MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 15.04.00 – Calendar Year 2015 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 15.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2015 Payroll Completion Instructions

Install this release <u>after</u> completing the December 2015 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the January 2016 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!

Contents

Section A: Affordable Health Care Requirements

A1. ACA Reporting Deadlines Extended

Below is a link to the IRS webpage, Affordable Care Act Tax Provisions.

https://www.irs.gov/Affordable-Care-Act/Affordable-Care-Act-Tax-Provisions

Included on the webpage is a link to IRS Notice 2016-4, https://www.irs.gov/Affordable-Care-Act/Individuals-and-Families/The-Affordable-Care-Act-Whats-Trending which includes detailed information regarding **deadline extensions** for the reporting in accordance with Code Sections 6055 and 6056. This notice was released on December 28, 2015.

Please contact your attorney and/or your contracted vendor with any questions regarding the ACA reporting requirements.

A2. 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 available on the *Annual Reports Menu*, as shown below.
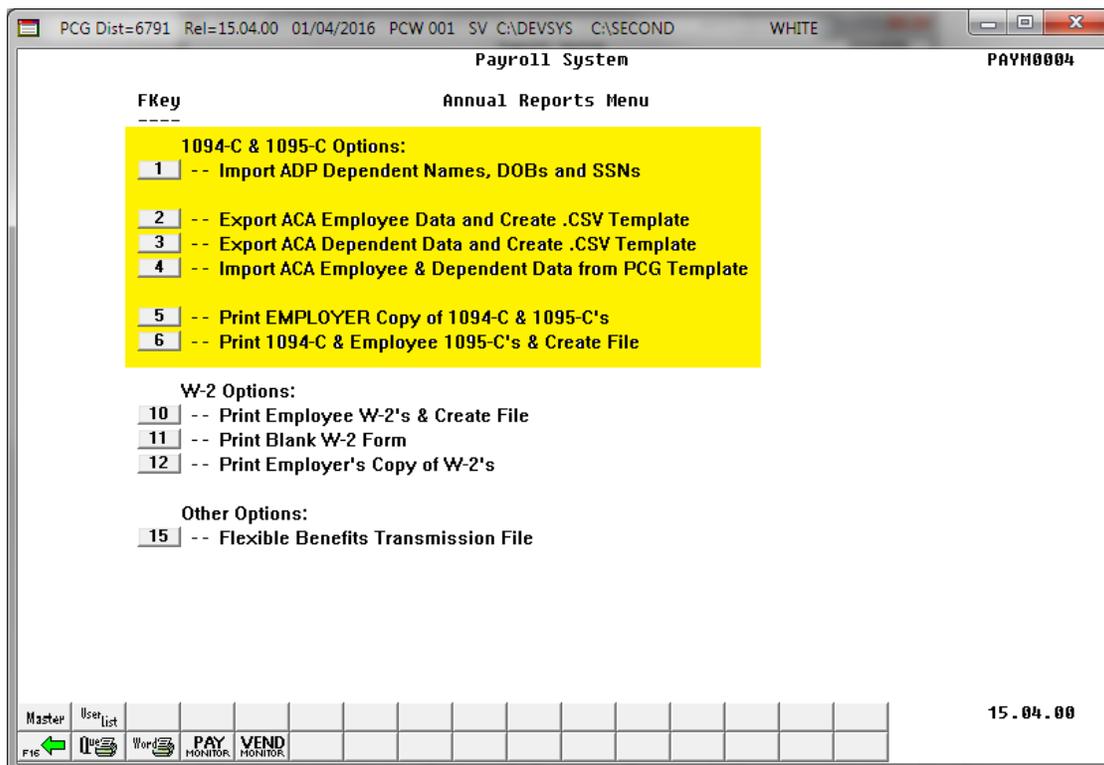
Payroll System – Annual Reports Menu

The first option on the *Annual Reports Menu* imports the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the *Update/Display ACA Dependent Data* screen (F3, F1, F4).

- **F1** reads the **ADP file** and loads 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.

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

- **F2** reads data on the *Update/Display ACA Employee Data Screen* (F3, F1, F3) and creates an export file.
- **F3** reads data on the *Update/Display ACA Dependent Data Screen* (F3, F1, F4) and creates an export file.

The next option on the *Annual Reports Menu* is a typical PCG import process.

- **F4** reads data from a .csv import file (created using **F2** and **F3** above) and loads to the *Update/Display ACA Employee Data Screen* and *Update/Display ACA Dependent Data Screen.*

The final ACA options allow the user to print both the employer and employee copies of the 1095-C forms:

- **F5** – *Print EMPLOYER Copy of 1094-C & 1095-C's*
- **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 reads the ADP file and loads 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
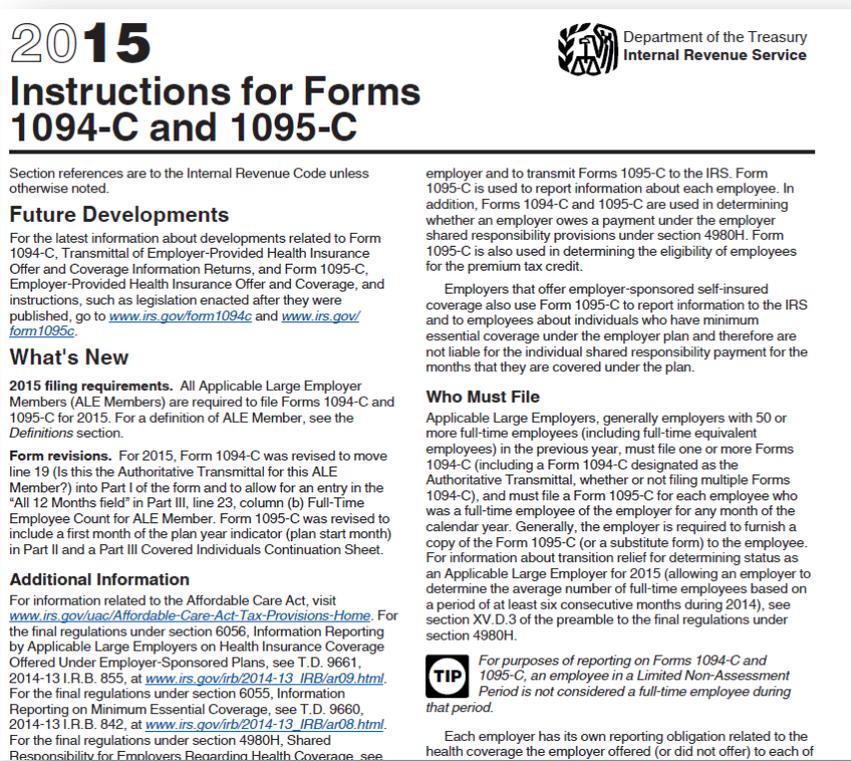
IRS Instructions for Forms 1094-C and 1095-C, Example

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 **June 30, 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 May 31, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees).

