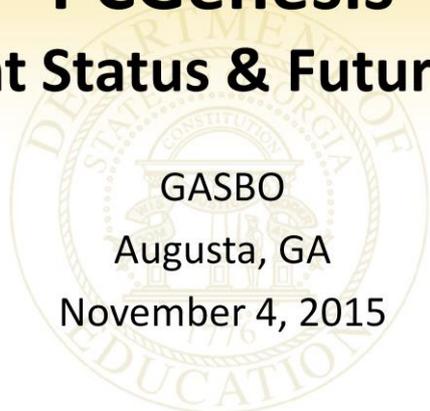


PCGenesis

Current Status & Future Plans



GASBO

Augusta, GA

November 4, 2015



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11/6/2015

Agenda

- **Introduction**
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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PCGenesis

Current Status & Future Plans

PCGenesis Development Team

Steven Roache Senior Manager
Diane Ochala PCGenesis Lead Analyst/Developer
Angela Tennyson PCGenesis Senior Developer



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- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion.

PCGenesis

Sessions/Training at GASBO

- Session 1 – 8:40 *Wed 11/4/2015*
 - PCGenesis Current Status & Future Plans
- Session 2 – 10:00 *Wed 11/4/2015*
 - PCGenesis Recent Enhancements & Changes
- Session 3 – 11:00 *Wed 11/4/2015*
 - PCGenesis Roundtable – System Utilities and Future Needs
- Session 4 – 2:10 *Wed 11/4/2015*
 - PCGenesis Roundtable – Financial and Future Needs
- Session 5 – 9:00 *Thu 11/5/2015*
 - PCGenesis Training – Efficiently Preparing Payroll
- Session 6 – 10:20 *Thu 11/5/2015*
 - PCGenesis Training – The Bells and Whistles of Processing Payroll
- Session 7 – 11:20 *Thu 11/5/2015*
 - PCGenesis Training – The Impact of the Affordable Healthcare Act on PCGenesis
- Session 8 – 12:20 *Thu 11/5/2015*
 - PCGenesis Roundtable – Payroll and Future Needs



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We have a full schedule here at GASBO this year. We have our two standard PCG sessions this morning. We also have three round table sessions and three payroll training sessions tomorrow. Gary Jenkins from Jasper County has kindly offered to do the three training sessions for PCGenesis. And I want to give a big “thank you” to Gary.

PowerPoints Available on Documentation Website

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Release Information

Calendar Year 2015 Release Information

- Release 15.03.00 - Miscellaneous Updates / Installation Instructions
- Release 15.02.00 - Fiscal Year 2015 (FY15) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 15.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2014 Release Information

- Release 14.04.00 - Calendar Year 2014 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 14.03.01 - Calendar Year 2015 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 14.03.00 - Miscellaneous Updates / Installation Instructions
- Release 14.02.00 - Fiscal Year 2014 (FY14) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 14.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2014 PowerPoints

- GASBO November 2014 - PCGenesis Current Status & Future Plans
- GASBO November 2014 - PCGenesis Recent Enhancements and Changes
- GASBO November 2014 - PCGenesis Handling Payroll Issues & Other Advanced Features
- GASBO November 2014 - New PCGenesis Budget System
- GASBO November 2014 - PCGenesis Financial Reporting



Georgia Department of Information Systems

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All of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.

PCGenesis Current Status

- The PCGenesis Development Team:
 - Diane Ochala
 - Angela Tennyson



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PCGenesis Current Status

- The PCGenesis development team reports to:
 - **Steve Roache**, Senior Manager.
 - Steve Roache reports to **Bob Swiggum**, Chief Information Officer.



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The PCG development team reports to two different branches at the DOE.

Angela and I directly report to the IT department. Our direct manager is Steve Roache.

PCGenesis Current Status

- The PCGenesis development team provides updates to:
 - **Amy Rowell**, Director, Financial Review.
 - Amy Rowell reports to **Ted Beck**, Deputy Superintendent of Finance and Business Operations.



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The PCGenesis development team also provides updates to the DOE Financial Review Department, specifically Amy Rowell, the Director of Financial Review. Amy reports to Ted Beck, Deputy Superintendent of Finance and Business who recently replaced Scott Austensen.

PCGenesis Current Status

- In addition to the two developers, we have three help desk personnel.
- The help desk reports to **Chris Rivera**, Help Desk Manager:
 - Eula Braxton
 - Katie Green
 - Cynthia Jones



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PCGenesis also has three help desk personnel who report to Chris Rivera. Eula Braxton, Katie Green, and Cynthia Jones.

PCGenesis User List

- The Ga DOE has created a new e-mail user list for PCGenesis
- This is a discussion forum
- Users can broadcast an e-mail to all PCGenesis users enrolled in the group
- Thank you **Steve Phillips**, Terrell County, for the suggestion at last year's GASBO!



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- This past year, the PCG team has implemented a new e-mail user list for PCGenesis.
- PCGenesis users can use the e-mail list to broadcast e-mails to all users enrolled in the group. The e-mail list can be used as a discussion forum.
- I want to thank Steve Phillips of Terrell County for providing the suggestion for the e-mail list at last year's GASBO. Thank you Steve!

PCGenesis User List

- We already have 104 registered users
- Any user involved with PCGenesis can join:
 - Financial Directors
 - Payroll Administrators
 - IT Specialists



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The PCGenesis e-mail list already has 104 registered users.

Any user involved with PCGenesis can join:

- Financial Directors
- Payroll Administrators
- IT Specialists

PCGenesis User List

- Those PCGenesis districts and RESAs that join the user list will be able to:
 - Share ideas
 - Discuss problems
 - Have many more resources available for gaining insight into PCGenesis operations



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The e-mail list can be used to:

- Share ideas
- Discuss problems
- The list provides many more resources for gaining insight into PCGenesis operations

PCGenesis User List

- Join by sending a blank e-mail to:
join-pcgenesis@list.doe.k12.ga.us
- After joining, users can take advantage of discussion forums by sending e-mails to:
pcgenesis@list.doe.k12.ga.us



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We include instructions for joining the PCGenesis User List when we send out PCGenesis releases, in the Release Installation Instructions.

- Join by sending a blank e-mail to:

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

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

**pcgenesis@list.doe.k12.
ga.us**

Agenda

- Introduction
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Next, we will discuss changes that need to be made to the PCGenesis Runtime Environment.

Support for Windows Server 2016/ Windows 10 Workstations

- Currently:
 - Windows Server 2012 and Windows Server 2016 are NOT Supported
 - Workstation Windows 8 and Windows 10 are NOT Supported
- The Problem:
 - The PCGenesis runtime environment must be upgraded



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- First, let me provide some background information. Currently the PCGenesis system does NOT support the latest Microsoft operating systems of Windows Server 2012 and Windows Server 2016. This is the operating used by your PCGenesis server.
- Also currently, PCGenesis does NOT support the latest Microsoft operating systems of Windows 8 and 10 for the workstations that access the PCGenesis server.
- The problem is that the PCGenesis runtime environment must be upgraded.

Support for Windows Server 2016/ Windows 10 Workstations

- PCGenesis Runtime Environment:
 - MicroFocus AcuCobol version 5.2.1, installed in 2000 is the current version
 - Must upgrade to MicroFocus AcuCobol version Extend 10, published in 2015
 - MicroFocus AcuCobol Extend 10 must be purchased for the DOE and all PCGenesis districts
 - Extend 10 will be backward compatible with earlier versions of Windows Servers (eg 2008)



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- What is the PCGenesis runtime environment? The PCG COBOL code is run on top of a supporting environment; this environment is MicroFocus AcuCobol.
- The PCGenesis software was converted around the year 2000 from running on Wang Laboratories hardware to the currently supported Microsoft Windows environment. At that time, the PCG COBOL code was converted to run using the MicroFocus AcuCobol version 5.2.1. This was in 2000.
- From 2000 until 2015 PCG has continued to run on version 5.2.1. However, with the Microsoft operating systems going forward, this version of AcuCobol will no longer work.
- PCGenesis must be upgraded to use MicroFocus AcuCobol version Extend 10, published in 2015.
- MicroFocus AcuCobol Extend 10 must be purchased for the DOE and all PCGenesis districts.
- Extend 10 will be backward compatible with earlier versions of the Windows Server operating systems, for example version 2003 and 2008.

Support for Windows Server 2016/ Windows 10 Workstations

- Upgrading the PCGenesis runtime is the major project for 2016
 - Requires installing new runtime software at 93 school districts and 12 RESAs
 - Requires modifying PCGenesis processes to utilize the new runtime
 - Requires extensive testing to make sure all PCGenesis processes continue to work
 - Test on old and new Windows Server versions (2003, 2008, 2012, 2016)



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- Upgrading the PCGenesis runtime is the major project for 2016.
- This project will require installing the new MicroFocus AcuCobol software at 93 school districts and 12 RESAs
- This will require modifying PCGenesis processes to utilize the new runtime
- Extensive testing will be required to make sure that all PCGenesis processes continue to work.
- We must test on old and new Windows Server versions (2003, 2008, 2012, and 2016)

Support for Windows Server 2016/ Windows 10 Workstations

- MicroFocus Extend 10 project will take most development resources for 2016
- Upgrade will extend PCGenesis life for at least the next 5 years
- PCGenesis will have access to Extend 10 latest, greatest tools and features, including new and better graphical user interfaces



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- This is a big project! It will require most of PCG's development resources for 2016.
- The good news is that the upgrade will extend the life of PCGenesis for at least the next 5 years and probably longer.
- PCGenesis will also have access to Extend 10's latest, greatest tools and features, including new and better graphical user interfaces.
- For example, it may be possible to introduce 'copy and paste' to all PCGenesis screen input fields!

Agenda

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Keep Up With Legislative Changes

- Federal and State taxes
- W-2 and 1099-R reporting requirements
- Affordable Healthcare (ACA) requirements
- Pensions, including PSERS, ERS, TRS
- State health
- Ga Department of Audits
- Ga Department of Labor (GaDOL)
- Federal EEO-5 reporting



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The PCG development team always has to keep up with the changing legislative environment.

And to that end, we track...

And of course, the biggest legislative change we are dealing with this year is the Affordable Healthcare Act requirements.

Affordable Care Act Support Filing Options

- **Option 1:** Produce ACA Forms and IRS Transmission File using PCGenesis
- **Option 2:** Contract with a 3rd party to handle ACA Reporting



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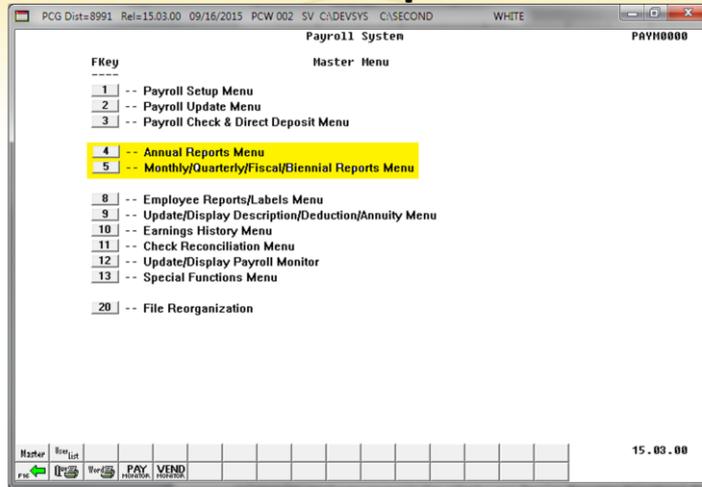
21

PCGenesis administrators will have two options available for supporting the ACA requirements:

Option 1: You will be able to produce the ACA Forms and the IRS Transmission File from PCGenesis

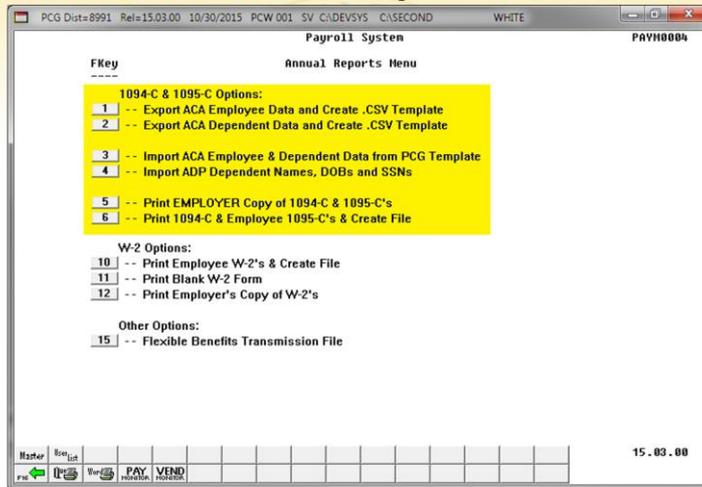
Option 2: Or, you can contract with a 3rd party to handle ACA Reporting

Affordable Care Act Support New Annual Reports Menu



For systems that plan to use PCGenesis to produce the ACA Forms and the IRS Transmission File, a new *Annual Reports Menu* has been created.

Affordable Care Act Support New Annual Reports Menu



The new *Annual Reports Menu* will contain most of the options required for ACA reporting.

Affordable Care Act Support New Annual Reports Menu

Published in
PCG Release
15.03.00

PCG Dist=8991 Rel=15.03.00 10/30/2015 PCW 001 SV CADEVSYS C:\SECOND WHITE
Payroll System PAYH0004

FKey Annual Reports Menu

1094-C & 1095-C Options:

- 1 -- Export ACA Employee Data and Create .CSV Template
- 2 -- Export ACA Dependent Data and Create .CSV Template
- 3 -- Import ACA Employee & Dependent Data from PCG Template
- 4 -- Import ADP Dependent Names, DOBs and SSNs
- 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
- 6 -- Print 1094-C & Employee 1095-C's & Create File

W-2 Options:

- 10 -- Print Employee W-2's & Create File
- 11 -- Print Blank W-2 Form
- 12 -- Print Employer's Copy of W-2's

Other Options:

- 15 -- Flexible Benefits Transmission File

Master Back
PAY VEND
15.03.00

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The option to *Print the Employer Copy* of the 1094-C and the 1095-C's was published in PCG release 15.03.00.

Affordable Care Act Support New Annual Reports Menu

The screenshot shows a window titled "Payroll System" with a menu titled "Annual Reports Menu". The menu items are as follows:

- 1094-C & 1095-C Options:**
 - 1 -- Export ACA Employee Data and Create .CSV Template
 - 2 -- Export ACA Dependent Data and Create .CSV Template
 - 3 -- Import ACA Employee & Dependent Data from PCG Template
 - 4 -- Import ADP Dependent Names, DOBs and SSNs
 - 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
 - 6 -- Print 1094-C & Employee 1095-C's & Create File
- W-2 Options:**
 - 10 -- Print Employee W-2's & Create File
 - 11 -- Print Blank W-2 Form
 - 12 -- Print Employer's Copy of W-2's
- Other Options:**
 - 15 -- Flexible Benefits Transmission File

Annotations on the screenshot:

- A red arrow points from the text "Published in PCG Release 15.03.00" to the menu items 1 through 6.
- Another red arrow points from the text "Scheduled for completion by January 2016" to the menu items 1 through 6.

At the bottom of the screenshot, there is a logo for "GaDOE Georgia Department of Education" and the text "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". The date "11/6/2015" and page number "25" are also visible.

The ACA export and import options, and the option to print the actual 1094-C form and the 1095-C forms are targeted for completion by January 2016, if all goes well.

Affordable Care Act Support New Annual Reports Menu

| Payroll System | |
|--------------------------|---|
| FKey | Annual Reports Menu |
| 1094-C & 1095-C Options: | |
| 1 | -- Export ACA Employee Data and Create .CSV Template |
| 2 | -- Export ACA Dependent Data and Create .CSV Template |

- F1 & F2 – typical PCG **export** process
 - F1 will read data on the **ACA Employee Data screen** and create an export file
 - F2 will read data on the **ACA Dependent Data screen** and create an export file
- Create a .csv file so that ACA data can be input on a template by the Payroll Administrator



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The first two options on the *Annual Reports Menu* will be typical PCG export processes.

- F1 will read data on the **ACA Employee Data screen** and create an export file
- F2 will read data on the **ACA Dependent Data screen** and create an export file

Both of these processes will create a .csv file so that the ACA data can be input on a template by the Payroll Administrator.

Affordable Care Act Support New Annual Reports Menu

- 3 -- Import ACA Employee & Dependent Data from PCG Template
- 4 -- Import ADP Dependent Names, DOBs and SSNs

- F3 & F4 – typical PCG **import** process
 - F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
 - F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage
- Payroll Administrators will determine correct ACA codes and mass load the data



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The next two options on the *Annual Reports Menu* will be typical PCG import processes.

- F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
- F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage

Payroll Administrators will determine correct ACA codes for your employees and mass load the data.

Affordable Care Act Support New Annual Reports Menu

- Obtained the *Affordable Care Act (ACA) Compliance Benefits Data Elements and File Layout Guide* (dated 07/30/2015) from ADP
 - Finally received test data file from ADP at the end of October
 - PCGenesis will read ADP file and load dependent names, SSN's, and DOB's but not months of coverage



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The development team has been waiting to receive the ADP file which contains the coverage information for your employees.

We finally received a test data file from ADP at the end of October.

PCGenesis will read the ADP file and load dependent names, SSN's and DOB's but NOT the months of coverage.

