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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 21.04.00 – Calendar Year 2021 Year-End Closing Procedures /
Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 21.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2021 Payroll Completion Instructions

Install this release after completing the December 2021 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2022 payroll.

A PCGenesis E-mail User List Is Available

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

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

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

pcgenesis@list.doe.k12.ga.us

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

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Section A: Overview of Release

A1. Payroll System

A1.1. 2022 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2022. The FICA wage limit has increased to \$147,000.00 for 2022. This release automatically updates the FICA tables into PCGenesis.

The Federal withholding tax parameters have been updated for calendar year 2022. The **Federal Exemption Amount** has been increased to \$4,300 from \$4,200. The **2020 W-4 Married Exemption Amount** has been increased to \$12,900 from \$12,600. The **2020 W-4 Married Single Amount** has been increased to \$8,600 from \$8,400. This release automatically updates the 2022 Federal withholding tax tables into PCGenesis.

Refer to *Appendix D: Reprint of IRS Publication 15-T for 2022* in this document for additional information on Federal tax withholding formulas and tables.

A1.2. 2022 Georgia Income Tax Withholding Updates

Per Georgia House Bill 593, the Georgia withholding tax parameters have been updated for calendar year 2022. The **Standard Deduction Amount** for a married couple filing a joint return has been increased to \$7,100.00 from \$6,000.00. The **Standard Deduction Amount** for a single taxpayer or a head of household return has been increased to \$5,400.00 from \$4,600.00. The **Standard Deduction Amount** for a married taxpayer filing a separate return has been increased to \$3,550.00 from \$3,000.00. This release automatically updates the 2022 Georgia withholding tax tables into PCGenesis.

A1.3. Calendar Year 2021 1095-C Form Processing

What's New for ACA Form 1095-C?

Individual coverage health reimbursement arrangement (HRA). For 2021, form 1095-C has been modified to add new codes **1T** and **1U** for individual coverage HRAs offered to the employee and spouse but not dependents.

The *Alpha Description File* (F2, F9, F2) has been updated with a new **ACA Offer of Coverage Codes 1T** and **1U** entries in the **ACA1** table. This release automatically updates the **ACA1** codes into PCGenesis. The **ACA Offer of Coverage Codes 1T** and **1U** are now available when entering data on the *ACA Employee Data* screen (F3, F1, F3).

ACA1 Code	Description
1T	HRA offer to EE & spouse (not deps). Residence ZIP
1U	HRA offer to EE & spouse (not deps). Employment ZIP

Code	Description
1A	Qualifying offer. 12 mos. EE contri < fed poverty
1B	MV offer to EE only. No coverage spouse & deps
1C	MV offer to EE, MEC offer to deps. No cover spouse
1D	MV offer to EE, MEC offer to spouse. No cover deps
1E	MV offer to EE, MEC offer to spouse and deps
1F	MEC not providing MV offered to EE
1G	Offer to EE who was not FT and who self-insured
1H	No offer of coverage
1J	MV offer to EE, conditional MEC to spouse, no deps
1K	MV offer EE, MEC depends, conditional MEC spouse
1L	HRA offer to EE only. Residence ZIP code.
1M	HRA offer to EE & deps (not spouse). Residence ZIP
1N	HRA offer to EE, spouse and deps. Residence ZIP.
1O	HRA offer to EE only. Employment ZIP code.
1P	HRA offer to EE & deps (not spouse). Employment ZIP
1Q	HRA offer to EE, spouse and deps. Employment ZIP.
1R	HRA offer that is NOT affordable
1S	HRA offer to individual who was not full-time emp.
1T	HRA offer to EE & spouse (not deps). Residence ZIP
1U	HRA offer to EE & spouse (not deps). Employment ZIP

A1.4. PCGenesis Software ID for 2021 ACA Reporting to the IRS

IRS Publication 5164, *Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) Processing Year 2022* contains general and program specific testing information for use with ACA Assurance Testing System (AATS). AATS refers to both the process and the system used to test software and electronic transmissions prior to accepting forms into the Production AIR System. Software Developers must pass IRS AATS scenarios for the forms and tax year that the software package will support. *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2022)* 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.

A1.5. 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 2020 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.

A1.6. 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 2022)*. 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 2020 will NOT need to redo the ACA test file submissions in 2021 for 2021 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:

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

Action Required:

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

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

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

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

- 1 MANIFEST_1094C_Request_XXXXX_20211112T010101001Z.xml
- 2 1094C_Request_XXXXX_20211112T010101001Z.xml

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

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

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

A1.7. Calendar Year 2021 W-2 Form Processing

Calendar year 2021 Internal Revenue Service (IRS) W-2 forms have not changed from 2020.

The installation of Release 21.04.00 makes calendar year **2022** W-2 forms available for employees terminating and requesting W-2's for calendar year 2022. The 2022 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A1.8. Void Check from Previous Payroll and PSERS

A problem has been corrected with the *Enter Void Check/Direct Deposit from Previous Pay* (F2, F3, F9, F11) procedure. Before, the problem occurred when trying to void a check or direct deposit from a previous payroll period when they employee participated in Old PSERS (**Pension Code = 1**) or New PSERS (**Pension Code = 5**) and the **Pension Switch** was turned off at the time of the original check, but was subsequently turned on. In this particular case, the system would calculate an incorrect employer share for PSERS when voiding the check or direct deposit. This problem has been corrected.

A1.9. Update Budget Files with Current Pay

A problem has been corrected with the *Update Budget Files with Current Pay* (F2, F3, F14) procedure. Before, the system would abort when trying to create an audit record using a payroll cash account for the first time (for example the account 22-254-0-0000-0101-00000-0-000000), when the cash account did not exist yet. In this case, the *Update Budget Files with Current Pay* aborted with the message “*Account not valid. Create Audit failed*”. This problem has been corrected. Now, the *Update Budget Files with Current Pay* process will create the missing cash account automatically.

A2. Financial Accounting and Reporting (FAR) System

A2.1. New IRS 1099-NEC Form

New last year, the IRS moved **nonemployee compensation** (Amount Code 7) to its own form, the 1099-NEC. PCGenesis supports the 1099-NEC form and transmission file. Options for the 1099-NEC are available on the *IRS 1099 Processing Menu* (F1, F12, F10). The 1099-NEC form has been created by the IRS to report **nonemployee compensation**. School districts should make plans to purchase the 1099-NEC forms, if necessary.

