

# PCGenesis

## Current Status & Future Plans



GASBO

Augusta, GA

November 6, 2019

# Agenda

- **Introduction**
- PCGenesis Server Requirements
- Migration to Database Technology
- New 2020 Federal W-4 Form
- Recent Enhancements



# PCGenesis

## Current Status & Future Plans

### PCGenesis Development Team

Steven Roache     Director, Applications Development  
Diane Ochala     PCGenesis Lead Analyst/Developer  
Angela Tennyson   PCGenesis Senior Developer  
Karen McArthur   PCGenesis Developer

- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Steve, 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

<ul style="list-style-type: none"> <li>• Session 1 – 8:40 – <b>PCGenesis Current Status &amp; Future Plans</b></li> </ul>	<p><i>Wed 11/6/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 2 – 10:00 – PCGenesis Future: PCGenesis Security and Database Processing</li> </ul>	<p><i>Wed 11/6/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 3 – 11:00 – PCGenesis and the CPI Process</li> </ul>	<p><i>Wed 11/6/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 4 – 2:10 – PCGenesis Financial Accounting and Reporting – Best Practices</li> </ul>	<p><i>Wed 11/6/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 5 – 3:30 – PCGenesis Payroll – Best Practices</li> </ul>	<p><i>Wed 11/6/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 6 – 9:00 – PCGenesis Accounts Payable – Best Practices</li> </ul>	<p><i>Thur 11/7/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 7 – 10:20 – PCGenesis Enhanced Leave System – Best Practices</li> </ul>	<p><i>Thur 11/7/2018</i></p>
<ul style="list-style-type: none"> <li>• Session 8 – 11:20 – PCGenesis IT Issues / Tips</li> </ul>	<p><i>Thur 11/7/2018</i></p>



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- We have a full schedule here at GASBO this year. We have 10 presenters, including myself
- Gary Jenkins of Jasper County will be returning this year to offer his insights into the Enhanced Leave System.
- We are also welcoming many new presenters: Angela Adams of Buford City and Julie Wiley of Berrien County will talk about best practices in the FAR system;
- Stephanie Collins of Twiggs County will be presenting Payroll Best Practices along with Gary Jenkins;
- Jamie Ulrich and Beth Covington of Dawson County will talk about Accounts Payable;
- Jeanie Jaworski will present alongside Gary Jenkins in the Enhanced Leave session; and
- Steve Phillips of Terrell County will be offering a session on *PCGenesis IT Issues and Tips*.
- We are looking forward to all of these sessions!

# PowerPoints Available on Documentation Website

**2019 GASBO PowerPoints will be available on PCG documentation website**

**Release Information**

**Calendar Year 2019 Release Information**

- Release 19.03.00 - Miscellaneous Changes / Installation Instructions
- Release 19.02.00 - Fiscal Year 2019 Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 19.01.00 - Miscellaneous Updates / Installation Instructions

**Calendar Year 2018 Release Information**

- Release 18.04.00 - Calendar Year 2018 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 18.03.01 - Calendar Year 2019 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 18.03.00 - Miscellaneous Changes / Installation Instructions
- Release 18.02.00 - 2018 Fiscal Year-End Updates, VerraDyne Print Manager and Miscellaneous Changes / Installation Instructions
- Release 18.5.12 - Windows Server 2008 Software Packet / Installation
- PCGenesis Download Instructions for Release 18.S.12 for Windows Server 2008 Only
- Release 18.S.16 - Windows Server 2012 / 2016 Software Packet / Installation
- PCGenesis Download Instructions for Release 18.S.16 for Windows Server 2012 or 2016 Only
- Release 18.01.00 - Miscellaneous Updates / Installation Instructions

**Calendar Year 2018 PowerPoints**

- GASBO November 2018 - PCGenesis Current Status & Future Plans
- GASBO November 2018 - PCGenesis Recent Enhancements and Changes
- GASBO November 2018 - PCGenesis Migration to a Relational Database
- GASBO November 2018 - PCG Budget System 1: Overview and Setup
- GASBO November 2018 - PCG Budget System 2: Gross Data Export/Import, Budget Flags, Salary Tables
- GASBO November 2018 - PCG Budget System 3: Sandbox Process
- GASBO November 2018 - PCG Budget System 4: Create and Finalize the Budget
- GASBO November 2018 - PCGenesis and the CPI Process
- GASBO November 2018 - CPI Fiscal Year 2019 Updates

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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
  - Karen McArthur

## PCGenesis Current Status

- The PCGenesis development team reports to:
  - **Steve Roache**, Director, Applications Development
  - Steve Roache reports to **Bob Swiggum**, Chief Information Officer

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 and Steve reports to the Chief Information Officer, Bob Swiggum.

## 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 Operations.

## PCGenesis Current Status

- In addition to the three developers, we have two help desk personnel.
  - Katie Green
  - Stephanie Smith
- The PCGenesis help desk reports to:
  - **Kathy Aspy**, Data Collections & Reporting Manager
  - Kathy Aspy reports to **Levette Williams**, Chief Privacy Officer and Technology Services Director

- PCGenesis also has two help desk personnel who report to Kathy Aspy: Katie Green, and Stephanie Smith.
- Kathy Aspy reports to Levette Williams, the Chief Privacy Officer and Technology Services Director.