Affordable Care Act Support ADP/SHBP File Feed

```
EMPLOYEE_IDENTIFIER,11111,99999999,10001,MEAGAN,L,TEST,F,7/6/1983,,,,,,,,,,,,,
RecordType,Payroll Location Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,
OfferMethod,OfferCoverageStartDate,OfferOpportunityToEnrollStartDate,OfferOpportunityToEnrollEndDate,OfferPlanYearStartDate,OfferPlanYearEndDate,,
EVENT,11111,99999999,10001,Rehire,3/25/2015,Paper,3/25/2015,3/26/2015,1/1/2015,12/31/2015,3/25/2015,,,,,,,,,,,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,OfferPlanCode,OfferPlanDescription,OfferCoverageLevelCode,OfferCoverageLevelDescription,OfferMonthlyEmployeeC
ost,OfferMonthlyEmployeeCost,OfferMinimumEssentialCoverage,OfferMinimumValuePlan,OfferDependentCoverageAvailable,OfferEmployeeOnlyCoverageLevel,OfferWellnessIndica
tor,OfferWaitPeriodIndicator,OfferBasePlanActuarialValue,OfferSelfInsured,OfferSpouseCoverageAvailable,OfferWaivedCoverage,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED000,No Coverage,0,No Coverage,0,0,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,1,Associate Only,123,448,N,N,Y,Y,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,2,Associate + Spouse Domestic Partner,269,970,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,3,Associate + Child(ren),243,882,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,4,Family,344,1243,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,1,Associate Only,108,447,N,N,Y,Y,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,2,Associate + Spouse Domestic Partner,236,967,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,3,Associate + Child(ren),214,878,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,4,Family,301,1240,N,N,Y,N,N,Y,0,,,,,
RecordType,Payroll Location Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,
OfferMethod,OfferOpportunityToEnrollStartDate,OfferOpportunityToEnrollEndDate,OfferPlanYearStartDate,OfferPlanYearEndDate,,,,,,,,,,,,,
EVENT,11111,99999999,10001,AnnualEnrollment,1/1/2016,Email,3/25/2015,3/26/2015,1/1/2015,12/31/2015,,,,,,,,,,,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,OfferCoverageStartDate,OfferPlanCode,OfferPlanDescription,OfferCoverageLevelCode,OfferCoverageLevelDescriptio
n,OfferMonthlyEmployeeCost,OfferMonthlyEmployeeCost,OfferMinimumEssentialCoverage,OfferMinimumValuePlan,OfferDependentCoverageAvailable,OfferEmployeeOnlyCoverageLe
vel,OfferWellnessIndicator,OfferWaitPeriodIndicator,OfferBasePlanActuarialValue,OfferSelfInsured,OfferSpouseCoverageAvailable,OfferWaivedCoverage
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED000,No Coverage,0,No Coverage,0,0,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED002,PFO 850,1,Associate Only,123,448,N,N,Y,Y,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED002,PFO 850,3,Associate + Child(ren),243,882,N,N,Y,N,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED004,HSA - HDHP 2000,1,Associate Only,108,447,N,N,Y,Y,N,Y,0,,,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED004,HSA - HDHP 2000,3,Associate + Child(ren),214,878,N,N,Y,N,N,Y,0,,,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,SelectedCoverageEventReason,SelectedCoverageEventDate,SelectedCoveragePlanCode,SelectedCoveragePlanDescription,SelectedCoverageLevelC
ode,SelectedCoverageCoverageLevelDescription,SelectedCoverageCoverageStartDate,SelectedCoverageCoverageEndDate,SelectedCoverageMonthlyEmployeeCost,SelectedCoverage
MonthlyEmployeeCost,SelectedCoverageWaiverReasonCode,SelectedCoverageWaiverReasonDescription,DependentCoverageDependentIdentifier,DependentCoverageSSN,DependentCov
erageCoverageStartDate,DependentCoverageCoverageEndDate,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,,,,,,,,,,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,300001858,123456789,3/25/2015,12/31/2015,,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,400001858,123456789,3/25/2015,12/31/2015,,,
SELECTED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,MED002,Medical Plan,3,Associate + Child(ren),3/25/2015,12/31/2015,344,1243,,,,,,,,,,,,,
SELECTED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,MED002,Medical Plan,3,Associate
,3/25/2015,12/31/2015,344,1243,,,400001858,123456789,1/1/2016,12/31/2016,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,DependentIdentifier,DependentSSN,DependentFirstName,DependentMiddleName,DependentLastName,DependentRelationship,DependentSpouseIndicator,Depe
ndentBirthDate,DependentDisabled,DependentGender,DependentStatus,,,,,,,,,
DEPENDENT,11111,99999999,10001,200001858,999999999,SCOTT,A,TEST,Spouse,Y,3/23/1980,N,M,A,,,,,,,,,
```

The ADP file is a very complicated file. PCG will use the file to load dependent names, SSN's and DOB's but NOT the months of coverage.

Affordable Care Act Support New Annual Reports Menu

- Payroll administrators will enter coverage codes for employees and dependents into PCG
- Enter ACA data using the PCGenesis populated screens and forms, or import from spreadsheet



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PCGenesis administrators will enter ACA data using the PCGenesis screens and forms, or will use the export/import options to mass load data from a spreadsheet.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 10/02/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 88942 AB3EU, ET3AH Class 1 CLASSROOM TEACHERS
 SSN 999-08-5555 Loc 108 Location 000108 Job cd 6 TEACHER VOCATIONAL L
 Calendar year: 2015

1095-C Eligible: Y

| | Offer of coverage code PART II, LINE 14 | EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15 | Safe harbor code PART II, LINE 16 | Kaiser Coverage |
|-----|--|---|--------------------------------------|--------------------|
| JAN | 1E | 53.02 | | N |
| FEB | 1E | 53.02 | | N |
| MAR | 1E | 53.02 | | N |
| APR | 1E | 53.02 | | N |
| MAY | 1E | 53.02 | | N |
| JUN | 1E | 53.02 | | N |
| JUL | 1E | 53.02 | | N |
| AUG | 1E | 53.02 | | N |
| SEP | 1E | 53.02 | | N |
| OCT | 1E | 53.02 | | N |
| NOV | 1E | 53.02 | | N |
| DEC | 1E | 53.02 | | N |

15.03.00

This is a screenshot of the *Update/Display ACA Employee Data* screen. The data on this screen matches the fields required to print on the IRS form 1095-C for each employee.

Affordable Care Act Support ACA Dependent Data Screen

| EmpNo | SSN | BIRTH DATE | SPOUSE | SEX | NAME | RELATIONSHIP | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------|-------------|------------|--------|-----|-------|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 01 | 888 12 3456 | 1/01/1954 | F | (L) | AB3EU | WIFE | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 02 | 888 23 0456 | 6/01/2015 | N | (L) | AB3EU | MARR | N | N | N | N | N | Y | Y | Y | Y | Y | Y | Y |
| 03 | 000 00 0000 | | | (L) | | | | | | | | | | | | | | |
| 04 | 000 00 0000 | | | (L) | | | | | | | | | | | | | | |
| 05 | 000 00 0000 | | | (L) | | | | | | | | | | | | | | |
| 06 | 000 00 0000 | | | (L) | | | | | | | | | | | | | | |


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- This is a screenshot of the *Update/Display ACA Dependent Data* screen. This screen contains the employee's dependents along with the months that each dependent was covered.
- The data on this screen matches the fields required to print on the IRS form 1095-C for each employee.

Affordable Care Act Support

- Responsibility of the LUA officials:
 - Determine which individuals are considered full time employees, as defined by ACA legislation
 - Including any full-time employees who are **not offered coverage** through SHBP (Variable Rate Employees /Contracted Individuals)
 - Enter the correct ACA codes for **ALL** full time employees



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- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards) who are **not offered coverage** through SHBP.
- These employees would be your variable rate employees or contracted individuals who worked an average of 30 hours per week in the school districts during the look-back assessment period.
- School district officials will need to enter the correct ACA codes for **ALL** full-time employees!!

Affordable Care Act Support

Variable Rate Employees /Contracted Individuals

- The PCGenesis Help Desk personnel can not assist or advise as to ACA laws:
 - Can't help determine if employees are full-time based on ACA definition
 - Can't help determine the correct ACA codes to use for employees
- The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions



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The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions.

The PCG Help Desk can not assist or advise as to the ACA laws.

- The PCG Help Desk can't help determine if employees are full-time based on ACA definitions
- The PCG Help Desk can't help determine the correct ACA codes to use for employees

Affordable Care Act Support

- School districts must consult with:
 - HR professionals
 - School board attorneys
 - Local tax professionals
 - Third party consultants



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School districts must consult with:

- HR professionals
- School board attorneys
- Local tax professionals
- Third party consultants

Affordable Care Act Support

- IRS Instructions for 1094-C and 1095-C:

<https://www.irs.gov/pub/irs-prior/i109495c--2015.pdf>

- School district officials must be familiar with the IRS rules!!
- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**



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School district officials must be familiar with the IRS rules!!

- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**

Go to the IRS website, shown above, and print and read the instructions for the 1094-C and the 1095-C.

Affordable Care Act Support

2015

Instructions for Forms 1094-C and 1095-C



Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, and instructions, such as legislation enacted after they were published, go to www.irs.gov/form1094c and www.irs.gov/form1095c.

What's New

2015 filing requirements. All Applicable Large Employer Members (ALE Members) are required to file Forms 1094-C and 1095-C for 2015. For a definition of ALE Member, see the Definitions section.

Form revisions. For 2015, Form 1094-C was revised to move line 19 (is this the Authoritative Transmittal for this ALE Member?) into Part I of the form and to allow for an entry in the "All 12 Months field" in Part III, line 23, column (b) Full-Time Employee Count for ALE Member. Form 1095-C was revised to include a first month of the plan year indicator (plan start month) in Part II and a Part III Covered Individuals Continuation Sheet.

Additional Information

For information related to the Affordable Care Act, visit www.irs.gov/aca/Affordable-Care-Act-Tax-Provisions-Home. For the final regulations under section 6056, Information Reporting by Applicable Large Employers on Health Insurance Coverage Offered Under Employer-Sponsored Plans, see T.D. 9661, 2014-13 I.R.B. 855, at www.irs.gov/irb/2014-13_IRB/ar09.html. For the final regulations under section 6055, Information Reporting on Minimum Essential Coverage, see T.D. 9660, 2014-13 I.R.B. 842, at www.irs.gov/irb/2014-13_IRB/ar08.html. For the final regulations under section 4980H, Shared Responsibility for Employers Regarding Health Coverage, see

employer and to transmit Forms 1095-C to the IRS. Form 1095-C is used to report information about each employee. In addition, Forms 1094-C and 1095-C are used in determining whether an employer owes a payment under the employer shared responsibility provisions under section 4980H. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

Employers that offer employer-sponsored self-insured coverage also use Form 1095-C to report information to the IRS and to employees about individuals who have minimum essential coverage under the employer plan and therefore are not liable for the individual shared responsibility payment for the months that they are covered under the plan.

Who Must File

Applicable Large Employers, generally employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year, must file one or more Forms 1094-C (including a Form 1094-C designated as the Authoritative Transmittal, whether or not filing multiple Forms 1094-C), and must file a Form 1095-C for each employee who was a full-time employee of the employer for any month of the calendar year. Generally, the employer is required to furnish a copy of the Form 1095-C (or a substitute form) to the employee. For information about transition relief for determining status as an Applicable Large Employer for 2015 (allowing an employer to determine the average number of full-time employees based on a period of at least six consecutive months during 2014), see section XV D.3 of the preamble to the final regulations under section 4980H.



TIP For purposes of reporting on Forms 1094-C and 1095-C, an employee in a Limited Non-Assessment Period is not considered a full-time employee during that period.

Each employer has its own reporting obligation related to the health coverage the employer offered (or did not offer) to each of



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This is the first page of the IRS instructions.

The **2015 IRS Instructions for Forms 1094-C and 1095-C** explain all of the codes necessary for completing the forms.

Affordable Care Act Support 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage
 Form 1095-C
 Department of the Treasury
 Internal Revenue Service

OMB No. 1545-2051
2015

VOID
 CORRECTED

► Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

Part I Employee

1 Name of employee
 2 Social security number (SSN)
 3 Street address (including apartment no.)
 4 City or town
 5 State or province
 6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer
 8 Employer identification number (EIN)
 9 Street address (including room or suite no.)
 10 Contact telephone number
 11 City or town
 12 State or province
 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

14 Offer of Coverage (enter required codes)
 15 Employee Shares of Lowest Cost Monthly Premium, for Self-Only, Minimum Value Coverage
 16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

| (a) Name of covered individual(s) | (b) SSN | (c) DOB (if SSN is not available) | (d) Covered all 12 months | (e) Months of Coverage | | | | | | | | | | | | |
|-----------------------------------|---------|-----------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
| 17 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 607050M Form 1095-C (2015)

This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.

The form has three parts

- **Part I** – includes the employee’s name and address information and the employer’s name and address information
- **Part II** – contains the employee’s offer and coverage information
- **Part III** – contains the employee’s dependent information

Affordable Care Act Support

1095-C, Part II Employee Offer and Coverage

| Part II Employee Offer and Coverage | | All 12 Months | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|----|---------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 14 Offer of Coverage (enter required code) | | | | | | | | | | | | | | |
| 15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 16 Applicable Section 9801H Safe Harbor (enter code, if applicable) | | | | | | | | | | | | | | |

- Line 14: Offer of Coverage
 - MV is defined as minimum value
 - MEC is defined as minimum essential coverage

| Code | Description |
|------|---|
| 1A | Qualifying offer, 12 mos. EE contri < fed poverty |
| 1B | MV offer to EE only. No coverage spouse & depts |
| 1C | MV offer to EE, MEC offer to depts. No cover spouse |
| 1D | MV offer to EE, MEC offer to spouse. No cover depts |
| 1E | MV offer to EE, MEC offer to spouse and depts |
| 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 |
| 1I | Qualified Offer Transition Relief |



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Let's review the 1095-C, **Part II** Employee Offer and Coverage, **Line 14: Offer of Coverage**.

Each employee must be coded for the **Offer of Coverage** for each month of the calendar year.

This screen shows the corresponding drop-down box from the PCGenesis entry screen.

MV is defined as minimum value

MEC is defined as minimum essential coverage

These codes determine what offer of coverage was made to each FULL-TIME employee, if any.

Note: **1H** = No offer of coverage

Affordable Care Act Support

1095-C, Part II Employee Offer and Coverage

| Part II Employee Offer and Coverage | | All 12 Months | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|----|---------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 14 Offer of Coverage (enter required code) | | | | | | | | | | | | | | |
| 15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 16 Applicable Section 504(c)(1) Safe Harbor (enter code, if applicable) | | | | | | | | | | | | | | |

- Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 - Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
 - Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)



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Let's review the 1095-C, **Part II Employee Offer and Coverage, Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage.**

Each employee must be coded for the **Lowest Cost Monthly Premium** for each month of the calendar year.

- Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
- Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)

Affordable Care Act Support 1095-C, Part II Employee Offer and Coverage

| Part II Employee Offer and Coverage | | All 12 Months | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|----|---------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| 14 Offer of Coverage (enter required code) | | | | | | | | | | | | | | |
| 15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 16 Applicable Section 4980H Safe Harbor (enter code, if applicable) | | | | | | | | | | | | | | |

- Line 16: Applicable Section 4980H Safe Harbor Code (enter code, if applicable)

| Code | Description |
|------|--|
| 2A | Employee not employed during the month |
| 2B | Employee was employed, but not FT |
| 2C | Employee enrolled in coverage offered |
| 2D | Limited non-assessment period (measurement period) |
| 2E | Multiemployer interim rule relief |
| 2F | Form W-2 affordability safe harbor |
| 2G | Federal poverty line affordability safe harbor |
| 2H | Rate of pay affordability safe harbor |
| 2I | Non-calendar year transition relief for EE for mo |



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Let's review the 1095-C, **Part II** Employee Offer and Coverage, **Line 16: Applicable Section 4980H Safe Harbor Code**.

Each employee must be coded for the **Safe Harbor Code**, if applicable, for each month of the calendar year.

Generally, these codes determine why an employee was NOT offered coverage.

- **2A** – Employee not employed during the month
- **2B** – Employee was employed, but was not full-time
- **2C** – Employee was enrolled in the coverage offered
- **2D** – Employee was in a measurement period
- Remaining codes are for other safe harbor certifications

If an employee was offered coverage, but waived the coverage, no **Safe Harbor Code** is applicable

Affordable Care Act Support 1095-C, Part III Covered Individuals

Part III Covered Individuals
If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

| (a) Name of covered individual(s) | (b) SSN | (c) DOB (if SSN is not available) | (d) Covered all 12 months | (e) Months of Coverage | | | | | | | | | | | | |
|-----------------------------------|---------|-----------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
| 17 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Complete Part III **ONLY** if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage



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Let's review the 1095-C, **Part III** Covered Individuals.

- Complete **Part III** **ONLY** if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage

Affordable Care Act Support 1095-C, Part III Covered Individuals

| Part III Covered Individuals | | | | | | | | | | | | | | | |
|---|---------|-----------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| If Employer provided self-insured coverage, check the box and enter the information for each covered individual. <input type="checkbox"/> | | | | | | | | | | | | | | | |
| (a) Name of covered individual(s) | (b) SSN | (c) DOB (if SSN is not available) | (d) Covered all 12 months | (e) Months of Coverage | | | | | | | | | | | |
| | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| 17 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Columns (a) through (e) must be completed for each individual enrolled in the coverage
 - Must include the employee (self) on the list of dependents
- Column (d) or (e) must indicate the months in which the individual was covered

Let's review the 1095-C, **Part III** Covered Individuals.

- This section is completed for each individual enrolled in the healthcare coverage

- This section must include the employee (self) on the list of dependents

- **Part III** also indicates the exact months that the individual was covered, January through December.
- Column (e) is checked if the employee or dependent was covered all 12 months of the year.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 896A0 BL9NK, SHYMANNA Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 008010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

| | Offer of coverage code PART II, LINE 14 | EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15 | Safe harbor code PART II, LINE 16 | Kaiser Coverage |
|-----|--|---|--------------------------------------|--------------------|
| JAN | --- | --- | --- | --- |
| FEB | --- | --- | --- | --- |
| MAR | --- | --- | --- | --- |
| APR | 1E | 53.02 | 2C | --- |
| MAY | 1E | 53.02 | 2C | --- |
| JUN | 1E | 53.02 | 2C | --- |
| JUL | 1E | 53.02 | 2C | --- |
| AUG | 1E | 53.02 | 2C | --- |
| SEP | 1E | 53.02 | 2C | --- |
| OCT | 1E | 53.02 | 2C | --- |
| NOV | 1E | 53.02 | 2C | --- |
| DEC | 1E | 53.02 | 2C | --- |

2C: Employee 15.03.00

Per ACA Deps Emer Edu Help

Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated. Why aren't Jan, Feb, Mar populated?

- Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated.
- In this example, April through December show the **Offer of Coverage** code as:
 - 1E** = Minimum value offer made with minimum essential coverage to employee, spouse, and dependents
- The **Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage** is shown as \$53.02.
- In this example, April through December show the **Safe Harbor** code as:
 - 2C** – Employee was enrolled in the coverage offered

Why aren't Jan, Feb, Mar populated?

Affordable Care Act Support ACA Employee Data Screen

PCG Dist:8991 Rel:15.03.00 10/05/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Update/Display Personnel Data PAV 02

Status A -- Active BL9NK, SH9VANN0
 Emp. no. 89640 Pay Loc 108 Location 000108 Class 1 CLASSROOM TEACHERS
 Sex Code H Work Loc 108 Location 000108 Job 4 TEACHER 9-12
 Mar Stat H SSN 999 08 9640 EEO-5 Job 006 Second Teacher
 Ethnic 2 WHITE

NAME First SH9VANN0 Middle _____ Prefix _____
 Last BL9NK Suffix _____

Address 1364 MAIN STREET Certificate Type B5 Race (Select all that apply)
 Address L2 _____ CS1 Job (From CPI) 114 Yes No Am Indian Alaskan
 City/State SMITH, GA Include on CPI? Y Yes No Black
 Zip Code 33333 County 160 Sick Bank? N Yes No White
 Phone (999)555-0365 Out of State _____ Substitute rank _____
 Cell phone ()000-0000 Override accrue? _____
 Spouse SSN _____ Adj Lv Elig Date _____
 Birth Date 2/01/1959 Lv Reason Max _____
 Hire Date 4/01/2014 Hours Per Day 8.000
 Rehire Date _____ Pens Elig Date 4/10/2014 TRS DOE Paid ERCON? N
 Background Ck _____ GHI Eligible? Y Hrs/Week 40.00 Health ins Flag N
 Date of Death _____ GHI 1ST Day Wrk 5/01/2014 Participate in GHI? N
 Elig for Rehire _____ GHI EFF Date 6/01/2014 GHI Option NC WAIVED
 Term Date _____ GHI Final Ded Dt _____ GHI Tier 00 NO COVERAGE
 Term Reason _____ WI Change Code NEHP GHI Ded Cd _____
 New Employee hire

The employee wasn't hired until April. Offer of coverage was not made until in April.

Per ACA Deps Emer Edu Help

15.02.00

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When we look at the employee's *Update/Display Personnel Data* screen, we see that the employee was not hired until April 1, 2015.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW.001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 89640 BL9NK, SHYUANNH Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 000010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

| | Offer of coverage code PART II, LINE 14 | EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15 | Safe harbor code PART II, LINE 16 | Kaiser Coverage |
|-----|--|---|--------------------------------------|--------------------|
| JAN | 1H | | 2A | -- |
| FEB | 1H | | 2A | -- |
| MAR | 1H | | 2A | -- |
| APR | 1E | 53.02 | 2C | -- |
| MAY | 1E | 53.02 | 2C | -- |
| JUN | 1E | 53.02 | 2C | -- |
| JUL | 1E | 53.02 | 2C | -- |
| AUG | 1E | 53.02 | 2C | -- |
| SEP | 1E | 53.02 | 2C | -- |
| OCT | 1E | 53.02 | 2C | -- |
| NOV | 1E | 53.02 | 2C | -- |
| DEC | 1E | 53.02 | 2C | -- |

15.03.00

Per ACA Deps Emer Edu Help

Jan, Feb, Mar must be coded by the payroll administrator.

Therefore, Jan, Feb and March must be coded appropriately by the payroll administrator.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 10/05/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 89640 BLNKK, SH940000 Class 1 CLASSROOM TEACHERS
 SSN 999-08-9640 Loc 108 Location 000108 Job cd 4 TEACHER 9-12
 Calendar year: 2014

1095-C Eligible: Y

| | Offer of coverage code PART II, LINE 14 | EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15 | Safe harbor code PART II, LINE 16 | Kaiser Coverage |
|-----|--|---|--------------------------------------|--------------------|
| JAN | 1H | --- | 2A | --- |
| FEB | 1H | --- | 2A | --- |
| MAR | 1H | --- | 2A | --- |
| APR | 1E | 53.02 | --- | --- |
| MAY | 1E | 53.02 | --- | --- |
| JUN | 1E | 53.02 | --- | --- |
| JUL | 1E | 53.02 | --- | --- |
| AUG | 1E | 53.02 | --- | --- |
| SEP | 1E | 53.02 | --- | --- |
| OCT | 1E | 53.02 | --- | --- |
| NOV | 1E | 53.02 | --- | --- |
| DEC | 1E | 53.02 | --- | --- |

2A: Employee not employed during the month

15.03.00

For example:
 Line 14 = 1H - No offer of coverage
 Line 16 = 2A - Employee not employed

For example:

- Line 14 = **1H** - No offer of coverage
- Line 16 = **2A** - Employee not employed

Affordable Care Act Support 1095-C Printed Forms

- Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms
- For 2015 PCGenesis will only support **non-self-seal forms**
- School districts should contact their forms vendor and purchase pre-printed 1095-C forms
- Check with the PCGenesis Help Desk to ensure the proper forms are purchased



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1095-C Printed Forms

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Affordable Care Act Support 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage
 Form 1095-C
 Department of the Treasury
 Internal Revenue Service

OMB No. 1545-2051
2015

VOID
 CORRECTED

► Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

Part I Employee

1 Name of employee
 2 Social security number (SSN)
 3 Street address (including apartment no.)
 4 City or town
 5 State or province
 6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer
 8 Employer identification number (EIN)
 9 Street address (including room or suite no.)
 10 Contact telephone number
 11 City or town
 12 State or province
 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

14 Offer of Coverage (enter required codes)
 15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

| (a) Name of covered individual(s) | (b) SSN | (c) DOB (if SSN is not available) | (d) Covered all 12 months | (e) Months of Coverage | | | | | | | | | | | | |
|-----------------------------------|---------|-----------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | |
| 17 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 607050M Form 1095-C (2015)

This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.

The form has three parts

- **Part I** – includes the employee’s name and address information and the employer’s name and address information
- **Part II** – contains the employee’s offer and coverage information
- **Part III** – contains the employee’s dependent information

Affordable Care Act Support ACA Transmission File to IRS

- 2015 is the first reporting year:
 - IRS expects employers to make a “good faith effort” to report accurate ACA data
 - IRS instructions indicate the ACA transmission file to the IRS is to be populated in **XML format** for submission to the IRS by **March 31, 2016**
 - Deadline is February 28, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees)



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PCG will support creating the IRS transmission file

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Affordable Care Act Support ACA Transmission File to IRS

- 2015 is the first reporting year:
 - Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically
 - IRS requires files to be in **XML format**
 - PCGenesis has not historically provided files in an XML format
 - XML format is not ideal for PCGenesis
 - The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB,
 - Multiple file transmissions may be required



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Affordable Care Act Support ACA Transmission File to IRS

IRS XML File Format

```

- <ContactNameGrp>
  <irs:PersonFirstNm>String</irs:PersonFirstNm>
  <irs:PersonMiddleNm>String</irs:PersonMiddleNm>
  <irs:PersonLastNm>String</irs:PersonLastNm>
  <irs:SuffixNm>String</irs:SuffixNm>
</ContactNameGrp>
  <ContactPhoneNum>0000000000</ContactPhoneNum>
</GovtEntityEmployerInfoGrp>
<Form1095CAAttachedCnt>0</Form1095CAAttachedCnt>
<AuthoritativeTransmittalInd>1</AuthoritativeTransmittalInd>
<TotalForm1095CALEMemberCnt>2</TotalForm1095CALEMemberCnt>
<AggregatedGroupMemberCd>0</AggregatedGroupMemberCd>
<QualifyingOfferMethodInd>0</QualifyingOfferMethodInd>
<QlfyOfferMethodTrnstReliefInd>1</QlfyOfferMethodTrnstReliefInd>
<Section4980HReliefInd>0</Section4980HReliefInd>
<NinetyEightPctOfferMethodInd>1</NinetyEightPctOfferMethodInd>
<JuratSignaturePIN>0</JuratSignaturePIN>
<irs:PersonTitleTxt>String</irs:PersonTitleTxt>
<irs:SignatureDt>1957-08-13</irs:SignatureDt>
- <ALEMemberInformationGrp>
  - <YearlyALEMemberDetail>
    <MinEssentialCvrOffrCd>1</MinEssentialCvrOffrCd>
    <ALEMemberFTECnt>0</ALEMemberFTECnt>
    <TotalEmployeeCnt>0</TotalEmployeeCnt>
    <AggregatedGroupInd>0</AggregatedGroupInd>
    <ALESect4980HTrnstReliefCd>a</ALESect4980HTrnstReliefCd>
  </YearlyALEMemberDetail>
  - <JanALEMonthlyInfoGrp>

```

Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**



/2015

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Affordable Care Act Support ACA Transmission File to IRS

- ACA filing does NOT use the IRS FIRE system
- ACA filing requires NEW registration with the IRS
- School district officials must complete the ACA Information Return Transmitter Control Code (TCC) Application
- Will receive a TCC in the mail prior to electronically filing Affordable Care Act Information Return (AIR) Forms 1094-C and 1095-C.
- **This process TAKES TIME!!!!**



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Affordable Care Act Support ACA Transmission File to IRS

- Check the IRS ACA website for detailed information
- Search for: Affordable Care Act Information Return (AIR)



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Check the IRS ACA website for detailed information on completing the ACA Information Return Transmitter Control Code (TCC) Application
Search for: Affordable Care Act Information Return (AIR)

Affordable Care Act Support Summary

- The GaDOE is working fervently to complete the remaining ACA processes
- However, these are uncharted waters
 - IRS XML File requirements
 - ADP/SHBP file feed interpretation
- Unfortunately, we cannot guarantee the programs will be functional as of a certain date



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The GaDOE is working as hard as possible to complete the remaining ACA processes. However, these are uncharted waters. Unfortunately, we cannot guarantee the programs will be functional as of a certain date.

Affordable Care Act Support Summary

- Accordingly, school districts need to determine whether or not alternatives for your district should be explored
- Districts may require an extension from the IRS
 - For the ACA transmission file
 - For providing the 1095-C printed forms to your employees



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- Accordingly, school districts need to determine whether or not alternatives for your district should be explored
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Affordable Care Act Support Summary

- Ultimately, adhering to the IRS reporting requirements is a burden for the employer (school district)
- It will be the school district that has to adhere to any ramifications of failing to comply with the IRS regulations



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Questions???

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- **PCGenesis Budget System**
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for payroll salaries and employer benefits.



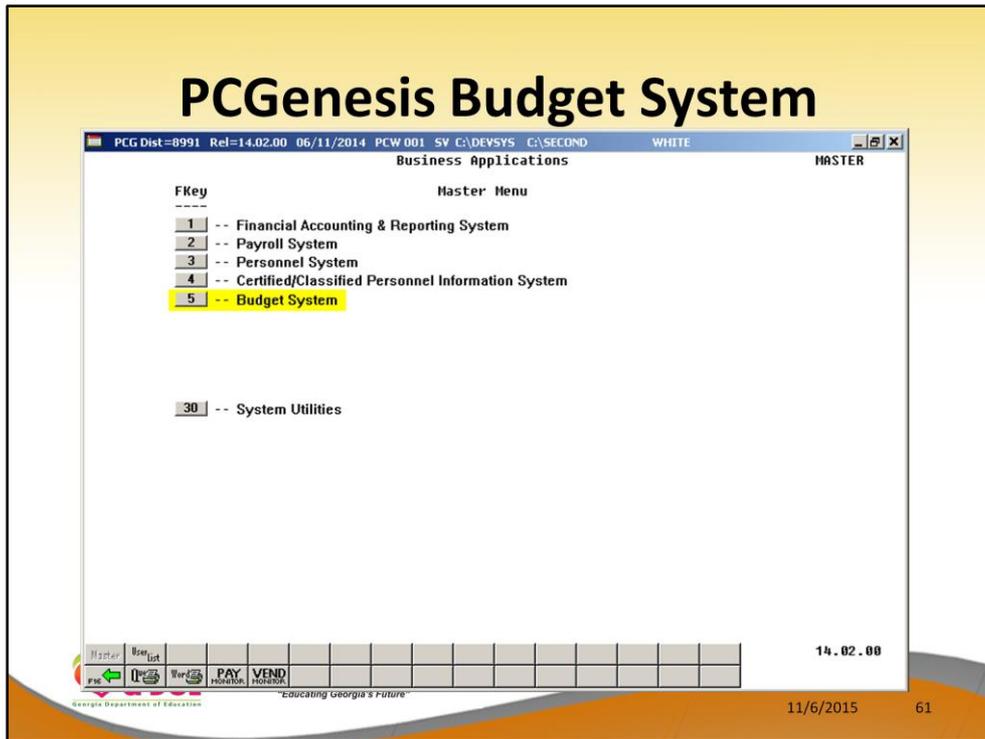
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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

PCGenesis Budget System



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PCGenesis Budget System

- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of employee and system files.
- Once the data is in the “sandbox”, a site can manipulate salary and benefit data:
 - Generate a series of budgeting reports.
 - Create a .csv external file that will be used for loading the budget on the financial side.
 - Use the “sandbox” gross data to load the payroll gross data for the next fiscal year.



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- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the “sandbox”, a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side.
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- By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes without affecting their “live” payroll files

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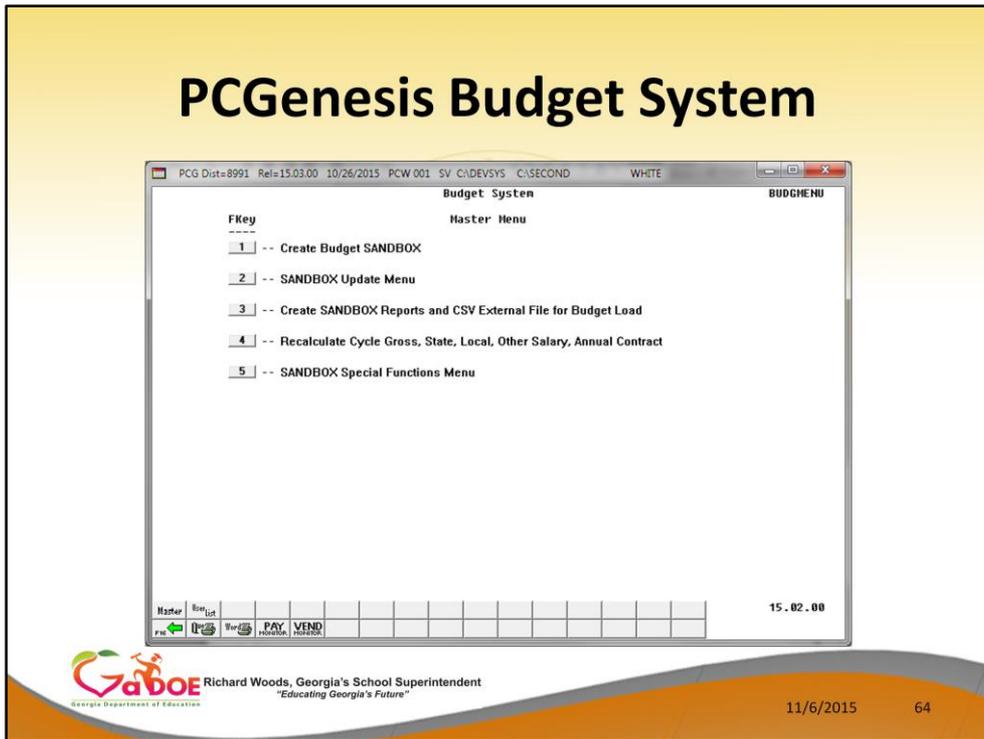
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PCGenesis Budget System

- Every time the user accesses the **F1 Create Budget SANDBOX** option, a new copy of the *SANDBOX* directory is built.
- Payroll file and other accompanying files are copied into the directory *K:\SECOND\SANDBOX*.
- **Budgeting parameters are applied to the data.**
- The *Create Budget SANDBOX* option can be run as many times as desired.
- Each time the user can apply a new set of parameters to the employee data.



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- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data

Budget Flag on Payroll Gross Data Screen

- The **Budget Flag** is a new field defined on the *Update/Display Gross Data* screen for the employee.
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.