Form 1099-NEC resized. The IRS has reduced the height of the 1099-NEC form so it can accommodate 3 forms on a page instead of 2 forms per page. Refer to *Appendix C: Supported 1099-NEC Form – Example* in this document to see a sample of the 2021 1099-NEC Form.

PCG Dist=8991 Rel=20.04.00 12/10/2020 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
 Financial Accounting & Reporting FARPP100

 FKey IRS 1099 Processing Menu

1	-- 1099 A/P Claims Mass Update
2	-- 1099 A/P Claims Maintenance
3	-- 1099 Journal Voucher Maintenance
5	-- 1099 Vendor Edit Listing
6	-- 1099-MISC Details Edit Listing
7	-- 1099-NEC Details Edit Listing
10	-- Print 1099-MISC Forms
11	-- Create 1099-MISC Export File
13	-- Print 1099-NEC Forms
14	-- Create 1099-NEC Export File
17	-- Display/Update 1099 System Control Data
18	-- Vendor File Maintenance

Master User list
 F16 Work PAY MONITOR VEND MONITOR
 20.04.00

Amount Code 7 will continue to be used to indicate nonemployee compensation amounts on claims and journal vouchers. The PCGenesis programs will put **Amount Code 7** amounts in box 1 of the 1099-NEC form and file. All other amount codes will continue to be reported on a 1099-MISC form.

Amount Indicators (Y/N):					
1 - Rents	N	2 - Royalties	N	3 - Other income	Y
4 - Fed income tax w/h	N	5 - Fishing boat	N	6 - Medical payments	N
7 - Nonemployee comp	Y	8 - Lieu of dividends	N	9 - Not applicable	
B - Parachute payments	N	C - Legal services	Y	D - Section 409A deferrals	N
E - Section 409A income	N				

A2.2. DE Form 0396 Report

The *DE Form 0396 Report* (F1, F9, F26, F1) has been enhanced to facilitate reporting required for Senate Bill 68. The *DE 0396* report can now be run for any fund or range of funds. The report can also be run for any period from the beginning of the fiscal year to the ending period date. If the range of funds selected includes 100 thru 199, the user can optionally select whether to also include funds 150 and 151. If any funds are selected in the range of 100 thru 199, the payroll clearing account, fund 199, is automatically included.

The *DE Form 0396 Report* has been updated to capture the full range of balance sheet accounts, even though the accounts are generally utilized only in Funds in the 800 range and 900 range.

- Balance sheet accounts 0211 through 0317 are now included in the range of assets extracted for the *DE Form 0396 Report*.
- Balance sheet accounts 511 through 599 are now included in the range of liabilities extracted for the *DE Form 0396 Report*.
- Balance sheet accounts 711 through 721 are now included in the range of fund equities extracted for the *DE Form 0396 Report*.

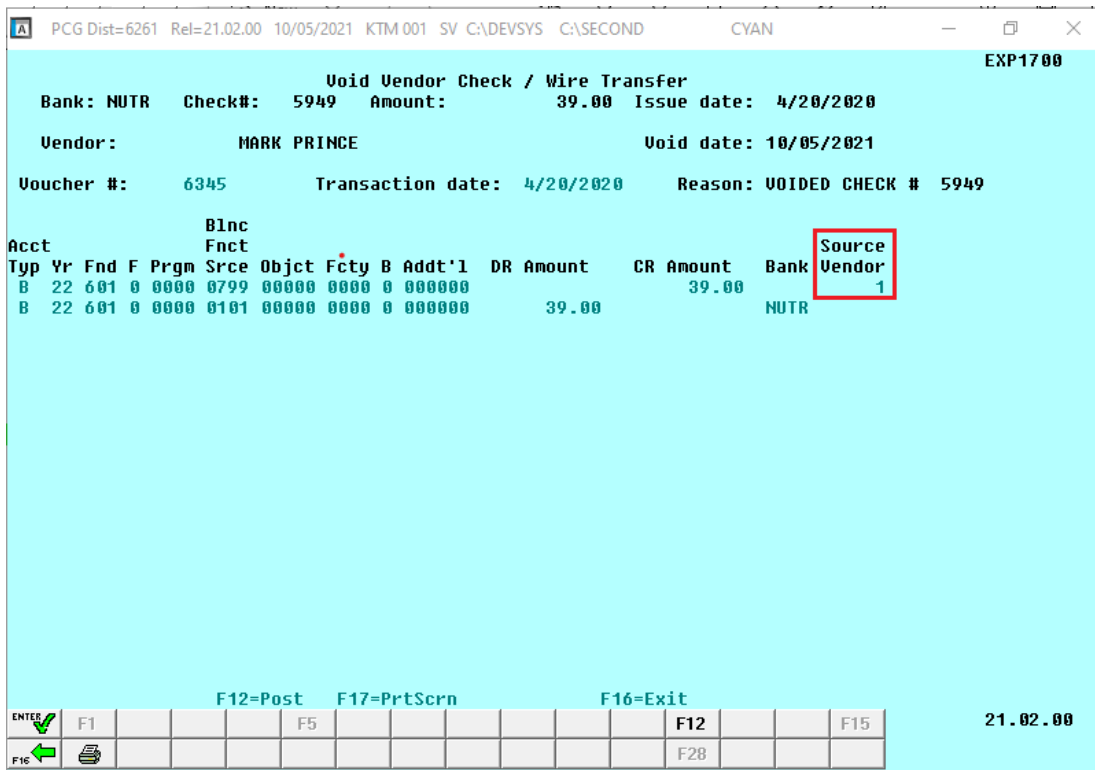
To ensure that balance sheet accounts in the 711 through 721 range are extracted for the *DE Form 0396 Report*, this release automatically updates the *DE 0396 Control File* to start the fund equity range at balance account 711 instead of 721.

