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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 16.04.00 – Calendar Year 2016 Year-End Closing Procedures /
Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 16.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2016 Payroll Completion Instructions

Install this release after completing the December 2016 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2017 payroll.

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. Payroll System

A1.1. 2017 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2017. The Federal withholding tax exemption amount for 2017 remains the same at \$4,050. The FICA wage limit has increased to \$127,200.00 for 2017. This release automatically updates the Federal tax tables into PCGenesis.

A1.2. New Georgia Health Insurance (GHI) Rate for Non-Certified Employees for January 2017 (for February 2017 Coverage)

The Board of Community Health approved the employer contribution rate increase from \$746.20 to **\$846.20** for each enrolled employee in the Non-Certificated Plan. The new rate goes into effect on the January 2017 billing (for February coverage). This release automatically updates the GHI employer rate into PCGenesis.

A1.3. Calendar Year 2016 (CY2016) W-2 Form Processing

The printed W-2 form for employees has been updated to add the **Payroll Location** to the employer return address, so that this information is available after stuffing the W-2 into the mailing envelope. This enhancement will make it much easier to manually distribute the W-2's to the correct payroll location after the forms have been stuffed into the envelopes.

The installation of Release 16.03.01 makes calendar year **2017** W-2 forms available for those employees who terminate and/or request a printed W-2 form for calendar year 2017.

All *Gross Data Pay Reason* codes are automatically returned to **00** (Regular Pay) in calendar months September thru April.

All active TRS employees will be affected as described above. However, a new field has been added to the *Update/Display Gross Data* screen which will allow the user to “lock” an employee’s **TRS Service Indicator** for designated employees. The **TRS Service Lock** field indicates whether or not to lock the **TRS Service Indicator** so that TRS service is not changed during any mass change payroll procedure.

A1.5. Add New TRS Service Lock Field to Gross Data Screen

A new field has been added to the *Update/Display Gross Data* screen (F2, F2, F4). The **TRS Service Lock** field has been added to facilitate TRS reporting. The new **TRS Service Lock** field has been added to the *Update/Display Gross Data* screen which will allow the user to “lock” an employee’s **TRS Service Indicator** for designated employees.

The **TRS Service Lock** field indicates whether or not to lock the employee’s **TRS Service Indicator** so that TRS service credit is not changed during any mass change payroll process. If the **TRS Service Lock** field is set to ‘Y’ for an employee, the employee’s **TRS Service Indicator** field will not be changed during *Payroll Setup* (F2, F1, F1) procedure, even if a **Mass Update** flag is set to ‘Y’ on the *Select TRS Mass Change Option* screen.

Likewise, if the **TRS Service Lock** field is set to ‘Y’ for an employee, the employee’s **TRS Service Indicator** field will not be changed during the *Mass Update Selected Employees’ Fields* (F2, F13, F6, F5) procedure, even if a **Service Time Update** flag is set to ‘Y’ on the data entry screen.

For example, any employee not working 50% or more of the scheduled working days in a month does not earn service credit and therefore, should not automatically have their **TRS Service Indicator** reset to ‘1’ in August to earn TRS credits. The **TRS Service Lock** field would allow those employees to have their **TRS Service Indicator** to stay locked with a ‘0’ value so that TRS credits are NOT earned.

A1.6. Mass Update Selected Employees’ Fields

The *Mass Update Selected Employees’ Fields* (F2, F13, F6, F5) procedure has been updated to respect the **TRS Service Lock** field value for employees. The **TRS Service Lock** field indicates whether or not to lock the employee’s **TRS Service Indicator** so that TRS service credit is not changed during any mass change payroll process. If the **TRS Service Lock** field is set to ‘Y’ for an employee, the employee’s **TRS Service Indicator** field will not be changed during the *Mass Update Selected Employees’ Fields* procedure, even if a **Service Time Update** flag is set to ‘Y’ on the data entry screen.

A1.7. Export Selected Payroll / Deduction / CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) feature for the export of an additional payroll field. The user is now allowed to select the ‘**TRS Service Lock**’ field for export from the *Payroll File*.

