

110-Agency Payroll - PCS

Hosted PeopleSoft Payroll 9.2 March, 2018



Table of Contents

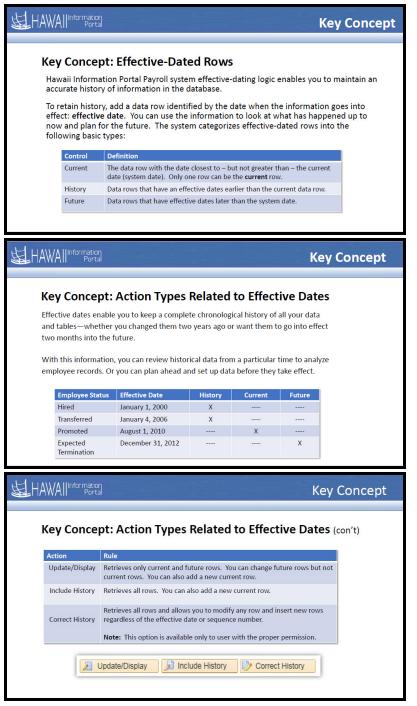
110-Agency Payroll - PCS	1
Section 1: HR Information	1
Key Concept - Effective Dating	
View Personal Data	
View Job Data	
Section 2: Payroll-Related Updates	14
View/Update Employee Tax Data	
View/Update Employee Direct Deposit Information	
Section 3: Payroll Processing	
Working with the Pay Change Schedule (PCS)	
How to Edit the PCS Gross Pay page	
How to use the PCS Fringe page	
How to submit a PCS page for Approval	
Exception Processing	
PCS General Deduction page	
PCS Job Update page - Non-Exec Branch	55
PCS Compensation page - Non-Exec Branch	
Section 4: Reports	
Agency Gross Pay by Check Date Query	



110-Agency Payroll - PCS

Section 1: HR Information

Key Concept - Effective Dating



Procedure



In this lesson, you will review the key concept of effective-dated rows in PeopleSoft.

Step	Action
1.	Key Concept: Effective Dated Rows
2.	Key Concept: Action Types Related to Effective Dates
3.	Key Concept: Action Types Related to Effective Dates (con't)
4.	You have successfully completed this lesson. End of Procedure.

View Personal Data

HR Information : View Personal Data

To START the lesson, click the "Try It" icon button above.	
To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.	×

Procedure

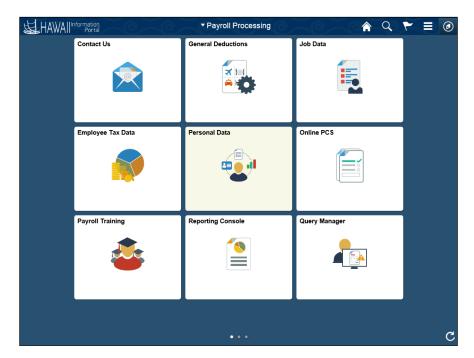
In this lesson, you will learn how to view an employee's Personal Data.

Navigation:

Payroll Processing Home > Personal Data tile

Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes.
	For this lesson, you will use the Personal Data tile to navigate to the Payroll Personal Data page.





Step	Action
2.	Click the Personal Data tile.
	Personal Data
3.	The Personal Information Search Criteria page displays.
	You can use the search fields on this page to locate Personal Data for a specific employee. To Search , you must input at least one field of data.
	For this example, we will use the Last Name to search for an employee.



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Step	Action
4.	Enter the desired information into the Last Name field. For this example, enter "Last Name". Last Name begins with
5.	Click the Search button.
6.	The Empl ID and Name information will display in the search results. If multiple results display, select the desired employee. For this example, click the 00000000 Empl ID link. 000000
7.	The Biographical Details page displays. Use this page to view Biographic information and history details for the selected employee.



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Step	Action
8.	Click the Contact Information tab.
	Contact Information
9.	The Contact Information page displays.
	Use this page to view the contact details for the selected employee.

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Step	Action
10.	Click the Regional tab.
	Regional
11.	The Regional page displays.
	Use this page to view the Health and Ethnicity , History , and Veteran Status of the selected employee.
12.	You have successfully completed Viewing Personal Data. End of Procedure.

View Job Data

HR Information : View Job Data

To START the lesson, click the "Try It"	ر Try It! 🗸	icon button above.	
			2 ×

To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Procedure

In this lesson, you will learn how to View Job Data.

Navigation:

Payroll Processing Home > Job Data tile

Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes.
	For this lesson, you will use the Job Data Tile to navigate to the Job Data page.



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Step	Action
2.	Click the Job Data tile. Job Data
3.	The Job Data Search Criteria page displays. Use the search fields on this page to locate Job data for a particular employee. To Search , you must input at least one field of data. For this example, we will use the Empl ID .



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Step	Action
4.	Enter the Empl ID for the Employee whose Job Data you would like to view.
	For this example, enter "00000000". Empl ID begins with
5.	Click the Search button. Search
6.	All results that are relevant to the Empl ID entered will display. If multiple results display, select the correct employee record. For this example, click the 000000 Empl ID link.
	00000
7.	The Job Data page displays. View the Job Data pages when you want to view a person's historical Job Data.
	The Job data page is divided by tabs across the top with access to multiple functions. The page will default to the Work Location tab.
8.	The Work Location tab displays information such as Effective start date, HR Status, Company, Location, and position details.



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Step	Action
9.	Click the Job Information tab.
10.	The managing Job Information for a person page displays.
	Use this page to view information about a person's job; including status, employee class, shift, or standard hours. Many values on this page come from the Department value that is on the Work Location page.



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Step	Action
11.	Click the Job Labor tab.
	Job Labor
12.	The Associating Job Labor Agreement Data page displays.
	Use this page to view labor agreement data if the employee or contingent worker belongs to a labor agreement.



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Step	Action
13.	Click the Payroll tab.
	Payroll
14.	The Payroll page displays.
	Use this page to view the payroll system that is used to process this person's paycheck.



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Step	Action
15.	Click the Salary Plan tab.
	Salary Plan
16.	The Salary Plan page displays.
	Note: A default salary plan may come from the position, location, or job code.

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Step	Action
17.	Click the Compensation tab.
18.	The Compensation Rate page displays. This page displays the compensation rate which is the sum of all base pay salary components.
19.	 The PAS tab is restricted to a group of users for the Executive Branch Performance Appraisal System. The HI Exec Job tab will only be used by Executive Branch HR users for custom fields related to service dates and tracking. Most payroll users and non-executive branch HR will not see the PAS or Hi Exec Job tabs.
20.	You have successfully completed Viewing Job Data. End of Procedure.



Section 2: Payroll-Related Updates

View/Update Employee Tax Data

Payroll-Related Updates : View/Update Employee Tax Data

To START the lesson, click the "Try It" icon button above.	
To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.	×

Procedure

In this lesson, you will learn how to View/Update an Employee's Tax Data.

