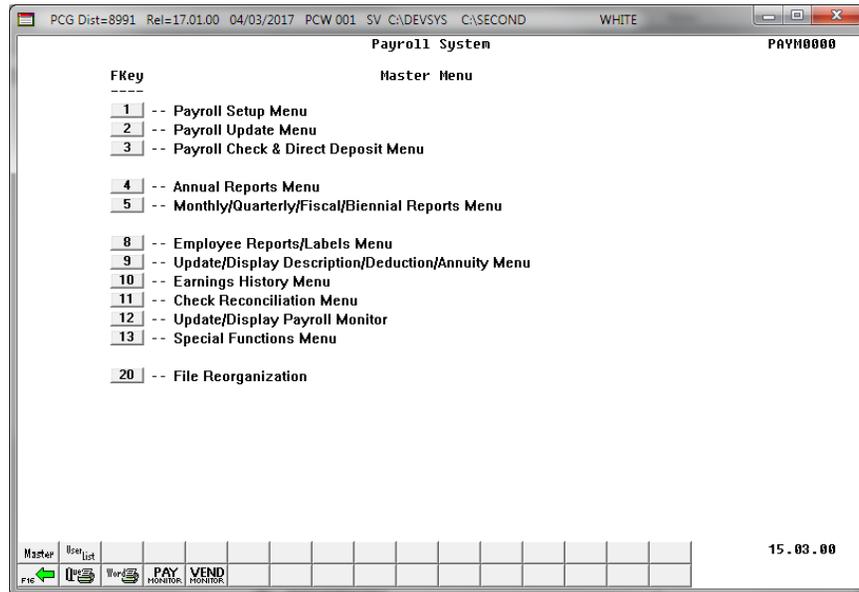
Step	Action
1	Select ![13] (**F13** - Special Functions Menu).
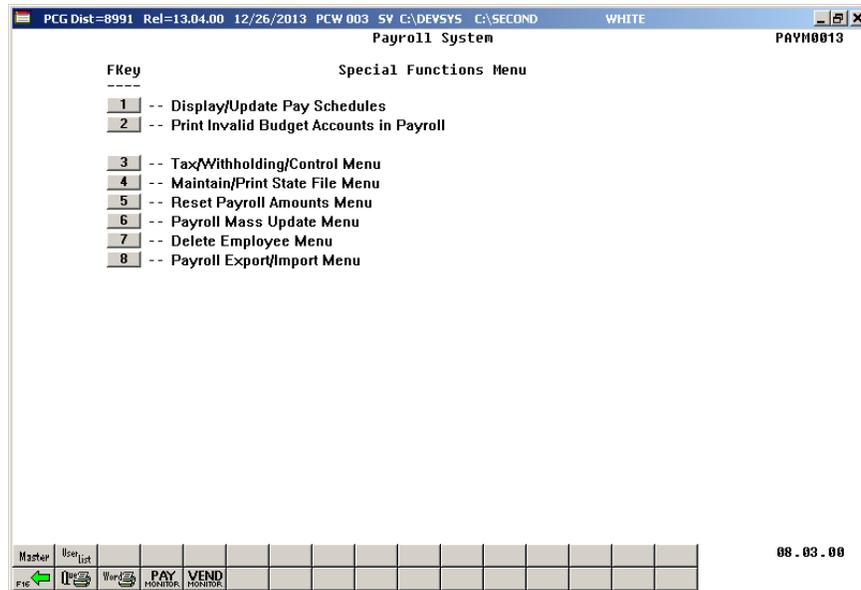
The following screen displays:

Step	Action
2	Select ![6] (**F6** – Payroll Mass Update Menu).

The following screen displays:
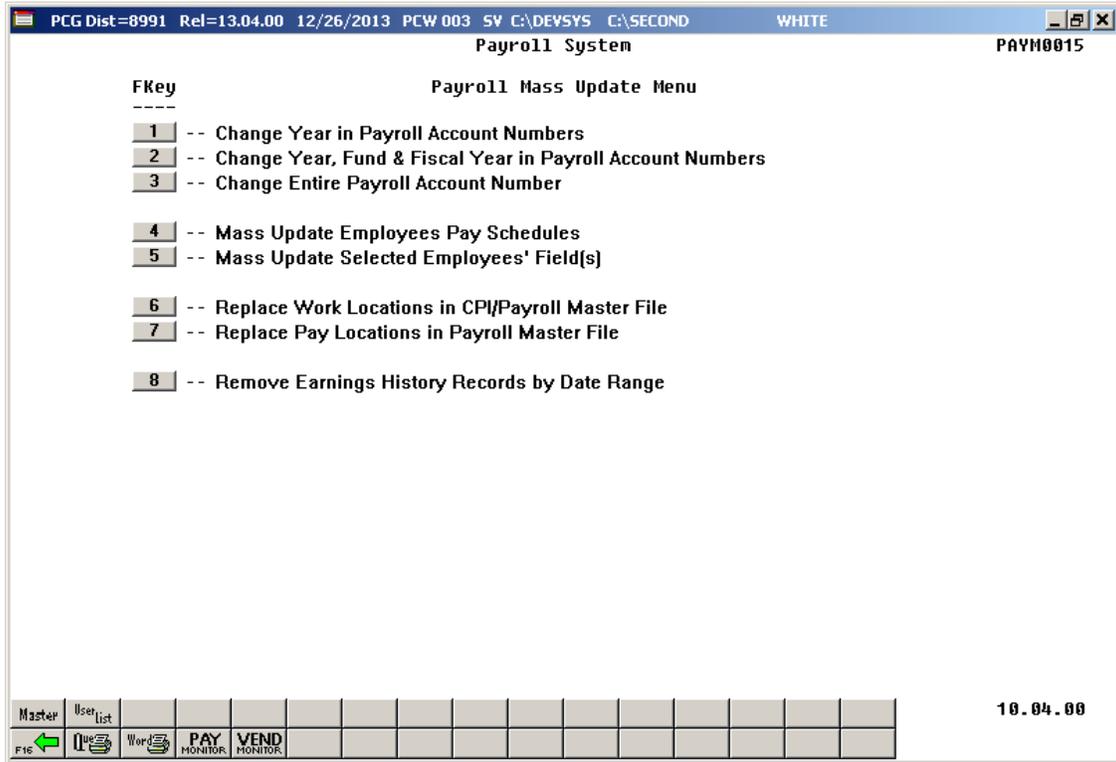
Step	Action
3	Select **5** (**F5** - Mass Update Selected Employees' Field(s)).

