PAYROLL REPORTS

HANDOUT

WHEN YOU REACH THE "APPLICATION SELECTION" SCREEN IN FLAIR, SELECT "5" AND PRESS ENTER

```
                                        Date: 04/25/16 Group:    NA
                          Broadcast:          User:          Printer:
Select application or enter command. LOGOFF command terminates all sessions.
Escape key ATTN   Command key ENTR and Prefix ¢          Print key PA2


  ID  Name                    Jump Key Application Description
   1  PROD                      PA1     FLAIR Production System (DACA)
   2  NAT                       PA1     FLAIR Natural Reporting (DACN)
   3  IW                        PA1     FLAIR Information Warehouse
   4  NATTEST                   PA1     FLAIR Natural Warehouse (NT)
   5  RDS                       PA1     FLAIR Report Distribution
   6  DSS                       PA1     RESERVED (use IW instead)
   7  SPURS                     PA1     State Purchasing System(SPURS)
   8  PYRL                      PA1     State Payroll System (PYRL)
   9  HOT                       PA1     Get Lean Hotline System
  10  SECURITY                  PA1     SECURITY ADMINISTRATION




COMMAND ==> 5_____  ⇐   _____  _____  _____
PF 1=Help  2=Language  3=Disc  4=Keys  7=Backw  8=Forward
```

