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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 15.03.01 – Calendar Year 2016 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 15.03.01*.

PCGenesis supporting documentation is provided at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

November, 2015 Payroll Completion Instructions

Install this release after completing the November 2015 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the December 2015 payroll.

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

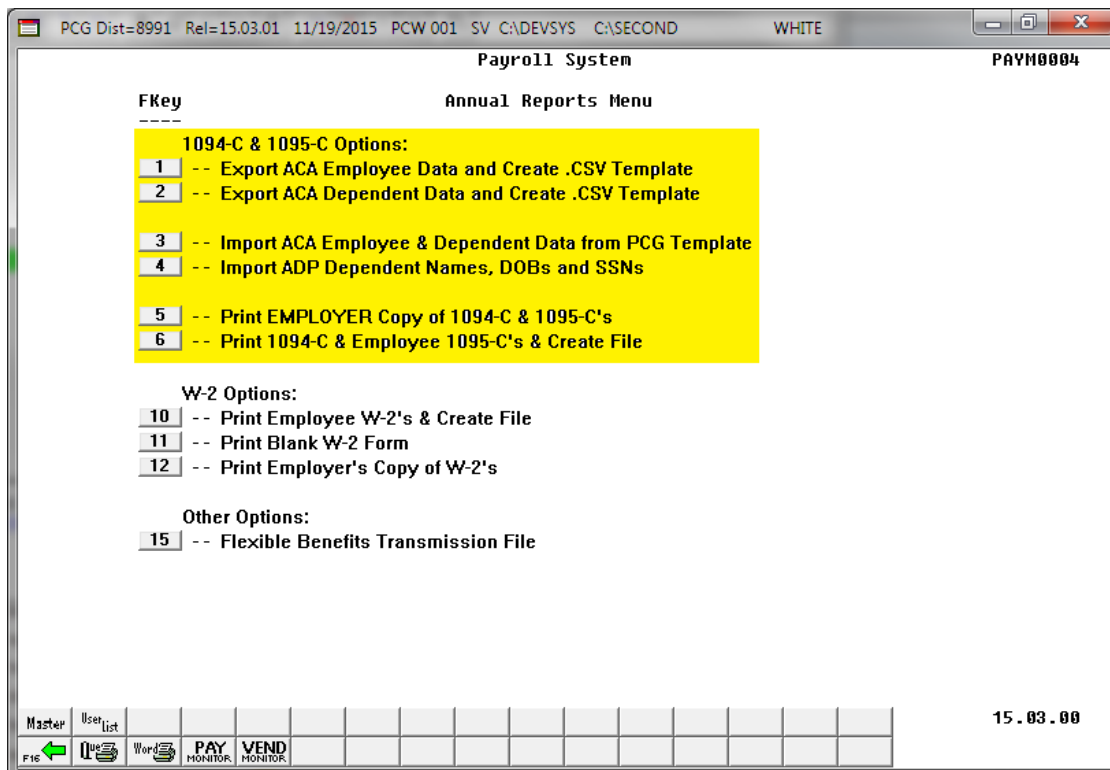
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Section A: Affordable Health Care Requirements

A1. PCGenesis Support for ACA

The support for the 1094-C and the 1095-C's has been finalized for reporting year 2015. Together with the ACA data entry screens, most functions for ACA reporting are planned for the *Annual Reports Menu*, as shown below.



Payroll System – Annual Reports Menu

The first two options on the *Annual Reports Menu* will be typical PCG export processes. Both of these processes will create a .csv file so that the ACA data can be input on a template by the Payroll Administrator.

- **F1** will read data on the *Update/Display ACA Employee Data Screen* and create an export file.
- **F2** will read data on the *Update/Display ACA Dependent Data Screen* and create an export file.

The next two options on the *Annual Reports Menu* will be typical PCG import processes.

- **F3** will read data from a .csv import file (created using F1 and F2 above) and load to the *Update/Display ACA Employee Data Screen* and *Update/Display ACA Dependent Data Screen*.
- **F4** will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage. PCG will NOT read the **ADP file** to load **Offer of Coverage Codes, Safe Harbor Codes**, or months of coverage for employees or dependents.

Please note that the following options are not functional at this time but will be available in a future release:

- **F1** - *Export ACA Employee Data and Create .CSV Template*
- **F2** - *Export ACA Dependent Data and Create .CSV Template*
- **F3** - *Import ACA Employee & Dependent Data from PCG Template*
- **F4** - *Import ADP Dependent Names, DOB's, and SSNs*
- **F6** - *Print 1094-C & Employee 1095-C's & Create File*

The development team has been waiting to receive the ADP file which contains the coverage information for your employees. We finally received a test data file from ADP at the end of October. The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis will read the ADP file and load dependent names, SSN's and DOB's but NOT the months of coverage. PCGenesis will NOT read the ADP file to load **Offer of Coverage Codes, Safe Harbor Codes**, or months of coverage for employees or dependents.

Payroll administrators will have the ability to enter ACA data using the PCGenesis *Update/Display ACA Employee Data Screen* and the *Update/Display ACA Dependent Data Screen*, or will be able to mass load the ACA data by importing from a spreadsheet. School district officials will need to enter the correct ACA codes for **ALL** full-time employees.

School district officials must be familiar with the IRS rules!!

- School district officials must understand the **Offer of Coverage Codes**.
- School district officials must understand the **Safe Harbor Codes**.

Please be aware that the PCGenesis help desk personnel cannot assist or advise as to ACA laws. The help desk can't help determine if employees are full-time based on ACA definition. The help desk can't help determine the correct ACA codes to use for employees. The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions.

It is highly recommended that school district officials go to the IRS website, shown below, and print and read the instructions for the 1094-C and the 1095-C.

<https://www.irs.gov/pub/irs-prior/i109495c--2015.pdf>

The screenshot shows the top portion of the IRS website page for the 2015 instructions for Forms 1094-C and 1095-C. The page header includes the year '2015' in a large font, the title 'Instructions for Forms 1094-C and 1095-C', and the Department of the Treasury Internal Revenue Service logo. The main content area is divided into several sections: 'Section references are to the Internal Revenue Code unless otherwise noted.', 'Future Developments' (with a link to the latest information), 'What's New' (with a link to the 2015 filing requirements), 'Form revisions' (with a link to the final regulations under section 6056), 'Additional Information' (with a link to the final regulations under section 4980H), and 'Who Must File' (with a link to the final regulations under section 4980H). A 'TIP' box is also present, stating that for purposes of reporting on Forms 1094-C and 1095-C, an employee in a Limited Non-Assessment Period is not considered a full-time employee during that period.

IRS Instructions for Forms 1094-C and 1095-C, Example

PCG will support printing the IRS forms 1094-C and 1095-C's, and will support creating the IRS transmission file.

2015 is the first reporting year. IRS expects employers to make a “good faith effort” to report accurate ACA data. IRS instructions indicate the ACA transmission file to the IRS is to be populated in **XML format** for submission to the IRS by **March 31, 2016**. Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically. IRS requires files to be in **XML format**. The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB. Multiple file transmissions may be required. The deadline is February 28, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees).

A2. Supported IRS Forms for 1094-C and 1095-C

Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms. For 2015 PCGenesis will only support **non-self-seal forms**.

PCGenesis will support the IRS portrait format for the 1095-C form. Please refer to *Appendix A: Supported 1095-C Form – Example* to see an example of the 1095-C that PCGenesis will support.

PCGenesis will support the IRS landscape format for the 1094-C transmission form. Please refer to *Appendix B: Supported 1094-C Form – Example* to see an example of the 1094-C that PCGenesis will support. Please note that the IRS form 1094-C contains 3 separate pages.

School districts should contact their forms vendor and purchase pre-printed 1095-C forms. When ordering forms, please be sure to order the exact forms as described above.

A3. Applying for a TCC ID for the IRS AIR System

The new 1095-C and 1094-C returns due from employers require stringent workforce reporting. Employers must produce these mega-exacting forms for their employees and then file them with the IRS for the first time in Q1 2016.

The AIR system that must accept these files is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new set of hoops** in order to gain access to the AIR system. Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

Here is the IRS.gov link for registering for the TCC account.

<https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals>

Step 1. Apply for e-services IDs. At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. Please screenshot the answers to these security questions.