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- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Gross Data PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS

Salary sched _____ Cert level _____ Pay step E State yrs 0 Local yrs 7
 Work sched ID _____ Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw _ Budget pay cat 92
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

| Proc Type | Pay Type | Pay Rate Hrly/Daly | Days/Hrs Regular | Days/Hrs Overtime | Regular Gross | Overtime Gross | CHI % | Pay Dist | Pay Reas | Pay for Period End |
|-----------|----------|--------------------|------------------|-------------------|---------------|----------------|--------|----------|----------|--------------------|
| 01. | S | | | | 944.27 | | 1.0000 | | | |
| 02. | H | 0022 | 12.950 | | | | | | | |
| 03. | H | 0022 | 7.250 | | | | | | | |
| 04. | H | 0022 | 7.250 | | | | | | | |
| 05. | - | | | | | | | | | |
| 06. | - | | | | | | | | | |

| ACCT | Yr | End | F | Prgn | Funct | Objct | Fcty | B | Addt'l | Pens | Gross | Pens | Ant | Contract | Sub | Budget Flag |
|---------|----|-----|---|------|-------|-------|------|---|--------|------|-------|------|-----|----------|-----|-------------|
| ACCT 01 | 14 | 100 | - | 1320 | 2700 | 18000 | 8012 | - | | | | | | | | U |
| ACCT 02 | 14 | 100 | - | 1320 | 2700 | 18000 | 8012 | - | | | | | | | | N |
| ACCT 03 | 14 | 604 | - | 9990 | 3100 | 11400 | 195 | 1 | | | | | | | | N |
| ACCT 04 | 14 | 605 | - | 9990 | 3100 | 11400 | 201 | 1 | | | | | | | | N |
| ACCT 05 | 00 | | | | | | | | | | | | | | | - |
| ACCT 06 | 00 | | | | | | | | | | | | | | | - |

TRS & ERS Pens Gross Adj

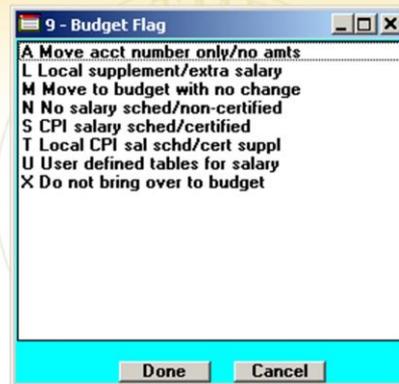
Contract ant 11331.25 Cycle gross 944.27 Total gross 944.27
 Pay sch. # 12 State salary 11331.25 Local salary _____ Cycle 1 Cal Yr
 Pens code 1 OLD PSERS Pens elig date 8/15/2006 Amt% 4.0000 Other _____
 Pens switch Y TRS service ind 0 PV contno 10

Mode changed to update

14.02.00

- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen



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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N').

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Create Budget SANDBOX

- The *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L'.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.



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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Create Budget SANDBOX

PCGDist=8991 Rel=14.01.00 06/05/2014 PCW001 SV C:\DEV\SVS C:\SECOND WHITE BUDDATE

Create Budget Sandbox

Type S lines (CPI Salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Increase local and state years? Y (Y or N)
 Number of work days for certified employees: 180

Type T lines (Local CPI salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):
 Enter year for salary schedule: 2015 (CCYY)

Type N lines (No salary schedule):
 Salary lines (S, B, Y, Q): Annual amt change 3000.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

Type L lines (Local supplement/extra salary):
 Salary lines (S, B, Y, Q): Annual amt change 1200.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

ENTER = Continue, F16 = Exit 14.02.00

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- **Budget Flag of 'S':** The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
- **Budget Flag of 'T':** The user specifies the CPI local salary schedule year to use, and also specifies the number of work days for certified employees. The local salary schedule is based on **190** days per calendar year.
- **Budget Flag of 'U':** The user specifies the user-defined salary schedule year to use. Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field.
- **Budget Flag of 'L'** (budget as a local supplement/extra salary) or with a **Budget Flag** of **'N'** (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

Create Budget SANDBOX

- Before the *Create Budget SANDBOX* process is run, the user must define:
 - The State CPI Salary Schedule
 - The Local CPI Salary Schedule
 - The User-Defined Salary Schedules



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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Budget Update Menu

- The *Create Budget SANDBOX* process has completed.
- Now, the user can make additional changes to the employees' gross data salary lines from the *Budget Update Menu*.



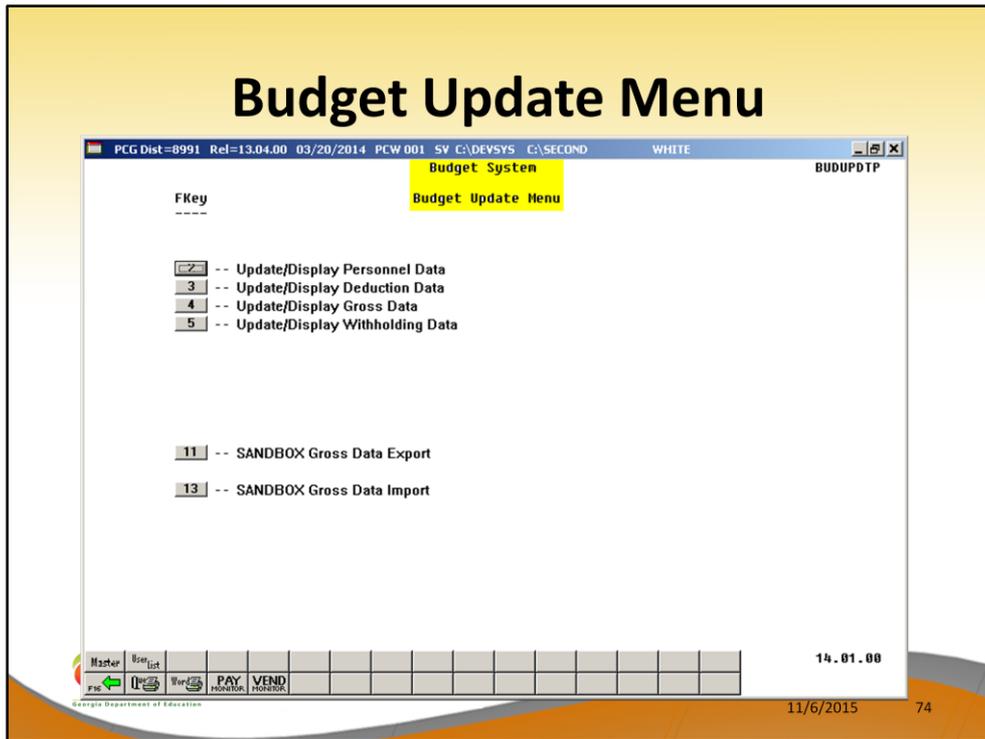
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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- This menu allows the user to modify employee information in the *SANDBOX* directory including:
 - personnel data
 - deduction data
 - gross data
 - withholding data



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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

The screenshot shows a software window titled "SANDBOX - Update/Display Gross Data" with a red title bar. The window displays employee information and budget data for an active employee.

Employee Information:

- Status: Active
- EmpNo: 89391 AL2NS0, J02TTE
- SSN: 999-08-9391
- Loc: 8012 Location 008012
- Class: 12 BUS DRIVERS
- Job cd: 30 BUS DRIVERS
- Salary sched: 5-000
- Work sched ID: 13/14 pay sw
- Ann work days: 170

Payroll Summary:

| Proc | Pay Type | Pay Rate | Days/Hrs | Days/Hrs | Regular Gross | Overtime Gross | CHI % | Pay Dist | Pay for Reas | Period End |
|------|----------|----------|----------|----------|---------------|----------------|--------|----------|--------------|------------|
| 01. | S | | | | 2443.70 | | 1.0000 | | | |
| 02. | H | 0022 | 19.425 | | | | | | | |
| 03. | H | 0022 | 10.875 | | | | | | | |
| 04. | H | 0022 | 10.875 | | | | | | | |
| 05. | | | | | | | | | | |
| 06. | | | | | | | | | | |

ACCT Summary:

| ACCT | Yr | End | F | Prgn | Fnct | Objct | Fcty | B | Adtd | 1 | Pens | Gross | Pens | Ant | Contract | Distrib | Budget Flag |
|---------|----|-----|---|------|------|-------|------|---|------|---|------|-------|------|-----|----------|---------|-------------|
| ACCT 01 | 14 | 100 | | 1320 | 2700 | 18000 | 8012 | | | | | | | | 2443.70 | | U |
| ACCT 02 | 14 | 100 | | 1320 | 2700 | 18000 | 8012 | | | | | | | | | | N |
| ACCT 03 | 14 | 604 | | 9990 | 3100 | 11400 | 195 | 1 | | | | | | | | | N |
| ACCT 04 | 14 | 605 | | 9990 | 3100 | 11400 | 201 | 1 | | | | | | | | | N |
| ACCT 05 | 00 | | | | | | | | | | | | | | | | |
| ACCT 06 | 00 | | | | | | | | | | | | | | | | |

Summary:

- Total gross: 2443.70
- Contract amt: 11331.25
- Cycle gross: 944.27
- Local salary: 11331.25
- State salary: 11331.25
- Other: 4.0000
- Contno: 10
- PV contno: 10

The window includes a standard Windows taskbar at the bottom with various function keys (F1-F12) and a help button. The date 11/6/2015 and page number 76 are visible in the bottom right corner.

- An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

Budget Update Menu

PCG Dist=8991 Rel=14.03.00 11/04/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAV02

Status A -- Active AL2N20, EF2EN
 Emp. no. 87223 Pay Loc 111 Location 000111 Class 2 TEACHERS
 Sex Code E Work Loc 111 Location 000111 Job 2 CLASSROOM TEACHERS
 Mar Stat M SSN 999 08 7223 EEO-5 Job 000 Undefined
 EEO-5 Ethnic 2 WHITE

NAME First EF2EN Middle _____ Prefix _____
 Last AL2N20 Suffix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 3802 MAIN STREET Certificate Type T4 Race (Select all that apply)
 Address L2 _____ CS1 Job (from CPI) 104 Yes No An Indian Alaskan
 City/State SMITH, GA Include on CPI ? Yes No Black
 Zip Code 33333 County 160 Sick Bank ? Yes No White
 Phone (999)555-2777 Out of State Substitute rank _____ Yes No Asian
 Cell phone (____) 000-0000 Override accrue? _____ Yes No Hawaiian Pacific
 Adj Lv Elig Date _____
 Lv Reason Max _____
 Hours Per Day 8.000

Spouse SSN _____
 Birth Date 7/01/1978 Pens Elig Date _____ TRS DOE Paid ERCON ? _____
 Hire Date 8/01/2009 GHI Eligible ? Yes No Health ins flag Y
 Rehire Date _____ Hrs/Week 40.00 Participate in GHI ? Y
 Background Ck _____ GHI 1ST Day Wrk 8/17/2009 GHI Option B2 BCBS SILVER
 Date of Death _____ GHI Eff Date 10/01/2009 GHI Tier 96 FAMILY
 Term Date _____ GHI Final Ded Dt _____ GHI Ded Cd 9
 Term Reason _____ GHI Change Code MISC Name, Address, Phone, etc.

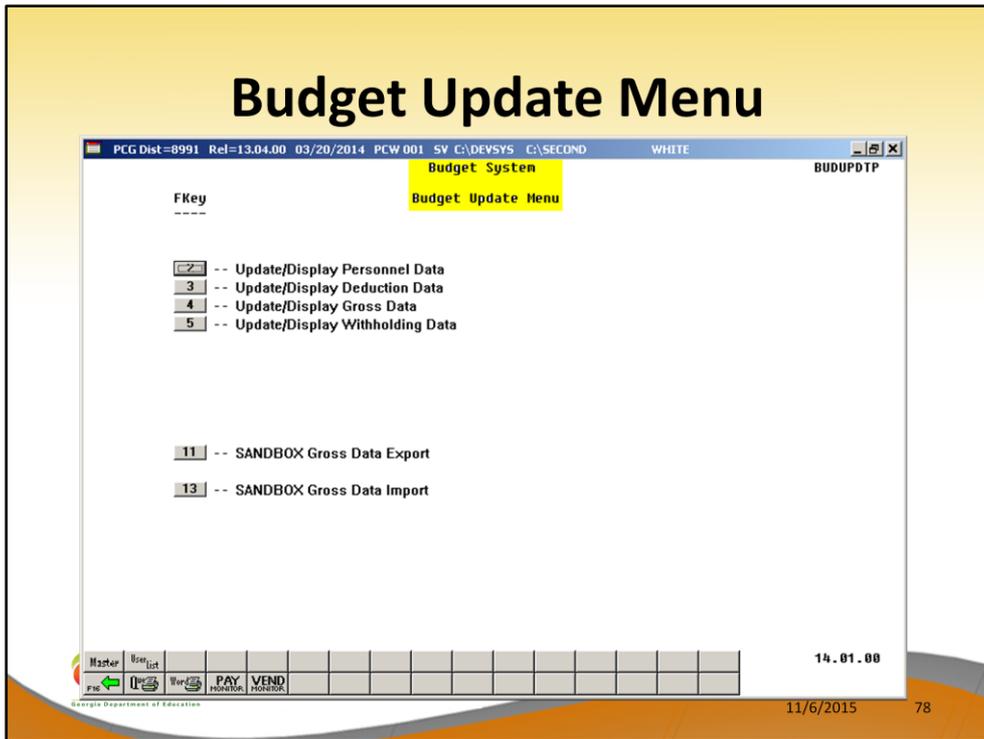
***** TAX DATA *****
 Federal: Mar Stat M Exempt 3 Withholding Code 0 Ant/% 00.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 1 Ant/% 15.00
 Tax Switches: Fed State FICA Pension AEIC _____

Mode changed to update

14.03.00

- An example of an employee's *SANDBOX - Update/Display Personnel Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in **Red**, as illustrated on the *SANDBOX - Update/Display Personnel Data* screen.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- *SANDBOX Gross Data Export* is available.
- *SANDBOX Gross Data Import* is available.
 - Export the *SANDBOX* gross data to a .csv file.
 - Make modifications to the spreadsheet.
 - Import the *SANDBOX* gross data back into the PCGenesis budgeting system.
 - When the budget is finalized, import the *SANDBOX* gross data back into the payroll system.



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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- The *SANDBOX* employee information is in the budget “playground” or “sandbox”.
- Any changes made within the budgeting system do not affect the regular, “live” payroll files.
- There is no impact on the current scheduled payroll cycle.



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- Since the *SANDBOX* employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.

SANDBOX Reports

- The user has finished making all necessary changes:
 - The *SANDBOX* employee data has been updated
 - The *SANDBOX* employer rates have been updated
- Now, the user is ready to select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option.



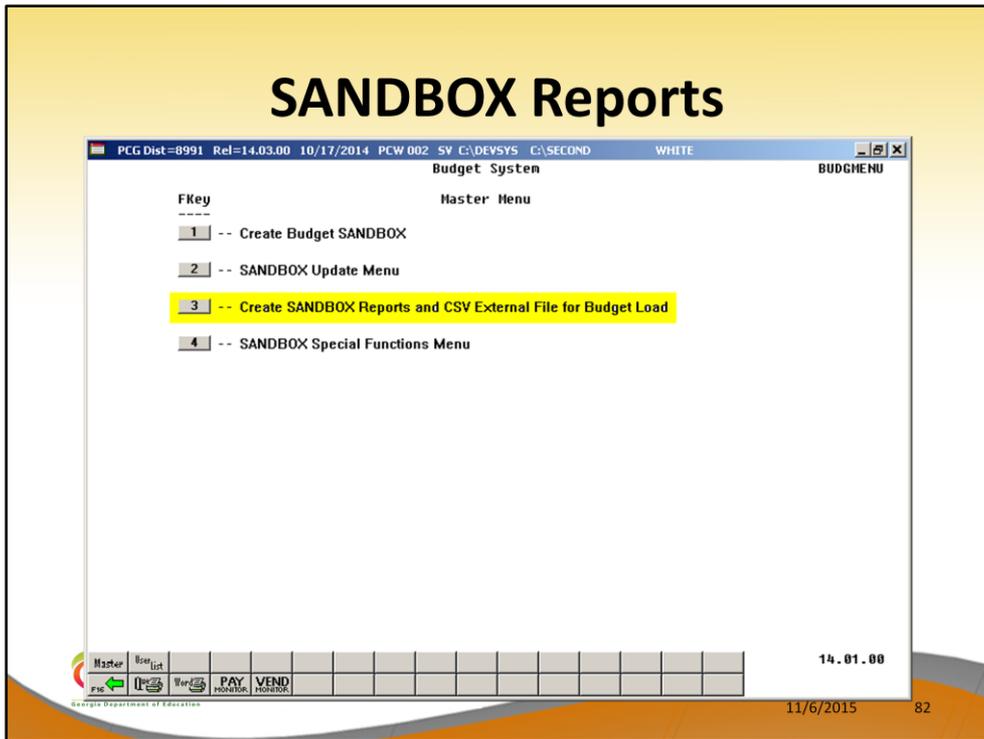
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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports



- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports

- Run the *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again.
- Use different gross data amounts on the employee records each time.
- Run any variety of budget scenarios.
- All of the reports show ANNUAL budgeted amounts.



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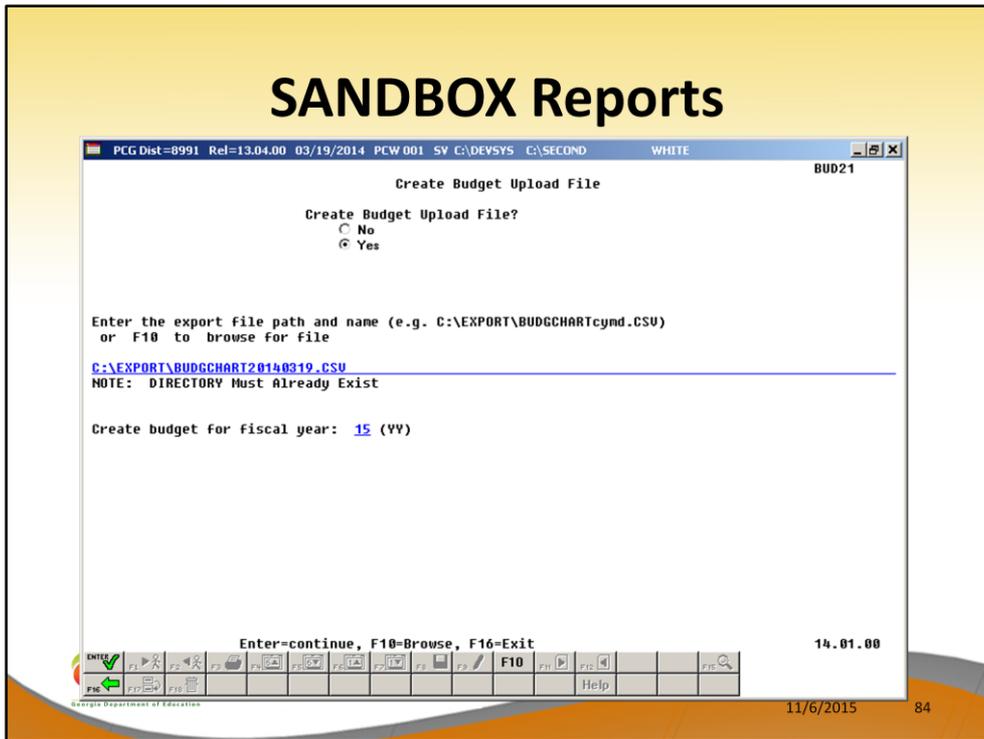
Georgia Department of Education

11/6/2015

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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

SANDBOX Reports



- The user can specify the location of the .csv external file
- The user can specify the fiscal year for the budget file, as shown below.