A1.8. Payroll Exceptions Report

An edit has been added to the *Calculate Payroll & Print Exceptions* (F2, F3, F2) report. Now, if there is a 'Z' pension adjustment *Gross Data* salary account line, but no other gross pay, the 'Z' pension adjustment will not be allowed. This edit is needed because, with no gross pay, the employee will not be picked up for payroll and the 'Z' pension adjustment will simply be lost. The message "PENS ADJ WHEN NO GROSS PAY, 'Z' WON'T PROCESS" will print in these circumstances.

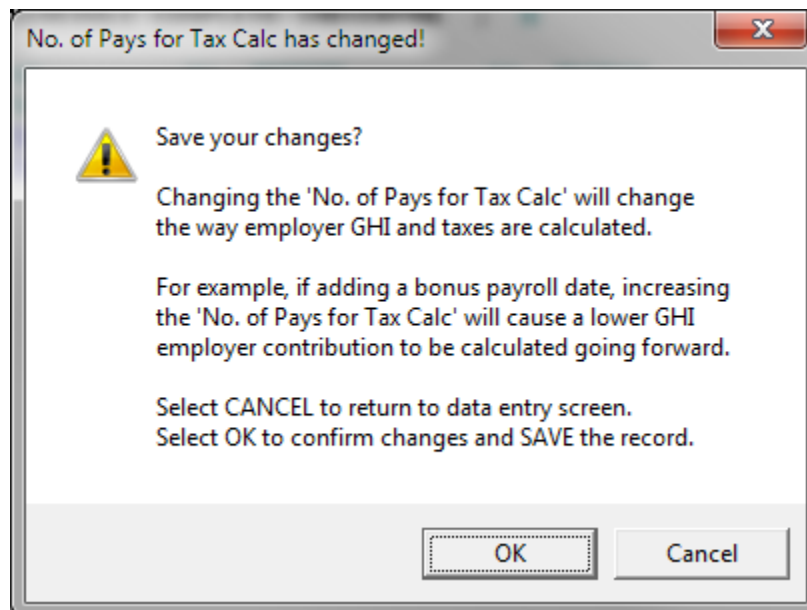
A1.9. Print YTD Earnings' Register Report

A problem has been corrected with the *Print YTD Earnings' Register – Summary by Employee* (F2, F10, F13) report. Before, an incorrect amount would print in the 'NEW ERS' field for the 'Final Totals Including Third Party Sick Pay' totals at the end of the report. This problem has been corrected.

A1.10. Display/Update Pay Schedules

A new warning message has been added to the *Display/Update Pay Schedules* (F2, F13, F1) procedure. Now, when the 'No. of pays for tax calc' field is changed on the *Calendar Year Pay Schedule* screen, a warning message will display as shown below.

The pop-up message box warns users that changing the 'No. of pays for tax calc' field affects the way taxes and employer GHI are calculated. For example, if adding a bonus payroll date to the *Pay Schedule*, increasing the 'No. of pays for tax calc' will cause a lower GHI employer contribution to be calculated going forward. This is a common mistake users make when adding a bonus payroll.



A1.11. IRS Extends Deadline for Furnishing 1095-C's to Individuals

The information published below is obtained from *IRS Notice 2016-70*. This IRS publication can be viewed at the following link: <https://www.irs.gov/pub/irs-drop/n-16-70.pdf>.

NOTE: According to *IRS Notice 2016-70*, the due date for furnishing to individuals the 2016 Form 1095-C, *Employer-Provided Health Insurance Offer and Coverage*, is extended from January 31, 2017, to **March 2, 2017**.

A1.12. PCGenesis Software ID for 2016 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 2017)*. 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: The IRS has certified the PCGenesis application for ACA reporting for reporting year 2016. Now that the PCGenesis software is recertified, our first-time users will be able to complete submitting their ACA Test Files to the IRS as described in *Section A1.14. Submitting ACA Test Files to the IRS for First-Time Users* in this document.

A1.13. 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 2015 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.

A1.14. 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 2017)*. 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 2015 will NOT need to redo the ACA test file submissions in 2016 for 2016 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_20161119T131057109Z.xml
- 2 1094C_Request_XXXXX_20161119T131057109Z.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.

