



110-Agency Payroll - PCS

Hosted PeopleSoft Payroll 9.2
March, 2018


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110-Agency Payroll - PCS

Section 1: HR Information

Key Concept - Effective Dating



Key Concept

Key Concept: Effective-Dated Rows

Hawaii Information Portal Payroll system effective-dating logic enables you to maintain an accurate history of information in the database.

To retain history, add a data row identified by the date when the information goes into effect: **effective date**. You can use the information to look at what has happened up to now and plan for the future. The system categorizes effective-dated rows into the following basic types:

Control	Definition
Current	The data row with the date closest to – but not greater than – the current date (system date). Only one row can be the current row.
History	Data rows that have an effective dates earlier than the current data row.
Future	Data rows that have effective dates later than the system date.



Key Concept

Key Concept: Action Types Related to Effective Dates

Effective dates enable you to keep a complete chronological history of all your data and tables—whether you changed them two years ago or want them to go into effect two months into the future.


With this information, you can review historical data from a particular time to analyze employee records. Or you can plan ahead and set up data before they take effect.


Employee Status	Effective Date	History	Current	Future
Hired	January 1, 2000	X	----	----
Transferred	January 4, 2006	X	----	----
Promoted	August 1, 2010	----	X	----
Expected Termination	December 31, 2012	----	----	X



Key Concept

Key Concept: Action Types Related to Effective Dates (con't)

Action	Rule
Update/Display	Retrieves only current and future rows. You can change future rows but not current rows. You can also add a new current row.
Include History	Retrieves all rows. You can also add a new current row.
Correct History	Retrieves all rows and allows you to modify any row and insert new rows regardless of the effective date or sequence number. Note: This option is available only to user with the proper permission.

 Update/Display

 Include History

 Correct History

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. 

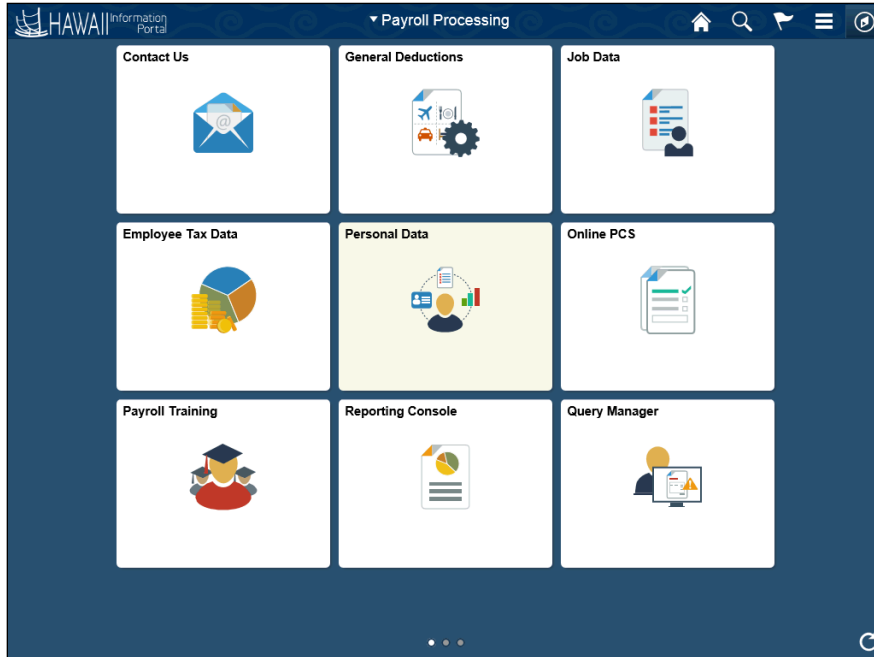
Procedure


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

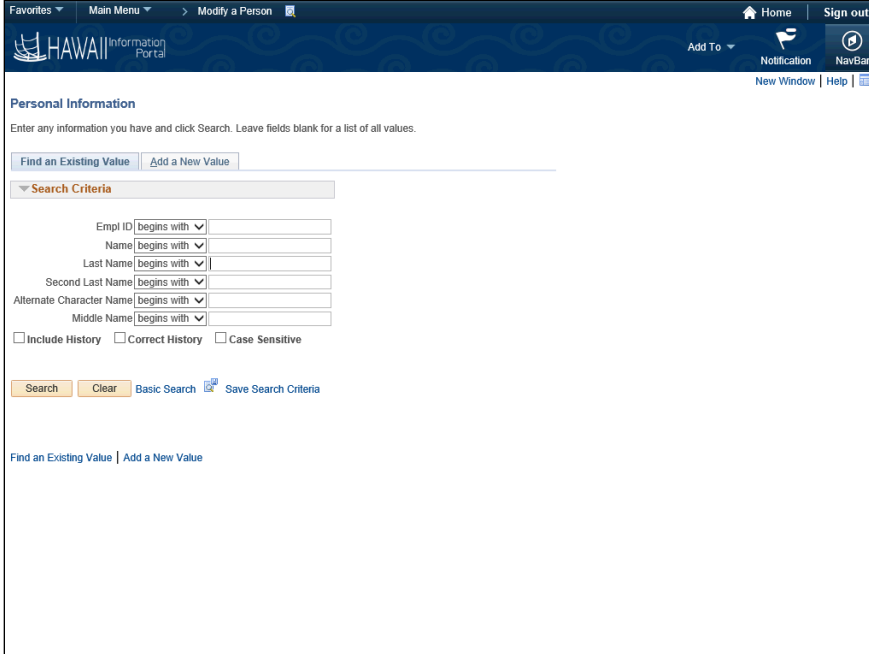
Navigation:

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.	<p>Click the Personal Data tile.</p> 
3.	<p>The Personal Information Search Criteria page displays.</p> <p>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.</p> <p>For this example, we will use the Last Name to search for an employee.</p>



Personal Information
 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

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

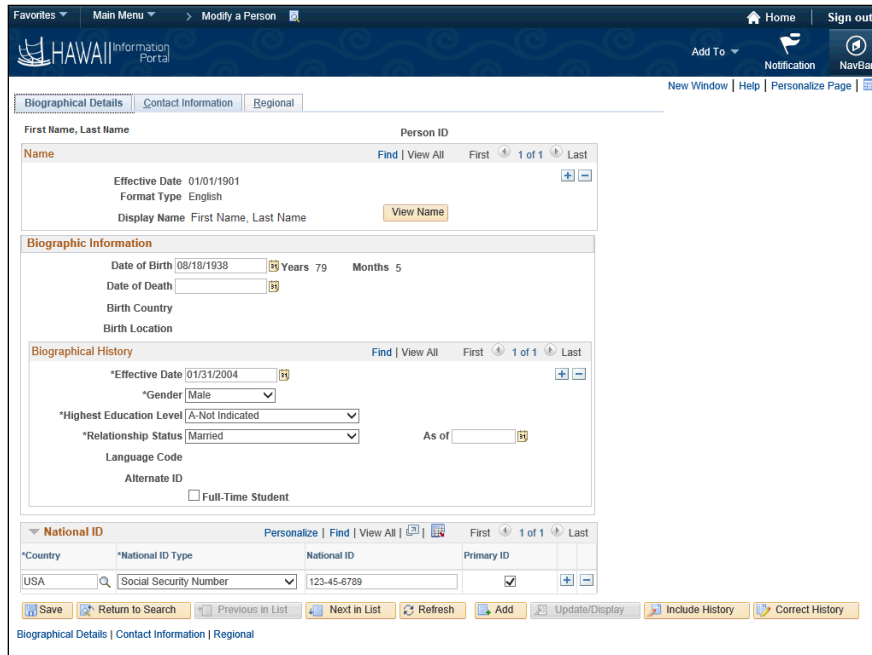
Middle Name begins with


Include History Correct History Case Sensitive

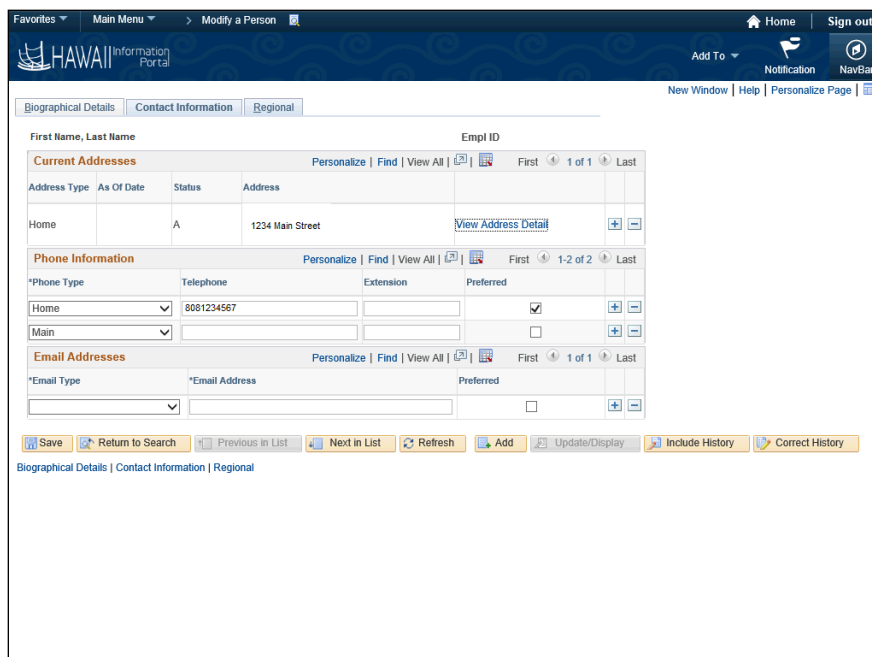
Search Clear Basic Search Save Search Criteria


Find an Existing Value | Add a New Value

Step	Action
4.	Enter the desired information into the Last Name field. For this example, enter " Last Name ". Last Name <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/>
5.	Click the Search button. <input style="border: 2px solid red;" type="button" value="Search"/>
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 0000000 Empl ID link. <input style="border: 2px solid red;" type="text" value="000000"/>
7.	The Biographical Details page displays. Use this page to view Biographic information and history details for the selected employee.



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




Step	Action
10.	Click the Regional tab. 
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"  icon button above.

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

=====

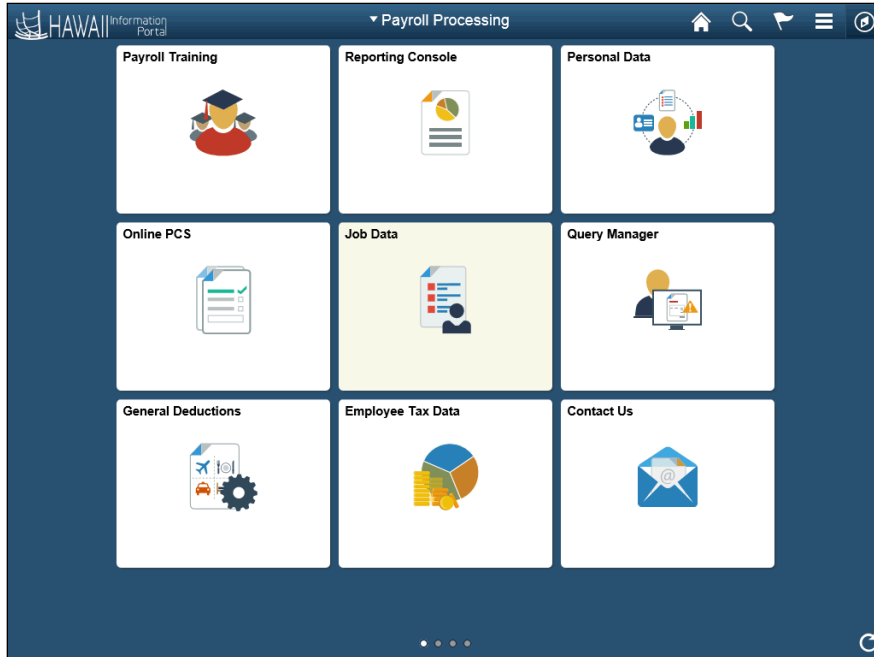
Procedure


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

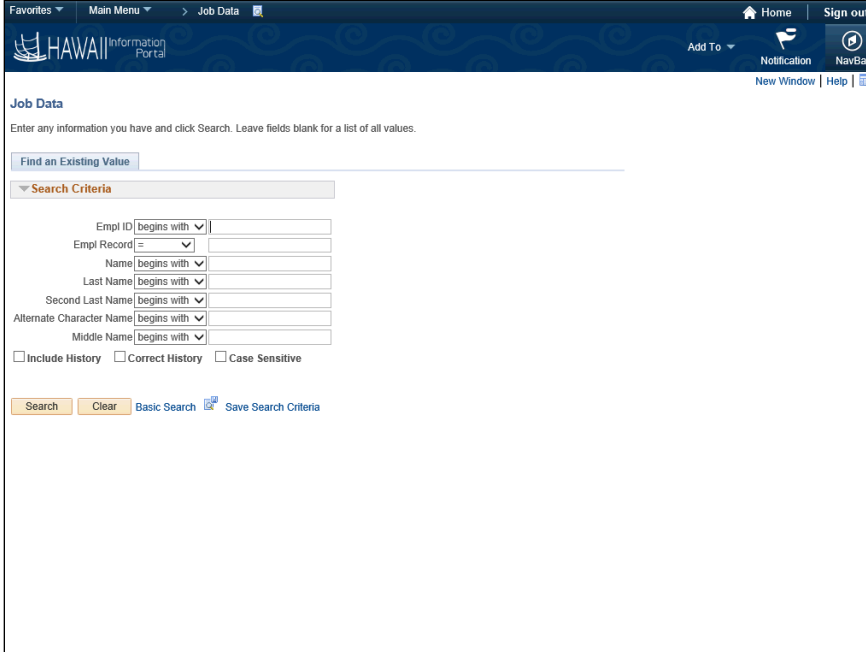
Navigation:

Payroll Processing Home > Job Data tile

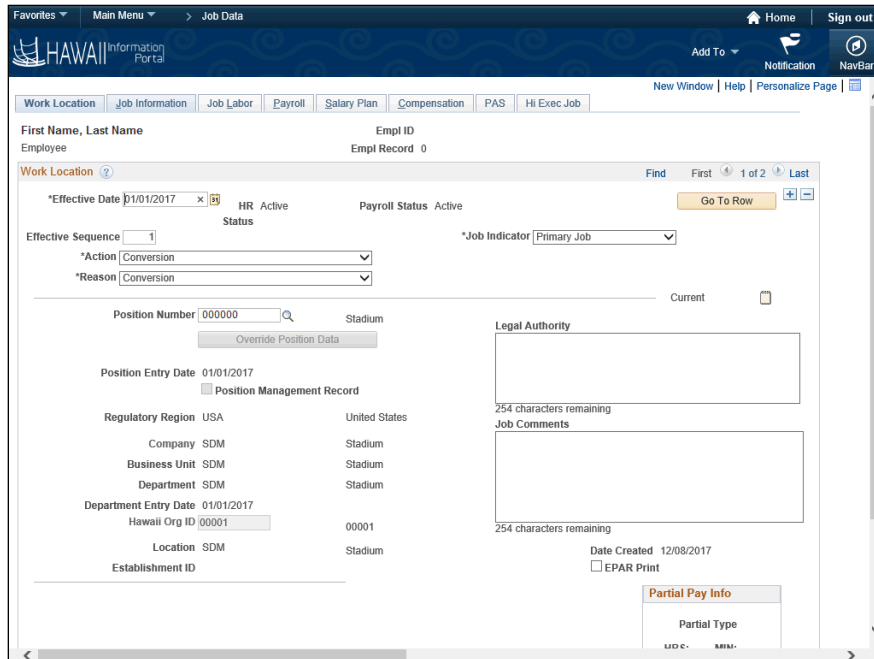
Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes. For this lesson, you will use the Job Data Tile to navigate to the Job Data page.




Step	Action
2.	<p>Click the Job Data tile.</p> <p>Job Data</p> 
3.	<p>The Job Data Search Criteria page displays.</p> <p>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.</p> <p>For this example, we will use the Empl ID.</p>



Step	Action
4.	<p>Enter the Empl ID for the Employee whose Job Data you would like to view.</p> <p>For this example, enter "00000000".</p> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="00000000"/></p>
5.	<p>Click the Search button.</p> <p><input type="button" value="Search"/></p>
6.	<p>All results that are relevant to the Empl ID entered will display. If multiple results display, select the correct employee record.</p> <p>For this example, click the 000000 Empl ID link.</p> <p>000000</p>
7.	<p>The Job Data page displays.</p> <p>View the Job Data pages when you want to view a person's historical Job Data.</p> <p>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.</p>
8.	<p>The Work Location tab displays information such as Effective start date, HR Status, Company, Location, and position details.</p>



The screenshot displays the 'Job Information' tab within the HAWAII Information Portal. The page is titled 'Job Data' and includes navigation options like 'Home' and 'Sign out'. The main content area shows employee information for 'Stadium', including fields for 'Effective Date' (01/01/2017), 'Position Number' (000000), 'Regulatory Region' (USA), and 'Company' (SDM). A 'Job Information' tab is highlighted with a red border. The page also features a 'Partial Pay Info' section at the bottom right.

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.

Training Guide

110-Agency Payroll - PCS



[Favorites](#) | [Main Menu](#) | [Job Data](#) | [Home](#) | [Sign out](#)
[Add To](#) | [Notification](#) | [NavBar](#)
[New Window](#) | [Help](#) | [Personalize Page](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#)

First Name, Last Name Empl ID
 Employee Empl Record 0

Job Information Find First 1 of 2 Last
[Go To Row](#)

Effective Date 01/01/2017
 Effective Sequence 1 Action Conversion
 HR Status Active Reason Conversion
 Payroll Status Active Job Indicator Primary Job Current

Job Code SDM Stadium
 Entry Date 01/01/2017
 Supervisor Level
 Reports To
 Civil Service Membership Full/Part Full-Time
 *Empl Class Officer Code None
 Regular Shift Not Applicable Shift Rate
 Shift Factor


Standard Hours ?

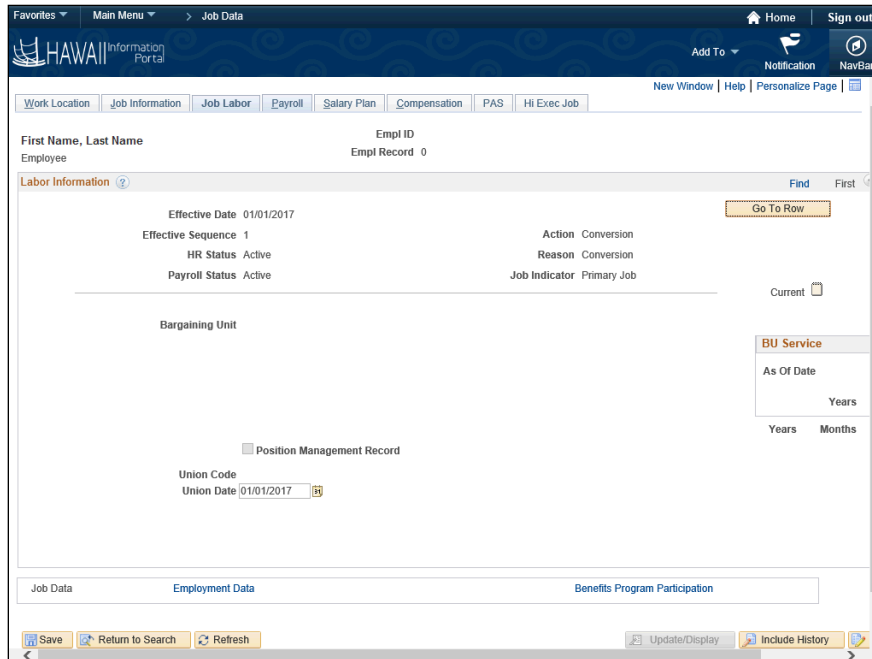
Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			


USA

FLSA Status No FLSA Required Work Day Hours
 EEO Class None of the Above

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

Step	Action
11.	Click the Job Labor tab. 
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.



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

Training Guide

110-Agency Payroll - PCS



[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#)

First Name, Last Name: Employee Empl ID: Empl Record 0

Payroll Information Find First 1 of 2 Last [Go To Row](#)

Effective Date: 01/01/2017
 Effective Sequence: 1 Action: Conversion
 HR Status: Active Reason: Conversion
 Payroll Status: Active Job Indicator: Primary Job Current


Payroll System: Payroll for North America Correction/Cancellation/Comments: 254 characters remaining

Payroll for North America

Pay Group: ASD Stadium - ATF Holiday Schedule: SOH
 Employee Type: H Hourly
 Tax Location Code: HI001 Hawaii Tax Location FICA Status: Medicare only
 GL Pay Type *Payroll MM1 Number *Warrant Distribution: 131 *ERS FICA Code: KO *ERS Group Code: N0
 Combination Code Update Date: 12/08/2017 9:27:12AM

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#)

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

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#)

First Name, Last Name: Employee Empl ID: Empl Record 0


Salary Plan Find | View All First 1 of 2 Last [Go To Row](#)

Effective Date: 01/01/2017
 Effective Sequence: 1 Action: Conversion
 HR Status: Active Reason: Conversion
 Payroll Status: Active Job Indicator: Primary Job Current

Salary Admin Plan: SOH Grade: Grade Entry Date: Step: Step Entry Date:

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)


[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [PAS](#) | [Hi Exec Job](#)


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. 

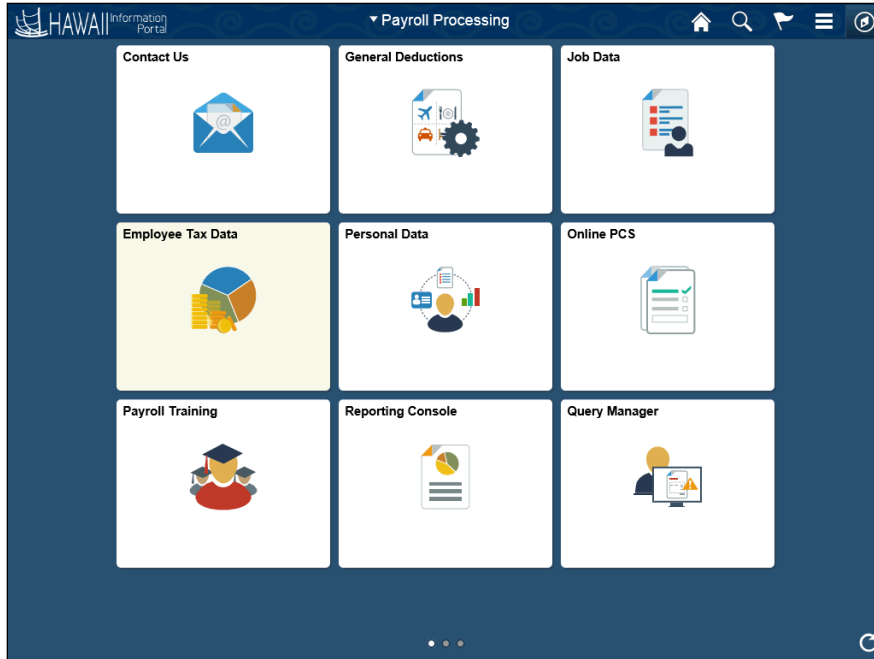
Procedure


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

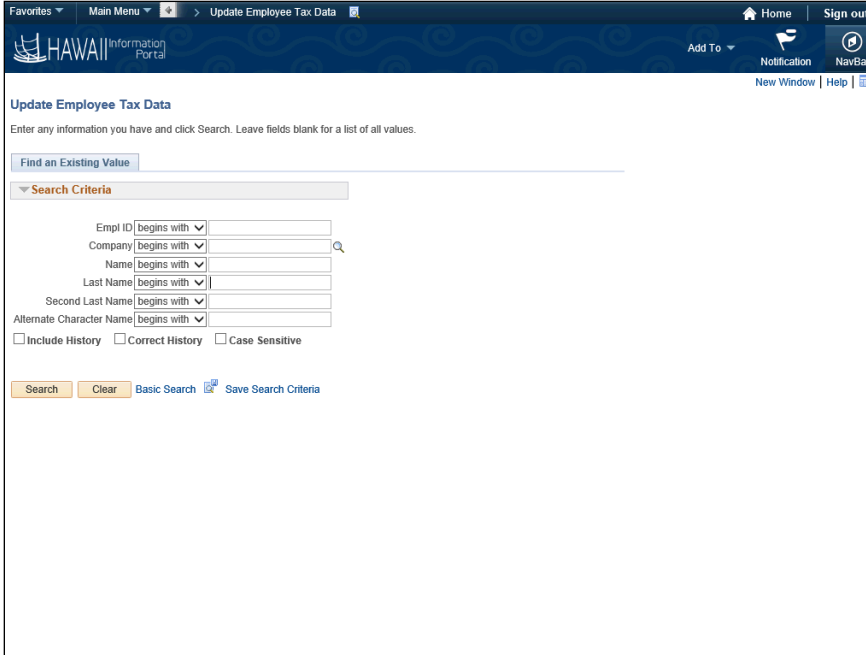
Navigation:

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.



