GEORGIA DEPARTMENT OF EDUCATION

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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 22.04.00 – Calendar Year 2022 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 22.04.00*.

PCGenesis supporting documentation is provided at:

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

==December, 2022 Payroll Completion Instructions==

Install this release <u>after</u> completing the December 2022 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the January 2023 payroll.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail 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: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Conversion of ACA1095 and DEPENDS to PCGenesisDB SQL Server Database Tables

The GaDOE is happy to announce a major upgrade of PCGenesis. Release 22.04.00 continues the conversion of PCGenesis Vision data into *SQL Server* database tables. The migration of PCGenesis to a *SQL Server* database platform is a major undertaking, but a step that it is imperative to take for the longevity of the product.

Today, the PCGenesis data is stored in VISION files which are indexed, flat files, and are proprietary to *MicroFocus*. Nothing other than *MicroFocus ACUCOBOL* can access the data from VISION files. VISION files represent very old technology. *SQL Server* is a relational database management system (RDBMS). Relational databases are faster, more efficient and more powerful than VISION files. The database name is **PCGenesisDB**.

In release 22.04.00, the following 2 files associated with the payroll/personnel system are being converted into the *SQL Server* database tables:

Vision File Name	SQL Database Table Name	Description
PERDATA**ACA1095**	PAY. ACA_Employee_1095	Affordable Care Act (ACA) data for payroll employees
PERDATA**DEPENDS**	PAY. ACA_Dependent_1095	Affordable Care Act (ACA) dependent data for payroll employees

Converting PCGenesis into a relational database management system (RDBMS) is a very, very big project. We estimate that it may take several years to convert the software. During that timeframe, major enhancements to PCGenesis will be very limited. However, legislative requirements and ongoing maintenance will always be addressed even during the conversion process.

The PCGenesis database is in the following location for **Windows Server 2012, 2016, 2019 or 2022**:

- K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB.mdf**
- K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA\ **PCGenesisDB_log.ldf**

Why go to all the trouble of converting the old VISION data files? First, updating the data files allows us to implement far better transaction processing. Today, we have problems with data reliability. Today, if a posting process is interrupted because of a power failure, or network hiccup, half of the PCGenesis data files may be updated (for instance the RECEIPT file) and half of the files may not be updated (for instance the AUDIT file). This requires a data repair!!

Second, we can modernize the PCGenesis data structures and allow access to the data from programs other than COBOL programs. This means that as COBOL programmers retire, the data will be accessible to more modern programming languages such as C#, Java, Crystal Reports, etc., and a new generation of programmers will more easily take over maintenance of the product.

The upgrade to *MicroFocus Extend 10* in September of 2016 came with the ability to execute SQL code from within PCGenesis COBOL programs. This feature is called ***AcuSQL***. Having ***AcuSQL*** bundled in with the *MicroFocus Extend 10* runtime allows the Ga DOE to make use of database technology at no extra cost. Industry standard database support is now included in the *MicroFocus Extend 10 ACUCOBOL* runtime product.

A2. Payroll System

A2.1. 2023 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2023. The FICA wage limit has increased to $160,200 for 2023. This release underlined automatically updates the PCGenesis FICA tables.

The Federal withholding tax parameters and wage brackets have been updated for calendar year 2023. The **Federal Exemption Amount** remains the same at $4,300. The **2020 W-4 Married Exemption Amount** remains the same at $12,900. The **2020 W-4 Married Single Amount** remains the same at $8,600. This release automatically updates the 2023 Federal withholding tax tables into PCGenesis.

Refer to *Appendix D: Reprint of IRS Publication 15-T for 2023* in this document for additional information on Federal tax withholding formulas and tables.

A2.2. PCGenesis Software ID for 2022 ACA Reporting to the IRS

IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) Processing Year 2023 contains general and program specific testing information for use with ACA Assurance Testing System (AATS). AATS refers to both the process and the system used to test software and electronic transmissions prior to accepting forms into the Production AIR System. Software Developers must pass IRS AATS scenarios for the forms and tax year that the software package will support. *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2023)* can be viewed at the following link: https://www.irs.gov/pub/irs-pdf/p5164.pdf .

According to *IRS Publication 5164*, Software Developers need a new Software ID for each tax year and each ACA Information Return Type they support. The software information must be updated yearly on the ACA Application for TCC. Annual AATS testing is required for Software Developers.

NOTE: At the time of this release, the PCGenesis development team has recertified the PCGenesis application for ACA reporting.

A2.3. Applying for a TCC ID for the IRS AIR System

The IRS system that accepts ACA file transmissions, the AIR system, 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.

NOTE: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2021 should already have <u>two</u> individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must <u>not</u> let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

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. <u>Please screenshot the answers to these security questions</u>.

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.

<u>Advice</u>: 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.

A2.4. Submitting ACA Test Files to the IRS for First-Time Users

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2023)*. This IRS publication can be viewed at the following link: https://www.irs.gov/pub/irs-pdf/p5164.pdf .

NOTE: According to *IRS Publication 5164*, transmitters (Georgia school districts and RESAs) are required to complete communication testing to transmit information returns to the IRS only for the <u>first year</u> in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2021 will NOT need to redo the ACA test file submissions in 2022 for 2022 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For <u>first-time</u> users of the PCGenesis ACA software, this step must be completed before production ACA files can be submitted to the IRS.

Transmitters and Issuers must use approved software to perform a communications test with the IRS for ACA reporting. PCGenesis is an approved software package for submission of 1095-C forms. Issuers are only required to successfully complete the communication test <u>once</u>.