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

Advice: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Step 2. Apply for AIR TCC code. This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

Section B: Overview of Release

B1. Payroll System

B1.1. Calendar Year 2016 Georgia Health Insurance (GHI) Employee Premiums

These instructions contain all of the information necessary to import the Department of Community Health (DCH) open enrollments, to set the employee deductions, and to prepare for calculating 2016 GHI premiums for the December payroll.

The installation of PCGenesis *Release 15.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the “old” premium rates with an ending date of *12/31/2015*, while the new premium rates, imported with this release’s installation, display a beginning date of *01/01/2016*. *Procedure D.1.1. Benefit Deduction Option and Tier Report – Example* provides sample results of the automatic import.

The Georgia Department of Education (GaDOE) strongly urges PCGenesis users to follow the instructions for printing the results of the *Benefit Plan/Option/Tier File* update for review after the release’s installation. *Section D.1: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure. After printing the report, PCGenesis users should verify ‘01/01/2016’ and ‘12/31/9999’ display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2016, there are a number of changes to SHBP options:

- All GHI options remain the same. GHI options 88, B1, B2, B3, B6, H1, H2, and K1 are still available. Blue Cross/Blue Shield, United Healthcare, Kaiser, and TriCare Supplement make up the available options for employees.
- All GHI tiers remain the same. Valid tiers include ‘10’ (single employee), ‘40’ (single employee/tobacco surcharge), and tiers ‘90’, ‘91’, and ‘94’ – ‘97’. Tricare Supplement, however, only offers tiers ‘10’, ‘90’, ‘94’, and ‘96’.

The following table provides the details of the SHBP changes:

PCGenesis Option Code	Description	Status
B1	Blue Cross/Blue Shield Gold Plan	Unchanged
B2	Blue Cross/Blue Shield Silver Plan	Unchanged
B3	Blue Cross/Blue Shield Bronze Plan	Unchanged
B6	Blue Cross/Blue Shield HMO Plan	Unchanged
H1	United HealthCare HMO	Unchanged
H2	United HealthCare HDHP	Unchanged
K1	Kaiser HMO	Unchanged
88	TriCare Supplement	Unchanged

PCGenesis Tier Code	Description	Status
10	SINGLE COVERAGE	Updated
40	SINGLE COVERAGE TOBACCO SURCHARGE	Updated
90	EMPLOYEE & SPOUSE	Updated
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	Updated
94	EMPLOYEE & CHILD(REN)	Updated
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	Updated
96	EMPLOYEE & SPOUSE & CHILD(REN)	Updated
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	Updated

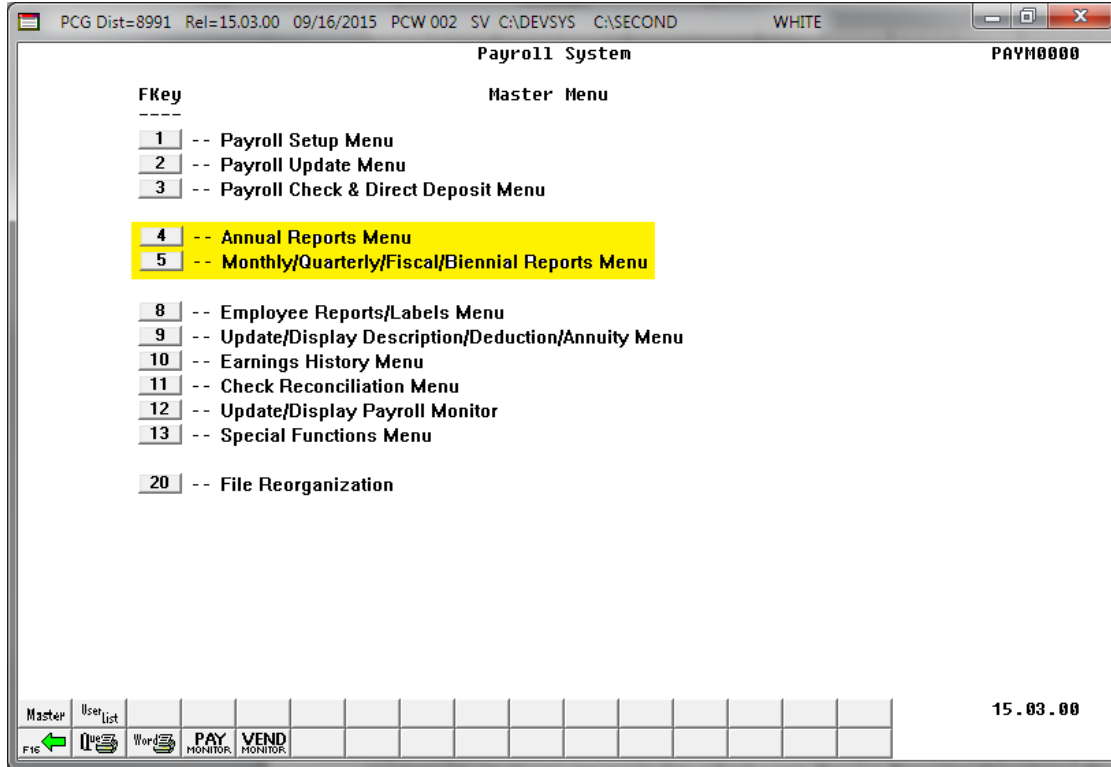
B1.2. Calendar Year 2015 (CY2015) W-2 Form Processing

Calendar year 2015 Internal Revenue Service (IRS) W-2 forms have not changed from 2014.

The installation of Release 15.03.01 makes calendar year **2016** W-2 forms available for employees terminating and requesting W-2's for calendar year 2016.

B1.3. Payroll Annual Reports Menu

The *Payroll System Master Menu* (F2) has been updated. A new menu item has been added as **F4 – Annual Reports Menu**. The **F5** menu item has been changed to the *Monthly/Quarterly/Fiscal/Biennial Reports Menu*.



Payroll System Master Menu

The *Payroll System - Annual Reports Menu*, shown below, contains the new 1094-C and 1095-C print options as well as the W-2 print options.

The following options are not functional at this time:

- **F1** - *Export ACA Employee Data and Create .CSV Template*
- **F2** - *Export ACA Dependent Data and Create .CSV Template*
- **F3** - *Import ACA Employee & Dependent Data from PCG Template*
- **F4** - *Import ADP Dependent Names, DOB's, and SSNs*
- **F6** - *Print 1094-C & Employee 1095-C's & Create File*

When any of the above menu options are selected from the *Payroll System - Annual Reports Menu*, the following message is displayed, “*Program Module Is Not Available At This Time*”.

The **F5** option to *Print EMPLOYER Copy of 1094-C & 1095-C's* is new, and was released at the end of September in 15.03.00. The *Print EMPLOYER Copy of 1094-C & 1095-C's* is described in the following section.