The following screen displays:

Enter=Continue, F10=Set filter, F16=Exit

Step	Action
4	Select ![F10 filter icon] (**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.*

Once the filter conditions are set, the following screen displays:
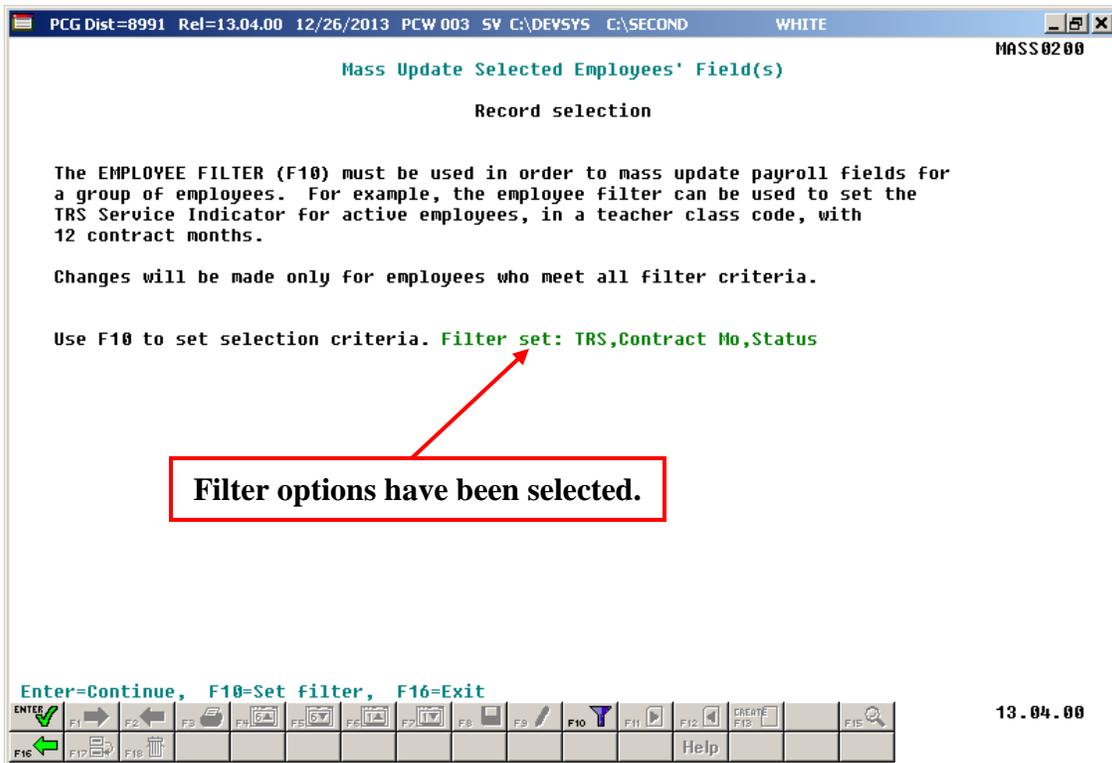
The filter options displayed will be dependent on the user's selections.

Step	Action
5	Select ![Enter icon] (**Enter**) to continue.

The following screen displays:

Step	Action
6	Enter the number of contract months in the **Enter Contract Months/Year (09 – 12)** field.
	If the Contract Months field is to be updated for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field.
7	Enter **0** (No TRS Service Credit) or **1** (TRS Service Credit) in the **Enter Service Time Indicator**.
	If the Service Time Indicator field is to be updated for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field.
	NOTE: If the **TRS Service Lock** field on an employee's payroll record is set to '**Y**', the value of the **TRS Service Indicator** is locked and will <u>not</u> be changed for the employee.
	The **TRS Service Lock** field indicates whether or not to lock the employee's **TRS Service Indicator** so that TRS service credit is not changed during <u>any mass change</u> payroll process. If the **TRS Service Lock** field is set to '**Y**' for an employee, the employee's **TRS Service Indicator** field will <u>not</u> be changed during the *Mass Update Selected Employees' Fields* procedure, even if a **Service Time Update** flag is set to '**Y**' on the data entry screen.
	Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* for more information on the **TRS Service Lock** field.

Step	Action
8	Enter the pay reason code or select the select the drop-down selection icon ▼ in the **Enter Pay Reason Code** field. If the Pay Reason Code field is to be updated for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field.
9	Enter **Y** (Yes) or **N** (No) in the **Set All Prenote Flags = Y** field. If the Prenote Flag field is to be updated with **Y** (Yes) for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field.
10	Enter the **Replace CPI Annual Contract Days** fields. Enter the current contract days in the **Curr (Current)** field. Enter the new contract days in the **New** field. If the Annual Contract Days field in CPI is to be updated for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field. *If the **Update?** field is set to **Y** (Yes), if the employee is selected, and if the **Current** CPI Annual Contract Days matches the CPI Annual Contract Days on the employee's record, then the system will update the employee's record with the **New** CPI Annual Contract Days.*
11	Enter the **Replace CPI Annual Work Days** fields. Enter the current work days in the **Curr (Current)** field. Enter the new work days in the **New** field. If the Annual Work Days field in CPI is to be updated for the selected employees, enter **Y** (Yes) in the **Update?** field. If the field is not to be updated, enter **N** (No) in the **Update?** field. *If the **Update?** field is set to **Y** (Yes), if the employee is selected, and if the **Current** CPI Annual Work Days matches the CPI Annual Work Days on the employee's record, then the system will update the employee's record with the **New** CPI Annual Work Days.*
12	Select ENTER✓ (**Enter** - continue) <u>twice</u>. *"** Processing request **" briefly displays.*