Navigation:

Payroll Processing Home > Employee Tax Data tile

Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes.
	For this lesson, you will use the Employee Tax Data tile to navigate to the Tax Data page.



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Step	Action
2.	Click the Employee Tax Data tile.
3.	The Update Employee Tax Data search page displays. Use the search fields on this page to locate an employee whose Tax data you wish to update. To Search, you must input at least one field of data. For this example, we will use the Last Name.



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Step	Action
4.	Enter the data into the Last Name field.
	For this example, enter "Tester".
5.	Click the Search button.
	Search
6.	All results that are relevant to the Last Name entered will display. If multiple results display, select the desired employee record.
	For this example click the 000002 Empl ID link.
	000002
7.	The Employee Tax Data page allows you to update Federal, State and Local tax data.
	Use the Federal Tax Data page to view and maintain federal tax information.
	This page displays down arrows to expand different sections relevant to:
	W-4 Processing Status Lock- In Letter Details
	State Tax Options
	Tax Treaty/Non- Resident Data
	The Links across the bottom mirror the tabs at the top of the page.



Step	Action
8.	The system resets the W-4 Processing Status indicator when the employee's W-4 status is updated through the Determine W-4 Exempt Renewal Application Engine Process, the Reset W-4 Exempt List process, or when the employee receives a new Form W-4 through self-service. You can also update this status manually.
9.	Lock- In Letter Details will list a checkbox option and a number field; Select the Letter Received check box if a letter is received from the Internal Revenue Service (IRS) specifying the allowances that an employee is allowed to take.
	Enter the maximum number of allowances permitted in the Limit on Allowances field. Note: The value that you enter in the Withholding Allowances field cannot
	exceed the value that you enter in this field.
10.	 The State Tax Options will list two checkbox options; Select Use Total Wage for Multi-tate Taxation to use taxable wages from all work states in the calculation of state taxes. Select Always Create W-2 for PA NQDC Reporting (Pennsylvania non qualified deferred compensation reporting)
11.	Entering Nonresident Alien (NRA) Data Use the fields in this group box to enter information for nonresident alien (NRA) employees. All NRA employees (including those not governed by tax treaties) must be identified as nonresident alien employees on the Federal Tax Data record to invoke the NRA Withholding Rule tax calculation.



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Step	Action
12.	Click the State Tax Data tab.
	State Tax Data
13.	The State Taxes page displays.
	This page includes state unemployment tax (SUT) details.
	If an employee works for multiple companies, tax data is defined by company.
	If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages. State taxes are calculated for the employee's residence and work locations based on Reciprocity Rules, the resident flag value on employee tax data, and the state(s) entered on the pay lines.

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State Withholding Elements (?)		
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Step	Action
14.	Click the Local Tax Data tab.
	Local Tax Data
15.	The Local Tax Data page will display.
	Enter the Locality (from the Company Local Tax Table) in which the employee lives or works. If the employee lives or works in multiple localities, enter a row for each locality in which the employee pays taxes.
	If more than one work tax exists for a given locality, enter the other locality in the Other Work Locality field. The value in this field is used to link to another local work tax code.



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Step	Action
16.	Click the Federal Tax Data tab to return to this page to make an update.
	<u>F</u> ederal Tax Data
17.	Note: Federal, state, and local taxes are implemented as a set of chained pages.
	To add a new effective-dated row for state or local tax data, you must insert a row on the Federal Tax Data page, the first page in the chain.



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Step	Action
18.	Click the Add a new row at row button.
	+
19.	The New Record is created.
	Notice the Effective Date will display to the current system date. You can change the field to reflect when this new record will go into effect.
20.	Click the Calendar Effective Date button.
	31
21.	For this example, change the date to January 26 .
	26
22.	For this update example, this employee has gotten Married and needs their Tax
	Marital Status updated as well as their Withholding Allowances.
23.	Click the Tax Marital Status list.
	Tax Marital Status Single



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Step	Action
24.	Click the Married list item.
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Step	Action
25.	Click in the Withholding Allowances field.
	Withholding Allowances 0 ×
26.	Enter the desired information into the Withholding Allowances field.
	For this example, enter "2".
	Withholding Allowances
27.	Once updates are completed, click the Save button.
	Note: If the State Tax Data also needs to be updated, please update before clicking
	Save.
28.	The changes have been Saved . You will see a Saved bubble in the right corner of the page.
29.	You have successfully completed this lesson. End of Procedure.



View/Update Employee Direct Deposit Information

Payroll-Related Updates : View/Update Employee Direct Deposit Information

To **START** the lesson, click the "Try It"

🗄 Try It! 🔻

icon button above.

To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Procedure

In this lesson, you will learn how to View/Update Employee Direct Deposit Information

Navigation:

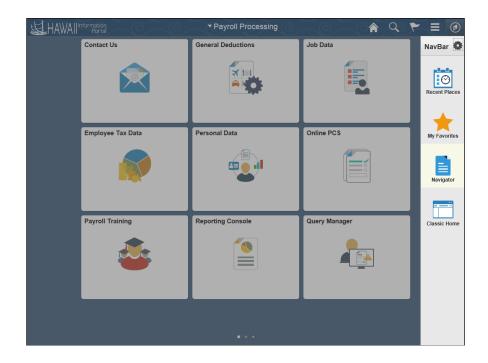
NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes.
	For this lesson, you will use the NavBar to navigate to the Request Direct Deposit page.



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Step	Action
2.	Click the NavBar button.





Step	Action
3.	Click the Navigator button.
4.	Click the Payroll for North America menu. Payroll for North America
5.	Click the Employee Pay Data USA menu. Employee Pay Data USA
6.	Click the Request Direct Deposit menu. Request Direct Deposit
7.	The Request Direct Deposit search page displays. Use the search fields on this page to locate an employee whose Direct Deposit data you wish to update. To Search , you must input at least one field of data. For this example, we will use the Last Name .



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Step	Action
8.	Click in the Last Name field.
	Last Name begins with 🗸
9.	Enter the desired information into the Last Name field.
	For this example, enter "Tester".
	Last Name begins with 🗸
10.	Click the Search button.
	Search
11.	All results that are relevant to the Last Name entered will display. If multiple results display, select the desired employee.
	For this example, click the 000002 Empl ID link.
	000002
12.	Use the Request Direct Deposit page to enter information to enable the direct deposit of employee pay into their bank accounts.
13.	The Effective Date defaults to the current date. This date can be changed to reflect the effective date of the direct deposit information you are entering.
14.	Use the Status list to indicate if this is active direct deposit information.