Step	Action
2.	<p>Click the Employee Tax Data tile.</p> 
3.	<p>The Update Employee Tax Data search page displays.</p> <p>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.</p> <p>For this example, we will use the Last Name.</p>



Step	Action
4.	<p>Enter the data into the Last Name field.</p> <p>For this example, enter "Tester".</p> <p>Last Name <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value=""/></p>
5.	<p>Click the Search button.</p> <p><input style="border: 2px solid red;" type="button" value="Search"/></p>
6.	<p>All results that are relevant to the Last Name entered will display. If multiple results display, select the desired employee record.</p> <p>For this example click the 000002 Empl ID link.</p> <p><input style="border: 2px solid red;" type="text" value="000002"/></p>
7.	<p>The Employee Tax Data page allows you to update Federal, State and Local tax data.</p> <p>Use the Federal Tax Data page to view and maintain federal tax information.</p> <p>This page displays down arrows to expand different sections relevant to:</p> <p>W-4 Processing Status Lock- In Letter Details State Tax Options Tax Treaty/Non- Resident Data</p> <p>The Links across the bottom mirror the tabs at the top of the page.</p>

Step	Action
8.	<p>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.</p>
9.	<p>Lock- In Letter Details will list a checkbox option and a number field;</p> <p>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.</p> <p>Enter the maximum number of allowances permitted in the Limit on Allowances field.</p> <p>Note: The value that you enter in the Withholding Allowances field cannot exceed the value that you enter in this field.</p>
10.	<p>The State Tax Options will list two checkbox options;</p> <p>Select Use Total Wage for Multi-tate Taxation to use taxable wages from all work states in the calculation of state taxes.</p> <p>Select Always Create W-2 for PA NQDC Reporting (Pennsylvania non qualified deferred compensation reporting)</p>
11.	<p>Entering Nonresident Alien (NRA) Data</p> <p>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.</p>

Favorites ▾ Main Menu ▾ > Update Employee Tax Data

Home Sign out

HAWAII Information Portal Add To Notification NavBar

New Window | Help | Personalize Page

Federal Tax Data | State Tax Data | Local Tax Data

First Name, Last Name Person ID

Tax Data Find | View All First 1 of 1 Last

Company SOH State of Hawaii

*Effective Date 01/25/2018

Updated By Online Usr Date Last Updated 01/25/2018

Federal Withholding Elements

*Special Withholding Tax Status None

*Tax Marital Status Single Single

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

Exempt from FUT

W-4 Processing Status

Lock-In Letter Details

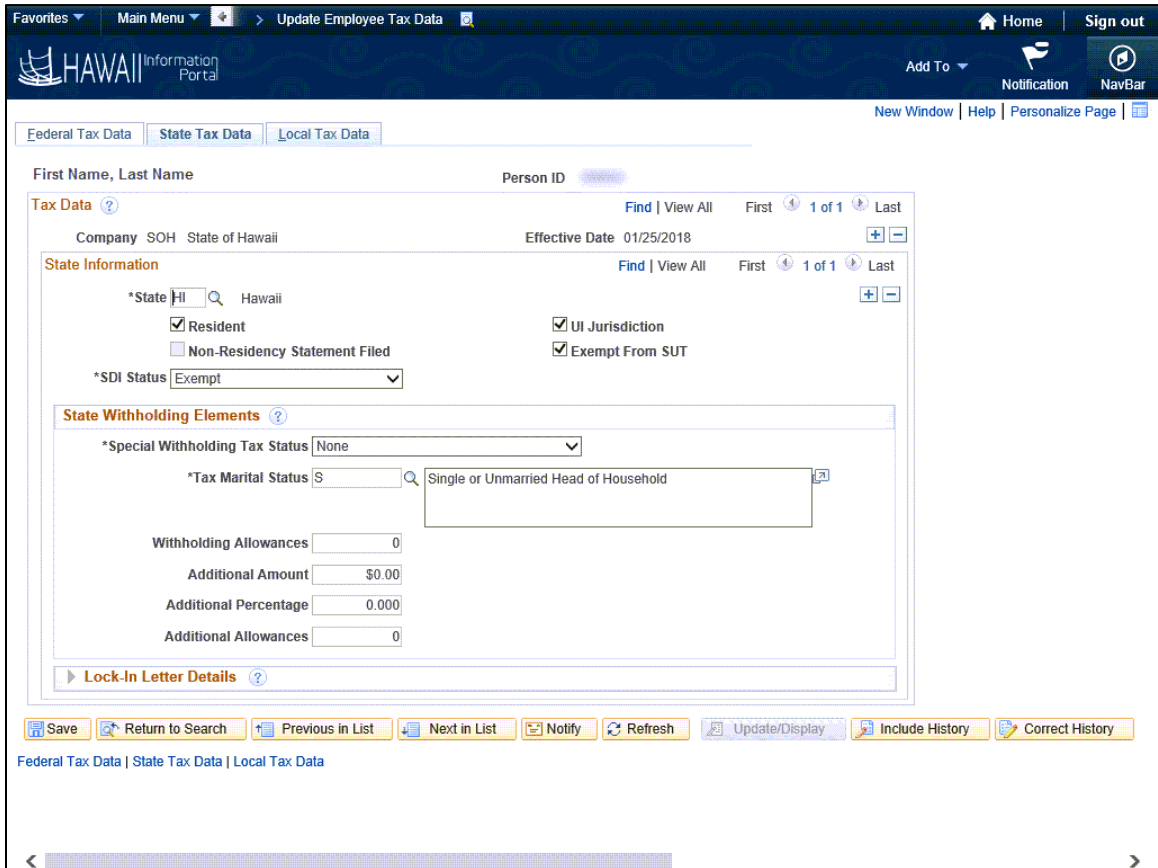
State Tax Options


Tax Treaty/Non-Resident Data

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step	Action
12.	Click the State Tax Data tab.
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.



Step	Action
14.	Click the Local Tax Data tab. 
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.

Favorites Main Menu > Update Employee Tax Data Home Sign out

HAWAII Information Portal Add To Notification NavBar

Federal Tax Data State Tax Data Local Tax Data

First Name, Last Name Person ID

Tax Data Find | View All First 1 of 1 Last

Company SOH State of Hawaii Effective Date 01/25/2018

State Information Find | View All First 1 of 1 Last

State HI Hawaii

Local Information Find | View All First 1 of 1 Last

*Locality Resident Other Work Locality

Local Withholding Elements

Special Withholding Tax Status None

Tax Marital Status

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step	Action
16.	Click the Federal Tax Data tab to return to this page to make an update. Federal 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.

Favorites ▾ Main Menu ▾ > Update Employee Tax Data

Home Sign out

HAWAII Information Portal Add To Notification NavBar

New Window | Help | Personalize Page

Federal Tax Data | State Tax Data | Local Tax Data

First Name, Last Name Person ID

Tax Data Find | View All First 1 of 1 Last

Company SOH State of Hawaii

*Effective Date 01/25/2018

Updated By Online Usr Date Last Updated 01/25/2018

Federal Withholding Elements

*Special Withholding Tax Status None

*Tax Marital Status Single Single

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

Exempt from FUT

W-4 Processing Status





Lock-In Letter Details

State Tax Options

Tax Treaty/Non-Resident Data

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

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. 
21.	For this example, change the date to January 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 

Favorites Main Menu Update Employee Tax Data Home Sign out

HAWAII Information Portal Add To Notification NavBar

Federal Tax Data State Tax Data Local Tax Data New Window Help Personalize Page

First Name, Last Name Person ID

Tax Data Find | View All First 1 of 2 Last

Company SOH State of Hawaii

*Effective Date 01/26/2018

Updated By Online Usr Date Last Updated 01/25/2018

Federal Withholding Elements

*Special Withholding Tax Status **Married**

*Tax Marital Status **Single** Single

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

Exempt from FUT

W-4 Processing Status

Lock-In Letter Details



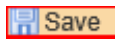
State Tax Options

Tax Treaty/Non-Resident Data

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History


Federal Tax Data | State Tax Data | Local Tax Data


Step	Action
24.	Click the Married list item.
	Married

Step	Action
25.	Click in the Withholding Allowances field. 
26.	Enter the desired information into the Withholding Allowances field. For this example, enter "2". 
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"  icon button above.

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

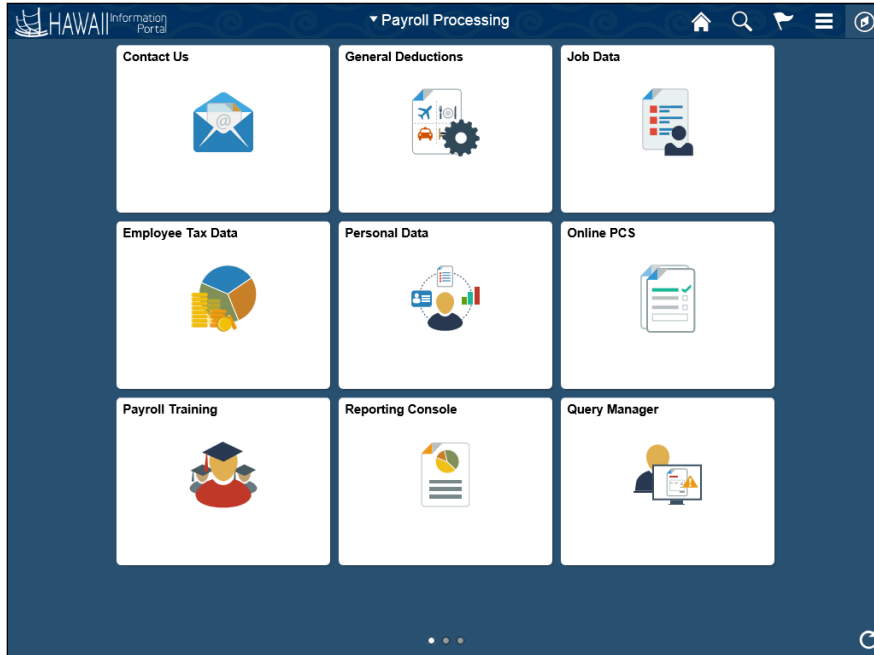
Procedure


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

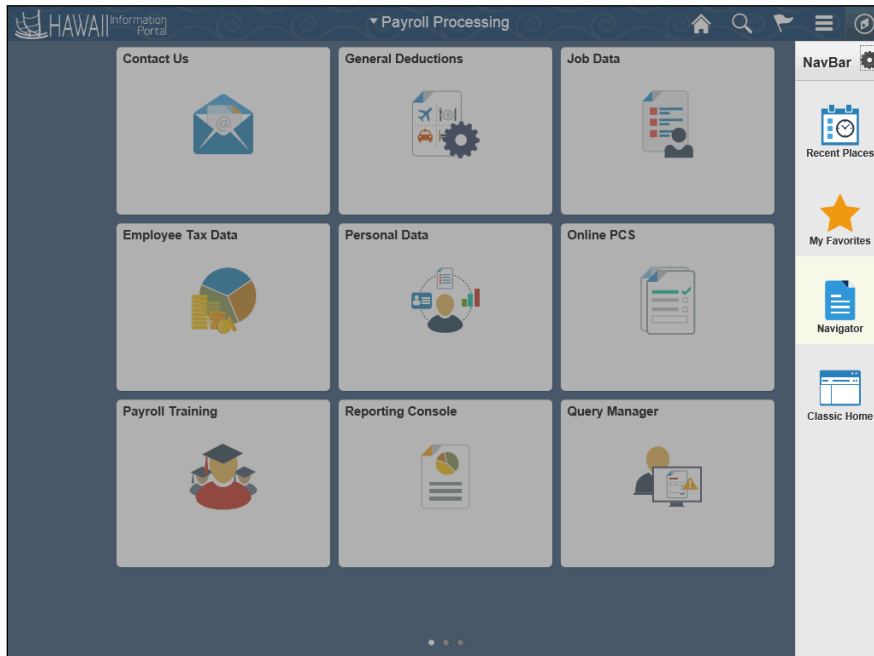
Navigation:



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

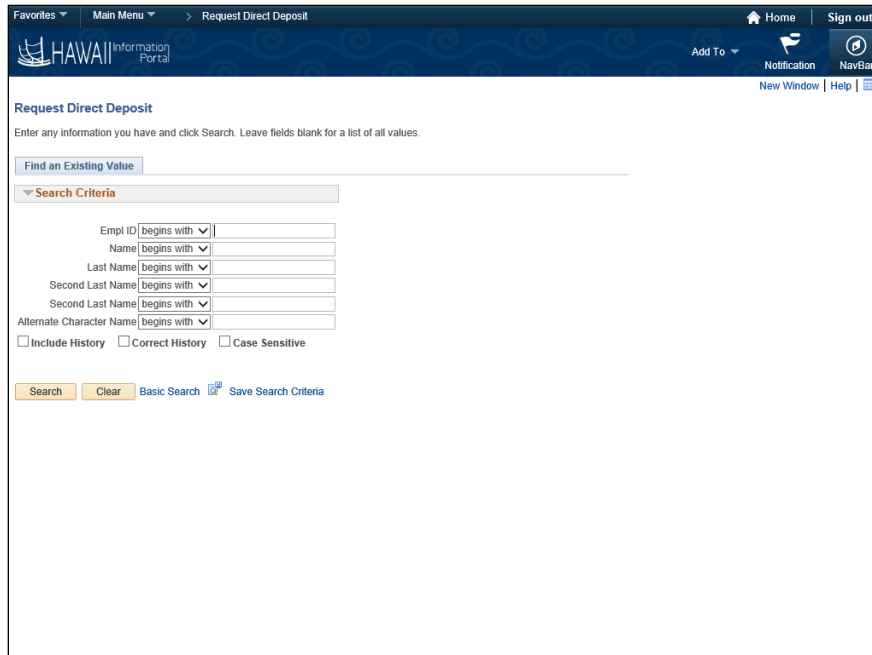
Step	Action
1.	The Payroll Processing menu provides access to several Hawaii Information Portal processes. For this lesson, you will use the NavBar to navigate to the Request Direct Deposit page.




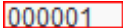

Step	Action
2.	Click the NavBar button. 



Step	Action
3.	Click the Navigator button. 
4.	Click the Payroll for North America menu. 
5.	Click the Employee Pay Data USA menu. 
6.	Click the Request Direct Deposit menu. 
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 .



Step	Action
8.	Click in the Last Name field. Last Name <input type="text" value="begins with"/> <input style="border: 1px solid red;" type="text"/>
9.	Enter the desired information into the Last Name field. For this example, enter " Tester ". Last Name <input type="text" value="begins with"/> <input style="border: 1px solid red;" type="text"/>
10.	Click the Search button. <input style="border: 1px solid red;" type="button" value="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.

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. 

Request Direct Deposit

First Name, Last Name _____ Person ID 000002

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 2 of 2 Last

Your Bank Information

Country Code USA United States Add New Bank

Bank ID 000001

Bank Name BANK OF HAWAII

Address PO BOX 2900 - ACH OPS 121
HONOLULU
HI 96846

International ACH Bank Account Prenotification Required

Distribution

*Account Type **Savings** *Deposit Type

Net Pay Percent Issue Check Net Pay Amount

*Priority Savings Account Number

Prenote Date Prenote Status Not Submitd

This data was last updated by _____ Data last updated on _____

Step	Action
19.	Click Savings .