B1.4. Print Employer Copy of 1094-C & 1095-C's

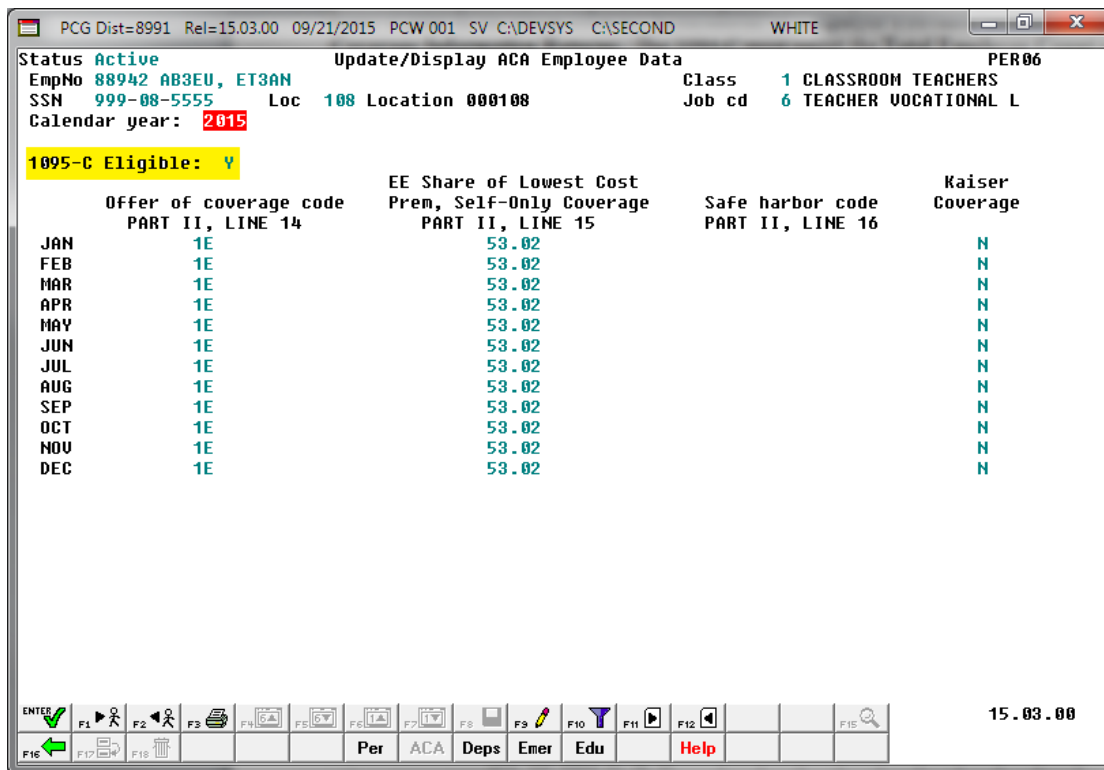
The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F2) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *EMPLOYER Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print a condensed employer copy of the employees' **1095-C's**. The 1094-C must report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules) and the **Total Employee Count**.

The PCGenesis system tallies the number of total employees who work each month of the calendar year. PCGenesis calculates the **Total Employee Count** based upon active and terminated employees' **Hire Dates, Termination Dates, and Rehire Dates**. Inactive employees are not considered in this tally because many districts inactivate employees instead of terminating their employees which causes inaccurate employee counts.

In PCGenesis, the employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen (F3, F1, F3), shown below. Until the payroll administrators enter the ACA data on the *Update/Display ACA Employee Data* screen for 1095-C eligible employees, the results on the employer reports will be inaccurate. This is a temporary consideration until the ACA data is entered into PCGenesis.

In summary, for the *EMPLOYER Copy of 1094-C & 1095-C's*, the PCGenesis system tallies the number of total full time employees who work each month of the calendar year. PCGenesis calculates the **Full Time Employee Count** based upon the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen, shown below. These counts will not be accurate until the payroll administrator completes the data entry into the PCGenesis ACA screens.

NOTE: It will be the sole responsibility of the LUA officials to determine which individuals are considered full time employees per ACA regulations, and the correct codes for those full time employees as related to health insurance offers and coverage. The data for these employees can be manually entered on the *Update/Display ACA Employee Data* screen, shown below.



Update/Display ACA Employee Data Screen

As stated above, the 1094-C must report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules) and the **Total Employee Count**. The *Employee Counts for 1094-C Report*, shown below, provides documentation regarding the system calculations for the **Total Employee Count** and the **Full Time Employee Count** totals. The report illustrates per employee how the system utilizes the **Hire Date**, **Termination Date**, and **Rehire Date** to determine which months of the year the employee was employed. Also, if an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to ‘Y’, the literal ‘1095’ will print on the report next to the employee data.

The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to ‘Y’. To calculate the **Full Time Employee Count by month**, the system must subtract any employee with the **ACA Safe Harbor Code** set as follows:

- 2A – Employee not employed during the month
- 2B – Employee was employed, but not full-time during the month
- 2D – Employee was in a limited non-assessment period (measurement period) during the month

IRS regulations state that the full-time employee count should, “not count any employee in a Limited Non-Assessment Period”. Also, the full-time employee count should not include any employee not employed during the month, and should not include any employee who was employed, but was not full time. Therefore, after the system determines the total number of 1095-C eligible employees, the system will examine the employees’ **ACA Safe Harbor Code** for each month and subtract any employee with a **2A**, **2B**, or **2D** in that field. The *Employee Counts for 1094-C Report* will print the calculation results on the last page of the report.

For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C Error Report* as shown below.

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C												PAGE: 26	
REPORT DATE: 09/21/2015 09:22		BASED ON FIRST DAY OF THE MONTH												REPORTING YEAR: 2015	
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
STAT CLASS	HIRE DATE	TERM DATE	REHIRE DT												
89970	999-08-9970	HU7DLESTON, LO7IE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 17	1/01/2013														
89971	999-08-9971	MA6CUS, EL6ANDA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	7/01/2004														
89979	999-08-9979	LO6DON, JE6S	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 15	8/01/2000														
89982	999-08-9982	KI3BLE, HA3OLD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
T 03	8/01/1979	12/01/2102	3/01/1995												
89983	999-08-9983	LO2NEY, BR2T	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2010														
89985	999-08-9985	MU8SON, RESNALDO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 02	8/01/1991	1/01/1993	8/01/2004												
89990	999-08-9990	WH3TTEN, IZ3TTA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2008														
GRAND TOTALS			324	325	325	325	325	325	325	326	326	327	327	327	FULL CLASS
			103	105	105	105	105	105	105	105	105	105	105	105	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT			427	430	430	430	430	430	430	431	431	432	432	432	TOTAL EMP
TOTAL 1095-C FORMS			3												
TOTAL SAFE HARBOR 2A, 2B, 2D			1	1	1	1	1	1	1	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT			2	2	2	2	2	2	2	3	3	3	3	3	

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX-ER		EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT				PAGE: 1	
REPORT DATE: 09/16/2015						REPORTING YEAR: 2015	
EMPLOYEES ARE MERGED:	11111	OTHER =	087420	WARNING, RECORDS MERGED			

Employee Counts for 1094-C Error Report

Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown below. This screen displays the system calculated totals and allows the payroll administrator to override these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district to use.

Please note: The override totals entered on this screen will be printed on the final 1094-C forms submitted to the IRS.

W-2 YEAR: 2015	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER		1094-C, PART III, COL B TOTAL FULL-TIME EMP'S		1094-C, PART III, COL C TOTAL EMP COUNT		1094-C, PART III, COL E SECTION 4980H INDICATOR
			CALCED	OVERRIDE	CALCED	OVERRIDE	
JAN	<u>Y</u>		2	<u>2</u>	427	<u>427</u>	--
FEB	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
MAR	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
APR	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
MAY	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
JUN	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
JUL	<u>Y</u>		2	<u>2</u>	430	<u>430</u>	--
AUG	<u>Y</u>		3	<u>3</u>	431	<u>431</u>	--
SEP	<u>Y</u>		3	<u>3</u>	431	<u>431</u>	--
OCT	<u>Y</u>		3	<u>3</u>	432	<u>431</u>	--
NOV	<u>Y</u>		3	<u>3</u>	432	<u>431</u>	--
DEC	<u>Y</u>		3	<u>3</u>	432	<u>431</u>	--

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22
 A. QUALIFYING OFFER METHOD
 B. QUALIFYING OFFER METHOD TRANSITION RELIEF
 C. SECTION 4980H TRANSITION RELIEF
 D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Print 1094-C and 1095-C's Screen

After the payroll administrator has entered the override totals and transition relief indicators on *Print 1094-C and 1095-C's Screen*, the PCGenesis system produces the *Employer 1094-C and 1095-C Report* as shown below. The first page of the report includes the contents of the IRS form 1094-C. The subsequent pages of the report will print the individual employee 1095-C forms, including the employees' dependent information. Since this is the employer copy of the report, this report prints on plain paper, and is not formatted to print the actual 1095-C pre-printed forms.