YOU ARE NOW IN YOUR RDS REPORT DIRECTORY

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001

-REPORT DIRECTORY-    USER->        TR-> 4409  TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME-------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAD HEADER----
    PSARDUAL          U21O 04/22/2016 15.24 05/22/16      1      21  0  0 DUAL COMP & DIFF PRS RPTS
    PSARFAE           R21T 04/22/2016 15.25 05/22/16      1      12  0  0 ERRORS/SSN/FATAL
    PMIRSUTL-MISC DE  P21I 04/22/2016 15.26 05/22/16      8     167  0  0 MISC DEDUCT CODE UTILIZATION JAC
    PR3260-PYRL TAB   Q213 04/22/2016 15.26 05/22/16    267    7529  1  0 PR TAB BY ACCOUNT
    PSARSDID          U21J 04/22/2016 15.27 05/22/16    217    9561  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
    PR3236            Q214 04/22/2016 15.27 05/22/16   1488   25674  0  0 MISC DED. REGIS
    PRYLPAPERWARRANT  U21S 04/22/2016 15.27 05/22/16     56     594  0  0 AGENCY EMPLOYEE WARRANT BY ORG
    PASRFAE           R21U 04/22/2016 15.30 05/22/16      1      13  0  0 ERRORS/SSN/FATAL
    PJAJSDID-L3 BRK   U21Q 04/22/2016 15.31 05/22/16    243   12622  0  0 HEALTH LIFE & DISAB REGIS
    PPRRWTRE          R21Z 04/22/2016 15.32 05/22/16    286   13737  0  0 PR WARRANT REGISTER
    PSARSDID-L3 BRK   U21R 04/22/2016 15.48 05/22/16    233    9693  0  0 SUPPL & INS DED REGISTER
    PR REGISTER       U214 04/22/2016 16.01 05/22/16    906   52689  0  0 PAYROLL REG
    PPRRREGI          R21Y 04/22/2016 16.07 05/22/16   8542  399780  0  0 PR REGISTER
    PCABPRTB          Q21Y 04/22/2016 19.05 05/22/16      1      42  1  0 SALARY REFUND POSTING REPORT
    CNPRNEGP          218A 04/22/2016 20.13 05/22/16      1       7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
    CNPPPJT2          2105 04/22/2016 21.27 05/22/16     17     336  0  0 POSTED JTS BY SWDN BY INITIATING
    PW4JCVGS          P21E 04/22/2016 23.42 05/22/16      2      20  0  0 W4 AUDIT ERROR AND REJECT REPORT
    PW4JCVGS          P21E 04/24/2016 23.34 05/24/16      2      20  0  0 W4 AUDIT ERROR AND REJECT REPORT
    PSARMRRF          U211 04/25/2016 07.03 05/02/16      1       8  0  0 TAX REFUND REQ PROCESSED
                      ******** END OF DIRECTORY *******
```

FLAIR REPORT DESCRIPTION/FORM ID

SALARY REFUND – Q21Y

SALARY WARRANT CANCELLATION – Q21K

EFT CANCELLATION – Q21Z

RETIREMENT ADJUSTMENT – Q21L

NON-CASH TAX REFUND ADJUSTMENT – Q21M

PAYROLL TABULATION BY ACCOUNT CODE – Q213

PAYROLL REGISTER – U214

MISCELLANEOUS DEDUCTION REGISTER (POST-TAX) – Q214

HEALTH LIFE & DISABILITY INSURANCE REG. – U21Q

SUPPLEMENTAL INSURANCE REG. (PRE-TAX) – U21R

ACCOUNTS WITH A NEGATIVE BALANCE – 218A

BASIC RDS NAVIGATION

- **F7** KEY TAKES YOU BACK ONE PAGE.
- **F8** KEY TAKES YOU FORWARD ONE PAGE.
- **F3** KEY ACTS AS THE "BACK" BUTTON.
- TAB UNTIL YOU ARE BESIDE THE REPORT, "**S**" TO SHOW, AND "**E**" TO EXTRACT, "**F**" TO FILTER THE REPORTS (BY TYPE).
- IF YOU SEE AN "**A**" NEXT TO A REPORT, IT IS IN "ARCHIVE" STATUS (30+ DAYS OLD).

- TO GAIN ACCESS TO AN ARCHIVED REPORT, TAB UNTIL YOU ARE BESIDE THE DESIRED REPORT. TYPE "R" (TO RESTORE) AND PRESS ENTER. ON THE NEXT SCREEN, TYPE "Y" FOR YES AND PRESS ENTER. YOU WILL RECEIVE THE MESSAGE "REPORT RESTORE REQUEST IS NOW RECORDED ON A.R.Q. FILE".

- ONCE THE REQUEST TO RESTORE THE REPORT HAS BEEN RECORDED, IN 15-20 MINUTES YOU WILL SEE AN "R" NEXT TO THE REPORT INSTEAD OF AN "A".

TO RESTORE AN ARCHIVED REPORT
TYPE "R", PRESS ENTER

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->          TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAD HEADER-
     A PMIRSUTL-MISC DE   P21I 03/22/2016 15.26 04/21/16      7     142 0  0 MISC DEDUCT CODE UTILIZATION JAC
     A PJAJSDID-L3 BRK    U21Q 03/22/2016 15.26 04/21/16      1       8 0  0 HEALTH LIFE & DISAB REGIS
     A PR REGISTER        U214 03/22/2016 15.28 04/21/16     34     996 0  2 PAYROLL REG
     A PSARFAE            R21S 03/22/2016 15.28 03/29/16      4     102 0  0 ERRORS BY TYPE IN AGENCY
     A PSARSDID-L3 BRK    U21R 03/22/2016 15.31 04/21/16      1       8 0  0 SUPPL & INS DED REGISTER
     A PPRRREGI           R21Y 03/22/2016 15.34 04/21/16    100    4706 0  0 PR REGISTER
R    A PCABPRTB           Q21Y 03/22/2016 19.04 04/21/16      3     125 1  0 SALARY REFUND POSTING REPORT
     A CNPRNEGP           218A 03/22/2016 19.53 04/21/16      1       7 0  0 ACCNTS W/NEG BAL AFTER PR POSTS
_    A DSARSDID           U21I 03/22/2016 20.03 04/21/16      1       8 0  1 STATE HEALTH/LIFE/DISABILITY DED
     A PSARSDID           U21J 03/22/2016 20.04 04/21/16      1       8 0  0 STATE SUPPLIMENTAL & INSUR DEDUC
     A PSARFAE            R21S 03/22/2016 20.04 03/29/16      3      53 0  0 ERRORS BY TYPE IN AGENCY
     A PPRRREGI           R21Y 03/22/2016 20.04 04/21/16      7     290 0  0 PR REGISTER
     A PMIRSUTL-MISC DE   P21I 03/22/2016 20.04 04/21/16      4     122 0  0 MISC DEDUCT CODE UTILIZATION JAC
     A PR3260-PYRL TAB    Q213 03/22/2016 20.04 04/21/16      8     163 1  1 PR TAB BY ACCOUNT
     A PJAJSDID-L3 BRK    U21Q 03/22/2016 20.05 04/21/16      1       8 0  0 HEALTH LIFE & DISAB REGIS
     A PMIRSUTL-MISC DE   P21I 03/22/2016 20.05 04/21/16      4      90 0  0 MISC DEDUCT CODE UTILIZATION JAC
     A PPRRWTRE           R21Z 03/22/2016 20.05 04/21/16      5      90 0  0 PR WARRANT REGISTER
     A PSARSDID-L3 BRK    U21R 03/22/2016 20.05 04/21/16      1       8 0  0 SUPPL & INS DED REGISTER
     A PMIRSUTL-MISC DE   P21I 03/22/2016 20.05 04/21/16      4      79 0  0 MISC DEDUCT CODE UTILIZATION JAC
     A PR REGISTER        U214 03/22/2016 20.06 04/21/16      6     108 0  0 PAYROLL REG
     A CNPPPJT2           2105 03/22/2016 21.08 04/21/16     16     327 0  0 POSTED JTS BY SWDN BY INITIATING
     A PW4JCVCS           R21E 03/22/2016 23.34 04/21/16      2      20 0  0 W4 AUDIT ERROR AND REJECT REPORT
```