# Agenda

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- **PCGenesis Server Requirements**
- Migration to Database Technology
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## PCGenesis Server Requirements

- Supported Windows Server Versions:
  - Windows Server 2012
  - Windows Server 2016
  - Windows Server 2019
- Workstation Windows 8 and Windows 10 are supported



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- Here's the good news....
- All of the latest, greatest Microsoft operating systems are now supported!
- There will be no problem upgrading workstations to Windows 10
- And, there will be no problems upgrading servers to Windows Server 2012 or Windows Server 2016 or Windows Server 2019

## PCGenesis Server Requirements

- **As of June 30, 2020, PCGenesis will no longer support:**
  - Windows Server 2008 and
  - 2008\_R2 operating system
  - Workstation Windows 7
  - Or any earlier operating systems



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- As of June 30, 2020, PCGenesis will no longer support....
- Windows Server 2008 and 2008\_R2
- Workstation Windows 7

## PCGenesis Server Requirements

- For sites still running **Windows Server 2008** and **2008\_R2**:
  - Immediately begin the process of upgrading your PCGenesis server



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- How many districts have started the process of moving off the 2008 operating systems?
- If not, discuss this with your IT team now!
- We recommend that any PCGenesis server older than **4** to **5** years should be replaced with a new server.

## PCGenesis Server Requirements

- A **stand-alone** server. No other applications can be on the PCGenesis server.
- The **K:** mapping must be defined as a **stand-alone partition** of at least 500 GB
- The PCGenesis server **must be kept up to date** with all Windows operating system service packs applied.
- 32 GB Memory
- 1 TB Hard Drive
- **C:** 500 GB Minimum
- **K:** 500 GB Minimum



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- The **K:** mapping must be defined as a **stand-alone partition** of at least 500 GB
- The PCGenesis server **must be kept up to date** with all Windows operating system service packs applied.
- 32 GB Memory
- 1 TB Hard Drive
- **C:** 500 GB Minimum
- **K:** 500 GB Minimum

## PCGenesis Server Requirements

- Create **GENUSERS** user security group with full access (Read/Write)
- Include all PCG users in this security group
- Map K = **\\NewServer\PCGenesis\$**



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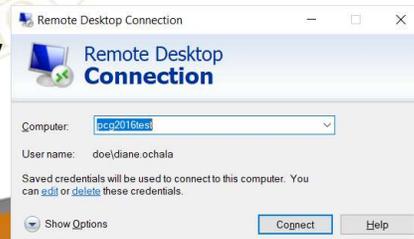
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- The IT administrator must create a user security group called **GENUSERS**
- The GENUSERS security group must have **full read/write access to the entire K:\ drive**
- All PCGenesis users should be included in this security group
- **K should be mapped from individual workstations as shown above**

## PCGenesis Server Requirements

- **Remote Desktop Connection** is the preferred method for all users accessing PCGenesis.
- Better network security!
- PCGenesis processes will continue to run even if the network connection goes down
- Much faster processing
- More reliable data integrity



### Our recommendation:

- **Remote Desktop Connection** is the preferred method for all users accessing PCGenesis.
- When using Remote Desktop, PCGenesis processes will continue to run on the server, even if the network connection goes down
- Better network security!
- Much **faster** processing
- More reliable data integrity
- **How many districts are now using Remote Desktop Connection to access PCGenesis???**

# Agenda

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- New 2020 Federal W-4 Form
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## PCGENESIS FUTURE Migration to Database Technology

- Technology doesn't stand still !!!!!



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Unfortunately (or fortunately, depending on how you look at it), technology is constantly moving forward, which makes it a challenge for all of us to keep up, especially the software developers. Change is never easy, but it is necessary.

## PCGENESIS FUTURE

### Migration to Database Technology

- For year 2019 and beyond....
- Migration of all PCGenesis data to **SQL Server Database**

Which brings us to the **future** of PCGenesis  
– For year 2019 and beyond....  
– Migration of all PCGenesis data to a SQL Server Database.

## PCGENESIS FUTURE

### Migration to Database Technology

- TODAY: Most PCGenesis data is stored in **VISION** files
  - Old technology
  - Indexed, flat files
  - Proprietary to Micro Focus runtime
  - Nothing other than Micro Focus ACUCBL can access the data



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TODAY: PCGenesis data is stored in **VISION** files  
Old technology  
Indexed, flat files  
Vision files use the proprietary Micro Focus runtime  
**Nothing other than Micro Focus ACUCBL can access the data**

## PCGENESIS FUTURE

### Migration to Database Technology

- In 2019, we started the conversion of PCGenesis Vision files to **SQL Server** Database.
- The Ga DOE has Angela Tennyson, a database manager / expert, to design the PCGenesis database.
- Attend the next session with Angela to find out more about SQL Server Database!