Release 15.03.01 – Calendar Year 2016 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

REPORT ID: ACA1095R EMPLOYER 1094-C AND 1095-C'S PAGE: 1
 REPORT DATE: 09/16/2015 14:54 REPORTING YEAR: 2015

1094-C, PART I:
 NAME OF ALE MEMBER: SMITH CITY BOARD OF EDUCATION EMPLOYER EIN: 58-6000267
 STREET ADDRESS: 102 MAIN STREET
 CITY OR TOWN: SMITH STATE: GA ZIP: 33333
 NAME OF CONTACT: W2 CONTACT NAME CONTACT PHONE NUMBER: 999-555-5555 x 6789

TOTAL 1095-C WITH THIS TRANSMITTAL: 00003

1094-C, PART II:
 AUTHORITATIVE TRANSMITTAL?: YES
 TOTAL NUMBER OF FORMS 1095-C FILED BY AND/OR ON BEHALF OF EMPLOYER: 00003

IS EMPLOYER A MEMBER OF AN AGGREGATED ALE GROUP?: NO

CERTIFICATION OF ELIGIBILITY: A. QUALIFYING OFFER METHOD: NO B. QUALIFYING OFFER METHOD TRANSITION RELIEF: NO
 C. SECTION 4980H TRANSITION RELIEF: NO D. 98% OFFER METHOD: NO

PART III: (a) MINIMUM ESSENTIAL COVERAGE OFFER (b) FULL-TIME EMPLOYEE COUNT (c) TOTAL EMPLOYEE COUNT (e) SECTION 4980h TRANSITION RELIEF INDICATOR

ALL 12 MONTHS

	(a)	(b)	(c)	(e)
JAN	2		427	
FEB	2		430	
MAR	2		430	
APR	2		430	
MAY	2		430	
JUN	2		430	
JUL	2		430	
AUG	3		431	
SEP	3		431	
OCT	3		431	
NOV	3		431	
DEC	3		431	

REPORT ID: ACA1095R EMPLOYER 1094-C AND 1095-C'S PAGE: 2
 REPORT DATE: 09/16/2015 14:54 REPORTING YEAR: 2015

EMPNO: 87742 SSN: 999-08-7742 NAME: AB3EU, MO3TY ADDR: 3292 MAIN STREET
 SMITH GA 33333

	ALL 12 MO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14 OFFER OF COVERAGE	1H	1H	1H	1H	1H	1H	1H	1H	1E	1E	1E	1E	1E
15 EE SHARE OF LOWEST PREM									53.02	53.02	53.02	53.02	53.02
16 SEC 4980H SAFE HARBOR	2A	2A	2A	2A	2A	2A	2A	2D					

PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU----->, FIRST--- 999-12-3456 N N N N N N N N N Y Y Y Y Y
 AB3EU----->, DAUGHTER 999-23-4567 N N N N N N N N N Y Y Y Y Y

EMPNO: 88942 SSN: 999-08-5555 NAME: AB3EU, ET3AN ADDR: 2067 MAIN STREET
 SMITH GA 33333

	ALL 12 MO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14 OFFER OF COVERAGE	1E												
15 EE SHARE OF LOWEST PREM	53.02												
16 SEC 4980H SAFE HARBOR													

PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU----->, WIFE--- 888-12-3456 01/01/1954 Y N N N N N N N N Y Y Y Y Y
 AB3EU----->, MARK--- 888-23-0456 06/01/2015 N N N N N Y Y Y Y Y Y Y Y

Employer 1094-C and 1095-C Report

B1.5. Print Earnings History Report

The *Print Earnings History Report* (F2, F10, F3) has been enhanced to print the employer deduction totals on the report. This will facilitate verifying the employer deduction amounts taken on each payment record for an employee.

REPORT ID: HISTPRT		SMITH CITY BOARD OF EDUCATION						PAGE 2					
REPORT DATE: 11/20/2015		PAYROLL EARNINGS HISTORY DETAIL - BY EMPLOYEE NAME											
* ACTIVE *		* LOC- 110	CLASS- 3	INSTR-I	TYPE-F	GHI-Y							
EMP #-86424	SS# ****-**-6424	* SEX-F	ETHNIC- 2	MARITAL STAT-S	PAY SCH.#-12	PAYCYCLE-2							
AI9SWORTH, CONNELL		* BIRTH-11/01/1988	HIRE- 8/01/2015	REHIRE-	TERM-	REASON-							
4637 MAIN STREET		* CREDIT UNION:		PENS- TRS	PEN AMT/%-	.0600							
		* FED# EXEMPT 0	WITHHOLD CD- 0	AMT / %	.00	CHECK/DD? DD							
SMITH, GA 33333		* ST ALLOW M-0 D-00	WITHHOLD CD- 0	AMT / %	.00	PERS STAT A							
PHONE # 999-555-3683	INCLUDE ON CPI?-Y	* STATE 34427.00	LOCAL 800.00	OTHER	.00	SEC 125 Y							
RACE CODES:	HISPANIC?-N	* ANN1 DED 01/CO 00		FEDERAL-Y		STATE-Y							
WHITE		* ANN2 DED 02/CO 00	ANN3 DED 00/CO 00	ANN4 DED 00/CO 00		ANN5 DED 00/CO 00							
ACCOUNT		PAY CODE	RATE	REG-HR	OVT-HR	REG-GR	OVT-GR						
16-100-0-2041-1000-11000-01100-000000		S				2868.92							
16-100-0-2043-1000-11000-01100-000000		S				66.67							
** EARNINGS HISTORY PERIOD COVERED - 01/01/2015 THRU 12/31/2015 **													
CHK DATE	STATUS	TRN DATE	PTYP REAS	PER DATE	TOT GROSS	HI-GR	OASDI-GR	PENS-GR	GHI-GR	GHI %	NET	BANK	CHECK
09/30/2015	I / C		FICA/MED M		2935.59	2837.23					2106.66	BK08	552177
S		16100020411000011000000000	10	9/30/2015	2868.92	2772.79	2868.92			1.0000			
S		16100020431000011000000000	21	9/30/2015	66.67	64.44	66.67						
		176.14 /82	41.14 /86	98.36 /87	332.04 /03	132.34 /04	66.28 /09	14.58 /16	32.08 /29		/32	34.33	/41
Employer deductions:													
		418.90 /82	41.14 /86	945.00 /GH	15.56 /32								
TOTAL GROSS		2,935.59	TOTAL DEDUCTIONS		828.93	TOTAL NET		2,106.66					
** YTD ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 **													
ACCOUNT	GROSS	REG-HRS	OVT-HRS	REG-GROSS	OVT-GROSS	CONTRACT	FICA-GR	FICA-AMT	PENS-GR	PENS-AMT			
16-100-0-2041-1000-11000-01100-000000	2868.92						2772.79	40.21	2868.92	172.14			
16-100-0-2043-1000-11000-01100-000000	66.67						64.44	.93	66.67	4.00			
TOTAL YTD	2935.59			2935.59		2935.59	2837.23	41.14	2935.59	176.14			
** FISCAL ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 **													
ACCOUNT	GROSS	CONTRACT	TRS-GR	OLDERS-GR	NEWERS-GR	OPSERS-GR	NPSERS-GR						
16-100-0-2041-1000-11000-01100-000000	2868.92		2868.92										
			172.14										
16-100-0-2043-1000-11000-01100-000000	66.67		66.67										
			4.00										
TOTAL FISCAL	2935.59	2935.59	2935.59	176.14									
YTD DED-03	YTD DED-04	YTD DED-09	YTD DED-16	YTD DED-29	YTD DED-32	YTD DED-41							
332.04	132.34	66.28	14.58	32.08		34.33							
YTD ER -82	YTD ER -86	YTD ER -GH	YTD ER -32										
418.90	41.14	945.00	15.56										
NON-TAXABLE GROSS -		98.36											

B2. Personnel System

B2.1. Print Affordable Healthcare Act Worksheet

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) has been updated to handle up to 30 SHBP deduction codes. Before, if a district had more than 30 SHBP deduction codes defined, the *Affordable Healthcare Worksheet* would only utilize the first 10 deduction codes.

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) is available on the *Personnel System Reports Menu*. The worksheet is a tool that districts can use to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form. The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments. If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**. The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen (F3, F1, F3). An example of the worksheet is shown below.