The following screen displays:

```
 PCG Dist=8991  Rel=13.04.00  12/26/2013  PCW 003  SV C:\DEVSYS  C:\SECOND        WHITE            _ 8 X
                                                                                   MASS0200
                              Mass Update Selected Employees' Field(s)




           ** 000338 TOTAL RECORDS UPDATED **













                               PRESS ENTER TO CONTINUE                            13.04.00
```
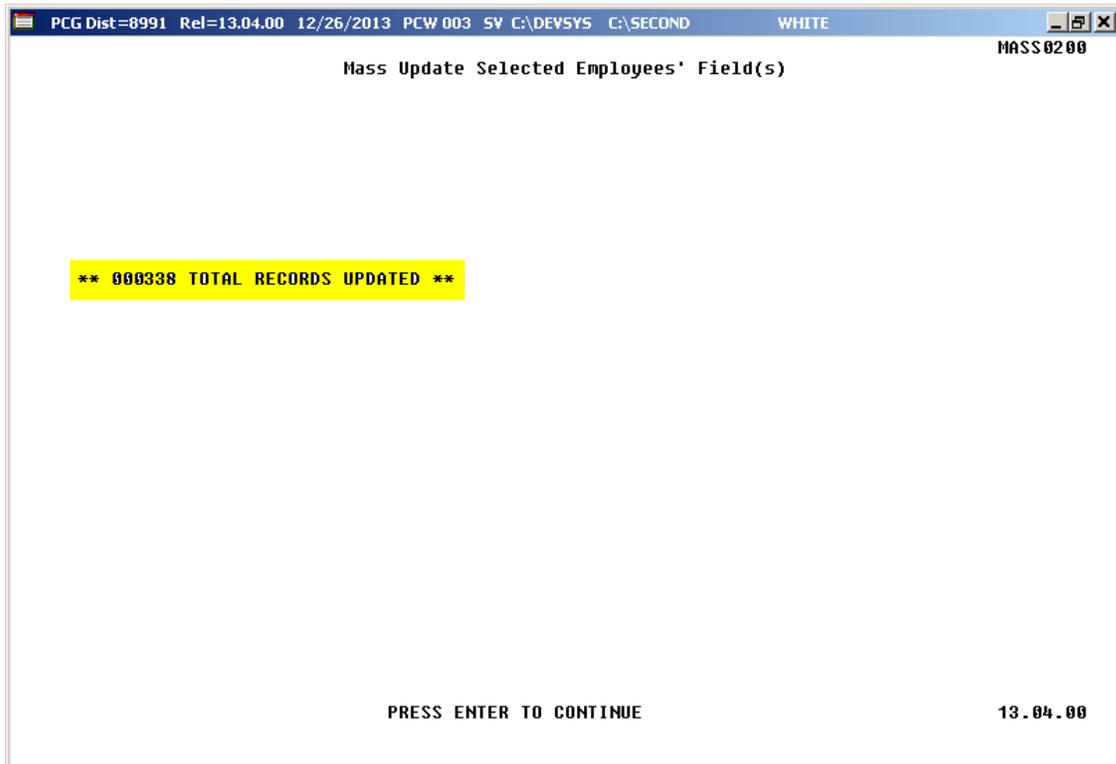
Step	Action
13	Review the screen's information, or screen-print the screen where appropriate, and select **Enter** (to Continue Program).

The following screen displays:

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

Procedure F: Replace Work Locations in CPI/Payroll Master File

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

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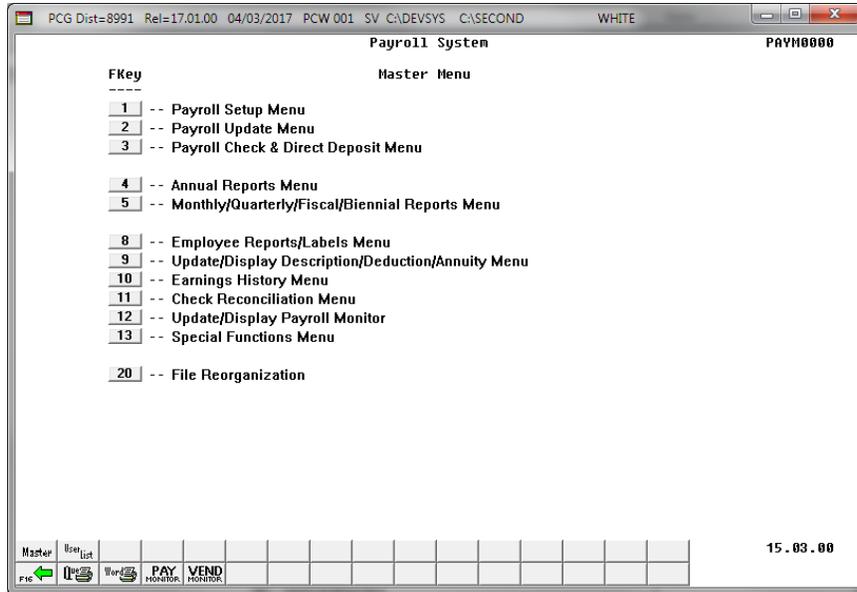
Step	Action
2	Select ___13___ (**F13 -** Special Functions Menu).

The following screen displays:

Step	Action
3	Select **6** (**F6** – Payroll Mass Update Menu).

The following screen displays:

Step	Action
4	Select ⬚ F6 ⬚ (**F6** – Replace Work Locations in CPI/Payroll Master File).

The following screen displays:

Step	Action
5	Enter the four-digit work location code or select the drop-down selection icon ▾ in the **Old Location** and the **New Location** fields.
6	Type '**YES**' or '**NO**' in the **Update Work Location on CPI Assignments?** field. In order to update assignment records in the CPI subsystem, answer '**YES**', otherwise, answer '**NO**'. *Updating the CPI assignment records with the New Work Location code is optional.* *If updating CPI assignment records, the New Work Location code must be defined as CPI Eligible on the Description File.*
7	Select ⬚ ENTER✓ ⬚ (**Enter**) to continue.

The following screen displays:

Step	Action
8	Select (**F8 - Update**) to update and continue processing.

To reenter the old and new work locations, press (**ENTER**) to correct the information.

To abort the procedure, press (**F16 – Exit**).

