CHAPTER 13: STANDARD REPORTS

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Standard Reports List

The Genesys system includes reports that help you manage your business. This chapter describes these reports:

- Active Employees Not Paid / Non-Active Employees Paid
- Audit Detail Report
- Audit Error Report
- Check Listing Report
- Deductions Not Taken and Arrears
- Direct Deposit Register
- FICA / Medicare Variance
- Input Balancing Report (IBR)
- Payment Posting Report (PPR)
- Processing Control Report (PCR)
- Register
- Tax Liability Report

Report Page Headers

All of the standard reports contain a page header block that contains information to help you identify the specific payroll processing associated with the report. The top section of each report contains the following information:

- The Group name and address.
- The Group number.
- Report Title.
- Check Date assigned to this payroll.
- Period Begin and Period End Date assigned to this payroll.
- Pay Period number for this payroll.
- Current page number and total number of all pages.
- The processing date and time (in standard format) for the payroll.
Active Employees Not Paid / Non-active Employees Being Paid

This report is made up of two sections. The first section lists all employees who have a status of Active but who are not receiving a regular payment in the current payroll.

The second section lists all employees who do not have a status of Active but who are receiving any type of payment (Regular, Bonus, Adjustment).

Each section is sorted by employee last name and shows the employee’s status, employee type, payment type, and the department number and name.

The report data is sorted primarily by employee last name and secondarily by employee first name. An employee displays only once in the Active Employees Not Paid section.

If multiple transactions are processed for any of the Non-active Employees Being Paid, an employee should be listed multiple times within that section, once for each transaction.

Column Headings

The column headings block displays below the page header block. These headings identify the data in each column.

Employee Name - Displays the employee’s first name, middle initial, and last name. There is enough space allocated to allow a maximum of 25 characters.

Social Security Number. - Contains the employee’s social security number in the format: XXX-XX-XXXX.

Employee Status - Displays whether an employee is:
- Active
- Inactive
- Terminated

Employee Type - The employee type identifies an employee the status of:
- Hourly
- Exception Hourly, or
- Salary

Payment Type - This column only applies to the Non-active Employees Being Paid Section. It identifies the nature of the transaction, such as Regular, Adjustment, or Bonus.

Department Number - Displays the employee’s home department number.

Department Name - Displays the employee’s home department name.

Specific Employees Not Paid Detail Block - This area of the report contains the detailed information identified by the Column Headings block. The information block identification line shows the title Active Employees Not Being Paid. If the detail block spans multiple pages, the title repeats at the top of each subsequent page, followed by the word continued. If there are no active employees who are not paid in this processing run, then the message: All Active Employees Are Being Paid prints under the block identification line.
Count - This field shows the number of active employees who are not paid during this processing.

Specific Non-active Employees Being Paid Detail Block - This section of the report contains the detailed information identified by the Column Headings block. The information block identification line displays the title Non-active Employees Being Paid. If the detail block spans multiple pages, the title repeats at the top of each subsequent page, followed by the word continued.

If there are no active employees who are not paid in this processing, the message No Non-active Employees Are Being Paid prints under the block identification line. This field shows the number of transactions processed for non-active employees who are being paid.

Audit Detail Report

The Audit Detail Report provides a listing of all transactions processed for each employee during the current pay cycle. It also indicates whether any of the transactions contained errors.

Use the Audit Detail Report to verify each employee transaction.

The transactions that are incorrect or that require special attention are noted with asterisks.

The number of asterisks that display on the report indicate:

- one asterisk (*) = warning messages
- two asterisks (**) = insertion of default values and/or
- three asterisks (***) = notification of critical errors

In addition, the system also prints descriptive error messages on the report to alert you of potential problem areas.

The Audit Detail Report is first sorted by group.

Next, all group-level transactions are sorted in order by transaction.

Following the group information, all employees for whom activity was processed, are sorted first by employee key, then by transaction type.

The Audit Detail Report will print a maximum of 45 positions for alphanumeric fields.
The following transactions are included in this report:

<table>
<thead>
<tr>
<th>Transaction No.</th>
<th>Transaction Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Delete</td>
</tr>
<tr>
<td>20</td>
<td>Add Group</td>
</tr>
<tr>
<td>30</td>
<td>Add Individual</td>
</tr>
<tr>
<td>40</td>
<td>Transfer</td>
</tr>
<tr>
<td>41</td>
<td>Mass Change</td>
</tr>
<tr>
<td>43</td>
<td>Incremental/Decremental Mass Change</td>
</tr>
<tr>
<td>44</td>
<td>Condition Mass Change</td>
</tr>
<tr>
<td>47</td>
<td>Pay Status Change Before Adjustment</td>
</tr>
<tr>
<td>49</td>
<td>Change Before Adjustments/Payments</td>
</tr>
<tr>
<td>50</td>
<td>Adjust Manual before Separate Payment</td>
</tr>
<tr>
<td>52</td>
<td>Separate Payment</td>
</tr>
<tr>
<td>53</td>
<td>Adjust Prior Quarter Payment</td>
</tr>
<tr>
<td>54</td>
<td>Adjust Manual after Separate Payment</td>
</tr>
<tr>
<td>55</td>
<td>Adjust Payoff</td>
</tr>
<tr>
<td>56</td>
<td>Adjust Current Payment</td>
</tr>
<tr>
<td>60</td>
<td>Company Control Transaction</td>
</tr>
<tr>
<td>70</td>
<td>Pay Status Change After Adjustment</td>
</tr>
<tr>
<td>71</td>
<td>Change After Adjustments - Historical</td>
</tr>
<tr>
<td>72</td>
<td>Change</td>
</tr>
<tr>
<td>73</td>
<td>Incremental Change</td>
</tr>
<tr>
<td>75</td>
<td>Labor Cost Change</td>
</tr>
<tr>
<td>76</td>
<td>Labor Cost Change Archive Record</td>
</tr>
<tr>
<td>80</td>
<td>Regular Earnings 1 and 2</td>
</tr>
<tr>
<td>81</td>
<td>Regular Earnings 3 and 4</td>
</tr>
<tr>
<td>82</td>
<td>Regular with Overrides</td>
</tr>
<tr>
<td>85</td>
<td>Regular Earn 1 thru 8</td>
</tr>
<tr>
<td>8501</td>
<td>Regular</td>
</tr>
<tr>
<td>8502</td>
<td>Regular Earnings</td>
</tr>
<tr>
<td>86</td>
<td>System Message</td>
</tr>
<tr>
<td>87</td>
<td>Status Report Request</td>
</tr>
<tr>
<td>88</td>
<td>Advance Vacation</td>
</tr>
<tr>
<td>90</td>
<td>Regular Bonus</td>
</tr>
<tr>
<td>91</td>
<td>Flat Rate Bonus</td>
</tr>
<tr>
<td>92</td>
<td>Bonus Plus Surtax</td>
</tr>
<tr>
<td>95</td>
<td>Pay Status Change After Payment</td>
</tr>
<tr>
<td>99</td>
<td>Amount</td>
</tr>
</tbody>
</table>