Why Is Testing Required?

The purpose of required testing prior to Production is to ensure that:

- The IRS can receive and process the electronic information returns.
- Software Developers, Transmitters, and Issuers can send electronic information returns and retrieve Acknowledgments.
- Software Developers, Transmitters, and Issuers use the correct format and electronic filing specifications for the AIR system.

Action Required:

Any PCGenesis School District or RESA that will be submitting ACA XML test transmission files to the IRS must access the GaDOE documentation website at:

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

to obtain the instructions for submitting the test files. Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS* for detailed instructions.

PCGenesis supplies the two XML files which are required for testing. The two files have the following naming conventions and can be found in the **K:\SECOND\PERDATA** directory:

1   `MANIFEST_1094C_Request_`**`xxxxx_`** **`2022`**`1114T010101002Z.xml`

2   `1094C_Request_`**`xxxxx_`** **`2022`**`1114T010101002Z.xml`

Where: **xxxxx** represents the school district's **TCC ID**.

The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**. Then, the user must follow the instructions in the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS, Section A2. Uploading Test .xml Files to the IRS Website* of the PCGenesis documentation.

Your site will not be able submit your regular production ACA 1095-C transmission files to the IRS until your TCC ID has passed the communications step.

A2.5. Calendar Year 2022 and 2023 W-2 Form Processing

Calendar year 2022 Internal Revenue Service (IRS) W-2 forms have not changed from 2021. However, the mailing envelope for the 2022 W-2 form has changed; the window for the employee address has moved to the left margin of the envelope. As a result, the employee address fields print in a different location based upon whether the school district is using a self-seal W-2 form or a non-self-seal W-2 form.

The self-seal W-2 form has not changed the location of any address fields printed on the form. The non-self-seal W-2 form now prints both the return address and the employee address *at the top of the form, on the left-hand side*, and when the non-self-seal form is folded into the 'Z' configuration, these addresses at the top of the form display in the envelope window correctly. This is a change from prior years.

The *Print Employee W-2's & Create File* (F2, F4, F10) procedure has been updated so that the user can indicate the type of W-2 form being used for printing, as shown in the screenshot below.

W-2 Print Options Screen

Also, the installation of Release 22.04.00 makes calendar year **2023** W-2 forms available for employees terminating and requesting W-2's for calendar year 2023. The 2023 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A2.6. Add New Employee

The *Add New Employee* (F2, F2, F1) screen has been updated to accommodate the **Background Check Date** field for a new employee, as shown below.

Add New Employee – Screen 1

A2.7. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option on the *Payroll Export/Import Menu* has been updated to import the following four new employee fields:

- **EEO-5 Job Code**: The employee's EEO-5 job code.
- **Background Check Date**: The date of the employee's last background check.
- **Local Salary**: The employee's locally funded earnings supplement.
- **Other Salary**: The annual salary the employee receives in addition to State of Georgia and local earnings supplements.

Two updated templates have been added to the PCGenesis documentation website, and payroll administrators should be sure to download the most up-to-date templates from the website before using the *Import New Employees* option. The updated templates are the *PCGenesis New Single Employee Template* and the *PCGenesis New Multiple Employees Template* and are located at the website below:

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Payroll-System-Operations-Guide.aspx

When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:

Import File Type?   ⦿ Muliple Files, One Employee Per File
                     ○ One File, Multiple Employees

The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCG_New_One_Employee.xlsx* template in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select ⬚ **F17** (Import new employee data) to import the data from a comma-delimited file. If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.

2. A batch process has been provided which loads multiple single-employee import files at the same time. This process will read a <u>directory</u> which contains multiple single-employee import files (using the *PCG_New_One_Employee.xlsx* template) and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

3. A new batch process has been added which loads multiple employees from <u>one</u> file using the *PCG_New_Multi_Employees.xlsx* template. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process creates new employees when all data passes the edits, and no errors exist.

A2.8. ACA1095 File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA***ACA1095** is converted into the *SQL Server* database table ***PAY. ACA_Employee_1095***. This table stores the Affordable Care Act (ACA) data for payroll employees.

A2.9. DEPENDS File Converted to Database Table

The VISION indexed file *K:\SECOND\PERDATA***DEPENDS** is converted into the *SQL Server* database table ***PAY. ACA_Dependent_1095***. This table stores the Affordable Care Act (ACA) dependent data for payroll employees.

A2.10. Print Employee's Earnings History

A problem has been corrected with the *Print Employee's Earnings History* (F2, F10, F3) procedure. Before, if a user tried to print the earnings history for two different employees, one after the other, a critical SQL error would occur: "*Invalid Cursor State*". This problem has been corrected.

A2.11. Update/Display Garnishment Vendor Data

A problem has been corrected with the *Update/Display Garnishment Vendor Data* (F2, F2, F10) procedure. Before, if a user tried to delete more than one garnishment vendor at the same time, a critical SQL error would occur: "*The UPDATE statement conflicted with the FOREIGN KEY constraint*". This problem has been corrected.

A2.12. Enter Voided Check/Direct Deposit from Previous Pay

A problem has been corrected with the *Enter Voided Check/Direct Deposit from Previous Pay* (F2, F3, F9, F11) procedure. Before, an SQL error, "*GL Account Not Valid*", might occur when entering a VOID payroll check from a prior period, with a void date in a new fiscal year. When the GL account **fiscal year** is changed to the current fiscal year, there is the possibility that the budget account no longer exists in the General Ledger. Therefore, an edit has been added which validates the newly generated account numbers. If an account doesn't exist in the GL, a message is displayed indicating, "*All accts must be valid. Create invalid accts in GL.* ". The user will not be able to create the VOID until the appropriate GL account is entered into the financial system.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Receipt Entry

Release 22.03.00 caused a performance problem when entering receipts into the PCGenesis system (F1, F7, F1)**.** After release 22.03.00 was installed, entering receipts was very, very slow. Release 22.04.00 automatically updates the indices of the *FAR.Receipt_Detail* table to improve the performance of receipt processing.

