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"Educating Georgia's Future"

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## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT:** Release 17.03.01 – Calendar Year 2018 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 17.03.01*.

PCGenesis supporting documentation is provided at:

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

### **November, 2017 Payroll Completion Instructions**

*Install this release after completing the November 2017 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the December 2017 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](mailto: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](mailto:pcgenesis@list.doe.k12.ga.us)

An e-mail sent to [pcgenesis@list.doe.k12.ga.us](mailto: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. PCGenesis Compatibility Issues – Windows Server 2003

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system**, or any earlier operating systems for reasons explained below.

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS. The upload file requires a security code called a ‘checksum’ to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

This year, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

For reporting year 2017, the solution is to have the Windows Server 2003 districts generate the two ACA files and send the PCGenesis development team the two files via the Help Desk. The PCGenesis development team can generate and enter the correct *SHA-256* checksum, and send the files back to the affected districts. However, after June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system, and this workaround will not be available for reporting year 2018.

This issue only affects districts running on servers earlier than Windows Server 2008. **Therefore, the GaDOE highly recommends that all PCGenesis sites still running Windows Server 2003 should immediately begin the process of upgrading their PCGenesis server.**

**NOTE: Windows Server 2012 and Windows Server 2016 are now supported.**

**NOTE: Workstation Windows 8 and Windows 10 are now supported.**

**PCGenesis will continue to support Windows Server 2008 until further notice.** Server 2016 R2 64 bit and Windows 10 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended.

#### A1.2. Remove Logic From Release Install Which Sends FTP File to the DOE

Before, when installing a PCGenesis release, the installation screen would freeze up at sites that had a firewall blocking the automated transmission of a file to the GaDOE via FTP (file transfer protocol). This release removes logic from release installation procedure which sends this FTP file to the GaDOE. As a result, the release installation should always run to the final completion and should not hang up at the end of the process.

### ***A1.3. PCGenesis Print Queue Upgrade – Work In Progress***

The GaDOE is happy to announce that we will be rolling out a major upgrade of the PCGenesis Print Queue in the first or second quarter of 2018. The DOE has purchased the *VerraDyne Print Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Print Manager* will have much in common with the existing PCGenesis print queue because the same company created both systems.

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print/email job is running in the background. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Print Manager* system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to specific user, or group of users
- The ability to print reports to specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

The *VerraDyne Print Manager* represents another significant investment by the GaDOE. The PCGenesis development team will begin looking for a school district to beta test the new print queue software in the first quarter of 2018. With the information from the beta, we hope to define the ideal configuration for the *VerraDyne Print Manager* software that can be rolled out to all PCGenesis sites. Once the beta testing is complete, the development team hopes to distribute the software to all PCGenesis districts by either March 2018 or June 2018.

**NOTE:** The new *VerraDyne Print Manager* will not be supported on Windows Server 2003. PCGenesis sites still running Windows Server 2003 will not be able to upgrade to the new *VerraDyne Print Manager*, but must continue to run the old print queue. **Therefore, the GaDOE highly recommends that all PCGenesis sites still running Windows Server 2003 should immediately begin the process of upgrading their PCGenesis server.**

## A2. Payroll System

### A2.1. Calendar Year 2018 Georgia Health Insurance (GHI)

#### Employee Premiums

These instructions contain all of the information necessary to import the Department of Community Health (DCH) open enrollments, to set the employee deductions, and to prepare for calculating 2018 GHI premiums for the December payroll.

The installation of PCGenesis *Release 17.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the “old” premium rates with an ending date of *12/31/2017*, while the new premium rates, imported with this release’s installation, display a beginning date of *01/01/2018*. *Procedure C.1.1. Benefit Deduction Option and Tier Report – Example* provides sample results of the automatic import.

The Georgia Department of Education (GaDOE) strongly urges PCGenesis users to follow the instructions for printing the results of the *Benefit Plan/Option/Tier File* update for review after the release’s installation. *Section C.1: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure. After printing the report, PCGenesis users should verify ‘01/01/2018’ and ‘12/31/9999’ display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2018, there are a number of changes to SHBP options:

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

The following table provides the details of the SHBP changes:

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

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

## ***A2.2. Problem with ACA Transmission Files for Districts Running Windows Server 2003***

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS (F2, F4, F7). The upload file requires a security code called a ‘checksum’ to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

This year, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

For reporting year 2017, the solution is to have the Windows Server 2003 districts generate the two ACA files and send the PCGenesis development team the two files via the Help Desk. The PCGenesis development team can generate and enter the correct *SHA-256* checksum, and send the files back to the affected districts. However, after June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system, and this workaround will not be available for reporting year 2018.

This issue only affects districts running on servers earlier than Windows Server 2008.

## ***A2.3. PCGenesis Software ID for 2017 ACA Reporting to the IRS***

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 2018)*. This IRS publication 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.



## ***A2.4. 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 2016 should already have two individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must not 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. 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.