TYPE "Y" ON THE NEXT SCREEN, PRESS ENTER

```
PF 1/13 HELP-COMMAND ==> Y_   <==
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORATION-              USER->




        SCOPE OF OPERATION        ==> P <-- ENTER P=PRIVATE T=TOTAL




REPORT NAME -> PW4JCVGS                    FORM NAME     ---> P21E
DESCRIPTION -> W4 AUDIT ERROR AND REJECT REPORT EXPIRATION DATE --> 04/15/2016
NOTEPAD HDR ->                             TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED


LINES / PAGES -> 20          / 2
CREATION DATE -> 03/16/2016 (16076) 23.34.51  JOBNAME/ID -> PW4JCVGS / JOB05294
ARCHIVAL DATE -> 03/17/2016 (16077)        ARCHIVE EXP-> 07/16/2016 AG-> 1
LAST DISPLAY --> NONE                      DISP NUMBER-> 0
LAST EXTRACT --> NONE                      EXTR NUMBER-> 0
RECORDED ON  --> NOT APPLICABLE
```

YOUR REQUEST TO RESTORE THE REPORT HAS BEEN RECORDED

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT RESTORE RESULT-          USER->


**********************************************************************
*       ⇨        REPORT RESTORE REQUEST IS NOW RECORDED ON A.R.Q FILE        *
**********************************************************************




REPORT NAME -> PW4JCVGS              EXTD-> NO    FORM NAME      ---> P21E
DESCRIPTION -> W4 AUDIT ERROR AND REJECT REPORT EXPIRATION DATE --> 04/15/2016
NOTEPAD HDR ->                       NPAD-> NO    TABLE OF CONTENTS-> NONE
TYPE/STATUS -> ARCHIVED


LINES / PAGES -> 20          / 2
CREATION DATE -> 03/16/2016 (16076) 23.34.51  JOBNAME/ID -> PW4JCVGS / JOB05294
ARCHIVAL DATE -> 03/17/2016 (16077)           ARCHIVE EXP-> 07/16/2016 AG-> 1