A2.3. Cancel Claim From a Prior Fiscal Year

An edit has been added to the *Cancel Claim* (F1, F3, F3) procedure when cancelling a claim entered against a purchase order. If cancelling a claim from a prior fiscal year, and the claim is against a purchase order, the system will check to see if the purchase order is still open. If so, a message will be displayed indicating that the claim must be cancelled in the same fiscal year date as the original purchase order. This prevents incorrect postings to the AUDIT file.

A2.4. Void Vendor Check/Wire Transfer

A problem has been corrected with the *Void Vendor Check/Wire Transfer* procedure (F1, F4, F8). Before, having a **Vendor/Source Number** on a 'B' balance sheet account line, as shown below, caused a critical SQL error: "*Column name or number of supplied values does not match table definition*". This problem has been corrected.



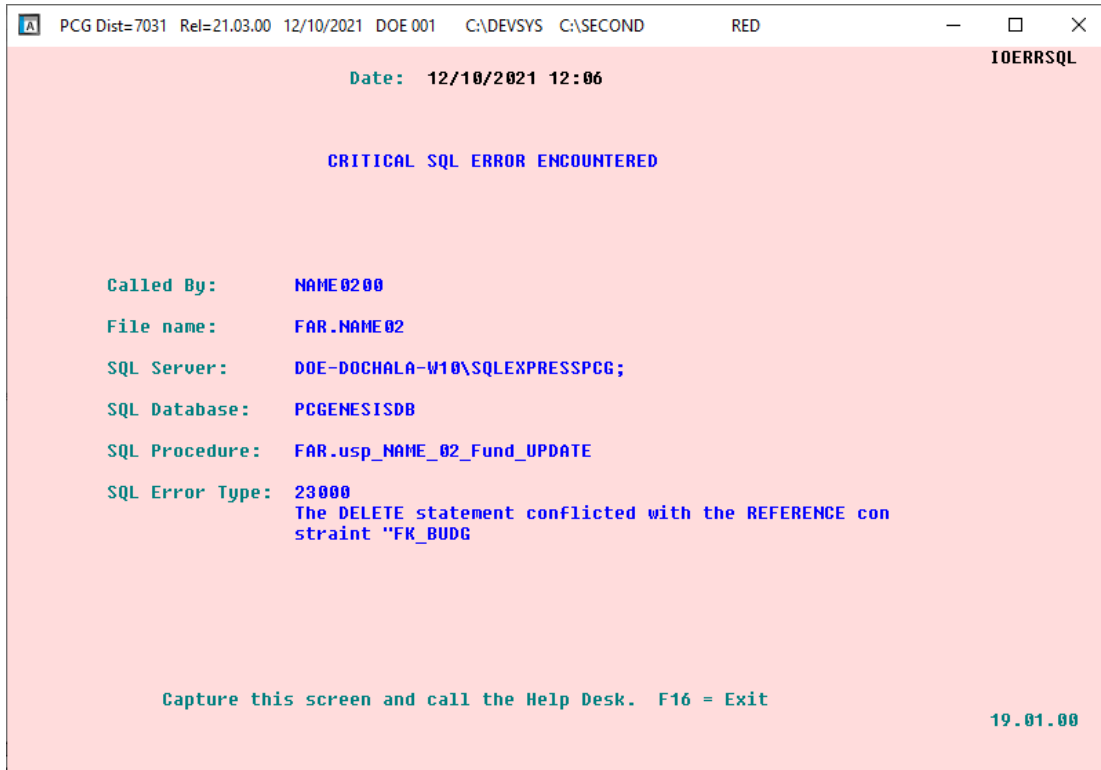
A2.5. Receipt Entered Against a Prior Year Receivable

A problem has been corrected with the *Enter Receipt* procedure (F1, F7, F1) when entering a receipt against a prior year receivable. When entering a receipt against a prior year receivable, the revenue accounts display on the screen with the prior year account numbers and those account numbers are validated. However, the account year is flipped to the current year during posting and the new account number was never re-validated. During posting, if the current-year account number didn't exist, the program aborted with a critical SQL posting error. This problem has been corrected by validating the current year revenue account numbers prior to posting.

A2.6. Critical SQL Error in Account Master Description File

A problem has been corrected with the *Account Master Description File Maintenance* procedure (F1, F10, F1). Before, when more than 3 digits were entered for a fund code, the program aborted with a critical SQL error, "*conversion failed when converting varchar value to int*". This problem has been corrected.

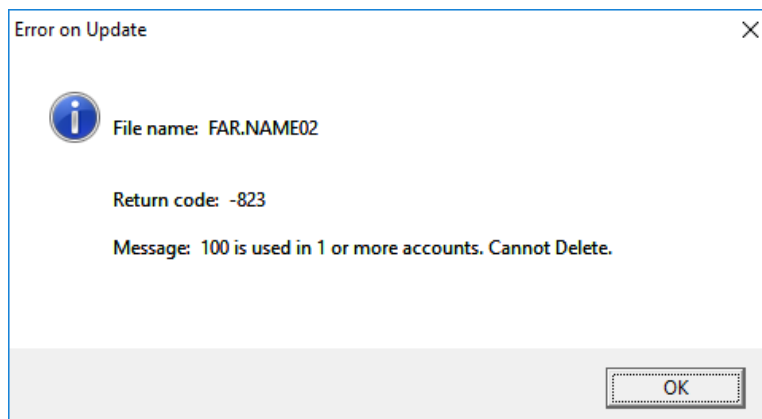
Another problem has been corrected with the *Account Master Description File Maintenance* procedure (F1, F10, F1). Sometimes, when a user attempted to delete an account description record, a critical SQL error with the message '*The DELETE statement conflicted with the REFERENCE constraint "FK_BUDG"*' occurred, as shown below.



Critical SQL Error Indicating a Foreign Key Reference Constraint

This error is due to the enforcement of PCGenesis database consistency standards on the data. It is not possible to delete an account description record which is referenced by any other database table (a “reference constraint”).

Before, this type of SQL error would cause the PCGenesis session to experience a hard abort and the session would terminate. With release 21.04.00 this error has been changed to be a “soft” error which will not make the program abort, but will instead return an error message to the screen, as shown below, and allow the session to continue. However, when a *reference constraint* exists, the user still will not be able to delete the account description record.