Request Direct Deposit

First Name, Last Name _____ Person ID 000002

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 2 of 2 Last

Your Bank Information

Country Code USA United States Add New Bank

Bank ID 000001

Bank Name BANK OF HAWAII

Address PO BOX 2900 - ACH OPS 121
HONOLULU
HI 96846

International ACH Bank Account Prenotification Required

Distribution


*Account Type Savings *Deposit Type

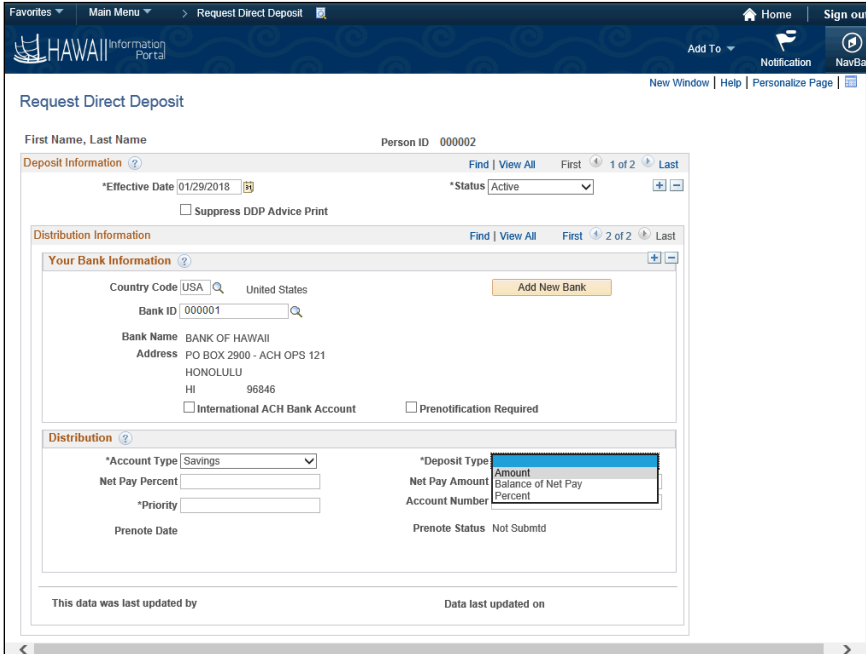
Net Pay Percent Net Pay Amount


*Priority Account Number

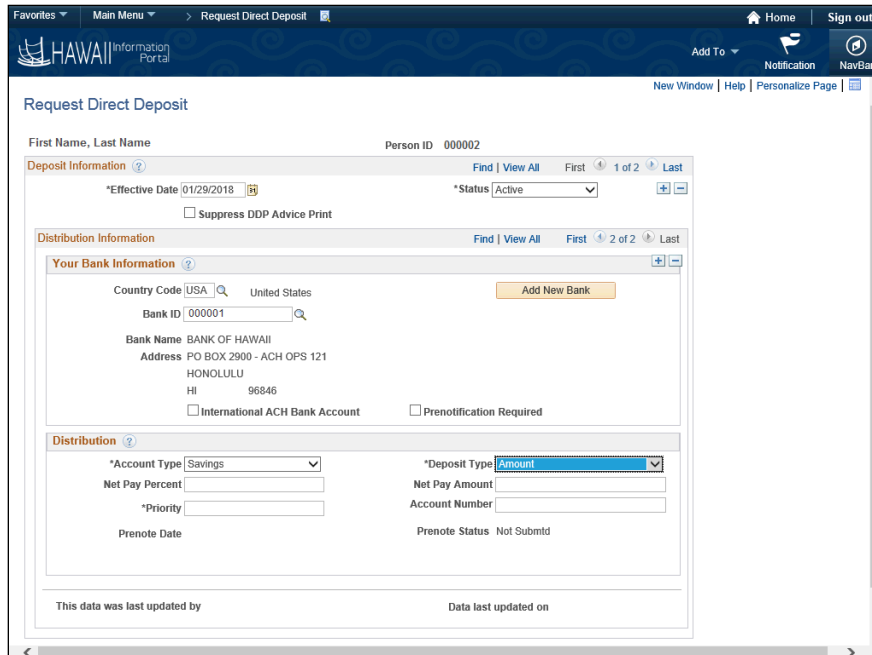
Prenote Date Prenote Status Not Submitd

This data was last updated by _____ Data last updated on _____


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



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



Step	Action
23.	Click in the Net Pay Amount field. Net Pay Amount <input type="text"/>
24.	Enter the desired information into the Net Pay Amount field. For this example, enter " 50.00 ". Net Pay Amount <input type="text"/>
25.	Click in the Account Number field. Account Number <input type="text"/>
26.	Enter the Bank Account Number in the Account Number field. Enter " 123456711 ". Account Number <input type="text"/>
27.	Click in the Priority field. Priority <input type="text"/>
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: 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 <input data-bbox="444 380 773 415" type="text"/>
30.	<p>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.</p> <p>The prenotification required box needs to be checked if it is a new account.</p>
31.	Once all desired updates are made, click the Save button. 
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.

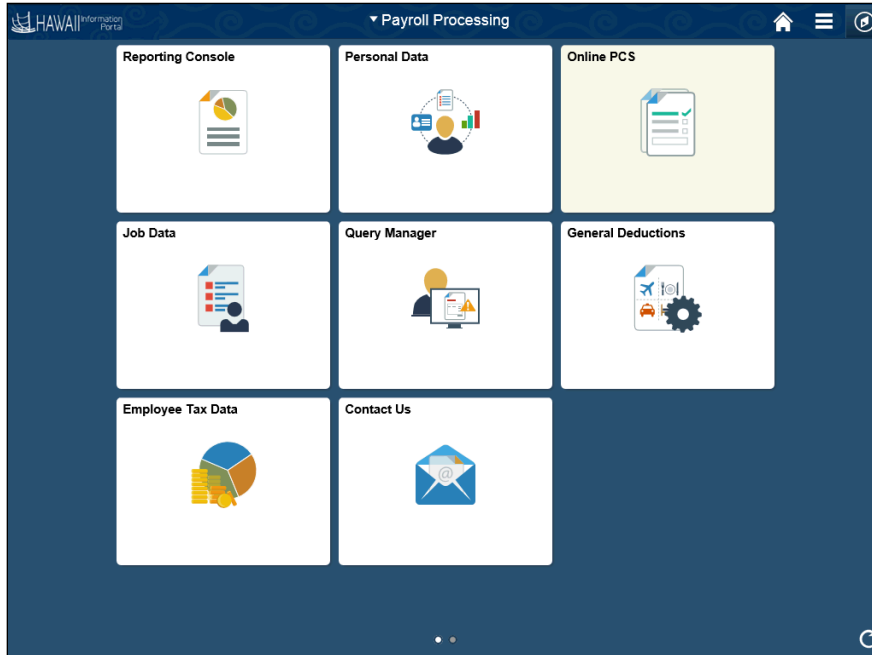
To **EXIT** the lesson, click the 'X' in the upper right-hand corner of the lesson box. 


Procedure

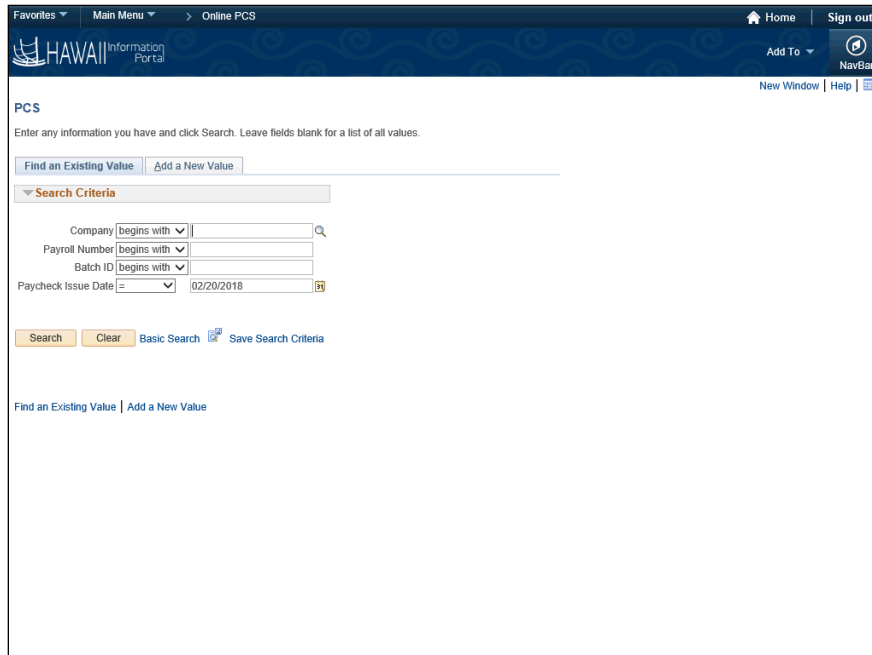
In this lesson, you will learn how to use the **PCS Gross Pay** page.



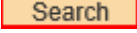

Navigation: Payroll Processing > Online PCS

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.



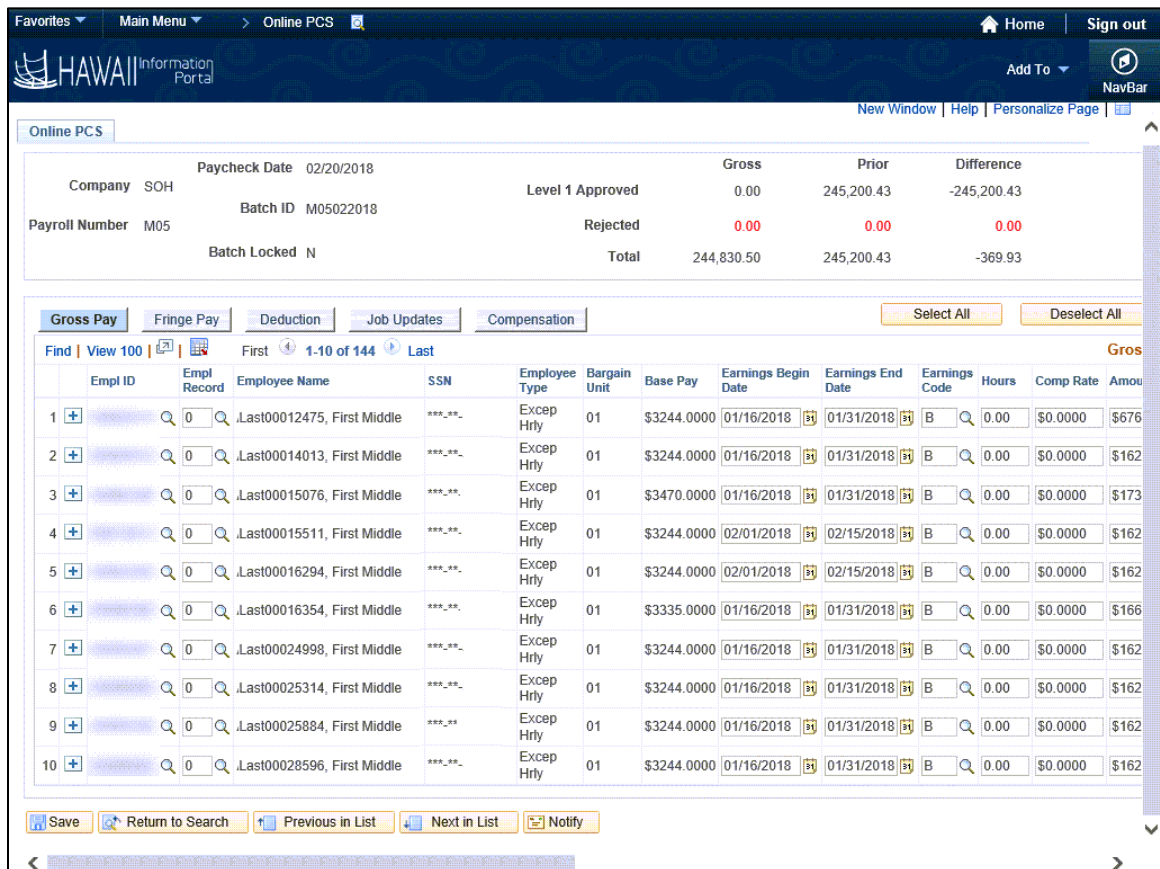
Step	Action
2.	<p>Click the Online PCS button.</p> <div data-bbox="354 997 646 1228" style="border: 1px solid red; padding: 5px;"> <p>Online PCS</p>  </div>
3.	<p>The Online PCS page starts with Search Criteria to locate the desired PCS page to update.</p> <p>Search by Company, Payroll Number or Batch ID for a selected Paycheck Issue Date.</p>



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. 
8.	The Search Results display a list of PCS pages available base on the Paycheck Issue Date .
9.	Select the SOH M05 list item. 