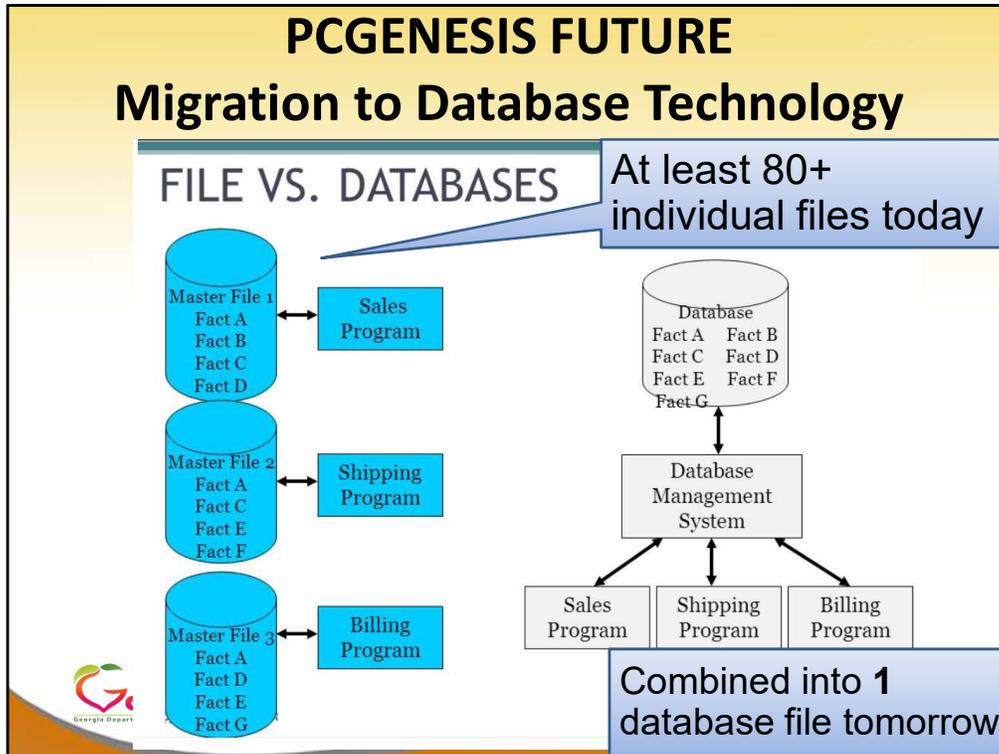


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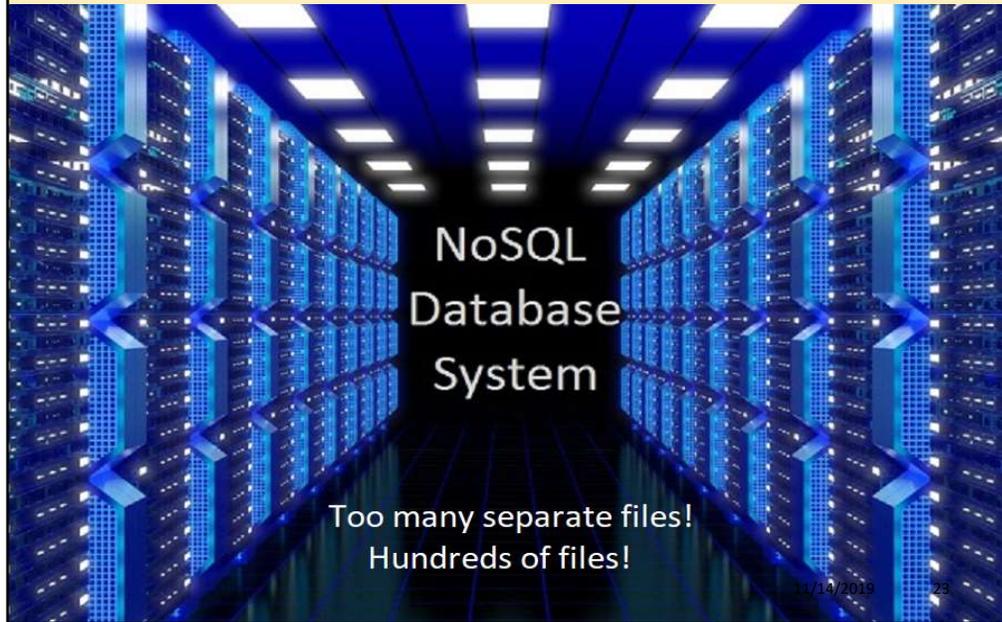
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- In 2019, we started the conversion of PCGenesis Vision files to **SQL Server** Database.
- The DOE has Angela Tennyson, a database expert, to design the PCGenesis database.
- Attend the next session with Angela to find out more about **SQL Server** Database.



- This is a graphical representation of the difference between our old Vision **File** technology and **database** technology.
- As you can see from the picture, the old file structure has lots and lots of individual files. Think about all the separate, individual files contained in your **SECOND** data directory:  
K:\SECOND\FARDATA\AUDIT  
K:\SECOND\PAYDATA\PAYROLL...  
In a database, we essentially have one location/file where all the data is stored. We don't need to keep track of 80 + individual files.

## Migration to Database Technology



No SQL Database equals hundreds of files!

## PCGENESIS FUTURE

### Disadvantages of Vision File System

- Data redundancy and inconsistency
- Difficulty in accessing data
- Concurrent access anomalies
- Security problems
- Integrity problems
- Data isolation



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### Disadvantages of the old Vision File System

- A lot of data is repeated over and over again (Data redundancy and inconsistency)
- We don't have a lot of built-in tools to access VISION file data (Difficulty in accessing data)
- The system can hiccup if two users try to access the data at the same time (Concurrent access anomalies)
- Limited security is available for VISION data files (Security problems)
- We frequently need data repairs (Integrity problems)
- Data isolation

## PCGENESIS FUTURE

### Disadvantages of Vision File System

- Today: Problems with data reliability
- Today: If a posting process is interrupted because of power failure, or network hiccup, etc, half of the PCG data files may be updated and half may not.
- This requires a **DATA REPAIR**.



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- **Disadvantages of Vision File System**
- **Why go to all the trouble of converting the data files?**
- Today, we have problems with data reliability
- Today, if a posting process is interrupted because of a power failure, or network hiccup, etc, half of the PCG data files may be updated (for instance the Receipt file) and half of the files may not be (for instance the AUDIT file).
- **This requires a data repair!!**
- Updating the data files allows us to implement far better transaction processing
- This allows us to **modernize** PCGenesis data structures

## PCGENESIS FUTURE

### Migration to Database Technology

- Upgraded the Micro Focus runtime
  - Completed with release 16.03.00
  - Replaced the directory K:\ACUCBL



- In 2016, the DOE upgraded the Micro Focus runtime software
- This step replaced the directory **ACUCBL**
- Most of the updates took place “behind the scenes” and you were probably not aware of the changes
- Even though you might not be aware of any benefits, these changes are BIG!