REPORT DATE: 06/10/2015		AFFORDABLE HEALTHCARE WORKSHEET							PAGE: 2		
REPORT TIME: 10:51		SORTED BY Class, Employee Name							PROGRAM: ACAFRT		
		CALENDAR YEAR - 2014									
EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIBIBLE FOR 1095-C?			
			01	003	2/01/2008	8/01/2014	2/01/2014	OFFER	LOWEST	SAFE	
			CHNO	CHNO	CHNO	CHNO	CHNO	CODE	PREM	CODE	
89754	999-08-9754	BUTKHART, MA7INE									
		TOT HRS	TOT GR	TOT NET							
		JAN	1,232.00	920.61	235045						
		FEB	2,327.00	1,701.46	235421						
		MAR	400.00	366.57	47741						
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	150.00	138.52	236866						
		JUL	EMPLOYEE NOT PAID								
		AUG	3,097.78	2,270.58	237783						
		SEP	3,355.94	2,435.23	238149						
		OCT	3,505.93	2,542.24	238529						
		NOV	3,355.93	2,435.22	238909						
		DEC	3,355.93	2,435.22	239288						
89026	999-08-9026	BUTLESON, RO7LAND									
		TOT HRS	TOT GR	TOT NET							
		JAN	EMPLOYEE NOT PAID								
		FEB	EMPLOYEE NOT PAID								
		MAR	EMPLOYEE NOT PAID								
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	EMPLOYEE NOT PAID								
		JUL	EMPLOYEE NOT PAID								
		AUG	2,758.67	1,944.36	237995						
		SEP	SHBP DEDUCTION TAKEN								
		OCT	SHBP DEDUCTION TAKEN								
		NOV	SHBP DEDUCTION TAKEN								
		DEC	SHBP DEDUCTION TAKEN								

Affordable Healthcare Worksheet

B2.2. Enhanced Leave System – Import Leave Input Data from CSV

Several problems have been corrected with the *Import Leave Input Data from CSV* (F3, F4, F2, F2) process for the *Enhanced Substitute Pay and Employee Leave System*. Before, the leave import program was not checking for invalid general ledger account numbers. Now, if a general ledger account is closed and is no longer active, the GL account will be rejected.

An error has been corrected when importing substitute pay for staff development. Before, the *Import Leave Input Data from CSV* program did not check the 'Staff Development Account Option' when generating staff development general ledger accounts for substitute pay.

Now, the *Import Leave Input Data from CSV* program checks the 'Staff Development Account Option'. If the option is set to clear staff development general ledger accounts and a general ledger account is not present on the import file, an error will be generated. In this case, the account should not be automatically generated based upon the absent employee's general ledger account because an override general ledger account number is required.

B3. Financial Accounting and Reporting (FAR) System

B3.1. Purchase Order Import

A problem has been corrected with the *Purchase Order import* process (F1, F2, F2) when an inventory line number exists on the import file but there is no other data on the inventory line. Now, when gaps are left in the inventory line numbers, the import process produces an error that must be corrected before the file can be imported.

When blank inventory line numbers exist in the middle of the import file, the purchase order will not print correctly in some cases, especially when interfacing with a third party vendor such as SoftDocs.

B3.2. DOAA Transparency in Government Export File

A problem has been corrected with the *DOAA Transparency in Government Export File* (F1, F9, F31) program. The program was abending with a subscript out of range error in some cases. The problem was caused by an extremely large claim that was entered into the system and then reversed in the amount of -17,454,231,342.33. The large claim amount caused an amount field to overflow. This problem has been corrected.

B4. PCGenesis Budget System

B4.1. Create Budget SANDBOX

A problem has been corrected with the *Create Budget SANDBOX* option (F5, F1). The *Create Budget SANDBOX* was not handling the 'Increase local and state years' option correctly when it was set to 'N'. Now, if this option is set to 'Y', the program will increase the employees' local and state years of experience. Likewise if this option is set to 'N', the program will not increase the employees' local and state years of experience.

PCG Dist=8991 Rel=15.03.01 11/20/2015 PCW 001 SV CADEVSY5 C#SECON2 WHITE BUDDATE

Create Budget Sandbox

Type S lines (CPI Salary schedule):
Enter year for salary schedule: 2016 (CCYY)
Increase local and state years? N (Y or N)
Number of work days for certified employees: 190

Type T lines (Local CPI salary schedule):
Enter year for salary schedule: 2016 (CCYY)
Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):
Enter year for salary schedule: 2016 (CCYY)

Type N lines (No salary schedule):
Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0000
Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.0000

Type L lines (Local supplement/extra salary):
Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0000
Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.0000

ENTER = Continue, F16 = Exit 15.03.01

Section C: Installation Instructions for Release 15.03.01 Software

C1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 15.03.01* before performing any work in PCGenesis for the day, proceed to *C2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 15.03.01**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

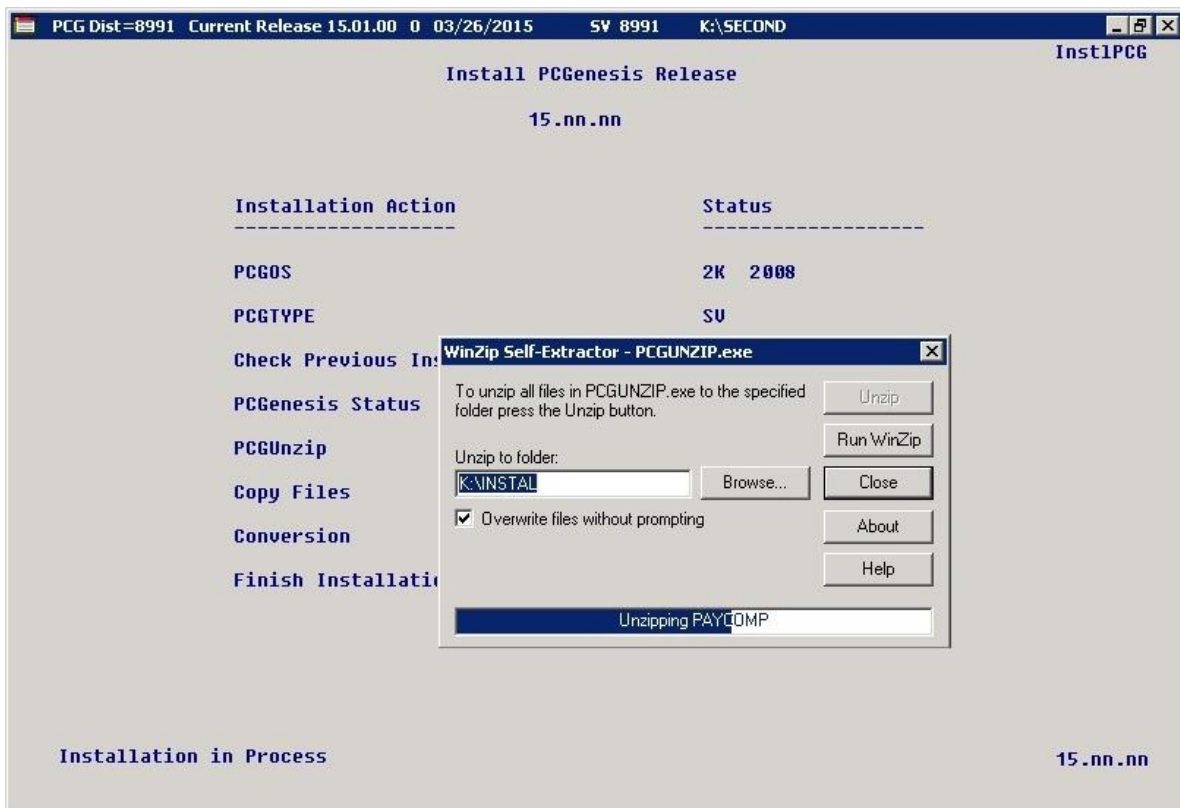
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 15.03.01 ”.
5	Proceed to <i>C2. Install PCGenesis Release 15.03.01</i> .