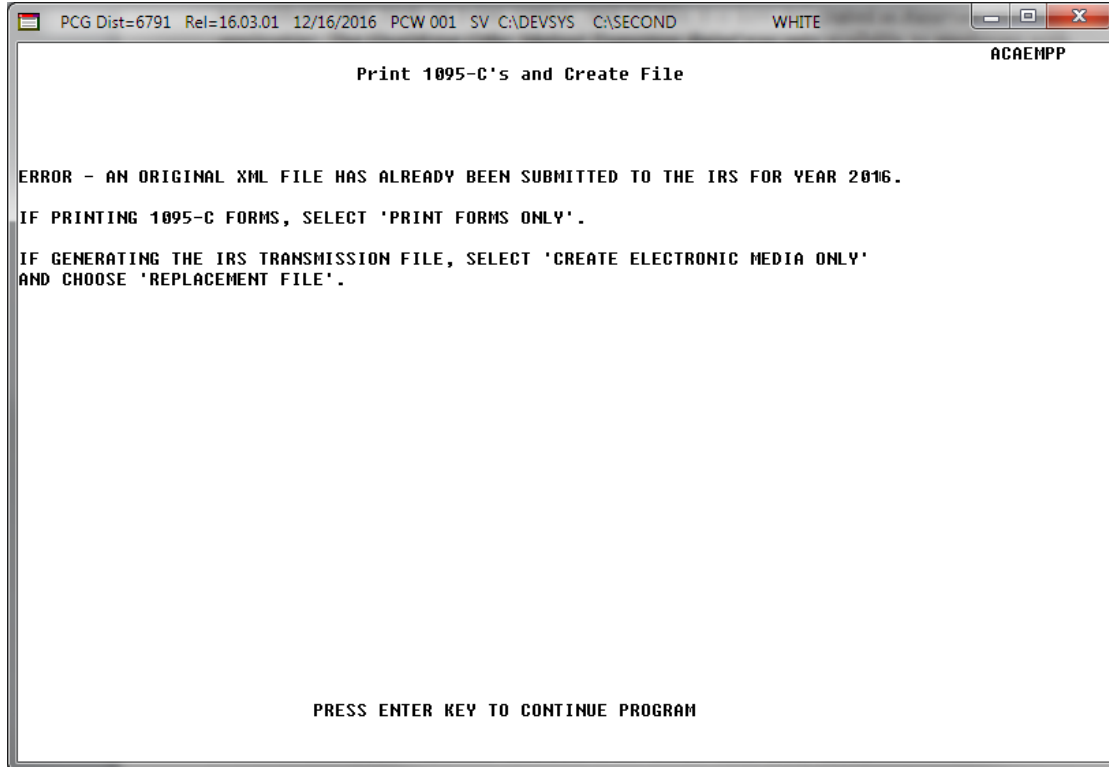
Your site will not be able submit your regular production ACA 1095-C transmission files to the IRS until your TCC ID has passed the communications step.

A1.15. Calendar Year 2016 (CY2016) ACA 1094-C Form Update

For calendar year 2016, on Form 1094-C, line 22, box B is now designated as *Reserved (No longer applicable)*. The *Qualifying Offer Method Transition Relief* was only available to employers with calendar year plans for 2015 reporting, and does not apply for reporting year 2016. The line 22, box B input field has been removed from the *Print Employer Copy of 1094-C & 1095-C's* screen (F2, F4, F6) and the *Print 1094-C & Employee 1095-C's & Create File* screen (F2, F4, F7).

A1.16. Print 1094-C & Employee 1095-C's & Create File

A problem has been corrected with the *Print 1094-C & Employee 1095-C's & Create File* (F2, F4, F7) procedure. Before, when a user tried to create the first ACA transmission file of 2016, an error screen would be displayed as shown below:



Print 1095-C's & Create File Error Screen

This error has been corrected by allowing the user to input the correct **W-2 Reporting Year** on the first input screen of the *Print 1094-C & Employee 1095-C's & Create File* procedure. Having the correct reporting year allows the system to recognize that an original XML file has not yet been submitted to the IRS for calendar year 2016, and therefore, an error screen is no longer displayed.