## ***A2.5. 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 2018)*. 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 first year in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2016 will NOT need to redo the ACA test file submissions in 2017 for 2017 ACA reporting.**

### **Required Step: Submitting ACA Test Files to the IRS**

***For first-time 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 once.

### **Why Is Testing Required?**

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

- 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** \_20171117T010101002Z.xml
- 2 1094C\_Request\_ **xxxxx** \_20171117T010101002Z.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 *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.

## ***A2.6. Update W-2 Box and Code (W2CD) Table in Alpha Description File***

The *Alpha Description File* (F2, F9, F2) has been updated with a new **W-2 Box 12, Code FF** table entry in the **W2CD** table. This release automatically updates the **W2CD** code into PCGenesis. **Box 12, Code FF** is now available when creating a *W-2 Adjustment Record* (Record Type 'W') on the *Add Earnings History Record* screen (F2, F10, F1).

A new **Box 12, Code FF** has been added to report the total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA). These new QSEHRAs allow eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. The maximum reimbursement for an eligible employee under a QSEHRA is \$4,950 (\$10,000 if it also provides reimbursements for family members), before indexing for inflation.

## ***A2.7. Calendar Year 2017 W-2 Form Processing***

Calendar year 2017 Internal Revenue Service (IRS) W-2 forms have not changed from 2016.

The installation of Release 17.03.01 makes calendar year **2018** W-2 forms available for employees terminating and requesting W-2's for calendar year 2018. The 2018 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

## ***A2.8. Calendar Year 2017 W-2 Transmission File***

The specifications for filing forms W-2 electronically (EFW2) have been updated for 2017. A summary of the changes is listed below:

### **Record Changes**

A new **Box 12, Code FF** money field, Permitted Benefits Under a Qualified Small Employer Health Reimbursement Arrangement (**Code FF**), has been added to the:

- **RW** Employee Record in positions 474 - 484
- **RT** Total Record in positions 400 - 414

### **Other Changes**

- For Tax Year 2017, **AccuWage Online** is available to test your EFW2/EFW2C wage files. AccuWage Download is no longer available. Log into Business Services Online (BSO) to access **AccuWage Online**.
- The Social Security Wage Base for tax year 2017 is \$127,200.
- The employer and employee tax rate for Social Security will be withheld at 6.2 percent (up to \$7,886.40).

The changes listed above are incorporated into the menu option for *Print Employee W-2's & Create File* (F2, F4, F10).

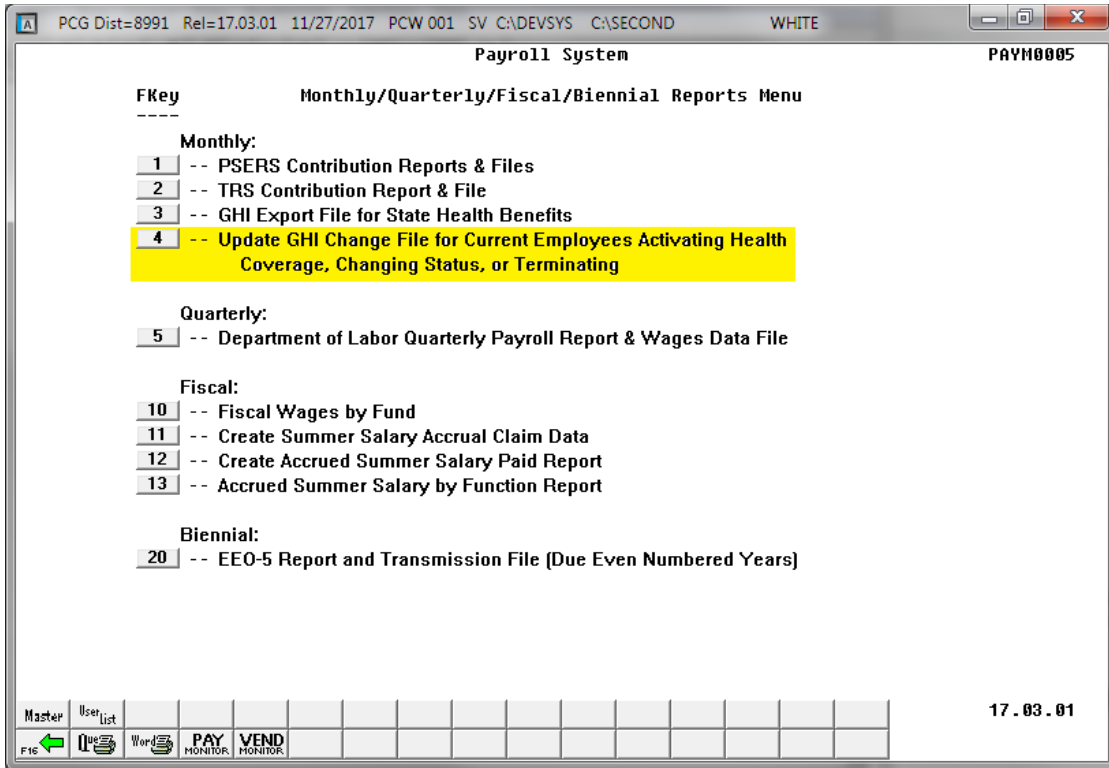
## ***A2.9. GHI Change File for State Health Benefits***

The menu option label for updating the *GHI Change File* has been changed to be more descriptive. The menu item is now labelled as *Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating* (F2, F5, F4). The new menu label will clarify exactly what this option is used for.