A4. Personnel System

A4.1. Import Enhanced Leave Data from CVS

A problem has been corrected with the *Import Leave Input Data from CSV* procedure in the *Enhanced Leave System* (F3, F4, F2, F2). Before, the import process was not importing substitute data for the absent employees. This problem has been corrected.

A5. Certified/Classified Personnel Information (CPI) System

A5.1. Employment Basis Fields in CPI

A problem has been corrected with the **Employment Basis** fields in the *CPI System*, caused by release 22.03.00. Before, the employment basis fields in CPI were dropping the hundredth digit when updating employee records. This problem has been corrected.

A5.2. Print Certified/Classified Employee Error List

A problem has been corrected with the *Print Certified/Classified Employee Error List* report (F4, F7, F6). Terminated employees were incorrectly being flagged with the error message, "*EC025 NO CERTIFICATE FOUND FOR CERTIFIED EMPLOYEE*". The program has been updated to not check certificates for terminated employees to avoid these meaningless error messages.

A6. Budget System

A6.1. Budget System Checklist

A *Budget System Checklist* has been added to the *Budget Systems Operation Guide* located on the PCGenesis documentation website. The checklist provides a step-by-step procedure for preparing the employee data, for "playing in the SANDBOX", and for finalizing the budget. The *Budget System Checklist* is located on this web page: Budget System Operations Guide (gadoe.org)

Section B: Installation Instructions for Release 22.04.00 Software

B1. Perform a PCGenesis Full Backup

Proceed to section *B2. Verify Windows Security Group GENUSERS* in this document if these two conditions are met:

1. The prior evening's full system backup of the entire **K:** drive was successful.
    – In addition to its current labeling, also label the prior evening's backup media as **"Data Backup Prior to Release 22.04.00"**.
    – Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

Otherwise, continue with the instructions in section *B1. Perform a PCGenesis Full Backup* if these two conditions are not met.

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the entire **K:** PCGenesis disk drive or else the backup will not run to completion.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup Prior to Release 22.04.00"**.
5	**Start the SQL Express Service**: SQLEXPRESSPCG must be running before starting the release installation. If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation. If you run a full backup prior to installing the release and *SQL Server* has been stopped, the following commands can be executed to restart **SQLEXPRESSPCG**. • The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services. • **NET START MSSQL$SQLEXPRESSPCG**
6	Proceed to *B2. Verify Windows Security Group GENUSERS*.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 22.04.00 release.

Operating System Requirements for the PCGenesis Database

1. Prior to release 19.01.00, the PCGenesis document *New Server Installation Checklist* recommended setting up **GENUSERS** as the Windows Server security group for all PCGenesis users, but this requirement was not enforced. Please refer to *Page 2*, *Step 4* in the following document:

   http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

   Starting with release 19.01.00, the security user group GENUSERS is now required.

2. Please forward this notice to your IT support team and ask them to verify the setup of **GENUSERS** on your PCGenesis Windows Server. If **GENUSERS** is not the current security group for PCGenesis users, please have the IT staff set up **GENUSERS** as directed in the document referenced above.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