Also, the ACA XML transmission file has been updated to be in compliance with IRS specifications for calendar year 2016.

A1.17. Compare ACA Dependents for Two Years

A new report has been added to the *Payroll Annual Reports Menu*. The option to *Compare ACA Dependents for Two Years* has been added to the *Payroll Annual Reports Menu* (F2, F4, F2). This option allows the user to enter the current W-2 year and a previous reporting year so that the ACA dependent information can be compared between the two years. The report can be used to help verify the current dependent data loaded from the ADP website so that inconsistencies can be investigated, if necessary. The list below identifies some of the messages that may be produced on the report.

```
1095 RECORD EXISTS FOR 2015 BUT NOT 2016  
EMP ELIG FOR 1095 IN 2016 BUT NOT 2015  
DEPENDENT FOUND IN 2016 BUT NOT 2015  
DEPENDENT FOUND IN 2015 BUT NOT 2016  
DEPENDENT LAST NAME DOES NOT MATCH  
DEPENDENT MIDDLE NAME DOES NOT MATCH  
DEPENDENT FIRST NAME DOES NOT MATCH
```

A1.18. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option has been updated to import three new fields: the **Hours Per Day** field, the **‘No Pension’ Code** field, and the **Sick Bank** field. Adding these fields facilitates the new hire process. Both of the Excel import templates have been updated with the new fields. The “one employee per file” template has been updated with the new fields: *PCG_New_One_Employee.xlsx* template. The “multiple employees per file” template has also been updated with the new fields: *PCG_New_Multi_Employees.xlsx* template.

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option has been updated so that entering a new employee number for an existing Social Security Number (SSN), is no longer an error, but a warning instead. Now, if the user needs to use the import process to create a second **Employee ID** for an employee, a warning will be printed, but the import process won’t be stopped. The following warning message will appear on the *Employee Detail Report*: “WARNING - SSN already exists on PAYROLL file.”

A2. Personnel System

A2.1. Update/Display Affordable Care Act (ACA) Employee Data

The *Update/Display ACA Employee Data* (F3, F1, F3) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage.

A problem has been corrected with the *Update/Display ACA Employee Data* screen when two Employee IDs (EMP NO) exist for one Social Security Number. If an ACA record was created for one Employee ID in 2015 (for example, EMP NO = 9506) and then an ACA record was created under the second Employee ID in 2016 (for example, EMP NO = 95061), the program would not write the data for the year 2016 and an error would be displayed. This problem has been corrected.

PCG Dist=6791 Rel=16.03.01 12/16/2016 PCW 001 SV CADEVSY S CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06

EmpNo 11111 SMITH, JANE S. Class 1 CLASSROOM TEACHERS

SSN 111-11-1111 Loc 101 Jasper County High S Job cd 2 TEACHER 1-3

Calendar year: 2016

1095-C Eligible: - ACA RECORD NOT ON FILE

Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS		
JAN		
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

Mode changed to update
ACA 1095-C record does NOT exist for employee

16.04.00

PCGenesis Update/Display ACA Employee Data Screen

A2.2. Enhanced Employee Leave System – Substitute Distribution Flag

A problem has been corrected with the **Substitute Distribution Flag** on the *Update/Display Gross Data* screen (F2, F2, F4). Before the user was allowed to set the **Substitute Distribution Flag** to 'Y' when the **Process Type** code for the account line was 'A', 'B', 'X', 'Y', 'Q', 'P', or 'Z'. However all of these **Process Types** are cleared when setting up for the next payroll cycle, and this causes the system to calculate the substitute distribution percentages incorrectly. Therefore, the system has been changed to only allow the **Substitute Distribution Flag** set to 'Y' when the **Process Type** code is 'S', 'D', or 'H'.

The same edit has been added to the *Payroll Gross Data Import* option (F2, F13, F8, F2). Now, the **Substitute Distribution Flag** can be set to 'Y' only when the **Process Type** code is 'S', 'D', or 'H'.