LAST DISPLAY --> NONE                          DISP NUMBER-> 0
LAST EXTRACT --> NONE                          EXTR NUMBER-> 0
```

IN 15-20 MINUTES, YOUR REPORT IS RESTORED

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->         TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAI
    A CNPPPJT2         2105 03/23/2016 21.25 04/22/16     13     244  0  0 POSTED JTS BY SWDN BY INITIATING
    A PW4JCVGS         P21E 03/23/2016 23.34 04/22/16      2      20  0  0 W4 AUDIT ERROR AND REJECT REPORT
    A PSARMRRF         U211 03/24/2016 07.03 03/31/16      1       8  0  0 TAX REFUND REQ PROCESSED
    A PSAJ9130         P21S 03/24/2016 15.18 04/23/16      1      11  0  0 9130 RETROPAYMENTS REPORT
    A DSARSDID         U21I 03/24/2016 15.19 04/23/16    287   12846  0  0 STATE HEALTH/LIFE/DISABILITY DED
    A PMIRSUTL-MISC DE P21I 03/24/2016 15.21 04/23/16      8     439  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PSARDUAL         U21o 03/24/2016 15.22 04/23/16      2      48  0  0 DUAL COMP & DIFF PRS RPTS
    A PSARFAE          R21S 03/24/2016 15.22 03/31/16      5     108  0  0 ERRORS BY TYPE IN AGENCY
    A PMIRSUTL-MISC DE P21I 03/24/2016 15.25 04/23/16      8     179  0  0 MISC DEDUCT CODE UTILIZATION JAC
    A PSARDUAL         U21o 03/24/2016 15.25 04/23/16      1      21  0  0 DUAL COMP & DIFF PRS RPTS
    A PRYLPAPERWARRANT U21S 03/24/2016 15.25 04/23/16     60     646  0  0 AGENCY EMPLOYEE WARRANT BY ORG
    A PSARFAE          R21T 03/24/2016 15.28 04/23/16      1      12  0  0 ERRORS/SSN/FATAL
    A PMIRSUTL-MISC DE P21I 03/24/2016 15.29 04/23/16      8     167  0  0 MISC DEDUCT CODE UTILIZATION JAC
=>  R PR3260-PYRL TAB  Q213 03/24/2016 15.30 04/23/16    275    7745  1  2 PR TAB BY ACCOUNT
    A PASRFAE          R21U 03/24/2016 15.34 04/23/16      1      13  0  0 ERRORS/SSN/FATAL
    A PSARSDID         U21J 03/24/2016 15.42 04/23/16    217    9560  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
    A PSARSDID-L3 BRK  U21R 03/24/2016 15.45 04/23/16    232    9686  1  5 SUPPL & INS DED REGISTER
    A PR3236           Q214 03/24/2016 15.45 04/23/16   1501   25837  3  6 MISC DED. REGIS
    A PPRRWTRE         R21Z 03/24/2016 15.46 04/23/16    293   13880  0  0 PR WARRANT REGISTER
    A PJAJSDID-L3 BRK  U21Q 03/24/2016 15.47 04/23/16    243   12628  2  7 HEALTH LIFE & DISAB REGIS
    A PR REGISTER      U214 03/24/2016 15.59 04/23/16    914   52965  0  6 PAYROLL REG
    A PPRRREGI         R21Y 03/24/2016 16.08 04/23/16   8540  399783  0  0 PR REGISTER
```

