

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018	Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing

[Topic 1: Processing Monthly Reports, V2.13]

Revision History

Date	Versi	Description	Author
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		for charter schools.	
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		School Employees Retirement System (PSERS) Contribution Reports and	
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		<i>PLEE</i> since the PLEE is obsolete.	
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		section for GHI Change File for State Health Benefits section.	
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		example.	
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		processing.	
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		option from Monthly TRS Contribution Report Entry screen.	

Table of Contents

Overview	.1
Procedure A: Creating the Public School Employees Retirement System (PSERS) Contribution Report and Transmission Files	ts .4
A1. Monthly Old PSERS Contribution Report – Example1	2
A2. Monthly New PSERS Contribution Report – Example1	_4
A3. Pension Compliance Report – Example1	_4
A4. Pension Compliance Error Report – Example1	.5
Procedure B: Creating the Teacher Retirement System (TRS) Contribution Report and Transmission	_
File1	.6
B1. Monthly Teacher Retirement System (TRS) Contribution Report – Successful File Creation – Example2	20
Procedure C: State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract	
	:2
C1. Printing the State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Eligibility Data Settings	
Report2	2
C2. Updating Employees' Personnel Information with SHBP Requirements	2!
C3. Creating the State Health Benefit Plan (SHBP) Report and Extract File	23
C3.1. Create the GHI Recent Changes File - AUF 2	23
C3.1.1. AUF - Employee Change File Report - Example	29
C3.2. Create the Monthly GHI Deduction File - PUF	30
C3.2.1. DEDI - Monthly Deduction File Report – Example	36
Procedure D: Update GHI Change File for Current Employees Activating Health Coverage, Changing	
Status, or Terminating	37
D1. Update GHI Change Record Report - Example 4	16

Overview

PCGenesis creates the following monthly reports and transmission files. PCGenesis creates the transmission files in the *GOSEND* directory.

Teacher Retirement System (TRS) Contribution Report: The *TRS Contribution Report* lists TRS participants by employee name. The report includes the Social Security Number (SSN), employee number, date of birth, TRS wages (regular, accrued, summer salaries), TRS quarterly contribution amounts, retirement service and contract month indicators, and grand totals. PCGenesis users should be aware that the transmission file will not be created when errors such as invalid contract months exist.

Georgia Health Insurance (GHI) Export File & Report: In addition to other personnel information identifiers, the *Monthly Deduction File Report* displays the "*GHI 1st Day Worked*" column from the employees' personnel record. The report includes information for all employees whose *Participate in GHI flag?* is set to *Y* (*Yes*).

<u>State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Eligibility Requirements:</u> To successfully implement mandatory usage of the SHBP's web application, PCGenesis collects SHBP/GHI-eligible employee information. PCGenesis uses this information to produce *Membership Change Worksheets* for eligible employees. After gathering this information, eligible employees will be able to utilize the SHBP's web application to make a health benefit coverage selection.

In support of these requirements, PCGenesis provides the following features:

<u>GHI Eligibility, Participation, Dates and Options Report</u>: The *GHI Eligibility Current Data Settings Report* lists the GHI eligibility data fields and the GHI current deduction (premium) amount for SHBP deduction codes. PCGenesis uses the information to verify eligible employees' SHBP deduction (premium) amounts. Refer to the <u>Personnel System Operations Guide</u>, Section B: Personnel Report Processing for the instructions on running the report.

Add New Employee and Update/Display Employee Personnel Information: Where appropriate, update employees' personnel information using the instructions provided in Section B: Payroll Update Processing, Topic 2: Add a New Payroll Employee and Hire a New Third Party Contractor Employee and Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions on updating employees' personnel information.

<u>GHI Export File & Report for State Health Benefits:</u> The SHBP/GHI report and extract file procedure generates a listing of GHI-eligible employees' recent changes and monthly GHI deductions. The procedure also creates an *Extract* file for submission to the Department of Community Health (DCH) along with the corresponding reports for internal review.

<u>Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or</u> <u>Terminating:</u> The *Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating* function allows users to easily create employee changes for reporting in the *State Health AUF file*. This function facilitates creating the *State Health AUF file* by allowing users to create a required change record needed by State Health. **Public School Employees Retirement System (PSERS) Contribution Report and Transmission File:** Employee Retirement System (ERS) guidelines require PSERS reporting of both old and new PSERS amounts. Two reports are produced: The *Monthly Old PSERS Contribution Report* and the *Monthly New PSERS Contribution Report*. The reports list employees alphabetically and include the corresponding monthly PSERS contribution amount for each employee. When reporting an amount for a prior period, the *PSERS Contribution Report* displays the reporting period date for the PSERS amount.

<u>Termination Information</u>: The Employee Retirement System (ERS) requires termination and termination date information for all PSERS retirement plan members for the current period. Do not report termination dates within the same month in which employees makes a PSERS retirement contribution due to sufficient service. When this occurs, report the employees' termination information with the <u>next</u> reporting month's information.

PCGenesis generates the PSERS report and transmission file in accordance with ERS guidelines. Meeting the above reporting requirements require PCGenesis to track the prior reporting status to ERS to ensure PSERS-enrolled employees are consistently reported until they are no longer members of PSERS including termination, a change of status such as converting to a substitute employee, or converting to a TRS-covered position. As a result, PCGenesis will automatically report a termination date in the next monthly reporting for an employee removed from PSERS membership. Removing an employee from PSERS is done by setting their pension code in PCGenesis to 0 (no pension, for substitutes) or to 2 (TRS). Programmatically, PCGenesis uses the last day of the month of the employee's last active PSERS reporting period to create a termination date. PCGenesis also reports the retroactive termination of an employee during the next reporting month for employees who leave your system and never return. Note that PCGenesis continues to report these employees as active through termination.

<u>Substitute Employees:</u> Substitute employees are not eligible for membership in PSERS. When running the PSERS report, PCGenesis generates certain error messages when coding a substitute employee as a PSERS participant.

<u>Corrections:</u> PCGenesis configuration and ERS reporting requirements impose some limitations on how users make corrections when running the PSERS report. Because PCGenesis checks the prior transmission's status to determine the current transmission status, when running a final monthly transmission report and creating the transmission file, PCGenesis excludes additional terminations when recreating the PSERS report and transmission file. (Earnings history adjustments or manual check entries on the other hand will be included in the report and transmission file.) For this reason, run the PSERS report in *Trial* mode first, verify the results, and run the report in the *Final* mode. The *Final* mode records the reporting status of each employee.

<u>Pension Code and Deduction Amount:</u> If the data contains any amounts <u>other than</u> 0.00 or \$4.00 as <u>old</u> PSERS deduction amounts, PCGenesis will not create the PSERS transmission file. If the data contains any amounts <u>other than</u> 0.00 or \$10.00 as <u>new</u> PSERS deduction amounts, PCGenesis will not create the PSERS transmission file. In this instance, follow the instructions provided in *Section B: Payroll Update Processing, Topic 5: Earnings History Processing* to create an earnings history adjustment record for the affected employee. <u>Pension Reporting Compliance File</u>: ERSGA requires a *Pension Reporting Compliance File*. GASB 67 and 68 require that government pension plans and employers have adequate controls over significant census data. This is because pension plan census data such as enrollment, date of birth, salary, contributions, service earned, etc., are used to determine the plan's net pension liability and the employer's proportional share. In January 2015 ERSGA wrote to non-statewide employers and vendors regarding improving the controls over census data between the employers and the pension plan. In support of this requirement, employers are required to submit a *Pension Reporting Compliance File* to ERSGA. The new file will contain the requested data for all eligible employees <u>not</u> enrolled in an **ERSGA retirement plan**.

The PSERS compliance file will be created at the same time as the PSERS contribution file is created from the *PSERS Contribution Reports & Files* menu option. Refer to *Procedure A: Creating the Public School Employees Retirement System (PSERS) Contribution Reports and Transmission Files* in this document for information on creating the transmission files. The PSERS files are <u>NOT</u> submitted during the months of June, July, and August.

For the new *Pension Reporting Compliance File* to be created correctly, users must update the **ERS Job Class** code for each *Job Description* record ('J' record) on the *Payroll Description File*. Refer to the *Payroll System Operations Guide*, *Section F: Description/Deduction/ Annuity File Processing, Topic 1: Description Record Processing* document for more information.

Users will also need to code all employees who are <u>not</u> enrolled in a public pension (**Pension Code** = **0**) with a new field on the *Update/Display Gross Data* screen. The field is the **No Pension Code** and is described in <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data.

Screenshot examples are for display purposes only. The locations of PCGenesis files are "K:|SECOND\GOSEND". Note also that filenames and record totals are school-district and systemspecific.

Procedure A: Creating the Public School Employees Retirement System (PSERS) Contribution Reports and Transmission Files

		Payroll System	PAYMOOOO
	FKey	Master Menu	
	1 F 2 F 3 F	^P ayroll Setup Menu Payroll Update Menu Payroll Check & Direct Deposit Menu	
	4 4 5 N	Annual Reports Menu Monthly/Quarterly/Fiscal/Biennial Reports Menu	
	8 E 9 (10 E 11 (12 (13 S	Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu Earnings History Menu Check Reconciliation Menu Update/Display Payroll Monitor Special Functions Menu	
	<u>20</u> F	- File Reorganization	
Mast	er User _{list}		15.03.00
		P MONITOR	

Select **5** (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:

Step

1



Georgia Department of Education December 21, 2018 • 11:23 AM • Page 4 of 46 All Rights Reserved.

Step	Action
2	Select 1 (F1 - Monthly: PSERS Contribution Reports & Files).