A3. Financial Accounting and Reporting (FAR) System

A3.1. E-Verify Number Increased to 7 Digits

The **E-Verify Number** has been updated on the *Vendor Maintenance* screen (F1, F14, F1) and on the *System Control Information* screen (F1, F13, F12). Before, the **E-Verify Number** consisted of between 4 and 6 numerical digits. Now, the **E-Verify Number** can contain a maximum of 7 numerical digits. The **E-Verify Number** is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission. The **E-Verify Number** and an **E-Verify Authorization Date** on the *Vendor Maintenance* screen and on the *System Control Information* screen are available for informational purposes only.

A3.2. Add Source/Vendor Name to Journal Entry Screen

The *Journal Entry* screen (F1, F11, F5) has been enhanced to display the source/vendor name for each account line. Adding the source/vendor names to *Journal Entry* screen facilitates validation of the data entered on the screen.

PCG Dist=6791 Rel=16.03.01 12/16/2016 PCW 001 SV CADEVSY5 CASECOND WHITE JRNL 0400

JOURNAL ENTRY LINES 1 TO 10 OF 14

Voucher #: 00007043 Transaction date: 10/20/2016 Reason: CORRECT PER UR
Journal entry fiscal year: 17

Ln	Ty	9	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	DR	Amount	CR	Amount	Bank	Vendor
01	E		485	1863	2210	81000	100	1							5918	GEORGIA STATE
02	E		485	1863	2210	81000	8010				248.00		248.00		5918	GEORGIA STATE
03	E		485	1863	2210	81000	195	1					248.00		5918	GEORGIA STATE
04	E		485	1863	2210	81000	8010				248.00		248.00		5918	GEORGIA STATE
05	E		485	1863	2210	81000	201	1					248.00		5918	GEORGIA STATE
06	E		485	1863	2210	81000	8010				248.00		248.00		5918	GEORGIA STATE
07	E		485	1863	2100	30016	100	1					2500.00		5853	TRANSFORMATION
08	E		485	1863	2100	30016	8010				2500.00		2500.00		5853	TRANSFORMATION
09	E		485	1863	2100	30016	100	1					2500.00		5853	TRANSFORMATION
10	E		485	1863	2100	30016	8010				2500.00		2500.00		5853	TRANSFORMATION
												11479.00	11479.00			

-- This following section applies ONLY if a check is issued against this J.E. --
 Check bank: Check #: Amount:
 Vendor #: -OR- Payee:

F31=Reverse JE, F5=PgDn, F7=LnDn, F17=Print Screen, F28=Help, F16=Exit
 F8=First, F9=Next, F10=Prev, F11=Last

ENTER [F1] [F2] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] 16.04.00
 F16 [F1] [F2] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] [F31]

Section B: Installation Instructions for Release 16.04.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 16.04.00* 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 16.04.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