Group
### Chapter 13: Standard Reports

**Application Reference Manual**

#### Group Level

**OS100**  
Weekly Pay Group

<table>
<thead>
<tr>
<th>Company Control Transaction</th>
<th>Add Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>* CHK Data &amp; Quarter Inconsistent</td>
<td>Alt Input</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPED Check Date</th>
<th>70 01-09-2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRT Pay Period End Date</td>
<td>70 01-16-2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Processing Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Schedule Used</td>
<td>1</td>
</tr>
<tr>
<td>New Calendar Month</td>
<td>No</td>
</tr>
<tr>
<td>New Calendar Quarter</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction Schedule Used</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Calendar Year</td>
<td>No</td>
</tr>
<tr>
<td>New Fiscal Year</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mass Change</th>
<th>Add Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL01 Chart: Defined 1 Byte Alphanumeric Field 1</td>
<td>10 Y</td>
</tr>
<tr>
<td>BMBO Benefits Eligibility Date</td>
<td>To 10-22-2002</td>
</tr>
<tr>
<td>EA08 Limit/BalFld 10.8 - User Def</td>
<td>To 444,444.44</td>
</tr>
<tr>
<td>EB8 SpecialFld 8 - User Def</td>
<td>To *38</td>
</tr>
<tr>
<td>EN01 ConstantFld 8 - User Def</td>
<td>To 100.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incremental/Decremental Mass Change</th>
<th>Add Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA08 Limit/BalFld 10.30 - User Def</td>
<td>To 2.05</td>
</tr>
<tr>
<td>EN01 ConstantFld 10 - User Def</td>
<td>To 2.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition Mass Change</th>
<th>Add Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into AL24</td>
</tr>
<tr>
<td>Transfer Value</td>
<td>OK</td>
</tr>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into AL24</td>
</tr>
<tr>
<td>Add Value</td>
<td>1.00 Field EN30 Into WA12</td>
</tr>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into EN30</td>
</tr>
<tr>
<td>Transfer Value</td>
<td>22.22</td>
</tr>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into EN30</td>
</tr>
<tr>
<td>Subtract Value</td>
<td>1.00 Field EN30 Into EN31</td>
</tr>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into EB31</td>
</tr>
<tr>
<td>Multiply Value</td>
<td>2.00 Value 2.00 Into EB13</td>
</tr>
<tr>
<td>When LOCO Equal to Value</td>
<td>OSIDAL Into EB13</td>
</tr>
<tr>
<td>Divide Value</td>
<td>2.00 Value 9.00 Into EB12</td>
</tr>
</tbody>
</table>

**Legend:**
* Default Used  ** Warning Error  *** Critical Error

---

**Individual**
Audit Error Report

The Audit Error Report is a tool that helps you to locate any erroneous transactions that may have occurred during processing. It lists the error messages that are associated with the transactions. The number of asterisks preceding the message tells you the severity of the error.

This is what the asterisks on the report mean:

- **One asterisk (*)**  Default Used
- **Two asterisks (**)**  Warning Error
- **Three asterisks (***)**  Critical Error – The error is significant and the transaction must be re-entered.

For detailed descriptions of each of the error messages displayed on this report, please refer to the System Messages chapter in the Genesys Application Reference Manual.

EXAMPLE:
For example, in the report sample displayed below, employee John B. Ellis encountered error Type 06 - which resulted in a Negative Net Pay error. The error was reported with three asterisks next to the error message. This means that it is a critical error and information must be corrected and re-entered before you can proceed.

When you check this error message in the System Messages chapter, you learn that the Negative Net Payment error means that a payee was given negative net pay, and that NETP was cleared to zero.

As you continue to review the sample report, you see that employee Georgette W. Smith received the message Error in GenCalc Routine. This error was reported with two asterisks. This warns you to check this calculation to be certain that it processed properly.

When you check the meaning of Error in GenCalc Routine in the System Messages chapter, you learn that: During the execution of a GenCalc routine, an error was detected in Program 050 that prevented the successful completion of the routine.