A3. Supported IRS Forms for 1094-C and 1095-C

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

PCGenesis will support the IRS <u>portrait</u> 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 <u>landscape</u> 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 <u>pre-printed</u> 1095-C forms. When ordering forms, please be sure to order the exact forms as described above.

A4. 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 registration process** 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. 2016 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2016. Also, the Federal withholding tax exemption amount for 2016 has been increased from $4,000 to $4,050. This release <u>automatically</u> updates the Federal tax tables into PCGenesis.

B1.2. New Georgia Health Insurance (GHI) Rate for Non-Certified Employees for January 2016 (for February 2016 Coverage)

In August 2015, the Board of Community Health approved the employer contribution rate increase from <u>$596.20</u> to <u>**$746.20**</u> for each enrolled employee in the Non-Certificated Plan. The new rate goes into effect on the January 2016 billing (for February coverage).

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*.
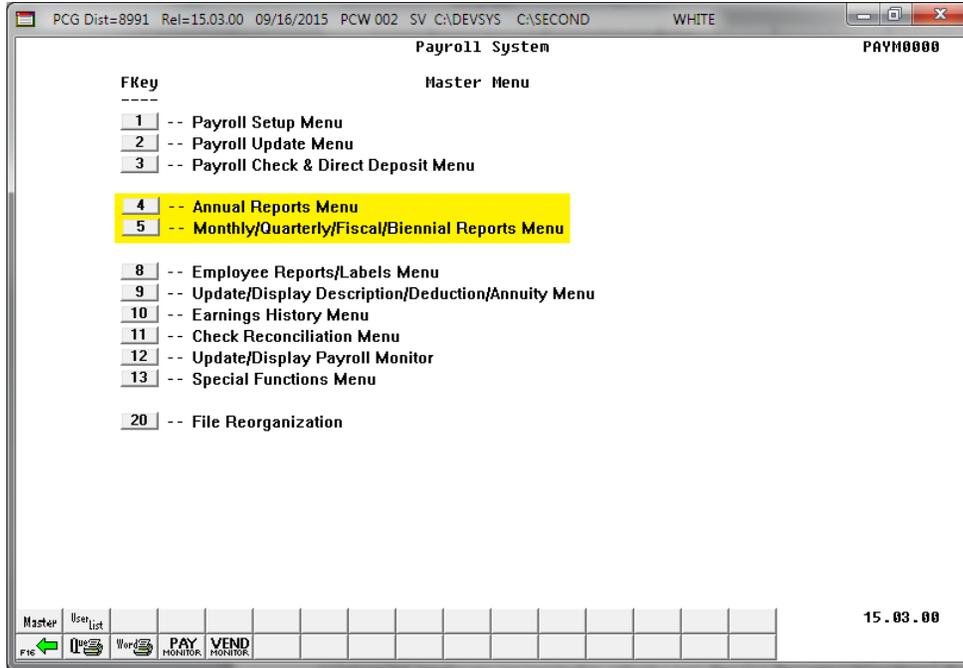
Payroll System Master Menu

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.
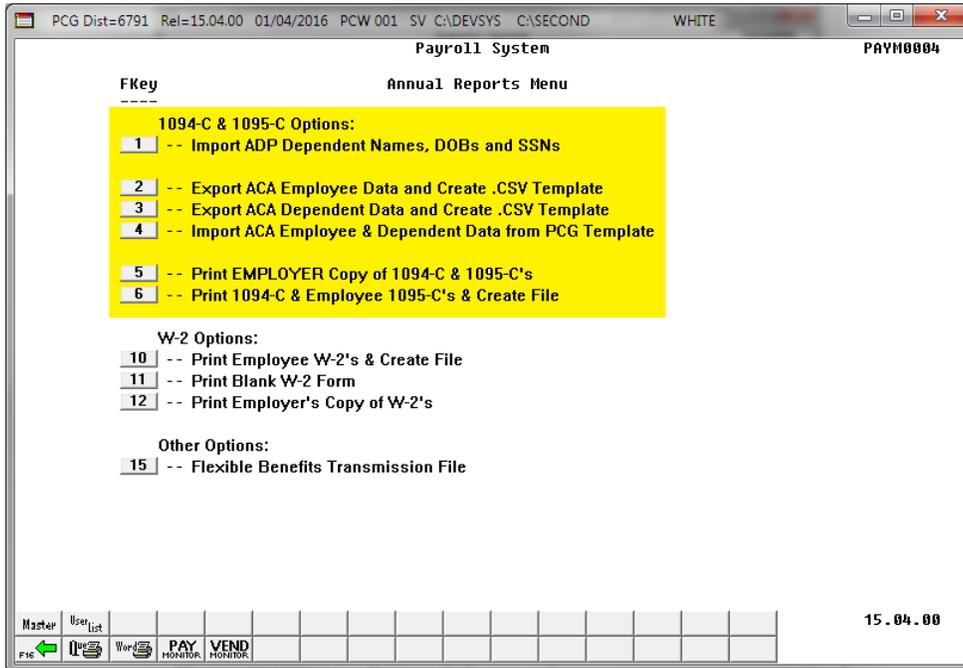
Payroll System – Annual Reports Menu

The *Payroll System - Monthly/Quarterly/Fiscal/Biennial Reports Menu* contains the options for monthly, quarterly, fiscal and biennial reports.