SANDBOX Reports

| REPORT ID: PAY20-GROS-BUDG | | BUDGET GROSS PAY DISTRIBUTION | | FOR 08/26/14 | | PAGE 1 | | | | | | | |
|----------------------------|-----|-------------------------------|------|--------------|-------|--------|---|--------|----------------------------|------------|--------------------|-------|-------|
| REPORT DATE: 11/03/2014 | | | | | | | | | | | | | |
| YR | FND | F | PRGM | FNCT | OBJCT | PCTY | B | ADDT'L | ACCOUNT DESCRIPTION | AMOUNT | ***** TOTALS ***** | ***** | ***** |
| | | | | | | | | | | OBJECT | FNCT | FUND | |
| 15 | 100 | 0 | 1011 | 1000 | 11000 | 3050 | 0 | 000000 | KG TEACHERS STATE SALARIES | 416,114.04 | 416,114.04 | | |
| 15 | 100 | 0 | 1011 | 1000 | 11800 | 3050 | 0 | 000000 | KG TEACHER ART MUSIC PE | 22,266.24 | 22,266.24 | | |
| 15 | 100 | 0 | 1011 | 1000 | 14000 | 3050 | 0 | 000000 | KG TEACHER AIDE SALARIES | 141,711.72 | 141,711.72 | | |
| 15 | 100 | 0 | 1011 | 1000 | 16100 | 3050 | 0 | 000000 | SALARY: TECHNOLOGY COORD | 5,147.52 | 5,147.52 | | |
| 15 | 100 | 0 | 1011 | 1000 | 17200 | 3050 | 0 | 000000 | SALARIES: COUNSELOR | 16,141.08 | 16,141.08 | | |
| 15 | 100 | 0 | 1013 | 1000 | 11000 | 3050 | 0 | 000000 | KG LOCAL TEACHER SALARIES | 9,647.16 | 9,647.16 | | |
| 15 | 100 | 0 | 1013 | 1000 | 11800 | 3050 | 0 | 000000 | KG TEACHER ART MUSIC PE | 330.00 | 330.00 | | |
| 15 | 100 | 0 | 1013 | 1000 | 17200 | 3050 | 0 | 000000 | SALARIES: COUNSELOR | 366.72 | 366.72 | | |



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Gross Pay Distribution by Account for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20-BENE-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014
 YR FND F 22000 ***** 22000 ***** 21000 ***** 21000 *****

| PRGM | FNCT | OBJCT | FCY | B | ADDT'L | SALARY | GROSS | FICA | EMPLOYER | MED | EMPLOYER | PENSION | PENSION | | | | (OBJECT) | | | | | | |
|---------|-------------|-------|------|---|--------|------------|------------|------|----------|-----|----------|---------|----------|------------|--------|-----------|----------|-----|-----------|-----|-----|----------|--|
| ACCOUNT | DESCRIPTION | | | | | | | QA | SDI+HI | AMT | HI | GROSS | (OBJECT) | GROSS | AMOUNT | C | GHI | AMT | N | GHI | AMT | SHR/EMPL | |
| 15 | 100 | 0 | | | | | | | | | | | | | | | | | | | | | |
| 1011 | 1000 | 11000 | 3050 | 0 | 000000 | 416,114.04 | 380,277.36 | | | | | | | 416,114.04 | | | | | | | | | |
| | | | | | | | 29,089.44 | | | | | | TR5 | 54,719.16 | | 68,040.00 | | | | | | | |
| 1011 | 1000 | 11800 | 3050 | 0 | 000000 | 22,266.24 | 19,806.84 | | | | | | | 22,266.24 | | | | | | | | | |
| | | | | | | | 1,515.00 | | | | | | TR5 | 2,928.00 | | 5,670.00 | | | | | | | |
| 1011 | 1000 | 14000 | 3050 | 0 | 000000 | 141,711.72 | 128,749.92 | | | | | | | 141,711.72 | | | | | | | | | |
| | | | | | | | 9,849.24 | | | | | | TR5 | 18,634.80 | | | | | 50,080.80 | | | | |
| 1011 | 1000 | 16100 | 3050 | 0 | 000000 | 5,147.52 | 4,890.48 | | | | | | | 5,147.52 | | | | | | | | | |
| | | | | | | | 374.16 | | | | | | TR5 | 676.92 | | | | | 7,154.40 | | | | |
| 1011 | 1000 | 17200 | 3050 | 0 | 000000 | 16,141.08 | 14,177.76 | | | | | | | 16,141.08 | | | | | | | | | |
| | | | | | | | 1,084.68 | | | | | | TR5 | 2,122.56 | | 3,779.64 | | | | | | | |
| 1013 | 1000 | 11000 | 3050 | 0 | 000000 | 9,647.16 | 8,632.92 | | | | | | | 9,647.16 | | | | | | | | | |
| | | | | | | | 662.04 | | | | | | TR5 | 1,268.64 | | | | | | | | | |
| 1013 | 1000 | 11800 | 3050 | 0 | 000000 | 330.00 | 293.40 | | | | | | | 330.00 | | | | | | | | | |
| | | | | | | | 22.20 | | | | | | TR5 | 43.44 | | | | | | | | | |
| 1013 | 1000 | 17200 | 3050 | 0 | 000000 | 366.72 | 322.08 | | | | | | | 366.72 | | | | | | | | | |
| | | | | | | | 24.24 | | | | | | TR5 | 48.24 | | | | | | | | | |



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution for FICA, pensions, and GHI for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20EMP-BUDG **BUDGET** GROSS PAY DISTRIBUTION FOR 08/26/14 PAGE 16
 REPORT DATE: 11/03/2014

| LOC | EMP | NAME | AMOUNT | ACCOUNT |
|------------------------|-------|---------------------|--------------|--|
| *** TOTAL BY FUNCTION | | | 105,793.56 | ** |
| *** TOTAL BY PROGRAM | | | 105,793.56 | *** |
| *** TOTAL BY FUND/FISC | | | 105,793.56 | **** |
| *** TOTAL BY OBJECT | | | | * |
| 9030 | 89792 | BE9SMELL, SUSDAY | 10,008.48 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 89726 | EL3AS, VA3GHN | 12,761.16 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 88435 | LE6TZ, LI6COLN | 10,008.48 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 88377 | HIGTON, WE3EJUN | 12,106.68 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 88908 | MUSLIGAN, CLYVELAND | 12,167.16 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 88431 | ULZICH, NU2 | 23,297.88 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 89837 | VO4T, HA4LLAN | 11,912.52 | 15 602 0 9990 3100 18400 3050 0 000000 |
| 9030 | 88422 | WE3THERS, LA3ERNE | 6,459.96 | 15 602 0 9990 3100 18400 3050 0 000000 |
| *** TOTAL BY OBJECT | | | 98,722.32 | * |
| *** TOTAL BY FUNCTION | | | 98,722.32 | ** |
| *** TOTAL BY PROGRAM | | | 98,722.32 | *** |
| *** TOTAL BY FUND/FISC | | | 98,722.32 | **** |
| *** TOTAL BY OBJECT | | | | * |
| 9030 | 88470 | CASIWELL, ER30L | 13,675.20 | 15 603 0 9990 3100 18400 0111 0 000000 |
| 9020 | 87915 | CH6PA, HIGKEY | 21,949.92 | 15 603 0 9990 3100 18400 0111 0 000000 |
| 9030 | 88641 | RN3TSON, SH3NIKA | 12,745.08 | 15 603 0 9990 3100 18400 0111 0 000000 |
| 9020 | 87586 | QY7EN, LA7CHA | 12,179.98 | 15 603 0 9990 3100 18400 0111 0 000000 |
| 9030 | 89527 | ST2RKEY, CL2RISA | 12,745.08 | 15 603 0 9990 3100 18400 0111 0 000000 |
| *** TOTAL BY OBJECT | | | 73,295.16 | * |
| *** TOTAL BY FUNCTION | | | 73,295.16 | ** |
| *** TOTAL BY PROGRAM | | | 73,295.16 | *** |
| *** TOTAL BY FUND/FISC | | | 73,295.16 | **** |
| *** GRAND TOTAL | | | 8,779,050.48 | ***** |

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Gross Pay Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYPR03-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014

| EMP. # | EMPLOYEE NAME | SALARY GROSS | 22000 ***** 22000 | | PENSION (OBJECT) TYPE | PENSION GROSS AMOUNT | ***** 21000 ***** 21000 ***** | | (OBJECT) PEN EMPR SHR/EMPL |
|----------------------------|---------------|--------------|-----------------------|---------------------|-----------------------|-----------------------|-------------------------------|-----------|----------------------------|
| | | | OASDI GROSS AMT | HI GROSS AMT | | | C GHI AMT | N GHI AMT | |
| ADGER, TAZ 88127 | | 13,827.96 | 13,827.96 857.28 | 13,827.96 200.52 | TRS | 13,827.96 1,818.36 | | | |
| ADGM, SA3 89094 | | 56,357.04 | 48,155.04 2,985.60 | 48,155.04 698.28 | TRS | 56,357.04 7,410.96 | 11,340.00 | | |
| ALLENZO, EFZEN 87223 | | 32,466.12 | 26,058.60 1,615.68 | 26,058.60 377.88 | TRS | 32,466.12 4,269.24 | 11,340.00 | | |
| ARZCON, AL2SA 89823 | | 9,837.12 | 9,837.12 609.96 | 9,837.12 142.68 | | | | | |
| ARMIS, REMNALDO 89253 | | 16,959.96 | 16,959.96 1,051.56 | 16,959.96 245.88 | TRS | 16,959.96 2,230.20 | | | |
| ARSTREAD, TASHINA 88944 | | 60,669.12 | 59,127.36 3,665.88 | 59,127.36 857.40 | TRS | 60,669.12 7,977.96 | | | |
| ASSCRAFT, JASIKIA 89068 | | 36,499.92 | 35,002.68 2,170.20 | 35,002.68 507.48 | TRS | 36,499.92 4,799.76 | | | |
| ASSEW, DASTON 87468 | | 51,377.04 | 48,087.84 2,981.40 | 48,087.84 697.32 | TRS | 51,377.04 6,756.12 | 11,340.00 | | |

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYR0102-BUDG
 REPORT DATE: 06/18/2014 14:30

BUDGET Distribution of Benefits
 Detail Items by Account for Period 06/17/2014

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| Empno | Name | Yr | Fnd | F | Prgr | Prct | Objct | Fcty | B | Addr | 1 | Ded | CS | Ded | Company | Amount | |
|----------------------------|--------------------|----|-----|---|------|------|-------|------|---|--------|----|-----|----|-----|---------|--------------|----------|
| Account Total | | | | | | | | | | | | | | | | | 3,982.08 |
| 88732 | WHITT, GRSNAM | 14 | 606 | 0 | 9990 | 3100 | 19100 | 0199 | 0 | 000000 | 1 | 06 | | | | 1,287.36 | |
| 88732 | WHITT, GRSNAM | 14 | 606 | 0 | 9990 | 3100 | 19100 | 0199 | 0 | 000000 | 8 | | | | | 913.20 | |
| 88732 | WHITT, GRSNAM | 14 | 606 | 0 | 9990 | 3100 | 19100 | 0199 | 0 | 000000 | 12 | | | | | 83.64 | |
| Account Total | | | | | | | | | | | | | | | | | 2,284.20 |
| 88586 | EDWARDSON, LATOMA | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 1 | 06 | | | | 514.56 | |
| 88586 | EDWARDSON, LATOMA | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 8 | | | | | 913.20 | |
| 88586 | EDWARDSON, LATOMA | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 12 | | | | | 33.48 | |
| 89560 | BARNNEY, SIVAS | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 1 | 06 | | | | 622.92 | |
| 89560 | BARNNEY, SIVAS | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 8 | | | | | 913.20 | |
| 89560 | BARNNEY, SIVAS | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 12 | | | | | 40.44 | |
| 89988 | STWALL, HISDI | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 1 | 06 | | | | 379.68 | |
| 89988 | STWALL, HISDI | 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | 8 | | | | | 913.20 | |
| Account Total | | | | | | | | | | | | | | | | | 4,330.68 |
| 88229 | UP4CN, ELASEO | 14 | 607 | 0 | 9990 | 3100 | 19100 | 0103 | 0 | 000000 | 1 | 06 | | | | 1,124.04 | |
| 88229 | UP4CN, ELASEO | 14 | 607 | 0 | 9990 | 3100 | 19100 | 0103 | 0 | 000000 | 12 | | | | | 73.08 | |
| Account Total | | | | | | | | | | | | | | | | | 1,197.12 |
| 87954 | HITALGO, ALBERTA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 1 | 06 | | | | 564.24 | |
| 87954 | HITALGO, ALBERTA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 8 | | | | | 913.20 | |
| 87954 | HITALGO, ALBERTA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 12 | | | | | 36.72 | |
| 89304 | LETESQUE, THTD | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 1 | 06 | | | | 481.36 | |
| 89304 | LETESQUE, THTD | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 8 | | | | | 913.20 | |
| 89304 | LETESQUE, THTD | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 12 | | | | | 44.28 | |
| 89311 | SIZK, TOGA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 1 | 06 | | | | 512.16 | |
| 89311 | SIZK, TOGA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 8 | | | | | 913.20 | |
| 89311 | SIZK, TOGA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 12 | | | | | 33.24 | |
| 89738 | BETEDICT, LA7ENORA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 1 | 06 | | | | 481.36 | |
| 89738 | BETEDICT, LA7ENORA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 8 | | | | | 913.20 | |
| 89738 | BETEDICT, LA7ENORA | 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | 12 | | | | | 44.28 | |
| Account Total | | | | | | | | | | | | | | | | | 6,250.44 |
| 89087 | BEZNER, LEZMORA | 14 | 609 | 0 | 9990 | 3100 | 19100 | 0111 | 0 | 000000 | 1 | 06 | | | | 1,154.52 | |
| 89087 | BEZNER, LEZMORA | 14 | 609 | 0 | 9990 | 3100 | 19100 | 0111 | 0 | 000000 | 8 | | | | | 913.20 | |
| 89087 | BEZNER, LEZMORA | 14 | 609 | 0 | 9990 | 3100 | 19100 | 0111 | 0 | 000000 | 12 | | | | | 75.00 | |
| Account Total | | | | | | | | | | | | | | | | | 2,142.72 |
| Account Distribution Total | | | | | | | | | | | | | | | | 1,226,171.86 | |



- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

| REPORT ID: PAYDR100-SUBG | | BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT | | PAGE 8 | | | | | | |
|---|-----|---|------|--------------------------------|-------|------|---|--------|-----------------------------|------------------------------|
| REPORT DATE: 06/18/2014 | | BY ACCOUNT FOR 06/17/14 | | | | | | | | |
| ANNUITY CO. #: 04 VANGUARD FIDUCIARY TRUST CO | | CONTRIBUTION TYPE: 2 | | 1 = FIXED AMOUNT | | | | | | |
| VENDOR #: 1581 VENDOR 001581 | | EMPLOYER OBJECT: 28000 | | 2 = % OF ANNUITY GROSS | | | | | | |
| | | EMPLOYER BLMC: 0421 | | 3 = % OF EMPLOYEE CONTRIBUTION | | | | | | |
| | | | | 4 = % OF ANNUITY GROSS, W/ MAX | | | | | | |
| YR | END | F | PRGM | FNCT | OBJCT | FCY | B | ADDT'L | ACCOUNT DESCRIPTION | EMPLOYER CONTRIBUTION AMOUNT |
| 14 | 604 | 0 | 9990 | 3100 | 19000 | 8010 | 0 | 000000 | SCHOOL NTR DIRECTOR SAL | 2,544.52 |
| FUND TOTAL 14-604-0 | | | | | | | | | | 2,544.52 |
| 14 | 605 | 0 | 9990 | 3100 | 18400 | 0198 | 0 | 000000 | DCHS LR WORKERS SALARY | 2,874.60 |
| 14 | 605 | 0 | 9990 | 3100 | 19100 | 0198 | 0 | 000000 | DCHS LR MGR SALARY | 1,287.36 |
| 14 | 605 | 0 | 9990 | 3100 | 19110 | 0198 | 0 | 000000 | DCHS LR ASST MANAGER SALARY | 736.92 |
| FUND TOTAL 14-605-0 | | | | | | | | | | 4,898.88 |
| 14 | 606 | 0 | 9990 | 3100 | 18400 | 0199 | 0 | 000000 | EMES LR WORKERS SALARY | 1,166.64 |
| 14 | 606 | 0 | 9990 | 3100 | 19100 | 0199 | 0 | 000000 | EMES LR MGR SALARY | 1,287.36 |
| FUND TOTAL 14-606-0 | | | | | | | | | | 2,454.00 |
| 14 | 607 | 0 | 9990 | 3100 | 18400 | 0103 | 0 | 000000 | KES LR WORKERS SALARY | 1,517.16 |
| 14 | 607 | 0 | 9990 | 3100 | 19100 | 0103 | 0 | 000000 | KES LR MGR SALARY | 1,124.04 |
| FUND TOTAL 14-607-0 | | | | | | | | | | 2,641.20 |
| 14 | 608 | 0 | 9990 | 3100 | 18400 | 0109 | 0 | 000000 | DCHS LR WORKERS SALARY | 2,439.12 |
| 14 | 608 | 0 | 9990 | 3100 | 19100 | 0109 | 0 | 000000 | DCHS LR MGR SALARY | 1,287.36 |
| FUND TOTAL 14-608-0 | | | | | | | | | | 3,726.48 |
| 14 | 609 | 0 | 9990 | 3100 | 18400 | 0111 | 0 | 000000 | EYES LR SALARIES | 1,148.88 |
| 14 | 609 | 0 | 9990 | 3100 | 19100 | 0111 | 0 | 000000 | EYES LR MGR SALARY | 1,154.52 |
| FUND TOTAL 14-609-0 | | | | | | | | | | 2,303.40 |
| ANNUITY CO. TOTAL | | | | | | | | | | 749,871.03 |

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Account for the Budget Sandbox.