	PCG Dist=8991 Rel=16.03.00 09/21/2016 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
				PAY500P
	MONTHLY PSERS	REPORT		
			.	
	Please enter Month and	year tor rep	Drt	
	ММ ССУ	Y		
	<u>9_</u> 201	<u>6</u>		
	Report Mode: <u>TRIAL</u>	(Trial/Fina	al)	
En	nter employees who are on leave without pav during	the reporting	q month:	
				— — I
	ENTER = Continue, F16 = Exit Function			
ENTER				16.03.00
F16				

Step	Action		
3	Verify or enter the month and 4-digit calendar year (MM CCYY) in the MM CCYY field. <i>PCGenesis defaults the entry to the current month and year.</i>		
4	For "Trial" Report Entries: Verify or enter Trial in the Report Mode field, and select Enter.		
	 For "Final" Report Entries: Verify or enter Final in the Report Mode field, and select Enter. PCGenesis defaults the entry to "Trial". 		

Step	Action
5	Enter employees who are on leave without pay during the reporting month: Enter up to 11 employee numbers of those employees who are on leave without pay (LWOP) for the reporting month.
	According to the Employees Retirement System of Georgia, it is mandatory for any employee on leave to be in the <i>PSERS Contribution</i> file until that employee returns from leave.
	<u>NOTE</u>: PCGenesis will <u>automatically include any active</u> employees who participate in either Old PSERS (Pension Code 1) or New PSERS (Pension Code 5) but who did <u>not</u> have a pension contribution for the month on the <i>PSERS Contribution Report</i> . These employees will be reported as leave without pay employees (Pay Reason code ' 01 ', LWOP) on the contribution file.
	The user should <u>manually</u> enter the employee numbers of any additional <u>inactive</u> employees who are on leave without pay during the reporting month, so that these employees can also be included on the <i>PSERS Contribution Report</i> .
	If the employee number is unknown, select the drop-down selection icon I within the employee number field. When the PSERS Contribution Reports and Files – Select Employee screen displays, follow normal procedures to locate the employee's information. When the PSERS Contribution Reports and Files screen redisplays, PCGenesis populates the employee number in the corresponding field on the screen.
6	Verify the information displayed is correct, and select (Enter) twice in response to the "** <i>Is above data correct?</i> ** prompt.
	If the information is incorrect, select $(F16 - Exit)$ to reenter the correct information, and select $(Enter)$.
	PCGenesis will not create the Monthly PSERS Contribution Report when entering amounts other than 0.00 or \$4.00 or increments of \$4.00 as the <u>old</u> PSERS deduction. PCGenesis will not create the Monthly PSERS Contribution Report when entering amounts other than 0.00 or \$10.00 or increments of \$10.00 as the <u>new</u> PSERS deduction. Since the report pulls from earnings history for the period, follow the instructions in Section B: Payroll Update Processing, Topic 5: Earnings History Processing to add an adjustment record for the affected employees.
	"* *Processing PSERS Extract File * *" briefly displays.

The following warning message box may display:

Substit	ute Employee 🛛 🔀		
?	Employee No: 89160 Substitute Employee with PSERS Pension Code		
	Substitute MUST be 60% of full-time or more to qualify for PSERS		
	Select Yes to Process, No to Correct & ReRun		
	Yes No		

Step	Action
7	PSERS now allows substitutes who work at least 60% of full time to qualify for PSERS. A warning message displays when an employee in a substitute class has a PSERS amount. If a PSERS substitute is encountered, the warning will be displayed, and the PCG administrator must decide whether to continue processing or abort the report so that the data can be corrected.
	Select 'Yes' to proceed, or select 'No' to cancel the process.

For *Step* **7** - "No" entries, the following screen displays:

E PCG Dist=8991 Rel=14.01.00 03/26/2014 PCW 001 5V C:\DEV5Y5 C:\SECOND WHITE	<u>_ 8 ×</u>
PSERS Retirement Plan Monthlu File Extract	DEPR500
PSERS Errors Found - PSERS File Can NOT Be Created	
CORRECT AND RERUN	
PRESS ENTER REY TO CONTINUE PROGRAM	
	10 01 00
	13.01.00

For *Step 4* - "Trial" entries, the following screen displays:



Georgia Department of Education December 21, 2018 • 11:23 AM • Page 8 of 46 All Rights Reserved.

PCG Dist=8991 Rel=15.02.00 07/16/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
-	PAY500P
FILE NAME FOR MONTHLY DEDUCTION FILE IS:	
C:\SECOND\GOSEND\2015028991.PRSGA	
ETLE NAME FOR DENSION COMPLIANCE FILE IS.	
FILE NHME FUN FENSION GUMFLIMMGE FILE IS:	
C:\SECOND\GOSEND\2015028991C.ERSGA	
PRESS ENTER TO CONTINUE	
	15.02.00

For *Step 4* - "Final" entries, the following screen displays:

If no records are extracted for the ERS Pension Compliance File, the following screen displays:



Step	Action
8	Select (Enter - to Continue).
9	If no records are extracted for <i>the ERS Pension Compliance File</i> : Review the errors on the <i>Pension Compliance Error Report</i> . Review the ERS Job Class code settings for the <i>Job Description</i> records ('J' records) on the <i>Payroll Description File</i> . Also make sure that all employees who are <u>not</u> enrolled in a public pension (Pension Code = 0) have a valid value in the No Pension Code field on the <i>Update/Display Gross Data</i> screen. Correct the employee data and then repeat this procedure beginning at <i>Step 2</i> .
	For <i>Step</i> 7 - "No" entries: Correct the employee earnings history data and then repeat this procedure beginning at <i>Step 2</i> .
	For <i>Step 4</i> - " Trial " entries: Verify that the trial mode reports are complete and accurate. Then, repeat this procedure beginning at <i>Step 2</i> and run in " Final " mode.
	For Step 4 - "Final" entries: Record or screen-print the Submission File screen, select (Enter), and proceed to Step 10.
	Enter this information as the upload filename when transmitting the PSERS file to the GaDOE.

A	PCG Dis	t=8991	Rel=1	8.04.00	12/21/	2018	PCG 002	SV C:	\DEVSY	S C:\S	ECOND		W	HITE	_	_		\times
	Payroll System P												PAYMO	005				
	FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu																	
	Monthly: 1 PSERS Contribution Reports & Files 2 TRS Contribution Report & File 3 GHI Export File for State Health Benefits 4 Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating																	
	Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File																	
	Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report 14 SHBP Audit Report for the Fiscal Year																	
	Biennial: 20 EEO-5 Report and Transmission File (Due Even Numbered Years)																	
Maste F16	r ^{User} list	Word	PAY	VEND													18.03	. 01

Step	Action
10	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
11	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
12	For Step 4 - "Trial" entries: Verify the following information on the <i>PSERS Monthly Report:</i>
	 Verify employees with a \$0 contribution are still active. Verify terminated employees have a contribution amount or a termination date. Verify employees who converted to substitute status or to a TRS-covered position as of the reporting month are listed with a termination date for the prior reporting period.
	For <i>Step 4</i> - "Final" entries: Follow normal processing procedures to submit the report via the <i>MyGaDOE</i> Web portal.

rogram: DEI	PR5 00	SMITH CITY BOARD OF E	DUCATION FOR	THE MONTH OF 09,	/2012		
SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	ELIG DATE	PRIOR PERIOD
999-08-9128	089128	AL9ARD, RI9ARDA	.00	.00			
999-08-8943	088943	AN2LIN, DE2ETRIUS	.00	.00		8/11/2011	
999-08-9230	089230	AR3E, JA3KELYN	.00	.00		1/07/2008	
999-08-9868	089868	ASSEW, GESALD	.00	.00			
999-08-9215	089215	BA2ES, CO2EMAN	.00	.00		10/20/2008	
999-08-8362	088362	BE7NIER, CO7RINNE	.00	.00		7/31/2008	
999-08-8800	088800	BI9ELOW, TE9RELL	.00	.00			
999-08-9640	089640	BL9NK, SH9WANNA	.00	.00			
999-08-9151	089151	BO2ENS, TU2A	.00	.00			
999-08-9735	089735	BO2LES, KR2STIN	.00	.00		2/06/2008	
999-08-9648	089648	BR9NNON, QU9NCY	.00	.00	7/01/2012	3/03/2008	
999-08-9175	089175	CA2ILLAS, AL2ONZO	.00	.00			
999-08-8565	088565	CA4RASCO, TR4MAN	.00	.00			
999-08-9411	089411	CASTELLANOS, LUGLENE	.00	.00			
999-08-8655	088655	CO2ER, NI2KOLAS	.00	.00		8/12/2010	
999-08-9599	089599	CO2EY, ME2IDETH	.00	.00		1/04/2010	
999-08-9116	089116	CR5WLEY, MISE	.00	.00		9/17/2007	
999-08-8585	088585	CY8, NESTOR	.00	.00		2/02/2009	
999-08-9001	089001	DUSGAN, ZOSIA	.00	.00			
999-08-9788	089788	FASAN, KESDRICK	.00	.00	5/01/2012		
999-08-9628	089628	GESMAN, GASIN	.00	.00			
999-08-9455	089455	GI2ARD, RO2IO	.00	.00			
999-08-8604	088604	GOSDSMITH, BR5NO	.00	.00			
999-08-9255	089255	GR2F, RO2RICK	.00	.00		10/01/2011	
999-08-9474	089474	HE7M, SP7RKLE	.00	.00		9/04/2007	
999-08-9004	089004	HISTT, ALSYNA	.00	.00			
999-08-9392	089392	HOSTON, DUSCAN	.00	.00			
999-08-9188	089188	IR5Y, CH5RMAIN	.00	.00			
999-08-8705	088705	IRSING, HASLEY	.00	.00			
999-08-9199	089199	IS2M. IV2RY	.00	.00			
999-08-9370	089370	JETER, ANTERSON	.00	.00		10/01/2010	
999-08-8613	088613	KO4HLER PH4NG	.00	.00			
999-08-9490	089490	LETIN CLITE	00	00			

A1. Monthly Old PSERS Contribution Report – Example

The final page of the report lists report page, contributing and non-contributing active employee, and terminated employee totals.