A2.7. Critical SQL Error in GL Balance Account Inquiry

A problem has been corrected with the *General Ledger Account Inquiry* procedure (F1, F11, F1). When alpha characters were entered for an account code in the *General Ledger Account Inquiry*, the program aborted with a critical SQL error, "error converting data type varchar to int". This problem has been corrected.

A2.8. Improve Performance of Archive Functions

The performance for some financial archive procedures (F1, F13, F5) have been improved. Before, the *General Ledger*, *Budget* or *Revenue Account Master Archive* could take a long time to process. With release 21.04.00, these functions should take considerably less time because an auto commit feature has been turned on. When the system must store hundreds of thousands of record updates before committing the data, this starts to take up too much processing time causing very slow processing. Turning on auto commit makes the program run much, much faster. Also, even if an error message is displayed in the middle of the process, at least some of the account numbers are archived.

A2.9. Honor END DATE on Budget Account Records

A problem has been corrected with the *Enter Claim* procedure (F1, F3, F2) and the *Large Claim Entry/Import* procedure (F1, F3, F5). Before, the system would accept a budget account number even if the expense date on the claim was after the **End Date** on the budget account. This problem has been corrected and now the error message, "Date not valid for Account # entered" is displayed when the budget account is expired.

Since PCGenesis enforces reference constraints on the database, users cannot simply delete a budget account even when the account is set up, budgeted and then zeroed out and never used again. This is because records are created with the budgeting information in the AUDIT table, so the account is referenced in the AUDIT table. To help with this situation, users can put an ending date on the budget and revenue account records so that the accounts can't be used when entering purchase orders, claims, receipts, receivables, and JEs.

A3. Personnel System

A3.1. Adjust Leave History Balances

A problem has been corrected with the *Adjust Leave History Balances* procedure (F3, F4, F4, F2). Before, if the user accessed the F14 *Leave Balances Summary* screen, the program would abort when returning to the main screen with a critical SQL error, "*the connection does not exist*". This problem has been corrected.

Section B: Installation Instructions for Release 21.04.00 Software

B1. Perform a PCGenesis Full Backup

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

1. The prior evening’s full system backup of the entire **K:** drive was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 21.04.00**”.
 - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

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

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K: PCGenesis disk drive or else the backup will not run to completion.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup Prior to Release 21.04.00 ”.
5	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 21.04.00 release.

Operating System Requirements for the PCGenesis Database

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

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

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

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

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

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

B3. Install PCGenesis Release 21.04.00

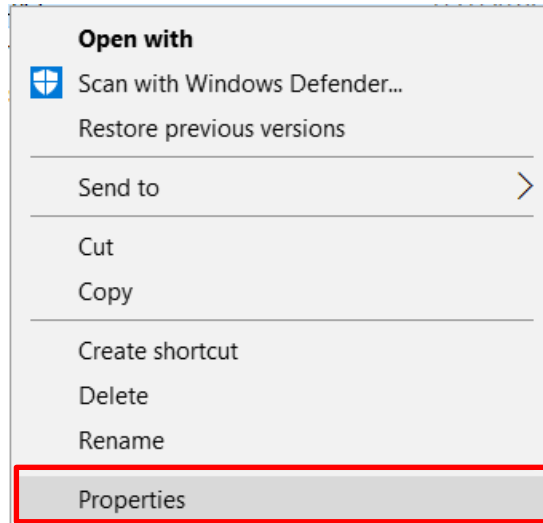
FROM THE PCGENESIS SERVER

Important Note

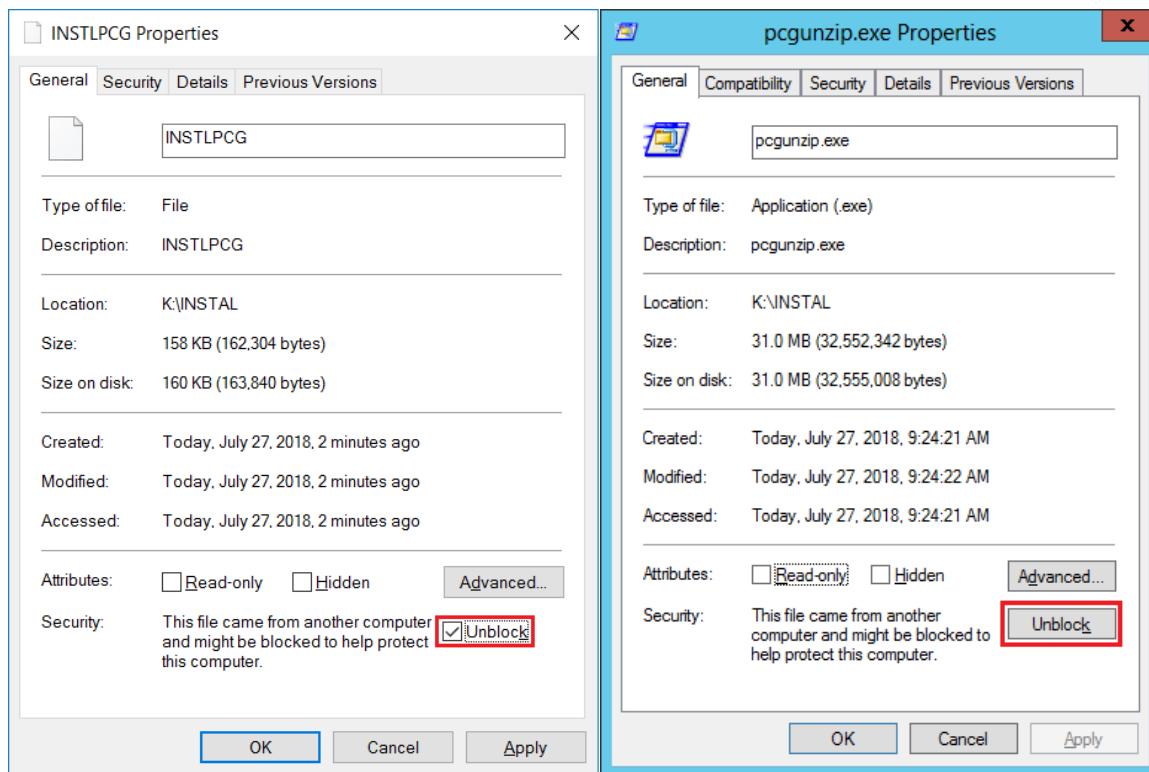
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