To Login to the MyGaDOE portal please follow this link: https://portal.doe.k12.ga.us/Login.aspx
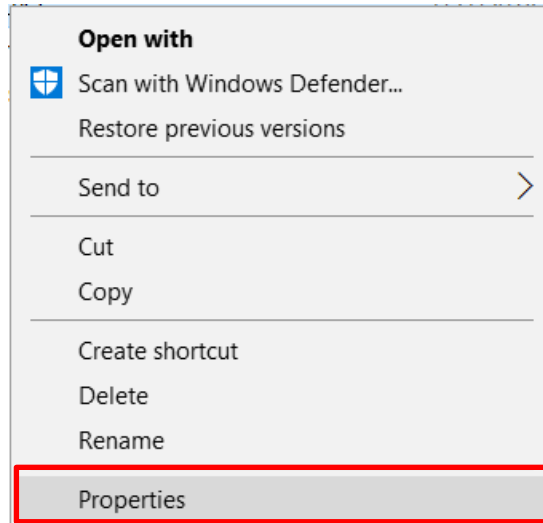
B3. Install PCGenesis Release 22.04.00
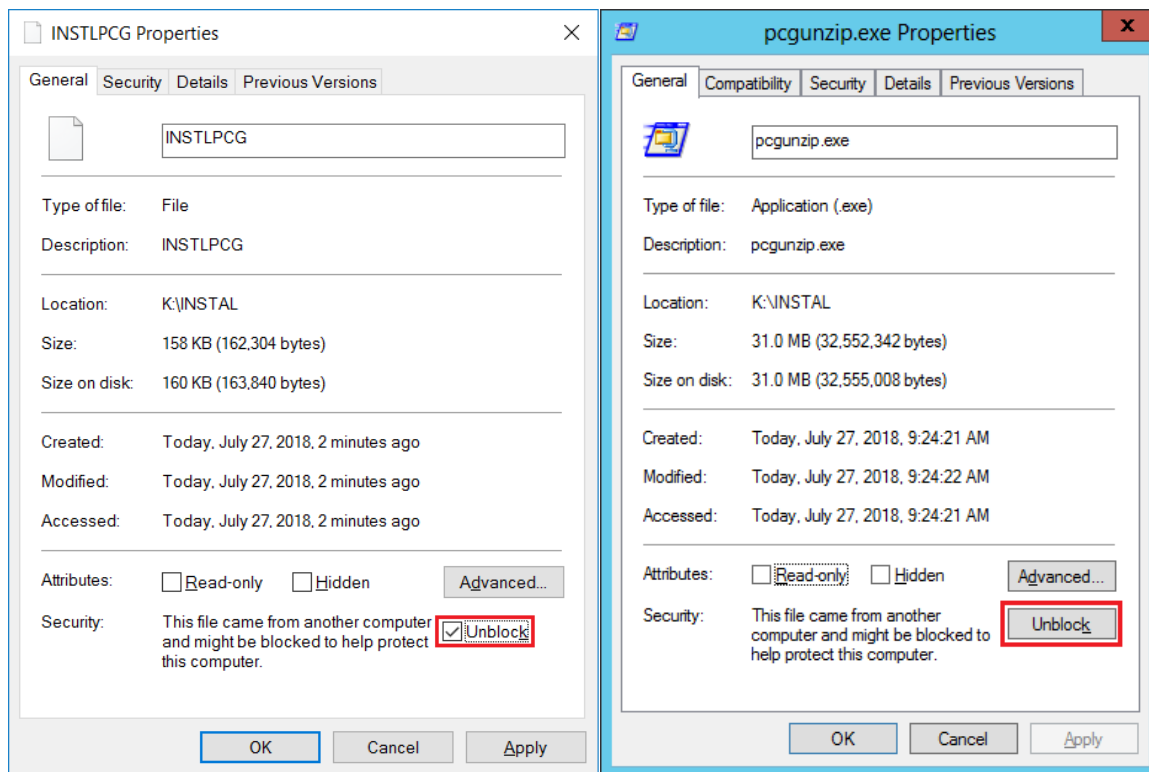
FROM THE PCGENESIS SERVER

Important Note

The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

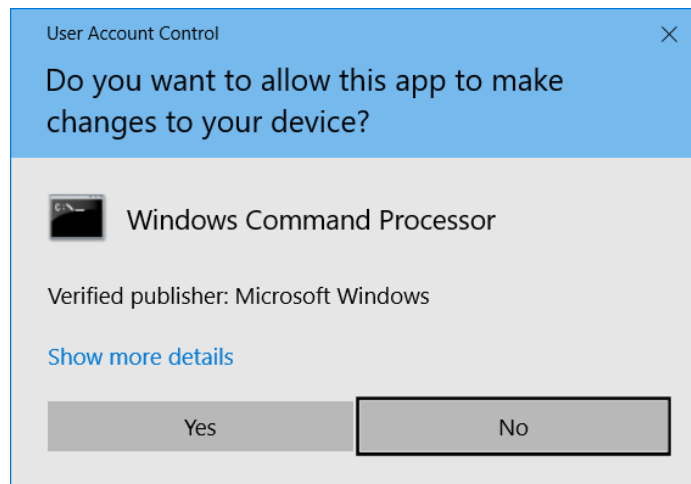| Step	Action
1	**NOTE:** The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the *PCGenesisDB* database components contained in this release.
2	**Start the SQL Express Service**: **SQLEXPRESSPCG must be running before starting the release installation.** If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation.
3	**Verify all users are logged out of PCGenesis**.
4	Open **Windows® Explorer**.
5	Navigate to the **K:\INSTAL** directory.
6	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.*
7	***** ALERT ***** After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 / 2019 / 2022 operating system. To check whether the files have been blocked, **right-click** on each of the downloaded files and select **Properties**. If you see a security message at the bottom, as shown below, you will need to click the '**Unblock**' button. This is a very important step! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

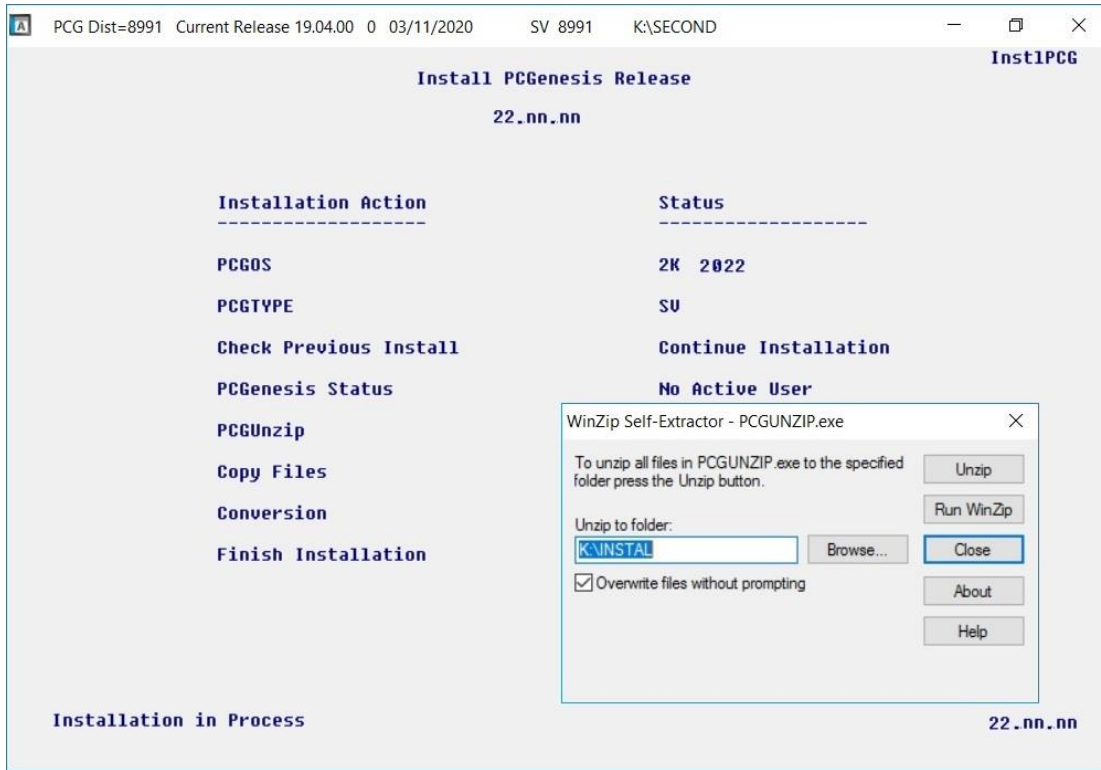After right-clicking on each file, select the '*Properties*' option:

Open with

🛡 Scan with Windows Defender...

Restore previous versions

Send to   ⟩

Cut

Copy

Create shortcut

Delete

Rename

Properties

Depending on the version of the Windows operating system, the following screen displays:

INSTLPCG Properties   ✕

General | Security | Details | Previous Versions

INSTLPCG

Type of file: File

Description: INSTLPCG

Location: K:\INSTAL

Size: 158 KB (162,304 bytes)

Size on disk: 160 KB (163,840 bytes)

Created: Today, July 27, 2018, 2 minutes ago

Modified: Today, July 27, 2018, 2 minutes ago

Accessed: Today, July 27, 2018, 2 minutes ago

Attributes: ☐ Read-only   ☐ Hidden   [Advanced...]

Security: This file came from another computer   ☑ Unblock
                and might be blocked to help protect
                this computer.

        [OK]   [Cancel]   [Apply]

pcgunzip.exe Properties   ✕

General | Compatibility | Security | Details | Previous Versions

pcgunzip.exe

Type of file: Application (.exe)

Description: pcgunzip.exe

Location: K:\INSTAL

Size: 31.0 MB (32,552,342 bytes)

Size on disk: 31.0 MB (32,555,008 bytes)

Created: Today, July 27, 2018, 9:24:21 AM

Modified: Today, July 27, 2018, 9:24:22 AM

Accessed: Today, July 27, 2018, 9:24:21 AM

Attributes: ☐ Read-only   ☐ Hidden   [Advanced...]

Security: This file came from another   [Unblock]
                computer and might be blocked to
                help protect this computer.

        [OK]   [Cancel]   [Apply]

Step	Action
8	Check the bottom of the '*Properties*' dialog box to see if the following **security** warning is displayed: "*This file came from another computer and might be blocked to help protect this computer.*" If the option is presented, select [Unblock] (**Unblock**) or check ☑ the box to the left of **Unblock**. Do this for each of the files in the **K:\INSTAL** directory.
9	Right-click **RELINSTL.BAT** and select *Run as administrator* to perform the installation.
10	If the message "*Do you want to allow this app to make changes to your device?*" is displayed, select [Yes] (**Yes**) to continue. *Next, a release installation status screen will display showing the release steps as they are completed.*

User Account Control ✕

Do you want to allow this app to make changes to your device?

Windows Command Processor

Verified publisher: Microsoft Windows

Show more details

| Yes | No |

A screen will display showing the progress of the installation:

For PCGenesis *Release 22.04.00* successful installations, the following message displays:

Step	Action
11	Select **Enter** to close the window.
12	**If the installation was successful:** Proceed to *B4. Verify Release 22.04.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 13.*