The *Update GHI Change File for Current Employees* screen facilitates sending AUF file changes to SHBP in the following instances:

- When an active employee is changing status from certified to classified and the employee's hire date cannot be changed on the *Update/Display Personnel Data* screen
- When an active employee is changing status from classified to certified and the employee's hire date cannot be changed on the *Update/Display Personnel Data* screen
- When a current employee is activating health coverage and the employee's hire date cannot be changed on the *Update/Display Personnel Data* screen
- When an employee goes on or off SHBP health coverage triggered by ACA requirements, depending on the average hours worked
- When terminated employees have not been properly processed by ADP/SHBP

The *Update GHI Change File for Current Employees* screen triggers an update to the *GHI Change File* and uses the dates entered on the screen for **GHI 1<sup>st</sup> Day Worked**, **GHI Coverage Start Date**, **GHI Final Deduction Date**, **GHI Coverage End Date**, and **GHI Date of Death**. The *Update GHI Change File for Current Employees* procedure does not change the employee’s personnel information in payroll. Entries on the *GHI Change File* will appear the next time the AUF transmission file is sent to ADP/SHBP. The *Update GHI Change File for Current Employees* screen is not used for miscellaneous employee changes (**GHI Change Code** of ‘MISC’).



## ***A3. Financial Accounting and Reporting (FAR) System***

### ***A3.1. Organize CNVT46 Yearly Control Files into One (1)***

#### ***Common Control File***

As a matter of housekeeping and file cleanup, the PCGenesis development team is changing the *DE-0046 Report Conversion File* to keep the data in one common control file called **NEWCNVT** instead of numerous individual control files. Before, a new *DE-0046 Report Conversion File* was created for every reporting year, and these individual files accumulated over time in the *K:\SECOND\FARDATA* directory. The old *DE-0046 Report Conversion File* filename was **CNVT46yy** where **yy** represented the reporting year. These **CNVT46yy** files accumulated in *K:\SECOND\FARDATA*. Now, the single file **NEWCNVT** will hold the report conversion data for all years, and will be indexed by reporting year. This release automatically converts the individual **CNVT46yy** files into the new **NEWCNVT** file.

The change to the *DE-0046 Report Conversion File* is a structural file change that facilitates maintenance for the PCGenesis developers, but does not change anything as far as end users are concerned. The **NEWCNVT** file change should be invisible to the end user.

The following processes are affected by this change:

- *DOAA Transparency in Government Export File* (F1, F9, F31)
- *Create DE0046 Transmission File* (F1, F9, F27, F4)
- *Report Conversion File: Maintain Records* (F1, F9, F27, F12)
- *Report Conversion File: Print Conversion Records* (F1, F9, F27, F13)

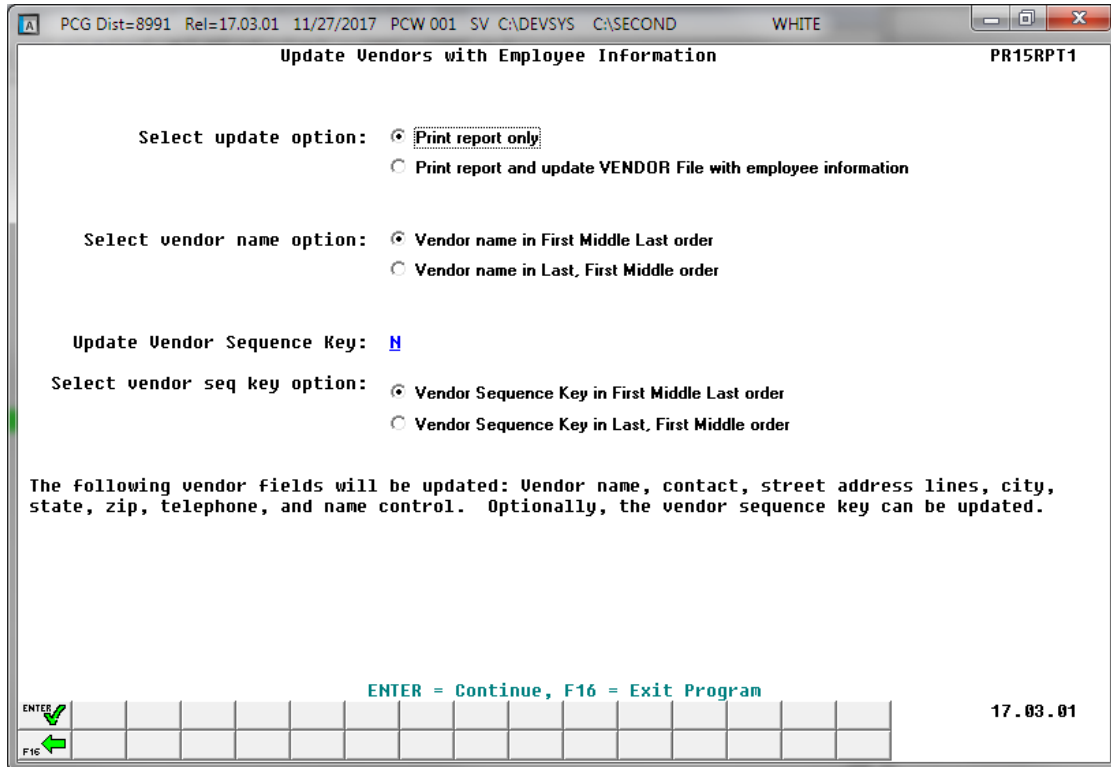
### ***A3.2. Expenditure Summary by Facility – Report for Any Period***