TO VIEW A REPORT, TYPE "S" TO SHOW, PRESS ENTER

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->            TR-> 4409  TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADE
      PSARFAE          R21S 04/22/2016 15.20 04/29/16      5       143 0  0 ERRORS BY TYPE IN AGENCY
      PSARDUAL         U21O 04/22/2016 15.21 05/22/16      2        54 0  0 DUAL COMP & DIFF PRS RPTS
      PMIRSUTL-MISC DE P21I 04/22/2016 15.22 05/22/16      8       177 0  0 MISC DEDUCT CODE UTILIZATION JAC
      PSARDUAL         U21O 04/22/2016 15.24 05/22/16      1        21 0  0 DUAL COMP & DIFF PRS RPTS
      PSARFAE          R21T 04/22/2016 15.25 05/22/16      1        12 0  0 ERRORS/SSN/FATAL
      PMIRSUTL-MISC DE P21I 04/22/2016 15.26 05/22/16      8       167 0  0 MISC DEDUCT CODE UTILIZATION JAC
S     PR3260-PYRL TAB  Q213 04/22/2016 15.26 05/22/16    267      7529 1  0 PR TAB BY ACCOUNT
      PSARSDID         U21J 04/22/2016 15.27 05/22/16    217      9561 0  0 STATE SUPPLIMENTAL & INSUR DEDUC
_     PR3236           Q214 04/22/2016 15.27 05/22/16   1488     25674 0  0 MISC DED. REGIS
      PRYLPAPERWARRANT U21S 04/22/2016 15.27 05/22/16     56       594 0  0 AGENCY EMPLOYEE WARRANT BY ORG
      PASRFAE          R21U 04/22/2016 15.30 05/22/16      1        13 0  0 ERRORS/SSN/FATAL
      PJAJSDID-L3 BRK  U21Q 04/22/2016 15.31 05/22/16    243     12622 0  0 HEALTH LIFE & DISAB REGIS
      PPRRWTRE         R21Z 04/22/2016 15.32 05/22/16    286     13737 0  0 PR WARRANT REGISTER
      PSARSDID-L3 BRK  U21R 04/22/2016 15.48 05/22/16    233      9693 0  0 SUPPL & INS DED REGISTER
      PR REGISTER      U214 04/22/2016 16.01 05/22/16    906     52689 0  0 PAYROLL REG
      PPRRREGI         R21Y 04/22/2016 16.07 05/22/16   8542    399780 0  0 PR REGISTER
      PCABPRTB         Q21Y 04/22/2016 19.05 05/22/16      1        42 1  0 SALARY REFUND POSTING REPORT
      CNPRNEGP         218A 04/22/2016 20.13 05/22/16      1         7 0  0 ACCNTS W/NEG BAL AFTER PR POSTS
      CNPPPJT2         2105 04/22/2016 21.27 05/22/16     17       336 0  0 POSTED JTS BY SWDN BY INITIATING
      PW4JCVGS         P21E 04/22/2016 23.42 05/22/16      2        20 0  0 W4 AUDIT ERROR AND REJECT REPORT
      PW4JCVGS         P21E 04/24/2016 23.34 05/24/16      2        20 0  0 W4 AUDIT ERROR AND REJECT REPORT
      PSARMRRE         U211 04/25/2016 07.03 05/02/16      1         8 0  0 TAX REFUND REQ PROCESSED
```

TO EXTRACT THE REPORT FOR PRINTING, TYPE "E", PRESS ENTER

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->              TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEAD
      PSARFAE          R21S 04/22/2016 15.20 04/29/16        5      143  0  0 ERRORS BY TYPE IN AGENCY
      PSARDUAL         U21o 04/22/2016 15.21 05/22/16        2       54  0  0 DUAL COMP & DIFF PRS RPTS
      PMIRSUTL-MISC DE P21I 04/22/2016 15.22 05/22/16        8      177  0  0 MISC DEDUCT CODE UTILIZATION JAC
      PSARDUAL         U21o 04/22/2016 15.24 05/22/16        1       21  0  0 DUAL COMP & DIFF PRS RPTS
      PSARFAE          R21T 04/22/2016 15.25 05/22/16        1       12  0  0 ERRORS/SSN/FATAL
      PMIRSUTL-MISC DE P21I 04/22/2016 15.26 05/22/16        8      167  0  0 MISC DEDUCT CODE UTILIZATION JAC
E     PR3260-PYRL TAB  Q213 04/22/2016 15.26 05/22/16      267     7529  1  0 PR TAB BY ACCOUNT
_     PSARSDID         U21J 04/22/2016 15.27 05/22/16      217     9561  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
      PR3236           Q214 04/22/2016 15.27 05/22/16     1488    25674  0  0 MISC DED. REGIS
      PRYLPAPERWARRANT U21S 04/22/2016 15.27 05/22/16       56      594  0  0 AGENCY EMPLOYEE WARRANT BY ORG
      PASRFAE          R21U 04/22/2016 15.30 05/22/16        1       13  0  0 ERRORS/SSN/FATAL
      PJAJSDID-L3 BRK  U21Q 04/22/2016 15.31 05/22/16      243    12622  0  0 HEALTH LIFE & DISAB REGIS
      PPRRWTRE         R21Z 04/22/2016 15.32 05/22/16      286    13737  0  0 PR WARRANT REGISTER
      PSARSDID-L3 BRK  U21R 04/22/2016 15.48 05/22/16      233     9693  0  0 SUPPL & INS DED REGISTER
      PR REGISTER      U214 04/22/2016 16.01 05/22/16      906    52689  0  0 PAYROLL REG
      PPRRREGI         R21Y 04/22/2016 16.07 05/22/16     8542   399780  0  0 PR REGISTER
      PCABPRTB         Q21Y 04/22/2016 19.05 05/22/16        1       42  1  0 SALARY REFUND POSTING REPORT
      CNPRNEGP         218A 04/22/2016 20.13 05/22/16        1        7  0  0 ACCNTS W/NEG BAL AFTER PR POSTS
      CNPPPJT2         2105 04/22/2016 21.27 05/22/16       17      336  0  0 POSTED JTS BY SWDN BY INITIATING
      PW4JCVGS         P21E 04/22/2016 23.42 05/22/16        2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
      PW4JCVGS         P21E 04/24/2016 23.34 05/24/16        2       20  0  0 W4 AUDIT ERROR AND REJECT REPORT
      PSARMRRE         U211 04/25/2016 07.03 05/02/16        1        8  0  0 TAX REFUND REQ PROCESSED
```