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

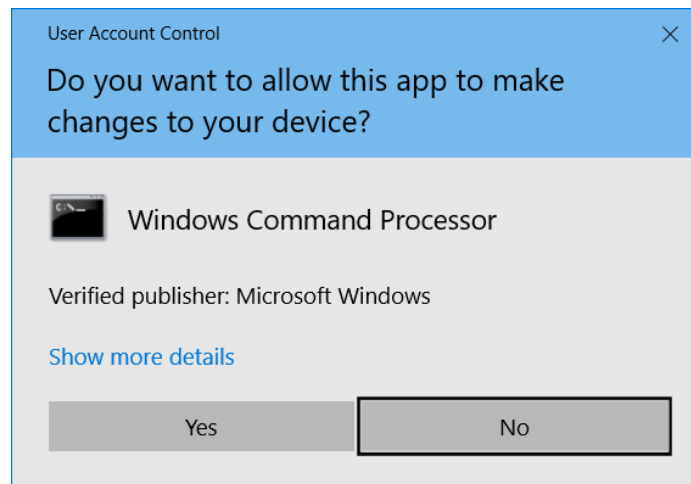
After right-clicking on each file, select the ‘Properties’ option:



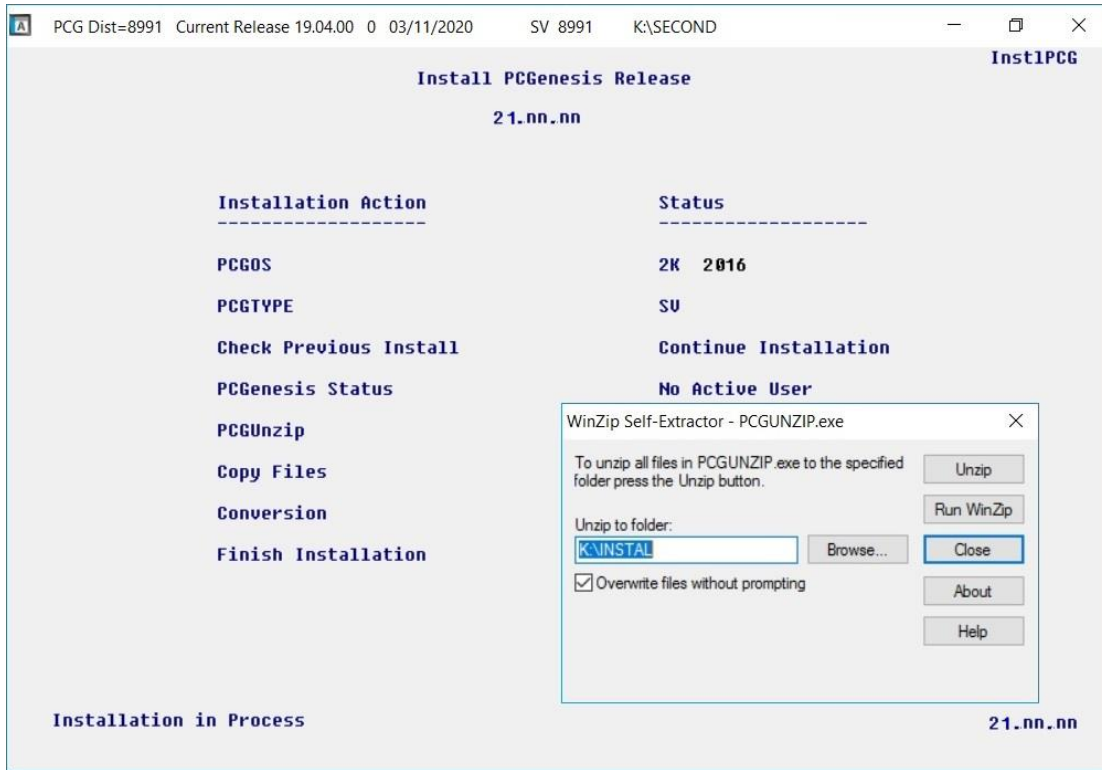
Depending on the version of the Windows operating system, the following screen displays:



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



A screen will display showing the progress of the installation:

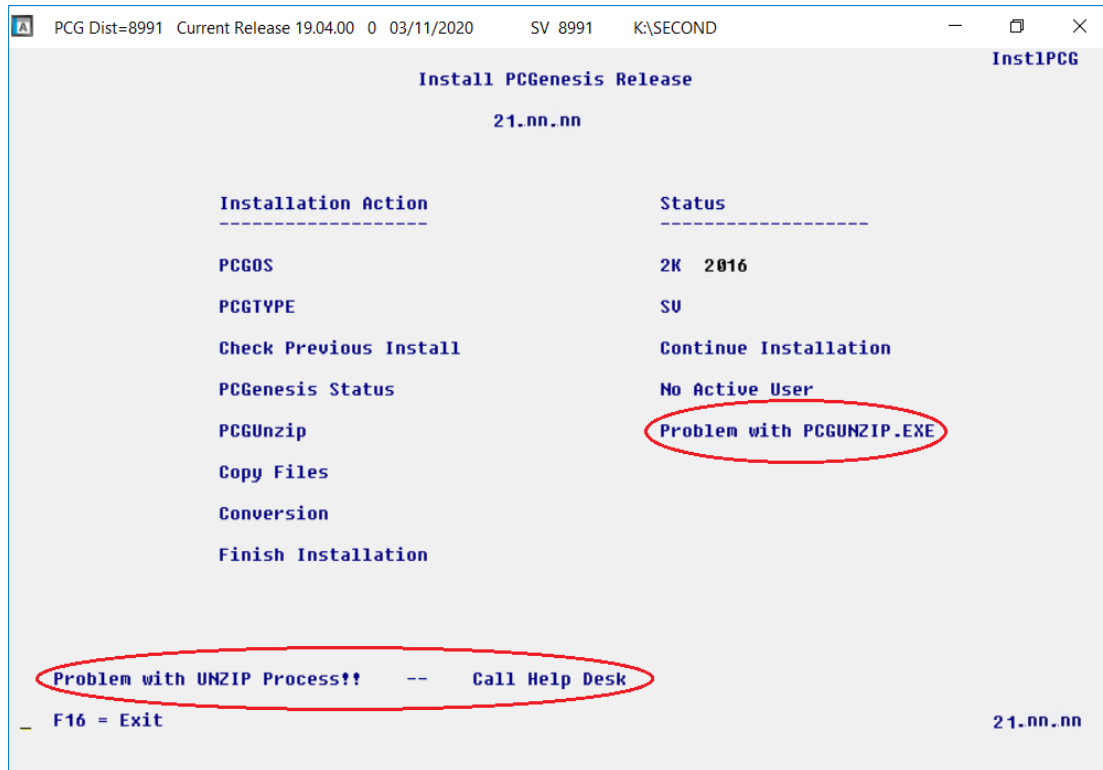


For PCGenesis Release 21.04.00 successful installations, the following message displays:



Step	Action
11	Select Enter to close the window.
12	<p>If the installation was successful: Proceed to B4. <i>Verify Release 21.04.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p>

A problem message displays if an error occurred:

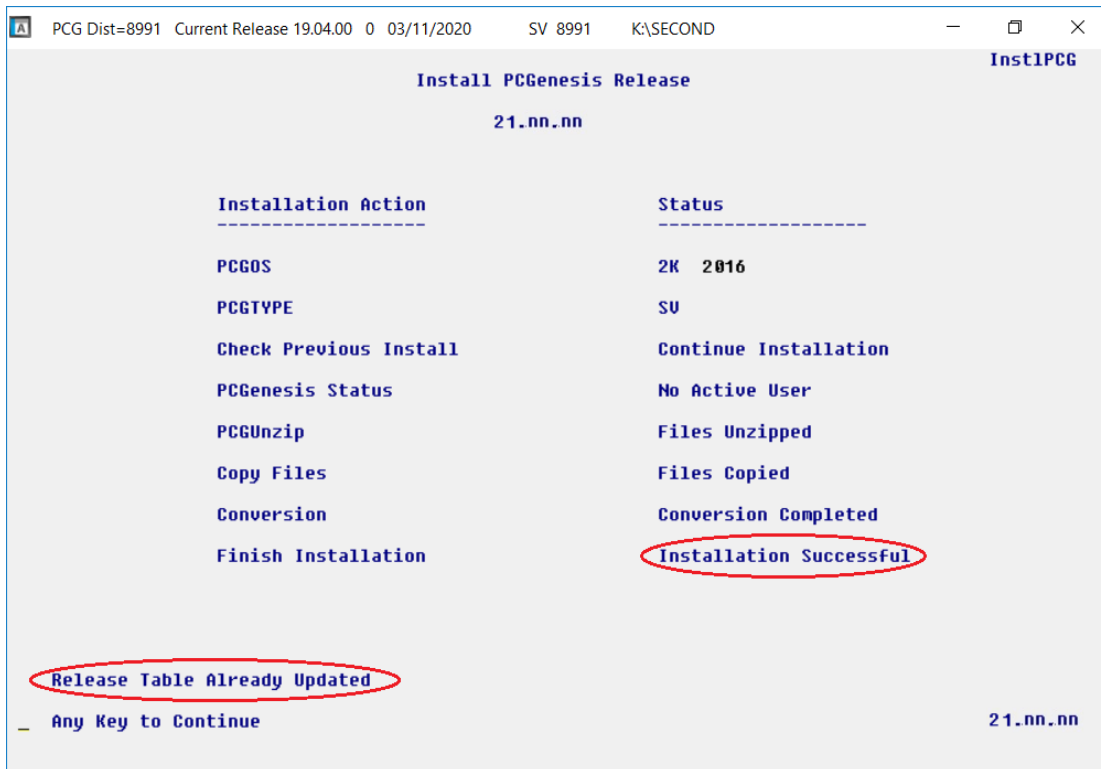


Step	Action
13	Select F16 to close the window.
14	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
15	<i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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:

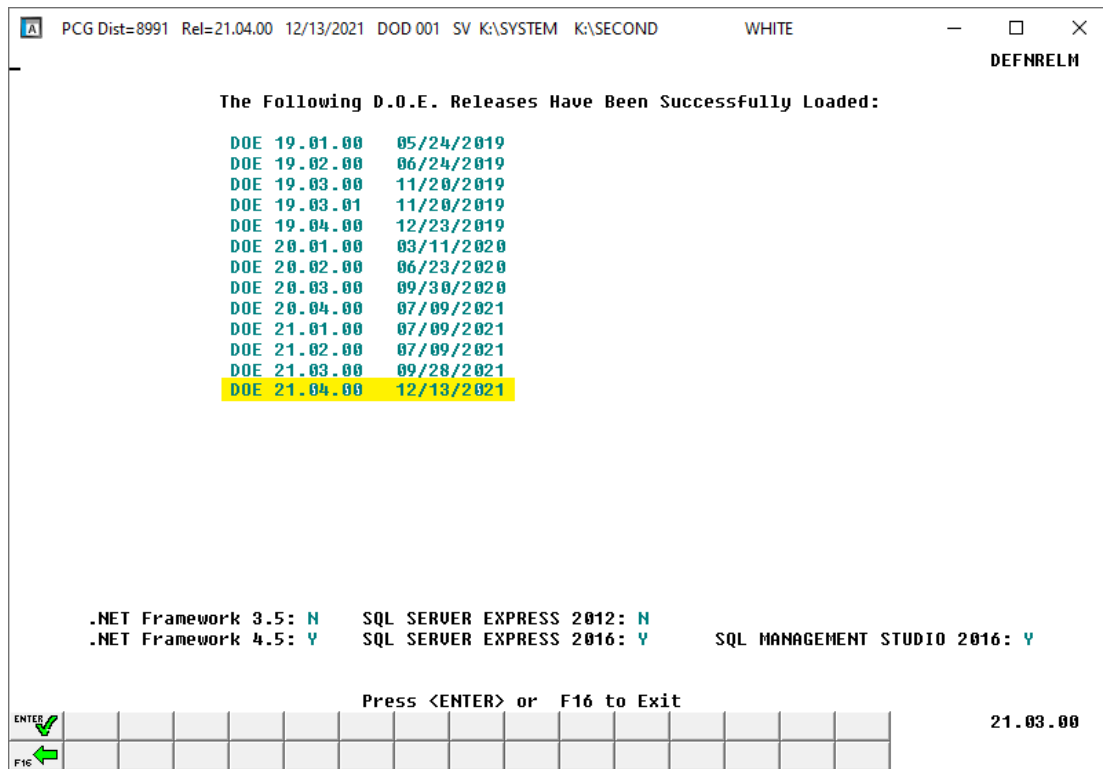



Step	Action
16	Proceed to <i>B4. Verify Release 21.04.00 Was Successfully Installed.</i>