## PCGENESIS FUTURE

### Migration to Database Technology

- Upgrade to **MicroFocus Extend 10** came with the ability to execute **SQL code** from within PCGenesis COBOL programs



The good news....

- The upgrade to **MicroFocus Extend 10** came with the ability to execute **SQL code** from within PCGenesis COBOL programs.
- One of the perks of moving our code to the new MicroFocus runtime was the promise of using the new features available with the product.
- And, now we can do just that...

# PCGENESIS FUTURE

## Migration to Database Technology

**RDBMS =**  
**R**elational **D**atab**a**se **M**anagement **S**ystem

- **RDBMS** stands for **R**elational **D**atab**a**se **M**anagement **S**ystem

## PCGENESIS FUTURE

### Migration to Database Technology

- **AcuSQL**
- ACUCOBOL applications can now make use of **RDBMS** technology at **no extra cost**
- Industry standard database support is now included as standard in **Extend 10 ACUCOBOL** runtime product that the Ga DOE purchased



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The upgrade to **MicroFocus Extend 10** came with the ability to execute **SQL code** from within PCGenesis COBOL programs.

- This feature is called **AcuSQL**.
- Having **AcuSQL** bundled in with the **MicroFocus Extend 10** runtime allows us to make use of database technology **at no extra cost**.
- Industry standard database support is now included as standard in **Extend 10 ACUCOBOL** runtime product that the Ga DOE purchased

## PCGENESIS FUTURE

### Migration to Database Technology

- Going forward, all PCGenesis data will be stored in a **SQL Server** database.
- The VerraDyne Print Manager stores data in the FREE version of **Microsoft SQL Server**.



- PCGenesis uses the FREE version of **Microsoft SQL Server** called **SQL Server Express**
- We now use **Microsoft SQL Server** for our PCGenesis database and for the VerraDyne Print Manager
- Going forward, all PCGenesis data will be stored in a database

## PCGENESIS FUTURE

### Advantages of a Relational Database

- 1) Simplicity
- 2) Concurrency
- 3) Ease of Data Retrieval
- 4) Indexing
- 5) Transaction Processing (ACID)
- 6) Security
- 7) Client Supportive



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#### Advantages of a Relational Database:

- 1) **Simplicity** - The table structure is an intuitive organization familiar to most users
- 2) **Concurrency** - In modern Database Management Systems, we can concurrently access data without fear of data corruption
- 3) **Ease of Data Retrieval**
- 4) **Indexing** - Indexing of a database helps to improve the **speed** of data retrieval operations
- 5) **Transaction Processing (ACID)** - Transactions are posted with **ALL** or **NOTHING**. This prevents partial postings from occurring
- 6) **Security** - Databases come with robust internal security
- 7) **Client Supportive** - We can use any programming language to access a PCGenesis database

## PCGENESIS FUTURE

### Advantages of a Relational Database

- 8) Database Management Tools
- 9) Scalability and Flexibility
- 10) Data Analysis



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Advantages of a Relational Database:

#### 8) Database Management Tools

- **Database monitoring and security** are built in
- **Database backup** is important. It ensures availability of stable database in case data gets corrupted.
- **Automatic recovery** features that go into effect, without the need for an administrator to intervene.

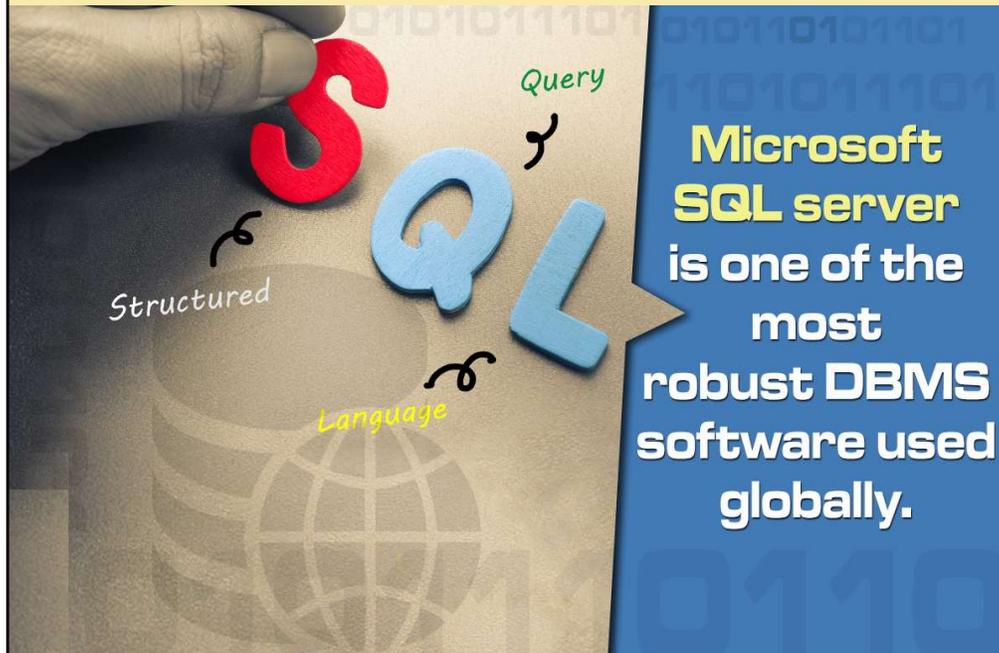
#### 9) Scalability and Flexibility

- The SQL database can continue to grow as your needs grows – up to a massive one terabyte in size.
- Databases are built so that they can continue to grow with no re-designs required!