Payroll System – Monthly/Quarterly/Fiscal/Biennial Reports Menu

B1.4. Import ADP Dependent Names, DOBs, and SSNs

The option *to Import ADP Dependent Names, DOBs and SSNs* (F2, F4, F1) has been added to the PCGenesis *Annual Reports Menu*. This option imports the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the *Update/Display ACA Dependent Data* screen (F3, F1, F4).
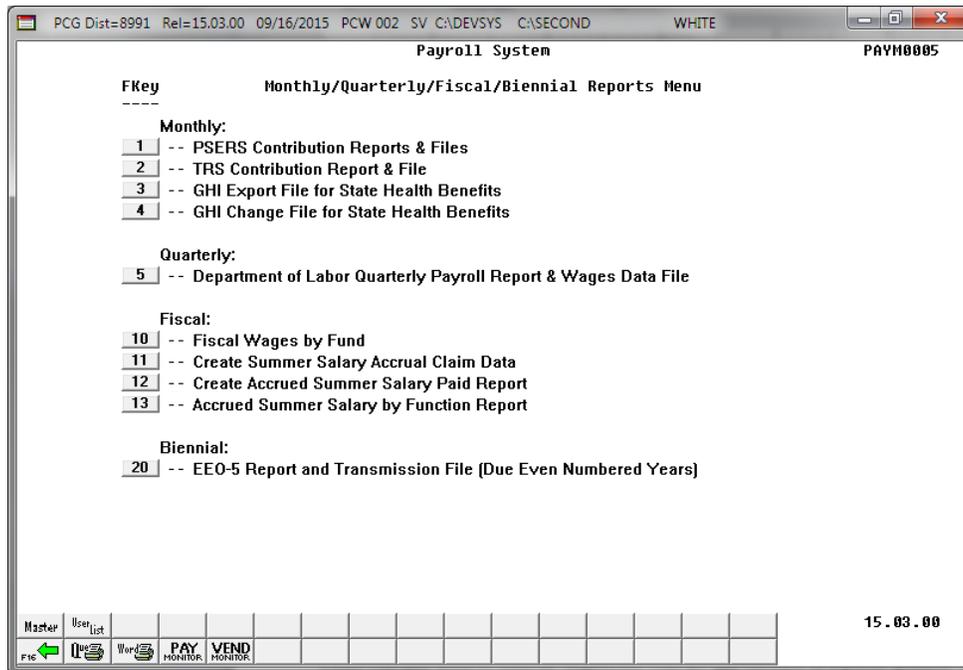
The development team has been waiting to receive the ADP file which contains the coverage information for your employees. We finally received a test data file from ADP at the end of October. The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis reads the ADP file and loads 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.

In order to load dependent names, SSN's and DOB's, the import process reads the records in the ADP .csv file which contain the key-word '**DEPENDENT**' in Column 'A'. In order to load the dependent data for the covered employee himself, the import process reads the records which contain the key-word '**SELECTED**' in Column 'A' of the .csv file, but bypasses any employee who has waived coverage. (Dependent data is only required for covered employees.)

B1.5. Export ACA Employee Data and Create .CSV Template

The option *to Export ACA Employee Data and Create .CSV Template* (F2, F4, F2) has been added to the PCGenesis *Annual Reports Menu*. This option reads data from the payroll file and from the *Update/Display ACA Employee Data* screen (F3, F1, F3) and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the *Update/Display ACA Employee Data* screen.

When the employee ACA data is exported, the records are created with the designation '**E**' for employee in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4), the '**E**' in column '**A**' of the .csv export file indicates that data is being loaded to the *Update/Display ACA Employee Data* screen.

Four options are available for exporting the ACA employee data, as shown in the screenshot below:

- Export only those employees with the **1095-C Eligible** flag equal to '**Y**' on the *Update/Display ACA Employee Data* screen.
- Export only those employees with the **1095-C Eligible** flag equal to '**N**' on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>full-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>part-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.

Export ACA Employee Data and Create .CSV Template Screen

The employee ACA data is created in the export file as follows:

Column	Field	Additional Information
A	E = Employee Record	Must be 'E'.
B	1095-C Eligible?	Must be 'Y' or 'N'
C	Employee ID	
D	Employee SSN	
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
H	Employee Last Name	
I	Employee Gender	Information only.
J – Q	Not Applicable	Not valid for employee ('E') records.
R – AD	Offer of Coverage Codes. Fill in column 'R' if the same code applies to all 12 months, or fill in columns 'S' through 'AD' individually for January through December coverage.	Must be valid Offer of Coverage Code or spaces.
AE – AQ	Lowest-Cost Monthly Premiums. Fill in column 'AE' if the same premium amount applies to all 12 months, or fill in columns 'AF' through 'AQ' individually for January through December coverage.	Must be a dollar amount or spaces/zeroes.
AR – BD	Safe Harbor Codes. Fill in column 'AR' if the same code applies to all 12 months, or fill in columns 'AS' through 'BD' individually for January through December coverage.	Must be valid Safe Harbor Code or spaces.
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

B1.6. Export ACA Dependent Data and Create .CSV Template

The option *to Export ACA Dependent Data and Create .CSV Template* (F2, F4, F3) has been added to the PCGenesis *Annual Reports Menu*. This option reads data from the payroll file and from the *Update/Display ACA Dependent Data* screen (F3, F1, F4) and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the *Update/Display ACA Dependent Data* screen.

When the dependent ACA data is exported, the records are created with the designation '**D**' for dependent in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4), the '**D**' in column '**A**' of the .csv export file indicates that data is being loaded to the *Update/Display ACA Dependent Data* screen, and will create one line per dependent/spouse.

Four options are available for exporting the ACA dependent data, as shown in the screenshot below:

- Export only those employees with the **1095-C Eligible** flag equal to '**Y**' on the *Update/Display ACA Employee Data* screen.
- Export only those employees with the **1095-C Eligible** flag equal to '**N**' on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>full-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>part-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.

Export ACA Dependent Data and Create .CSV Template Screen

The dependent ACA data is created in the export file as follows:

Column	Field	Additional Information
A	**D** = Dependent Record	Must be '**D**'.
B	1095-C Eligible?	Must be '**Y**' or '**N**'
C	Employee ID	
D	Employee SSN	
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
H	Employee Last Name	
I	Employee Gender	Information only.
J	Dependent SSN	
K	Dependent Date of Birth	
L	Dependent First Name	
M	Dependent Middle Name	
N	Dependent Last Name	
O	Dependent Gender	Must be '**M**' or '**F**'.
P	Dependent Relationship	
Q	Dependent Spouse Indicator	Must be '**Y**' or '**N**'.
R – AD	Dependent Coverage. Fill in column '**R**' if the same code applies to all 12 months, <u>or</u> fill in columns '**S**' through '**AD**' individually for January through December coverage.	Must be '**Y**' or '**N**'.
AE – AQ	Not Applicable.	Not valid for dependent ('**D**') records.
AR – BD	Not Applicable.	Not valid for dependent ('**D**') records.

Column	Field	Additional Information
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

B1.7. Import ACA Employee & Dependent Data from PCG Template

The option *to Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4) has been added to the PCGenesis *Annual Reports Menu*. With this option, payroll administrators have the ability to mass load the ACA data by importing from a spreadsheet. The PCG template can be created by using the *Export ACA Employee Data and Create .CSV Template* (F2, F4, F2) menu option or the *Export ACA Dependent Data and Create .CSV Template* (F2, F4, F3) menu option.