SANDBOX Reports

- The budget is complete, when the user is satisfied with the budget reports.
 - Print the final budget reports.
 - Use the .csv external file to load the budget into the financial system.
 - Import the *SANDBOX* gross data into the payroll system.



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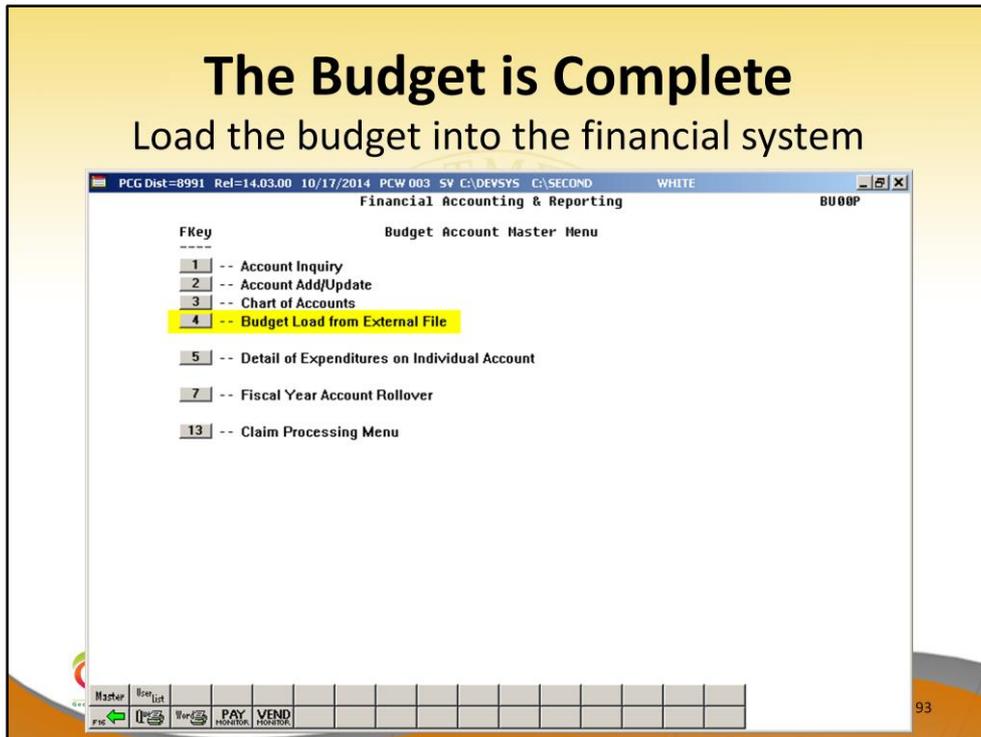
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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The Budget is Complete

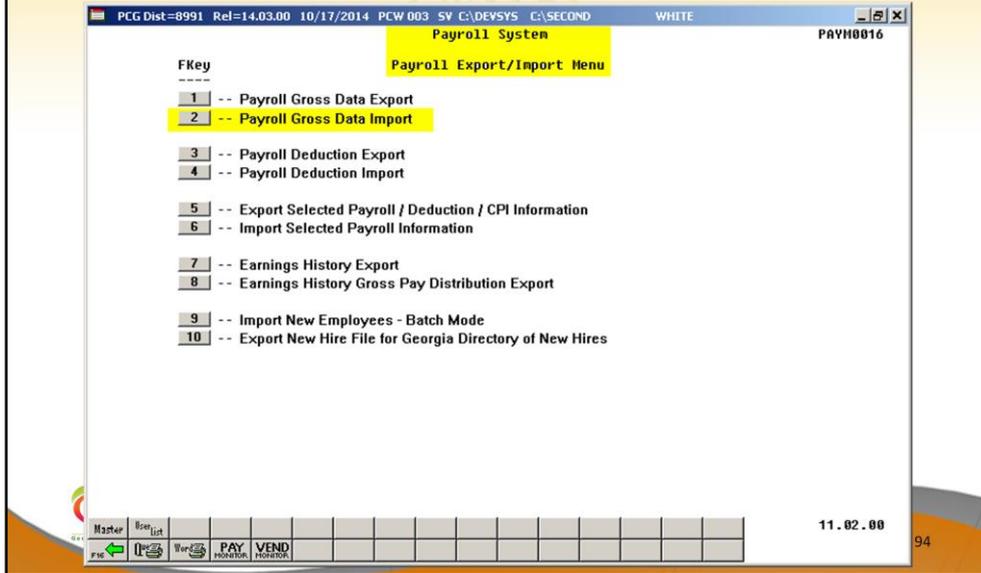
Load the budget into the financial system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

The Budget is Complete

Import *SANDBOX* gross data into the payroll system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- **Getting Ready for 2016 GHI**
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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Getting Ready for 2016 GHI

- GHI options B1, B2, B3, B6, H1, H2, and K1 are the same
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- Many GHI premium rates have changed for 2016.



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The GHI options B1, B2, and B3 are still available for BCBS Gold, Silver and Bronze plans.
The GHI option B6 has been added for BCBS HMO.
The GHI option H1 has been added for United HealthCare HMO.
The GHI option H2 has been added for United HealthCare HDHP.
The GHI option K1 has been added for Kaiser HMO.

Almost all GHI premium amounts have changed for 2016.

Getting Ready for 2016 GHI

The screenshot shows a personnel data window with a 'PCG Select GHI Code' dialog box open. The dialog box contains a table of GHI options:

| Opt | Tier | Long Description | Short Desc |
|-----|------|--------------------------------|--------------|
| B8 | | TRICARE SUPPLEMENT | TRISUP |
| B1 | | BCBS GOLD | BCBS GOLD |
| B2 | | BCBS SILVER | BCBS SILVER |
| B3 | | BCBS BRONZE | BCBS BRONZE |
| B6 | | BCBS HMO | BCBS HMO |
| H1 | | UHC HMO | UHC HMO |
| H2 | | UHC HDHP | UHC HDHP |
| K1 | | KAISER HMO | KAISER HMO |
| NC | | NO COVERAGE OR COVERAGE WAIVED | WAIVED |
| NE | | NOT ELIGIBLE FOR COVERAGE | NOT ELIGIBLE |

A callout box points to 'GHI Option B1' in the table, which is 'BCBS GOLD'. The background window shows personnel data for 'ETZAN AB3EU' with a 'GHI Option B1' selected in the 'GHI Option' field.

This is a complete list of the 2016 GHI options.

Blue Cross/Blue Shield, United Healthcare, Kaiser and TriCare Supplement make up the available options for employees.

Getting Ready for 2016 GHI

The screenshot displays a personnel data window with the following fields:

- Status: Active
- Emp. no.: 88942
- Sex Code: F
- Mar Stat: M
- Address: 2072 MAIN STREET
- City/State: SMITH, GA
- Zip Code: 33333
- Phone: (999)555-1058
- Pay Loc: 302
- Work Loc: 302
- SSN: 999 08 8992
- Location: 000302
- Class: 1A
- Job: 11A
- Job: 816
- EEO-5: Service Worker
- EEO-5: WHITE
- Certificate Type: 80
- CS1 Job (From CPI): 110
- Include on CPI: Y
- Sick Bank: N
- Substitute rank: -
- Race: No
- Hispanic/Latino Ethnicity: No
- TRs DOE Paid ERCON: -
- Health ins Flag: Y
- Participate in GHI: Y
- GHI Option: B1
- GHI Tier: 90
- GHI Ded Cd: 8
- Ant/%: .00
- 13.03.00

The 'PCG Select GHI Code' dialog box is open, showing the following table:

| Opt Tier | Long Description | Short Desc |
|----------|---------------------------------------|------------|
| B1 10 | SINGLE COVERAGE | SINGLE |
| B1 40 | SINGLE COVERAGE TOBACCO SURCHARGE | SINGLE/T |
| B1 90 | EMPLOYEE & SPOUSE | EESP |
| B1 91 | EMPLOYEE & SPOUSE/TOBACCO SURCHARGE | EESP/T |
| B1 94 | EMPLOYEE & CHILD(REN) | EECH |
| B1 95 | EMPL & CHILD(REN)/TOBACCO SURCHARGE | EECH/T |
| B1 96 | EMPLOYEE & SPOUSE & CHILD(REN) | FAMILY |
| B1 97 | EMPL & SPOUSE & CHILD/TOBACCO SURCHAR | FAMILY/T |

GHI Tier from Benefit File

- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.

Getting Ready for 2016 GHI

How to Install 2016 GHI

- 1) Install PCGenesis Release 15.03.01. This release will automatically upload the new 2016 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Option & Tier from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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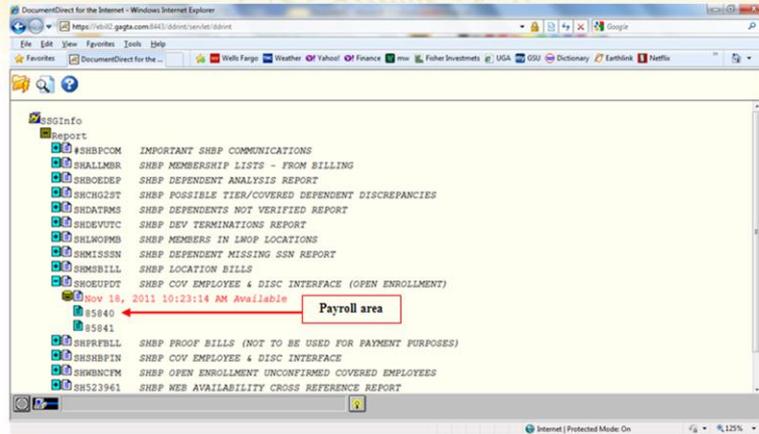
Several steps are necessary to get ready to process GHI in 2016. Before your December payroll, you will be able to install the 15.03.01. This release will contain the 2016 GHI premiums. The new premiums will be uploaded automatically by the release.

After open enrollment is completed, the new employee GHI elections must be downloaded from the DCH website before the enrollment data can be imported into the PCG personnel screen.

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2016 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



The most difficult part of this process is downloading the enrollment data from DCH. It seems that every year the DCH website changes and honestly, I don't know what to expect this year with the new ADP interface.

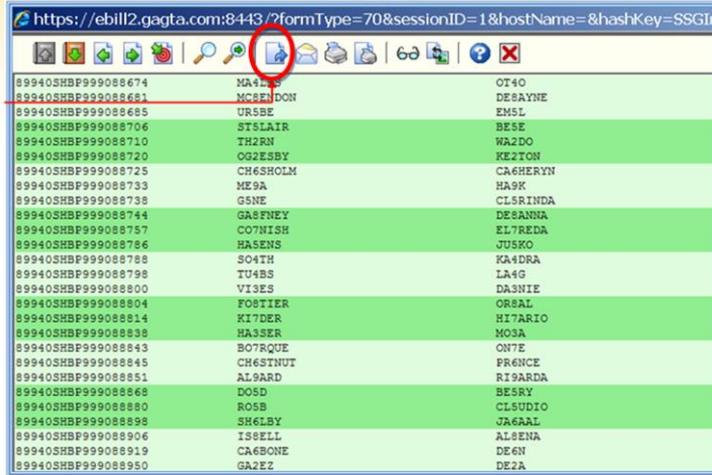
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

In this example, the correct file was SHOEUPDT dated November 18, 2011.

Select the correct file.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



The screenshot shows a web browser window with the URL <https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=8&hashKey=SSGIIn>. The browser toolbar has a red circle around the download icon. Below the toolbar is a table with three columns: a long alphanumeric ID, a name, and a shorter alphanumeric ID. The table contains 20 rows of data.

| | | |
|--------------------|----------|----------|
| 89940SHBP999088674 | MAILES | OT40 |
| 89940SHBP999088681 | MCSENDON | DESAYNE |
| 89940SHBP999088685 | URSBE | EMSL |
| 89940SHBP999088706 | STSLAIR | BESE |
| 89940SHBP999088710 | THORN | WALDO |
| 89940SHBP999088720 | OGZESBY | KEZTON |
| 89940SHBP999088725 | CHESHOLM | CACHERYN |
| 89940SHBP999088733 | ME9A | H9K |
| 89940SHBP999088738 | GSNE | CLSRINDA |
| 89940SHBP999088744 | GARFNEY | DESANNA |
| 89940SHBP999088757 | CO7NISH | EL7REDA |
| 89940SHBP999088786 | HASENS | JUSKO |
| 89940SHBP999088788 | SO4TH | KA4DRA |
| 89940SHBP999088798 | TU4BS | LA4G |
| 89940SHBP999088800 | VI3ES | DA3NIE |
| 89940SHBP999088804 | F0STIER | OR8AL |
| 89940SHBP999088814 | KI7DER | HI7ARIO |
| 89940SHBP999088838 | HASER | MO3A |
| 89940SHBP999088843 | BO7RQUE | ON7E |
| 89940SHBP999088845 | CHESTNUT | FRANCE |
| 89940SHBP999088851 | AL9ARD | RI9ARDA |
| 89940SHBP999088868 | DO5D | BE5RY |
| 89940SHBP999088880 | RO5B | CL5UDIO |
| 89940SHBP999088898 | SH6LBY | JA6AAL |
| 89940SHBP999088906 | IS8ELL | AL8ENA |
| 89940SHBP999088919 | CA6BONE | DE6N |
| 89940SHBP999088950 | GAZEZ | DE2A |

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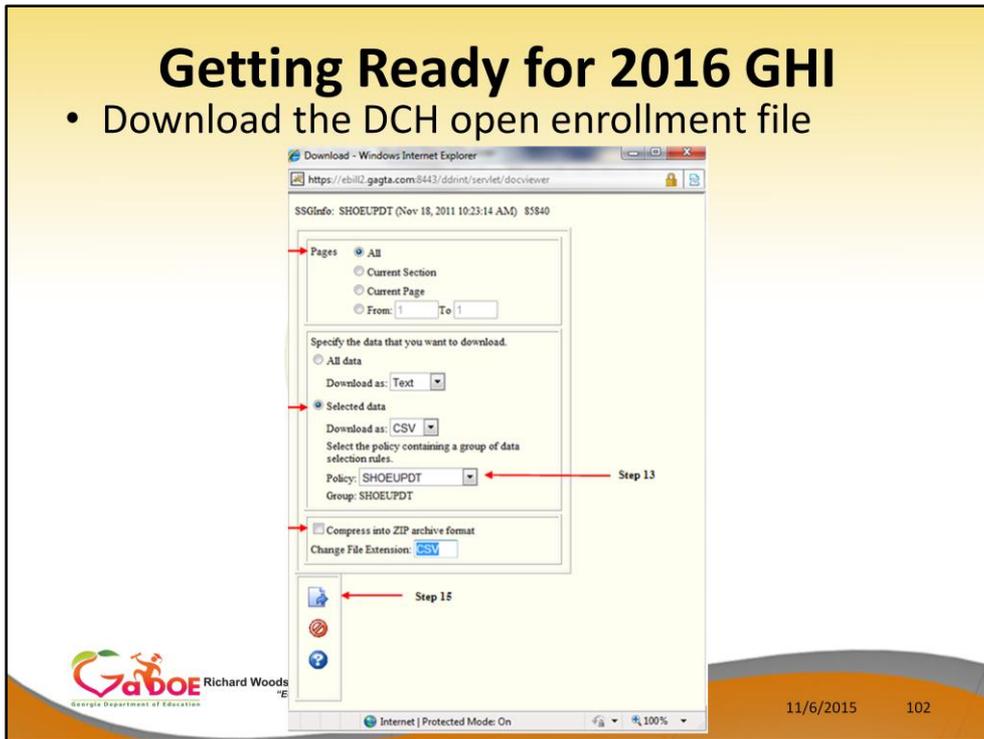
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The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



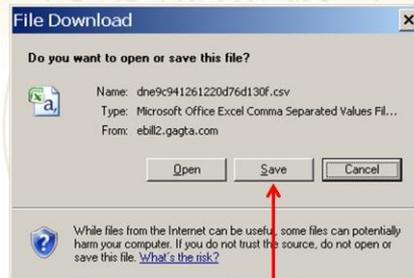
The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
 - Download as CSV
 - Policy SHOEUPDT
- Do NOT compress the file

Then select the download icon.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



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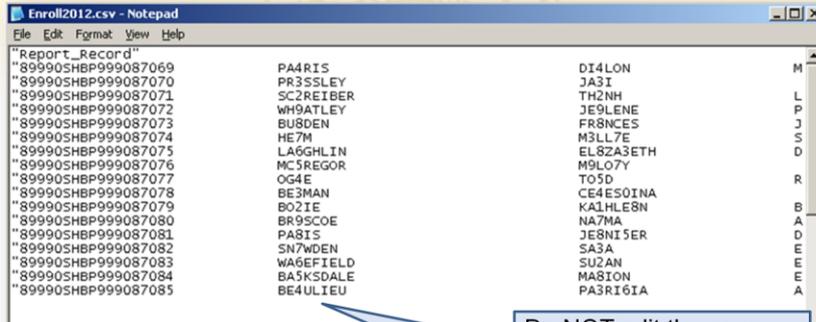
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Select SAVE to save the file to your C drive.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file