#### 10) Data Analysis - Data can easily transfer into presentation modes or Excel

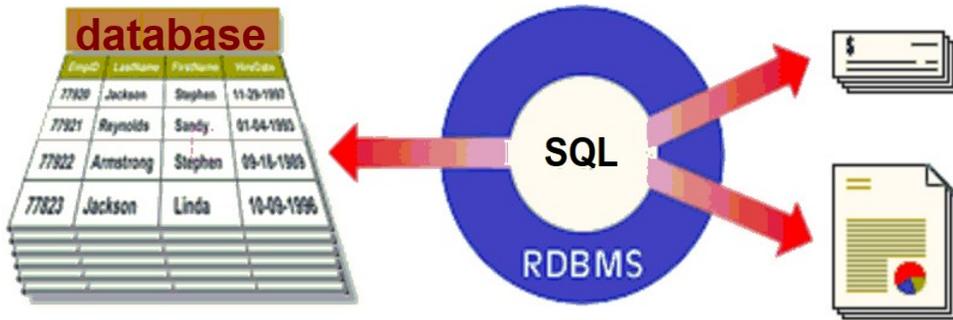
Questions?

## Advantages of a Relational Database



Microsoft SQL server is one of the most robust database software systems available.

## Advantages of a Relational Database



- A relational database provides easy data retrieval
- Has many on-board reporting tools available



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- A relational database provides easy data retrieval
- Has many on-board reporting tools available

# PCGENESIS FUTURE

## Converting PCGenesis to RDBMS

This is all great news for PCGenesis!!

## Converting PCGenesis to RDBMS

- This is all great news for PCGenesis

## PCGENESIS FUTURE

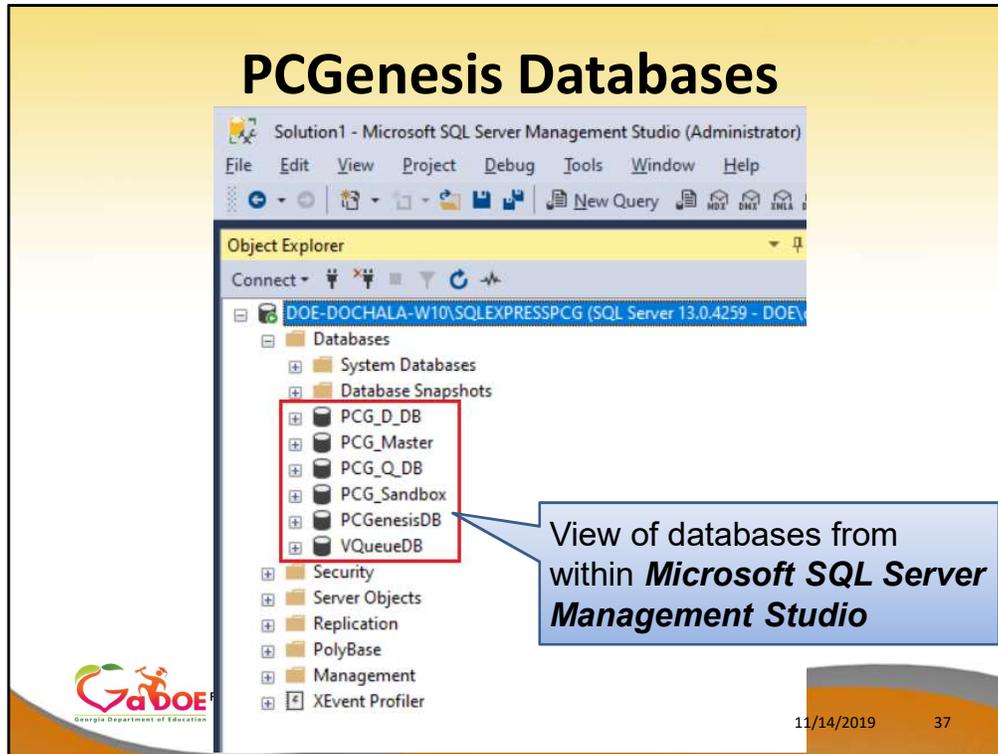
### Converting PCGenesis to RDBMS

- Converting to a relational database is a very, very big project
- It will take several years to convert the software
- During that timeframe, major enhancements to PCGenesis will be limited
- Legislative requirements will always be addressed even during the conversion process

### Converting PCGenesis to RDBMS

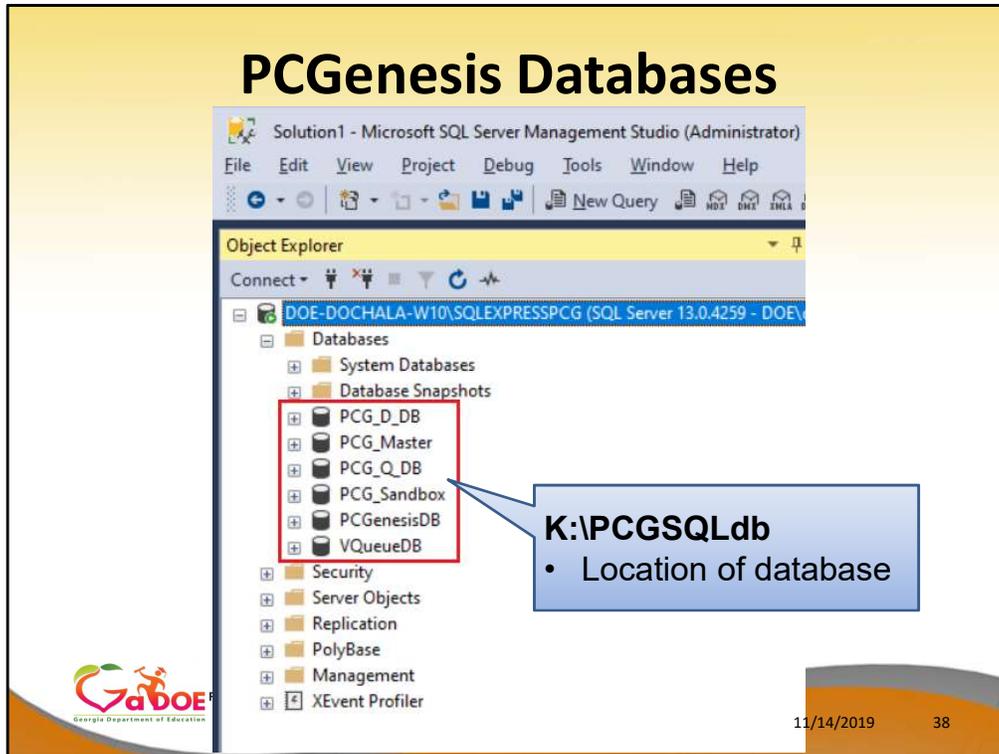
- Converting PCGenesis to a relational database is a very, very big project
- We estimate that it make take **several years** to convert the software
- During that timeframe, major enhancements to PCGenesis will be very limited
- Legislative requirements will always be addressed even during the conversion process