The new import process reads data from a .csv import file (created using **F2** and **F3** above) and loads the ACA data to the ***Update/Display ACA Employee Data*** screen (F3, F1, F3) and/or ***Update/Display ACA Dependent Data*** screen (F3, F1, F4).

When running the import process, the user selects the correct year to import. The payroll administrator also has two options for importing dependent ('D') records from the .csv file. The payroll administrator may either <u>replace</u> all dependent information in the PCGenesis system, or the payroll administrator can <u>add new</u> dependents and update only the coverage fields for existing dependents.
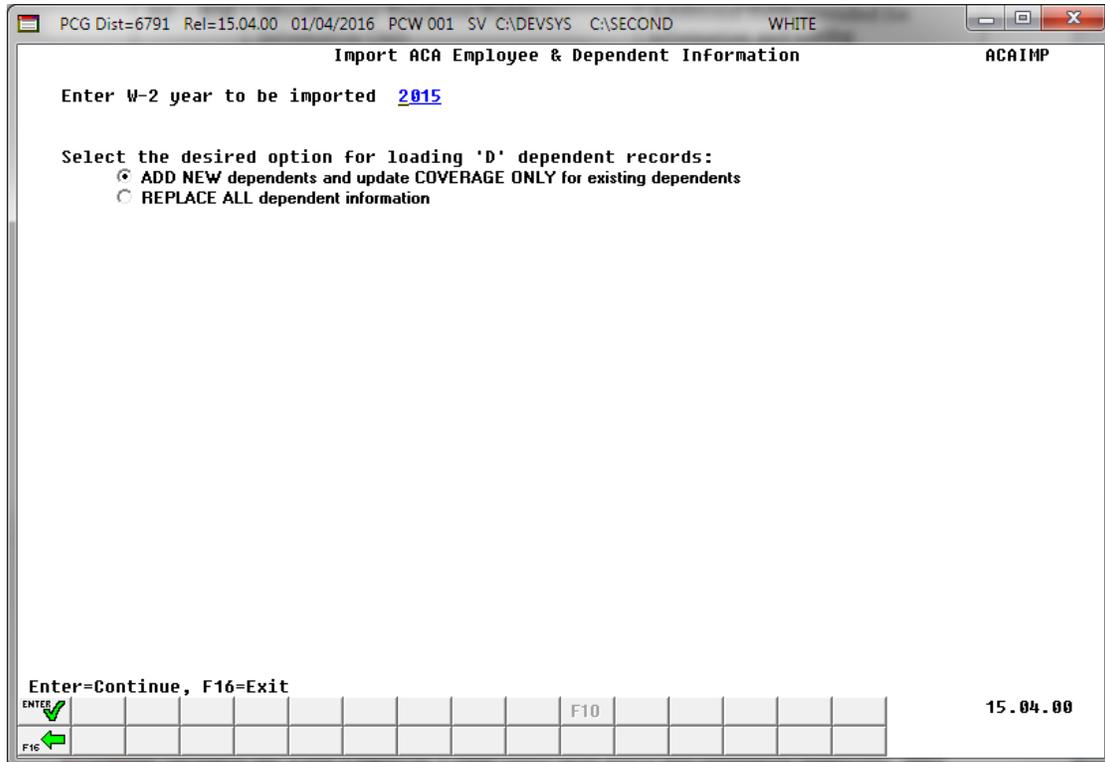
Import ACA Employee & Dependent Data from PCG Template Screen

B1.8. Print Employer Copy of 1094-C & 1095-C's

The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F5) 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**.

New options have been added for printing the employer copy of the 1095-C's. The employer report can be printed with either one employee per page or with multiple employees per page. Printing one employee per page allows the payroll administrator to generate a "draft" copy of the 1095-C statement to distribute to employees. Allowing the employees to receive a "draft" copy of their 1095-C will allow each individual to review and report any errors with their ACA data before the final IRS form 1095-C is generated for all employees.

When generating "draft" copies of the 1095-C statements, payroll administrators have the option to print the entire Social Security Number, print the last four digits of the Social Security Number, or to not print Social Security Numbers on the employer report.

Print EMPLOYER Copy of 1094-C and 1095-C's Screen

The IRS form 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 <u>number of total employees</u> 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 <u>full time</u> 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 <u>full time</u> 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 <u>which individuals are considered **full time** employees</u> per ACA legislation, 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** <u>by month</u>, the system must <u>subtract</u> 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 <u>not</u> include any employee not employed during the month, and should <u>not</u> 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, RE8NALDO            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 underline 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.

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

```
PCG Dist=8991 Rel=15.03.00 09/21/2015 PCW 001 SV C:\DEVSYS  C:\SECOND          WHITE          _ □ X
                      PRINT 1094-C AND 1095-C's AND CREATE FILE                           ACAIRSEX
 W-2 YEAR: 2015

 1094-C, PART III, COL A  1094-C, PART III, COL B  1094-C, PART III, COL C  1094-C, PART III, COL E
 MINIMUM ESSENTIAL OFFER     TOTAL FULL-TIME EMPS      TOTAL EMP COUNT        SECTION 4980H INDICATOR
                             CALCED   OVERRIDE        CALCED   OVERRIDE
 ------------------------  ------------------------  ------------------------  ------------------------
 JAN          Y                  2        2             427      427              _
 FEB          Y                  2        2             430      430              _
 MAR          Y                  2        2             430      430              _
 APR          Y                  2        2             430      430              _
 MAY          Y                  2        2             430      430              _
 JUN          Y                  2        2             430      430              _
 JUL          Y                  2        2             430      430              _
 AUG          Y                  3        3             431      431              _
 SEP          Y                  3        3             431      431              _
 OCT          Y                  3        3             432      431              _
 NOV          Y                  3        3             432      431              _
 DEC          Y                  3        3             432      431              _

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

 1094-C, PART II, LINE 22
  N   A. QUALIFYING OFFER METHOD
  N   B. QUALIFYING OFFER METHOD TRANSITION RELIEF
  N   C. SECTION 4980H TRANSITION RELIEF
  N   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
  ENTER                                                                                    15.03.00
  F16    F17   F18                                            Help
```

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.

```
   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   (b) FULL-TIME EMPLOYEE COUNT   (c) TOTAL EMPLOYEE COUNT   (e) SECTION 4980h TRANSITION
                     COVERAGE OFFER                                                                    RELIEF INDICATOR
ALL 12 MONTHS           YES

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     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     2D

PART III COVERED INDIVDUALS:    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   Y   Y   Y   Y
AB3EU-------------->, DAUGHTER 999-23-4567                          N   N   N   N   N   N   N   N   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 INDIVDUALS:    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
AB3EU-------------->, MARK---- 888-23-0456  06/01/2015              N   N   N   N   Y   Y   Y   Y   Y   Y   Y
```

Employer 1094-C and 1095-C Report

B1.9. Print 1094-C & Employee 1095-C's and Create File

The *Print 1094-C & Employee 1095-C's and Create File* (F2, F4, F6) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *Employee Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **IRS Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print the employees' **1095-C** forms.