Step	Action
10.	<p>After selecting a Payroll Number to view or update, the Online PCS displays the various page option tabs:</p> <p>Gross Pay (opening page) - used to update and add 'one-time' payroll entries for a selected pay period.</p> <p>Fringe Pay - used to enter 'one-time' fringe payments such as shift differential, vacation pay, hazard pay.</p> <p>Deduction - used to enter 'one-time' deductions.</p> <p>Note: In this lesson, the Gross Pay page will be reviewed. Each of the remaining pages will be covered in separate lessons.</p>
11.	<p>The remaining Online PCS pages are used only by Non-Executive Branch Agencies:</p> <p>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.</p> <p>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.</p> <p>Note: Each of these Online PCS pages will be covered in separate lessons.</p>
12.	<p>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.</p>
13.	<p>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.</p>
14.	<p>The Gross Pay tab displays employee payroll related data based on the selected Paycheck Date and Payroll Number.</p>
15.	<p>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:</p> <p>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)</p>

Step	Action
16.	<p>Next, is the payroll related information:</p> <p>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.</p>



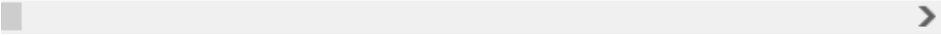
The screenshot shows the 'Online PCS' interface. At the top, there are navigation links like 'Home', 'Sign out', and 'Add To'. Below that, a summary table displays payroll details for a specific period.

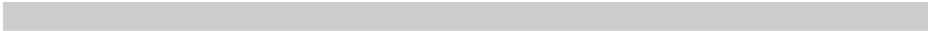

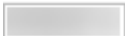

Company	SOH	Paycheck Date	02/20/2018	Gross	Prior	Difference
				0.00	245,200.43	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Rejected	0.00	0.00
		Batch Locked	N	Total	244,830.50	245,200.43
						-369.93





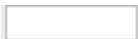


Below the summary table, there are tabs for 'Gross Pay', 'Fringe Pay', 'Deduction', 'Job Updates', and 'Compensation'. A table below these tabs lists individual employees with columns for Empl ID, Empl Record, Employee Name, SSN, Employee Type, Bargain Unit, Base Pay, Earnings Begin Date, Earnings End Date, Earnings Code, Hours, Comp Rate, and Amount.

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	0	.Last00012475, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$676
2	0	.Last00014013, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
3	0	.Last00015076, First Middle	***-**-****	Excep Hrly	01	\$3470.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$173
4	0	.Last00015511, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	B	0.00	\$0.0000	\$162
5	0	.Last00016294, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	B	0.00	\$0.0000	\$162
6	0	.Last00016354, First Middle	***-**-****	Excep Hrly	01	\$3335.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$166
7	0	.Last00024998, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
8	0	.Last00025314, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
9	0	.Last00025884, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
10	0	.Last00028596, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162

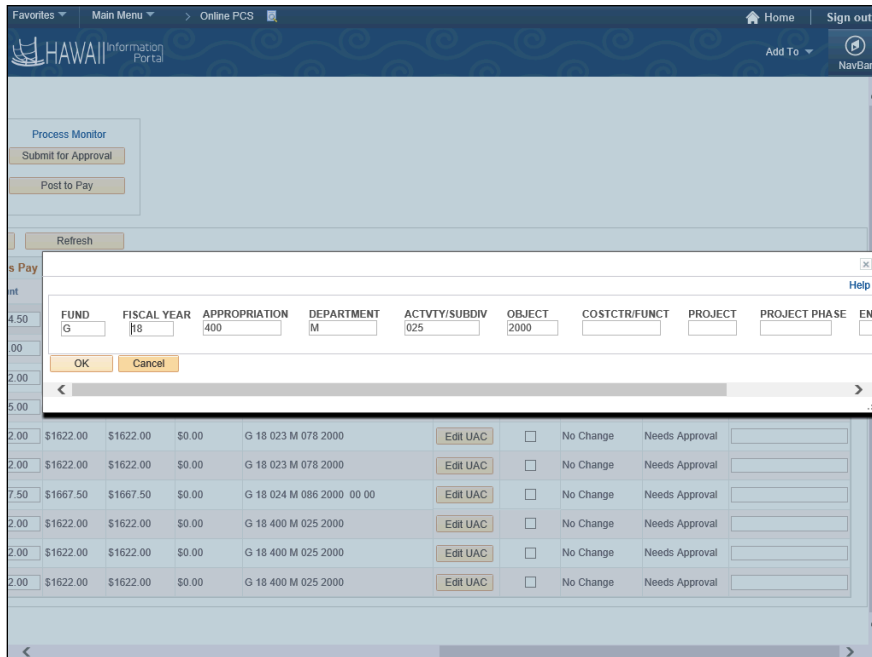
At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

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

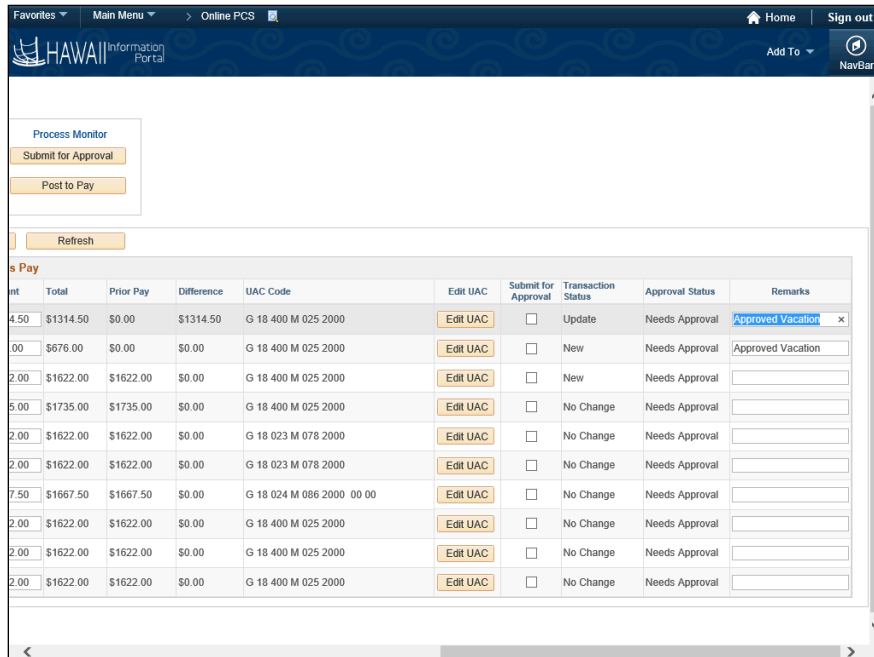
Step	Action
19.	<p>The Gross Pay grid continues to display the detail pay information fields:</p> <p>Hours - Number of hours worked during the Earnings Begin and End Dates.</p> <p>Comp Rate - Hourly Rate for the number of hours worked during the Earnings period.</p> <p>Amount - Enter an earnings dollar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




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. 
34.	Select the appropriate date. For this example,select February 1 . 
35.	Click in the Earnings End Date field. 
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. 
40.	Enter the desired information into the Amount field. Enter " 1314.50 ". 
41.	Press [Tab] .
42.	Notice the Total and Difference fields have been calculated based on the amount entered..

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



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




Step	Action
48.	Click in the Remarks field. 
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. 
53.	Congratulations, you have successfully completed this lesson. End of Procedure.

How to use the PCS Fringe page

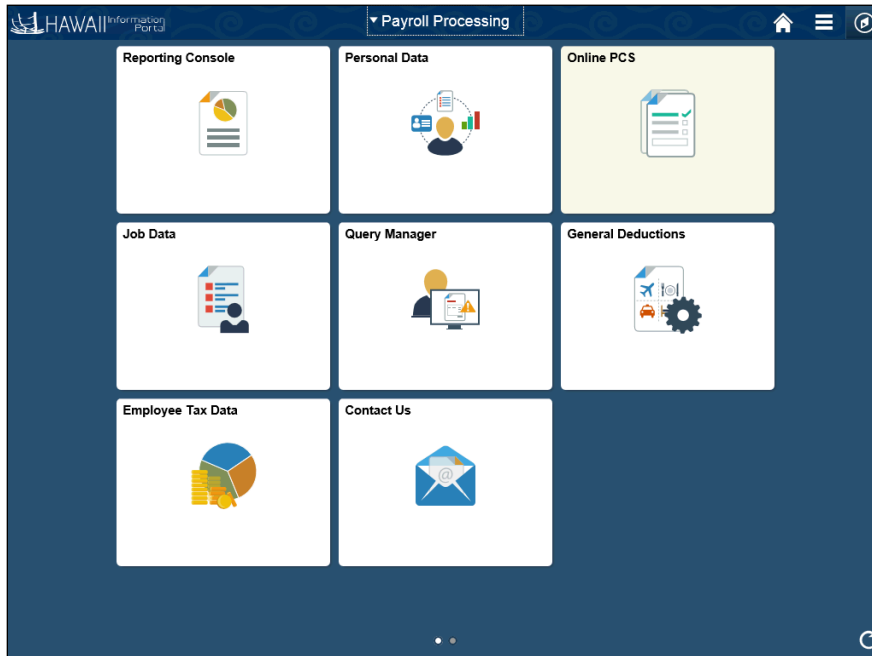
Online PCS: Fringe page


To **START** the lesson, click the "Try It"  icon button above.

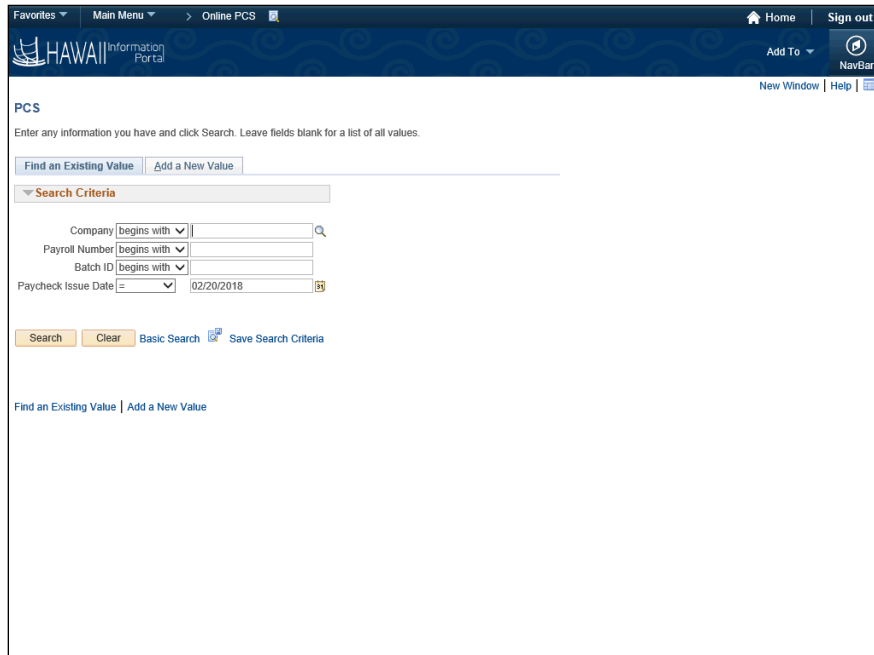
To **EXIT** the lesson, click the 'X' in the upper right-hand corner of the lesson box. 

Procedure

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



Step	Action
1.	Click the Online PCS tile. 



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] Q

Payroll Number [begins with]

Batch ID [begins with]

Paycheck Issue Date [=] 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 ". <input type="text"/>
3.	Click the Search button. <input type="button" value="Search"/>
4.	Click the SOH link. <input type="button" value="SOH"/>

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[Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Online PCS

Company	SOH	Paycheck Date	02/20/2018	Gross	0.00	Prior	245,200.43	Difference	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Level 1 Approved	0.00	Rejected	0.00	0.00	0.00
		Batch Locked	N	Total	246,145.00		245,200.43		944.57

[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | [Job Updates](#) | [Compensation](#)



[Select All](#) | [Deselect All](#)

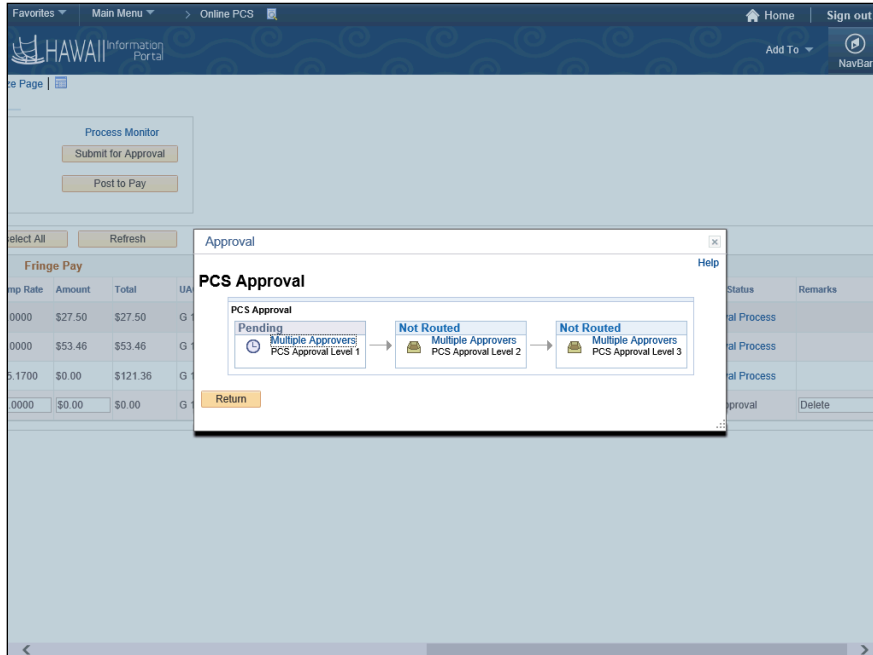
Find	View 100	First	1-10 of 145	Last			Gross					
Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount
1	0	Last00105255, First Middle	***.**.	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$2531.0
2	0	Last00105255, First Middle	***.**.	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV	0.00	\$0.0000	\$500.00
3	0	Last00103973, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
4	0	Last00103654, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1544.7
5	0	Last00103305, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
6	0	Last00103290, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
7	0	Last00103070, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
8	0	Last00102991, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
9	0	Last00102766, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
10	0	Last00102530, First Middle	***.**.	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0


[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Step	Action
5.	Click the Fringe Pay button.
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.	<p>Next, you will insert a row to add fringe information.</p> <p>Before this step when adding a new row, it's very important to view/edit the Earnings Begin Date and End Date.</p> <p>Click the Add a new row button.</p> 
16.	<p>Click in the Empl ID field.</p> 
17.	<p>Enter the desired information into the Empl ID field. Enter "xxxxxxx".</p> 
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.	<p>For this example, enter the desired information into the Empl Record field. Enter "0".</p> 
21.	Press [Tab] .
22.	Notice the added employee pay details display.
23.	<p>Click the Look up Earnings Code button.</p> 
24.	<p>Click the Vacation Pay list item.</p> 
25.	<p>Enter the desired information into the Hours field. Enter "8".</p> 
26.	<p>Click in the Comp Rate field.</p> 
27.	<p>Enter the desired information into the Comp Rate field. Enter "15.17".</p> 
28.	The Total field is the sum of the (Hours x Comp Rate) amounts.