A new function has been added to the *Reports for Any Period Menu* and the *Revenue & Expenditure Summary for Any Period Menu* in the *Financial Accounting and Reporting (FAR) System*. A new function, *Expenditure Summary by Facility*, has been added (F1, F9, F1, F5, F4). This new function will generate a summary report of expenditures sorted in order by **Facility Number** sequence and then by **Fund**. Data will be selected based on an end-user specified date range. The report is generated as a printed report or in CSV format.

### ***A3.3. Update Vendors with Employee Information***

A new option has been added to the *Vendor Master Menu*. The new *Update Vendors with Employee Information* function (F1, F14, F2) provides a process that will scan the *Vendor Master File* for employees and identify information on the vendor record that does not match information on the *Payroll Master File* record. The process allows options to either 1) print a report only, or 2) print a report and update the *Vendor Master File* with the payroll data. The following vendor fields will be updated: vendor name, contact, street address lines, city, state, zip, telephone number, and the name control field. Optionally, the vendor sequence key can also be updated. This new option will facilitate synchronizing the *Vendor Master File* with up-to-date payroll information.

When the *Update Vendors with Employee Information* was first designed, it was decided that the **Vendor Name** field should not be updated because of audit controls. However, since this is an automated process which synchronizes payroll and vendors, this process will now allow the **Vendor Name** field to be updated. The **Vendor Name** and **Vendor Sequence Key** fields can be updated in either of the following formats: first, middle, last name order or last, first, middle name order, as shown below.



### ***A3.4. List Open Purchase Orders by Facility and by Account***

The *List Open Purchase Orders by Facility Sequence* (F1, F2, F8) and *by Account Number Sequence* (F1, F2, F9) have been updated to include a grand total at the end of the report. The grand total will facilitate balancing the open purchase orders.

### ***A3.5. List Open / Selected Payables***

The *Print Open Payables Report* (F1, F4, F1) and the *Print Selected Payables Report* (F1, F4, F4) have been updated to include vendor totals when the *Fund Sequence* (F) option is selected. The vendor totals will facilitate balancing the open payables and selected payables.

## ***A4. Certified/Classified Personnel Information (CPI) System***

### ***A4.1. Add Record Locked Message When Running the CPI Rollover***

The *CPI Rollover Processing* (F4, F31, F12) option has been updated to indicate when a problem has occurred with a locked payroll or CPI record. Before, if a user was performing the CPI rollover procedure and another user was in the middle of updating a payroll or CPI record for an employee, the CPI rollover process might stop responding and the user might abort the rollover process, resulting in inconsistent data. If the user then tried to rerun the *CPI Rollover Processing* procedure, the following message would be displayed, "*Rollover has been aborted prior to this run, reload files.*" To address this issue the *CPI Rollover Processing* will now display a green "*record locked*" message on the screen when this condition is encountered, alerting the user that all other users need to immediately log out of PCGenesis so that the rollover process can continue. Also, a warning message has been added to the beginning of the procedure indicating that ALL users should be out of the system before the CPI rollover process is started.

### ***A4.2. Print Certified/Classified Employee Error List***

The CPI salary limit for certified employees has been increased to \$300,000 from the previous limit of \$200,000. The salary limit of \$300,000 is now a warning and not an error.



## Section B: Installation Instructions for Release 17.03.01 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 17.03.01* before performing any work in PCGenesis for the day, proceed to *B2. 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 17.03.01**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup Prior to Release 17.03.01</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 17.03.01</i> .