Please note that the following options <u>are not functional</u> at this time but will be available in a future release: printing the IRS form 1094-C and creating the IRS transmission file of the 1094-C and 1095-C data.

Two options exist for reprinting the employee IRS 1095-C forms, as shown below. 1095-C printing may be restarted from the last correctly printed 1095-C (by employee's SSN) as in the case of paper jams or power failures. Additionally, PCGenesis has the ability to print up to fourteen (14) individual 1095-Cs at a time.
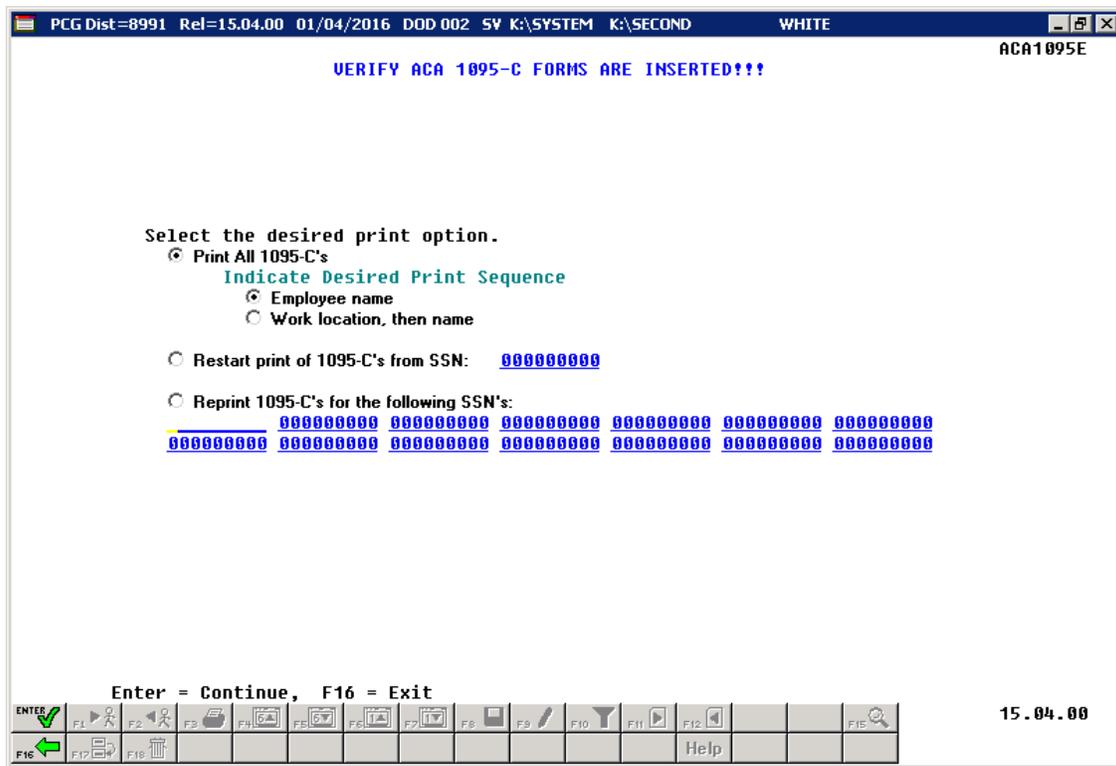
Print Employee 1095-C's

Once printing is completed, a completion screen is displayed, as shown below. It is recommended that the user saves a screen-print of the *Successful Completion* screen. Payroll administrators can use the *Successful Completion* screen to verify the results against the actual number of 1095-C's printed. Carefully verify the school district/system's totals and ensure that the total number of 1095-C's printed is correct.

```
 PCG Dist=8991  Rel=15.04.00  01/04/2016  DOD 002  SV K:\SYSTEM  K:\SECOND         WHITE            _ |B|X
                                                                                         ACA1095E
 _


                         * * *   1095-C Form Printing   * * *
                         ------ Successful Completion --------

    Print totals:
       Total employees =                          10
       Total 1095-C's =                           11

       Total employees with one 1095-C =           9
       Total employees with two 1095-C's =         1    (Multiple 1095-C forms may be printed for
       Total employees with three 1095-C's =       0     employees with more than 18 dependents.)


    Total 1095-C employees on file:
       Total number of 1095-C employees =         10










                              ENTER or F16 to Exit                            15.04.00
```

Print Employee 1095-C's – Final Screen

B2. Personnel System

B2.1. Update/Display Affordable Care Act (ACA) Employee Data

The GaDOE is pleased to announce support for Affordable Healthcare Act (ACA) compliance, with an eye towards producing IRS forms 1094-C and 1095-C. To this end, two new employee maintenance screens have been added to PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* (F3, F1, F3) and *Update/Display ACA Dependent Data* (F3, F1, F4).

The *Update/Display ACA Employee Data* (F3, F1, F3) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage. The data must be entered on the *Update/Display ACA Employee Data* screen, or the payroll administrator may import the employee ACA data as described in *Section B1.7. Import ACA Employee & Dependent Data from PCG Template*.

It is the sole responsibility of the LUA officials to determine which individuals are considered full time employees and the correct codes for those full time employees as related to health insurance offers and coverage. The **1095-C Eligible** field on the *Update/Display ACA Employee Data* screen indicates to the system whether the employee is considered full-time based upon IRS ACA legislation. A '**Y**' (Yes) value in the **1095-C Eligible** field indicates that the system will print a 1095-C for the employee.

PCGenesis Update/Display ACA Employee Data Screen

B2.2. Update/Display Affordable Care Act (ACA) Dependent Data

The GaDOE is pleased to announce support for Affordable Healthcare Act (ACA) compliance, with an eye towards producing IRS forms 1094-C and 1095-C. To this end, two new employee maintenance screens have been added to PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* (F3, F1, F3) and *Update/Display ACA Dependent Data* (F3, F1, F4).