# PCGenesis Databases



- This is a view of the PCGenesis database from within the **Microsoft SQL Server Management Studio**
- We can see **6** separate databases

# PCGenesis Databases



The location of the PCGenesis databases is in directory **PCGSQldb** on the **K:** drive



## PCGenesis Databases

There are **six** databases for PCGenesis

### 1) PCGenesisDB

- PCGenesis financial and payroll production data
- All of the important PCG data is in this database!



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**Now, I want to tell you about each of the 6 PCGenesis databases...**

**First and foremost is the PCGenesisDB database**

- This database contains the PCGenesis financial and payroll production data
- All of the important PCG data is in this database!

## PCGenesis Databases

There are **six** databases for PCGenesis

### 2) PCG\_Master

- PCGenesis backup and restore logs
- Log information
- Needed if help desk needs to troubleshoot problems with your IT staff

### The second database PCG\_Master contains...

- PCGenesis backup and restore logs
- Log information
- This log information may be needed if help desk needs to troubleshoot problems with your IT staff
- But normally, this information won't be used by you.

## PCGenesis Databases

There are **six** databases for PCGenesis

### 3) PCG\_Q\_DB

- Corresponds to **PAYDATAQ** or **FARDATAQ**
- Backup of **PAYDATA** just before ***Calculate Payroll & Update YTD (Final)*** (F4)
- Backup of **FARDATA** just before updating budget files with vendor check information (F5)



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## The third database is PCG\_\_Q\_DB

- You can think of this database as containing the files that reside in the backups **PAYDATAQ** and **FARDATAQ**
- In other words, the tables in the **PCG\_Q\_DB** database correspond to **PAYDATAQ** or **FARDATAQ**
- **PAYDATAQ** is a backup of **PAYDATA** just before ***Calculate Payroll & Update YTD (Final)*** (F4)
- **FARDATAQ** is a backup of **FARDATA** just before updating budget files with vendor check information (F5)

## PCGenesis Databases

There are **six** databases for PCGenesis

### 4) PCG\_D\_DB

- Corresponds to **PAYDATAD**
- Backup of **PAYDATA** after printing **payroll checks**, but before printing **payroll direct deposits** (F2, F3, F5)



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### The fourth database is PCG\_D\_DB

- The tables in the **PCG\_D\_DB** database correspond to **PAYDATAD**
- **PAYDATAD** is a backup of **PAYDATA** after printing **payroll checks**, but before printing **payroll direct deposits** (F2, F3, F5)

## PCGenesis Databases

There are **six** databases for PCGenesis

### 5) PCG\_SANDBOX

–Backup of **SANDBOX** that is made just before creating the **budget SANDBOX** (F5, F1)

### The fifth database is PCG\_SANDBOX

- SANDBOXQ is a backup of **SANDBOX** that is made just before creating the **budget SANDBOX** (F5, F1)

## PCGenesis Databases

- Think of these databases as **restore points**
- Think of these the same way you think of **PAYDATAQ, FARDATAQ, PAYDATAD**, etc
  - PGG\_Q\_DB
  - PCG\_D\_DB
  - PCG\_SANDBOX



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Think of these 3 databases as restore points.  
Think of them the same way you think of  
**PAYDATAQ, FARDATAQ, PAYDATAQ, and  
SANDBOXQ.**

## PCGenesis Databases

There are **six** databases for PCGenesis

### 6) VQueueDB

- Contains the *VerraDyne Print Manager* associated tables and data

### The last and sixth database is VQueueDB

- The **VQueueDB** database contains the tables and data associated with the *VerraDyne Print Manager*

## PCGenesis Databases

- Working on the **FAR** conversion first
- Started by converting the following files:
- K:\SECOND\**PAYDATA**
  - **GACOUNTY** to T\_Lookup.GA\_County (19.01.00)
- K:\SECOND\**FARDATA**
  - **FACILITY** to FAR.Facility (19.02.00)
  - **SOURCE** to FAR.Revenue\_Source (19.02.00)
  - **BANK** to FAR.Bank\_File (19.03.00)



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- This slide gives a **history** of what we have converted to the **PCGenesisDB** so far
- The migration of PCGenesis to a relational database will be done in a phased, step-by-step approach.
- This will be a slow conversion over many years
- Let's take a look at the files that have already been converted

## PCGenesis Databases

**PCGenesisDB** - PCGenesis financial and payroll production data

<b>FAR.Bank_File</b>	Contains the bank codes for the PCGenesis system.
<b>FAR.Facility</b>	Contains the facility and building records for purchase order processing.
<b>FAR.Revenue_Source</b>	Contains the Revenue Source records for the financial system revenue subsystem.
<b>T_lookup.GA_County</b>	Contains the County codes for Georgia counties.