Group
Check Listing Report

The Check Listing gives you a detailed record of all check information contained in the current payroll. (Note: direct deposit transactions are not included.)

All transactions with a check number are included on the register, regardless of the employee’s status or the type of transaction processed.

Adjustment transactions that are processed without a check number are not included on the Check Register.

This report is sorted by check number. Sometimes a check number is used more than once. (Adjustment transactions are an example of this.) If this is the case, the check number displays once for each transaction. An employee with multiple checks in the payroll displays multiple times.
### Issuing Account Information

This part of the report displays the transit / ABA number and the account number that is printed on checks issued by the Genesys payroll system.

### Column Headings

The column headings block displays below the page header block.

- **Check Number**. This shows the check number assigned to a specific transaction.
- **Employee Name**. This displays the employee’s first name, middle initial, and last name. You may display a maximum of 25 characters.
- **Social Security Number**. This displays the employee’s social security number in the format: XXX-XX-XXXX.
- **Employee Status**. This displays the employee’s current status in the organization: Active, Inactive, or Terminated.
- **Void/Adjustment**. This gives you an easy way to distinguish any adjustments entered into the system.
- **Net Amount**. This is the net dollar amount of the transaction. This column gives you the large storage capacity for numeric fields accommodated by the system. It displays a maximum amount of 9,999,999,999.99 and a minimum amount of 9,999,999,999.99.

### Checks Issued Detail

This area of the report contains the detailed information identified by the *Column Headings* block.
Total
A total line follows the last employee transaction.

Breakout of Checks
A breakout of checks follows the Checks Issued Detail total line. This breakout shows a count and an amount for both adjustments and system-generated checks.

The last line of this block gives a total for both the Count and Amount columns. The total amount should equal the Checks Issued Detail total amount.

Deduction Not Taken and Arrears Report
The Deduction Not Taken and Arrears Report identifies:

- Any paid employees who should have scheduled deductions taken, but did not.
- All employees with accumulated arrears for any deduction code.

The report is sorted primarily by employee last name and secondarily by employee first name. An employee displays on this report if any scheduled deduction was not taken in whole from a payroll transaction that should have included scheduled deductions.

An employee is also listed on this report if no payroll transactions are processed, but the employee has a deduction with accumulated arrears.

If multiple transactions are processed for an employee, and more than one of the transactions results in deductions not being taken, the employee is listed multiples times. (Once for each occurrence.)
### Column Headings

The column headings block displays below the page header block. These headings identify the data in each column.

- **Employee Name**: Prints first on a separate line. Displays the employee’s first name, middle initial, and last name. Forty-eight characters are allowed, but there are 84 additional unused characters on this line.

- **Employee Id**: Prints on the second line. Contains the employee’s identification number (positions 7-20 in the Tran Key.)

- **Employee Status**: Prints on the second line. Displays whether an employee is active, inactive, or terminated.

- **Description**: The first occurrence prints on second line, each subsequent occurrence starts a new line. Prints the name of the deduction code.

- **Scheduled Amount**: The first occurrence prints on second line, each subsequent occurrence starts a new line. Shows the dollar amount scheduled to be taken. This column displays a maximum amount of 9,999,999,999.99 and a minimum amount of 9,999,999.99.

- **Amount Taken**: First occurrence prints on second line, each subsequent occurrence starts a new line. If the deduction is set up to allow for partial amounts to be taken, the amount actually taken displays here. This column displays a maximum amount of 9,999,999,999.99 and a minimum amount of 9,999,999,999.99.

---

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Id</th>
<th>Employee Status</th>
<th>Description</th>
<th>Scheduled Amount</th>
<th>Amount Taken</th>
<th>Current Arrears</th>
<th>Accumulated Arrears</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgette W Smith</td>
<td>011479764</td>
<td>Opt Life</td>
<td>ADD</td>
<td>1.94</td>
<td>1.95</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Margaret B Walker</td>
<td>036687061</td>
<td>State Tx</td>
<td>ADD</td>
<td>2.04</td>
<td>2.04</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Geraldine E Taylor</td>
<td>064462134</td>
<td>Opt Life</td>
<td>ADD</td>
<td>1.12</td>
<td>1.12</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Yun-Hen Chen</td>
<td>061222786</td>
<td>Bond</td>
<td>ADD</td>
<td>10.00</td>
<td>10.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cheryl A Robbiss</td>
<td>094025135</td>
<td>401kPost</td>
<td>ADD</td>
<td>5,00</td>
<td>5,00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mary E Brothers</td>
<td>177921465</td>
<td>Opt Life</td>
<td>Un Dues</td>
<td>2.00</td>
<td>2.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sarah B Lawford</td>
<td>213448923</td>
<td>Opt Life</td>
<td>ADD</td>
<td>2.71</td>
<td>2.71</td>
<td>100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Marie L Morrow</td>
<td>216419287</td>
<td>Opt Life</td>
<td>ADD</td>
<td>2.00</td>
<td>2.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Current Arrears – The first occurrence prints on second line, each subsequent occurrence starts a new line. If the deduction is set up to allow for the accumulation of arrears, the amount not taken from the current transaction displays here. This column displays a maximum amount of 9,999,999,999.99 and a minimum amount of 9,999,999,999.99.

Accumulated Arrears – The first occurrence prints on second line, each subsequent occurrence starts a new line.

If the deduction is set up to allow for the accumulation of arrears, the total amount (to date) for this deduction not taken from all payroll processed displays here.

This column displays a maximum amount of 9,999,999,999.99 and a minimum amount of 9,999,999,999.99.