## B2. Install PCGenesis Release 17.03.01

### FROM THE PCGENESIS SERVER

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

A screen will display showing the progress of the installation:

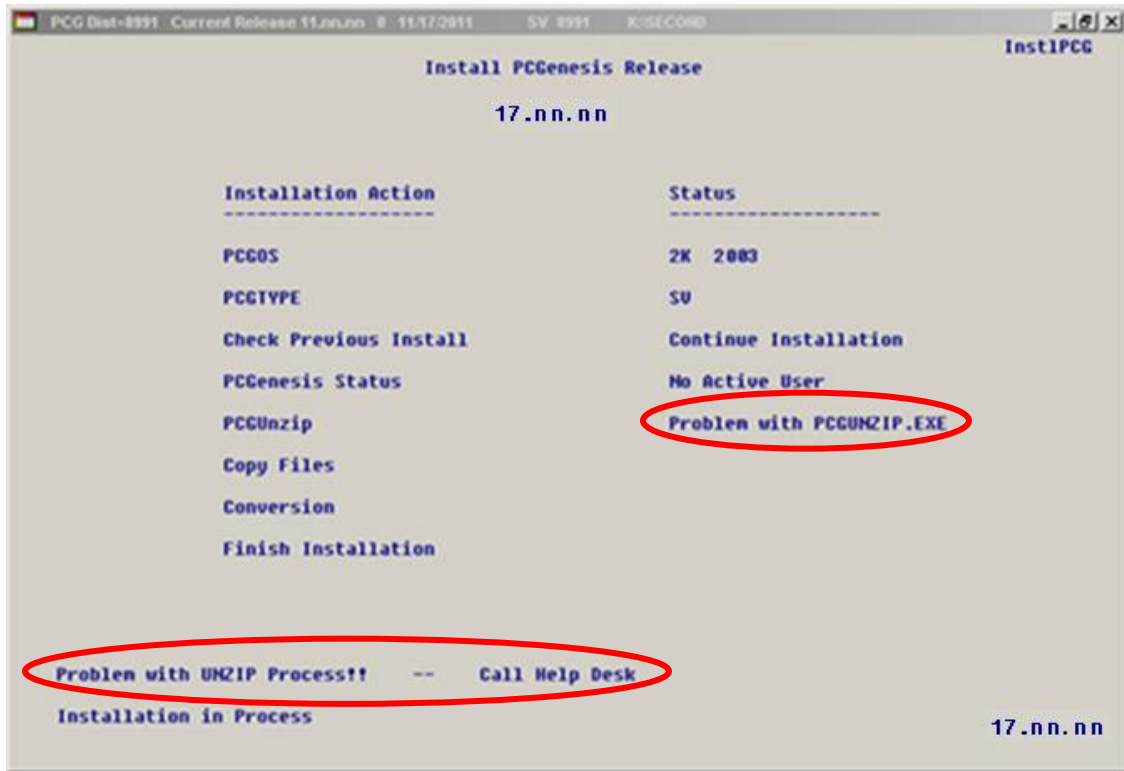


For PCGenesis Release 17.03.01 successful installations, the following message displays:



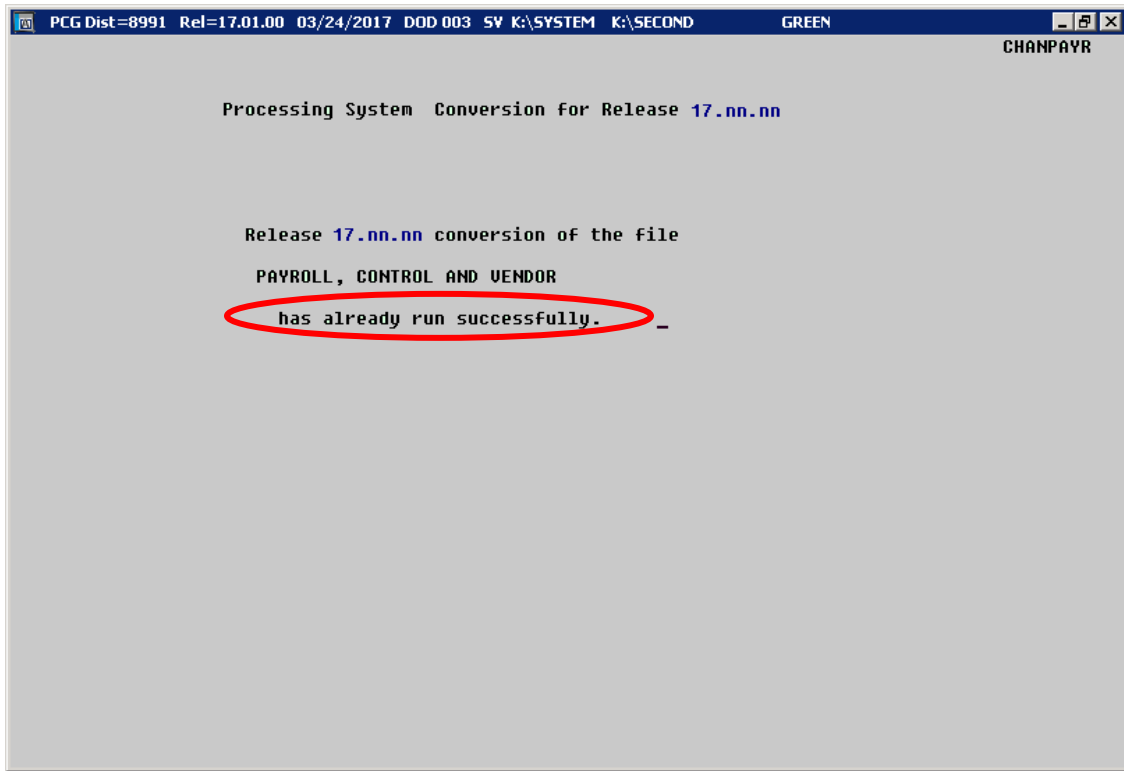
Step	Action
6	Select <b>Enter</b> to close the window.
7	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 17.03.01 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 8.</p>