"** Processing Request **" briefly displays. The Replace Work Locations screen redisplays. |

The following screen displays:

```
  A   PCG Dist=8991  Rel=19.04.00  03/04/2020  PCG 002  SV  C:\DEVSYS  C:\SECOND          WHITE           —    □    ✕
                                                                                                          CPICM505

                                              REPLACE WORK LOCATIONS
                                                                                                          CPI
                                                                       Location                          Elig?
                                                                 -------------------------------         -----
                                        OLD LOCATION     0195     Location 000195                          Y

                                        NEW LOCATION     1011     Location 001011                          Y


                   Update Work Location on CPI Assigmnments?      YES      (YES or NO)
                                                                           New Location MUST BE CPI Eligible!


                                  Payroll Records Changed:        0541

                                      CPI Records Changed:        0216










             Enter = New Entry, F16 = Exit                                                          19.02.00
```
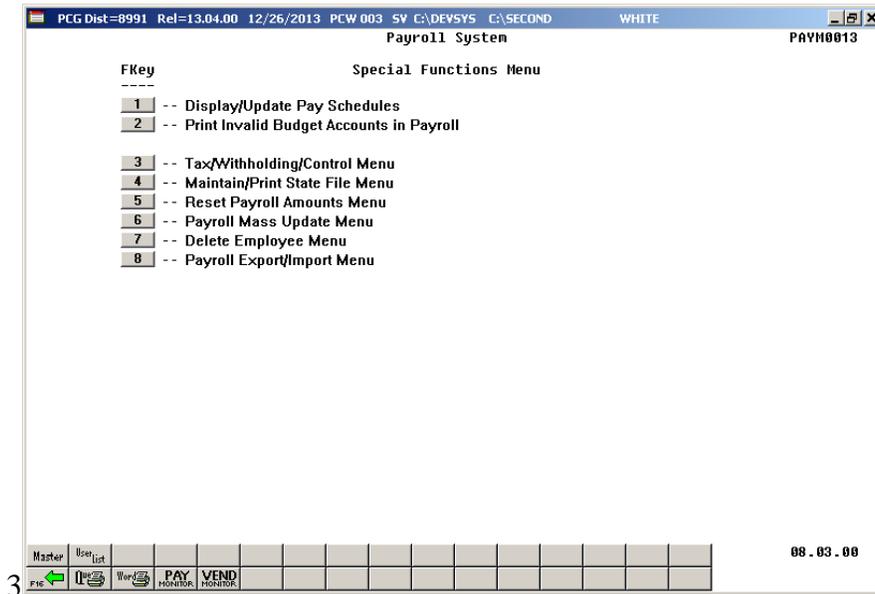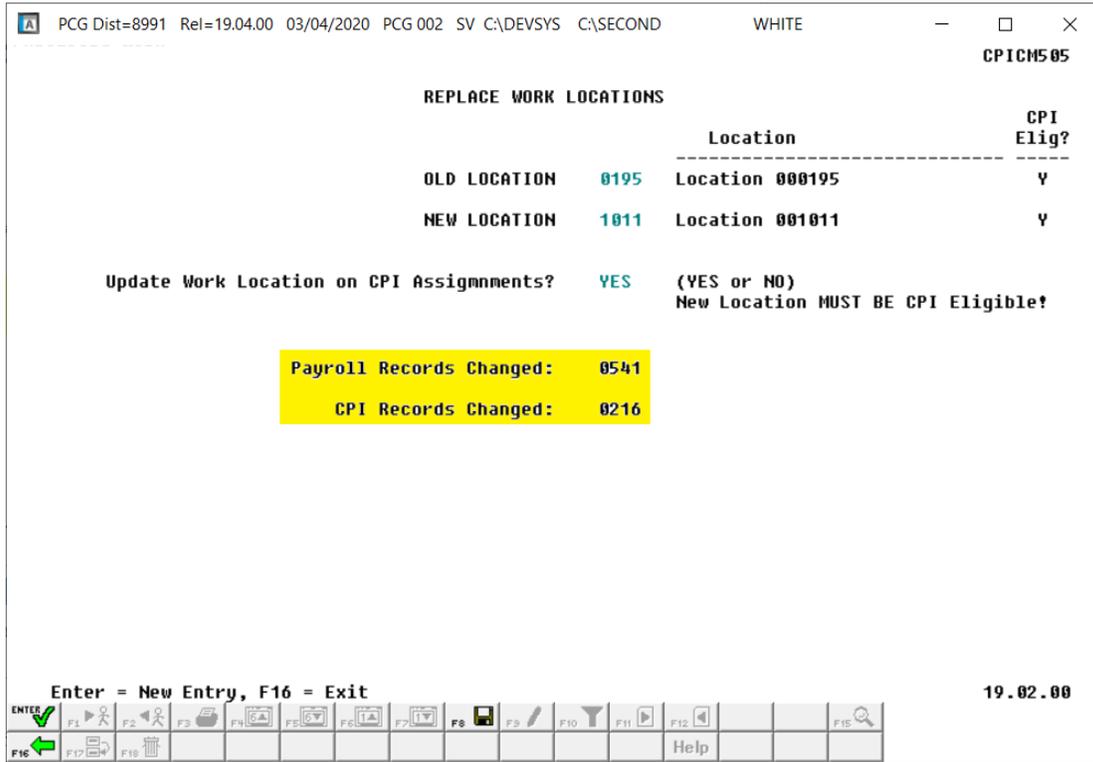
Step	Action
9	Review the **Payroll Records Changed** field and the **CPI Records Changed** field to verify that the appropriate records were updated.
10	For additional work locations repeat this procedure beginning at *Step 5*. If there are no additional work location replacements, select ⬅ (**F16** - Exit) to exit to the *Payroll Mass Update Menu*.

The following screen displays:


```
 PCG Dist=8991  Rel=13.04.00  12/26/2013  PCW 003  SV C:\DEVSYS  C:\SECOND         WHITE                    _ |□| X |
                                        Payroll System                                             PAYM0015

            FKey                   Payroll Mass Update Menu
            ----

              1   -- Change Year in Payroll Account Numbers
              2   -- Change Year, Fund & Fiscal Year in Payroll Account Numbers
              3   -- Change Entire Payroll Account Number

              4   -- Mass Update Employees Pay Schedules
              5   -- Mass Update Selected Employees' Field(s)

              6   -- Replace Work Locations in CPI/Payroll Master File
              7   -- Replace Pay Locations in Payroll Master File

              8   -- Remove Earnings History Records by Date Range




                                                                                       10.04.00
 Master  User
         list
 F16     Que    Word   PAY    VEND
                       MONITOR MONITOR
```

Step	Action
11	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 G: Replace Pay Locations in Payroll Master File

Step	Action
1	From the *Business Applications Master Menu*, select ⬛**2** (**F2** - Payroll System).