Program: DEPR500	SMITH CITY BOARD OF EDUCA	TTON FOR TH			
		IION FOR IN	HE MONTH OF 09/2012		
SOC SEC # EMPNO NAM	ME P	SERS CONTRIBUTION F	PSERS SALARY TEP	RM DATE ELIG DATE	PRIOR PERIOD
999-08-9083 089083 RA 999-08-9886 089886 RO 999-08-9100 089100 SA 999-08-9588 089588 SA 999-08-8419 088419 SQ 999-08-9287 089287 TR 999-08-9287 089287 TR 999-08-9837 088379 VO 999-08-9837 089837 VO 999-08-98542 088542 WA 999-08-9742 089542 WA 999-08-9143 089143 WI	6P, KR6STEEN 3RK, BE3ITO 5BORN, LISABETH 5DLE, LISBIE 6IRES, HUGG 2UT, RO2BYN 5ONG, HYS 9DES, HA9SIE 4T, HA4LAN 3TE, ED3IS 3TE, MO3TY 2ES, GI2O GHELM, GEGEVIE	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	2/01/2011 1/14/2008 11/01/2011 12/01/2010 3/01/2011 8/02/2010 1/07/2009	
999-08-8602 088602 WI PAGE TOTAL:	7SLOW, 157AC	.00	.00		
TOTAL OLD PSERS CONTR TOTAL OLD PSERS CONTRIBU	RIBUTION EMPLOYEES: 0 UTION TRANSACTIONS: 0 TO	.00 T NON-CONTRIBUTING AC	.00 TIVE EMPLOYEES:	54 TOT NUM TERMIN	ATED: 3
TOTAL DISTRICT CONTR TOTAL DISTRICT CONTRIBU	RIBUTION EMPLOYEES: 0 UTION TRANSACTIONS: 0 TO	.00 T NON-CONTRIBUTING AC	.00 TIVE EMPLOYEES:	57 TOT NUM TERMIN	ATED: 3

A2. Monthly New PSERS Contribution Report – Example

The final page of the report lists report page, contributing and non-contributing active employee, and terminated employee totals.

RUN DATE: 12/04/2012 11:48	SYSTEM: 8991	MONTHLY N	NEW PSERS CONTRIBUTI	ION REPO	RT	PAGE	1
Program: DEPR500 SM	ITH CITY BOARD OF EDUCATIO	N FOR T	THE MONTH OF 09/2012	2			
SOC SEC # EMPNO NAME	DSED	S CONTRIBUTION	PSERS SALARY TH	RM DATE	ELIG DATE	PRTOR	PERTOD
		D COMPADIATION			2210 21112		1202
999-08-9994 089994 HO7EYCUTT,	JE7EE	.00	.00		7/25/2012		
999-08-9542 089542 TH3RP, ED3	IS	.00	.00		8/10/2012		
DACE TOTAL.		00	0.0				
PAGE IVIAL.		.00	.00				
* * * * * * * * * * * * * * * * * * * *				*******			
TOTAL NEW PSERS CONTRIBUTION	EMPLOYEES: 0	.00	.00				
TOTAL NEW PSERS CONTRIBUTION TRA	ANSACTIONS: 0 TOT N	ON-CONTRIBUTING A	CTIVE EMPLOYEES:	3 TC	T NUM TERMINA	TED: 0	
TOTAL DISTRICT CONTRIBUTION	EMPLOYEES: 0	.00	.00				
TOTAL DISTRICT CONTRIBUTION TRA	ANSACTIONS: 0 TOT N	ON-CONTRIBUTING A	CTIVE EMPLOYEES:	57 TC	T NUM TERMINA	TED: 3	

A3. Pension Compliance Report – Example

RUN DATE: 0	7/16/201	5 08:44	SYSTEM: 8991		PENSION CO	MPLIANC	E REPORT	PAGE 2
Program: D	EPR501							
SOC SEC #	EMPNO	NAME		MO SALARY	HIRE/REHIRE DATE	FULL/ PART	JOB CLASS AND DESCRI REASON FOR NO ENROLLI	PT ION HENT
999-08-9418	089418	BR7NNER, AR7ON		3,660.27	8/01/2014	Р	11 Personnel Admini: 06 Other	stration
999-08-9477	089477	OG4E, EM4RSON		784.92	7/01/2014	P	02 Facilities/Mater: 02 Rehired Retiree 1	ials/Equipment Part-Time
999-08-9720	089720	ZE9EDA, LO9D		1,552.66	8/01/2014	P	00 Education/Instruction/Instruction	rtion/Testing
999-08-9827	089827	FA6LK, GR6GORIO		2,331.11	8/01/2013	р	00 Education/Instru 03 Non Employees	ction/Testing
999-08-9967	089967	SA2TER, VI2ENTE		780.27	7/01/2012	р	02 Facilities/Mater: 01 Work Study Studer	ials/Equipment nt
999-08-9970	089970	HU7DLESTON, LO7IE		300.00	1/01/2013	F	05 General Support 3 01 Work Study Studes	Services nt
GRAND TOTAL	22			27,660.08				

RUN DATE: 07/16/2015 09:28	SYSTEM: 8991	PENSION COMPLIANCE REPORT	PAGE 1					
Program: DEPR501	Program: DEPR501 FOR THE MONTH OF 01/2015							
SOC SEC # EMPNO NAME		MO SALARY HIRE/REHIRE FULL/ JOB CLASS AND DESCRIPTION DATE PART REASON FOR NO ENROLLMENT						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87420	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87426	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87427	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87449	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87459	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87497	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87517	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87518	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87544	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87545	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87597	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87656	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87726	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87760	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87861	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 87885	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 88009	ERROR, RECORD SKIPPED						
INVALID 'NO PENSION' CODE FOR	EMPLOYEE 88010	ERROR, RECORD SKIPPED						

A4. Pension Compliance Error Report – Example

Procedure B: Creating the Teacher Retirement System (TRS) **Contribution Report and Transmission File**

Step	Action
1	From the Business Applications Master Menu, select 2 (F2 - Payroll System).

The following screen displays:

	PCG Dist=8991 Rel=15.04.00	01/20/2016 PCW 001 SV C:\DEVSY	S C:\SECOND	WHITE	
		Payroll	System		PAYMOOOO
	FKey 	Master	Menu		
	1 Payrol 2 Payrol 3 Payrol	l Setup Menu I Update Menu I Check & Direct Deposit Menu			
	4 Annua 5 Month	Reports Menu y/Quarterly/Fiscal/Biennial Repo	rts Menu		
	8 Emplo 9 Update 10 Earnin 11 Check 12 Update 13 Specia	yee Reports/Labels Menu ;/Display Description/Deduction/, gs History Menu Reconciliation Menu ;/Display Payroll Monitor I Functions Menu	Annuity Menu		
	20 File Re	corganization			
	. Itaa				15 03 00
Ma F16					
Ac	lion				

PCG Dist=8991 Rel=1	8.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 ×
	Payroll System		PAYM0005
FKey	Monthly/Quarterly/Fiscal/Biennial Repo	orts Menu	
Montt 1 P 2 T 3 G 4 U	ly: SERS Contribution Reports & Files RS Contribution Report & File HI Export File for State Health Benefits pdate GHI Change File for Current Employees Activatin Coverage, Changing Status, or Terminating	g Health	
Quart 5 D	rly: epartment of Labor Quarterly Payroll Report & Wages	Data File	
Fisca 10 F 11 C 12 C 13 A 14 S	: scal Wages by Fund reate Summer Salary Accrual Claim Data reate Accrued Summer Salary Paid Report ccrued Summer Salary by Function Report HBP Audit Report for the Fiscal Year		
Bienn _20 E	ial: E0-5 Report and Transmission File (Due Even Number	ed Years)	
Master User _{list} Fre Des Vores Provide	VEND Image: Constraint of the second se		18.03.01
Action			

PCG Dist=8991	Rel=14.01.00	03/26/2014	PCW 001 5	V C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
		MOM	THLY TRS	CONTRIBUTI	ION REPORT		MONEXT 05
		Enter Re	porting I	Month (MM/C	CCYY) <u>3</u> / <u>2</u>	<u>014</u>	
	ENTER =	Continue.	F16 = I	Exit Progra	am		12.03.00

Step	Action
4	Enter the month and year (MM/CCYY) in the fields and select Enter (Continue).
5	When the <i>Monthly TRS Contribution Report</i> screen redisplays, verify the information displayed is correct, and select Enter (Continue) in response to the "** <i>Is above data correct?</i> " prompt.
	Processing Request briefly displays. If the information is incorrect, select F16 to reenter the correct information, and select Enter.

For successful file creations, the following screen displays:

PCG Dist=8991	Rel=12.03.01	12/04/2012 F	CW 002	C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
		TRS Co	ntribut	ion Report	t & File		MONPRT 05
250	Records Cr	eated	C:\SECO	ND\GOSEND	2012088991.0	SU	
Press	Enter Key	to Continue	Progra	m			12.02.00

Step	Action
6	Screen-print the <i>TRS ### Records Created/Filename and Location</i> screen, and select Enter (to Continue Program). <i>Enter this information as the upload filename when transmitting the TRS file for processing.</i>
	Screenshot examples are for display purposes only. The location of PCGenesis files is "K: SECOND\GOSEND". Also note also that filenames and record totals are school- district and system-specific.
	<u>For unsuccessful file creations</u> : Select Enter (to Continue) when the "Error – TRS Contribution Report," screen displays, and proceed to Step 7. PCGenesis will not create the TRS file if there are missing payroll records for TRS participants, or if there are other errors.
	PCGenesis also displays a records counter along with the Successful Completion screen.

	PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE -□ ×
	Payroll System PAYM0005
	FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu
	Monthly: 1 PSERS Contribution Reports & Files 2 TRS Contribution Report & File 3 GHI Export File for State Health Benefits 4 Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating
	Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File
	Fiscal: 10 11 12 13 13 14 SHBP Audit Report for the Fiscal Year Biennial: 20 EEO-5 Report and Transmission File (Due Even Numbered Years) 18.03.01 rsc 12
Step	Action
7	To print the report via the Uqueue Print Manager: Select [1] (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

	, , , , , , , , , , , , , , , , , , ,
8	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
9	PCGenesis produces an error message containing the employee's identifiers and system edits rejecting the employee's record. In this instance, refer to <i>Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information</i> for the instructions to make the appropriate modifications. Repeat this procedure beginning at <i>Step 1</i> .
10	File Transmission: Follow normal processing procedures to submit the report via the <i>MyGaDOE</i> Web portal.