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Deposit Information (?)	Find View All First 🕚 1 of 2	Last			
*Effective Date 01/29/2018	*Status Active	+ -			
Suppress DDP Advice Print					
Distribution Information	Find View All First ④ 2 of 2	🕭 Last			
Your Bank Information (?)		+-			
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International ACH Bank Account	Prenotification Required				
Distribution ②					
*Account Type	*Deposit Type	~			
Net Pay Percent	Net Pay Amount				
*Priority	Account Number				
Prenote Date	Prenote Status Not Submtd				
This data was last updated by	Data last updated on				
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Step	Action
15.	To add the bank details, click the Look up Bank ID (Routing Number) button.
16.	Select or enter information about the bank account that is used to pay the employee. For this example click the 000001 link.
17.	This employee wants to have a certain dollar amount from each check deposited into their Savings account. We will update the information on behalf of that employee. Use the Account Type list to indicate a direct deposit to a checking or savings account.
18.	Click the Account Type list. Account Type



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Step	Action
19.	Click Savings.
	Savings

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Step	Action
20.	Click the Deposit Type list.
	Deposit Type 🗸
21.	Deposit Type values include:
	Amount if the employee wants a fixed dollar amount to be deposited in this account type.
	Balance of Net Pay if the balance of an employee's pay is to be deposited in this account type.
	Percent if the employee wants a specific percentage of his net pay to be deposited in this account type.

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Step	Action
22.	For this example, click the Amount list item.
	Amount



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HONOLULU HI 96846					
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Step	Action
23.	Click in the Net Pay Amount field.
	Net Pay Amount
24.	Enter the desired information into the Net Pay Amount field.
	For this example, enter "50.00".
	Net Pay Amount
25.	Click in the Account Number field.
	Account Number
26.	Enter the Bank Account Number in the Account Number field.
	Enter "123456711".
	Account Number
27.	Click in the Priority field.
	Priority
28.	Use the Priority field to enter a priority number for this distribution.
	During direct deposit processing, distributions are made to accounts in order of
	their priority number—the lower the priority number, the higher the priority.
	Priority becomes important when an employee's net pay isn't enough to cover all direct deposits in this case, only the higher priority deposits are made. Note:
	direct deposits—in this case, only the higher priority deposits are made. Note : Balance of Net pay priority should be set to 999.



Step	Action
29.	Enter the desired Priority number into the Priority field.
	For this example, enter "2". Priority
30.	Note: A 2 is entered because this employee already had a deposit order 1 recorded. If there is no Balance of net in either of the screens, then the employee will get a physical check with the balance. The prenotification required box needs to be checked if it is a new account.
31.	Once all desired updates are made, click the Save button.
	Save
32.	The two Updated By fields will populate with the current login and last update information.
33.	You have successfully completed View/Update Employee Direct Deposit Information. End of Procedure.



Section 3: Payroll Processing

Working with the Pay Change Schedule (PCS)

How to Edit the PCS Gross Pay page

Online PCS: Gross Pay page

To **START** the lesson, click the "Try It"



icon button above.

To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.



Procedure

In this lesson, you will learn how to use the PCS Gross Pay page.

Navigation: Payroll Processing > Online PCS

Step	Action
1.	The Hawaii Information Portal Payroll Processing page displays.
	For this example, you will select a Tile to navigate to the Online PCS page.



	▼ Payroll Processing		⋒ ≡ Ø
Reporting Console	Personal Data	Online PCS	
	•••		
Job Data	Query Manager	General Deductions	
Employee Tax Data	Contact Us		
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Step	Action
2.	Click the Online PCS button.
	Online PCS
3.	The Online PCS page starts with Search Criteria to locate the desired PCS page to update.
	Search by Company, Payroll Number or Batch ID for a selected Paycheck Issue Date.

Favorites Main Menu Online PCS	🟫 Home 🔰 Sign	out
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PCS	New Window Help	
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value Add a New Value		
▼Search Criteria		
Company [begins with v] Q Payroll Number [begins with v] Batch 1D [begins with v] Paycheck Issue Date v 02/20/2018 (ii)		
Search Clear Basic Search 🖾 Save Search Criteria		
Find an Existing Value Add a New Value		

Step	Action
4.	Click the Look up Company button.
5.	Click the SOH - State of Hawaii link.
6.	The Paycheck Issue Date defaults to the latest paycheck issue date.
7.	Click the Search button. Search
8.	The Search Results display a list of PCS pages available base on the Paycheck Issue Date.
9.	Select the SOH M05 list item. SOH M05



Step	Action
10.	After selecting a Payroll Number to view or update, the Online PCS displays the various page option tabs:
	Gross Pay (opening page) - used to update and add 'one-time' payroll entries for a selected pay period.
	Fringe Pay - used to enter 'one-time' fringe payments such as shift differential, vacation pay, hazard pay.
	Deduction - used to enter 'one-time' deductions.
	Note: In this lesson, the Gross Pay page will be reviewed. Each of the remaining pages will be covered in separate lessons.
11.	The remaining Online PCS pages are used only by Non-Executive Branch Agencies:
	Job Updates (Non-Executive Branch agencies only) - used as a backup point- of-entry for data required on the employee's Job Data record to pay them for the selected earnings period.
	Compensation (Non-Executive Branch agencies only) - used as a backup point-of-entry for data required on the employee's Job Data record to pay them for the selected earnings period.
	Note: Each of these Online PCS pages will be covered in separate lessons.
12.	The Online PCS - Gross Pay page displays. This page is used to add or update employee payroll data. It displays the list of employees paid during the last pay cycle associated with the selected Payroll Number.
13.	The top section of the Online PCS - Gross Pay page displays the current payroll period being processed. Prior displays the prior totals, and Difference displays the difference.
14.	The Gross Pay tab displays employee payroll related data based on the selected Paycheck Date and Payroll Number .
15.	The Gross Pay grid displays key payroll related data needed to process payroll for the listed employee. This information is displayed in columns across the page starting with:
	Employee Id (Empl ID) Empl Record (used for employee that have two active jobs with different departments in the state) Employee Name last 4 digits of the Social Security Number (SSN)



Step	Action
16.	Next, is the payroll related information:
	 Employee Type - 'Excep Hrly' indicates the employee is eligible for overtime. Bargaining Unit Base Pay - Employee's monthly salary Earnings Begin/Earnings End Date - lists the beginning and end dates the pay period. Earnings Code - identifies the type of pay the employee is receiving for this Earnings Begin and End Dates.

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ayroll Number	M05	Batch ID M05022018			Rejected		0.00	0.00		0.00		
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Empl ID	Empl	rd Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Am
1 🛨	Q 0	Q ,Last00012475, First Middle	***_**-	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$6
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3 🛨	Q 0	🔍 ،Last00015076, First Middle	***_**.	Excep Hrly	01	\$3470.0000	01/16/2018 🛐	01/31/2018 🛐	BQ	0.00	\$0.0000	\$1
4 🛨	Q 0	ر Last00015511, First Middle	***_**-	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	BQ	0.00	\$0.0000	\$1
5 🛨	Q 0	ر Last00016294, First Middle	***_**-	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	BQ	0.00	\$0.0000	\$1
6 🛨	Q 0	ر Last00016354, First Middle	***_**.	Excep Hrly	01	\$3335.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1
7 🛨	Q 0	ر Last00024998, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018 🛐	BQ	0.00	\$0.0000	\$1
8 🛨	Q 0	د Last00025314, First Middle،	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1
9 🛨	Q 0	Q ILast00025884, First Middle	***_**	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1
10 🛨	Q 0	Q Last00028596, First Middle	***_**-	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1

Step	Action	
17.	Click the scrollbar.	
		>
18.	The Online PCS page provides options to submit entries for approval or pay. options are available based on the type of PCS activity performed:	The
	'Submit for Approval ' used for Gross Pay and Fringe entries. 'Post to Pay' used for Deduction, Job Update or Compensation entries.	