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### PCGenesisDB

- In **19.01.00** we started with the simplest file first – **GACOUNTY**
- In release **19.02.00** we converted the FARDATA **FACILITY** file and the **SOURCE** file
- And, in the last release **19.03.00** we converted the FARDATA **BANK** file
- This slide shows the names of the new database tables
- We are trying to build our conversion from the simplest tables first, and then moving to the more complicated files next

## PCGenesis Databases

- With release 19.03.00, starting to use **transaction processing**.
- Transaction processing inserted for processes that update the **FAR.Bank\_File** table.
- Transaction processing will prevent partial postings of financial data



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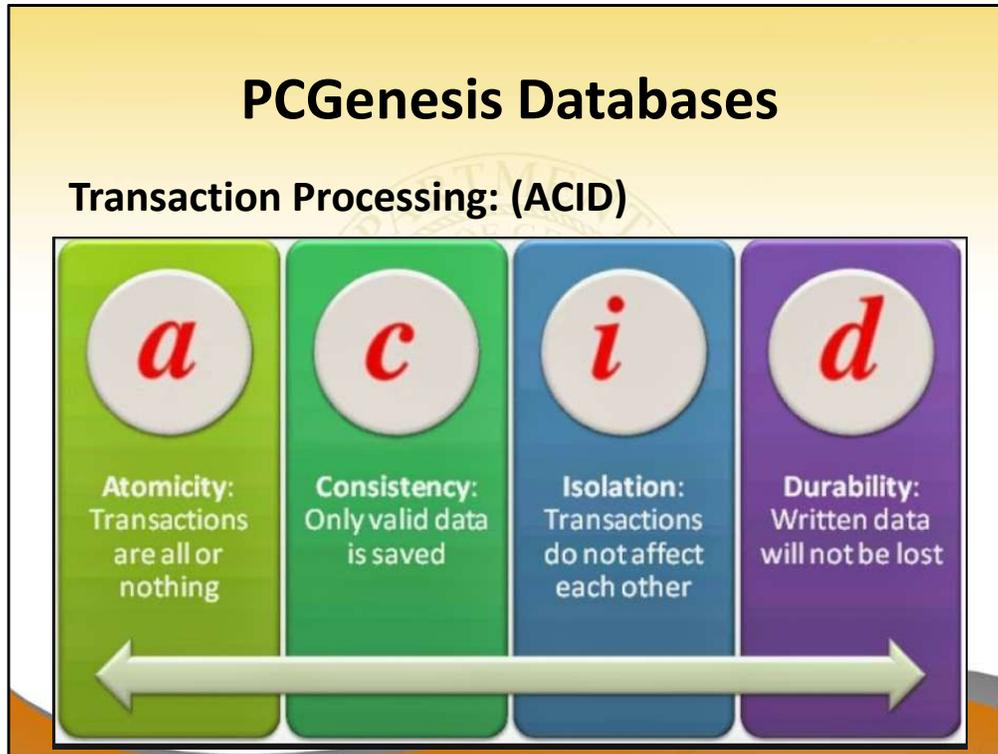
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- The **Bank** File conversion was the first time we needed to add **transaction processing**.
- As all the files in the PCGenesis system are converted to SQL Server database tables, transaction processing will prevent partial postings of financial data
- Transaction processing has been started, but won't be finished until all the tables involved in a process have been converted – this will take time

## PCGenesis Databases

- Update Budget Files with Vendor Check Information
- Enter / Void Manual Vendor Check/Wire Transfer
- Invest Funds, Cancel/Redeem Investments
- Add/Update General Ledger Account
- Journal Entry
- Cancel / Deposit / Reverse Receipts
- Update Budget Files with Current Pay

- These are some of the **processes** that update the **Bank** table
- This is where transaction processing logic has been started:



An acronym for **Transaction Processing** is **ACID** (you can google this!)

**This is exciting! We are building much better data reliability!**

**Atomicity:** Transactions are posted with **ALL** or **NOTHING**. This prevents partial postings from occurring.

**Consistency:** Only valid data is allowed to be saved to the database. Edits are defined within the database itself to further ensure that bad data is never written to the files.

**Isolation:** Transactions do not affect each other, so that one user does not step on the work of another user

**Durability:** Written or saved data will not be lost once it is committed to the database.

## PCGenesis Databases

- Release **19.04.00**
- K:\SECOND\FARDATA\NAME
  - **NAME** will be split into 10 separate tables
    - FAR.Name\_01\_Fiscal\_Year Fiscal Year
    - FAR.Name\_02\_Fund Fund
    - FAR.Name\_03\_FY\_Flag Fiscal Year Flag
    - FAR.Name\_04\_Program Program
    - FAR.Name\_05\_Function Function
    - FAR.Name\_06\_Object Object
    - FAR.Name\_07\_Fac\_Bldg Facility/Building
    - FAR.Name\_08\_Additional Additional
    - FAR.Name\_09\_Rev\_Source Source
    - FAR.Name\_10\_Blnc\_Sheet Balance Sheet



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## PCGenesisDB

- In release **19.04.00** we hope to have completed the conversion of the **NAME** file
- We are separating the NAME file into 10 separate tables within the database
- The **NAME** file is where we define the parts of a GL account number: Fiscal year, fund, program, function, object, facility/building, source, and balance sheet

# PCGenesis Databases

Account Master Description File Maintenance

Type Number: 00

TYPE	NAME	CODE
01	= Year	2-digits
02	= Fund	3-digits
03	= Fiscal Year	1-digit
04	= Program	4-digits
05	= Function	4-digits
06	= Object	5-digits
07	= Facility/Building	5-digits
08	= Additional	6-digits
09	= Revenue Source	4-digits
10	= Balance Sheet	4-digits

The data on the Account Master Description screen is stored in the NAME file

(ENTER)-Position File F1-First F2-Next F11-Add Mode F16-Exit

17.01.00

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The data on the *Account Master Description* screen is stored in the **NAME** file  
Do you recognize this screen in PCGenesis?