**Specific Deduction Not Taken & Arrears Detail**

This area of the report contains the detailed information identified by the *Column Headings* block. If more than one detail line is created by a single payroll transaction, the employee’s name, social security number, and employee status only print on the first detail line.

If a single employee has more than one entry on the report caused by problems with multiple payroll transactions, the employee’s name, social security number, and employee status print on the first detail line for each entry.

If the detail for a single entry spans more than one page, the employee’s name prints at the top of the next page, followed by the word *continued*.

**Number of Employees**

This area displays a count of the number of employees on the report. Employees with multiple entries are counted only once.
The Direct Deposit Listing provides the user with a detailed record of all direct deposit transactions created by the current payroll. The report sorts by the Individual Identification Number (Individual ID).

If an individual receives more than one payment, a detail line displays to reflect the direct deposit transactions associated with each payment. In other words, for an individual receiving two payments where the net of each payment is sent to the individual’s checking account, both net to checking payments display separately on the report.

The Genesys system offers four types of direct deposit transactions; total net payment to checking, total net payment to savings, partial net payment to checking, partial net payment to savings. A single employee can have up to three direct deposit accounts, though by definition only one of these can be a total net payment account.

### Direct Deposit Listing Report – Page 1

<table>
<thead>
<tr>
<th>Individual ID</th>
<th>Individual Name</th>
<th>Type of Account</th>
<th>Transit/ABA</th>
<th>Account Number</th>
<th>Deposit Amount</th>
<th>Tran Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0810009621768</td>
<td>Edna N Lewis</td>
<td>Savings</td>
<td>016000390</td>
<td>9999999999</td>
<td>6.01</td>
<td>0612309800000001</td>
</tr>
<tr>
<td>0810007781146</td>
<td>Mary E Brothers</td>
<td>Checking</td>
<td>016000390</td>
<td>7222232322</td>
<td>4.62</td>
<td>06123088000000002</td>
</tr>
<tr>
<td>0010041644790</td>
<td>David D Wilson</td>
<td>Partial One-Der</td>
<td>016000390</td>
<td>1111111111</td>
<td>25.00</td>
<td>06123098000000003</td>
</tr>
<tr>
<td>0810008681104</td>
<td>Bertrice W Rude</td>
<td>Partial One-De</td>
<td>016000390</td>
<td>1111111111</td>
<td>25.00</td>
<td>06123098000000004</td>
</tr>
</tbody>
</table>

**Transit/ABA** - This column displays the transits number associated with the direct deposit transaction. The transit number is a nine digit numeric code that identifies the specific banking institution holding the individual’s account.

The column headings block displays below the page header block. The headings identify the data in each column.

**Individual ID** – This is a combination of the individual’s Group number and Individual ID number.

**Individual Name** - Displays the individual’s name on the same line as the first direct deposit transaction. If the individual has multiple transactions generated by a single payment, and those transactions span two pages, the individual’s ID and name repeat at the top of the next page, preceded by the word *continued*. A maximum of 24 characters is allowed.

**Type of Account** - This column indicates whether a specific transaction is a total net, partial net payment, or prenote and the type of account involved (checking or savings). This column also indicates if the associated amount is sent as a debit or a credit to the receiving account. Debits subtract from an account, credits add to it. All transactions are credits unless the word Debit displays.
Account Number - Identifies the account number to which the funds are sent. In the United States the current standard limits account numbers to a maximum size of 17 digits.

Deposit Amount – This is the dollar amount of funds being sent to the individual’s account. This column is sized to reflect the large storage capacity for numeric fields accommodated by the system. It displays a maximum amount of 9,999,999,999.99. (Direct deposit amounts are always unsigned, information in the Type of Account column indicates a debit or credit).

Trace Number – This field displays a 22-digit number that can be used to trace a transaction through an AHC system. U.S. systems use 18 digits.

Total -- If payments result in only one direct deposit transaction for an individual, then a single line of information prints on the report to reflect that transaction. If multiple transactions are created for an individual, a Total line immediately follows the last transaction.

### Direct Deposit Listing Report – Page 2

<table>
<thead>
<tr>
<th>Individual ID</th>
<th>Individual Name</th>
<th>Type of Account</th>
<th>Transit/ABA</th>
<th>Account Number</th>
<th>Deposit Amount</th>
<th>Trace Number</th>
</tr>
</thead>
</table>

#### Group/Batch Transmittal Record Information

- **Group Name:** Product Division
- **Group Identification Number:** 106121777
- **Originating DFI ID:** 02120200
- **Service Class Code:** 210
- **Standard Entry Class Code:** FND
- **Origination Status Code:** 0
- **Group Descriptive Date:** 01/07/08
- **Effective Entry Date:** 01/07/08
- **Batch Number:** 00000001

#### Breakout of Deposits

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Count</th>
<th>Amount</th>
<th>Breakout of Addends, Debites and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net to Checking</td>
<td>1</td>
<td>6.42</td>
<td>Addends: 0</td>
</tr>
<tr>
<td>Net to Savings</td>
<td>1</td>
<td>6.41</td>
<td>Debites: 0</td>
</tr>
<tr>
<td>Partial to Checking</td>
<td>1</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Partial to Savings</td>
<td>1</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Promotes to Checking</td>
<td>0</td>
<td>.00</td>
<td>Addends: 0</td>
</tr>
<tr>
<td>Promotes to Savings</td>
<td>0</td>
<td>.00</td>
<td>Debites: 0</td>
</tr>
<tr>
<td>Debites to Checking</td>
<td>0</td>
<td>.00</td>
<td>Credit: 4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>60.63</td>
<td>Total: 4</td>
</tr>
</tbody>
</table>

The **Group/Batch Transmittal Record Information** page of the report follows the employee detail section for each Group. The first section on this page reflects information that is included in the batch record information contained in the Direct Deposit file that gets transmitted to your bank. The second section of this report, **Breakout of Deposits**, shows an amount for each direct deposit account type for that Group.
The **Total File Transmittal Information** page is the last page of the report, and can be found on the web as part of the Direct Deposit Listing report created for your highest Group number. The first section on this page reflects information that is included in the totals record contained in the Direct Deposit file that gets transmitted to your bank. The second section of this report, **Breakout of Deposits**, shows a count on an amount for each direct deposit account type for all of your Groups.