The following screen displays:
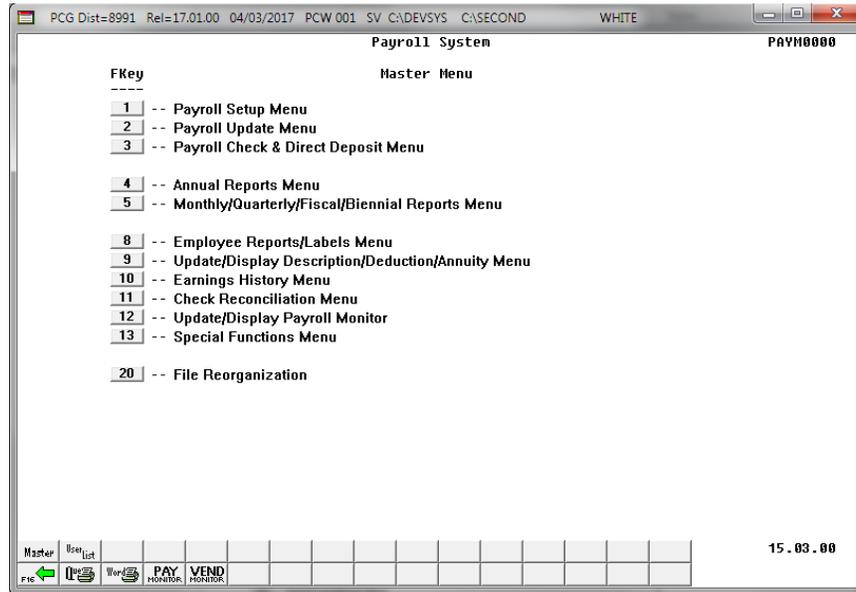
Step	Action
2	Select ⬛**13** (**F13 -** Special Functions Menu).

The following screen displays:
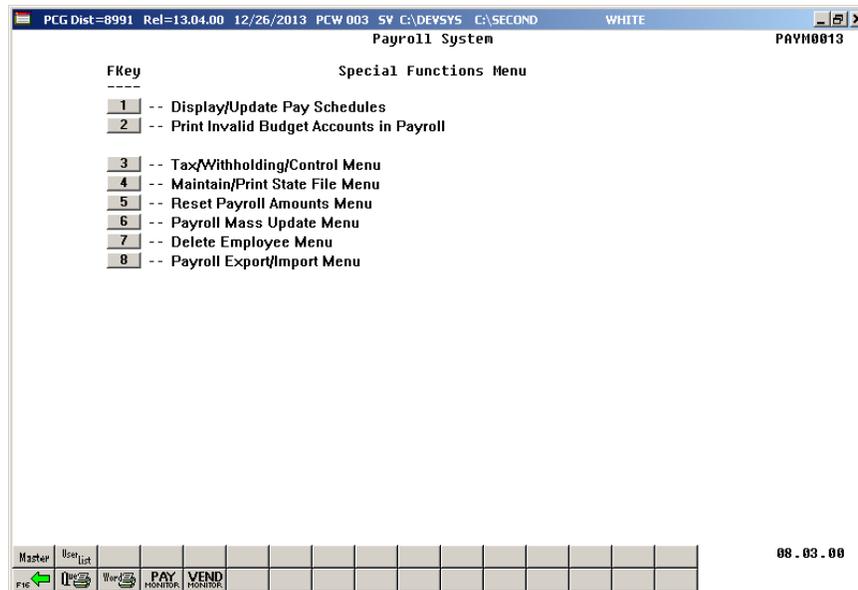
Step	Action
3	Select ⬚ **6** (**F6** – Payroll Mass Update Menu).

The following screen displays:

Step	Action
4	Select ⬚ **7** (**F7** – Replace Pay Locations in Payroll Master File).

The following screen displays:

Step	Action
5	Enter the four-digit payroll location code or select the drop-down selection icon ▼ in the **Old Location** and **New Location** fields to select the desired locations.
6	Select ENTER (**Enter**) twice. *"** Processing Request **"" briefly displays.*

The following screen displays:
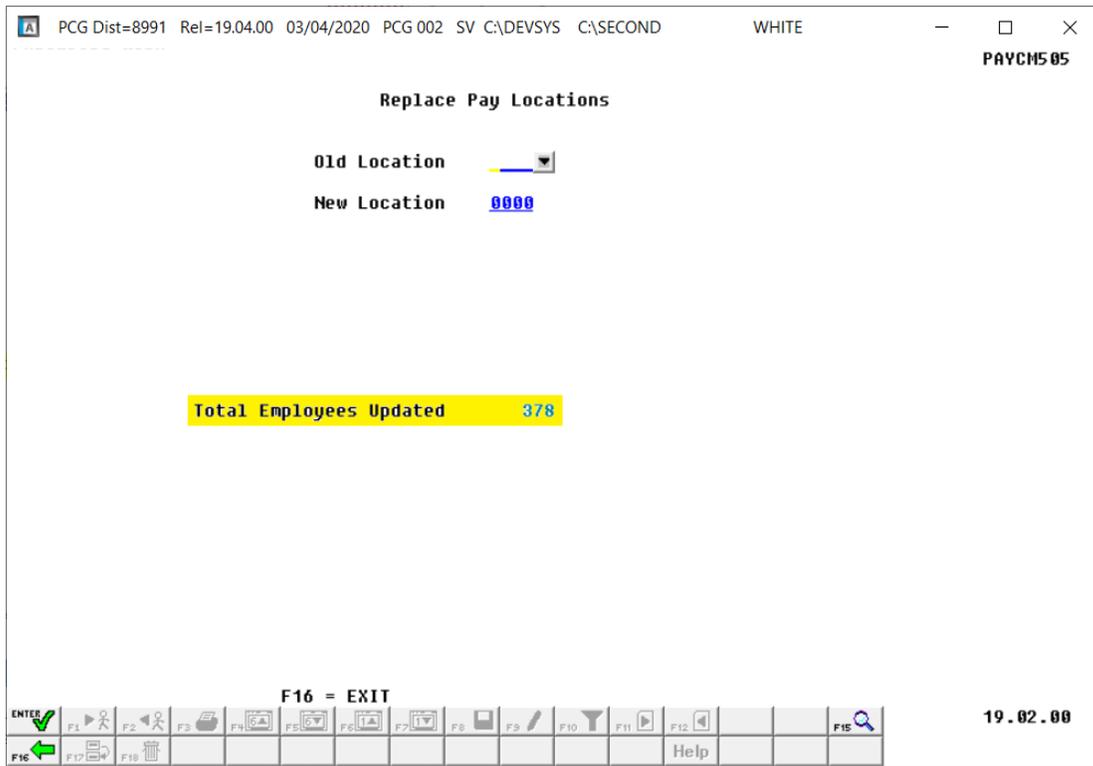
Step	Action
7	Review the **Total Employees Updated** field, and select ![F16] (**F16** - Exit) to return to the *Payroll Mass Update Menu.*
	For additional pay locations, repeat this procedure beginning at *Step 5.*