A problem message displays if an error occurred:

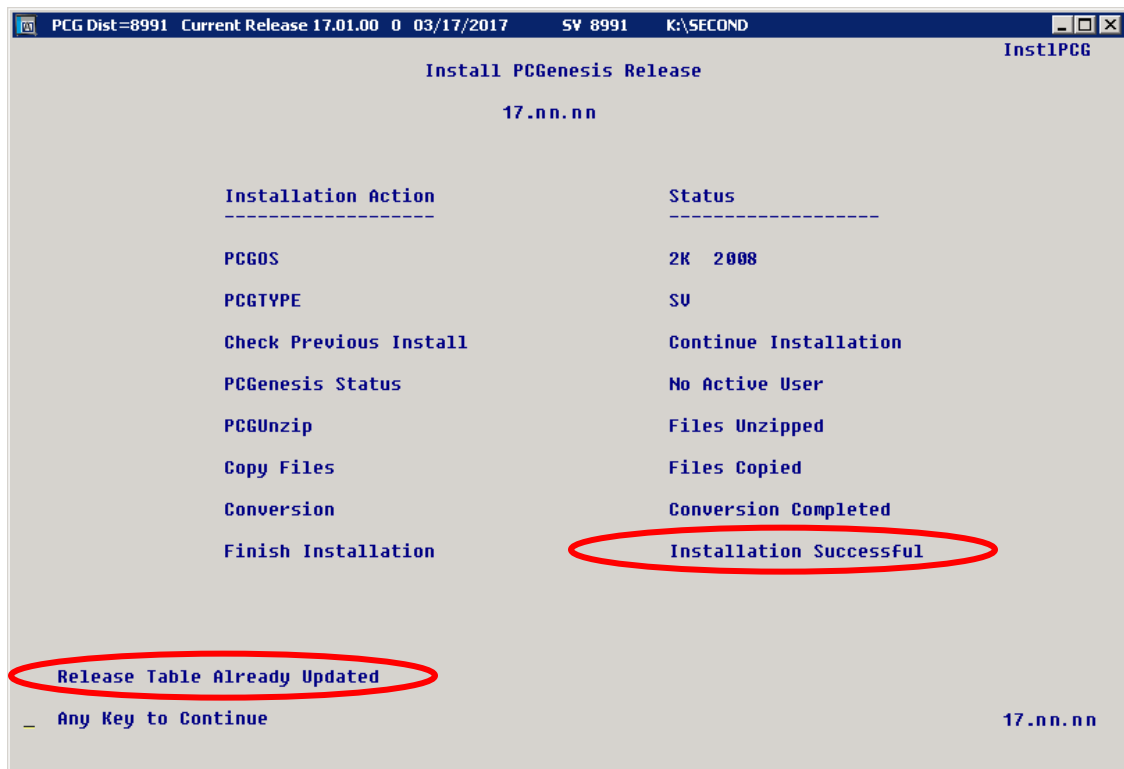


Step	Action
8	Select <b>F16</b> to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.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