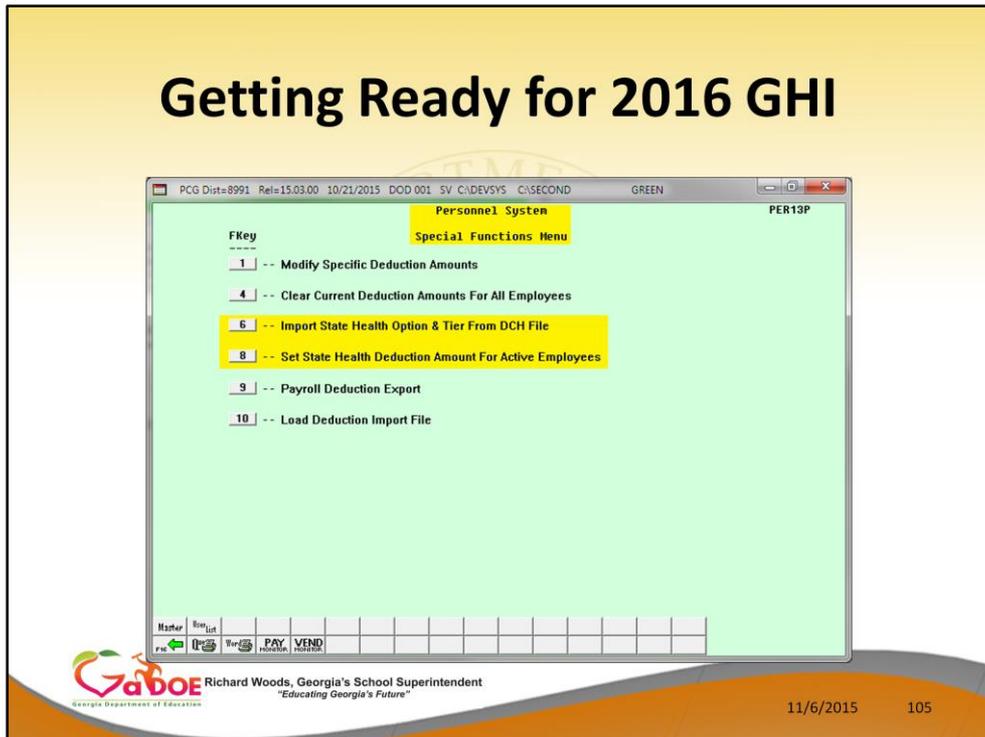


```
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3T L
"89990SHBP999087071 SC2REIBER TH2NH J
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BUSDEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9L07Y R
"89990SHBP999087077 O64E TO5D
"89990SHBP999087078 BE3MAN CE4ES0INA B
"89990SHBP999087079 BO2IE KA1HLE8N A
"89990SHBP999087080 BR9SCOE NA7MA D
"89990SHBP999087081 PA8IS JE8N1SER E
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WAGEFIELD SU2AN E
"89990SHBP999087084 BASKDALE M810N E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change.

Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make any changes using NOTEPAD.

Getting Ready for 2016 GHI



Now the final two steps of the GHI Open Enrollment process:

- 1) Import State Health Option & Tier from DCH File = F6
- 2) Set State Health Deduction Amount For Active Employees = F8

You must execute BOTH of these steps!!!

Getting Ready for 2016 GHI

Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)



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Personnel and deduction screens must be updated for the December payroll with the new options that the employee selected during open enrollment.

The file downloaded from SHBP can be imported into PCGenesis.

Getting Ready for 2016 GHI Open Enrollment – Import GHI Option and Tier Elections

```
PCG Dist=0991  Rel=12.03.00  10/16/2012  DOD 001  C:\DEVSYS  C:\SECOND  GREEN  PERPI271

Import State Health Option And Tier From DCH File

This process will update the GHI Option and Tier for all employees
included in the open enrollment or monthly change file provided by
the Department of Community Health.

Select Optional Field to Update:
- County of Residence

Enter the import file path and name  OR  F10 to Browse for file
C:\TEMP\ARCHIVE.CSV