The following screen displays:

Step	Action
8	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 H: Remove Earnings History Records by Date Range

H1. Perform a PCGenesis Data Backup

Step	Action
1	Ensure all users log out of PCGenesis.
2	Log onto the server as **Administrator**.
3	**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.
4	Label the backup **"MM/DD/YY Backup before Removing MMYY Earnings History Records"**.
5	Store the backup media and backup log in a secure location.

H2. Removing Earnings History Records by Date Range

Step	Action
1	Select ![13] (**F13** - Special Functions Menu).
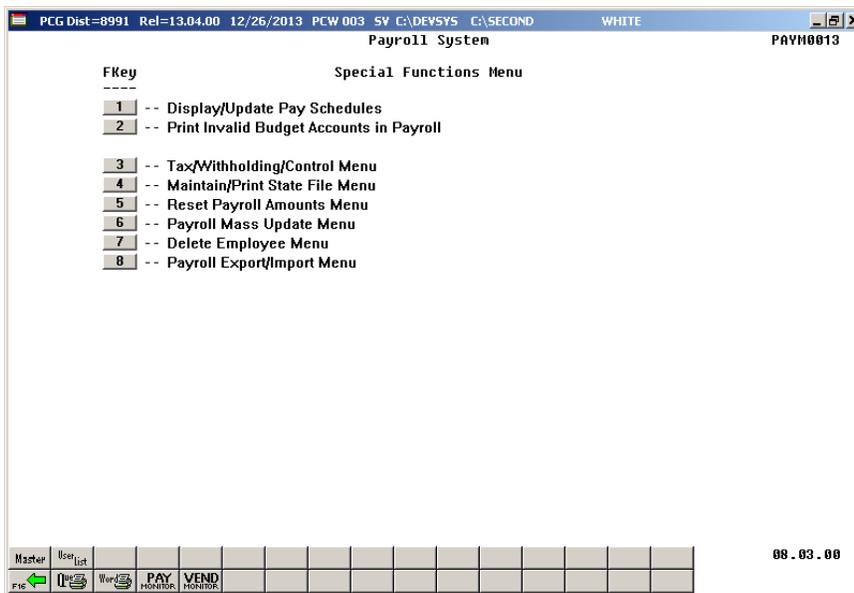
The following screen displays:

Step	Action
2	Select ![6] (**F6** – Payroll Mass Update Menu).

The following screen displays:
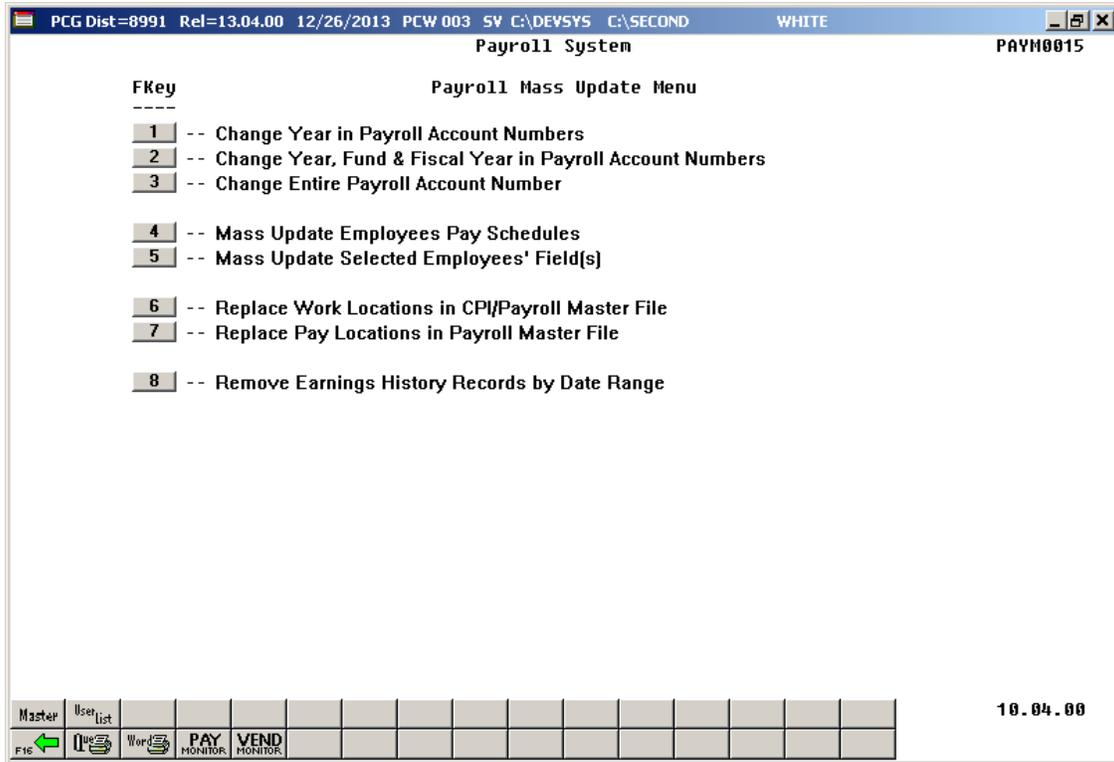
Step	Action
3	Select ☐ 8 (**F8 -** Remove Earnings History Records by Date Range). *"Please Wait . . .File is being copied" briefly displays.*