B1. Monthly Teacher Retirement System (TRS) Contribution Report – Successful File Creation – Example

RUN DATE: 12/04/2012 10:49 Program: MONPRT05 SMITH	SYSTEM: 8991 H CITY BOARD OF EDU	CATION	MONTHLY TRS CON FOR THE MONTH	NTRIBUTION R H OF 08/2012	EPORT		PAGE	1
TRS TYPE: C=CURREN	NT PERIOD P=PRIOR	PERIOD WITH	ACTIVITY R=RETRO	OACTIVE NO P	REVIOUS ACTI	VITY		
EMPLOYEE EMPLOYEE	TRS SOC. SEC.	REGULAR	ACCRUED	SUMMER	EMPLOYEE	EMPLOYER	DOE CNTR	SERV
NUMBER NAME	TYPE NUMBER	WAGES	SUMMER	PAY	CONTRIB	CONTRIB 1	PAID MNTH	TIME
88942 AB3EU, ET3AN	C 999-08-8942	.00	3,509.42	.00	210.57	400.42	10	1
89093 AB4EY, LI4LIAM	C 999-08-9093	.00	1,112.13	.00	66.73	126.89	10	1
89320 AC9ER, MO9AMMED	C 999-08-9320	.00	1,251.74	.00	75.10	142.82	10	0
89831 AM2ROSE, BE2HANIE	C 999-08-9831	.00	1,576.00	.00	94.56	179.82	10	1
88833 APSLEGATE, ELSIOT	C 999-08-8833	.00	4,818.75	.00	289.13	549.82	10	1
89068 ASSCRAFT, JASIKA	C 999-08-9068	6,047.95	- 00	.00	362.88	690.08	11	1
89058 AS7ER, GE7EVIVE	C 999-08-9058	.00	2,955.00	.00	177.30	337.17	10	1
89421 AU4USTINE, MA4LIN	C 999-08-9421	.00	5,617.60	.00	337.05	640.96	10	1
88967 AY2ES, VI2ENTE	C 999-08-8967	1,360.40	- 00	.00	81.62	155.22	Y 10	1
89647 BA2LEY, TI2ANY	C 999-08-9647	.00	3,243.92	.00	194.64	370.13	10	0
89958 BA3N, MI3AH	C 999-08-9958	.00	5,563.00	.00	333.78	634.74	10	0
89236 BASFIELD, JOSEFINE	C 999-08-9236	4,048.23	. 00	.00	242.88	461.89	10	1
88361 BASON, MISCHEL	C 999-08-8361	.00	3,332.09	.00	199.93	380.18	10	1
89912 BA9B, NA9ENE	C 999-08-9912	.00	1,027.27	.00	61.64	117.21	10	1
88432 BA9BOUR, GE9ARO	C 999-08-8432	.00	1,252.73	.00	75.16	142.94	10	1
89903 BE2AY, MA2YROSE	C 999-08-9903	.00	4,818.75	.00	289.13	549.82	10	1
88903 BE2LEY, MA2YROSE	C 999-08-8903	.00	3,382.58	.00	202.96	385.95	10	0
89087 BE2NER, LE2NORA	C 999-08-9087	.00	4,240.08	.00	254.41	483.80	10	1
88502 BE3NSTEIN, BL3IR	C 999-08-8502	2,981.20	- 00	.00	178.88	340.16	12	1
89730 BE7M, KR7S	C 999-08-9730	.00	4,542.17	.00	272.53	518.26	10	1
89562 BE7NIER, JO7NATHON	C 999-08-9562	.00	5,856.84	.00	351.41	668.27	10	1
88857 BESKWITH, BUSTON	C 999-08-8857	5,036.95	. 00	.00	302.22	574.72	11	1
88968 BE9AVIDEZ, EL9Z	C 999-08-8968	.00	4,409.83	.00	264.59	503.16	10	1
89254 BI3LINGSLEY. LA3HAUN	C 999-08-9254	.00	1,286.15	.00	77.17	146.75	10	1
89102 WR3N, LO3SE	C 999-08-9102	4,675.90	- 00	.00	280.56	533.52	11	1
88810 YI7, NO7BERT	C 999-08-8810	.00	4,676.33	.00	280.58	533.57	10	0
88930 YO7NGER, SH7RAN	C 999-08-8930	.00	1,204.60	.00	72.28	137.44	10	1
** TOTAL TRS EMPLOYEE RECO	RDS: 249	201,801.32	641,663.85	.00	50,607.99	96,239.26		
88530 BE7M, CL7UDE	C 999-08-8530	10,386.89	. 00	.00	.00	1,808.36	12	1
** TOTAL RETIREE RECORDS:	1	10,386.89	. 00	.00	.00	1,808.36		
** TOTAL EMPLOYEE RECORDS:	250	212,188.21	641,663.85	.00	50,607.99	98,047.62		
		N0	OTE: These totals	agree with (Current Mont	h Payroll		

The final page of the report lists TRS employee, retiree, and overall employee and dollar amount totals. This page also identifies employees whose **TRS DOE Paid ERCON?** flag (TRS-Georgia Department of Education Paid Employer Contribution) is set to **'Y'** (Yes).

RUN DATE Program:	: 12/04/2012 10:49 MONPRT05	S SMITH CITY	YSTEM: 8991 BOARD OF EDU	CATION	MONTHLY TRS CON FOR THE MONTH	NTRIBUTION R H OF 08/2012	EPORT		PAGE	7	7
			TRS EMPI	LOYEES DOE PAT	ID EMPLOYER PORT	LON					
MPLOYEE NUMBER	EMPLOYEE NAME	TRS TYPE	SOC. SEC. NUMBER	REGULAR WAGES	ACCRUED SUMMER	SUMMER PAY	EMPLOYEE CONTRIB	EMPLOYER CONTRIB	DOE PAID	CNTR MNTH	SERV TIME
88967	AY2ES VI2ENTE	с	999-08-8967	1 360 40	00	0.0	81 62	155 22	v	10	1
89157	CH4ATHAM, BR4NTON	č	999-08-9157	2,291,67	.00	.00	137.50	261.48	Ŷ	11	ī
89096	CO9NWELL, LI9LIANA	č	999-08-9096	1.836.67	.00	.00	110.20	209.56	Ŷ	10	1
89406	MO3A, CY3US	č	999-08-9406	1,849.33	.00	.00	110.96	211.01	Ŷ	10	1
89127	SA2ER, TA2	С	999-08-9127	3,153.59	. 00	.00	189.22	359.82	Y	12	1
**	TOTAL DOE PAID RECO	RDS:	5	10,491.66	- 00	.00	629.50	1,197.09			
-			EMPLOYEE I	ETAIL AND TO	ALS AS REPORTED	TO TRS					
EMPLOYEE NUMBER	EMPLOYEE NAME	TRS TYPE	SOC. SEC. NUMBER	REGULAR WAGES	ACCRUED SUMMER	SUMMER PAY	EMPLOYEE CONTRIB	EMPLOYER CONTRIB	DOE PAID	CNTR MNTH	SERV
÷.	* TOTAL TRS EMPLOYEE	RECORDS:	249	201,801.32	641,663.85	.00	50,607.99	96,239.26			
88530	BE7M, CL7UDE	с	999-08-8530	10,386.89	_ 00	.00	623.21	1,185.15		12	1
÷.	* TOTAL TRS REPORTED	RETIREES:	1	10,386.89	_ 00	.00	623.21	1,185.15			
-	* TOTAL TRS REPORTED	RECORDS:	250	212,188.21	641,663.85	.00	51,231.20	97,424.41			
				***NC	TE: These totals	agree with	TRS Export a	and Report*	**		

Procedure C: State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation

C1. Printing the State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Eligibility Data Settings Report

Refer to the <u>Personnel System Operations Guide</u>, Section B: Personnel Report Processing for the instructions to print this report.

C2. Updating Employees' Personnel Information with SHBP Requirements

Refer to <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions to update employees' GHI information.

C3. Creating the State Health Benefit Plan (SHBP) Report and Extract File

C3.1. Create the GHI Recent Changes File - AUF

Complete this procedure if changes have been made affecting State Health that have not been transmitted to the DCH, or if there have been changes which must be retransmitted. Otherwise proceed to the appropriate procedure to continue SHBP processing.

PCG Dist	t=8991 Rel=15.04.00	01/20/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE		
			Payroll Sy	stem			PAYMOOOO
	FKey		Master Me	nu			
	1 Payrol 2 Payrol 3 Payrol	l Setup Menu l Update Menu l Check & Direct Dep	osit Menu				
	4 Annua 5 Month	Reports Menu y/Quarterly/Fiscal/Bi	iennial Report	s Menu			
	8 Emplo 9 Update 10 Earnin 11 Check 12 Update 13 Specia	yee Reports/Labels /Display Descriptior gs History Menu Reconciliation Menu /Display Payroll Mo I Functions Menu	Menu n/Deduction/An nitor	nuity Menu			
	20 File Re	organization					
Master ^{User} list F16 @@@	Wor PAY VEN MONITOR MONITOR						15.03.00
Acti	on						
Sele	ct <u>5</u> (F5	- Monthly/Qu	arterly/Fis	scal/Biennia	l Reports	Menu).	