B4. Verify Release 21.04.00 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 21.04.00 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 21.04.00 displays. If Release 21.04.00 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.

B5. Perform a PCGenesis Full Backup After Release 21.04.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K: \ PCGenesis disk drive or else the backup will not run to completion.
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup After Release 21.04.00 ”.
5	Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services).

Section C: After PCGenesis Release 21.04.00 Has Been Installed

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

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

Step	Action
1	<p>Verify you have a <u>weekly full backup of K:</u> that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site’s standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required)
2	<p>Verify you have a <u>daily data backup of K:\SECOND*.*</u> and <u>K:\PCGSQldb*.*</u> that you retain for at least 4 weeks</p> <p>Daily data backup of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQldb*.* for at least one year (Required)
3	<p>Request your IT representative obtain the November 30th backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily data backup of K:\SECOND*.* and K:\PCGSQldb*.*, but make sure it is the end-of-<u>November 2021</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the November 30th, 2021 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!</p>
5	<p>Verify that this directory exists on the November 30th, 2021 backup, including all subdirectories and files within this directory: K:\SECOND</p>
6	<p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation.</p> <p>Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p>
7	<p>If your district's backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p>

Appendix A: Calendar Year 2021 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.		
<i>Refer to the indicated <u>Financial Accounting and Reporting (FAR)</u> and <u>Payroll System Operations Guide</u> topics as needed.</i>		
✓	Step	Action
<i>AFTER the last Calendar Year 2021 payroll. BEFORE the first Calendar Year 2022 payroll.</i>		
<i>PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule</i>		
	1	Set up the Pay Schedules for the new calendar year. (F2, F13, F1) <i>Do not set up for payroll before performing this procedure.</i>
<i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record</i>		
	2	Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) <i>Do not set up for payroll before performing this procedure.</i>
<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>		
	3	Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F1)
	4	Where appropriate, update the Federal Income Tax (FIT) Tables - Standard Rate Schedule. (F2, F13, F3, F2) Where appropriate, update the Federal Income Tax (FIT) Tables – 2020 W-4 Step 2 Checkbox Rate Schedule. (F2, F13, F3, F3)
	5	Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F4)
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)
	7	Where appropriate, update the Employee’s Retirement System (ERS) Table is correct. (F2, F13, F3, F6)
	8	Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F7)
<i>PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero</i>		
	9	<i>Reset employee calendar year-to-date amounts to zero.</i> (F2, F13, F5, F1)

PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing		
	10	Process calendar year 2021 W-2 statements. (F2, F4) <i><u>Do not set up for January payroll until all W-2s are verified.</u> It may be necessary to run another December payroll to make W-2 corrections.</i>
	11	Process calendar year 2021 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.		
	12	Process calendar year 2021 Form 1099-MISC statements. (F1, F12, F10)
	13	Process calendar year 2021 Form 1099-NEC statements. (F1, F12, F10)

Appendix B: Supported 1095-C Form - Example

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-2251	2020	Form 1095-C	Employer Provided Health Insurance Offer and Coverage										
APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Employee Offer of Coverage		Employee's Age on January 1											
Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information.		Plan Start Month (enter 2-digit no.):	14 Offer of Coverage (enter required code)	15 Employee Required Contribution (see instructions)	16 Section 4980H Safe Harbor & Other Relief (enter code, if applicable)	17 ZIP Code									
		All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
EMPLOYEE'S name, address, ZIP/postal code & country		APPLICABLE LARGE EMPLOYER'S identification number (EIN)		EMPLOYEE'S social security number (SSN)		For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.									
Department of the Treasury - IRS															
Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.															
(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
18															
19															
20															
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35															

CAA B95CFPREC NTF 210400 0 B1095CPORT

Appendix C: Supported 1099-NEC Form - Example

7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116		2021		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				Form 1099-NEC			
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation				Copy A	
		\$				For Internal Revenue Service Center	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>				File with Form 1096.	
Street address (including apt. no.)		3				For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		5 State tax withheld	6 State/Payer's state no.	7 State income			
2nd TIN not <input type="checkbox"/>		\$		\$			
		\$		\$			
Form 1099-NEC		41-0852411		www.irs.gov/Form1099NEC		Department of the Treasury - Internal Revenue Service	
Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page							
7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116		2021		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				Form 1099-NEC			
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation				Copy A	
		\$				For Internal Revenue Service Center	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>				File with Form 1096.	
Street address (including apt. no.)		3				For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		5 State tax withheld	6 State/Payer's state no.	7 State income			
2nd TIN not <input type="checkbox"/>		\$		\$			
		\$		\$			
Form 1099-NEC		41-0852411		www.irs.gov/Form1099NEC		Department of the Treasury - Internal Revenue Service	
Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page							
7171 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0116		2021		Nonemployee Compensation	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.				Form 1099-NEC			
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation				Copy A	
		\$				For Internal Revenue Service Center	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>				File with Form 1096.	
Street address (including apt. no.)		3				For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.	
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld					
Account number (see instructions)		5 State tax withheld	6 State/Payer's state no.	7 State income			
2nd TIN not <input type="checkbox"/>		\$		\$			
		\$		\$			
Form 1099-NEC		NECLMA 41-0852411		NEC5110 www.irs.gov/Form1099NEC		Department of the Treasury - Internal Revenue Service	

