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"Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 12.03.01 – Calendar Year 2013 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 12.03.01*.

PCGenesis supporting documentation is provided at:

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

==*November, 2012 Payroll Completion Instructions*==

Install this release <u>after</u> completing the November 2012 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the December 2012 payroll.

Contents

Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Customize PCGenesis Background Color

The Department of Education is pleased to announce the development of new background color options for PCGenesis screens. The preliminary code for the new color option was included in release 12.02.00 and continues to be updated in release 12.03.01. The new background color options have been piloted at one test site starting in September 2012, and now the color options are available to all users.

The various background color options are shown below:
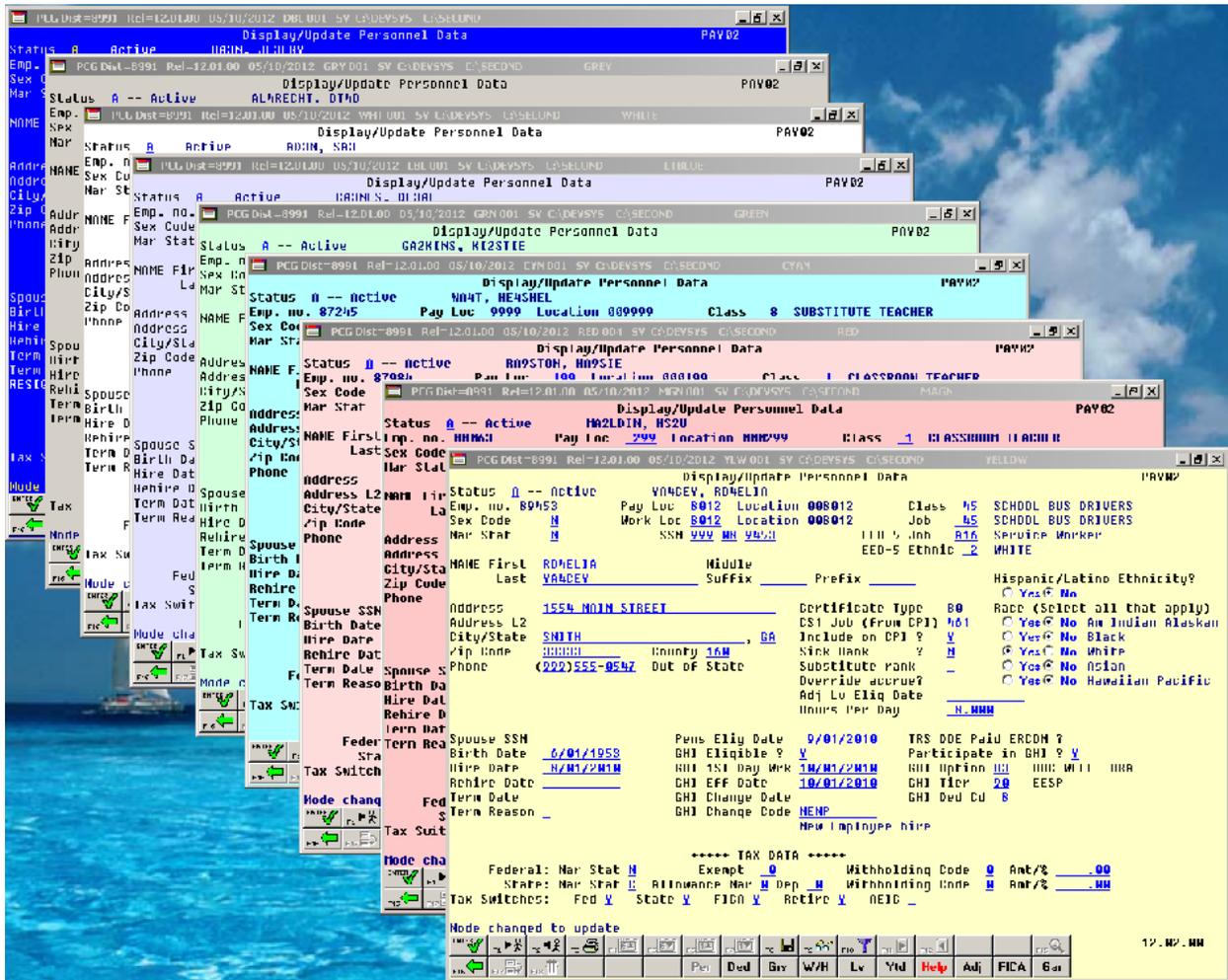
Each site now has the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the default background color to one of the colors shown above. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color. This new feature is now available for production environments.