C2. Install PCGenesis Release 15.03.01

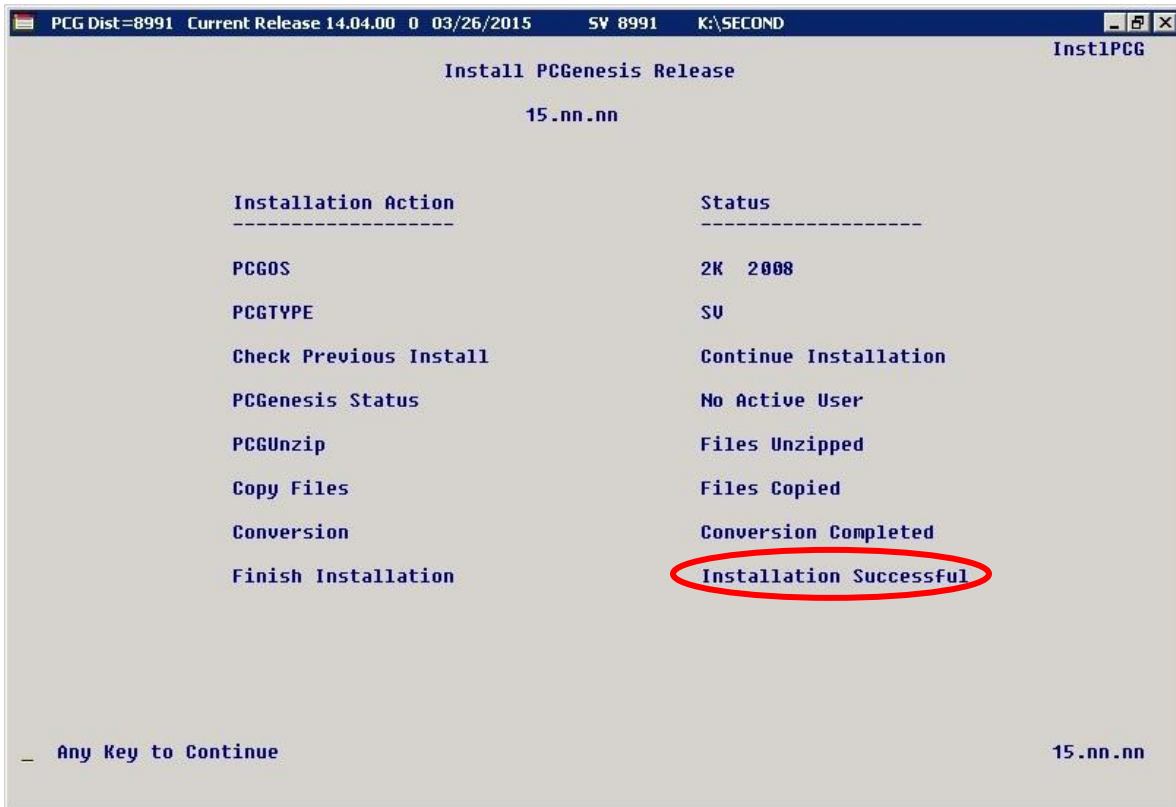
FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE , RELINSTL.BAT , and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click RELINSTL.BAT to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

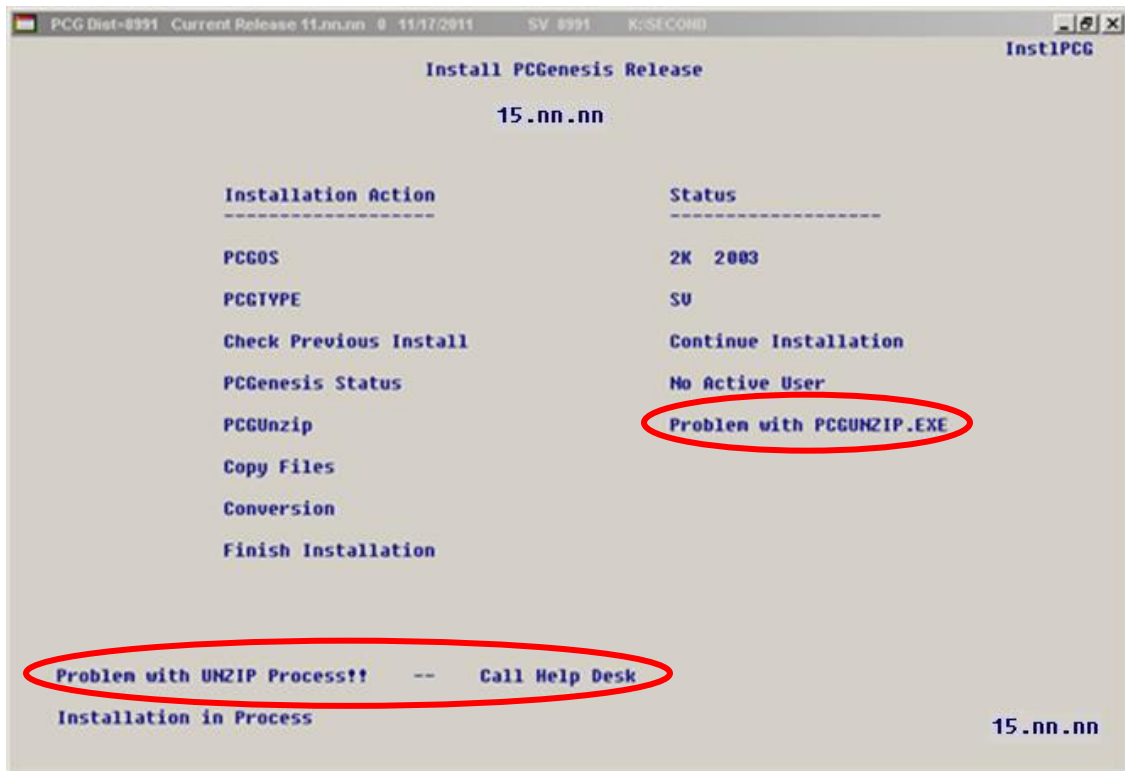


For PCGenesis Release 15.03.01 successful installations, the following message displays:



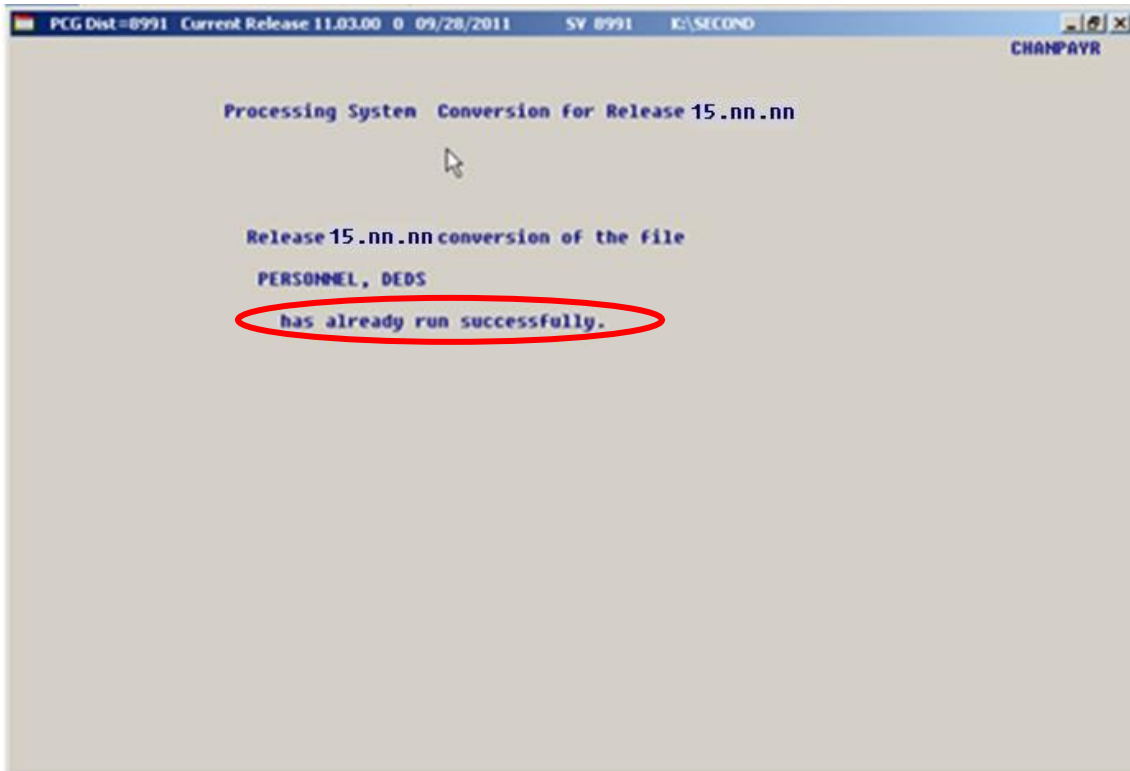
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to C3. <i>Verify Release 15.03.01 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