### Direct Deposit Listing [Canada]

The Direct Deposit Listing provides the user with a detailed record of all direct deposit transactions created by the current payroll. The report sorts by the Individual Identification Number (Individual ID).

If an individual receives more than one payment, a detail line displays to reflect the direct deposit transactions associated with each payment. In other words, for an individual receiving two payments where the net of each payment is sent to the individual’s checking account, both net to checking payments display separately on the report.

The Genesys system offers four types of direct deposit transactions: total net payment to checking, total net payment to savings, partial net payment to checking, partial net payment to savings. A single employee can have up to three direct deposit accounts, though by definition only one of these can be a total net payment account.
The column headings block displays below the page header block. The headings identify the data in each column.

**Individual ID** – This is a combination of the individual’s Group number and Individual ID number.

**Individual Name** - Displays the individual’s name on the same line as the first direct deposit transaction. If the individual has multiple transactions generated by a single payment, and those transactions span two pages, the individual’s ID and name repeat at the top of the next page, preceded by the word continued. A maximum of 24 characters is allowed.

**Type of Account** - This column indicates whether a specific transaction is a total net, partial net payment, or prenote and the type of account involved (checking or savings). This column also indicates if the associated amount is sent as a debit or a credit to the receiving account. Debits subtract from an account, credits add to it. All transactions are credits unless the word Debit displays.

**Transit/ABA** - This column displays the transits number associated with the direct deposit transaction. The transit number is a nine digit numeric code that identifies the specific banking institution holding the individual’s account.

**Account Number** - Identifies the account number to which the funds are sent. In the United States the current standard limits account numbers to a maximum size of 17 digits.

**Deposit Amount** – This is the dollar amount of funds being sent to the individual’s account. This column is sized to reflect the large storage capacity for numeric fields accommodated by the system. It displays a maximum amount of 9,999,999,999.99. (Direct deposit amounts are always unsigned, information in the Type of Account column indicates a debit or credit).

**Trace Number** – This field displays a 22-digit number that can be used to trace a transaction through an AHC system. Canadian systems use all 22 digits.

**Total** -- If payments result in only one direct deposit transaction for an individual, then a single line of information prints on the report to reflect that transaction. If multiple transactions are created for an individual, a Total line immediately follows the last transaction.
Chapter 13: Standard Reports

Direct Deposit Listing Report – Page 2

The Group/Batch Transmittal Record Information page of the report follows the employee detail section for each Group. The first section on this page reflects information that is included in the batch record information contained in the Direct Deposit file that gets transmitted to your bank. The second section of this report, Breakout of Deposits, shows an amount for each direct deposit account type for that Group.
Direct Deposit Listing Report – Page 3

Product Division: Direct Deposit Listing
5 Yonge Street
Toronto Ontario Can
MS1-IRA

Group: 0000

Page 06/13/2008 05:33:53 PM

The Total File Transmittal Information page is the last page of the report, and can be found on the web as part of the Direct Deposit Listing report created for your highest Group number. The first section on this page reflects information that is included in the totals record contained in the Direct Deposit file that gets transmitted to your bank. The second section of this report, Breakout of Deposits, shows a count an amount for each direct deposit account type for all of your Groups.

Input Balancing Report

The Input Balancing Report provides the user with a way to balance payments and adjustments that were entered into the system.
Column Headings

The column-heading block is found immediately underneath the page header block. These headings identify what is found in each column. They are separated into two categories: Hours and Amounts. Each category contains a current, adjustment, and combined totals column. This report is also broken into three parts on the horizontal axis, one for earnings, one for deductions, and one for taxes. At the bottom of each of these parts is a horizontal totals line. At the bottom of the report is a horizontal net totals line.

Note that deductions print in deduction priority order.

Description Column. Contains the description for each earnings, deduction, and tax code for which any entries were made.

Current Hours/Units. Reflects the total number of hours or units entered from time cards or job tickets, for each earnings code. This includes separate payments and bonus (80 series, 52, 90 series and 56 adjustments).

Adjustment Hours/Units. Reflects the total number of hours or units entered on adjustment transactions for each earnings code. 50, 53, 54, and 55 Adjustments.

Total Hours/Units Input. Shows the total of all hours or units for the two preceding columns, for each earnings code.

Current Amount. Displays the total of all current (non adjustment) dollars entered for each earnings, deduction, and tax code. 80 series, 52, 90 series and 56 adjustments, but excludes time card dollars generated for exception hourly employees (SHCD=E).

Adjustment Amount. Shows totals of all dollars entered on adjustment transactions for each earnings, deduction, and tax code. 50, 53, 54, and 55 Adjustments.

Total Amount Input. Shows the total of all dollars entered for either Current Amount or Adjustment Amount, for each earnings, deduction, or tax code.