Documentation, with instructions for implementing the new background color options for PCGenesis screens, has been updated on the PCGenesis documentation website. Please refer to the *Technical System Operations Guide, User Interface Procedures, Set Site Color* for instructions.

A2. Payroll System

A2.1. Calendar Year 2013 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 2013 GHI premiums for the December payroll.

The installation of PCGenesis *Release 12.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the "old" premium rates with an ending date of *12/31/2012*, while the new premium rates, imported with this release's installation, display a beginning date of *01/01/2013*. *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 *'01/01/2013'* and *'12/31/9999'* display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2013, there are a number of changes to SHBP options:

- GHI options remain the same. CIGNA ('C0' – 'C5'), United Healthcare ('U0' – 'U5'), and Tricare ('88') make up the available options for employees.

- The "Spouse Surcharge" tiers have been eliminated. GHI tiers '92', '93', '98', and '99' have been eliminated.

- All other 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 Tier Code	Description	Status
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	Discontinued
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	Discontinued
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	Discontinued
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SURCHARGE	Discontinued
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. PSERS Contribution Report and File

The *PSERS Contribution Report and File* (F2, F5, F10) has been updated to correct a problem with reporting the **PSERS Eligible Date** for the monthly report. The PSERS report and file now report the **PSERS Eligible Date** correctly.

A3. Personnel System

A3.1. PCGenesis Substitute Pay and Employee Leave System

The Department of Education is pleased to announce the successful pilot of the new *Substitute Pay and Employee Leave System*. Currently, <u>nine</u> sites are up and running with the new system. The leave/payroll administrator at one test site reported that what historically used to take two solid days of work to enter leave data, balance the leave data, and generate the substitute gross data transactions, now takes only four hours with the *Enhanced Substitute Pay and Employee Leave System*.

The *Enhanced Substitute Pay and Employee Leave System* is now available to ALL sites on a first come, first served basis, and the PCGenesis development team will pursue a phased implementation for the rest of our user base through 2013. Districts that would like to implement the *Enhanced Substitute Pay and Employee Leave System* should contact the Help Desk and request that their system be placed on the waiting list.

Using the new substitute pay and employee leave system will be <u>optional</u>. Sites may continue to use the old leave system or a third party leave system for as long as they like. However, even the old leave system has been updated to allow for tracking of staff development days and sick bank days in PCGenesis.

Highlights of the updates to the new substitute pay and employee leave system are detailed in the sections below.

A3.1.1. Enhanced Substitute Pay and Employee Leave Menu

The *Leave Reports Menu* has been updated to be more descriptive by identifying that the current reports are available only BEFORE posting the leave input data.

A3.1.2. Import Leave Input Data from CSV

Several corrections have been made to the *Import Leave Input Data from CSV* process. The user is now allowed to use the F10 Browse for File option <u>before</u> entering the trial mode or final mode indicator. Also, if there are zero leave records in the import file, a warning message will now be displayed indicating that no leave records were found.

A correction has also been made to the total substitute time stored on the *Current Leave Input File*. If the employee time has been entered in days in the import file, but the substitute is paid in hours (or visa versa), the total substitute time will now be stored in the correct units (hours or days) on the *Current Leave Input File* record.

A problem has also been fixed with incorrect warning messages printing on the *Leave Input Import Error/Warning Report*. Before, incorrect warning messages were printed for leave reason codes which were not contained in the import file. An example of an incorrect message is shown below:

```
LEAVE EXCEEDS MAX ALLOWED FOR REASON        LV TYPE = A1  LV REAS = 03  MAX ALLOWED =     3.0000
PRIOR REQ =      1.500
```

This problem has been corrected.

A3.1.3. Employee Leave Detail Reports

A problem with the *Employee Leave Detail Report* has been corrected. Before, an incorrect substitute **Employee ID Number** printed on the *Employee Leave Detail Report* when the employee leave detail records did <u>not</u> have a substitute. Now, when there is no substitute on the employee leave detail record, no substitute number is printed.

A3.1.4. Substitute Leave Detail Reports

The *Substitute Leave Detail Report* has been enhanced to include additional information. The *Substitute Leave Detail Report* will now print the substitute time and gross pay for each detail line on the report.