The *Update/Display ACA Dependent Data* (F3, F1, F4) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Some of the data on the *Update/Display ACA Dependent Data* screen will be populated from the SHBP/ADP file-feed as described in *Section B1.4. Import ADP Dependent Names, DOBs, and SSNs*. For **GHI-eligible employees** who are <u>offered</u> coverage through SHBP, districts will receive a file-feed from SHBP/ADP. This transmission file from SHBP/ADP will contain the necessary information to populate the dependents' names, date of births, and social security numbers on the *Update/Display ACA Dependent Data* screen for those GHI-eligible employees.

The dependent <u>coverage</u> data must be entered on the *Update/Display ACA Dependent Data* screen, or the payroll administrator may import the employee ACA data as described in *Section B1.7. Import ACA Employee & Dependent Data from PCG Template*.

<mark>Any full-time employee who is **not** offered coverage through SHBP does <u>not</u> report dependent information on the 1095-C form.</mark> It is not necessary to enter any dependent information for employees who are <u>not</u> offered health insurance coverage by the LUA.

PCGenesis Update/Display ACA Dependent Data Screen

B2.3. 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.

Affordable Healthcare Worksheet

Section C: Installation Instructions for Release 15.04.00 Software

C1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 15.04.00* 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 15.04.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
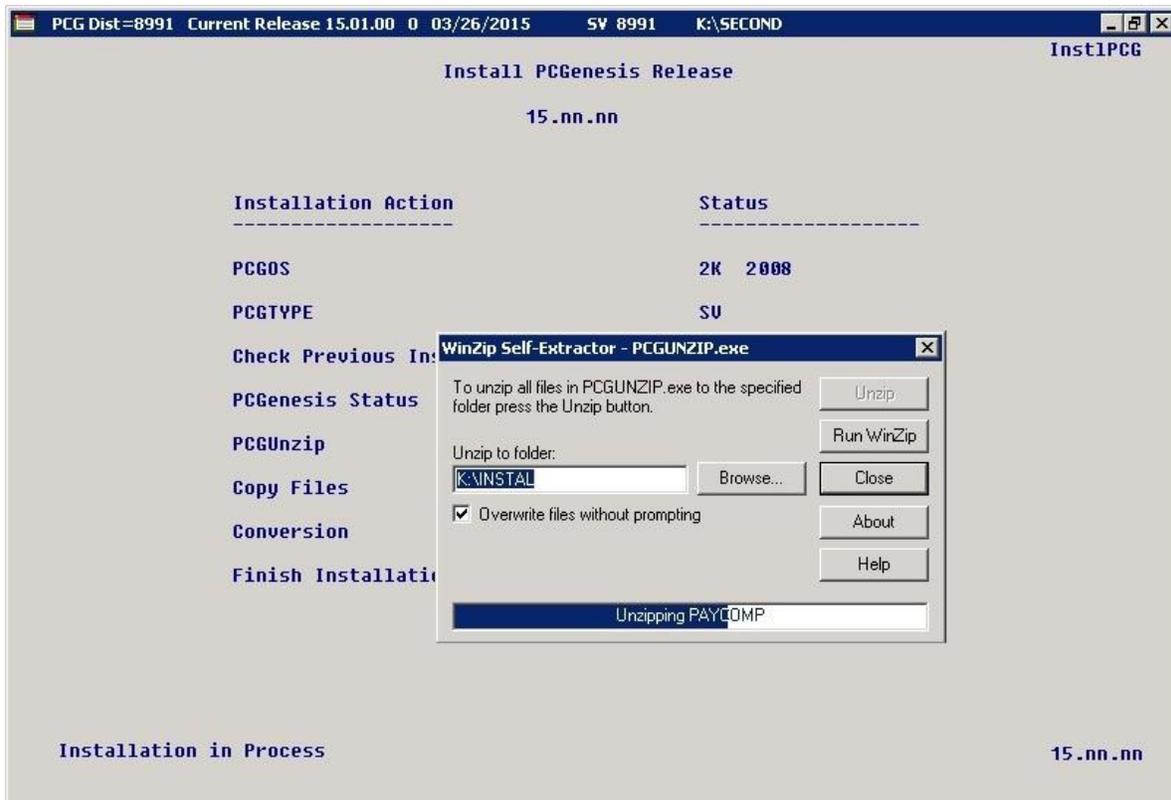
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 15.04.00"**.
5	Proceed to *C2. Install PCGenesis Release 15.04.00.*