The last horizontal line on this report shows net totals for each column. For the Hours/Units columns the total of those columns is simply carried down. For Amount
columns, subtracting the deductions total and the taxes total from the earnings total for each column arrives at the net amount.

If this section of the report extends beyond the capacity of a single page, the column headings block should be repeated for each additional page, and the section title, “Input Balancing Detail” (which should also print under the column headings block on page 2) should be repeated below it with the word “continued” printed after it.

Payment Posting Report

The Payment Posting Report shows the user the total dollar amounts that will be posted as a result of this processing. It also identifies any amounts from adjustment transactions that cannot be posted because they would cause an established limit to be exceeded.

<table>
<thead>
<tr>
<th>Weekly Pay Group</th>
<th>Payment Posting Report</th>
<th>Page: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Branch Street</td>
<td>Check Date: 11/19/2003</td>
<td>Page: 4</td>
</tr>
<tr>
<td>Group GB100</td>
<td>Processed 11/19/2003 04:11:03 PM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unposted</th>
<th>Adjustment</th>
<th>Adjustment Amount</th>
<th>Current</th>
<th>Total</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP: GB100</td>
<td>Distribution Key: GB100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earnings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>48,924.48</td>
</tr>
<tr>
<td>Overtime</td>
<td>49.86</td>
</tr>
<tr>
<td>Shift 2</td>
<td>64.07</td>
</tr>
<tr>
<td>Shift 3</td>
<td>234.85</td>
</tr>
<tr>
<td>Shift 4</td>
<td>10.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>267.97</td>
</tr>
<tr>
<td>Sick</td>
<td>421.16</td>
</tr>
<tr>
<td>Military</td>
<td>42.50</td>
</tr>
<tr>
<td>JrlParty</td>
<td>150.00</td>
</tr>
<tr>
<td>Wk44Comp</td>
<td>150.00</td>
</tr>
<tr>
<td>Auto4Wk</td>
<td>40.00</td>
</tr>
<tr>
<td>DORA Red (T)</td>
<td>150.00</td>
</tr>
<tr>
<td>DORA Red (T)</td>
<td>202.22</td>
</tr>
<tr>
<td>Bent Red (T)</td>
<td>51.15</td>
</tr>
<tr>
<td>Flex Cc</td>
<td>70.00</td>
</tr>
<tr>
<td>Refr1Awk</td>
<td>260.00</td>
</tr>
<tr>
<td>401k Red (T)</td>
<td>5,512.59</td>
</tr>
<tr>
<td>Housepkg (T)</td>
<td>62.00</td>
</tr>
<tr>
<td>Totals:</td>
<td>46,473.83</td>
</tr>
</tbody>
</table>

(1) = Exclude from Net | (2) = Exclude from Gross | (3) = Exclude from Gross and Net
(4) = *Included in Gross and Net | (5) = *Included from Net | (6) = *Included from Gross | (7) = *Included from Gross and Net

<table>
<thead>
<tr>
<th>Reductions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare</td>
<td>50.00</td>
</tr>
<tr>
<td>F/T Med</td>
<td>292.92</td>
</tr>
<tr>
<td>P/T Med</td>
<td>197.15</td>
</tr>
<tr>
<td>Wk4Wk</td>
<td>150.00</td>
</tr>
<tr>
<td>DORA</td>
<td>150.00</td>
</tr>
<tr>
<td>F/T 401k</td>
<td>5,512.59</td>
</tr>
</tbody>
</table>

*These Earnings do not print on either the Register or on pay stubs

Column Headings

The column headings block is found immediately underneath the page header block. These headings identify what is found in each column. This section of the report is also broken into three parts on the horizontal axis, one for earnings, one for deductions, and one for taxes. At the end of each of these parts is a horizontal total line. Additionally, directly under the earnings total line is an earnings total line, and, a net earnings total line. At the end of the report is a net payments line.

Description. Contains the description for each earnings, deduction, and tax code to which any amount is going to be posted.
Unposted Adjustment. Will show the total of any amounts from adjustment transactions that are not going to be posted, by code.

Adjustment Amount. Displays the total of all non payment producing adjustments transactions that will be posted: 50’s, 53’s, 54’s and 55’s, by code.

Current Amount. Displays the total of all payment producing transactions, and payment producing adjustment transactions: 80 series, 90 series, and 52, 56, by code.

Total Amount. The Total Amount column combines the entries to be posted from the “Adjustment Amount” and the “Current Amount” columns, by code.

At the end of the earnings section, under the earnings total line, is a “Gross Earnings” line that shows a total for each column of all earnings that are being included in the calculation of gross payments. Next, there is a “Net Earnings” line that shows the total for each column of all earnings that are being included in the calculation of net payments.

At the end of the earnings section are the footnote explanations for any inclusion/exclusion codes that may follow an earnings description.

Exclude from Net. The indicator “(1)” will display next to any earning code set to be excluded from net payments.

Exclude from Gross. The indicator “(2)” will display next to any earning code set to be excluded from gross payments.

Exclude from Gross & Net. The indicator “(3)” will display next to any earning code set to be excluded from both gross and net payments.

* Included in Gross and Net. The indicator “(4)” will display next to any earning code set to be included in both gross and net payments, but which is set to not be printed on either the register or the payment stub.

* Excluded from Net. The indicator “(5)” will display next to any earning code set to be excluded from net payments, but which is set to not be printed on either the register or the payment stub.

* Excluded from Gross. The indicator “(6)” will display next to any earning code set to be excluded from gross payments, but which is set to not be printed on either the register or the payment stub.

* Excluded from Gross and Net. The indicator “(7)” will display next to any earning code set to be excluded from both gross and net payments, but which is set to not be printed on either the register or the payment stub.