The following screen displays:

```
 PCG Dist=8991  Rel=13.04.00  12/26/2013  PCW 003  SV C:\DEVSYS  C:\SECOND        WHITE          _|□|X|
                    REMOVE EARNINGS HISTORY RECORDS BY DATE RANGE                         EARN9

                                       WARNING!

                   This program will remove earnings records from the HISTORY file, if
                 the date of the record is less than or equal to the date entered below.

                    Retain all detail earnings history records for 18 months.  Records
                    older than 18 months may be removed to storage and then deleted
                    from the disk.  This process will recover the disk space previously
                                   required to store the history records.

                 DO NOT REMOVE RECORDS BEFORE THE ANNUAL AND FISCAL REPORTS HAVE BEEN RUN!

                           Enter ENDING date of records to remove:


                                   _____
                                   (MM/DD/CCYY)


                    Note: HISTORY has been copied to HISTORY9 and DISTRIB has been copied
                          to DISTRIB9, both on PAYDATA for file recovery, if this step fails.










                       ENTER = Continue, F16 = Exit without removing records          12.03.00
```

Step	Action
4	Review the information on the *Remove Earnings History Records by Date Range Warning!* screen.
5	Enter the date (MM/DD/CCYY) in the field to remove all employees' earnings history information with a date less than or equal to the entered date.
6	Select **Enter** (to Continue)**.**

If no records match the search criteria entered, the following screen displays:

```
PCG Dist=8991 Rel=13.04.00 12/26/2013 PCW 003 SV C:\DEVSYS C:\SECOND        WHITE        _ |8|X|
                                                                                          EARN9
                          Remove Earnings History Records by Date Range


NO (ZERO) Earning History records were removed from the History and Distribution files.

















PRESS ENTER KEY TO CONTINUE PROGRAM
```
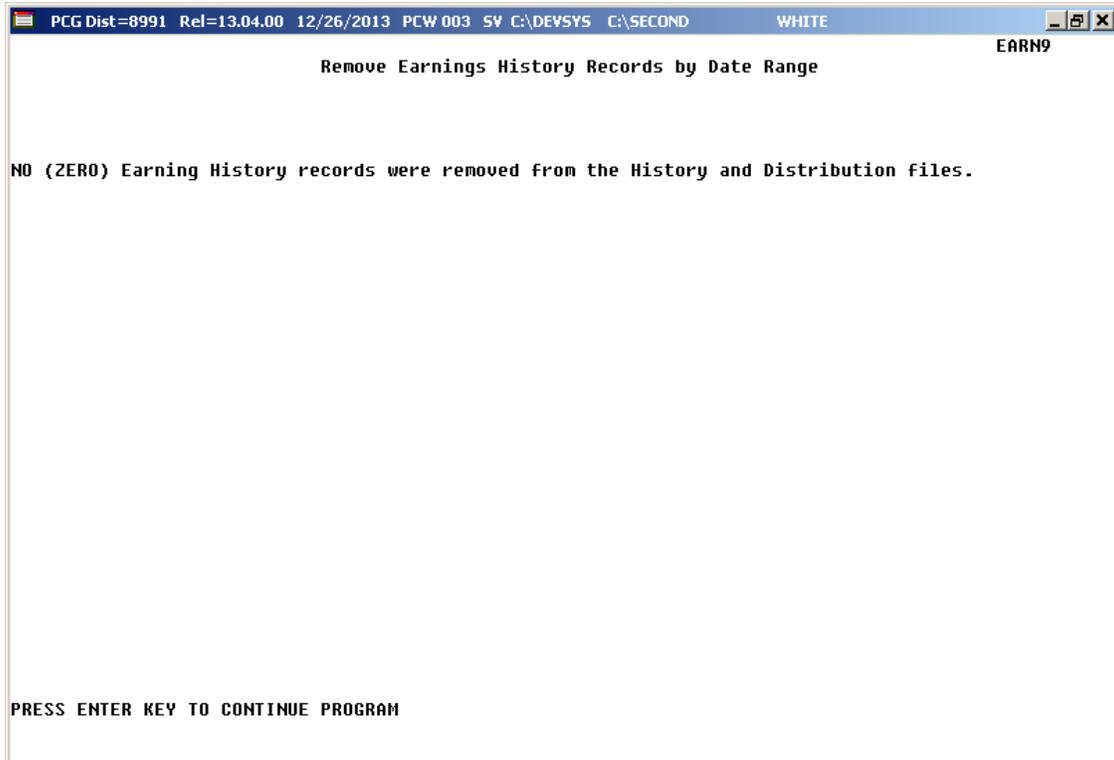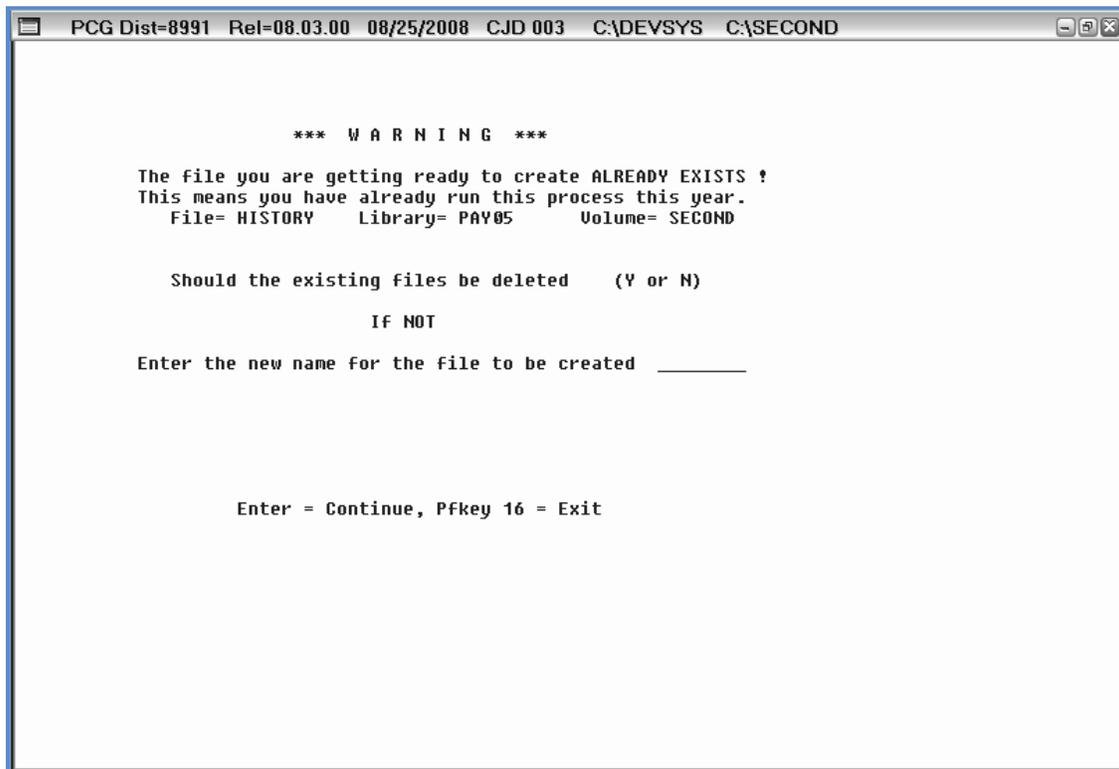
If the procedure has previously been run, the following screen displays:

```
 PCG Dist=8991  Rel=08.03.00  08/25/2008  CJD 003    C:\DEVSYS   C:\SECOND        _|8|X|




                      ***  W A R N I N G  ***

            The file you are getting ready to create ALREADY EXISTS !
            This means you have already run this process this year.
                File= HISTORY    Library= PAY05       Volume= SECOND


            Should the existing files be deleted     (Y or N)

                              If NOT

            Enter the new name for the file to be created  _____




                      Enter = Continue, Pfkey 16 = Exit
```