Also, an option has been added which will allow the user to print the substitute Social Security Number on the report. This will allow third parties, such as SoftDocs, to interface with PCGenesis, and to provide statements for substitutes which correspond to the substitutes' earnings for the pay cycle.

A5. *Financial Accounting and Reporting (FAR) System*

A5.1. *Display/Add Checks to Check Master*

PCGenesis release 12.03.00 caused a problem with finding ranges of check numbers using F1 in the *Display/Add Active Checks to Master* module (F1, F4, F14). The problem has been fixed, and now the option to use *F1 to see end of next range IN SAME BANK* is available again.

A5.2. *DOAA Transparency in Government Export File*

The Audit Department has requested the full original 30 digit general ledger account number as a memo item for activity rolled up per the DE46 conversion process. This additional information is added to reported activity and does not change how the report is processed.

A5.3. *School Nutrition Online Reporting System File (DE 106)*

The *DE106 (SNO) Report* has been updated to correct reporting for the 630 general ledger **object** account number. The *DE106* will now allow more than one 630 general ledger **object** account number.

A5.4. *Vendor Maintenance*

The Lookup Employee Button was inadvertently hidden on the *Vendor Maintenance* screen in the last release. It has been restored and is now available.

Section B: Installation Instructions for Release 12.03.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 12.03.01* 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 12.03.01"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
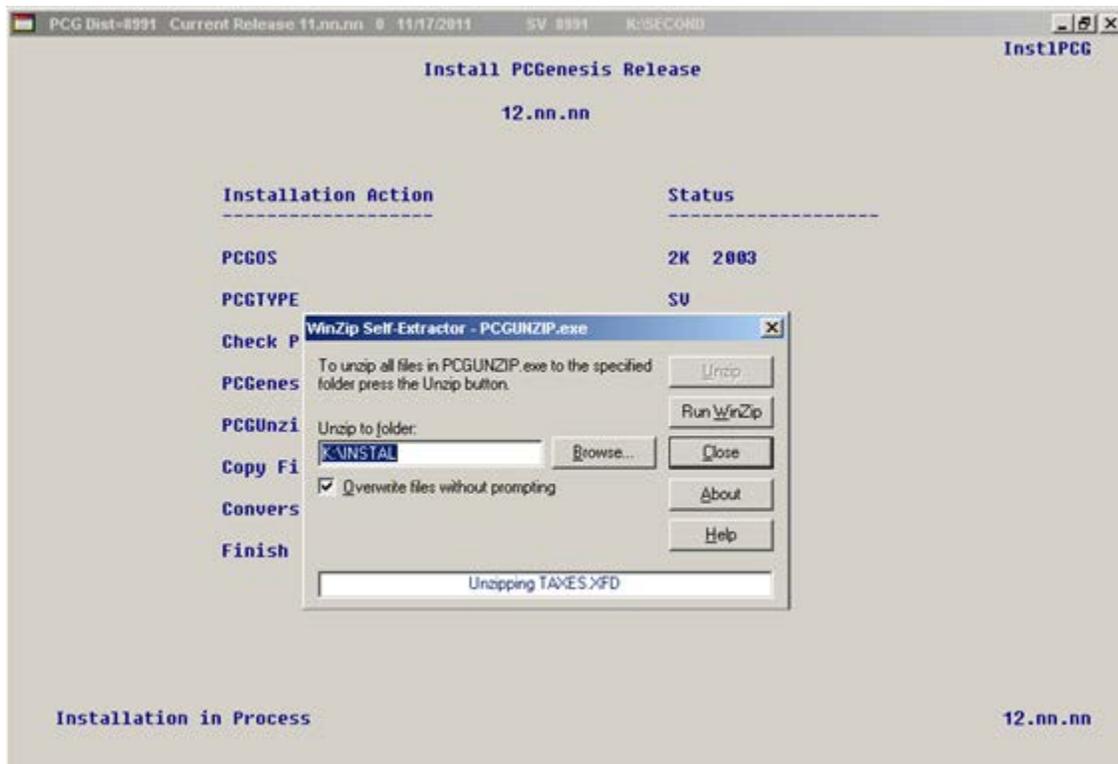
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 12.03.01"**.
5	Proceed to *B2. Install PCGenesis Release 12.03.01*.