Step	Action
19.	The Gross Pay grid continues to display the detail pay information fields:
	Hours - Number of hours worked during the Earnings Begin and End Dates.
	Comp Rate - Hourly Rate for the number of hours worked during the Earnings period.
	Amount - Enter an earnings dollar amount.
20.	The next information on the Gross Pay grid display the calculated fields:
	 Total - System calculated amount if there is a value in the "Hours" and "Comp Rate", or there is a value in the "Amount." Equals to the payment to be processed for the employee. Prior Pay - Gross amount paid to the employee during the prior pay period. Difference - System-calculated field that displays the pay difference between the Total paid for the current earnings period and the Prior Pay period.
21.	Click the scrollbar.
22.	The remaining fields of the Gross Pay grid display: UAC Code - displays the validated UAC used for these earnings. Edit UAC - enables you to update the UAC as needed. Submit for Approval - Checkbox used to submit the entry for approval. Transaction Status - identifies the status of the Gross Pay entry for the selected employee. Approval Status - notes the approval status of the entry. Remarks - use this field to add any desired comments related to the entry.
23.	Click the scrollbar.
24.	To add an employee's payroll information to the PCS Page - Gross Pay tab a new row must be inserted.
25.	Click the Add a new row (+) button.
26.	The new row is inserted below the existing row. Notice the row is an exact copy of the information from the first row. It is important to review and change all data on the new row.
27.	To change the Employee ID, click the Empl ID field.
28.	Enter the desired information into the Empl ID field. Enter " xxxxxxx ".



Step	Action
29.	Press [Tab].
30.	The Empl Record defaults to 999. It must be changed to the appropriate employee record number. Also the magnifying glass may be used to view all available record numbers for the employee.
31.	Enter the desired information into the Empl Record field.
	Enter " 0 ".
32.	Notice the added employee pay details display. Now you can make the appropriate pay information update.
33.	Click the Calendar Earnings Begin Date button.
	81
34.	Select the appropriate date.
	For this example, select February 1.
35.	Click in the Earnings End Date field.
	01/31/2018
36.	Press [Delete].
37.	Enter the desired information into the Earnings End Date field.
	Enter "02/15/2018".
38.	If needed, change the earnings code by using the magnifying glass to select the applicable code. In this lesson, the Earnings Code will remain at ' B ' which means Regular earnings.
39.	Click in the Amount field.
	\$676.00
40.	Enter the desired information into the Amount field.
	Enter "1314.50".
	\$676.00
41.	Press [Tab].
42.	Notice the Total and Difference fields have been calculated based on the amount entered



Step	Action
43.	If needed, the UAC code may be updated.
	Click the Edit UAC button. Edit UAC
44.	The UAC Codes entered are system validated to ensure the Fund, Appropriation and Department combinations are valid.
45.	This is a crosswalk diagram of the current payroll UAC format to the UAC format in the hosted PeopleSoft Payroll.
	Note the 'Red' wording means differences in Data or Field Names.

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2.00 \$1622.00 <	\$1622.00	\$0.00	G 18 400 M 025 2000	Edit UAC		No Change	Needs Approval		~

Step	Action
46.	In this lesson, the UAC code will remain the same.
	Click the Cancel button.
47.	Notice the system has automatically changed the Transaction Status from ' New ' to ' Update '.

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	\$1622.00	\$1622.00	\$0.00	G 18 400 M 025 2000	Edit UAC		No Change	Needs Approval		

Step	Action
48.	Click in the Remarks field.
	Approved Vacation ×
49.	Click the 'X' to remove the entry in the Remarks field.
50.	Click the scrollbar.
51.	If you have no further entries for this Payroll Number , the page may be saved and submitted for approval at a later date prior to the payroll processing deadline.
52.	Click the Save button.
	Save
53.	Congratulations, you have successfully completed this lesson. End of Procedure.
	Liu of Flocedure.



How to use the PCS Fringe page

Online PCS: Fringe page

To START the lesson, click the "Try It"

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icon button above.

To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Procedure

In this lesson, you will walk-through the steps to complete the Online PCS Fringe page.



Click the Online PCS tile.
Online PCS



Favorites Main Menu Solution PCS	🟫 Home	Sign out
	Add To 🔻	() NavBar
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PCS		
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value Add a New Value		
▼Search Criteria		
Company begins with 🗸		
Payroll Number begins with 🗸		
Batch ID begins with V		
Paycheck Issue Date = V 02/20/2018		
Search Clear Basic Search 📓 Save Search Criteria		
Find an Existing Value Add a New Value		

Step	Action
2.	Enter the desired information into the Company field. Enter "SOH ".
3.	Click the Search button.
4.	Click the SOH link.



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ayroll Numl	ber M05					Rejected							
		Bate	ch Locked N			Total	246	,145.00	245,200.43		944.57		
Gross Pa	y Fringe	e Pay	Deduction Job U	pdates	Compensation	1				Select All		Deselect	All
Find Viev	w 100 🗷		First 🕚 1-10 of 145 🕑	Last									Gro
Em	pi ID F	impl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amou
1 🛨 🧰	٩ (Q	Last00105255, First Middle	***_**	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$253
2 🛨	Q () Q	Last00105255, First Middle	***_**.	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV Q	0.00	\$0.0000	\$500
3 🛨	Q [) (Last00103973, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
4 🛨	۹ ()_Q	Last00103654, First Middle	***_**	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$154
5 🛨 💼	Q () Q	Last00103305, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
6 🛨	Q [) (Last00103290, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
7 🛨	Q [) Q	Last00103070, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
8 🛨 🎆	a () (Last00102991, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
9 🛨 👘	۹ () Q	Last00102766, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
10 🛨	Q () (Last00102530, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162

Step	Action
5.	Click the Fringe Pay button. Fringe Pay
6.	The Online PCS-Fringe page enables you to input 'one-time' employees fringe benefits.
7.	There is an existing row in this lesson that should not be processed because it is a duplicate entry.
	To not process a payment row, you must zero out all amount fields.
8.	Click the scrollbar.
9.	Enter the desired information into the Amount field. Enter "0".
10.	Press [Tab].
11.	Click the scrollbar box.
12.	The Remarks field is used to enter any desired comments regarding the transaction.
13.	This row will now process a zero (\$0.00) amount when the page is submitted for approval.