C2. Install PCGenesis Release 15.04.00

<u>*FROM THE PCGENESIS SERVER*</u>

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. *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.*
5	Double-click **RELINSTL.BAT** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 15.04.00* successful installations, the following message displays:
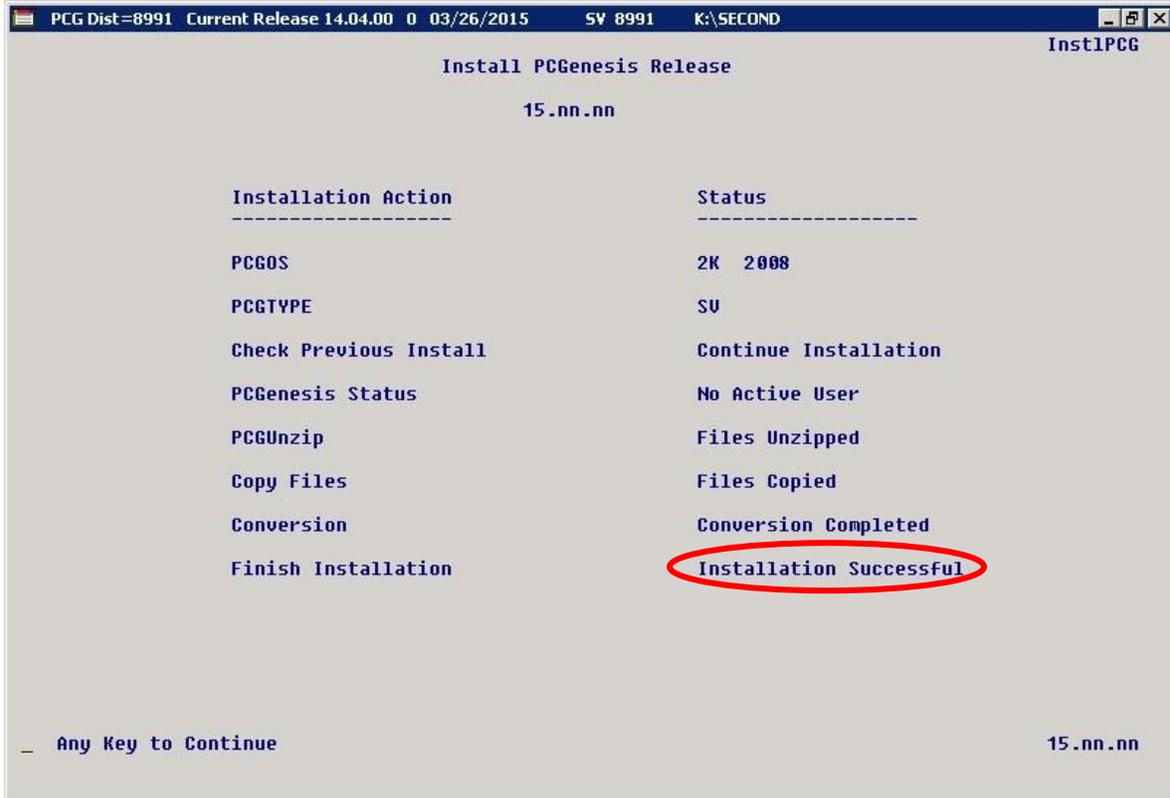
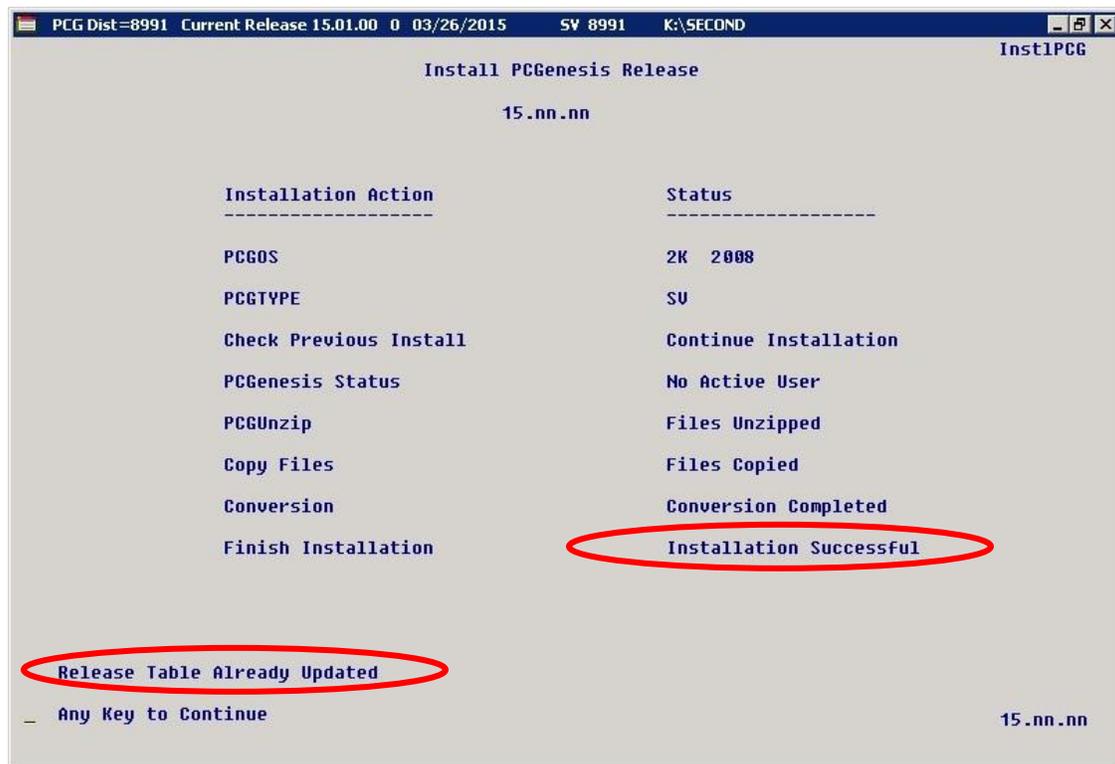| Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *C3. Verify Release 15.04.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:
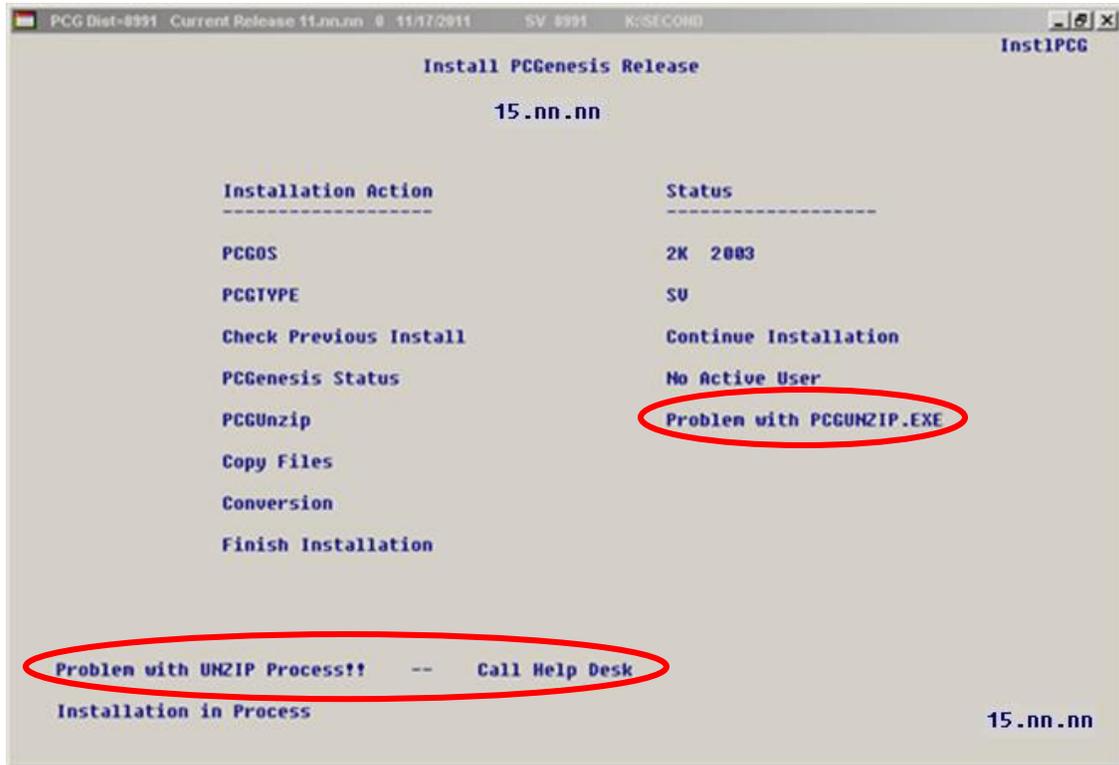
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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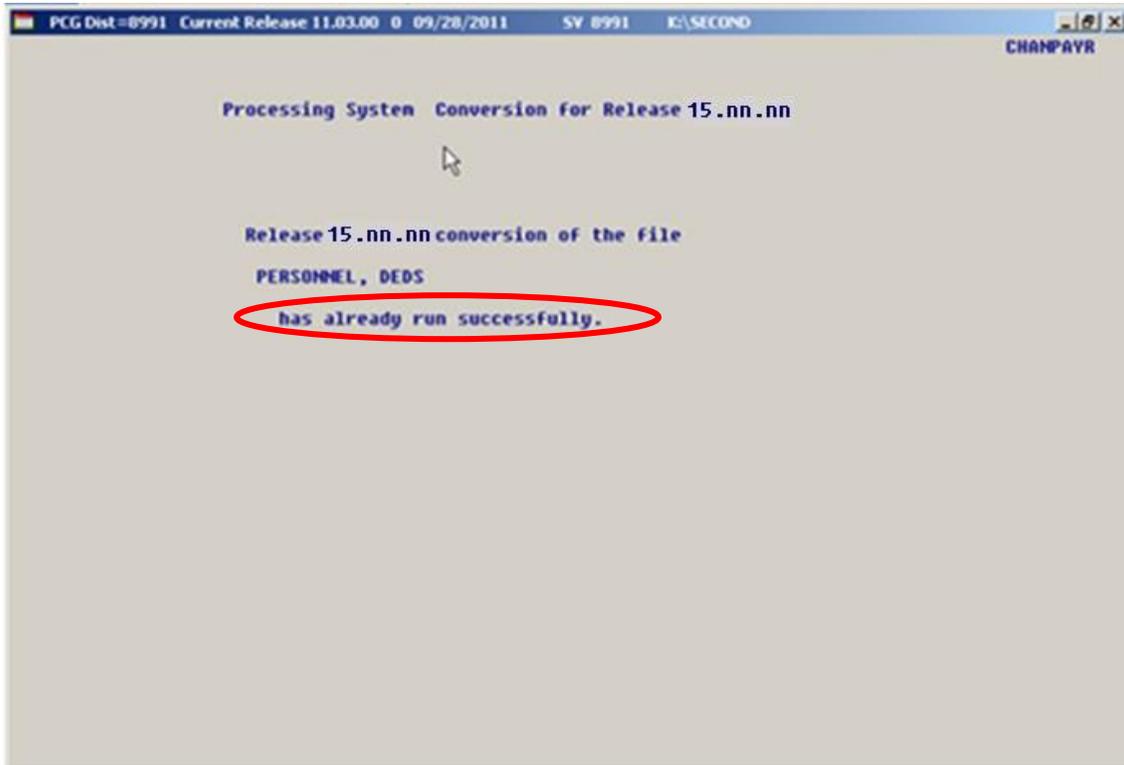
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