B2. Install PCGenesis Release 12.03.01

FROM THE PCGENESIS SERVER

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *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 12.03.01* successful installations, the following message displays:
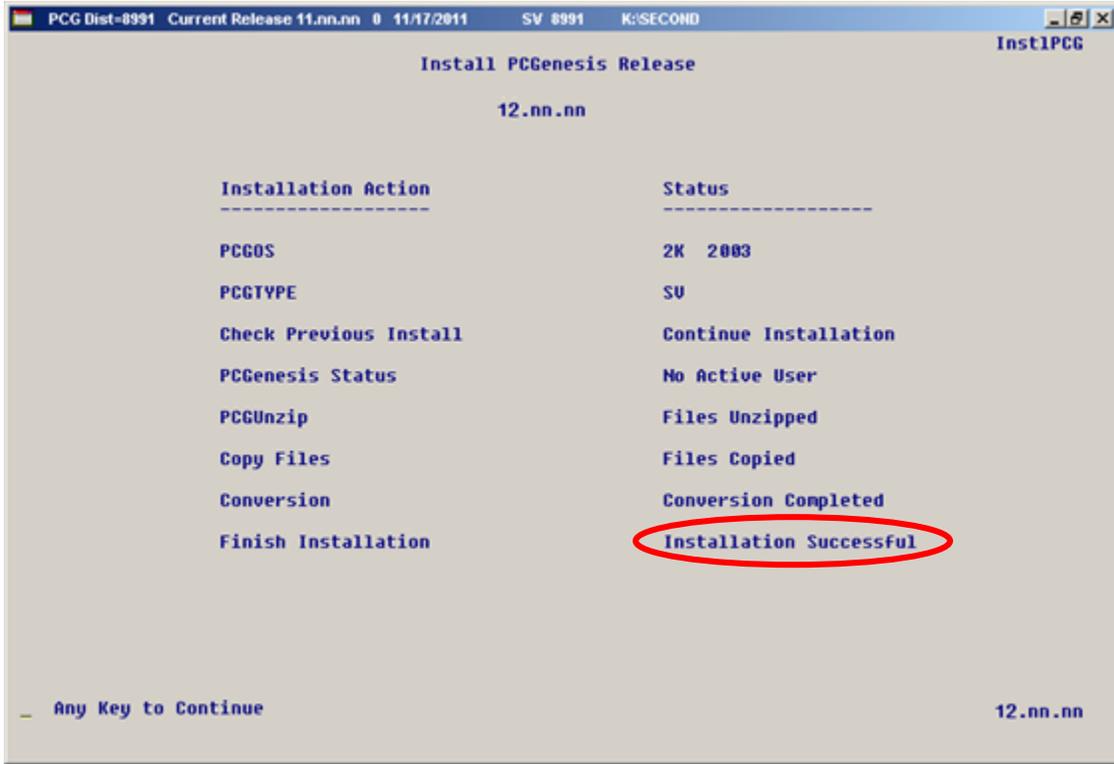
Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 12.03.01 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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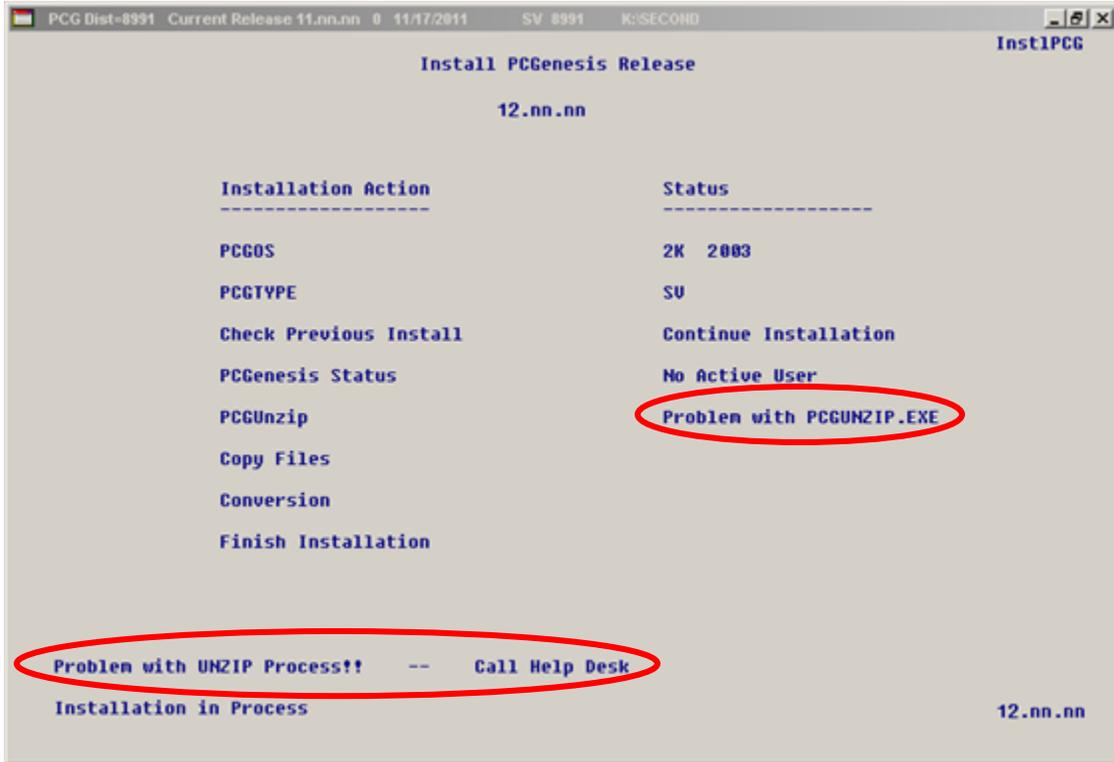