Step

 Monthly/Quarterly/Fiscal/Blennial Reports Menu Monthly: PSERS Contribution Reports & Files TRS Contribution Report & File GHI Export File for State Health Benefits Outrate GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating Quarterly: Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: Create Summer Salary Accrual Claim Data Create Accrued Summer Salary Paid Report Accrued Summer Salary by Function Report 	
Monthly: 1 PSERS Contribution Reports & Files 2 TRS Contribution Report & File 3 GHI Export File for State Health Benefits 4 Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
 PSERS Contribution Reports & Files TRS Contribution Report & File GHI Export File for State Health Benefits Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating Quarterly: Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: Fiscal Wages by Fund Create Summer Salary Accrual Claim Data Create Accrued Summer Salary Paid Report Accrued Summer Salary by Function Report 	
 - TRS Contribution Report & File - GHI Export File for State Health Benefits - Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating Quarterly: - Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: - Fiscal Wages by Fund - Create Summer Salary Accrual Claim Data - Create Accrued Summer Salary Paid Report - Accrued Summer Salary by Function Report 	
 Contract of the for state freating betters Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating Quarterly: Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: Fiscal Wages by Fund Create Summer Salary Accrual Claim Data Create Accrued Summer Salary Paid Report Accrued Summer Salary by Function Report 	
Coverage, Changing Status, or Terminating Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
Quarterly: 5 Department of Labor Quarterly Payroll Report & Wages Data File Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
Fiscal: 10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
10 Fiscal Wages by Fund 11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
11 Create Summer Salary Accrual Claim Data 12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
12 Create Accrued Summer Salary Paid Report 13 Accrued Summer Salary by Function Report	
19 Accided Summer Salary by Function Report	
14 SHBP Audit Benort for the Fiscal Year	
Biennial:	
20 EEO-5 Report and Transmission File (Due Even Numbered Years)	
Ister User List 11	.03.01

2 Select **3** (**F3** - Monthly: GHI Export File for State Health Benefits).

The following screen displays for non-charter schools:

A	PCG Dis	st=8991	Rel=1	8.04.00	12/21/	2018 F	PCG 002	SV C:	\DEVSYS	C:\S	CONE)	W	HITE	-		\times
			C	reate	GHI	Expor	t Fil	e for	State	e Hea	lth I	Benefi	ts Pl	an		PAYPE	270
		X' to) Sele	ect Fi	le Ty	pe											
			- F	Recent	Chan	aes t	o Emp	louee		A	UF						
		_	- 1	ionth1	y GHI	Dedu	iction	Data	File	Р	UF						
ENTER	1				E	nter=	Conti	nue	or	F16=	Exit					18.03	. 01
E16																	

Georgia Department of Education December 21, 2018 • 11:23 AM • Page 24 of 46 All Rights Reserved. The following screen displays for charter schools:

CG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	-	
Create GHI Export File for State Health Benefits Plan		PAYPE270
For Charter Schools Only: SHBP Assigned Payroll Location for Certified Employees: SHBP Assigned Payroll Location for Non-Certified Employees:		
'X' to Select File Type		
<u>- Recent Changes to Employee</u> AUF <u>- Monthly GHI Deduction Data File</u> PUF		
Enter=Continue or F16=Exit		18.03.01

Step	Action
3	Non-charter school districts: Proceed to Step 4.
	<u>Charter school districts</u> : If the System $\#$ on the <i>Payroll Control Information</i> screen begins with either ' 782 <i>n</i> ' or ' 783 <i>n</i> ', where <i>n</i> is the last digit of the System $\#$, the user will be prompted to enter the following two additional fields:
	 SHBP Assigned Payroll Location for Certified Employees SHBP Assigned Payroll Location for Non-Certified Employees
	The payroll location codes for certified and non-certified employees are assigned by the Georgia State Health and Benefits Program (SHBP) to charter school systems and are required for sending electronic files into SHBP.
4	Enter X in the Recent Changes to Employee (AUF) field.
5	Select (Enter - Continue).

PCG Dist=8	991 Rel=18.04.00 12/2	21/2018 PCG 002 SV C:\DEVS	YS C:\SECOND	WHITE	- 🗆 ×
	Create GH	I Export File for Sta	te Health Benefits	Plan -	PAYPE270
		•			
	X - Recent Ch	anges to Employee	AUF		
	to Colort Turns	-ii Tura			
	- All Entri	mission type os Not Proviouslu Tra	ncmittod		
	- Retransmi	t All Entries From th	is Nate		
			15 butt		
		Enter=Continue or	F16=Exit		
		Enter=Continue or	F16=Exit		18.03.01

The following screen displays for non-charter schools:

The following screen displays for charter schools:



Georgia Department of Education December 21, 2018 • 11:23 AM • Page 26 of 46 All Rights Reserved.

Step	Action
6	To select all of the non-transmitted records:Enter X in the All Entries Not PreviouslyTransmitted field.To retransmit records as of a specific date:Enter X in the Retransmit All Entriesfrom this date field and the corresponding date (MM/DD/CCYY) in the field.
7	Select $(Enter)$ twice. If no records match the selection criteria, the "No EMPCHG Records Found for Transmission to State Health that Match Dates Selected" dialog box displays. In this instance, select (OK) , and refer to Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions to update the employee GHI information. Repeat this procedure beginning at Step1. For missing payroll records, the "PAYROLL Record Not Found ####. Call Help Desk to Correct and Rerun Process" dialog box displays. In this instance, select OK, and contact the Technology Management Customer Support Center as needed for assistance. <u>For unsuccessful file creations:</u> Select Enter (to Continue) when the "No Records found for GHI Export File" screen displays, and proceed to Step 8.

A	PCG Dist=8	991 Rel=1	8.04.00	12/21/2018	PCG 002	SV C:	\DEVSYS	C:\S	COND		W	HITE		_		×
															PAYPE	270
		GHI E>	xport F	ile Comp]	eted	Succe	ssful]	ly								
		Review	/ Print	File for	Deta	ils										
		Filo I	(d -	C • 1 SE(0 10 10	USENU		00049	сміт	UCTTV	DUVDU	0EEDII	COT 1 0	N 201012	94 TXT	
			.u.	6.1321	,0110 \G	USEND	(HUF_C	97742	_31111	10111	DUHND	UFEDU	CHIIO	1_201012	21.101	
		lotal	Record	15:	3											
				Enter	OM 54	k to	Conti-									
	7			Enter		0 CO	CONCI	lue							18.03	. 01
F16																

Step	Action
8	Screen-print the Successful Completion screen, and select (Enter) to continue. Screenshot examples are for display purposes only. The location of the PCGenesis AUF file is "K: SECOND\GOSEND". Note also that filenames and record totals are school- district and system-specific.
	Use this filename to transmit the file to the Department of Community Health (DCH). Use the "Total Records" field's entry to compare to the Georgia State Health Plan – Employee Change File Report's results.

CL.

Ĩ	PCG Dist=8991 Rel=18.04.00	12/21/2018 PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	_	D Paymooo!	× 5
	FKey	Monthly/Quarte	rly/Fiscal/B	iennial Repor	ts Menu			
	Monthly: 1 PSERS 2 TRS Co 3 GHI Ex 4 Update Cove	Contribution Repor ntribution Report & port File for State H GHI Change File fo rage, Changing Sta	ts & Files File ealth Benefits r Current Emplo tus, or Termina	yees Activating ting	Health			
	Quarterly: 5 Departr	ment of Labor Quart	erly Payroll Re	oort & Wages D	ata File			
	Fiscal: 10 Fiscal V 11 Create 12 Create 13 Accrued 14 SHBP A	Wages by Fund Summer Salary Acc Accrued Summer Sa d Summer Salary by Audit Report for the I	rual Claim Data alary Paid Repo / Function Repo Fiscal Year	rt rt				
	Biennial: 20 EEO-5 I	Report and Transmi	ssion File (Due	Even Numbere	d Years)			
Master F16	User _{List} USer _{List} Word PAT MONITOR						18.03.0 ⁻	1
cti	0 n							

Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
10	Select F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
11	Compare the report's results to the results of the screenshot example preceding <i>Step 7</i> .

REPORT ID: PAYPE270 A AU Date: 03/20/2017 13:03	F	AUF	Georgia - Employ	State ee Ch	Health Bene ange File	fit Plan		Page 1	
Name	Empno SSN Sta	t Cls	GHI Sex Code	Elig	Birth Date	Hire Date Term Date	1st Day Wrk Cover Effect	Lst Ded Dt Cover End	Death Date Chg
GA2T, CH2RLEY	89473 999089473 A	09	F NEMP	Y	12/01/1980	07/01/2016	07/01/2016 10/01/2016		с
FOBMAN, OLBN	89003 999089003 T	01	F TERM	N	11/01/1986	08/04/2014 05/24/2016	08/04/2014	08/31/2016 09/30/2016	
BASON, MISCHEL	88092 999088092 A	01	F NEMP	Y	07/01/1962	08/01/2016	08/01/2016 10/01/2016		
PASNE, POSFIRIO	88964 999088964 T	02	F TERM	N	11/01/1983	10/06/2014 05/24/2016	10/06/2014	08/31/2016 09/30/2016	
HO7FMANN, TA7A	88756 999088756 T	02	F TERM	N	05/01/1983	08/05/2013 05/24/2016	08/05/2013	08/31/2016 09/30/2016	
CO2EY, ME2IDETH	89541 999089541 A	01	F MISC	Y	11/01/1964	08/01/2016	08/01/2016 10/01/2016		
RU4IN, JU4E	88504 999088504 A	02	F NEMP	Y	03/01/1967	08/01/2016	08/01/2016 08/01/2016		с
CR7FT, GA7EN	89506 999089506 A	15	F NEMP	Y	12/01/1983	09/14/2016	09/14/2016 09/14/2016		
CR7FT, GA7EN	89506 999089506 A	15	F MISC	Y	12/01/1983	09/14/2016	09/14/2016 09/14/2016		
CR7FT, GA7EN	89506 999089506 A	15	F NEMP	Y	12/01/1983	09/14/2016	09/14/2016 09/14/2016		
MU6CY, AL6XIS	87337 999087337 A	02	F NEMP	Y	05/01/1981	08/15/2016	08/01/2016 08/01/2016		с
KI3ER, RO3AMARIA	89913 999089913 A	01	M NEMP	Y	08/01/1948	08/01/2016	08/01/2016 08/01/2016		с
RO3T, PA3THENIA	88562 999088562 A	01	F NEMP	Y	11/01/1969	08/01/2016	08/01/2016 08/01/2016		с