Step	Action
14.	Click the scrollbar.
15.	Next, you will insert a row to add fringe information.
	Before this step when adding a new row, it's very important to view/edit the Earnings Begin Date and End Date .
	Click the Add a new row button.
	+
16.	Click in the Empl ID field.
17.	Enter the desired information into the Empl ID field. Enter " xxxxxxx ".
	4 +
18.	Press [Tab].
19.	Use the magnifying glass to search for Empl Record number to ensure the correct record is selected if the Employee has multiple jobs.
20.	For this example, enter the desired information into the Empl Record field. Enter " 0 ".
	4 + 999
21.	Press [Tab].
22.	Notice the added employee pay details display.
23.	Click the Look up Earnings Code button.
24.	Click the Vacation Pay list item.
	Vacation Pay
25.	Enter the desired information into the Hours field. Enter "8".
	\$2629.000000 01/16/2018 🛐 01/31/2018 🛐 V 🔍 0.00
26.	Click in the Comp Rate field.
	\$0.0000
27.	Enter the desired information into the Comp Rate field. Enter " 15.17 ".
20	
28.	The Total field is the sum of the (Hours x Comp Rate) amounts.



Step	Action
29.	Note : The box should be checked under the No Voluntary Deduction column if there should <u>not</u> be any voluntary deductions taken.
	In the tax period column, you can enter the number of pay periods that the payment covers. This is typically used for large lump sums so that the taxes are not too large. This can cover up to 9 pay periods.
30.	Click the Submit for Approval checkbox.
31.	Click the Submit for Approval button.
	Submit for Approval
32.	Note: The Approval Status will update to 'In Approval Process' . Use this link to view the current Approval status.
33.	Note the Transaction Status for the updated row now has a status of 'Pending' . This indicates the transaction has been submitted for approval.
34.	Click the In Approval Process link.
	In Approval Process
35.	The PCS Approval pop-up indicates the approval status of the transaction.
	The most frequently displayed status' are:
	Pending - waiting for approval
	Not Routed - has not been sent to the next level approver
	Approved - transaction has been approved and routed to next level, as applicable. Deny - transaction has been denied.



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	ge Pay		F	PCS Approval	Help		
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0000	\$53.46	\$53.46	G 1	Multiple Approvers PCS Approval Level 1 → ▲ Multiple Approvers PCS Approval Level 2 → ▲ Multiple Approvers PCS Approval Level 2 →		al Process	
.1700	\$0.00	\$121.36	G 1			al Process	
0000	\$0.00	\$0.00	Gi	Return		proval	Delete
						1	

Step	Action
36.	To return to the Fringe Pay page,
	Click the Return button.
37.	Congratulations, you have completed this lesson. End of Procedure.



How to submit a PCS page for Approval

Online PCS: Submit for Approval

To START the lesson, click the "Try It"

icon button above.

To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Try It!

Procedure

In this lesson, you will learn how to submit a PCS page for Approval.

Navigation: Payroll Processing > Online PCS



Step	Action
1.	Click the Online PCS button.
	Online PCS



Step	Action
2.	The Search PCS page displays.
	Search for the PCS page you desire to submit for approval.

Favorites 🔻 Main Menu 🔻 > Online PCS 🧕	🏫 Home	Sign out
HAWAII Information	Add To 🔻	(D) NavBar
	New Window	Help 🔚
PCS		
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value		
Search Criteria		
Company [begins with ♥] Q Payroll Number [begins with ♥]		
Batch ID begins with ♥ Paycheck Issue Date = ♥ 02/20/2018 63		
Search Clear Basic Search 🖫 Save Search Criteria		
Find an Existing Value Add a New Value		

Step	Action
3.	Click the Look up Company button.
4.	Click the SOH link.
	SOF
5.	Click the Search button.
	Search
6.	Click the SOH link.
	SOH
7.	The Online PCS - Gross Pay page displays.
	In this lesson, you will submit the first two rows of data for approval.
8.	Use the Find link to locate a specific row. Use the View 100 link to view 100 rows at a time. Use the download button to download the results to Excel .
	Note it is possible for hundreds of records to be displayed. Use the First and Last arrows to navigate through the pages.



		hation Portal							New Wine	dow Help		i To 🔻 nalize Page	Nave
online PCS		Dave	heck Date 02/20/2018					Gross	Prior	Dif	ference		
Company	SOH	Fayo	102/20/2010		Level 1 /	pproved		0.00	245,200.43	-245	,200.43		
ayroll Number	M05		Batch ID M05022018			Rejected		0.00	0.00		0.00		
		Bat	ch Locked N			Total	246,	145.00	245,200.43		944.57		
Gross Pay	Frin	ge Pay	Deduction Job Up	dates	Compensation	1				Select All		Deselect	All
Find View 10	0 🖾		First 🕚 1-10 of 145 🕑 I	ast		-							Gr
Empl ID		Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	An
1 🛨	Q	0 Q	Last00012475, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	v q	0.00	\$0.0000	\$6
2 +	Q	0 Q	Last00014013, First Middle	***_**_	Excep	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1
3 🛨	Q	0 🔍	Last00015076, First Middle	***_**.	Excep Hrly	01	\$3470.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1
4 🛨	Q	0 0	Last00015511, First Middle	***_**_	Excep Hrly	01	\$3244.0000	02/01/2018 🛐	02/15/2018	BQ	0.00	\$0.0000	\$1
5 🛨	Q	0 Q	"Last00016294, First Middle	***_**.	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	BQ	0.00	\$0.0000	\$1
6 🛨	Q	0 Q	Last00016354, First Middle	***_**.	Excep Hrly	01	\$3335.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1
7 🛨	Q	0 0	Last00024998, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1
8 🛨	Q	0 Q	"Last00025314, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1
9 🛨 ՠ	Q	0 Q	Last00025884, First Middle	***_**	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1
10 🛨	Q	0 Q	"Last00028596, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$1

Step	Action
9.	Click the scrollbar.
10.	Locate the Submit for Approval column.
11.	Click the Submit for Approval checkbox.
12.	Click the Submit for Approval checkbox.
13.	Click the scrollbar.
14.	Click the Submit for Approval button.
	Submit for Approval
15.	After the employee rows have been submitted for approval, the PCS - Gross Pay row will be set to 'view only'. No additional changes may be made by the Agency using the PCS - Gross Pay page unless the PCS approver denies that row. This will enable to row to be opened again for editing.

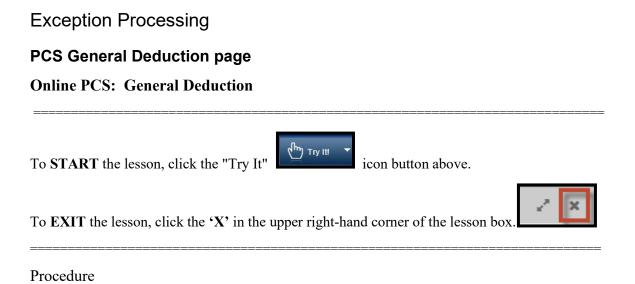


Step	Action
16.	The Transaction Status has also been changed to ' Pending ' indicating that the information has been submitted for approval.
	Approval Status displays the Approval Process in a Hyperlink. The PCS User can click on the link and see where that row is in the approval process.
17.	Click the In Approval Process link.
	In Approval Process
18.	The PCS Approval pop-up indicates the approval status of the transaction.
	The most frequently displayed status' are:
	Pending - waiting for approval
	Not Routed - has not been sent to the next level approver
	Approved - transaction has been approved and routed to next level, as applicable. Deny - transaction has been denied.