DETACH BEFORE MAILING

Appendix D: Reprint of IRS Publication 15-T for 2021

1. Percentage Method Tables for Automated Payroll Systems

to figure federal income tax withholding. This method works for Forms W-4 for all prior, current, and future years. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow

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


Keep for Your Records 

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

Step 1. Adjust the employee's payment amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of pay periods you have per year (see Table 3) 1b _____
- 1c Multiply the amount on line 1a by the number on line 1b 1c \$ _____

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

- 1d Enter the amount from Step 4(a) of the employee's Form W-4 1d \$ _____
- 1e Add lines 1c and 1d 1e \$ _____
- 1f Enter the amount from Step 4(b) of the employee's Form W-4 1f \$ _____
- 1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,900 if the taxpayer is married filing jointly or \$8,600 otherwise 1g \$ _____
- 1h Add lines 1f and 1g 1h \$ _____
- 1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1i \$ _____

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

- 1j Enter the number of allowances claimed on the employee's most recent Form W-4 1j _____
- 1k Multiply line 1j by \$4,300 1k \$ _____
- 1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1l \$ _____

Step 2. Figure the Tentative Withholding Amount

based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 or later Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 or later Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above 2a \$ _____
- 2b Find the row in the appropriate **Annual** Percentage Method table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2b \$ _____
- 2c Enter the amount from column C of that row 2c \$ _____
- 2d Enter the percentage from column D of that row 2d _____ %
- 2e Subtract line 2b from line 2a 2e \$ _____
- 2f Multiply the amount on line 2e by the percentage on line 2d 2f \$ _____
- 2g Add lines 2c and 2f 2g \$ _____
- 2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** 2h \$ _____

Step 3. Account for tax credits

- 3a If the employee's Form W-4 is from 2020 or later, enter the amount from Step 3 of that form; otherwise enter -0- 3a \$ _____
- 3b Divide the amount on line 3a by the number of pay periods on line 1b 3b \$ _____
- 3c Subtract line 3b from line 2h. If zero or less, enter -0- 3c \$ _____

Step 4. Figure the final amount to withhold

- 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 or later form or line 6 on earlier forms) 4a \$ _____
- 4b Add lines 3c and 4a. This is the amount to withhold from the employee's wages this pay period 4b \$ _____

2022 Percentage Method Tables

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)				
If the Adjusted Annual Wage Amount (line 2a) is		The tentative amount to withhold is...	Plus this percentage..	of the amount that the Adjusted Annual Wage exceeds...
At least...	But less than...	C	D	E
A	B			
Married Filing Jointly				
\$0	\$13,000	\$0.00	0%	\$0
\$13,000	\$33,550	\$0.00	10%	\$13,000
\$33,550	\$96,550	\$2,055.00	12%	\$33,550
\$96,550	\$191,150	\$9,615.00	22%	\$96,550
\$191,150	\$353,100	\$30,427.00	24%	\$191,150
\$353,100	\$444,900	\$69,295.00	32%	\$353,100
\$444,900	\$660,850	\$98,671.00	35%	\$444,900
\$660,850		\$174,253.50	37%	\$660,850
Single or Married Filing Separately				
\$0	\$4,350	\$0.00	0%	\$0
\$4,350	\$14,625	\$0.00	10%	\$4,350
\$14,625	\$46,125	\$1,027.50	12%	\$14,625
\$46,125	\$93,425	\$4,807.50	22%	\$46,125
\$93,425	\$174,400	\$15,213.50	24%	\$93,425
\$174,400	\$220,300	\$34,647.50	32%	\$174,400
\$220,300	\$544,250	\$49,335.50	35%	\$220,300
\$544,250		\$162,718.00	37%	\$544,250
Unmarried Head of Household				
\$0	\$10,800	\$0.00	0%	\$0
\$10,800	\$25,450	\$0.00	10%	\$10,800
\$25,450	\$66,700	\$1,465.00	12%	\$25,450
\$66,700	\$99,850	\$6,415.00	22%	\$66,700
\$99,850	\$180,850	\$13,708.00	24%	\$99,850
\$180,850	\$226,750	\$33,148.00	32%	\$180,850
\$226,750	\$550,700	\$47,836.00	35%	\$226,750
\$550,700		\$161,218.50	37%	\$550,700

W-4 Line 2 Checkbox Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)				
If the Adjusted Annual Wage Amount (line 2a) is		The tentative amount to withhold is...	Plus this percentage..	of the amount that the Adjusted Annual Wage exceeds...
At least...	But less than...	C	D	E
A	B			
Married Filing Jointly				
\$0	\$12,950	\$0.00	0%	\$0
\$12,950	\$23,225	\$0.00	10%	\$12,950
\$23,225	\$54,725	\$1,027.50	12%	\$23,225
\$54,725	\$102,025	\$4,807.50	22%	\$54,725
\$102,025	\$183,000	\$15,213.50	24%	\$102,025
\$183,000	\$228,900	\$34,647.50	32%	\$183,000
\$228,900	\$336,875	\$49,335.50	35%	\$228,900
\$336,875		\$87,126.75	37%	\$336,875
Single or Married Filing Separately				
\$0	\$6,475	\$0.00	0%	\$0
\$6,475	\$11,613	\$0.00	10%	\$6,475
\$11,613	\$27,363	\$513.75	12%	\$11,613
\$27,363	\$51,013	\$2,403.75	22%	\$27,363
\$51,013	\$91,500	\$7,606.75	24%	\$51,013
\$91,500	\$114,450	\$17,323.75	32%	\$91,500
\$114,450	\$276,425	\$24,667.75	35%	\$114,450
\$276,425		\$81,359.00	37%	\$276,425
Unmarried Head of Household				
\$0	\$9,700	\$0.00	0%	\$0
\$9,700	\$17,025	\$0.00	10%	\$9,700
\$17,025	\$37,650	\$732.50	12%	\$17,025
\$37,650	\$54,225	\$3,207.50	22%	\$37,650
\$54,225	\$94,725	\$6,854.00	24%	\$54,225
\$94,725	\$117,675	\$16,574.00	32%	\$94,725
\$117,675	\$279,650	\$23,918.00	35%	\$117,675
\$279,650		\$80,609.25	37%	\$279,650