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



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



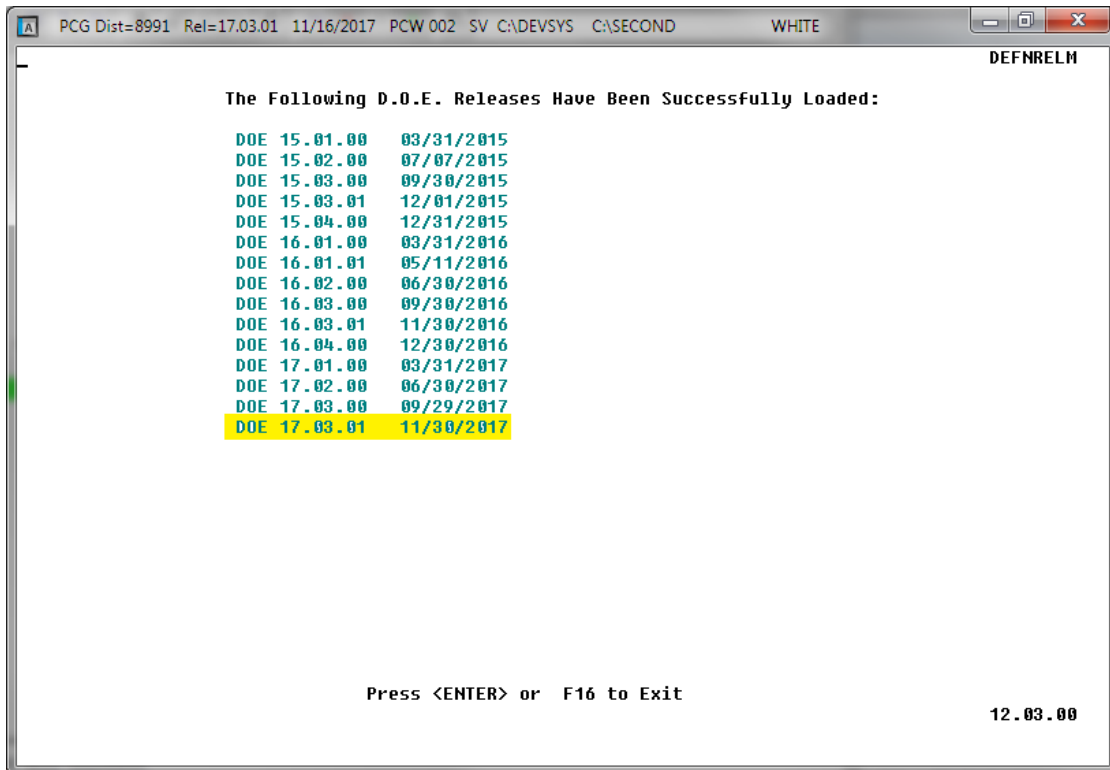
Step	Action
11	Proceed to B3. <i>Verify Release 17.03.01 Was Successfully Installed.</i>



### B3. Verify Release 17.03.01 Was Successfully Installed

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

The following screen displays:



Step	Action
4	Verify <b>Release 17.03.01</b> displays.  <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 17.03.01 displays. If Release 17.03.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select <b>Enter</b> .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

## ***B4. Perform a PCGenesis Full Backup After Release 17.03.01 is Installed***

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup After Release 17.03.01</b> ”.





## Section C: After PCGenesis Release 17.03.01 Has Been Installed

GHI employee rates effective 01/01/2018 have been loaded to the *Benefit Plan/Option/Tier rate file*. These rates are required for the **December payroll**. The following steps should be taken to load GHI 2018 enrollments and to prepare for the December 2017 payroll:

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically YY.03.01, where ‘YY’ is the current calendar year.
	2	Print the <i>Benefit Plan/Option/Tier Report</i> for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the <u>employee</u> premium amounts for each option and tier are correct. (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 Group Health Insurance (GHI) Table with the correct <u>employer</u> contribution share. (F2, F13, F3, F6) 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 State Health Benefit Plan (SHBP) system deduction setup. (F2, F9, F5) Refer to <i>Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup</i> in this document.
	5	Download the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website. Refer to <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i> in this document.
	6	Import the State Health Option and Tier from the ADP File. (F3, F13, F6) Refer to <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> in this document.
	7	Set the State Health Benefit Plan (SHBP) deduction amounts for active employees. Run the procedure in <b>Trial</b> mode first, but don’t forget to run in <b>Final</b> mode second. Enter the date as <b>01/01/yy</b> where <b>yy</b> is the <u>new</u> year. (F3, F13, F8) Refer to <i>Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees</i> in this document.

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	<b>8</b>	Gross-up wages for highly compensated employees, when appropriate. Refer to <i>Topic 7: Grossing-Up Wages for Highly Compensated Employees</i> in this document.
	<b>9</b>	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)
	<b>10</b>	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

## C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report

Step	Action
1	From the <i>Payroll System Master Menu</i> , select  (F9 – Update/Display Description/Deduction/Annuity Files Menu).
2	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> displays, select  (F9 – Print Benefit Plan/Option/Tier File).
3	On the <i>Print Benefit Plan Option Tier File</i> screen, enter <b>01/01/2018</b> and <b>12/31/2018</b> in the <b>Print rates in effect from</b> range fields, and select <b>Enter</b> . <i>PCGenesis defaults to the current date in the From: field.</i> <i>“*** Processing ***” briefly displays.</i>
4	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> redisplay <b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.