The last line of the report shows “Net Payments” for each column. Subtracting the deductions total and the taxes total from the net earnings total for each column arrives at the net payment amount.

If this section of the report extends beyond the capacity of a single page, the column headings block should be repeated for each additional page, and the section title, “Payment Posting Detail” (which should also print under the column headings block on the first page of this section) should be repeated below it with the word continued printed after it.
The Processing Control Report is one of three reports that represent an improved method for displaying information that previously was on the Totals Recap Report. The other two reports are the Input Balancing and Payment Posting reports.

These reports provide users with the means to verify and validate the correctness of the payroll currently being processed. Whereas the Totals Recap Report presented information in a compressed format, the newer reports organize information more clearly by separating it into three distinct sections. As with the newer Payroll Register, amount fields on these reports are designed to take advantage of the payroll system's ability to accumulate and store large numeric values (to the billions), and display them in an easy-to-read format using commas, decimal points, and trailing negative signs.
Super Group Version

Genesys also provides a means to allow users to combine certain information from separate groups together by linking them to a super group. If the super group feature is used, the Processing Control, Input Balancing, and Payment Posting reports will be created for each separate group, and then a modified version of the reports will be created to reflect the super group totals.

The super group report is different from the pay group version in the following ways:

**Page Header Block**

Pay Group number information is not applicable.

Presentation of the Super Pay Group number is modified to read “Super Pay Group Number.”

Check Date is not applicable.

Period End Date is not applicable.

The subtitle “Super Pay Group Totals” prints under the report title.

Pay Period number is not applicable.
**Current Schedule Information Block**

Because this information could be different for each pay group linked to the super pay group, this entire section is not applicable.

**Descriptions of Earning, Deduction, and Tax codes**

The descriptions used come from what is set up for the super pay group.

**Processing Control Report Overview**

The Processing Control Report, contained entirely one page, displays schedule information and provides the user access to important control totals so that the accuracy of changes and exceptions can be proven. Five separate areas are included, as outlined below.

**Current Schedule Information**

Processing Status identifies groups’ processing status. Blank = Active, C = Conversion, I = Inactive, M = Special. (Stored in CSTT)

Earnings Schedule Used displays the current earnings schedule being used as stored in position 65 of the 60 Control Transaction.

Deduction Schedule Used displays the current deduction schedule being used as stored in position 41 on the 60 Control Transaction.

New Calendar Month. This field reflects a “Yes” or “No” value. Yes if NCMO is found in positions 53 to 56 on the 60 Control Transaction.

New Fiscal Month. This field reflects a “Yes” or “No” value. Yes if NJFP is found in positions 57 to 60 on the 60 Control Transaction.

New Calendar Quarter. This field reflects a “Yes” or “No” value. Yes if NCQR is found in positions 45 to 48 on the 60 Control Transaction.

New Calendar Year. This field reflects a “Yes” or “No” value. Yes if NCYR is found in positions 45 to 48 on the 60 Control Transaction.

**Employee Rate and Salary Controls**

The information in this block allows the user to verify that changes made to hourly rates and salaries for all employees are accurate. There are three parts to this block, Hourly Rates, Salaries, and a combined total.

Hourly Rates. This displays the sum total of all hourly rates for active employees whose SCHD equals either H or E.

Salaries. This displays the sum total of all salaries for active employees whose SCHD equals S.

Total Rates & Salaries. Displays the combined total of rates and salaries as well as active employees.
Employee Census Controls

Count of active employees after all changes are processed. (this count should match the count found on the “Current” line under the “Total Number of Active Employees” column in the “Employee Rate and Salary Controls” block)

Count of all employees whose current status is “on vacation” due to having received advanced vacation pay during a previous payroll cycle.

Count of all inactive employees after all changes are processed.

Count of all terminated employees after all changes are processed. (employees being transferred out will now be included in the terminated count)

Count of all employees on file, regardless of status.

Entry Control Counters

Critical Errors. Count of critical (fatal) errors – that is errors with three asterisks (*** that display on the Transaction Errors Report.

Time Cards. Count of time cards entered. (85 Tc)

Changes. Count of employee changes entered. (49 & 72)

Adjustments. Count of adjustment transactions entered. (50, 53, 54, 55, 56)

Cost Records. Count of cost records entered. (82)

New Hires. Count of new employees added during the current processing (including transfers in from other groups). (30)

Terminations. Count of employees terminated, including transfers out to other groups. (47, 70, 95)

Exception Hours. Number of hours automatically being generated for employees being paid by exception (SCHD = E).

Vacation Hours. Total number of hours processed on 88 transactions.

Breakout of Payments

This block shows a breakout of payments, separated into three parts.

Current Payments. This part reflects a count and net amount for all Checks Issued, Net Direct Deposits, and Zero Net payments (transactions that net to zero dollars and still cause a voucher (payment stub) to be created).

Memo Payments. This part reflects a count and net amount for all Adjustments (transactions 50, 53, and 54) or Terminated Employee adjustments (transaction 55) being processed that cause non-negotiable records (payment stubs) to print.

Total Count and Total Net Amount. Displays the combined totals of the Counts and Net Amount columns from the Current Payments and Memo Payments parts.

Register

The Register provides gross and net details of each transaction for a current processing period, as well as year-to-date totals.

Note that the register is in a folder named Register, (not Payroll Register.)
Sorting the Register

The register is sorted according to the configuration of your system at the time it was built. You may revise the sort by using the sort parameters available with the CK fields. These parameters are described in Chapter 5 of this manual.