Step	Action
29.	<p>Note: The box should be checked under the No Voluntary Deduction column if there should <u>not</u> be any voluntary deductions taken.</p> <p>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.</p>
30.	<p>Click the Submit for Approval checkbox.</p> <p><input type="checkbox"/></p>
31.	<p>Click the Submit for Approval button.</p> <p></p>
32.	<p>Note: The Approval Status will update to 'In Approval Process'. Use this link to view the current Approval status.</p>
33.	<p>Note the Transaction Status for the updated row now has a status of 'Pending'. This indicates the transaction has been submitted for approval.</p>
34.	<p>Click the In Approval Process link.</p> <p></p>
35.	<p>The PCS Approval pop-up indicates the approval status of the transaction.</p> <p>The most frequently displayed status' are:</p> <p>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.</p>




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.

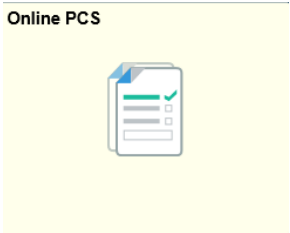
To **EXIT** the lesson, click the 'X' in the upper right-hand corner of the lesson box. 

Procedure

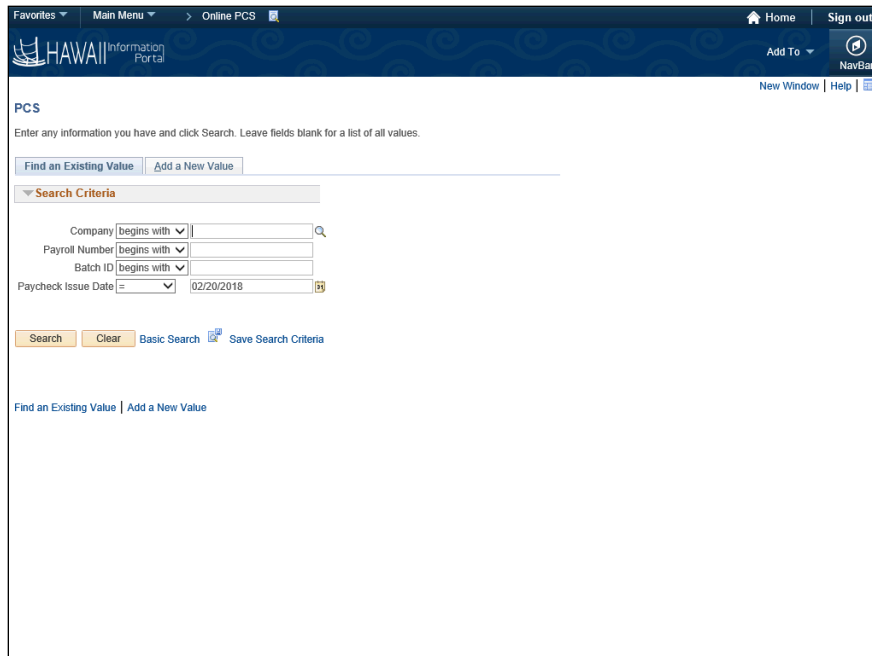
In this lesson, you will learn how to **submit a PCS page for Approval**.





Navigation: Payroll Processing > Online PCS



Step	Action
1.	Click the Online PCS button. 

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



Step	Action
3.	<p>Click the Look up Company button.</p> 
4.	<p>Click the SOH link.</p> 
5.	<p>Click the Search button.</p> 
6.	<p>Click the SOH link.</p> 
7.	<p>The Online PCS - Gross Pay page displays.</p> <p>In this lesson, you will submit the first two rows of data for approval.</p>
8.	<p>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.</p> <p>Note it is possible for hundreds of records to be displayed. Use the First and Last arrows to navigate through the pages.</p>

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Online PCS

Company	SOH	Paycheck Date	02/20/2018	Gross	0.00	Prior	245,200.43	Difference	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Level 1 Approved	0.00	Rejected	0.00	0.00	0.00
		Batch Locked	N	Total	246,145.00		245,200.43		944.57




[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | [Job Updates](#) | [Compensation](#)

[Select All](#) | [Deselect All](#)

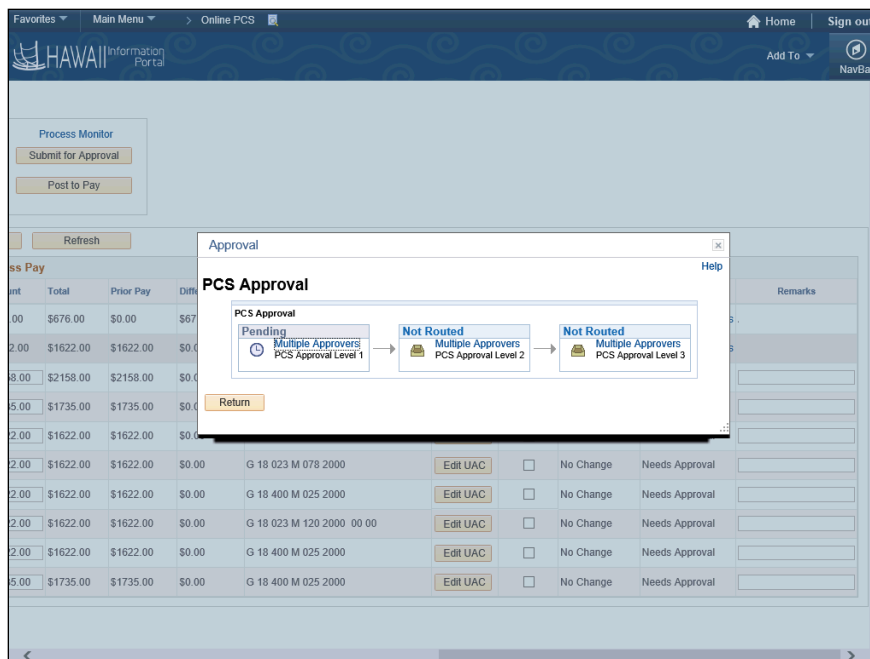
[Find](#) | [View 100](#) | [First](#) | 1-10 of 145 | [Last](#)

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	0	.Last00012475, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	V	0.00	\$0.0000	\$676
2	0	.Last00014013, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
3	0	.Last00015076, First Middle	***-**-****	Excep Hrly	01	\$3470.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$173
4	0	.Last00015511, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	B	0.00	\$0.0000	\$162
5	0	.Last00016294, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	02/01/2018	02/15/2018	B	0.00	\$0.0000	\$162
6	0	.Last00016354, First Middle	***-**-****	Excep Hrly	01	\$3335.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$166
7	0	.Last00024998, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
8	0	.Last00025314, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
9	0	.Last00025884, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162
10	0	.Last00028596, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$162

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

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. 
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.	<p>The Transaction Status has also been changed to 'Pending' indicating that the information has been submitted for approval.</p> <p>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.</p>
17.	<p>Click the In Approval Process link.</p> <p>In Approval Process</p>
18.	<p>The PCS Approval pop-up indicates the approval status of the transaction.</p> <p>The most frequently displayed status' are:</p> <p>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.</p>




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

Exception Processing

PCS General Deduction page

Online PCS: General Deduction

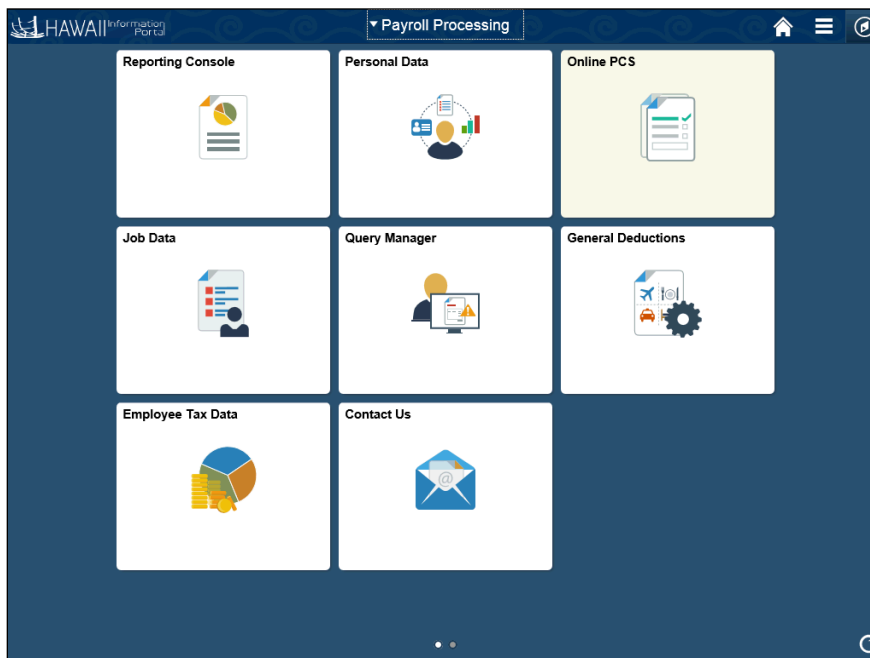
To **START** the lesson, click the "Try It"  icon button above.


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

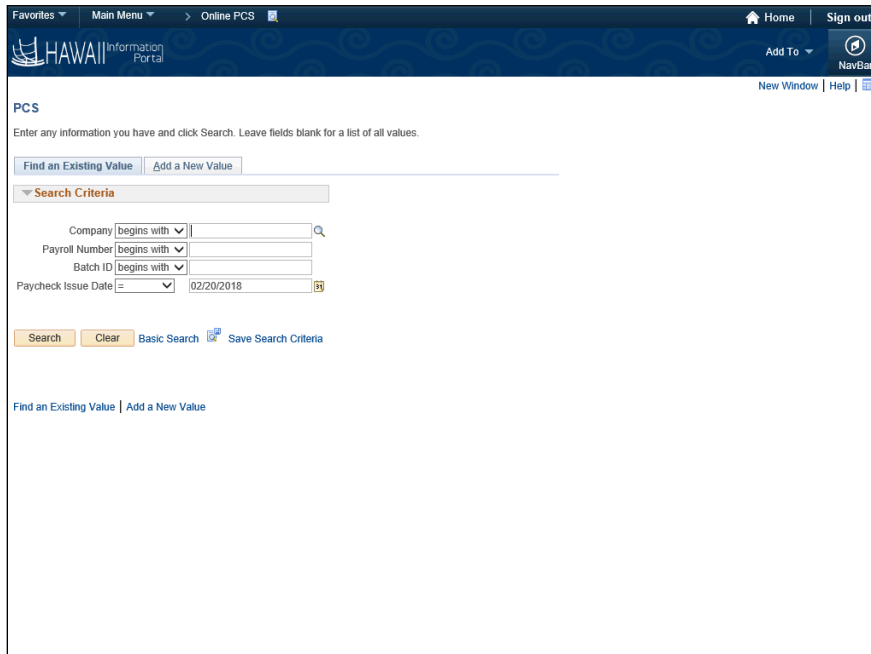
Procedure

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

Navigation: Payroll Processing > Online PCS tile



Step	Action
1.	<p>Click the Online PCS tile.</p> <p>Online PCS</p> 



The screenshot shows the 'Online PCS' search page. At the top, there are navigation links for 'Home' and 'Sign out'. Below the header, the page title is 'PCS'. A prompt asks the user to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains four input fields: 'Company begins with', 'Payroll Number begins with', 'Batch ID begins with', and 'Paycheck Issue Date' (set to 02/20/2018). Below these fields are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
2.	<p>Enter the desired information into the Company field. Enter "SOH".</p> <p>Company <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></p>
3.	<p>Click the Search button.</p> <p><input style="border: 2px solid red;" type="button" value="Search"/></p>
4.	<p>Click the SOH link.</p> <p><input style="border: 2px solid red;" type="button" value="SOH"/></p>
5.	<p>The Online PCS opens to the Gross Pay page.</p>

[Favorites](#) | [Main Menu](#) | [Online PCS](#) | [Home](#) | [Sign out](#)

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Online PCS






Company	SOH	Paycheck Date	02/20/2018	Gross	0.00	Prior	245,200.43	Difference	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Level 1 Approved	0.00	Rejected	0.00	0.00	0.00
		Batch Locked	N	Total	246,145.00		245,200.43		944.57




[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | [Job Updates](#) | [Compensation](#)

[Select All](#) | [Deselect All](#)

Find	View 100	First	1-10 of 145	Last	Gross									
Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount		
1	0	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$2531.0		
2	0	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV	0.00	\$0.0000	\$500.00		
3	0	Last00103973, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
4	0	Last00103654, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1544.7		
5	0	Last00103305, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
6	0	Last00103290, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
7	0	Last00103070, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
8	0	Last00102991, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
9	0	Last00102766, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		
10	0	Last00102530, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0		

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)


Step	Action
6.	Click the Deduction button. 
7.	Click in the Empl ID field. 
8.	Enter the desired information into the Empl ID field. Enter "xxxxxxx". 
9.	Press [Tab] .
10.	Enter the desired information into the Empl Record field. Enter "0". 
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. 
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. 
18.	Congratulations, you have completed this lesson. End of Procedure.