YOU CAN ALSO EXTRACT WHEN VIEWING THE REPORT

```
PF 1/13 HELP-COMMAND ==> E     <---
REPORT NAME-> PR3236     FORM-> Q214   LINES-> 25674   PAGES-> 1488
S.F.   22     S.P.   01   S -> 001   E -> 132   L 0000000001 P 000000001
```

```
                          ----  TOP  OF  REPORT  ----


PSAJDREG                              STATE OF FLORIDA                     RUN DATE: 04/22/2016
PSARDREG                              STATE PAYROLLS                       RUN TIME: 15:17:49 PAGE: 101
                          MISCELLANEOUS DEDUCTION REGISTER BY ACCOUNT CODE
                          PAYROLL: MONTHLY          WT DATE: 04/29/2016
           PAYROLL PERIOD 04/01/2016 THRU 04/30/2016  ACCOUNT CODE 211010000      000001000000 VO.NO 0003536
              DEDUCTION CODE  066   DESCRIPTION/PAYEE: PTB HIGH DEDUCTIBLE ST HEL-FT EE  WT. NO: T


         ORG CODE      INTRADEPT-NO    SOC-SEC-NO         NAME OF EMPLOYEE            DED-AMOUNT   WARRANT-NO
         21 50   00 000   0000006422                                        A       15.00    2443092
         21 50   00 000   0000006662                                        B       64.30    2443110
         21 50   00 000   0000006111                                        B       15.00    2443061
                                                                   94.30                3
                                                          TOTAL AMOUNT DEDUCTED   NUMBER OF DEDUCTS


PSAJDREG                              STATE OF FLORIDA                     RUN DATE: 04/22/2016
PSARDREG                              STATE PAYROLLS                       RUN TIME: 15:17:49 PAGE: 102
                          MISCELLANEOUS DEDUCTION REGISTER BY ACCOUNT CODE
                          PAYROLL: MONTHLY          WT DATE: 04/29/2016
           PAYROLL PERIOD 04/01/2016 THRU 04/30/2016  ACCOUNT CODE 211010000      000001000000 VO.NO 0003536
              DEDUCTION CODE  067   DESCRIPTION/PAYEE: PTB HEALTH SAVINGS ACCT  EMPLOYEE LT  NO: T
```

TYPE "Y" FOR YES, PRESS ENTER

```
PF 1/13 HELP-COMMAND ==> Y_  <==
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (1)  USER->
 REPORT NAME -> PR3236            TOTAL PAGES-> 1488    TOTAL LINES-> 25674


TECHNIQUE          ==> P <------ P(SYSTEM)/Q(D. QUEUING)/T(TRANSFER)


                              PAGE FORMAT  ==>
                              OUTPUT LIMIT ==>
            -FOR SYSTEM PRINT ONLY-
JCL MODEL USED    ==> WERDJC00  DATA SET OUTPUT    ==> N <- Y/N/F




            -FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S)  ==>
FROM/TO LINE(S)  ==>
```

NOW YOU ARE AT THE PRINT SCREEN, MY PRINTER DESTINATION IS PJACP2, "Y" FOR YES, PRESS ENTER

```
PF 1/13 HELP-COMMAND ==> Y_    <==
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER->
 REPORT NAME -> PR3236              TOTAL PAGES-> 1488   TOTAL LINES-> 25674
--------- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) ------------
   Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME     ==> D210000    CLASS  ==> Q     MSGCLASS      ==> D
NOTIFY      ==>            ROOM   ==>
ACCOUNTING  ==> (B0100,134)
PGMR NAME   ==> 'JUSTICE, COMM'            CLASS FOR LOG ==> *
DEST        ==> PJACP2   <== FORM  ==> STD  OUTPUT CLASS  ==> A  FCB  ==>
WRITER NAME ==>            COPIES ==>                         UCS  ==>
OUTPUT REFERENCES ==>          /          /          /
PRINT FORMAT (REP/SEP) ==>         /
HEADER LINES                          SEPARATOR NUMBER
   1 ==> **** DEPT 2100 *********        USER (TOP/BOT)   ==> 1  / 0
   2 ==> KEVIN GARLAND JAC HR            REPORT (TOP/BOT) ==> 0  / 0
   3 ==>                                 WITH PACKET INDEX    ==> Y
   4 ==> JAC 2100                        DELETE AFTER EXTRACT ==> N
   5 ==> *************************
LASER PRINTER    -----> NONE
```