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:
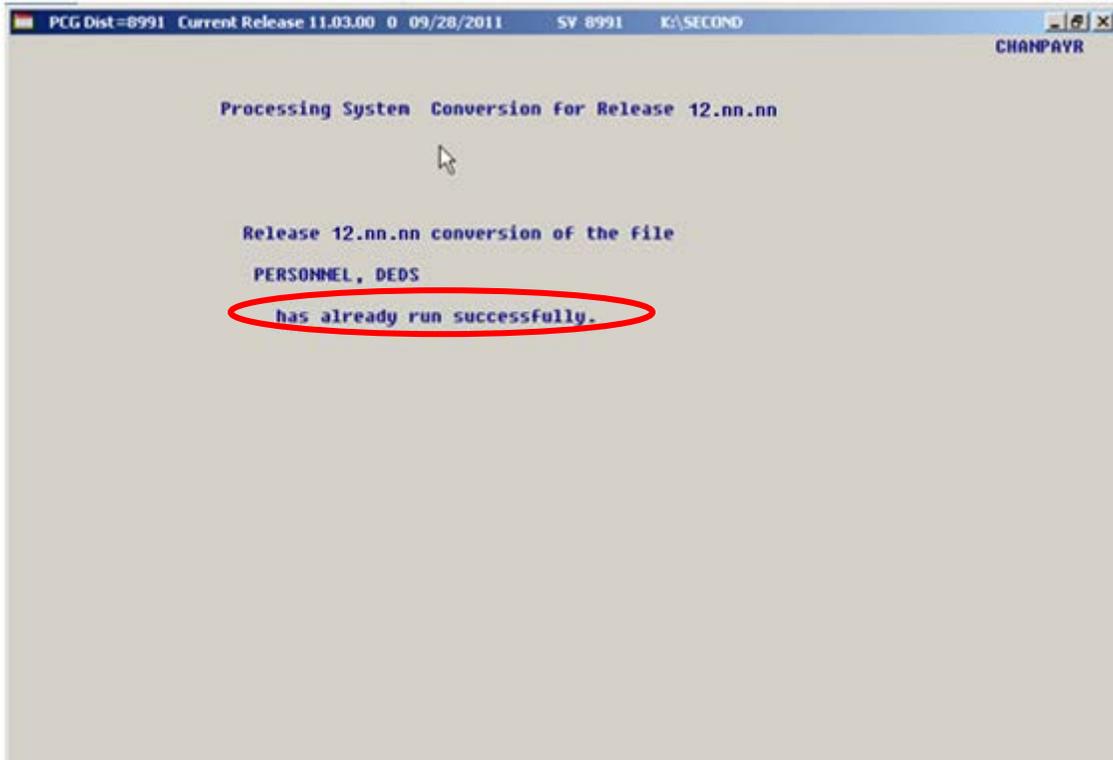
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
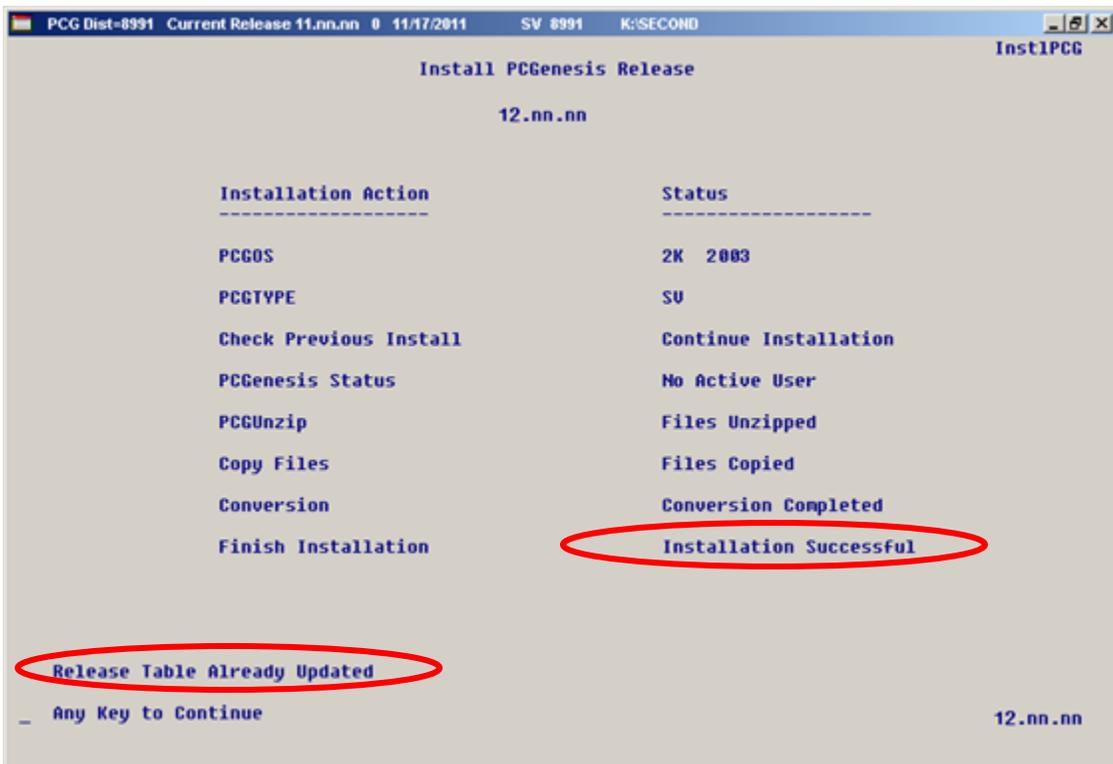
Step	Action
11	Proceed to *B3. Verify Release 12.03.01 Was Successfully Installed.*