C3.1.1. AUF - Employee Change File Report - Example

C3.2. Create the Monthly GHI Deduction File - PUF

			Payroll Sy	stem	PAYMOO
FKe	'Y		Master Me	nu	
1	Payroll Setur	Menu			
2	Payroll Upda	te Menu			
	Payroll Chec	k & Direct Depo)sit Menu		
4	🔄 Annual Repo	rts Menu			
5	Monthly/Qua	rterly/Fiscal/Bio	ennial Reports	Menu	
8	Employee Re	eports/Labels N	/lenu		
9	Update/Displ	ay Description	/Deduction/Ani	nuity Menu	
11	Check Recon	ciliation Menu			
12	📕 Update/Displ	ay Payroll Mon	nitor		
	Special Func	tions Menu			
20	📕 File Reorgan	ization			
Manter User,					 15.03.0
naster list					-
tion					

The following screen displays:

Step

1



A	PCG Dist=8	8991	Rel=18.04.00) 12/21/2	2018 PCG	002 SV C	\DEVSYS	C:\SECC	ND	WHITE	_	
			Creat	e GHI	Export	File for	• State	Healt	h Benefit	s Plan		PAYPE270
	·x.	to	Select F	ile Ty	pe							
			- Recen	t Chan	nes to	Employed		AUE				
		-	- Month	LU GHI	Deduct	ion Data	File	PUF				
		-		-,								
				E	otox-Co	ntinuo		E14-Ev	**			
ENTER	2			E	nter=cu	ILTING	Ur	F IO=EX				18,03,01
												.5.00.01
F16												

The following screen displays for non-charter schools:

The following screen displays for charter schools:

A	PCG Dist=8	3991 Rel=1	18.04.00	12/21/	2018 F	PCG 002	SV C:	\DEVSYS	5 C:\S	ECOND		W	HITE	_		×
		(Create	GHI	Expor	t Fil	e for	Stat	e Hea	lth B	lenefi	ts P1	an		PAYPE	270
	For	Charter SHBP As SHBP As	r Scho ssigne ssigne	ols O d Pay d Pay	nly: roll roll	Locat: Locat:	ion f ion f	or Ce or No	rtifi n-Cer	ed En tifie	nploye ed Emp	es: loyee	s: _			
	·x·	to Sele	ect Fi	le Ty	pe											
		I I	Recent <mark>Monthl</mark>	Chan <mark>y GHI</mark>	ges t <mark>Dedu</mark>	o Empi Iction	loyee Data	File	A	UF UF						
				E	nter=	Conti	nue	or	F16=	Exit						
	7														18.03	. 01
F16																

Georgia Department of Education December 21, 2018 • 11:23 AM • Page 31 of 46 All Rights Reserved.

Step	Action
3	Non-charter school districts: Proceed to Step 4.
	<u>Charter school districts</u> : If the System $\#$ on the <i>Payroll Control Information</i> screen begins with either ' 782 <i>n</i> ' or ' 783 <i>n</i> ', where <i>n</i> is the last digit of the System $\#$, the user will be prompted to enter the following two additional fields:
	 SHBP Assigned Payroll Location for Certified Employees SHBP Assigned Payroll Location for Non-Certified Employees
	The payroll location codes for certified and non-certified employees are assigned by the Georgia State Health and Benefits Program (SHBP) to charter school systems and are required for sending electronic files into SHBP.
4	Enter X in the Monthly GHI Deduction Data File (PUF) field.
5	Select Enter - Continue) <u>once</u> .

The following screen displays for non-charter schools:

	A	PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	_	
		Create GHI Export File for State Health Benefits Plan		PAYPE270
		X - Monthly GHI Deduction Data File PUF		
		For: Month <u>11</u> Year <u>2018</u>		
		Enter Job Code for Board Members (0 = None)		
		Job Code <u>000</u> None		
		Enter=Continue or F16=Exit		
				18.03.01
ľ	F16			

The following screen displays for charter schools:



	▶ PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND WHITE → × ▶ ▶ ▶ ₽
	GHI Export File Completed Successfully
	Review Print File for Details
	File Id: C:\SECOND\GOSEND\PUF_61001_SMITHCITYBOARDOFEDUCATION_20181221.TXT
	Total Records: 518
Step	Action
9	
,	Screen-print the <i>Successful Completion</i> screen, and select (Enter) to continue.
	Screenshot examples are for display purposes only. The location of the PCGenesis PUF
	file is "K: SECOND GOSEND". Note also that filenames and record totals are school-
	district and system-specific.
	Use this filename to transmit the file to the Department of Community Health (DCH). The
	entry in the "Total Records" field will be used to compare to the DEDI – Monthly
	Deduction File Report.

	PCG Dist=8991 Rel=18.04.00	12/21/2018 PCG 002	SV C:\DEVSYS C:\SE	COND WHI	TE —	×	
			Payroll System	1		PAYM0005	
	FKey 	Monthly/Quarte	rly/Fiscal/Bien	ial Reports Men	u		
	Monthly: 1 PSERS 2 TRS Co 3 GHI Ex 4 Update Cove	Contribution Repor ntribution Report & port File for State H GHI Change File fo rage, Changing Sta	ts & Files File ealth Benefits r Current Employee tus, or Terminating	s Activating Health			
	Quarterly: 5 Departr	nent of Labor Quart	erly Payroll Report	& Wages Data File			
	Fiscal: 10 Fiscal \ 11 Create 12 Create 13 Accrued 14 SHBP A	Wages by Fund Summer Salary Acc Accrued Summer Sa I Summer Salary by Audit Report for the	rual Claim Data alary Paid Report / Function Report Fiscal Year				
	Biennial: 20 EEO-5 I	Report and Transmi	ssion File (Due Eve	n Numbered Years)		
Mast F16	er User _{list} Ures Vores PAY VEND					18.03.01	
Step	Action						
10	To print the rep	oort via the U	queue Print	Manager: So	elect 📳	(Uqueue).	
	To print the rep	ort via Micr	osoft® Word	: Select	MS WO	RD).	
	Follow the instru <i>Procedures, Crea</i> create the macro	ctions provid ating the Mick necessary to	ed in the <u>Tech</u> rosoft®-PCG use the featur	<u>nical System</u> enesis QWOR e where appro	<u>Operations</u> 2D Macro for opriate.	<u>Guide</u> , User I · Report Prin	Interface ting to
11	Select (FI (Master) to return	16 - Exit) to re on to the <i>Busin</i>	eturn to the Paness Application	ayroll System ons Master M	Master Men Ienu.	<i>u</i> , or select	Master
12	Compare the rest <i>File Report, an</i> <i>Example.</i>	ults of the scr example of w	reenshot prece which is displa	eding <i>Step 8 t</i> <i>syed B3.2.1.</i>	to the DEDI Monthly Dec	– Monthly D luction File	eduction Report –

C3.2.1. DEDI - Monthly Deduction File Report – Example

In addition to other identifiers, the Monthly Deduction File Report displays the "GHI 1st Day Worked" column from employees' personnel record's information.

The final page of the report provides employee totals by certification classification and includes dollar amount totals. Compare the report totals to the screen totals in Step 8.

REPO Date:	RT ID: PAYPE270 D DEDI 03/20/2017 13:06					DEDI	Geo: - Mo	gia nthl	State Ly Dec	e Hea lucti	alth ion	Benefit File - Co	Plan overage	e for 02/0	01/2017	Page (5		
Empno	Name	St	tat	Clss	Eli	g Cert	1st	; Day	y Wrk	Opt]	lier	Premium	Insf	Deduction	Subsidize	St/Mnt	h Gi	PAY	S Hours
88562	RO3T, PA3THENIA		Α	01	Y	C	08	3/01/	/2016	B3	10	68.96		66.28		5,51	78.86	M	40.00
87866	ROSINETTE, AMSE		Α	01	Y	C				NC	00					4,48	35.82	M	40.00
88188	ROGENTHAL, DAGEN		Α	12	Y	N	08	3/18/	/1997	B3	10	68.96		66.28		1,28	85.85	M	25.00
89598	ROGENTHAL, SEGASTIAN		Α	01	Y	c	01	L/04/	/2016	B3	10	68.96		66.28		5, 53	37.19	M	40.00
89941	RO9ELL, TA9HINA		Α	01	Y	С	08	3/05/	/2002	B3	10	68.96		66.28		4,48	35.82	M	40.00
88504	RU4IN, JU4E		Α	02	Y	N	08	3/01/	/2016	B3	96	273.08		260.40		2,18	84.68	M	40.00
89737	RUSF, PASULA		Α	01	Y	С	04	4/11/	/2016	B6	94	241.94		240.05		2,99	2.45	M	40.00
89965	SA2TER, VI2ENTE		Α	01	Y	С	01	L/01,	/2017	B1	90	405.84						M	40.00
88124	SA5PLE, CA5MINE		Α	02	Y	N	08	3/15/	/1995	NC	00					1,60	05.80) M	40.00
87989	SC2REIBER, MO2N		Α	10	Y	N	02	2/01/	/2015	B3	40	148.96		146.28		3,16	58.00) M	40.00
89235	SC4AEFFER, AL4HONSE		Α	01	Y	c	0.9	9/01/	/2014	B3	94	136.54		130.74		2,81	5.77	M	40.00
87955	WIELEY, BAETON		А	01	Y	c	08	3/01/	/2016	NC	00					2,90	2.85	M	40.00
87911	WI7G, DE7MY		А	12	Y	N	08	3/07,	/2007	B2	90	288.51		277.96		2,40	9.73	M	25.00
87502	WISDHAM, BUSTON		А	01	Y	с	08	3/03/	/2009	B3	96	273.08		260.40		4,31	.0.60) M	40.00
88403	ZA3ATA, DA3IS		Α	12	Y	N	0.9	9/01/	/2014	NC	00					1,01	.5.86	M	25.00
89558	ZI4MER, PH4NG		Α	01	Y	С	01	1/29/	/2004	B2	94	203.74		197.12		3,90	08.01	. М	40.00
		169	Ce	rtif	ied	Employ	ees		Total	ls:		33, 699	.86	32,1	73.76			786,	826.38
		172	Cla	ssif	ied	Employ	ees		Total	ls:		20,781	.88	20,10	83.58			287,	538.56
		341		To	tal	Employ	ees		Total	ls:		54,481	.74	52,3	57.34		1	,074,	364.94

Procedure D: Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating

Complete this procedure if changes have been made affecting State Health that have not been transmitted to the DCH, or if there have been changes which must be retransmitted. Otherwise proceed to the appropriate procedure to continue SHBP processing.