CONFIRMATION & DETAILS OF THE EXTRACTION (PRINT) REQUEST

```
PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-PRINT/EXTRACT RESULT-     USER->

         **** EXTRACTION REQUEST (VIA BATCH JOB) ****

     JOB NAME    ---> D210000   JOBID  ---> JOB07299

  SUBMITTED AT : 11.02.03  04/25/16 (16116)    TO SERVICE EXTRACT REQUEST.
```

TYPE "F" NEXT TO THE "TYPE" OF REPORT YOU WANT TO VIEW EXCLUSIVELY, PRESS ENTER

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX    RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-REPORT DIRECTORY-    USER->         TR-> 4409  TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION-------------NOTEPAD HEADE
F    PR3260-PYRL TAB   Q213 04/21/2016 20.27 05/21/16      6       128  1  1 PR TAB BY ACCOUNT
     PMIRSUTL-MISC DE  P21I 04/21/2016 20.28 05/21/16      2        63  0  0 MISC DEDUCT CODE UTILIZATION JAC
_    PSARSDID          U21J 04/21/2016 20.30 05/21/16      1         8  0  0 STATE SUPPLIMENTAL & INSUR DEDUC
     PSARFAE           R21S 04/21/2016 20.30 04/28/16      1        15  0  0 ERRORS BY TYPE IN AGENCY
     PR REGISTER       U214 04/21/2016 20.31 05/21/16      5        91  0  1 PAYROLL REG
     PMIRSUTL-MISC DE  P21I 04/21/2016 20.32 05/21/16      2        43  0  0 MISC DEDUCT CODE UTILIZATION JAC
     PJAJSDID-L3 BRK   U21Q 04/21/2016 20.34 05/21/16      1         8  0  1 HEALTH LIFE & DISAB REGIS
     PMIRSUTL-MISC DE  P21I 04/21/2016 20.36 05/21/16      2        39  0  0 MISC DEDUCT CODE UTILIZATION JAC
     PSARSDID-L3 BRK   U21R 04/21/2016 20.38 05/21/16      1         8  0  1 SUPPL & INS DED REGISTER
     PPRRREGI          R21Y 04/21/2016 20.40 05/21/16      7       262  0  0 PR REGISTER
     CNPPPJT2          2105 04/21/2016 21.32 05/21/16     22       436  0  0 POSTED JTS BY SWDN BY INITIATING
     PW4JCVGS          P21E 04/21/2016 23.34 05/21/16      2        20  0  0 W4 AUDIT ERROR AND REJECT REPORT
     PSARMRRF          U211 04/22/2016 07.03 04/29/16      1         8  0  0 TAX REFUND REQ PROCESSED
     DSARSDID          U21I 04/22/2016 15.19 05/22/16    288     12869  0  0 STATE HEALTH/LIFE/DISABILITY DED
     PMIRSUTL-MISC DE  P21I 04/22/2016 15.19 05/22/16      8       439  0  0 MISC DEDUCT CODE UTILIZATION JAC
     PSARFAE           R21S 04/22/2016 15.20 04/29/16      5       143  0  0 ERRORS BY TYPE IN AGENCY
     PSARDUAL          U21O 04/22/2016 15.21 05/22/16      2        54  0  0 DUAL COMP & DIFF PRS RPTS
     PMIRSUTL-MISC DE  P21I 04/22/2016 15.22 05/22/16      8       177  0  0 MISC DEDUCT CODE UTILIZATION JAC
     PSARDUAL          U21O 04/22/2016 15.24 05/22/16      1        21  0  0 DUAL COMP & DIFF PRS RPTS
     PSARFAE           R21T 04/22/2016 15.25 05/22/16      1        12  0  0 ERRORS/SSN/FATAL
     PMIRSUTL-MISC DE  P21I 04/22/2016 15.26 05/22/16      8       167  0  0 MISC DEDUCT CODE UTILIZATION JAC
     PR3260-PYRL TAB   Q213 04/22/2016 15.26 05/22/16    267      7529  1  1 PR TAB BY ACCOUNT
```

A LIST OF THAT REPORT ONLY (PAYROLL TABULATION)

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PF 1/13 HELP-COMMAND ==> _
-REPORT INDEX --> RINDX   RDSP70 D.SYP.RSD.PROD.RINDX.UD001
-DIRECTORY FOR FORM- USER->          TR-> 4409   TP-> 230774  TL-> 9597485
A-C-A-REPORT NAME------TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND-REPORT DESCRIPTION------------NOTEPAD HEADER--
    A PR3260-PYRL TAB    Q213 03/10/2016 20.11 04/09/16      4       84 1  0 PR TAB BY ACCOUNT
    A PR3260-PYRL TAB    Q213 03/11/2016 20.02 04/10/16     10      209 1  1 PR TAB BY ACCOUNT
    A PR3260-PYRL TAB    Q213 03/22/2016 15.23 04/21/16     58     1231 1  0 PR TAB BY ACCOUNT
    A PR3260-PYRL TAB    Q213 03/22/2016 20.04 04/21/16      8      163 1  1 PR TAB BY ACCOUNT
    R PR3260-PYRL TAB    Q213 03/24/2016 15.30 04/23/16    275     7745 1  2 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 03/28/2016 20.00 04/27/16      2       51 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 03/29/2016 20.05 04/28/16     10      218 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 03/30/2016 20.15 04/29/16      4       89 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 03/31/2016 20.53 04/30/16      6      126 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/04/2016 19.57 05/04/16      6      120 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/05/2016 15.29 05/05/16     69     1468 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/07/2016 20.18 05/07/16      6      134 2  3 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/08/2016 20.08 05/08/16      6      119 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/11/2016 20.00 05/11/16      4       80 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/13/2016 20.05 05/13/16      2       42 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/14/2016 15.19 05/14/16     40      870 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/15/2016 20.08 05/15/16      2       41 1  2 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/19/2016 15.25 05/19/16     46      987 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/19/2016 19.59 05/19/16      4       84 2  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/20/2016 21.07 05/20/16      2       42 1  0 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/21/2016 20.27 05/21/16      6      128 1  1 PR TAB BY ACCOUNT
      PR3260-PYRL TAB    Q213 04/22/2016 15.26 05/22/16    267     7529 1  1 PR TAB BY ACCOUNT
```