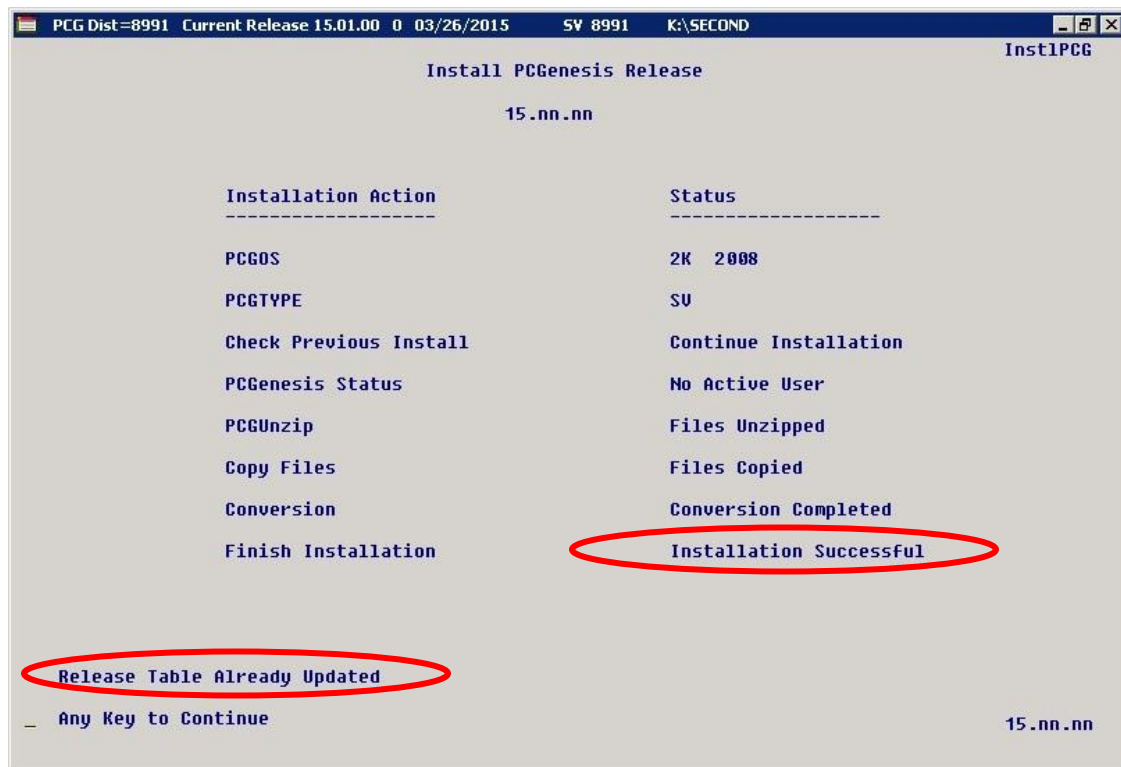


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

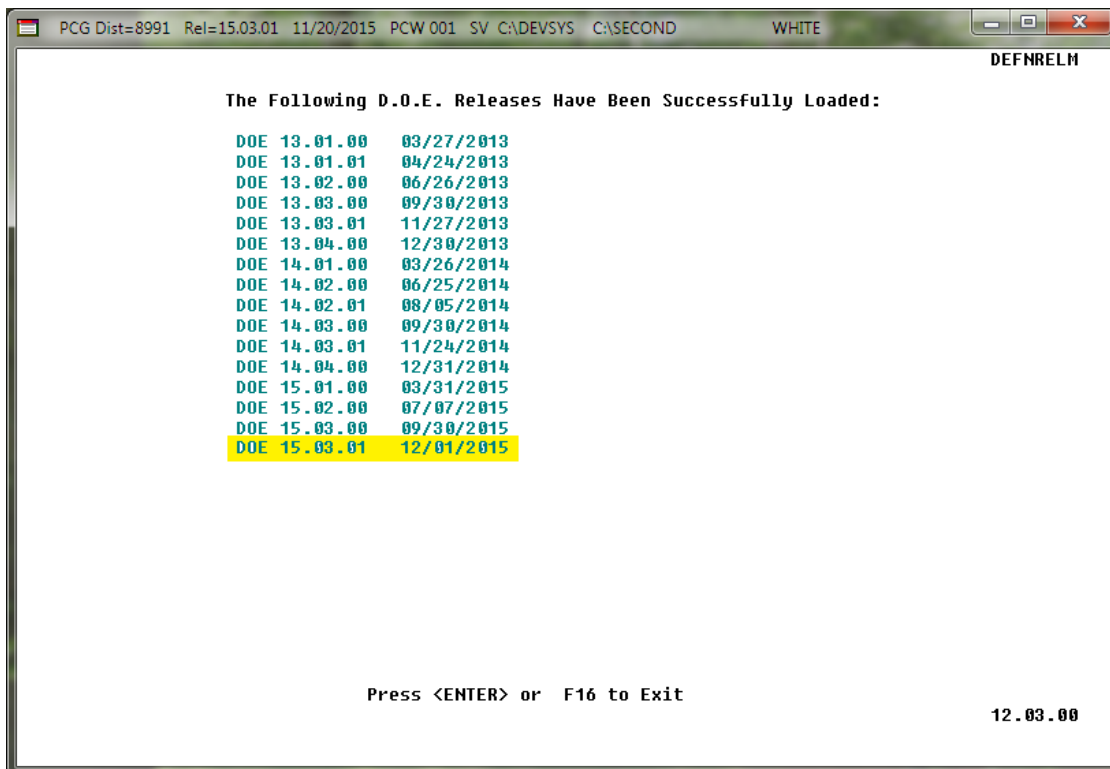


Step	Action
11	Proceed to C3. <i>Verify Release 15.03.01 Was Successfully Installed.</i>

C3. Verify Release 15.03.01 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:



Step	Action
4	Verify Release 15.03.01 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 15.03.01 displays. If Release 15.03.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

C4. Perform a PCGenesis Full Backup After Release 15.03.01 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 15.03.01 ”.





Section D: After PCGenesis Release 15.03.01 Has Been Installed

GHI employee rates effective 01/01/2016 have been loaded to the Benefit Plan/Option/Tier rate file. These rates are required for the **December payroll**. The following steps should be taken to load GHI 2016 enrollments and to prepare for the December 2015 payroll:

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically YY.03.01, where ‘YY’ is the current calendar year.
	2	Print the <i>Benefit Plan/Option/Tier Report</i> for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the <u>employee</u> premium amounts for each option and tier are correct. Refer to <i>C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report</i> in this document.
	3	Where appropriate, update the Group Health Insurance (GHI) Table with the correct <u>employer</u> contribution share. Refer to <i>PAYROLL System Operations Guide: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables</i> .
	4	Verify the State Health Benefit Plan (SHBP) system deduction setup. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup</i> .
	5	Download the State Health Benefit Plan (SHBP) Open Enrollment File from the DCH Website. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the DCH Website</i> .
	6	Import the State Health Option and Tier from the DCH File. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 5: Importing the State Health Option and Tier from the DCH File</i> .
	7	Set the State Health Benefit Plan (SHBP) deduction amounts for active (A) employees. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active (A) Employees</i> .
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 7: Grossing-Up Wages for Highly Compensated Employees</i> .

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	9	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the <i>Payroll Trial Register</i> and the <i>Trial Employer Benefit Distribution by Employee</i> reports.
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

D1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report

Step	Action
1	From the <i>Payroll System Master Menu</i> , select  (F9 – Update/Display Description/Deduction/Annuity Files Menu).
2	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> displays, select  (F9 – Print Benefit Plan/Option/Tier File).
3	On the <i>Print Benefit Plan Option Tier File</i> screen, enter 01/01/2016 and 12/31/2016 in the Print rates in effect from range fields, and select Enter . <i>PCGenesis defaults to the current date in the From: field.</i> <i>“*** Processing ***” briefly displays.</i>
4	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> redisplay To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.