NOTE 1: Changes made using this procedure will be included in the '*GHI Export File for State Health Benefits*' and transmitted to DCH by following the instructions in *Procedure C3.1. Create the GHI Recent Changes File - AUF*. **This procedure does NOT change the employee's personnel information in payroll.**

NOTE 2: Only one record can be generated per day for each employee. When the user tries to create a second GHI change record in the same day, the error message, "Only one record can be generated per day for each employee. Try again tomorrow." will display.

Step	Action
1	From the Business Applications Master Menu, select 2 (F2 - Payroll System).

The following screen displays:

30
10
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Georgia Department of Education December 21, 2018 • 11:23 AM • Page 37 of 46 All Rights Reserved.

Step	Action
2	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

	PCG Dist=8991 Rel=18.04.00	12/21/2018 PCG 002 SV C:\DEVSYS C:\SECOND Payroll System	WHITE -	- 🗆 × Paym0005
	FKey	Monthly/Quarterly/Fiscal/Biennial R	eports Menu	
	Monthly: 1 PSERS 2 TRS Co 3 GHI Ex 4 Update Cove	Contribution Reports & Files ontribution Report & File port File for State Health Benefits GHI Change File for Current Employees Activ erage, Changing Status, or Terminating	ating Health	
	Quarterly: 5 Depart	ment of Labor Quarterly Payroll Report & Wag	es Data File	
	Fiscal: 10 Fiscal 11 Create 12 Create 13 Accrue 14 SHBP	Wages by Fund Summer Salary Accrual Claim Data Accrued Summer Salary Paid Report d Summer Salary by Function Report Audit Report for the Fiscal Year		
	Biennial: 20 EEO-5	Report and Transmission File (Due Even Num	bered Years)	
-	Master UsetList Pre UsetList Vores PAX MONITOR			18.03.01
tep	Action			
3	Select 4 (F4 Health Coverage	- Monthly: Update GHI Char c, Changing Status, or Terminati	nge File for Current I ng).	Employees Activating

Step

4

Create AUF Change Record Select Employee								Record e							PAYFIND		
lte	r	set: C	lass,	,Statu	5					C	urre Name	nt Or	der				
			J	Input:													
key	N	ame					Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	13 Mth	
1	C.	A6BONE	E, JE6S	;			87979	999-08-7979	6793	3	N	0		16	Α		
2	В.	A9B, EM	19RY				87512	999-08-7512	100	1	C	2	10	2	Α		
3	A	D9ISON	, BR9C	Э Порицер			89928	999-08-9928	6793	3	N	0	10	16	A		
4	В. А	AZMAN, DAUR M	MAZYI Mahasi	BELLE I F			89423	399-08-9423 999-08-8757	100	1	с Г	2	10	9 A	A A		
6	A	D20CK.	AL20	NZO			88175	999-08-8175	8012	14	N	1	12	31	Â		
			1	Input	Emplo	yee Nu	mber or	Name or S	SSN -	Press	Ent	er Ke	y				
			F	F 16 to	Exit	:, F18 (Clear emp	loyee filter									
			F	F1-9	= Chr	inse fri	nm Select	ion Ahove									
			F	F1-9	= Cho	ose fr	om Select	ion Above									
/ F	-1	F2	F3	F1-9	= Cho F5	ose fro	om Select	ion Above				545	Q		13.0	2.00	
F F17	-1	F2	F3	F1-9	F5	F6	om Select	F9 _{F10}	Не	-lp		FIE	<u>Q</u>		13.0	2.00	
F17	- 1	F2	F3	F1-9 F4 PGUP A	= Cho F5 _{PGDN} ▼	F6	om Select F7 F8	F9 F10	He	lp		FIS	<u></u>		13.0	2.00	
Fiz	-1 !"₩ ct	F2 F18	F3	F1-9 F4 PSUP	F5	F6	pm Select	F9 F10 T	He	lp		F15	Q 		13.0	2.00	
A	-1 ∵# ct	F2 F18 00	F3	F1-9 F4 PSUP	F5	0050 fr:	F7 F8	F9 _{Pto} T	He	lp		FIS	<u>a</u>		13.0	2.00	
Fizer A	-1 ™# ct	F2 FIN TO FIN TO	F3	F1-9 F4 PGUPA	F5 PCON PCON	r6 F6 the II	nput fi	F9 F0 T	He		Ent	er -	Conti	nue	13.0	nd pro	
Fizer A	⁻¹ t [™] #	F2 FIE TO ion er the	F3	F1-9 F4 POUPA	= Cha F5 PSDN▼ PSDN▼	F6 The In	nput fie	F9 F0 T eld, select	He	·Ip	Ent	er -	Conti	nue	13.0), ai	2.00 nd pro	
Fized A	=1 [™# ct	F2 FIE OF FIE OF FIE OF	F3 e nu	F1-9 F4 Pour A	F5 F5 FCDN F F T In F T T T	r6 the In	nput fie	F9 F0 T eld, select		^{ір} (І етр	Ent	er - ee 's	Conti <i>comp</i>	nue	13.0 2), an 2 or	2.00 nd pro	

If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 5.

		CW 001 C:\D	EVSYS C:\SECC	ND		WHITE					×
	Create A Select	UF Change R Employee	ecord							PAYE	IND
Filter set: Clas	s,Status					Curre Name	nt Ori	der			10
Fkey Name		Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	na Mth
Enter AD2ER, TA2		88127 22222	999-08-8127 999 00 0127	111	2	C	2	10	3	A	
2 AL2NZO, EF2	EN	87223	999-08-7223	111	2	C	2	10	2	Ă	
3 AR9STEAD,	A9HINA	88944	999-08-8944	111	2	C	2	10	2	Α	
4 AS5EW, DA5	TON	87468 80050	999-08-7468 999-09-0050	201 111	2	C	2	10 10	2	A •	
6 AS9TON, YV	INE	88168	999-08-8168	111	2	C	2	10	2	A	
7 BO8DREAU,	MA8GARITO	89217	999-08-9217	3050	2	C	2	10	2	Α	
8 BUSDEN, EM	BLE	88273	999-08-8273	101 2050	2	C	2	11	2	A	
	,25	00015	355 00 0015	5050	-	C	2	10	2	~	
or der ondriged co	; F4 F5 F6	F7 F8	F9 _{F10} Y				F15	<u> </u>		13.0	2.00
	PGUP A PGDN V			He	p					_	-
FI F2 F FI F2 F	PGUP▲ PGDN▼			He	p						
Action Select	POUP▲ PODN▼	select the	e Functio	n key	7 CO	rresp	pond	ing to	the	emj	ploye
Action Select E and select	POUP▲ POUN▼ Nter (Enter) or t ENTER (Enter) (Enter)	select the	e Functio	n key	7 CO	rresp	pond	ing to	the	e emj	ploye
Action Select E and select To sort b	POUP▲ POUN▼ PLET (Enter) or t ENTER (Enter) y Name: Select	select the r). : _f Name	e Functio (Name).	n key	7 CO:	rresp	pond	ing to	the	emj	ploye
Action Select E and select To sort b	POUP▲ POUN▼ POUP▲ POUN▼ POUP▲ POUN▼ (Enter) or POUP▲ POUN▼ (Enter) POUP▲ POUN▼ (Enter) or POUP▲ POUN▼ (Enter) or (Enter) or POUP▲ POUN▼ (Enter) or POUP▲ POUN (Enter) or POUPA (Enter) or POUPA (Enter) OUPA (Enter) OUPA	select the r). e _t Name umber: Se	e Functio (Name). elect Emp	n key	7 co: Emp	rresp	pond	ing to	the	e emj	ploye
ImageF1F2F $F1$ F2F1 $F2$ F1F2 $F1$ F2F1 <t< th=""><th>POUP▲ POUN▼ POUP▲ POUN▼ POUP▲ POUN▼ (Enter) or (Enter) y Name: Select y Employee Nu y Social Securit</th><td>select the r). et Name umber: Se ity Numbe</td><td>e Functio (Name). elect Emp er: Select</td><td>n key</td><td>7 co: <i>Em</i>Į</td><td>rresp pno)</td><td>pond N).</td><td>ing to</td><td>the</td><td>e emj</td><td>ploye</td></t<>	POUP▲ POUN▼ POUP▲ POUN▼ POUP▲ POUN▼ (Enter) or (Enter) y Name: Select y Employee Nu y Social Securit	select the r). et Name umber: Se ity Numbe	e Functio (Name). elect Emp er: Select	n key	7 co: <i>Em</i> Į	rresp pno)	pond N).	ing to	the	e emj	ploye
Image F1F2F1F2F1F2F1F1F2F1F2F1F2F1F2F1F1<	POUP▲ POUN▼ POUP▲ POUN▼ POUP▲ POUN▼ (Enter) or (Enter) (Ente	select the r). mathemathemathemathemathemathemathemathe	e Functio (Name). elect Emp er: Select the PgUp	n key no (SS	Emp N	rresp ono) (SSI eys o	oond N).	ing to	the	e emj	ploye keybo