THIS IS VERY USEFUL WHEN SEARCHING FOR A REPORT

PAYROLL TABULATION BY ACCOUNT CODE (Q213)

From right to left:

- **Gross salary** (the cash amount before any deductions for taxes or any other purpose are taken)

- **Object code** – 4 digit code assigned to the payment...11** for salaried employees & 12** for OPS employees

- **Employer disability** (1630) – Provided for senior management employees

- **Employer life** (1620) – The matching life insurance amount paid by the employer

- **Employer health** (1610) – The matching health insurance amount paid by the employer

- **Pre-tax benefit savings** (1570) – Administrative fees paid by the employer for pre-tax deductions

- **Optional retirement plan** (1550) – We do not have anyone participating

- **Public Employees Optional Retirement Plan** (PEORP) (1522) – Employer investment plan contribution

- **State retirement** (1520) – Employer contributions for state retirement

- **Employer FICA/MEDI** (1510) – The combined FICA/MEDI employer contribution

- **Gross salary charge** – The gross salary + employer contributions

PAYROLL REGISTER (U214)

From left to right:

- A column labeled "E" – This will have either a 0 or a 1. 1 = EFT   0 = Paper warrant

- Next is the payment number or warrant number

- Then the employee SSN

- Employees' name with their inter-department # just below

- Position number & class code

- Marital status & exemptions claimed

- Retirement code & employee status (09 – other)

- Next is an insurance code made up of three components (participation/type of coverage/# of deductions & contributions)

- Beginning & ending rate of pay – In case there was a mid-month adjustment to their salary

- Beginning & ending hours – Indicates the number of hours they were paid at each rate of pay (if applicable)

- Then we have the gross salary & net pay

- Withholding tax & (miscellaneous deductions, which are post-tax, these deductions taken after the taxes are calculated)

- "Employee" SS/MEDI deductions

- **Pre-tax benefit deductions & Tax deferred deductions:**

- **<u>Pre-tax benefit deductions</u> (insurance premiums) will affect the W/H amount and the FICA/MEDI gross amounts. These deductions are taken out before the employees' taxes are calculated.**

- **<u>Tax-deferred deductions</u> – These only affect the W/H, tax deferred deductions include the employee retirement (3%) and the deferred compensation deductions. (IRS rules/guidelines)**

- **At the end of each class code, you will find the *totals* for that class code. It provides the employer/employee contributions, the net salary, the gross salary (cash gross), and the gross salary charge (gross salary + employer contributions).**