



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

GEORGIA DEPARTMENT OF EDUCATION
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS
TWIN TOWERS EAST
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011 FAX: (404) 651-5006

<http://www.gadoe.org/>

MEMORANDUM

TO: PCGenesis System Administrators
FROM: Steven Roache, Senior Information Systems Manager
SUBJECT: 2022 SHBP Employee Premiums

PCGenesis supporting documentation is provided at:

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

2022 SHBP Employee Premiums

The employee premiums for Plan Year 2022 have not changed from 2021. Therefore, a PCGenesis release is not necessary for SHBP Plan Year 2022 employee premiums. No further action is required to install 2022 employee premiums.

Section A: Setting up GHI Employee Rates for December 2021 Payroll

GHI employee rates effective 01/01/2022 are loaded in the *Benefit Plan/Option/Tier rate file*. These rates are required for the **December payroll**. The following steps should be taken to load GHI 2022 enrollments and to prepare for the December 2021 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. NOTE: No release installation is required for Plan Year 2022.
	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 employee premium amounts for each option and tier are correct. (F2, F9, F9) Refer to <i>PAYROLL: Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report.</i>
	3	Where appropriate, update the <i>Group Health Insurance (GHI) Table</i> with the correct employer contribution share. (F2, F13, F3, F7) Refer to <i>PAYROLL: 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 <i>State Health Benefit Plan (SHBP)</i> system deduction setup. (F2, F9, F5) Refer to <i>PCGenesis Personnel System Operations Guide, Section D: Special Functions, Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup.</i>
	5	Download the <i>State Health Benefit Plan (SHBP) Open Enrollment File</i> from the ADP Website. Refer to <i>PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website.</i>
Complete Steps 6 – 10 AFTER completing all November payrolls		
	6	Import the <i>State Health Option and Tier</i> from the ADP File. (F3, F13, F6) Refer to <i>PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 5: Importing the State Health Option and Tier from the DCH File.</i>

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	7	Set the <i>State Health Benefit Plan (SHBP)</i> deduction amounts for active employees. Run the procedure in Trial mode first, but don't forget to run in Final mode second. Enter the date as 01/01/22 . (F3, F13, F8) Refer to <i>PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees.</i>
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to <i>PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 7: Grossing-Up Wages for Highly Compensated Employees.</i>
	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. (F2, F3, F3)
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.