Enter=Continue  or  F16=Exit  12.03.00
```



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Use F10 to browse for the file.

Importing the County is optional.

Using this process only enters the **option** and **tier** from the imported file to the personnel screen. It does NOT update any amounts on the deduction screen.

Getting Ready for 2016 GHI

Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (**F8**)



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After the correct option and tier is entered (or imported) on the personnel screen for each employee, the premium can be updated on the deduction screen using this procedure.

The premium was not updated with the prior import, so this procedure must also be completed.

Getting Ready for 2016 GHI

Set GHI Deduction Amounts

PCG Dist=8991 Rel=15.03.00 10/21/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE PER0150

Set State Health Deduction Amount For Active Employees
(All substitutes are skipped)

Trial mode to verify changes prior to updating? Y
Reduce premium amount by normal employer paid share? N
Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 1/01/2016

The following SHBP system deductions will be modified by this process:

| Ded Code | Ded Desc | Emplr Ind | Emplr Ant |
|----------|-------------------------|-----------|-----------|
| 8 | ST HEALTH NON-CERT-125 | N | |
| 9 | STATE HEALTH CERT. -125 | N | |

ENTER = Validate PF16 = Exit

13.03.00

Before running this procedure, the new option and tier choices should be entered on the personnel screen. It is also important to have the correct GHI deduction code entered on the personnel screen.

This procedure should be run in trial mode first. The trial mode will not update the deduction screen, but a report will be produced that contains all of the changes that will be made.

Review the report to make sure it is correct and then run the update again with the **trial mode flag** switched to **N**. **This will update all of the employee premiums on the deduction screen** to match the premiums set in the GHI Plan/Option/Tier maintenance file.



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Getting Ready for 2016 GHI

Set GHI Deduction Amounts

REPORT DATE: 10/27/2009 10:17

SHBP DEDUCTION UPDATE REPORT

Program ID: PER0150

*** TRIAL MODE - NO UPDATES ***

| Emp Num | Employee Name | Work Loc | Pay Class | Ded Periods | Plan Code | Plan Option | Plan Tier | Old Amount | Old Flg | New Amount | New Flg |
|--|-------------------|----------|-----------|-------------|-----------|-------------|-----------|------------|---------|------------|---------|
| 087909 | OG4E, B04IS | 0188 | 06 | 12 | 09 | 58 | 10 | 0.00 | Y | 8.60 | Y |
| 089366 | OG4E, EMARSON | 0188 | 03 | 12 | 08 | 31 | 99 | 162.58 | Y | 210.50 | Y |
| 088500 | OL5ARV, PASULA | 8012 | 66 | 12 | 08 | 58 | 91 | 207.10 | Y | 252.40 | Y |
| 088740 | OM6LLEY, EF6AIN | 8010 | 55 | 12 | 09 | NE | 00 | 0.00 | Y | 0.00 | Y |
| 087836 | OR2ELAS, COZEMAN | 0103 | 78 | 12 | 08 | 58 | 90 | 167.10 | Y | 192.40 | Y |
| 087827 | OR2URKE, DE2A | 8012 | 67 | 12 | 08 | 58 | 90 | 167.10 | Y | 192.40 | Y |
| 089937 | PA2SON, DE2ETRIUS | 0188 | 58 | 12 | 08 | 58 | 96 | 176.70 | Y | 203.00 | Y |
| 088474 | PA2SON, LE2ISHA | 0103 | 06 | 12 | 09 | 03 | 90 | 128.90 | Y | 150.40 | Y |
| 088105 | PA2UETTE, O22E | 0103 | 06 | 12 | 09 | 58 | 10 | 0.00 | Y | 8.60 | Y |
| 089605 | PA3NELL, AD3NA | 0103 | 09 | 12 | 09 | 03 | 94 | 120.00 | Y | 141.50 | Y |
| 089242 | PA3ROTT, JO3AS | 4050 | 62 | 12 | 08 | 58 | 40 | 40.00 | Y | 68.60 | Y |
| 088693 | PA4LSEN, ST4RLING | 0188 | 02 | 12 | 24 | 58 | 96 | 90.60 | Y | 116.90 | Y |
| 089894 | PA4LSON, EL40N | 0196 | 26 | 12 | 09 | 03 | 90 | 128.90 | Y | 150.40 | Y |
| 087180 | PH3LAN, DD3IA | 2050 | 09 | 12 | 09 | 03 | 96 | 137.00 | Y | 159.30 | Y |
| 088361 | PI2KENS, TI2ANY | 4050 | 02 | 12 | 09 | 07 | 97 | 0.00 | Y | 0.00 | Y |
| ** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file | | | | | | | | | | | |
| 087379 | PI4T, CL4SSIE | 2050 | 28 | 12 | 09 | 55 | 10 | 0.00 | Y | 8.60 | Y |
| 087941 | PO2DER, TI2N | 0103 | 56 | 12 | 09 | 05 | 96 | 137.00 | Y | 159.30 | Y |



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Verify the enrollment data and premium data on this report before running the process in FINAL mode.

Agenda

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PCGenesis and Third Party Vendors

- Extend the capabilities of PCGenesis!
- At least 25 PCGenesis sites interface with third party software



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PCGenesis can be brought into the modern era by interfacing with third party software.

PCGenesis and Third Party Vendors

- Interface with third parties allows:
 - Employee web access to payroll checks and direct deposits, W-2's, emergency contact data, etc.
 - No longer necessary to print and mail employee direct deposits
 - Paperless workflow management for purchase orders and invoicing
 - No longer necessary to print and mail vendor purchase orders – can fax or e-mail instead
 - E-file historical payroll and financial documents and burn the paper copies!



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PCGenesis and Third Party Vendors

- PCGenesis produces text-only output:
 - Payroll checks and direct deposit notices
 - Manual payroll checks
 - Employee W-2's, Vendor 1099-R's
 - Purchase orders
 - QWORD print option for text-only output of other reports



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Text-only output allows third parties to intercept PCGenesis output.

PCGenesis and Third Party Vendors

The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window displays a list of files with columns for "Del", "Rec", "User", "File", "Size", "Time", and "Date". The file "C:\SECOND\BDDPRT\YIDR0001" is selected. Below the list, there are several buttons and options: "Open in MSWORD", "Print-Save", "Browse", "User", "Sort", "Refresh", "New MSWORD", "Print-Delete", "MSWord", "Print", "Label", "3rd Party", "Save User Options", "Labels", "Delete Selected", and "Select Box(es) for Multiple Delete Option". A callout box points to the "3rd Party" option, stating: "'3rd Party' prints without printer control characters".

| Del | Rec | User | File | Size | Time | Date |
|-------------------------------------|-----|------|-----------------------------|-------|-------|------------|
| <input type="checkbox"/> | 001 | DDD | C:\SECOND\BDDPRT\VEIETR0002 | 167K | 10:19 | 10/22/2013 |
| <input type="checkbox"/> | 002 | DDD | C:\SECOND\BDDPRT\VEIETR0002 | 142K | 10:19 | 10/22/2013 |
| <input type="checkbox"/> | 003 | DDD | C:\SECOND\BDDPRT\VEICP0002 | 906 | 10:19 | 10/22/2013 |
| <input type="checkbox"/> | 004 | DDD | C:\SECOND\BDDPRT\PRINT0002 | 581K | 09:49 | 10/22/2013 |
| <input type="checkbox"/> | 005 | DDD | C:\SECOND\BDDPRT\PRINT0001 | 677K | 09:47 | 10/22/2013 |
| <input checked="" type="checkbox"/> | 006 | DDD | C:\SECOND\BDDPRT\YIDR0001 | 215K | 09:42 | 10/22/2013 |
| <input type="checkbox"/> | 007 | DDD | C:\SECOND\BDDPRT\YIDR0000 | 247K | 09:42 | 10/22/2013 |
| <input type="checkbox"/> | 008 | DDD | C:\SECOND\BDDPRT\VPCN0001 | 2K | 09:32 | 10/18/2013 |
| <input type="checkbox"/> | 009 | DDD | C:\SECOND\BDDPRT\VPCN0000 | 2K | 09:31 | 10/18/2013 |
| <input type="checkbox"/> | 010 | DDD | C:\SECOND\BDDPRT\LVSM0001 | 373K | 15:44 | 10/17/2013 |
| <input type="checkbox"/> | 011 | DDD | C:\SECOND\BDDPRT\LVSM0000 | 541 | 15:44 | 10/17/2013 |
| <input type="checkbox"/> | 012 | DDD | C:\SECOND\BDDPRT\VBAL0000 | 3967K | 13:30 | 10/01/2013 |
| <input type="checkbox"/> | 013 | DDD | C:\SECOND\BDDPRT\PRINT0000 | 53 | 13:25 | 10/01/2013 |
| | | | *** End of list *** | | | |

A new feature added to QWORD allows reports to be generated without printer control characters. This text-only output allows third parties to intercept PCGenesis output.

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- **Enhanced Substitute Pay and Employee Leave System**
- Detailed Paycheck Stub and MICR Printing
- User Input



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Enhanced Substitute Pay and Employee Leave Implementation

- 40 districts are up and running on the new leave system, about a third of our user base
- Using the new leave system is **OPTIONAL**
- Phased implementation over the client base
- Call the help desk to get on the wait list
- In the mean time, review the leave documentation



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- Currently, we have **NO** districts on the wait list for the Enhanced Substitute Pay and Employee Leave System.

Enhanced Substitute Pay and Employee Leave Processing Documentation

The screenshot shows a web browser window displaying the 'Personnel System Operations Guide' website. The browser's address bar shows the URL: <http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx>. The website has a navigation menu with links for Home, Students, Parents, Teachers, Business & Industry, and Contact Us. Below the navigation menu, there is a breadcrumb trail: Georgia Department of Education > Technology Services > PCGenesis > Personnel System Operations Guide. On the left side, there is a vertical navigation menu with the following items: Application Development, Data Collections, Infrastructure, Instructional Technology, Georgia Virtual Learning, and PCGenesis (which is currently selected). The main content area is titled 'Personnel System Operations Guide' and contains a list of sections:

- Section A: Leave Processing
 - PCGenesis Leave Import.xlt Template
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
- Section D: Special Functions
- Section E: Enhanced Substitute Pay and Employee Leave Processing
 - Topic 1: Leave Setup
 - Topic 2: Leave Payroll Processing
 - EnhancedLeaveImport.xlsx Template
 - Topic 3: Leave Periodic Processing
 - Topic 4: Leave Reporting
 - Topic 5: Leave History Processing

The entire list of sections and topics under Section E is enclosed in a red rectangular box. At the bottom of the page, the text 'Georgia Department of Education' is visible on the left, and the date '11/6/2015' and the page number '118' are visible on the right.

Documentation for the *Enhanced Substitute Pay and Employee Leave System* is available in the Personnel System Operations Guide.

Enhanced Substitute Pay and Employee Leave Implementation

- New leave is turned on by the DOE
- Training is over the phone using LanDesk
- Two training sessions, generally two hours each
- Session I – setting up leave parameters and getting ready for conversion
- Session II – learning the processes



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Enhanced Substitute Pay and Employee Leave Implementation

PCG Dist=8991 Rel=12.03.00 10/25/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN PAYTAXES

**** Payroll Control Information ****

System #: 8991 Name: SMITH CITY BOARD OF EDUCATION
Address: 102 MAIN STREET
City/State: SMITH, GA Zip code: 33333

Withholding fund: 199 State name: GEORGIA SS system #/non-teaching: 0000
Payroll year: 2012 County ID: 169 Out of State SS system #/teaching: 0000
Payroll bank: BK08 FNB 008 OF SMITH CITY

Enable enhanced substitute pay & leave system? (Y/N): Y System sick bank balance 0.00

Enable direct deposit for current payroll run? (Y/N): Y

Old (non-NACHA) direct deposit:
Issue banks checks rather than wire xfer? (Y/N): N

Use NACHA direct deposit? (Y/N): Y
Carriage return at end of record? (Y/N): Y
Last data block filled with 9's? (Y/N): Y
Include bank offset debit record? (Y/N): Y
Inmed Dest: Routing num 999888779 Name NACH DEST BANK
Inmed Orig: Routing num 999888669 Name NACH ORIG BANK

Pay statement options:
Print SSH on checks? (Y/N): Y Print leave on checks? (Y/N): Y
Print DD account on stub?: Print entire DD account
 Print last 4 digits of DD account
 Do not print DD account (all **)

ENTER=Update, F16=Exit 12.03.00

Districts can't implement without approval from the DOE



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The new leave system must be turned on by the DOE. This allows districts to be trained on the new system properly.

Enhanced Substitute Pay and Employee Leave Implementation

- The new system requires converting existing PCG leave data to the new leave history file

The image displays two side-by-side screenshots of a payroll system interface. The left window, titled 'Update/Display Balance and YTD Leave Data', shows the current leave balances for Employee 88582 BEHNSTEIN, BL31R. The right window, titled 'Display Employee Leave Balances', shows a detailed history of leave taken, including SICK LEAVE and VACATION, with columns for Begin Bal, Advance, Adjust, YTD Taken, Cur Taken, and End Bal. A large red arrow points from the left window to the right window, indicating the conversion of existing PCG leave data to the new leave history file.

The new system requires converting existing PCG payroll leave data to the new *Leave History File*

The Leave History File retains a permanent record of employees' leave history.

Display Leave Balances

PCG Dist=0991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

Employee number: 89375 AD20CK, FR2DDA Class code: 12 Contract months: 12
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

| Type | Reas | Description | Begin Bal | Advance | Adjust | YTD Taken | Cur Taken | End Bal |
|------|------|--------------|-----------|---------|--------|-----------|-----------|---------|
| 01 | A1 | 00 SICK | 48.5000 | .0000 | .0000 | 12.5000 | .0000 | 36.0000 |
| | | 01 SICK | | | | 8.5000 | .0000 | |
| | | 11 PERSONAL | | | | 3.0000 | .0000 | |
| | | 99 SICK BANK | | | | 1.0000 | .0000 | |
| 05 | A2 | 00 OTHER | .0000 | .0000 | .0000 | 5.0000 | .0000 | .0000 |
| | | 01 OTHER | | | | 1.0000 | .0000 | |
| | | 15 HOLIDAY | | | | 4.0000 | .0000 | |
| 08 | A5 | 00 VACATION | 27.0000 | .0000 | 2.0000 | 16.0000 | .0000 | 13.0000 |
| | | 75 VACATION | | | | 16.0000 | .0000 | |

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

F14 displays the employee's leave balances for the current plan year. This is the *Leave Balances Summary Screen*.

Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

Employee number: 89375 AD20CR, FR2DDH Class code: 12 Contract months: 12
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

| Type | Reas | Description | Begin Bal | Advance | Adjust | YTD Taken | Cur Taken | End Bal |
|------|------|--------------|-----------|---------|--------|-----------|-----------|---------|
| 01 | A1 | 00 SICK | 48.5000 | .0000 | .0000 | 12.5000 | .0000 | 36.0000 |
| | | 01 SICK | | | | 8.5000 | .0000 | |
| | | 11 PERSONAL | | | | 3.0000 | .0000 | |
| | | 99 SICK BANK | | | | 1.0000 | .0000 | |
| 05 | A2 | 00 OTHER | .0000 | .0000 | .0000 | 5.0000 | .0000 | .0000 |
| | | 01 OTHER | | | | 1.0000 | .0000 | |
| | | 15 HOLIDAY | | | | 4.0000 | .0000 | |
| 08 | A5 | 00 VACATION | 27.0000 | .0000 | 2.0000 | 16.0000 | .0000 | 13.0000 |
| | | 75 VACATION | | | | 16.0000 | .0000 | |

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

Leave type summary line

For leave types which track a balance:
Ending balance = Beginning balance + Advances + Adjustments – Leave Taken

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The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Type code information is summarized under reason code '00' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance. Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

Display Leave Balances

The screenshot shows a software interface for displaying leave balances. At the top, it reads 'Input Employee Leave and Substitute Pay Leave Balances Summary Screen'. Below this, there are fields for 'Employee number: 89375', 'Plan year: 2013', 'Class code: 12', and 'Contract months: 12'. A table lists various leave types with columns for 'Type Reas', 'Description', 'Begin Bal', 'Advance', 'Adjust', 'YTD Taken', 'Cur Taken', and 'End Bal'. The table includes categories like SICK, PERSONAL, SICK BANK, OTHER, HOLIDAY, and VACATION. A callout box points to the 'F1' key on the keyboard, stating 'Use function key buttons to drill down to leave detail data'. Another callout box points to the 'YTD Taken' and 'Cur Taken' columns, stating 'Breakdown of reasons for the leave taken'. At the bottom of the screen, there is a keyboard layout with 'ENTER = Continue, F16 = Exit, F17 = Print Screen' and a numeric keypad.

| Type Reas | Description | Begin Bal | Advance | Adjust | YTD Taken | Cur Taken | End Bal |
|-----------|--------------|-----------|---------|--------|-----------|-----------|---------|
| .01 A1 | 00 SICK | 48.5000 | .0000 | .0000 | 12.5000 | .0000 | 36.0000 |
| | 01 SICK | | | | 8.5000 | .0000 | |
| | 11 PERSONAL | | | | 3.0000 | .0000 | |
| | 99 SICK BANK | | | | 1.0000 | .0000 | |
| .05 A2 | 00 OTHER | .0000 | .0000 | .0000 | 5.0000 | .0000 | .0000 |
| | 01 OTHER | | | | 1.0000 | .0000 | |
| | 15 HOLIDAY | | | | 4.0000 | .0000 | |
| .08 A5 | 00 VACATION | 27.0000 | .0000 | 2.0000 | 16.0000 | .0000 | 11.0000 |
| | 75 VACATION | | | | 16.0000 | .0000 | |

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: *YTD Taken* (stored on the *Leave History File*), and *Current Taken* (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed. The leave reasons provide a breakdown of the **YTD Taken** and **Cur Taken** categories on the summary line by leave reason.

YTD Taken is leave already on the *Leave History File*.

Cur Taken is leave on the *Current Leave Input File* or, in other words, the leave being entered for the current payroll period.

The **F-key buttons** next to the Leave Type summary line allow the user to drill down to the detail data associated with each leave type.

In this example, we will use F1 to drill down to the sick leave detail data.

Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN LUHF IND

Display Employee Leave Balances
Leave Detail Screen

Employee number: 88711 AL2REB, JEFFREY Class code: 07 Contract months: 10
 Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK

| Src | Reas | Description | Transaction | Leave Dt | Trans Dt | Time In | Time Out | SubNo | Sub Name |
|-----|------|-------------|-------------|------------|------------|---------|----------|-------|----------|
| HST | 00 | SICK | BEG BAL | 8/03/2012 | 8/03/2012 | 20.5000 | | | |
| HST | 99 | SICK BANK | LV TAKEN | 10/05/2012 | 10/31/2012 | | 1.0000 | | |
| HST | 01 | SICK | LV TAKEN | 10/23/2012 | 11/30/2012 | | 1.0000 | | |
| HST | 11 | PERSONAL | LV TAKEN | 11/15/2012 | 12/20/2012 | | .5000 | | |
| HST | 01 | SICK | LV TAKEN | 11/28/2012 | 12/20/2012 | | 1.0000 | | |
| HST | 01 | SICK | LV TAKEN | 1/16/2013 | 2/28/2013 | | 1.0000 | | |
| HST | 01 | SICK | LV TAKEN | 2/15/2013 | 3/29/2013 | | .5000 | | |
| HST | 11 | PERSONAL | LV TAKEN | 3/28/2013 | 4/30/2013 | | .5000 | | |
| HST | 11 | PERSONAL | LV TAKEN | 5/03/2013 | 5/31/2013 | | 1.0000 | | |

| Begin Bal | Advance | Adjust | YTD Taken | Cur Taken | End Bal |
|-----------|---------|--------|-----------|-----------|---------|
| 20.5000 | .0000 | .0000 | 6.5000 | .0000 | 14.0000 |

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items.

Summary data for the **Leave Type** is listed across the bottom of the screen.

Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND
 Leave Detail Screen

Employee number: 89236 BA5FIELD, JOSEFINE
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

| Src | Reas | Description | Transaction | Leave Dt | Trans Dt | Time In | Time Out | SubNo | Sub Name |
|-----|------|-------------|-------------|------------|-----------|---------|----------|-------|-----------------|
| HST | 00 | SICK LEAVE | BEG BAL | 8/15/2012 | 8/15/2012 | 1.2500 | | | |
| HST | 02 | PERSONAL | LV TAKEN | 8/15/2012 | 8/15/2012 | | 1.0000 | | |
| HST | 00 | SICK LEAVE | ADVANCE | 9/21/2012 | 9/21/2012 | 1.2500 | | | |
| CUR | 01 | SICK LEAVE | LV TAKEN | 9/12/2012 | | | .2500 | 89957 | AD4IR, CE4ESTA |
| CUR | 01 | SICK LEAVE | LV TAKEN | 10/01/2012 | | | 1.0000 | 88864 | BA9B05A, AD9LFD |

| Begin Bal | Advance | Adjust | YTD Taken | Cur Taken | End Bal |
|-----------|---------|--------|-----------|-----------|---------|
| 1.2500 | 1.2500 | .0000 | 1.0000 | 1.2500 | .2500 |

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record
 CUR = Current Leave Input Record

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND
 Leave Detail Screen
 Employee number: 89236 BA5FIELD, JOSEFINE
 Plan year: 2013 Display mode: D (D=days, H=hours) Display in days
 Leave type: A1 SICK LEAVE

| Src | Reas | Description | Transaction | Leave Dt | Trans Dt | Time In | Time Out | SubNo | Sub Name |
|-----|------|-------------|-------------|------------|-----------|---------|----------|-------|-----------------|
| HST | 00 | SICK LEAVE | BEG BAL | 8/15/2012 | 8/15/2012 | 1.2500 | | | |
| HST | 02 | PERSONAL | LV TAKEN | 8/15/2012 | 8/15/2012 | | 1.0000 | | |
| HST | 00 | SICK LEAVE | ADVANCE | 9/21/2012 | 9/21/2012 | 1.2500 | | | |
| CUR | 01 | SICK LEAVE | LV TAKEN | 9/12/2012 | | | .2500 | 89957 | AD4IR, CE4ESTA |
| CUR | 01 | SICK LEAVE | LV TAKEN | 10/01/2012 | | | 1.0000 | 88864 | BA9B05A, AD9LFO |

Begin Bal 1.2500 Advance 1.2500 Adjust .0000 YTD Taken 1.0000 Cur Taken 1.2500 End Bal .2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

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HST = Leave History Record
 CUR = Current Leave Input Record

Time in = time added
 Time out = time subtracted

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

Use **F16** to exit back to the *Input Employee Leave and Substitute Pay* screen.

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- **Detailed Paycheck Stub and MICR Printing**
- User Input



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New Payroll Statement

- The new check has been in production for many years with excellent results.
- There are NO BUGS!
- Larger size: 8 ½ x 14 with check in the middle for **self-seal**.
- Normal size: 8 ½ x 11 with check at the bottom for **non-self-seal**.
- MICR printing only.



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1. A new pay statement is available to PCGenesis users. However, the old pay statement will continue to be supported. PCG users will have the ability to either continue using the old pay check stub, or to start using the new pay check stub.
2. The new payroll statement has been designed to be 8.5 x 14 for self-seal checks, and 8.5 x 11 for non-self-seal checks. The non-self-seal will fit in a standard No. 9 double window envelope.
3. The new check design will support MICR printing only, and signature card printing.

New Payroll Statement

- Print earnings detail from *Gross Data* screen.
- Allow more room for employee deductions.
- Print federal and state tax filing status and number of dependents.
- Print employer contributions.
- Print multiple ACH accounts
- Print leave data



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1. We highly recommend converting to the detailed pay check stub to take advantage of the many enhancements available.
2. You can:
 1. Print detailed earnings information from the Gross Data screen
 2. Have much more room for employee deductions
 3. Print federal and state tax filing statuses and number of dependents
 4. Print employer contributions
 5. Print multiple ACH accounts
 6. Print detailed leave data
 7. Also, with MICR, you don't have to worry about printer jams eating check numbers because blank check stock is used and PCG prints the check numbers

New 8.5 x 11 Pay Check Non-Self-Seal Example

| Employee Information | | Company Information | |
|------------------------|---------------------------------|---|---|
| Employee ID: 040010 | Address: ATLANTA, GEORGIA | Company Name: SMITH CITY BOARD OF EDUCATION | Company Address: 102 MAIN STREET, SMITH, GA 30332 |
| Check No: 040010 | Pay Date: 09/29/2015 | Account Type: PAYROLL | Account Number: 040010 |
| Check Date: 09/29/2015 | Pay Period: 09/22/15 - 09/28/15 | Amount: \$2,452.43 | Total Net Pay: \$2,452.43 |

| Pay Item | Rate | Hours | Amount |
|--------------|-------|--------|-----------------|
| REGULAR | 15.00 | 160.00 | 2,400.00 |
| OVERTIME | 22.50 | 2.00 | 450.00 |
| Total | | | 2,850.00 |

| Pay Item | Amount |
|-----------------|---------------|
| FEDERAL TAX | 150.00 |
| STATE TAX | 75.00 |
| CITY TAX | 37.50 |
| SOCIAL SECURITY | 147.00 |
| MEDICARE | 35.93 |
| UNEMPLOYMENT | 119.03 |
| Total | 605.46 |

| Pay Item | Amount |
|----------|----------|
| NET PAY | 2,244.54 |

| Pay Item | Amount |
|--------------|-----------------|
| REGULAR | 2,400.00 |
| OVERTIME | 450.00 |
| Total | 2,850.00 |

| Pay Item | Amount |
|-----------------|---------------|
| FEDERAL TAX | 150.00 |
| STATE TAX | 75.00 |
| CITY TAX | 37.50 |
| SOCIAL SECURITY | 147.00 |
| MEDICARE | 35.93 |
| UNEMPLOYMENT | 119.03 |
| Total | 605.46 |

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 30332
(404) 444-1234

Date: 09/29/2015
Payroll

BANK OF GEORGIA
ATLANTA, GA 30303

Pay To: BANK OF GEORGIA
Date: 09/29/2015
Order Of: JOHN DOE

VOID AFTER 90 DAYS

Signature: John Doe

Here is an example of the detailed non-self-seal pay check.

New Payroll Statement

| Employee Information | | | | Company Information | | | | | | | |
|--|--------------|--------------------|----------------|-------------------------------|----------------|--------------|---------------|----------------------|-------------|---------|--|
| Employee ID | 88464 | ADRIAN, JOSUE | | SMITH CITY BOARD OF EDUCATION | 8991 | | | | | | |
| SSN | 999-08-8464 | 3559 MAIN STREET | | 102 MAIN STREET | | | | | | | |
| Telephone | 999-555-1536 | SMITH, GA 33333 | | SMITH, GA 33333 | | | | | | | |
| Loc/Class | 0101 / 17 | | | (404) 444-4444 | | | | | | | |
| General Information | | | | Net Pay Distribution | | | | | | | |
| Check No | 010161 | Fed | GA | Account Type | Account Number | Amount | | | | | |
| Check Date | 09/28/2012 | Marital Allowances | 00 | | | | | | | | |
| | | Add Pct | | | | | | | | | |
| | | Add Amt | | | | | | | | | |
| Contract Fiscal-To-Date | | | | 16,476.92 | Check No | 010161 | Total Net Pay | 2,162.72 | | | |
| REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY | | | | | | | | | | | |
| Paycheck Summary | | | | | | | | | | | |
| Desc | Reg Hrs | Reg Amt | OT Hrs | OT Amt | Cont Amt | Tot Gross | Tot Taxes | Total Deds | Tot Net Pay | | |
| Current | | 2781.88 | | 200.00 | 16476.92 | 2781.88 | 579.58 | 619.16 | 2162.72 | | |
| YTD | | 16576.92 | | | | 16776.92 | 2754.88 | 3094.46 | 13682.46 | | |
| Current Hours and Earnings | | | | | | | | | | | |
| Description | Pay Rate | Regular Hrs | Regular Amount | Overtime Hrs | Overtime Amt | Contract Amt | | | | | |
| Basic Salary | | | 2,781.88 | | | 2,781.88 | | | 2,781.88 | | |
| Extended Year Supplement | | | | | 70.22 | | | | 70.22 | | |
| Purlough | | | | | -56.51 | | | | -56.51 | | |
| Extracurricular Supplement | | | 100.00 | | | | | | 100.00 | | |
| Total | | | 2,781.88 | | | 2,781.88 | | | 2,685.88 | | |
| Paid Time Off | | | | | | | | | | | |
| Lv Type 1 | Cur 1 | YTD 1 | Bal 1 | Lv Type 2 | Cur 2 | YTD 2 | Bal 2 | Description | Current | YTD | |
| SICK LEAVE | 2.00 | 26.50 | | PD SICK II | 1.00 | 13.00 | | FICA | 212.82 | 1283.40 | |
| PERSONAL | 1.00 | | | | | 2.00 | | | | | |
| VACATION | 2.00 | 5.00 | | VACATION II | 3.00 | 15.00 | | | | | |
| LMOP | | | | LMOP II | | | | | | | |
| OTHER | .50 | | | OTHER II | 1.50 | | | | | | |
| PROP. | 3.00 | | | STAFF DEV III | 2.50 | | | | | | |
| Total | | | | | | | | | 212.82 | 1283.40 | |
| Employer Paid Benefits | | | | | | | | | | | |
| Taxes/Pension | | | | Before-Tax Deductions | | | | After-Tax Deductions | | | |
| Description | Current | YTD | | Description | Current | YTD | Description | Current | YTD | | |
| SOC. SEC. | 172.48 | 765.32 | | | | | LOC FUND | 25.00 | 235.00 | | |
| MEDICARE | 40.34 | 243.24 | | | | | PAGE DUES | 14.58 | 114.58 | | |
| GA. STATE TAX | 127.58 | 652.62 | | | | | | | | | |
| FEDERAL TAX | 239.18 | 1098.70 | | | | | | | | | |
| Total | 579.58 | 2754.88 | | Total | | | Total | 39.58 | 339.58 | | |

Top Half of Check



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The top half of the check...

New Payroll Statement

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333
(404)444-4444

Date: 09/28/2012
No. **010161**
PAYROLL

ATLANTA BANK
ATLANTA, GA 30300

Amount
\$ *****2,162.72

VOID AFTER 90 DAYS

TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100

Pay To The Order Of: AGUILERA, JOJUE

C010161C B610001111B37 262 736C

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

C 0101 17

AGUILERA, JOJUE
2559 MAIN STREET
SMITH, GA 33333

Bottom
Half of Self
Seal Check



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The bottom half of the check...

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- **User Input**



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Future Plans

Help us focus our efforts

- What major feature/function do you need?
- We welcome your input/requests in writing
- Complete the '**Comments and Requests**' today
- Provide your input during the discussions



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- In order for the PCGenesis development team to focus our efforts, we would greatly appreciate your input.
- We welcome your requests in writing – you can complete the 'Comments and Requests' forms today.
- We also welcome your input during the roundtable discussions which are on the GASO schedule.

User Input

Please Attend the Roundtables!!



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Again, please attend the roundtables!

Site Recommendations

- Upgrade any server > 3-5 years old
- Implement “Terminal Server” Access!!!!
- Full system backup of K:*.* (Retain 3 weeks)
- Backup data to CD/DVD/USB nightly
- Document restore procedures from backup

- Add PCGREorg.bat to scheduled tasks
- 2008 Server (64 bit) is OK
- **Do Not Install 2012 Server or Windows 8**



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PCGenesis Documentation



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



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PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



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Questions?



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Thank you for attending!



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