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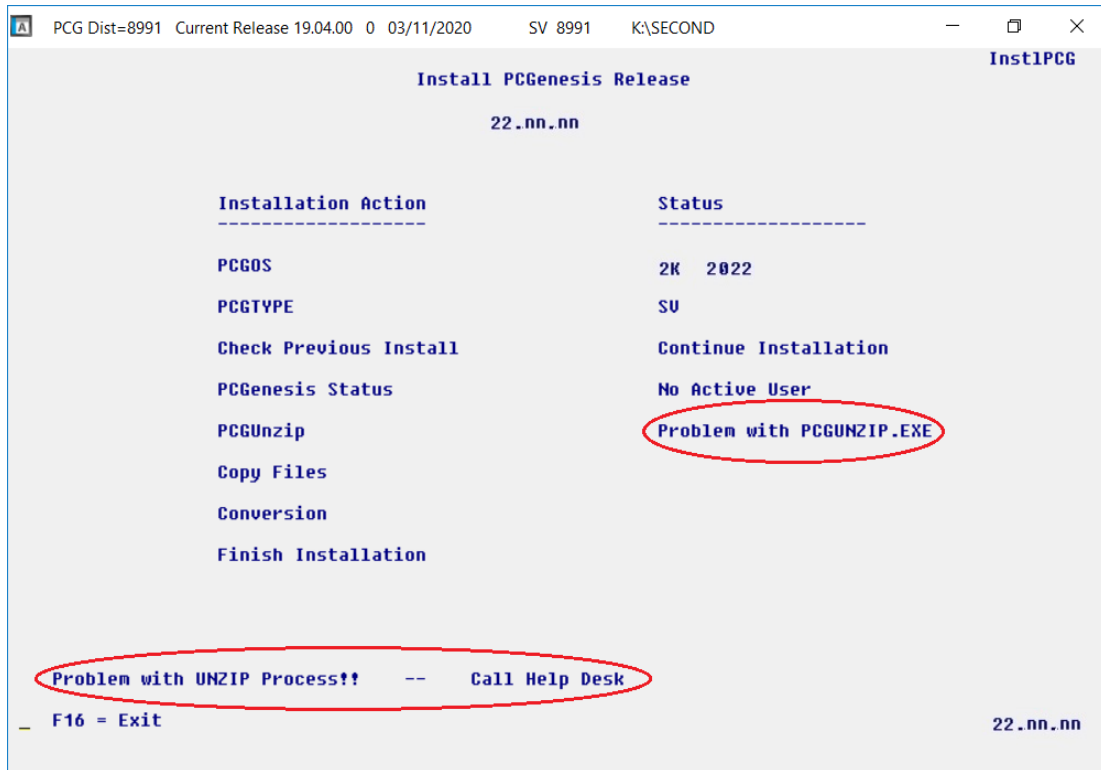
Step	Action
13	Select **F16** to close the window.
14	Return to the *MyGaDOE* Web portal, and detach the files again.
15	*Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:
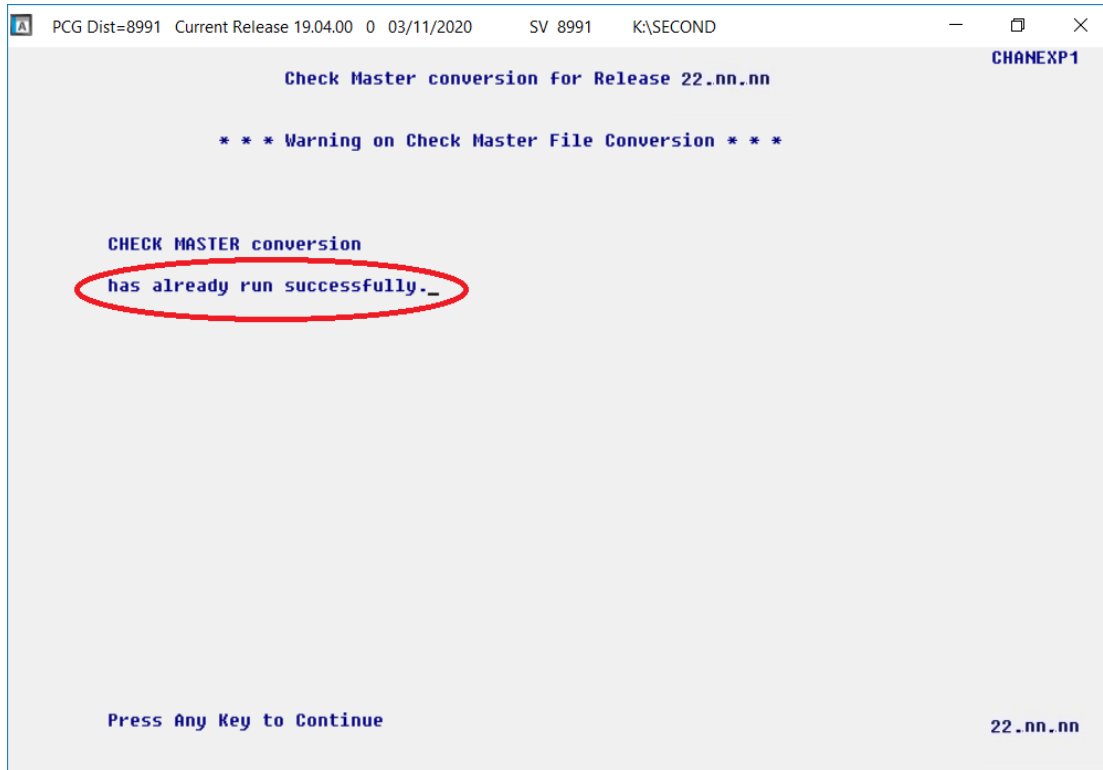
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
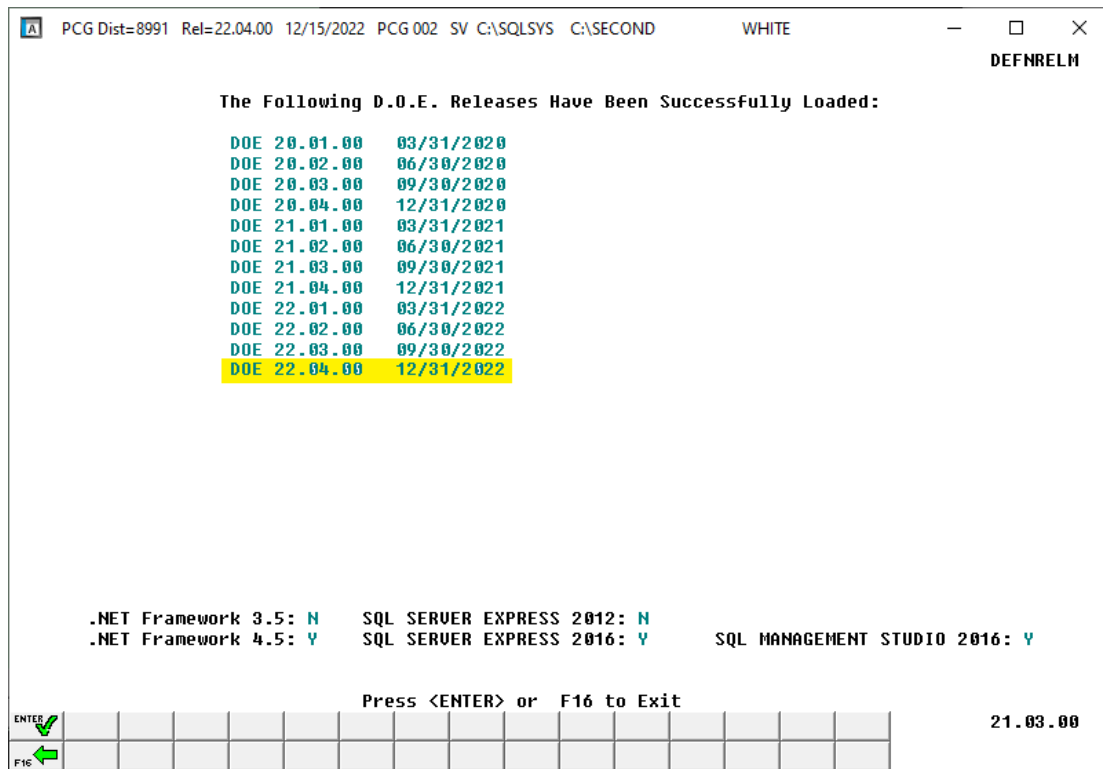
Step	Action
16	Proceed to *B4. Verify Release 22.04.00 Was Successfully Installed.*