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ıt	Total	Prior Pay	Diffe PCS	Approval				Remarks	
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00	\$1622.00	\$1622.00	\$0.0	Pending Not I	Multiple Approv PCS Approval Le	- Multiple	e Approvers proval Level 3	6	
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.00	\$1735.00	\$1735.00	\$0.0 Ret	urn					
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2.00	\$1622.00	\$1622.00	\$0.00	G 18 023 M 120 2000 00 00	Edit UAC	No Change	Needs Approval		
	\$1622.00	\$1622.00	\$0.00	G 18 400 M 025 2000	Edit UAC	No Change	Needs Approval		
2.00							Needs Approval		

Step	Action
19.	To return to the PCS Gross Pay page,
	Click the Return button.
20.	Congratulations, you have successfully completed this lesson. End of Procedure.





In this lesson, you will walk through the process of using the PCS - General Deduction page.

Navigation: Payroll Processing > Online PCS tile





Step	Action
1.	Click the Online PCS tile. Online PCS

Favorites v Main Menu v > Online PCS	🏫 Home	Sign	out
峚 HAWAII Information	Add To	Nav	Bar
	New Win	dow Help	
PCS			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
▼Search Criteria			
Company begins with V			
Payroll Number begins with V			
Batch ID begins with V			
Paycheck Issue Date 2 02/20/2018			
Search Clear Basic Search 🖾 Save Search Criteria			
Find an Existing Value Add a New Value			
Thiu an Expany Yane Yuu a New Yane			

Step	Action
2.	Enter the desired information into the Company field. Enter " SOH ". Company begins with
3.	Click the Search button.
4.	Click the SOH link.
5.	The Online PCS opens to the Gross Pay page.



Online PCS									New V	Vindow	lelp Pe	rsonalize Pa	ige 🔳
	Pa	ycheck Date 02/2	20/2018					Gross	Prior	Diff	ference		
Company	SOH	Batch ID M05	5022018		Level 1 /	Approved		0.00	245,200.43	-245	,200.43		
ayroll Number						Rejected		0.00	0.00		0.00		
	I	Batch Locked N				Total	246	,145.00	245,200.43		944.57		
Gross Pay	Fringe Pa	y Deduction	Job Up	dates	Compensation				- 2.494	Select All		Deselect	t All
Find View 10	0 🖾 🔣	First 🕙 1-10) of 145 🕑	Last									Gro
Empl ID	Empl Reco		1	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amou
1 🛨	Q 0	Q Last00105255,	First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$253
2 🛨	Q 0	Q Last00105255,	First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018 🛐	01/31/2018 🛐	SEV Q	0.00	\$0.0000	\$500
3 🛨	Q 0	Q Last00103973,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
4 🛨	Q 0	Q Last00103654,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018 🛐	BQ	0.00	\$0.0000	\$154
5 🛨	Q 0	Q Last00103305,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$162
6 🛨	Q 0	Q Last00103290,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$162
7 🛨	Q 0	Q Last00103070,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018 🛐	BQ	0.00	\$0.0000	\$162
8 🛨	Q 0	Q Last00102991,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018 🛐	B 🔍	0.00	\$0.0000	\$162
9 🛨	Q 0	Q Last00102766,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018 🛐	01/31/2018	BQ	0.00	\$0.0000	\$162
10 🛨	Q 0	Q Last00102530,	First Middle	***_**_	Excep Hrlv	01	\$3244.0000	01/16/2018 🛐	01/31/2018 🛐	BQ	0.00	\$0.0000	\$162

Step	Action
6.	Click the Deduction button.
	Deduction
7.	Click in the Empl ID field.
8.	Enter the desired information into the Empl ID field. Enter "xxxxxxxx".
	1 +
9.	Press [Tab].
10.	Enter the desired information into the Empl Record field. Enter "0".
	1 + Q 999
11.	Press [Tab].
12.	Note the Employee Name and SSN information displays to confirm the selected employee.
13.	Click the Look up Ded Code button.



Step	Action
14.	Click the Statutory Dues HGEA BU 02 link. Statutory Dues HGEA BU 02
15.	Confirm the Effective Date is correct.
16.	Enter the semi-monthly amount into the Flat Addl Amount field. Enter " 34.45 ".
17.	Click the Post to Pay button. Post to Pay
18.	Congratulations, you have completed this lesson. End of Procedure.

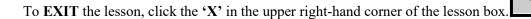
PCS Job Update page - Non-Exec Branch

Online PCS: Job Update page

To **START** the lesson, click the "Try It"



icon button above.



Procedure

In this lesson you will learn how to use the PCS Job Update page.

Navigation: Processing Payroll > Online PCS tile



⊌ LHAWAII™	formation Portal	▼ Payroll Processing		♠ ≡ ∅
	Reporting Console	Personal Data	Online PCS	
		•		
	Job Data	Query Manager	General Deductions	
	Employee Tax Data	Contact Us		
		• •		C

Step	Action
1.	Click the Online PCS tile.
	Online PCS



Favorites Main Menu SOnline PCS	🟫 Home 🛛 Sign out
	Add To 👻 🚺 NavBar
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PCS	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	
▼ Search Criteria	
Company begins with 🗸	
Payroll Number begins with 🗸	
Batch ID begins with V	
Paycheck Issue Date = V 02/20/2018	
Search Clear Basic Search 🖉 Save Search Criteria	
Find an Existing Value Add a New Value	

Step	Action
2.	Click the Look up Company (Alt+5) button.
3.	Click the SOH link.
	SOH
4.	Click in the Payroll Number field.
	Payroll Number begins with 🗸
5.	Enter the desired information into the Payroll Number field. Enter "xxx".
6.	Click the Search button.
	Search



Online PCS									New V	Vindow	Help Pe	rsonalize Pa	ige 🛛 🖬
		Payc	heck Date 02/20/2018					Gross	Prior	Dif	ference		
Comp	any SOH		Batch ID M05022018		Level 1 /	Approved		0.00	245,200.43	-245	,200.43		
Payroll Num	ber M05					Rejected		0.00	0.00		0.00		
		Bat	ch Locked N			Total	246	,145.00	245,200.43		944.57		
Gross P	ay Frir	nge Pay	Deduction Job U	pdates	Compensation				a parta da	Select All		Deselect	All
Find Vie	w 100 🗖		First 🕘 1-10 of 145 🕑	Last									Gro
En	npi ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amo
1 🛨	Q	0 0	Last00105255, First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	В	0.00	\$0.0000	\$25
2 🛨	Q	0 0	Last00105255, First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV Q	0.00	\$0.0000	\$50
3 🛨	٩	0 0	Last00103973, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
4 🛨	Q	0 Q	Last00103654, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$15
5 🛨 🕌	Q	0 0	Last00103305, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
6 🛨	Q	0 0	Last00103290, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
7 🛨 🍏	Q	0 0	Last00103070, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
8 🛨 🛑	Q	0 0	Last00102991, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
9 🛨 💓	Q	0 Q	Last00102766, First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$16
10 🛨	Q	0 0	Last00102530, First Middle	***_**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	вQ	0.00	\$0.0000	\$16