B3. Verify Release 12.03.01 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 12.03.01** 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 12.03.01** displays.*
	If Release 12.03.01 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.

B4. Perform a PCGenesis Full Backup after Release 12.03.01 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 12.03.01"**.

Section C: After PCGenesis Release 12.03.01 Has Been Installed

GHI employee rates effective 01/01/2013 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 2013 enrollments and to prepare for the December 2012 payroll:

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

✔	**Step**	**Action**
	9	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the *Payroll Trial Register* and the *Trial Employer Benefit Distribution by Employee* reports.
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

Follow these steps in the order presented.

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

| Step	Action
1	From the *Payroll System Master Menu,* select ![9] (**F9** – Update/Display Description/Deduction/Annuity Files Menu).
2	When the *Payroll System – Description/Deduction/Annuity Files Menu* displays, select ![9] (**F9** – Print Benefit Plan/Option/Tier File).
3	On the *Print Benefit Plan Option Tier File* screen, enter **01/01/2013** and **12/31/2013** in the **Print rates in effect from** range fields, and select **Enter**. *PCGenesis defaults to the current date with the From: field.* *"*** Processing ***" briefly displays.*
4	When the *Payroll System – Description/Deduction/Annuity Files Menu* redisplays **To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*

Dr. John D. Barge, State School Superintendent
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C.1.1. Benefit Deduction Option and Tier Report – Example

```
REPORT DATE: 11/20/2012 08:33          BENEFIT DEDUCTION OPTION AND TIER REPORT                      PAGE   3
Program ID:  PAY27
                          Report of EMPLOYEE rates in effect from: 01/01/2013  To: 12/31/2013

Option Tier Description                        From Date  To Date  Short Desc   Deduction Desc   PayChk Desc    Prem Amt
C1          CIGNA WELLNESS HMO                 Short Desc: CIG WELL  HMO

       10   SINGLE COVERAGE                    01/01/2013 12/31/9999 SINGLE      CIG WELL HMO SING C WELL HMO SG    132.38
       40   SINGLE COVERAGE TOBACCO SURCHARGE  01/01/2013 12/31/9999 SINGLE/T    CIG  WELL HMO SIN C W HMO SGL/T    212.38
       90   EMPLOYEE & SPOUSE                  01/01/2013 12/31/9999 EESP        CIG  WELL HMO EES CG W HMO EESP    315.34
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EESP/T     CIG  WELL HMO EES C WHMO EESP/T    395.34
       94   EMPLOYEE & CHILD(REN)              01/01/2013 12/31/9999 EECH        CIG  WELL HMO EEC CG W HMO EECH    293.88
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EECH/T     CIG  WELL HMO EEC C WHMO EECH/T    373.88
       96   EMPLOYEE & SPOUSE & CHILD(REN)     01/01/2013 12/31/9999 FAMILY      CIG  WELL HMO FAM C WELL HMO FM    406.86
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2013 12/31/9999 FAMILY/T  CIG  WELL HMO FAM C W HMO FAM/T    486.86


C2          CIGNA STANDARD HRA                 Short Desc: CIGNA STD HRA

       10   SINGLE COVERAGE                    01/01/2013 12/31/9999 SINGLE      CIGNA HRA SINGLE  CIG HRA SINGL     97.92
       40   SINGLE COVERAGE TOBACCO SURCHARGE  01/01/2013 12/31/9999 SINGLE/T    CIG HRA SINGLE/T  CIG HRA SGL/T    177.92
       90   EMPLOYEE & SPOUSE                  01/01/2013 12/31/9999 EESP        CIG HRA EESP      CIG HRA EESP     279.66
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EESP/T     CIG HRA EESP/T    CG HRA EESP/T    359.66
       94   EMPLOYEE & CHILD(REN)              01/01/2013 12/31/9999 EECH        CIG HRA EECH      CIG HRA EECH     264.26
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EECH/T     CIG HRA EECH/T    CG HRA EECH/T    344.26
       96   EMPLOYEE & SPOUSE & CHILD(REN)     01/01/2013 12/31/9999 FAMILY      CIG HRA FAMILY    CIG HRA FAM      357.54
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2013 12/31/9999 FAMILY/T  CIG HRA FAM/T     CIG HRA FAM/T    437.54

C3          CIGNA WELLNESS HRA                 Short Desc: CIG WELL  HRA

       10   SINGLE COVERAGE                    01/01/2013 12/31/9999 SINGLE      CIG WELL HRA SING C WELL HRA SG     87.92
       40   SINGLE COVERAGE TOBACCO SURCHARGE  01/01/2013 12/31/9999 SINGLE/T    CIG  WELL HRA SIN C W HRA SGL/T    167.92
       90   EMPLOYEE & SPOUSE                  01/01/2013 12/31/9999 EESP        CIG  WELL HRA EES CG W HRA EESP    254.66
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EESP/T     CIG  WELL HRA EES C WHRA EESP/T    334.66
       94   EMPLOYEE & CHILD(REN)              01/01/2013 12/31/9999 EECH        CIG  WELL HRA EEC CG W HRA EECH    239.26
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2013 12/31/9999 EECH/T     CIG  WELL HRA EEC C WHRA EECH/T    319.26
       96   EMPLOYEE & SPOUSE & CHILD(REN)     01/01/2013 12/31/9999 FAMILY      CIG  WELL HRA FAM C WELL HRA FM    343.86
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2013 12/31/9999 FAMILY/T  CIG  WELL HRA FAM C W HRA FAM/T    423.86
```
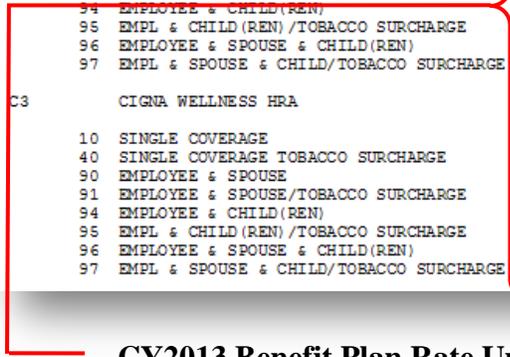
CY2013 Benefit Plan Rate Updates