PCS Job Update page - Non-Exec Branch

Online PCS: Job Update page

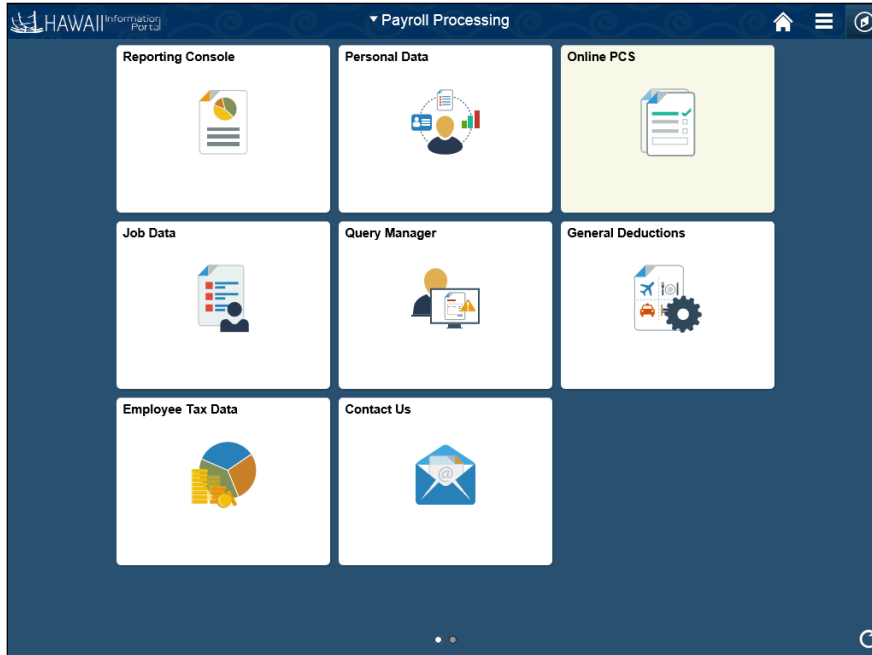
To **START** the lesson, click the "Try It"  icon button above.


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

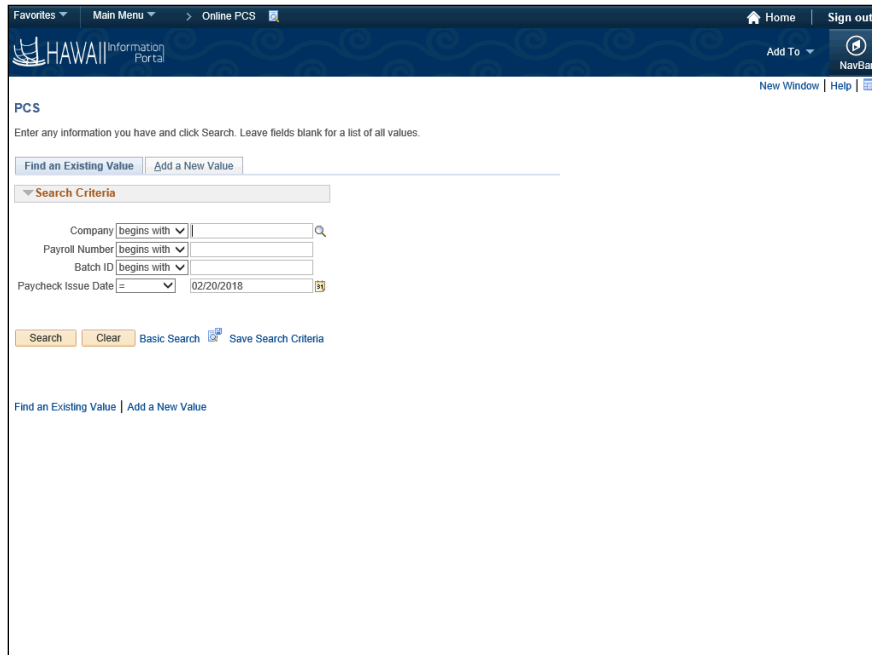
Procedure

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

Navigation: Processing Payroll > Online PCS tile



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




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

Paycheck Issue Date =

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. 
4.	Click in the Payroll Number field. Payroll Number begins with <input type="text"/>
5.	Enter the desired information into the Payroll Number field. Enter " xxx ". <input type="text"/>
6.	Click the Search button. 

[Favorites](#) | [Main Menu](#) | [Online PCS](#) | [Home](#) | [Sign out](#)

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Online PCS

Company	SOH	Paycheck Date	02/20/2018	Gross	0.00	Prior	245,200.43	Difference	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Level 1 Approved	0.00	Rejected	0.00	0.00	0.00
		Batch Locked	N	Total	246,145.00		245,200.43		944.57





[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | [Job Updates](#) | [Compensation](#)


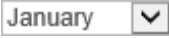
[Select All](#) | [Deselect All](#)

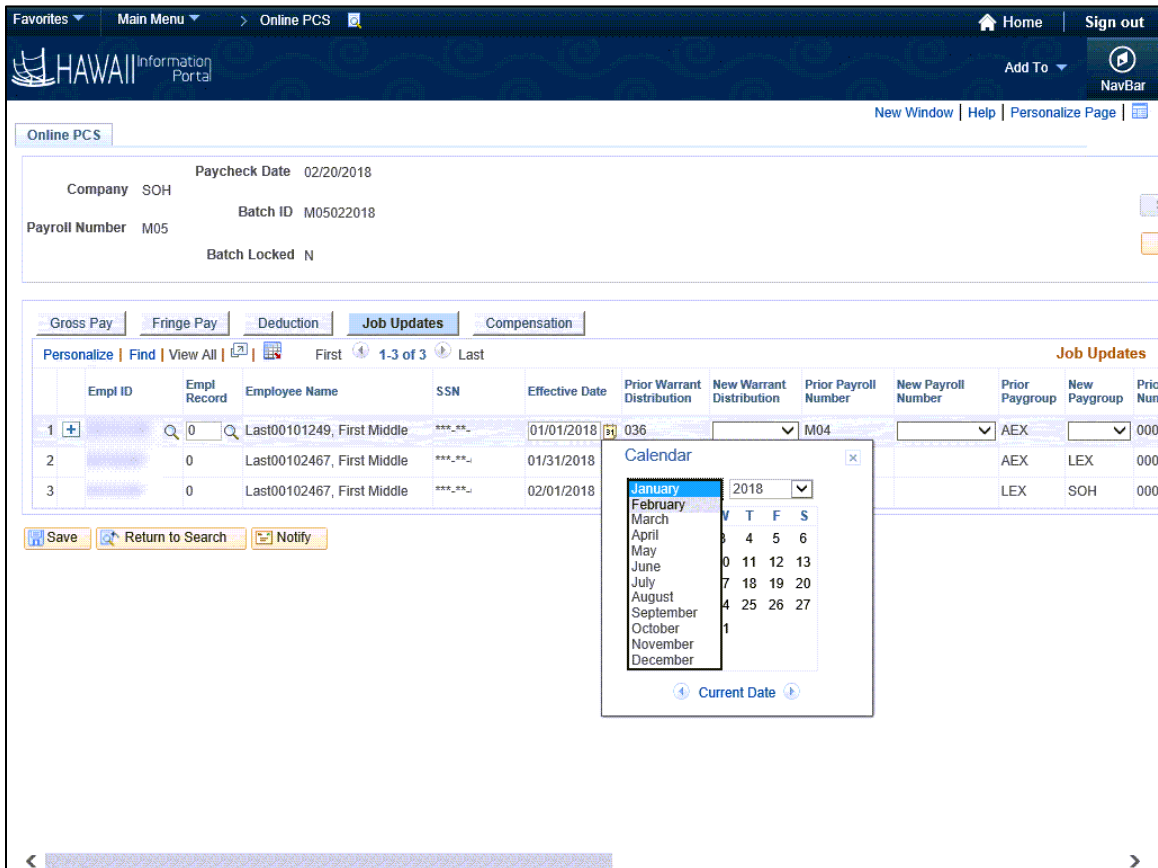
[Find](#) | [View 100](#) | [First](#) | [1-10 of 145](#) | [Last](#)

	Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Gross
1	+	0	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$2531.0
2	+	0	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV	0.00	\$0.0000	\$500.00
3	+	0	Last00103973, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
4	+	0	Last00103654, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1544.7
5	+	0	Last00103305, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
6	+	0	Last00103290, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
7	+	0	Last00103070, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
8	+	0	Last00102991, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
9	+	0	Last00102766, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0
10	+	0	Last00102530, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.0

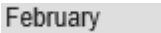
[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Step	Action
7.	Click the Job Updates button. 
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 " xxxxxxx ". 
11.	Select the xxxxxxx Empl ID.
12.	Press [Tab] .
13.	Enter the desired information into the Empl Record field. Enter " 0 ". 
14.	Press [Tab] .

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



The screenshot shows the 'Online PCS' interface. At the top, there are navigation links for 'Home' and 'Sign out'. Below the header, the 'Online PCS' section displays payroll details: Company SOH, Paycheck Date 02/20/2018, Batch ID M05022018, Payroll Number M05, and Batch Locked N. The main area has tabs for 'Gross Pay', 'Fringe Pay', 'Deduction', 'Job Updates', and 'Compensation'. The 'Job Updates' tab is active, showing a table with columns: Empl ID, Empl Record, Employee Name, SSN, Effective Date, Prior Warrant Distribution, New Warrant Distribution, Prior Payroll Number, New Payroll Number, Prior Paygroup, New Paygroup, and Prior Num. Three rows of employee data are visible. A 'Calendar' dropdown menu is open over the 'Effective Date' column, showing a list of months from January to December, with 'February' highlighted. The year '2018' is also visible in the dropdown.

Step	Action
17.	Click the February list item. 

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Online PCS
 Paycheck Date 02/20/2018
 Company SOH
 Batch ID M05022018
 Payroll Number M05
 Batch Locked N

[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | **[Job Updates](#)** | [Compensation](#)

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-3 of 3 | [Last](#)

	Empl ID	Empl Record	Employee Name	SSN	Effective Date	Prior Warrant Distribution	New Warrant Distribution	Prior Payroll Number	New Payroll Number	Prior Paygroup	New Paygroup	Prior Num
1	0	0	Last00101249, First Middle	***-**-****	01/01/2018	036		M04		AEX		000
2	0	0	Last00102467, First Middle	***-**-****	01/31/2018					AEX	LEX	000
3	0	0	Last00102467, First Middle	***-**-****	02/01/2018					LEX	SOH	000

[Save](#) | [Return to Search](#) | [Notify](#)

Calendar

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

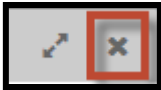
[Current Date](#)

Step	Action
18.	Click the 1 item.
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.
24.	Click the Post to Pay button.
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.

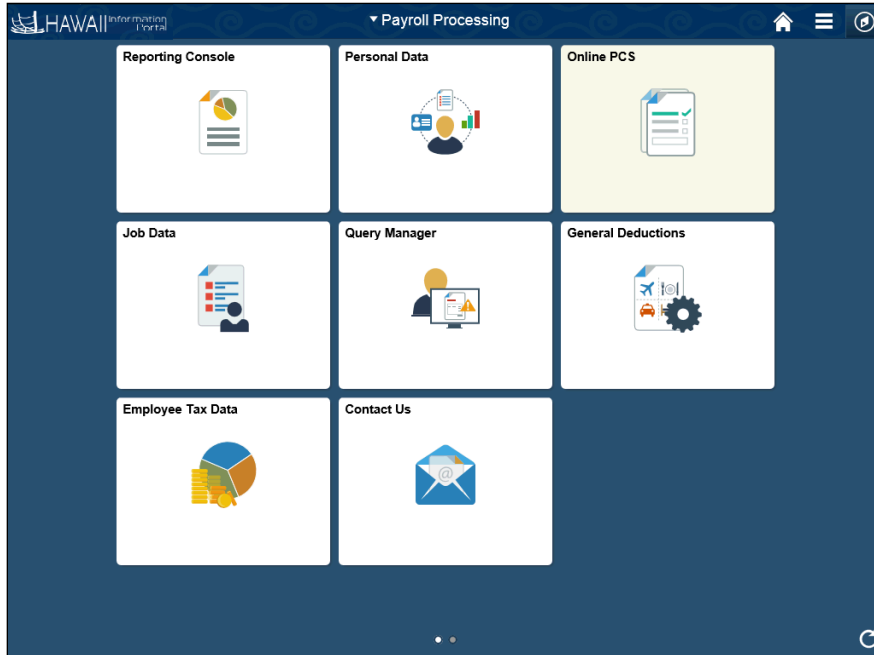
To **EXIT** the lesson, click the 'X' in the upper right-hand corner of the lesson box. 