Step	Action
7.	Click the Job Updates button.
	Job Updates
8.	PCS - Job Updates page is used to update Job Data information required for a selected earnings period.
9.	Click in the Empl ID field.
10.	Enter the desired information into the Empl ID field. Enter "xxxxxxxx".
	1 +
11.	Select the xxxxxxx Empl ID.
12.	Press [Tab].
13.	Enter the desired information into the Empl Record field. Enter "0".
	1 + 999
14.	Press [Tab].



Step	Action
15.	Click the Calendar Effective Date (Alt+5) button.
	31
16.	Click the Month dropdown.
	January 🗸

Emptro Record Emptrover Name SSN Enecure Date Distribution Number Number Number Paygroup Paygroup Paygroup Number 1 + Q 0 Q Last00101249, First Middle ***.** 01/01/2018 036 ✓ M04 ✓ AEX ✓ 00 2 0 Last00102467, First Middle ***.** 01/31/2018 Calendar × AEX LEX 00	Favorites 🔻	Main Mei	iu 🔻	> Online PCS 🧕						Â	Home	Sign o	ut
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Step	Action
17.	Click the February list item.
	February



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Step	Action
18.	Click the 1 item.
	1
19.	Press [Tab].
20.	Current payroll-related Job Data is displayed for the employee entered.
	In this lesson, you will update the employee's work location. Note : This option would most likely be used in emergency situation.
21.	Click the scrollbar.
22.	Click the Look up New Location button.
23.	Click the 0210 North Shore option.
	0210 North Shore
24.	Click the Post to Pay button.
	Post to Pay
25.	Congratulations, you have completed this lesson.
	End of Procedure.





PCS Compensation page - Non-Exec Branch

Online PCS: Compensation - Non-Executive Branch

To START the lesson, click the "Try It" icon button above.
To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Procedure

In this lesson, you will walk through the steps to complete the PCS Compensation page.

Navigation: Payroll Processing > Online PCS tile

Step	Action
1.	The Hawaii Information Portal Payroll Processing page displays.
	For this example, you will select a Tile to navigate to the Online PCS page.



出 HAWAI	Information Portal	▼ Payroll Processing		⋒ ≡	٢
	Reporting Console	Personal Data	Online PCS		
	Job Data	Query Manager	General Deductions		
	Employee Tax Data	Contact Us			
		• •			С

Step	Action
2.	Click the Online PCS tile. Online PCS



Favorites Main Menu Solution PCS	🟫 Home 🔰 Sign out
	Add To 🔻 🕖 NavBar
	New Window Help 📰 🗆
PCS	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
Company begins with 🗸	
Payroll Number begins with V	
Batch ID begins with V	
Paycheck Issue Date = V 02/20/2018	
Search Clear Basic Search Citeria Find an Existing Value Add a New Value	

Step	Action
3.	Click the Look up Company button.
4.	Click the SOH option
	SOH
5.	Click the Search button.
	Search
6.	Click the SOH link.
	SOH



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			Payc	heck Date 02/2	0/2018					Gross	Prior	Dif	ference		
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	Empl ID		Empl Record	Employee Name		SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amou
1 [F Contraction	Q	0 Q	Last00105255,	First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018	01/31/2018 🗃	BQ	0.00	\$0.0000	\$253
2	F Contraction	Q	0 0	Last00105255,	First Middle	***_**_	Hourly	13	\$4859.0000	01/16/2018	01/31/2018 🛐	SEV Q	0.00	\$0.0000	\$500.
3	F Marine	Q	0 0	Last00103973,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1622
4	+	Q	0 0	Last00103654,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018 🗃	BQ	0.00	\$0.0000	\$154
5	E	Q	0 Q	Last00103305,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1623
6	F.	Q	0 0	Last00103290,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018 🕅	BQ	0.00	\$0.0000	\$1622
7	F.	Q	0 Q	Last00103070,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018 🛐	BQ	0.00	\$0.0000	\$1622
8 -	+	Q	0 0	Last00102991,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	BQ	0.00	\$0.0000	\$1622
9	+	Q	0 0	Last00102766,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018 🖻	BQ	0.00	\$0.0000	\$1622
10	+	Q	0 0	Last00102530,	First Middle	***_**_	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018 🕅	BQ	0.00	\$0.0000	\$1622

Step	Action
7.	Click the Compensation button.
	Compensation
8.	The Online PCS- Compensation page enables you to update an employees Compensation. The entries on this page updates the employee's Job Data.
	This lesson is using SOH, but it's not an NON-Executive branch. This lesson is for training purposes only.
9.	Click the Look up Empl ID button.
10.	The Look Up Empl ID pop-up window displays.
	Use this page to search for an Employee ID using different Criteria if the Empl ID is not known.
11.	For this example, we will input the Empl ID since it is known.
	Click the Close link.
	×



Step	Action
12.	Click in the Empl ID field.
	1 +
13.	Enter the desired information into the Empl ID field.
	Enter "xxxxxxxx".
	Note: It is important for users to choose correct record based on department if EE has multiple jobs.
	1 +
14.	Select the Empl ID the xxxxxxx .
15.	Press [Tab].
16.	Enter the desired information into the Empl Record field. Enter " 0 ".
	999
17.	Press [Tab].
18.	Note the Employee Name and SSN information displays to confirm the selected employee.
19.	The Compensation page displays the current compensation information for the selected employee.
20.	Click the scrollbar.
21.	Click the New Effective Date field.
	01/02/2018
22.	Enter the desired information into the New Effective Date field. Enter "02/01/18". 01/02/2018 ×
23.	Note The Rate Code should be updated if the Employee is being moved from Salary to Hourly (and vice versa).
	NAANNL = Salary NAHRLY = Hourly
24.	Click in the New Comp Rate field.
	31548.000000
25.	Press [Delete].



Step	Action
26.	Note : If this comp rate is effective for the current period, the PCS user will need to update the amount field on gross as well.
	Enter the desired information into the New Comp Rate field. Enter "33000 ".
27.	Press [Tab].
28.	Click the Post to Pay button. This will update the employee's Job Data record. Post to Pay
29.	Note : Once completed, verify in Job data and Gross tab in Online PCS that the information has been updated and added successfully.
30.	Congratulations, you have completed this lesson. End of Procedure.