B4. Verify Release 22.04.00 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 22.04.00** 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 22.04.00** displays.* *If Release 22.04.00 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select __ENTER ✓__ (**Enter**).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. *Perform a PCGenesis Full Backup After Release 22.04.00 is Installed*

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the entire **K:** PCGenesis disk drive or else the backup will not run to completion.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup After Release 22.04.00"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting <u>at least two minutes</u>, restart the **VQueueService** in (**View local services**).

Section C: After PCGenesis Release 22.04.00 Has Been Installed

C1. Verify Contents of the End-of-November Backup

This step is very, very important! The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQLdb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the <u>database</u> data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe. To that end, please follow the steps below.

Step	Action
1	<mark>**Verify you have a <u>weekly</u> <u>full</u> <u>backup</u> of <u>K:</u> that you retain for at least 4 weeks.**</mark> Include a **full backup** of **K:*.*** in the site's standard server backup process ▸ Recommend **full backup** of **K:*.*** <u>every night</u> if possible • Minimum of one full backup of **K:*.*** every week **(Required)** • Retain at least 4 weeks of **K:*.*** **(Required)**
2	<mark>**Verify you have a <u>daily</u> data backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** that you retain for at least 4 weeks**</mark> Daily data backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** **(Required)** • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures **(Required)** • Retain daily backups of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** for 4 weeks **(Required)** • Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQLdb*.* for at least one year **(Required)**
3	Request your IT representative obtain the November 30th backup of PCGenesis data. Obtain either the weekly **full backup of K:** or the **daily data backup of K:\SECOND*.*** and **K:\PCGSQLdb*.***, but make sure it is the end-of-<u>November 2022</u> backup.

Step	Action
4	Verify that this file exists on the November 30th, 2022 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA**PCGenesisDB.mdf** **If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!**
5	Verify that this directory exists on the November 30th, 2022 backup, including all subdirectories and files within this directory: K:\SECOND
6	If you do not have both **PCGenesisDB.mdf** and **K:\SECOND**, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the *PCGenesis Technical System Operations Guide*: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx Review the information in *Section B: PCGenesis Backup / Reorganization / Restore*.
7	If your district's backup procedures needed to be remediated, create a new backup by following the instructions in *Step 6* and then start this procedure over again at *Step 1* to verify the backup.

Appendix A: Calendar Year 2022 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.		
Refer to the indicated <u>Financial Accounting and Reporting</u> (FAR) and <u>Payroll System Operations Guide</u> topics as needed.		
✔	**Step**	**Action**
AFTER the last Calendar Year 2022 payroll. BEFORE the first Calendar Year 2023 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		
	3	Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F1)
	4	Where appropriate, update the Federal Income Tax (FIT) Tables - Standard Rate Schedule. (F2, F13, F3, F2) Where appropriate, update the Federal Income Tax (FIT) Tables – 2020 W-4 Step 2 Checkbox Rate Schedule. (F2, F13, F3, F3)
	5	Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F4)
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)
	7	Where appropriate, update the Employee's Retirement System (ERS) Table is correct. (F2, F13, F3, F6)
	8	Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F7)
PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero		
	9	Reset employee calendar year-to-date amounts to zero. (F2, F13, F5, F1)

	PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing	
	10	Process calendar year 2022 W-2 statements. (F2, F4) ==*Do not set up for January payroll until all W-2s are verified.*== *It may be necessary to run another December payroll to make W-2 corrections.*
	11	Process calendar year 2022 1095-C statements. (F2, F4)
	FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.	
	12	Process calendar year 2022 Form 1099-MISC statements. (F1, F12, F10)
	13	Process calendar year 2022 Form 1099-NEC statements. (F1, F12, F10)

Appendix B: Supported 1095-C Form - Example

Appendix C: Supported 1099-NEC Form - Example

Appendix D: Reprint of IRS Publication 15-T for 2023

Worksheet 1A. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems

Keep for Your Records

Table 3	Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
	2	4	12	24	26	52	260