### C.1.1. Benefit Deduction Option and Tier Report – Example

Option Tier Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
REPORT DATE: 11/16/2017 14:59      BENEFIT DEDUCTION OPTION AND TIER REPORT      PAGE 2 Program ID: PAY27 Report of EMPLOYEE rates in effect from: 01/01/2018 To: 12/31/2018						
B1      BCBS GOLD	Short Desc		BCBS GOLD			
10 SINGLE COVERAGE	01/01/2018	12/31/9999	SINGLE	BCBS GOLD SINGLE	BCBS G SINGL	168.73
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2018	12/31/9999	SINGLE/T	BCBS GOLD SINGL/T	BCBS G SGL/T	248.73
90 EMPLOYEE & SPOUSE	01/01/2018	12/31/9999	EESP	BCBS GOLD EESP	BCBS G EESP	418.09
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EESP/T	BCBS GOLD EESP/T	BCBS G EESP/T	498.09
94 EMPLOYEE & CHILD (REN)	01/01/2018	12/31/9999	EECH	BCBS GOLD EECH	BCBS G EECH	307.13
95 EMPL & CHILD (REN)/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EECH/T	BCBS GOLD EECH/T	BCBS G EECH/T	387.13
96 EMPLOYEE & SPOUSE & CHILD (REN)	01/01/2018	12/31/9999	FAMILY	BCBS GOLD FAMILY	BCBS G FAM	556.50
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2018	12/31/9999	FAMILY/T	BCBS GOLD FAM/T	BCBS G FAM/T	636.50
B2      BCBS SILVER	Short Desc		BCBS SILVER			
10 SINGLE COVERAGE	01/01/2018	12/31/9999	SINGLE	BCBS SILVER SINGL	BCBS S SINGL	110.89
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2018	12/31/9999	SINGLE/T	BCBS SILVER SGL/T	BCBS S SGL/T	190.89
90 EMPLOYEE & SPOUSE	01/01/2018	12/31/9999	EESP	BCBS SILVER EESP	BCBS S EESP	296.62
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EESP/T	BCBS SILVER EESP/T	BCBS S EESP/T	376.62
94 EMPLOYEE & CHILD (REN)	01/01/2018	12/31/9999	EECH	BCBS SILVER EECH	BCBS S EECH	208.80
95 EMPL & CHILD (REN)/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EECH/T	BCBS SILVER EECH/T	BCBS S EECH/T	288.80
96 EMPLOYEE & SPOUSE & CHILD (REN)	01/01/2018	12/31/9999	FAMILY	BCBS SILVER FAMIL	BCBS S FAM	394.54
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2018	12/31/9999	FAMILY/T	BCBS SILVER FAM/T	BCBS S FAM/T	474.54
B3      BCBS BRONZE	Short Desc		BCBS BRONZE			
10 SINGLE COVERAGE	01/01/2018	12/31/9999	SINGLE	BCBS BRNZE SINGL	BCBS B SINGL	72.45
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2018	12/31/9999	SINGLE/T	BCBS BRNZE SGL/T	BCBS B SGL/T	152.45
90 EMPLOYEE & SPOUSE	01/01/2018	12/31/9999	EESP	BCBS BRNZE EESP	BCBS B EESP	215.91
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EESP/T	BCBS BRNZE EESP/T	BCBS B EESP/T	295.91
94 EMPLOYEE & CHILD (REN)	01/01/2018	12/31/9999	EECH	BCBS BRNZE EECH	BCBS B EECH	143.46
95 EMPL & CHILD (REN)/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EECH/T	BCBS BRNZE EECH/T	BCBS B EECH/T	223.46
96 EMPLOYEE & SPOUSE & CHILD (REN)	01/01/2018	12/31/9999	FAMILY	BCBS BRNZE FAMILY	BCBS B FAM	286.92
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2018	12/31/9999	FAMILY/T	BCBS BRNZE FAM/T	BCBS B FAM/T	366.92
B6      BCBS HMO	Short Desc		BCBS HMO			
10 SINGLE COVERAGE	01/01/2018	12/31/9999	SINGLE	BCBS HMO SINGL	BCBS H SINGL	135.65
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2018	12/31/9999	SINGLE/T	BCBS HMO SGL/T	BCBS H SGL/T	215.65
90 EMPLOYEE & SPOUSE	01/01/2018	12/31/9999	EESP	BCBS HMO EESP	BCBS H EESP	348.63
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EESP/T	BCBS HMO EESP/T	BCBS H EESP/T	428.63
94 EMPLOYEE & CHILD (REN)	01/01/2018	12/31/9999	EECH	BCBS HMO EECH	BCBS H EECH	250.90
95 EMPL & CHILD (REN)/TOBACCO SURCHARGE	01/01/2018	12/31/9999	EECH/T	BCBS HMO EECH/T	BCBS H EECH/T	330.90
96 EMPLOYEE & SPOUSE & CHILD (REN)	01/01/2018	12/31/9999	FAMILY	BCBS HMO FAMILY	BCBS H FAM	463.89
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2018	12/31/9999	FAMILY/T	BCBS HMO FAM/T	BCBS H FAM/T	543.89
H1      UHC HMO	Short Desc		UHC HMO			
10 SINGLE COVERAGE	01/01/2018	12/31/9999	SINGLE	UHC HMO SINGL	UHC HM SINGL	172.56
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2018	12/31/9999	SINGLE/T	UHC HMO SGL/T	UHC HM SGL/T	252.56

CY2018 Benefit Plan Rate Updates



# Appendix A: Supported 1095-C Form - Example

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