Step	Action
7	**If no records match the search criteria entered:** Select **Enter** (to Continue Program), and proceed to *Step 10*.
	If the procedure was previously performed: Review the screen's information, enter the response in the **Should the existing files be deleted** field, where appropriate, enter the filename in the **Enter the new name for the file to be created** field, and select **Enter** <u>twice</u>.
	"File being reorganized. DO NOT CANCEL PROCESSING" briefly displays where appropriate.

The following screen displays;

```
 PCG Dist=8991  Rel=13.04.00  12/26/2013  PCW 003  SV C:\DEVSYS  C:\SECOND          WHITE                        _ □ X
                                                                                                    EARN9
-

        1398 Earnings records were removed from the history file.
               (above total does not include Control type records)

        The records are now in the files:
        HISTORY   and DISTRIB   in library PAY01     on volume SECOND.


        These records should be removed to another media (TAPE, DISK, or CD).
        When a backup has been successfully completed the files:

        HISTORY   and DISTRIB   in PAY01     on SECOND may be deleted.

















        Please press 'RETURN' to continue.                                        12.03.00
```
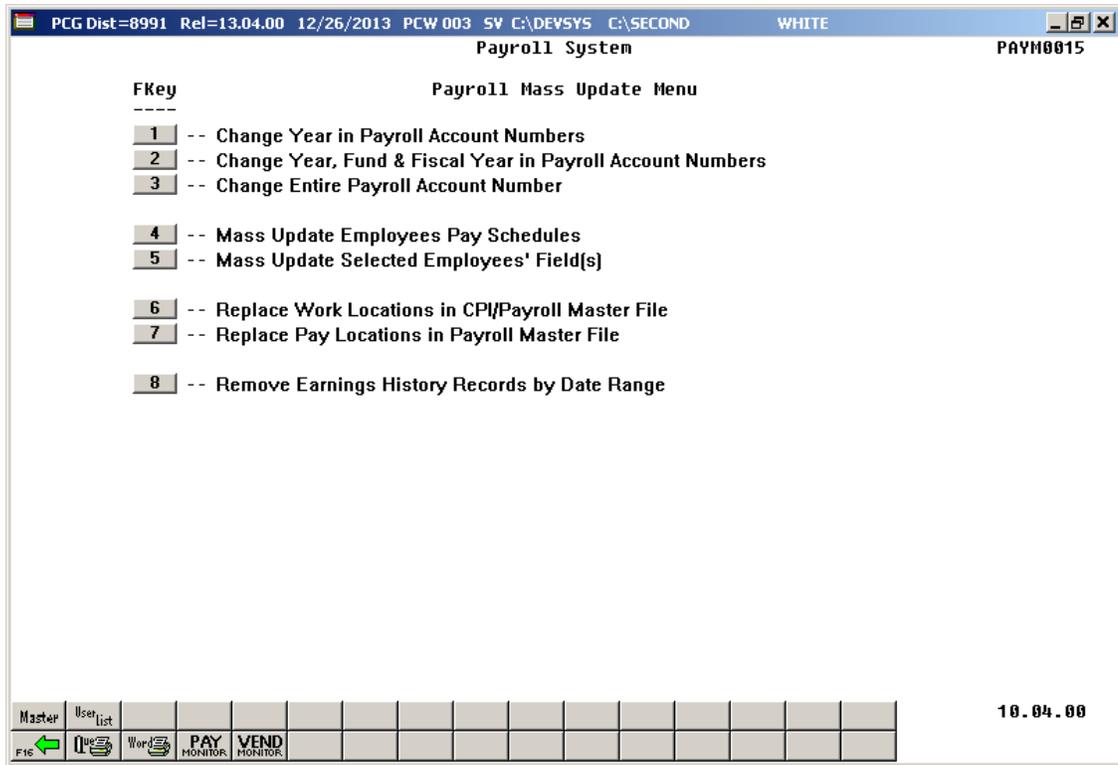
Step	Action
8	Record the screen's information on, or screen-print the *EARN9* screen, and back up the archive files as instructed. Delete these after backing up the archive files.
9	Select **Enter** (To Continue). *"File being reorganized. DO NOT CANCEL PROCESSING" briefly displays.*

★ ★ ★ Attention ★ ★ ★

Do not cancel processing under any circumstances!

The following screen displays:

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