Section 4: Reports

Agency Gross Pay by Check Date Query

Report : Running a Query for Gross Pay by Check Date

To START the lesson, click the "Try It" icon button above.
To EXIT the lesson, click the 'X' in the upper right-hand corner of the lesson box.

Procedure

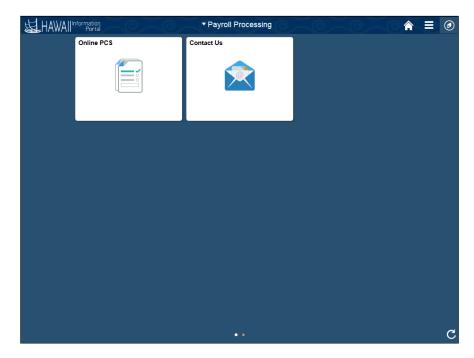
In this lesson, you will learn how to run a Query for Gross Pay by Check Date.

Navigation:

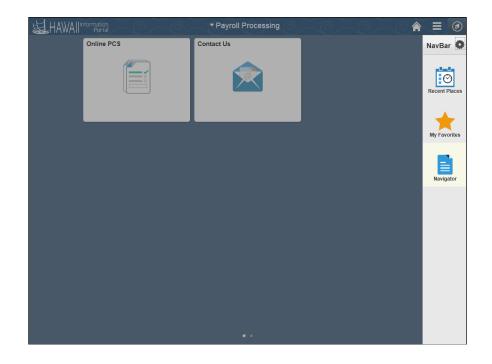
NavBar > Navigator > Reporting Tools > Query > Query Viewer

	Step	Action
Ī	1.	For this lesson, you will use the NavBar to navigate to the Payroll Query Viewer
		page.





Step	Action
2.	Click the NavBar button.





Step	Action
3.	Click the Navigator button.
4.	Click the Reporting Tools menu.
5.	Click the Query menu.
6.	Click the Query Viewer menu. Query Viewer
7.	The Query Viewer page displays. Use this page to retrieve data from an existing Query. The Query Viewer Search By field will default to search for an Existing Query by Query Name .
8.	 When specifiying search criteria, you can enter a full or partial value. Based on what is entered, the system presents a list of possible matches. You can use wildcard characters to find exact information that you need. % (percent sign) matches to one or more characters. Wildcard characters only work with begins with and contains operators.



Favorites Main Menu Query Viewer	🟫 Home 📗 Sign out
	Add To 👻 🕖 NavBar
	New Window Help Personalize Page 📰
Query Viewer	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
*Search By Query Name V begins with	
Search Advanced Search	

Step	Action
9.	Enter the desired search information into the begins with field. For this example, enter " M%PCS% ".
	begins with
10.	Click the Search button. Search
11.	The Query Viewer page displays the search results for the criteria entered into the search field. Any Query records relevant to the search criteria entered will display on individual record lines.
	For this example, we can select Grosspay by date or by a specific date range.
12.	Click the Excel link on the line of the Query Name to view the Query results in Excel format.



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Query				Personali	ze Fin	d View	AII 🖾 🔣	First 🕚 1-12 of	12 🕑 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to	Schedule	Definitional References	Add to Favorites	
M_PY_AUDIT_PCS_COMP	Audit PCS Compensation Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
M_PY_AUDIT_PCS_FRINGEPAY	Audit PCS Fringe Pay Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
M_PY_AUDIT_PCS_GROSSPAY	Audit PCS Gross Pay Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
A DY AUDIT DOD. IOD	Audit PCS Job Change Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
I_PY_AUDIT_PCS_JOB										
	Audit PCS Statutory Dues Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	
M_PY_AUDIT_PCS_STATUTORY_DED	Audit PCS Statutory Dues Tab PCS Compensation Changes Tab	Public Public		HTML HTML	Excel Excel	XML XML	Schedule Schedule	Lookup References	Favorite Favorite	
M_PY_AUDIT_PCS_STATUTORY_DED	PCS Compensation Changes									
M_PY_AUDIT_PCS_STATUTORY_DED M_PY_PCS_COMP M_PY_PCS_FRINGEPAY	PCS Compensation Changes Tab	Public		HTML	Excel Excel	XML	Schedule	Lookup References	Favorite	
M_PY_AUDIT_PCS_JOB M_PY_AUDIT_PCS_STATUTORY_DED M_PY_PCS_COMP M_PY_PCS_FRINGEPAY M_PY_PCS_FRINGEPAY_BY_DT_RANGE M_PY_PCS_GROSSPAY	PCS Compensation Changes Tab PCS Fringe Pay Tab Fringe Pay by Check Date	Public Public		HTML HTML	Excel Excel	XML XML	Schedule Schedule	Lookup References	Favorite Favorite	
M_PY_AUDIT_PCS_STATUTORY_DED M_PY_PCS_COMP M_PY_PCS_FRINGEPAY M_PY_PCS_FRINGEPAY_BY_DT_RANGE	PCS Compensation Changes Tab PCS Fringe Pay Tab Fringe Pay by Check Date Range	Public Public Public		HTML HTML HTML	Excel Excel Excel	XML XML XML	Schedule Schedule Schedule	Lookup References Lookup References Lookup References	Favorite Favorite Favorite	
M_PY_AUDIT_PCS_STATUTORY_DED M_PY_PCS_COMP M_PY_PCS_FRINGEPAY M_PY_PCS_FRINGEPAY_BY_DT_RANGE M_PY_PCS_GROSSPAY	PCS Compensation Changes Tab PCS Fringe Pay Tab Fringe Pay by Check Date Range PCS Gross Pay Tab Gross Pay by Check Date	Public Public Public Public		HTML HTML HTML HTML	Excel Excel Excel	XML XML XML XML	Schedule Schedule Schedule Schedule	Lookup References Lookup References Lookup References Lookup References	Favorite Favorite Favorite	

Step	Action
13.	Click the Allow button to view the document if pop-up blocker is active. Allow once
14.	The PCS Gross Pay page displays with the ability to select a relevant check date. The results of the Query will return based on that selected date



v Resu Pavroll	IIS																						
No	Check Dt	Batch	Seq	uence	ID p	Empl Record	Earn Code	Earns Begin	Earns End	Union Code	Comp Rate	Oth Hrs	New Comp Rate	Multiplier	Oth Py	Tot Gross	FUND	FISCAL YEAR	Appropriation	DEPARTMENT	Subdivision	Object Code	COSTCTR/FU

Step	Action
15.	Click the Calendar Check Dt button.
	31
16.	Select the appropriate check date.
	For this example, click February 5 .
	8
17.	Click the View Results button.
	View Results



M_PY_PCS_GROSSPAY - PCS Gross Pay Tab

Check Dt 02/05/2018

co Payroll Check Batch No Dt ID Sequence ID Empl Earn Earns Earns

Step	Action
18.	Click the Open button to view the document.
	Note: You can also choose to Save the document.
	Open
19.	The Query results will generate and display in Excel spreadsheet format.
20.	You have successfully completed running a Query for Gross Pay by Check Date . End of Procedure .