Step	Action
11	Proceed to *C3. Verify Release 15.04.00 Was Successfully Installed.*

C3. Verify Release 15.04.00 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu,* select ___30___ (**F30** - System Utilities).
3	From the *System Utilities Menu*, select ___17___ (**F17 -** Display Current Release Number).

The following screen displays:

Step	Action
4	Verify **Release 15.04.00** displays.
	*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 15.04.00** displays.*
	If Release 15.04.00 does not display, contact the Technology Management Customer Support Center *for assistance.*
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 15.04.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* 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 15.04.00"**.

Section D: After PCGenesis Release 15.04.00 Has Been Installed

D1. Calendar Year 2015 Year-End Closing Procedures Checklist

✓	Step	Action
**Contact the Technology Management Customer Support Center for assistance as needed.**		

✓	Step	Action
		Contact the Technology Management Customer Support Center for assistance as needed.
		Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.
✓	**Step**	**Action**
		AFTER the last Calendar Year 2015 payroll. BEFORE the first Calendar Year 2016 payroll.
		PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule
	1	Set up the Pay Schedules for the new calendar year. (F2, F13, F1) *Do not set up for payroll before performing this procedure.*
		PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record
	2	Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) *Do not set up for payroll before performing this procedure.*
		PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables (F2, F13, F3)
	3	Where appropriate, update the Federal Income Tax (FIT) Tables.
	4	Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
	5	Where appropriate, update the Employee's Retirement System (ERS) Table is correct.
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
	7	Where appropriate, update the Group Health Insurance (GHI) Table.
	8	Where appropriate, update the State Income Tax (SIT) Table.
	9	Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables.
		PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing
	10	Reset Employee Calendar Year-to-Date Amounts to Zero (0). (F2, F13, F5, F1)

PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing		
	11	Process calendar year 2015 W-2 statements. (F2, F4, F10)
	12	Process calendar year 2015 1095-C statements. (F2, F4, F6)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.		
	13	Process calendar year 2015 Form 1099-MISC Statements. (F1, F12, F10, F10)

Appendix A: Supported 1095-C Form - Example

600116 ☐ VOID ☐ CORRECTED OMB No. 1545-2251 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

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		$	

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)

For Privacy Act and Paperwork Reduction Act Notice, see separate Instructions.

Department of the Treasury – IRS

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															
22															
23															
24															
25															
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27															
28															
29															
30															
31															
32															
33															
34															

L1095CALT18

Form **1095C** (2015)

Appendix B: Supported 1094-C Form - Example

Form 1094-C (2015)

Part III   ALE Member Information—Monthly

	(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 Relief Indicator
	Yes	No				
23 All 12 Months	☐	☐			☐	
24 Jan	☐	☐			☐	
25 Feb	☐	☐			☐	
26 Mar	☐	☐			☐	
27 Apr	☐	☐			☐	
28 May	☐	☐			☐	
29 June	☐	☐			☐	
30 July	☐	☐			☐	
31 Aug	☐	☐			☐	
32 Sept	☐	☐			☐	
33 Oct	☐	☐			☐	
34 Nov	☐	☐			☐	
35 Dec	☐	☐			☐	

L1094CP2

36-1004130

Form **1094-C** (2015)

120210

Page 2

Form 1094-C (2015)

120315

Page 3

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			

L1094CP3

36-1004130

Form **1094-C** (2015)