D.1.1. Benefit Deduction Option and Tier Report – Example


Option Tier	Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
REPORT DATE: 11/19/2015 15:54 BENEFIT DEDUCTION OPTION AND TIER REPORT PAGE 2 Program ID: PAY27 Report of EMPLOYEE rates in effect from: 11/19/2016 To: 11/19/2016							
88	TRICARE SUPPLEMENT			Short Desc: TRISUP			
10	SINGLE COVERAGE	01/01/2013	12/31/9999	SINGLE	TRICARE SINGLE	TRICARE SGL	60.50
90	EMPLOYEE & SPOUSE	01/01/2013	12/31/9999	EESP	TRICARE EESP	TRICARE EESP	119.50
94	EMPLOYEE & CHILD(REN)	01/01/2013	12/31/9999	EECH	TRICARE EECH	TRICARE EECH	119.50
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2013	12/31/9999	FAMILY	TRICARE FAMILY	TRICARE FAM	160.50
B1	BCBS GOLD			Short Desc: BCBS GOLD			
10	SINGLE COVERAGE	01/01/2016	12/31/9999	SINGLE	BCBS GOLD SINGLE	BCBS G SINGL	158.79
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2016	12/31/9999	SINGLE/T	BCBS GOLD SINGL/T	BCBS G SGL/T	238.79
90	EMPLOYEE & SPOUSE	01/01/2016	12/31/9999	EESP	BCBS GOLD EESP	BCBS G EESP	390.23
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EESP/T	BCBS GOLD EESP/T	BCBS G EESP/T	470.23
94	EMPLOYEE & CHILD(REN)	01/01/2016	12/31/9999	EECH	BCBS GOLD EECH	BCBS G EECH	288.01
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EECH/T	BCBS GOLD EECH/T	BCBS G EECH/T	368.01
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2016	12/31/9999	FAMILY	BCBS GOLD FAMILY	BCBS G FAM	519.43
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2016	12/31/9999	FAMILY/T	BCBS GOLD FAM/T	BCBS G FAM/T	599.43
B2	BCBS SILVER			Short Desc: BCBS SILVER			
10	SINGLE COVERAGE	01/01/2016	12/31/9999	SINGLE	BCBS SILVER SINGL	BCBS S SINGL	105.33
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2016	12/31/9999	SINGLE/T	BCBS SILVER SGL/T	BCBS S SGL/T	185.33
90	EMPLOYEE & SPOUSE	01/01/2016	12/31/9999	EESP	BCBS SILVER EESP	BCBS S EESP	277.96
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EESP/T	BCBS SILVER EESP/T	BCBS S EESP/T	357.96
94	EMPLOYEE & CHILD(REN)	01/01/2016	12/31/9999	EECH	BCBS SILVER EECH	BCBS S EECH	197.12
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EECH/T	BCBS SILVER EECH/T	BCBS S EECH/T	277.12
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2016	12/31/9999	FAMILY	BCBS SILVER FAMIL	BCBS S FAM	369.74
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2016	12/31/9999	FAMILY/T	BCBS SILVER FAM/T	BCBS S FAM/T	449.74
B3	BCBS BRONZE			Short Desc: BCBS BRONZE			
10	SINGLE COVERAGE	01/01/2016	12/31/9999	SINGLE	BCBS BRONZE SINGLE	BCBS B SINGL	66.28
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2016	12/31/9999	SINGLE/T	BCBS BRONZE SGL/T	BCBS B SGL/T	146.28
90	EMPLOYEE & SPOUSE	01/01/2016	12/31/9999	EESP	BCBS BRONZE EESP	BCBS B EESP	195.96
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EESP/T	BCBS BRONZE EESP/T	BCBS B EESP/T	275.96
94	EMPLOYEE & CHILD(REN)	01/01/2016	12/31/9999	EECH	BCBS BRONZE EECH	BCBS B EECH	130.74
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EECH/T	BCBS BRONZE EECH/T	BCBS B EECH/T	210.74
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2016	12/31/9999	FAMILY	BCBS BRONZE FAMILY	BCBS B FAM	260.40
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2016	12/31/9999	FAMILY/T	BCBS BRONZE FAM/T	BCBS B FAM/T	340.40
B6	BCBS HMO			Short Desc: BCBS HMO			
10	SINGLE COVERAGE	01/01/2016	12/31/9999	SINGLE	BCBS HMO SINGLE	BCBS H SINGL	130.58
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2016	12/31/9999	SINGLE/T	BCBS HMO SGL/T	BCBS H SGL/T	210.58
90	EMPLOYEE & SPOUSE	01/01/2016	12/31/9999	EESP	BCBS HMO EESP	BCBS H EESP	330.99
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EESP/T	BCBS HMO EESP/T	BCBS H EESP/T	410.99
94	EMPLOYEE & CHILD(REN)	01/01/2016	12/31/9999	EECH	BCBS HMO EECH	BCBS H EECH	240.05
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2016	12/31/9999	EECH/T	BCBS HMO EECH/T	BCBS H EECH/T	320.05
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2016	12/31/9999	FAMILY	BCBS HMO FAMILY	BCBS H FAM	440.44
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2016	12/31/9999	FAMILY/T	BCBS HMO FAM/T	BCBS H FAM/T	520.44

CY2016 Benefit Plan Rate Updates

Appendix A: Supported 1095-C Form - Example

600116	<input type="checkbox"/> VOID	<input type="checkbox"/> CORRECTED	OMB No. 1545-0047	2015	Form 1095-C	Employer Provided Health Insurance Offer and Coverage									
Part I APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.			Part II Employee Offer and Coverage			For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Department of the Treasury – IRS									
Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c . EMPLOYEE'S name, address, ZIP postal code & country APPLICABLE LARGE EMPLOYER'S identification number (EIN) EMPLOYEE'S social security number (SSN)			Plan Start Mo. (Enter 2-digit no.):	14 Offer of Coverage (enter required code)	15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage		16 Applicable Section 4980H Safe Harbor (enter code, if applicable)								
			All 12 Months		\$										
			Jan		\$										
			Feb		\$										
			Mar		\$										
			Apr		\$										
			May		\$										
			June		\$										
			July		\$										
			Aug		\$										
Sept		\$													
Oct		\$													
Nov		\$													
Dec		\$													
Part III Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each covered individual.															
(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 mos.	(e) Months of coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17															
18															
19															
20															
21															
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Appendix B: Supported 1094-C Form - Example

Form 1094-C Department of the Treasury Internal Revenue Service		Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns Information about Form 1094-C and its separate instructions is at www.irs.gov/form1094c .		OMB No. 1545-2251 2015 12011b
Part I Applicable Large Employer Member (ALE Member)				
1 Name of ALE Member (Employer)		2 Employer identification number (EIN)		
3 Street address (including room or suite no.)				
4 City or town	5 State or province	6 Country and ZIP or foreign postal code		
7 Name of person to contact	8 Contact telephone number			
9 Name of Designated Government Entity (only if applicable)		10 Employer identification number (EIN)		
11 Street address (including room or suite no.)				
12 City or town	13 State or province	14 Country and ZIP or foreign postal code		
15 Name of person to contact	16 Contact telephone number			
For Official Use Only 				
17 Reserved				
18 Total number of Forms 1095-C submitted with this transmittal				
19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions.				
Part II ALE Member Information				
20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member				
21 Is ALE Member a member of an Aggregated ALE Group?				
If "No," do not complete Part IV.				
22 Certifications of Eligibility (select all that apply):				
<input type="checkbox"/> A. Qualifying Offer Method <input type="checkbox"/> B. Qualifying Offer Method Transition Relief <input type="checkbox"/> C. Section 4980H Transition Relief <input type="checkbox"/> D. 98% Offer Method				
Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.				
Signature		Title		
Date		Date		
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.				
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	(a) Minimum Essential Coverage Offer Indicator		(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Rollover Indicator
	Yes	No				
23 All 12 Months	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24 Jan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
25 Feb	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
26 Mar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
27 Apr	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
28 May	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
29 June	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
30 July	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
31 Aug	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32 Sept	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
33 Oct	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
34 Nov	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
35 Dec	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

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Part IV Other ALE Members of Aggregated ALE Group

Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were members at any time during the calendar year).

	Name	EIN	Name	EIN
36			51	
37			52	
38			53	
39			54	
40			55	
41			56	
42			57	
43			58	
44			59	
45			60	
46			61	
47			62	
48			63	
49			64	
50			65	

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