Register Column Headings

The column headings display under the page heading. These headings identify the data in each column. On the register, they are separated into four categories:

1. Earnings
2. Deductions. By default, deductions are listed in the order they are taken.
3. Taxes
4. Net Pay

The earnings, deductions, and tax categories each contain a description column and an amount column. The earnings category also contains columns for rate and hours.

Note: You may specify additional fields for inclusion on the register. For further information, refer to CEFA, CEFB, CEFC, CDFA (Optional Register Information, Earnings Fields) and CEHA, CEHB, CEHC, CDHA (Optional Register Information, Earnings Headings) in Chapter 5 of this manual.

For details on sorting the register, refer to
The Description columns display:

- Earnings
- Deductions
- Tax items.

The Rate column displays the highest rate carried out to four decimal places, (9999.9999).

Each separate payment transaction that is processed for an employee produces a record of the entry on the register. A complete entry has:

- Employee Information:
- Current Detail
- Current Totals
- Current Gross
- Year to Date (YTD) Detail
- YTD Totals
- YTD Gross

If a payment transaction for an employee is split between multiple pages, the employee's name prints at the top of each subsequent page with the word continued following it.

**Employee Information**

This area of the report identifies the employee, the specific payment type, the check number or net direct deposit account number, and displays other important information such as employee status, salary or rate, and tax information.

Employee Name shows the first name, middle initial, and last name of the employee. W-4 Information shows Federal tax marital status, number of withholdings, and any additional amounts that are taken.

Additional dollar amounts are represented by a preceding dollar sign ($). Additional percentage amounts are represented by a trailing percent sign (%).

Payment Type identifies the nature of the transaction. For example:

- Regular
- Separate
- Adjustment

SSN - Displays the employee's social security number in the 999-99-9999 format.

Salary / Rate - Displays the employee's salary or rate, whichever is applicable. Salary is shown carried out to two decimal places; rate is carried out to four. The literal of Salary or Rate varies depending upon the employee type.

Emp Number - Displays the employee number assigned to this employee.

Status - Displays the employee's current status. For example:

- Active
- Inactive
• Terminated
• Vacation

Check Number or Deposit Acct - If the current transaction for the employee resulted in the issuance of a check, the check number displays here. If the current transaction caused the net payment to be issued via direct deposit to the employee's net deposit account, the account number displays here.

Current Detail - This area is directly related to the Column Headings and displays the detail of any current earnings, deductions, tax, and net payment information that make up a specific payment transaction.

Current Totals - This line displays the total of the current earnings hours, earnings amount, deduction amount, and tax amount columns.

Current Gross - This line displays the total of all earnings that are included in Gross and the total of all payments included in Net.

YTD (Year to Date) Detail - This block is directly associated with the Column Headings Block and displays the detail of all earnings, deductions, and tax information associated with this employee. The YTD detail block displays every earning code that has a year to date value not equal to zero stored for either hours or amount. It also displays every deduction and tax code that has a value not equal to zero. If the employee was taxed in more than one state or local jurisdiction during the calendar year, the information for each separate state and local jurisdiction displays.

YTD Totals - This line displays the year-to-date total of the earnings hours, earnings amount, deduction amount, and tax amount columns from the YTD Detail Block.

YTD Gross - This line displays the year-to-date total of all earnings included in Gross and the total of all payments included in Net.

Each register ends with a group totals section. A complete group totals section consists of six parts. A page break occurs when the company totals printed.

You also may choose to use sub-breaks with totals.

Pay Group Totals Identification Line - The information on this line identifies the name and number of the pay group. If the totals take up more than one page, the company totals identification line repeats at the top of each subsequent page, with the word continued following the title.

This block is directly associated with the Column Headings Block and displays the detailed total of all current earnings, deductions, and tax information associated with this group.

Current Group Totals Line

This line displays the current total of the earnings hours, earnings amount, deduction amount, and tax amount columns from the Current Detail Block for Group.

**Current Gross Totals Line for Group**

This line displays the total of all earnings included in Gross and the total of all payments included in Net for the group.
YTD Detail for Group

This block is directly associated with the *Column Headings Block* and displays the detailed total of all year-to-date earnings, deductions, and tax information associated with employees assigned to this group at the time of this processing. Information for every employee having a value not equal to zero for any earnings (hours or dollars), deduction, or tax, is included in the YTD totals, no matter what their current status is. If an employee has been taxed in more than one state or local jurisdiction during the calendar year, the information for each separate state and local jurisdiction is included.

YTD Group Totals Line

This line displays the year-to-date total of the earnings hours, earnings amount, deduction amount, and tax amount columns from the *YTD Detail Block for Group*.

YTD Gross Totals Line for Group

This line displays the total of all YTD earnings included in Gross and the YTD total of all payments included in Net for the group.

Recap Information

This area provides a snapshot of critical audit and banking information that can be used to assist in depositing funds for the current processing. The following information is provided. It is broken out by Description, Count, Amount, Beginning [number], and Ending [number].

The first line is for Adjustments.

The Checks Issued category reflects the total number of checks created under the Count column and the total net of those checks under the Amount column. The Beginning [Number] column displays the first check number used, the Ending [Number] column displays the last check number used.

The Net Direct Deposit category displays the total number of net deposits under the Count column, and the total net of those deposits under the Amount column.
Tax Liability Report

The Tax Liability Report provides details on calculated taxes, taxable wages, and gross wages by tax jurisdiction on a current, quarter-to-date, and year-to-date basis. Refer to the Genesys U.S. Tax Manual, Chapter 9 for more detail.