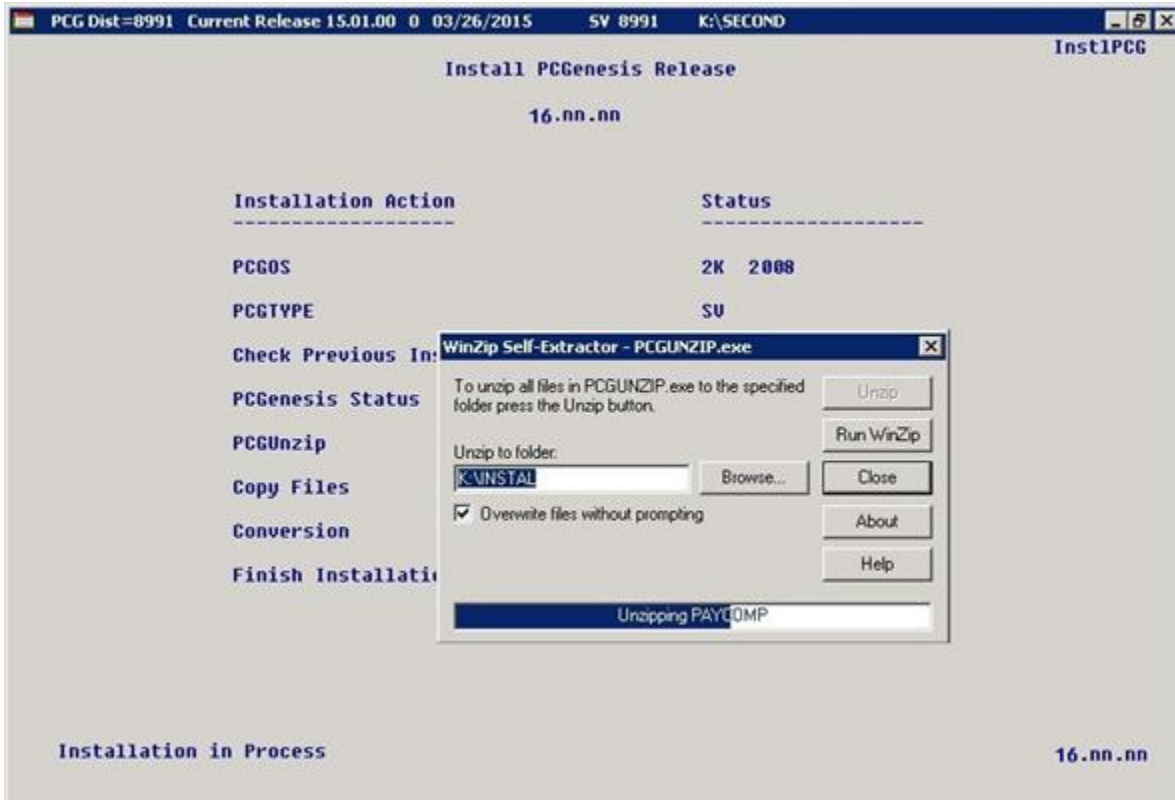
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 16.04.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 16.04.00</i> .

B2. Install PCGenesis Release 16.04.00

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. <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 RELINSTL.BAT and select Run as administrator 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:

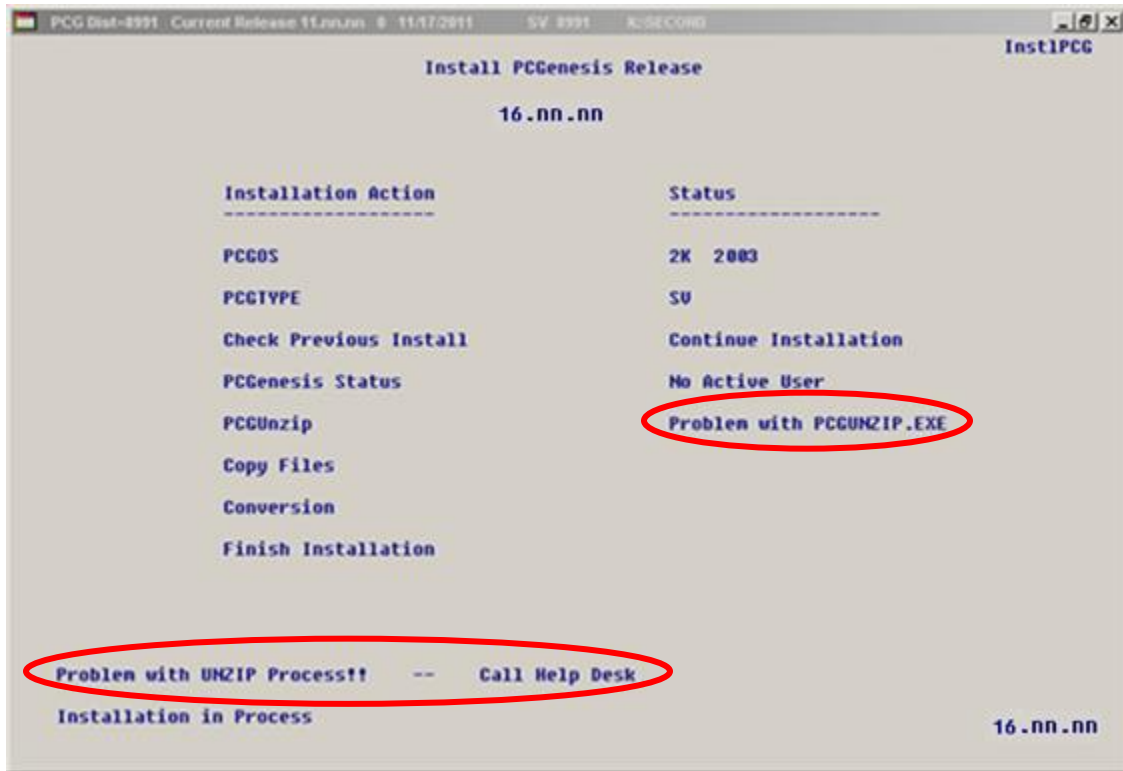


For PCGenesis Release 16.04.00 successful installations, the following message displays:



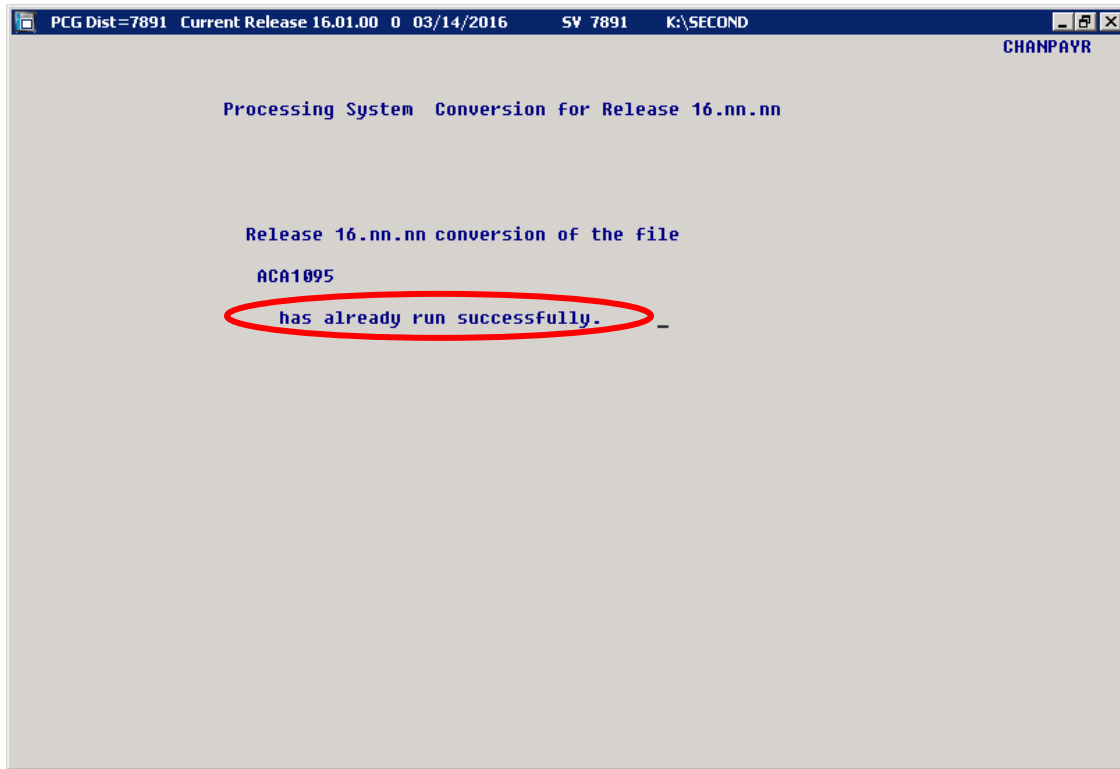
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 16.04.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:



Step	Action
8	Select F16 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:

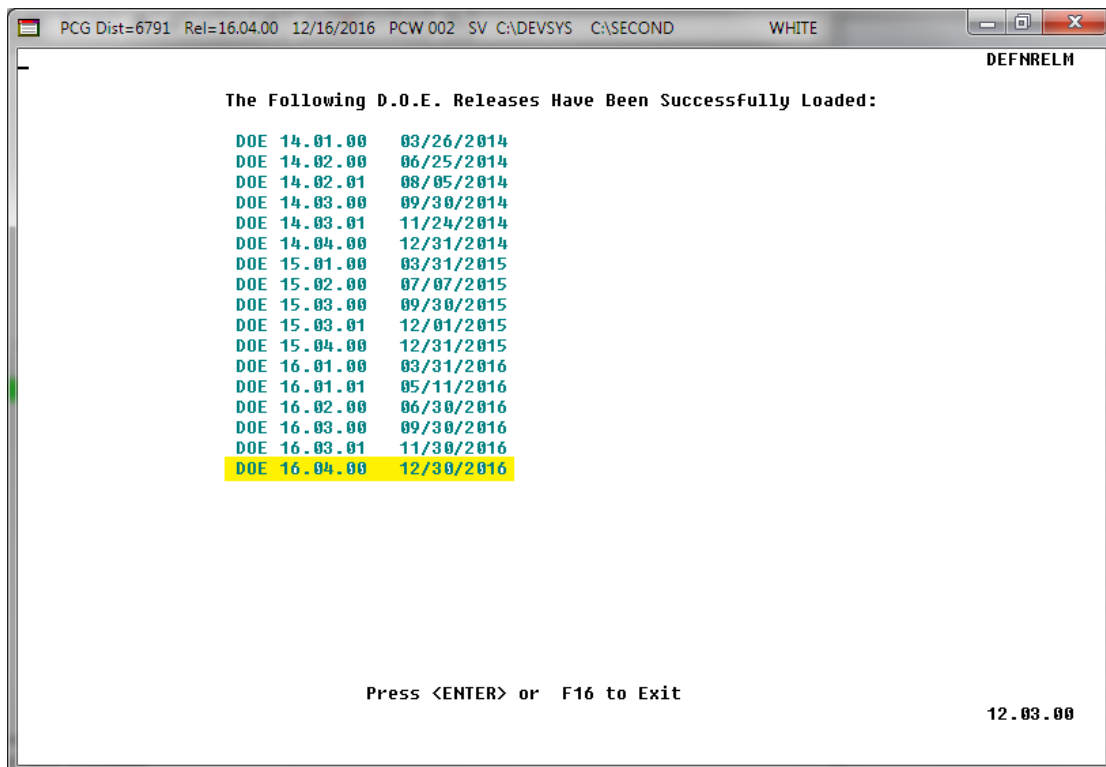


Step	Action
11	Proceed to B3. <i>Verify Release 16.04.00 Was Successfully Installed.</i>

B3. Verify Release 16.04.00 Was Successfully Installed

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

The following screen displays:



Step	Action
4	Verify Release 16.04.00 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 16.04.00 displays. If Release 16.04.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
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 16.04.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> 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 16.04.00 ”.

Section C: After PCGenesis Release 16.04.00 Has Been Installed

C1. Calendar Year 2016 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.		
<i>Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.</i>		
✓	Step	Action
<i>AFTER the last Calendar Year 2016 payroll. BEFORE the first Calendar Year 2017 payroll.</i>		
PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule		
1		Set up the Pay Schedules for the new calendar year. (F2, F13, F1) Do not set up for payroll before performing this procedure.
PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record		
2		Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) Do not set up for payroll before performing this procedure.
PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables (F2, F13, F3)		
3		Where appropriate, update the Federal Income Tax (FIT) Tables.
4		Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
5		Where appropriate, update the Employee's Retirement System (ERS) Table is correct.
6		Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
7		Where appropriate, update the Group Health Insurance (GHI) Table.
8		Where appropriate, update the State Income Tax (SIT) Table.
9		Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables.
PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing		
10		Reset Employee Calendar Year-to-Date Amounts to Zero (0). (F2, F13, F5, F1)

<i>PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing</i>		
	11	Process calendar year 2016 W-2 statements. (F2, F4, F10)
	12	Process calendar year 2016 1095-C statements. (F2, F4, F7)
<i>FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.</i>		
	13	Process calendar year 2016 Form 1099-MISC Statements. (F1, F12, F10, F10)

Appendix A: Supported 1095-C Form - Example

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