DCC	Dist=8991 Rel=17.01.00 03/20/2017 PCW 001 SV CADEVSYS CASECOND	WHITE	- • ×
	Create GHI AUF Record to Export to Stat	e Health	PAYPE275
Emp.	no. 88892 BA80N, MI8CHEL SSN 999 88 889	2 Status A Activ	e
GHI	Change Code	nation Code for this KLOD, LOFF, RETR, TA	process ICA, or TERM
GHI	cover Start Dte GHI Coverage Start Date	- Optional for NE	EMP, HACA
GHI GHI GHI	Final Ded Date Final Deduction Date GHI Coverage End GHI Coverage End Date Date of Death	– Required for An – Optional for An – Required for DC	ny Termination ny Termination SD, KLOD
N	TE: This Record Will Be Included in the 'GHI Export File	for State Health Bene	fits'
Sex	This Process Does NOT CHANGE Employee Personn **** Current Employee Personnel Informa code F Mar Stat M Pay Loc 108 Location 000108	el Information tion **** Class 1 CLASSRO	IOM TEACHERS
GHI Part GHI	Cligible? Y GHI Option B2 BCBS SILVER Ccipate in GHI? Y GHI Tier 10 SINGLE ROE Transfer in?	Birth Date 7/0 Hire Date 10/0 Rehire Date 8/0 Date of Death	01/1962 08/1999 01/2016
GHI GHI	IST Day Worked 8/01/2016 GHI Final Ded Dt Cover Start Dte 10/01/2016 GHI Coverage End	Term Date 6/0 Term Reason 6 ACCEPT JOB IN OTHE	02/2011 Er ga system
Enter " € ∕ ⊧ ⊮ €	Walidate, F8=Create Record, F16=Return, F28=Help ▶ ▶ PR PR		17.01.00
	Action		
	GHI Change Code field. Select the drop-down the reason for the employee's GHI coverage classification code must be entered.	selection icon 🗾 hange. Either NH	within the fie E MP or HA (
	Valid values: HACA = New Employee Due to NEMP = New Employee Hire DCSD = Deceased KLOD = Killed in the line of due	ACA Eligibility	

Step	Action
7	If NEMP (New Employee Hire) or HACA (New Employee Due to ACA Eligibility) has been selected for the GHI Change Code field, enter the appropriate dates (MM/DD/CCYY) in the following two fields:
	 GHI 1st Day Worked - Required GHI Cover Start Dte (Board of Education Coverage Start Date on <i>AUF File</i>) - Optional
	While the GHI 1 st Day Worked is a required field for NEMP (New Employee Hire) or HACA (New Employee Due to ACA Eligibility), the GHI Coverage Start field is an optional field on the screen and is typically used for an employee transferring from another school district.
	Per instructions from the Georgia State Health Agency, the GHI Coverage Start Date field should only be used for summer transfers from May 1 through October 31 . During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State Health Agency, the BOE Coverage Start Date field will allow payroll locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month.
	<i>The</i> NEMP (<i>New Employee Hire</i>) GHI Change Code <i>can be used for current employees who are activating health coverage for the first time.</i>
	The NEMP can also be used for current employees who are changing status from certified to classified or from classified to certified. In this case, the employee's current payroll record must reflect the correct certified/classified status.
	Two transaction codes, HACA and TACA , are available for use. These transaction codes are to be used for a subset of employees who would go on and off Affordable Care Act (ACA) coverage based upon the IRS requirements for full time employees. Therefore, HACA and TACA will <u>not</u> be used for brand new employees or terminating employees, but for employees who work in the district and may go on and off ACA based upon their IRS eligibility.

Step	Action
8	If DCSD (Deceased), KLOD (Killed in the line of duty), LOFF (Laid off), RETR (Retired), TACA (Terminated Employee Due to ACA Ineligibility) or TERM (Terminated Employment) has been selected for the GHI Change Code field, enter the appropriate dates (MM/DD/CCYY) in the following two fields:
	 GHI Final Ded Date (GHI Final Deduction Date) - Required GHI Coverage End (Board of Education Coverage End Date on AUF File) – Optional
	While the GHI Final Ded Date is a required field for terminating employees, the GHI Coverage End field is an optional field on the screen and is typically used for an employee transferring to another school district.
	The date provided in the GHI Coverage End field will allow payroll locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the Date of Last Deduction . The date provided in this field will be used to replace the Last Deduction Date when determining the benefit end date in the ADP system.
9	If DCSD (Deceased) or KLOD (Killed in the line of duty) has been selected for the GHI Change Code field, also enter the appropriate date (MM/DD/CCYY) in the GHI Date of Death field.
10	Select (Enter - validate) to validate the record.
11	Verify the employee change record, and select $\mathbf{F} \in \mathbf{F}$ (F8 – Save changes).

PCG	6 Dist=8991 Rel=17.01.00 03/20/20	17 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE DOUBE 375
	Create	GHI AUF Record to Export to St	ate Health
Emp.	no. 88092 BA8ON, MI8CHEL	8 80 999 M22	092 Status A Active
GHI (Change Code NEMP	New Employee hire Select NEMP or HACA, or Ter DCS	mination Code for this process), KLOD, LOFF, RETR, TACA, or TERM
GHI - Ghi (1ST Day Worked <mark>8/01/2010</mark> Cover Start Dte	5 Hire/ReHire/New Eligibility GHI Coverage Start Date	Date - Required for NEMP, HACA - Optional for NEMP, HACA
GHI H Ghi (Ghi)	Final Ded Date Coverage End Date of Death	Final Deduction Date GHI Coverage End Date Date of Death	- Required for Any Termination - Optional for Any Termination - Required for DCSD, KLOD
ы	DTE: This Record Will Be]	Included in the 'GHI Export Fil	e for State Health Benefits'
Sex (This Process **** Cu Code F Mar Stat M F	Does NOT CHANGE Employee Perso urrent Employee Personnel Infor Pay Loc 108 Location 000108	nnel Information mation **** Class 1 CLASSROOM TEACHERS
GHI E Parti GHI E	Eligible? Y icipate in GHI? Y BOE Transfer in?	GHI Option B2 BCBS SILVER GHI Tier 10 SINGLE	Birth Date 7/01/1962 Hire Date 10/08/1999 Rehire Date 8/01/2016 Date of Death
GHI ⁻ Ghi (1ST Day Worked 8/01/2016 Cover Start Dte 10/01/2016	5 GHI Final Ded Dt 5 GHI Coverage End	Term Date 6/02/2011 Term Reason 6 ACCEPT JOB IN OTHER GA SYSTEM
	G Record Saved - Review Pi =Select Next, F16=Exit 	int File	17.01.00
	Action		
2	Verify "EMPCHG	Record Saved – Review Pr	State Health 8092 Status A Active ermination Code for this process CSD, KLOD, LOFF, RETR, TACA, or TERM ty Date - Required for NEMP, HACA - Optional for Any Termination - Optional for Any Termination - Required for DCSD, KLOD Tile for State Health Benefits' Sonnel Information Formation Formation Formation Form Date 7/01/1962 Hire Date 8/01/2016 Date of Death Term Date 6/02/2011 Term Reason 6 ACCEPT JOB IN OTHER GA SYSTEM Print File " displays.
	Select (ENT) repeat the process st	E R – Select Next) to creat arting at <i>Step 4</i> .	e another record in the <i>State H</i>
	Select (F16 -	Exit) to return to the Mon	thly/Quarterly/Annual/Fiscal
	if no more records n	leed to be created in the Sta	ate Health AUF file.

A	PCG Dist=8991	Rel=18.04.00	12/21/2018 PCG 002 S	V C:\DEVSYS C:\SECOND	WHITE	- 🗆 X					
				Payroll System		PAYM0005					
	FKey 		Monthly/Quarter]	ly/Fiscal/Biennial R	eports Menu						
	1 2 3 4	Monthly: PSERS (TRS Cor GHI Exp Update (Cover	Contribution Reports stribution Report & Fi ort File for State Hea GHI Change File for (age, Changing Statu	& Files le Ith Benefits Current Employees Activ s, or Terminating	ating Health						
	5	Quarterly: Departm	ent of Labor Quarter	ly Payroll Report & Wag	es Data File						
	10 11 12 13 14	Fiscal: Fiscal W Create S Create A Accrued SHBP Au	/ages by Fund Jummer Salary Accru ccrued Summer Sala Summer Salary by F Julit Report for the Fig	al Claim Data ary Paid Report Function Report scal Year							
	_20	Biennial: EEO-5 R	eport and Transmiss	sion File (Due Even Num	bered Years)						
Mast F16	er ^{User} list Des Vords	PAY VEND MONITOR				18.03.01					
	Action										
5	To print the report via the Uqueue Print Manager: Select (Uqueue).										
	To print	the rep	ort via Micros	soft® Word: Se	elect Mor (MS	WORD).					
	Follow th <i>Procedur</i> create the	ne instruc <i>res, Crea</i> e macro 1	ctions provided ting the Micro necessary to us	d in the <u>Technica</u> osoft®-PCGenesi se the feature wh	<u>al System Operat</u> is QWORD Mac ere appropriate.	t <u>ions Guide</u> , User ro for Report Prin	Interfac ating to				
ļ	Select <u>F1</u> (Master)	€ (F1) to return	6 - Exit) to ret n to the <i>Busine</i>	urn to the Payrol	ll System Master Master Menu.	Menu, or select	Master				

D1. Update GHI Change Record Report - Example

REPORT ID: PAYPE275-AUF DATE: 02/02/2018 13:51	Georgia State Health Benefit Plan Update GHI Change File										PAGE:	1	
Name BA3N, JE3FRY	Empno 88547	SSN 9990885	Stat 47 A	Cls 01	Sex F	GHI H Code LOFF	Elig Y	Birth Date 04/01/1972	Hire Date Term Date 08/03/2017	lst Day Wrk Cover Effect	Lst Ded Dt Cover End 02/02/2018 02/28/2018	Death	Date
AS7ER, GE7EVIVE	88888	9990888	88 A	02	F	NEMP	Y	04/01/1954	10/15/2001	02/02/2018 03/01/2018	02/20/2010		

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