Step 1. Adjust the employee's payment amount

1a Enter the employee's total taxable wages this payroll period .... 1a $_____

1b Enter the number of pay periods you have per year (see Table 3) .... 1b _____

1c Multiply the amount on line 1a by the number on line 1b .... 1c $_____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1d Enter the amount from Step 4(a) of the employee's Form W-4 .... 1d $_____

1e Add lines 1c and 1d .... 1e $_____

1f Enter the amount from Step 4(b) of the employee's Form W-4 .... 1f $_____

1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter $12,900 if the taxpayer is married filing jointly or $8,600 otherwise .... 1g $_____

1h Add lines 1f and 1g .... 1h $_____

1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** .... 1i $_____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

1j Enter the number of allowances claimed on the employee's most recent Form W-4 .... 1j _____

1k Multiply line 1j by $4,300 .... 1k $_____

1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** .... 1l $_____

Step 2. Figure the Tentative Withholding Amount

based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 or later Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 or later Form W-4 is checked.
Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

2a Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above .... 2a $_____

2b Find the row in the appropriate **Annual** Percentage Method table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row .... 2b $_____

2c Enter the amount from column C of that row .... 2c $_____

2d Enter the percentage from column D of that row .... 2d _____%

2e Subtract line 2b from line 2a .... 2e $_____

2f Multiply the amount on line 2e by the percentage on line 2d .... 2f $_____

2g Add lines 2c and 2f .... 2g $_____

2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** .... 2h $_____

Step 3. Account for tax credits

3a If the employee's Form W-4 is from 2020 or later, enter the amount from Step 3 of that form; otherwise, enter -0- .... 3a $_____

3b Divide the amount on line 3a by the number of pay periods on line 1b .... 3b $_____

3c Subtract line 3b from line 2h. If zero or less, enter -0- .... 3c $_____

Step 4. Figure the final amount to withhold

4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 or later form or line 6 on earlier forms) .... 4a $_____

4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** .... 4b $_____

2023 Percentage Method Tables for Automated Payroll Systems and Withholding on Periodic Payments of Pensions and Annuities

STANDARD Withholding Rate Schedules					Form W-4, Step 2, Checkbox, Withholding Rate Schedules				
(Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked. Also use these for Form W-4P from any year.)					(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked)				
If the Adjusted Annual Wage Amount on Worksheet 1A or the Adjusted Annual Payment Amount on Worksheet 1B is:		The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage or Payment exceeds—	**If the Adjusted Annual Wage Amount on Worksheet 1A is:**		The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—
At least—	But less than—				At least—	But less than—			
A	**B**	**C**	**D**	**E**	**A**	**B**	**C**	**D**	**E**
Married Filing Jointly					**Married Filing Jointly**				
$0	$14,800	$0.00	0%	$0	$0	$13,850	$0.00	0%	$0
$14,800	$36,800	$0.00	10%	$14,800	$13,850	$24,850	$0.00	10%	$13,850
$36,800	$104,250	$2,200.00	12%	$36,800	$24,850	$58,575	$1,100.00	12%	$24,850
$104,250	$205,550	$10,294.00	22%	$104,250	$58,575	$109,225	$5,147.00	22%	$58,575
$205,550	$379,000	$32,580.00	24%	$205,550	$109,225	$195,950	$16,290.00	24%	$109,225
$379,000	$477,300	$74,208.00	32%	$379,000	$195,950	$245,100	$37,104.00	32%	$195,950
$477,300	$708,550	$105,664.00	35%	$477,300	$245,100	$360,725	$52,832.00	35%	$245,100
$708,550		$186,601.50	37%	$708,550	$360,725		$93,300.75	37%	$360,725
Single or Married Filing Separately					**Single or Married Filing Separately**				
$0	$5,250	$0.00	0%	$0	$0	$6,925	$0.00	0%	$0
$5,250	$16,250	$0.00	10%	$5,250	$6,925	$12,425	$0.00	10%	$6,925
$16,250	$49,975	$1,100.00	12%	$16,250	$12,425	$29,288	$550.00	12%	$12,425
$49,975	$100,625	$5,147.00	22%	$49,975	$29,288	$54,613	$2,573.50	22%	$29,288
$100,625	$187,350	$16,290.00	24%	$100,625	$54,613	$97,975	$8,145.00	24%	$54,613
$187,350	$236,500	$37,104.00	32%	$187,350	$97,975	$122,550	$18,552.00	32%	$97,975
$236,500	$583,375	$52,832.00	35%	$236,500	$122,550	$295,988	$26,416.00	35%	$122,550
$583,375		$174,238.25	37%	$583,375	$295,988		$87,119.13	37%	$295,988
Head of Household					**Head of Household**				
$0	$12,200	$0.00	0%	$0	$0	$10,400	$0.00	0%	$0
$12,200	$27,900	$0.00	10%	$12,200	$10,400	$18,250	$0.00	10%	$10,400
$27,900	$72,050	$1,570.00	12%	$27,900	$18,250	$40,325	$785.00	12%	$18,250
$72,050	$107,550	$6,868.00	22%	$72,050	$40,325	$58,075	$3,434.00	22%	$40,325
$107,550	$194,300	$14,678.00	24%	$107,550	$58,075	$101,450	$7,339.00	24%	$58,075
$194,300	$243,450	$35,498.00	32%	$194,300	$101,450	$126,025	$17,749.00	32%	$101,450
$243,450	$590,300	$51,226.00	35%	$243,450	$126,025	$299,450	$25,613.00	35%	$126,025
$590,300		$172,623.50	37%	$590,300	$299,450		$86,311.75	37%	$299,450