Procedure

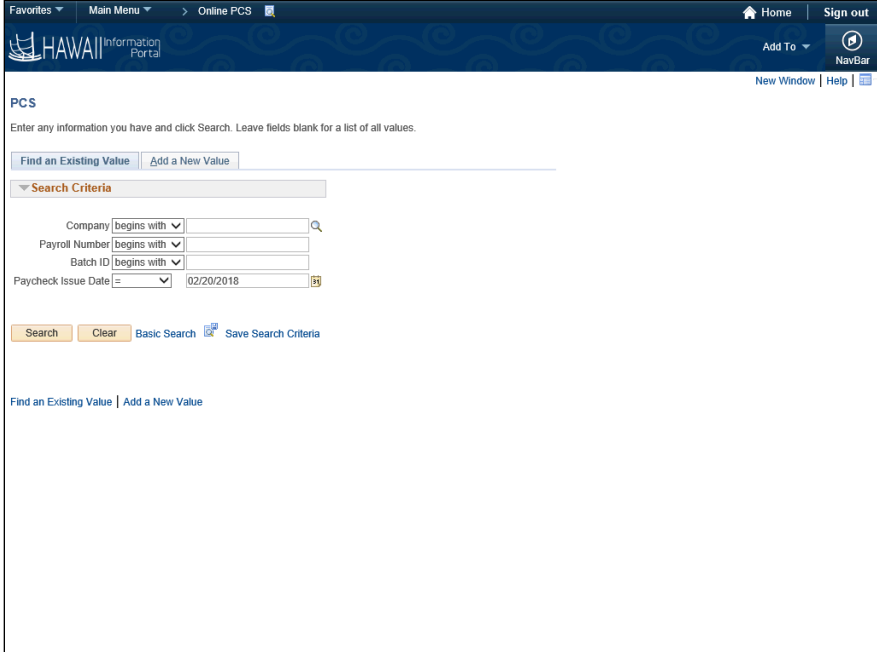
In this lesson, you will walk through the steps to complete the **PCS Compensation** page.

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.



Step	Action
2.	<p>Click the Online PCS tile.</p> <p>Online PCS</p> 



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 Q





Payroll Number begins with

Batch ID begins with

Paycheck Issue Date = B

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 option 
5.	Click the Search button. 
6.	Click the SOH link. 

[Favorites](#) | [Main Menu](#) | [Online PCS](#) | [Home](#) | [Sign out](#)

[HAWAII Information Portal](#) | [Add To](#) | [NavBar](#)

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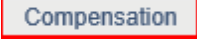


Company	SOH	Paycheck Date	02/20/2018	Gross	Prior	Difference
				0.00	245,200.43	-245,200.43
Payroll Number	M05	Batch ID	M05022018	Rejected	0.00	0.00
		Batch Locked	N	Total	246,145.00	245,200.43
						944.57




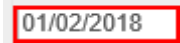


[Gross Pay](#) | [Fringe Pay](#) | [Deduction](#) | [Job Updates](#) | [Compensation](#)

[Select All](#) | [Deselect All](#)

Find	View 100	First	1-10 of 145	Last	Gross							
Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount
1	+	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$2531.00
2	+	Last00105255, First Middle	***-**-****	Hourly	13	\$4859.0000	01/16/2018	01/31/2018	SEV	0.00	\$0.0000	\$500.00
3	+	Last00103973, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
4	+	Last00103654, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1544.70
5	+	Last00103305, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
6	+	Last00103290, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
7	+	Last00103070, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
8	+	Last00102991, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
9	+	Last00102766, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00
10	+	Last00102530, First Middle	***-**-****	Excep Hrly	01	\$3244.0000	01/16/2018	01/31/2018	B	0.00	\$0.0000	\$1622.00

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Step	Action
7.	Click the Compensation button. 
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. 
13.	Enter the desired information into the Empl ID field. Enter " xxxxxxx ". Note: It is important for users to choose correct record based on department if EE has multiple jobs. 
14.	Select the Empl ID the xxxxxxx .
15.	Press [Tab] .
16.	Enter the desired information into the Empl Record field. Enter " 0 ". 
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. 
22.	Enter the desired information into the New Effective Date field. Enter " 02/01/18 ". 
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. 
25.	Press [Delete] .


Step	Action
26.	<p>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.</p> <p>Enter the desired information into the New Comp Rate field. Enter "33000".</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
27.	Press [Tab] .
28.	<p>Click the Post to Pay button. This will update the employee's Job Data record.</p> <div style="background-color: #f4a460; padding: 5px; text-align: center; margin-left: 20px;">Post to Pay</div>
29.	<p>Note: Once completed, verify in Job data and Gross tab in Online PCS that the information has been updated and added successfully.</p>
30.	<p>Congratulations, you have completed this lesson.</p> <p>End of Procedure.</p>

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. 

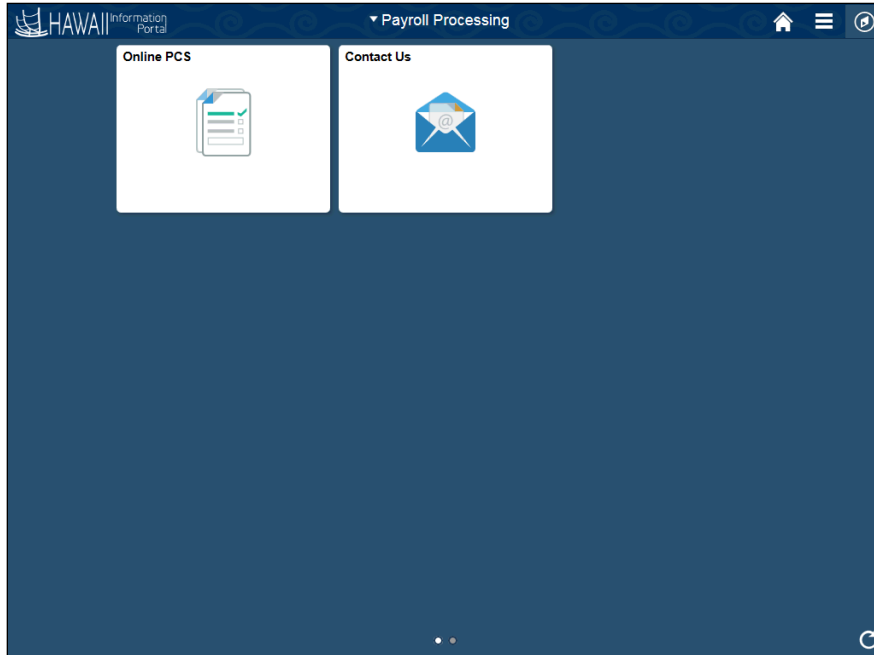
Procedure


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

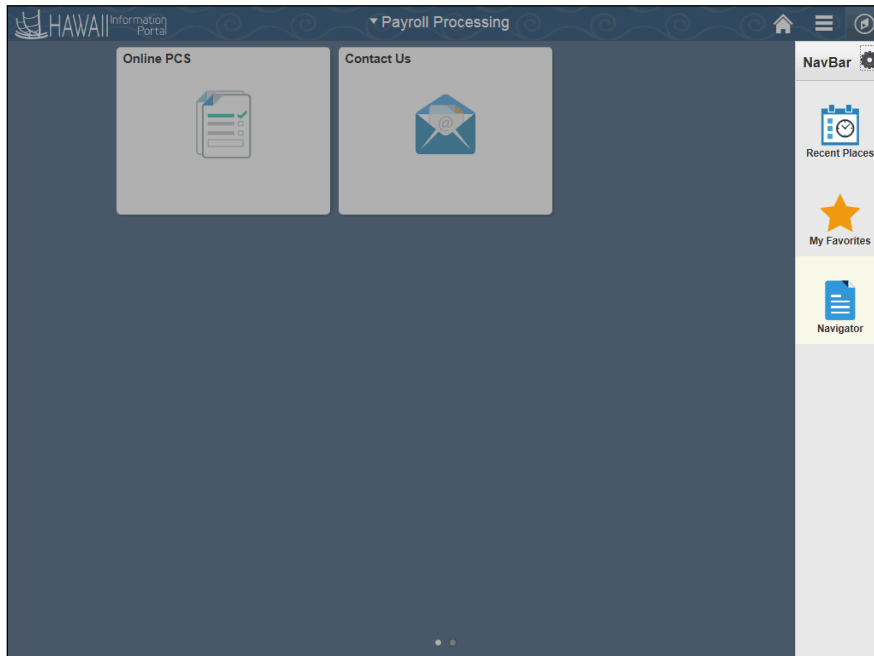
Navigation:

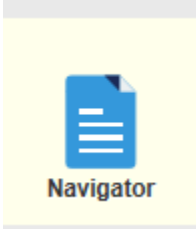
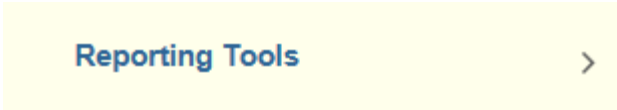


NavBar > Navigator > Reporting Tools > Query > Query Viewer

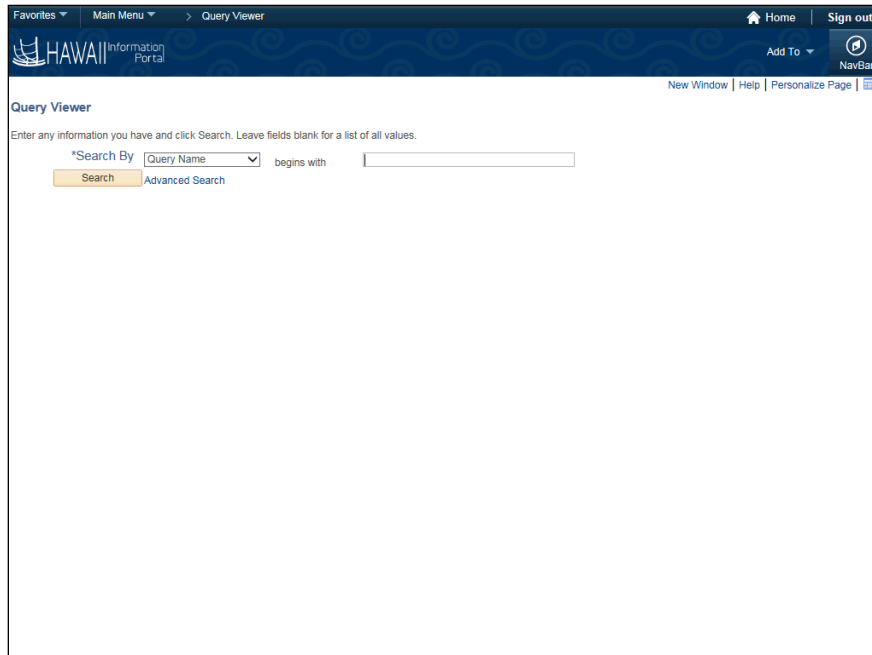
Step	Action
1.	For this lesson, you will use the NavBar to navigate to the Payroll Query Viewer page.

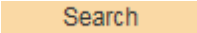



Step	Action
2.	Click the NavBar button. 



Step	Action
3.	Click the Navigator button. 
4.	Click the Reporting Tools menu. 
5.	Click the Query menu. 
6.	Click the Query Viewer menu. 
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 specifying 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.



Step	Action
9.	<p>Enter the desired search information into the begins with field.</p> <p>For this example, enter "M%PCS%".</p> <p>begins with <input style="border: 2px solid red;" type="text"/></p>
10.	<p>Click the Search button.</p> <p style="text-align: center;"></p>
11.	<p>The Query Viewer page displays the search results for the criteria entered into the search field.</p> <p>Any Query records relevant to the search criteria entered will display on individual record lines.</p> <p>For this example, we can select Grosspay by date or by a specific date range.</p>
12.	<p>Click the Excel link on the line of the Query Name to view the Query results in Excel format.</p> <p></p>

[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.

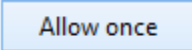
*Search By begins with

[Advanced Search](#)


Search Results

*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	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
M_PY_AUDIT_PCS_JOB	Audit PCS Job Change Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_AUDIT_PCS_STATUTORY_DED	Audit PCS Statutory Dues Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_COMP	PCS Compensation Changes Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_FRINGEPAY	PCS Fringe Pay Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_FRINGEPAY_BY_DT_RANGE	Fringe Pay by Check Date Range	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_GROSSPAY	PCS Gross Pay Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_GROSSPAY_BY_DT_RANGE	Gross Pay by Check Date Range	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_JOB	PCS Job Changes Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
M_PY_PCS_STATUTORY_DUES	PCS Statutory Dues Tab	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Step	Action
13.	Click the Allow button to view the document if pop-up blocker is active. 
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

M_PY_PCS_GROSSPAY - PCS Gross Pay Tab

Check Dt 

[View Results](#)

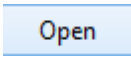
Co	Payroll No	Check Dt	Batch ID	Sequence ID	Empl Record	Earn Code	Earns Begin	Earns End	Union Code	Comp Rate	Oth Hrs	New Comp Rate	Multiplier	Oth Py	Tot Gross	FUND	FISCAL YEAR	Appropriation	DEPARTMENT	Subdivision	Object Code	COSTCTR/FUNC
----	------------	----------	----------	-------------	-------------	-----------	-------------	-----------	------------	-----------	---------	---------------	------------	--------	-----------	------	-------------	---------------	------------	-------------	-------------	--------------

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

M_PY_PCS_GROSSPAY - PCS Gross Pay Tab

Check Dt 

Co	Payroll No	Check Dt	Batch ID	Sequence ID	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/FUNC

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