# PCGenesis Databases

## Account Master Description Tables

FAR.Name\_01\_Fiscal\_Year  
FAR.Name\_02\_Fund  
FAR.Name\_03\_FY\_Flag  
FAR.Name\_04\_Program  
FAR.Name\_05\_Function  
FAR.Name\_06\_Object  
FAR.Name\_07\_Fac\_Bldg  
FAR.Name\_08\_Additional  
FAR.Name\_09\_Rev\_Source  
FAR.Name\_10\_Blnc\_Sheet

These tables are  
the building blocks  
for the GL Account  
tables



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The **NAME** file defines the components for the GL Accounts.

## PCGenesis Databases

### 2020 PCG Releases

- K:\SECOND\FARDATA\ACCOUNT Budget accounts
- K:\SECOND\FARDATA\ACCONTR Revenue accounts
- K:\SECOND\FARDATA\ACCOUNTG Balance accounts
  
- Almost every program in the PCGenesis system uses the GL accounts.
- The changes required for this conversion are significant!



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- In the upcoming 2020 PCGenesis releases, we will convert the Budget, Revenue, and Balance Sheet GL accounts into the PCGenesis database.
- **Almost every program in the PCGenesis system uses the GL accounts**
- The changes required for this conversion are significant!

# PCGenesis Databases

The screenshot shows the 'Budget Account Inquiry' window in PCGenesis. A pop-up window titled 'PCG Select Budget Account' is open, displaying a list of budget accounts with their respective amounts. The filter string for the accounts is also visible.

Yr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Add'l	Account	Status	Filter
20	100	0	1011	1000	11000	0195	1	000000	Teacher	A	
20	100	0	1011	1000	11300	0195	1	000000	Subs	A	
20	100	0	1011	1000	11400	0195	1	000000	Subs	A	
20	100	0	1011	1000	11800	0195	1	000000	"Art	A	
20	100	0	1011	1000	14000	0195	1	000000	ParaPro	A	
20	100	0	1011	1000	17200	0195	1	000000	Counselor	A	
20	100	0	1011	1000	21000	0195	1	000000	GHI	A	
20	100	0	1011	1000	22000	0195	1	000000	FICA	A	
20	100	0	1011	1000	23000	0195	1	000000	TRS	A	
20	100	0	1011	1000	26000	0195	1	000000	WC	A	
20	100	0	1011	1000	44222	0195	1	000000	COPIER (BOE C/O)	A	
20	100	0	1011	1000	61000	0195	1	000001	SUPPLIES K	A	
20	100	0	1011	1000	64100	0195	1	000000	BOOKS	A	
20	100	0	1013	1000	11000	0195	1	000000	Teacher	A	
20	100	0	1013	1000	11800	0195	1	000000	"Art	A	
20	100	0	1013	1000	17200	0195	1	000000	Counselor	A	
20	100	0	1013	1000	21000	0195	1	000000	GHI	A	

Filter string for account: Yr Fnd F Prgrn Funct Objct Fcty B Add'l Account Status Filter  
 20 000 X 0000 0000 0000 0000 X 000000 A

GL Account table

## PCGenesisDB

- The drop-down screen for the Budget accounts illustrates the contents of the **ACCOUNT**, **ACCOUNTR**, and **ACCOUNTG** files.
- The GL accounts will become part of the tables in the **PCGenesisDB** database

## PCGenesis Databases

### 2020 PCG Releases

- Once the **NAME** file and the **GL account files** are converted...
  - We will concentrate on **Receivables** and **Receipts**
    - K:\SECOND\FARDATA\RECEIPT
    - K:\SECOND\FARDATA\RECEIVE
  - The goal is to complete an entire financial subsystem by 2021



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### Converting PCGenesis to database

- Once the **NAME** file and the **GL account files** are converted...
- We will concentrate on the **Receivables** and **Receipts** files
- The goal is to complete an entire financial **subsystem** by 2021

## PCGENESIS FUTURE

### Migration to Database Technology

- Once the “building blocks” are in a SQL Server database, subsequent tables can be built.
- For example, the next tier tables would be:
  - K:\SECOND\FARDATA\PO (Purchase Order File)
  - K:\SECOND\FARDATA\EXPENSE (Invoice File)
  - K:\SECOND\FARDATA\INVEST (Investment File)
  - K:\SECOND\FARDATA\JEMASTER (JE Journal File)



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- Once the “building blocks” are in a SQL Server database, subsequent tables can be built.
- For example, the **Purchase Orders** are built based upon the contents of **GL Account File, Vendor File, Facility File, etc.**

**Questions?**

## PCGenesis Databases - Backup

- With release 19.03.00, **K:\SECOND** cannot be restored without also restoring the **PCGenesisDB** database.
- These two entities must be kept in sync, otherwise the *Display Bank Balances* screen will not have correct data.



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### This is important!!!!

- With the last release 19.03.00, **K:\SECOND** cannot be restored without also restoring the **PCGenesisDB** database.
- These two entities must be kept in sync, otherwise the *Display Bank Balances* screen will not have correct data.

# PCGenesis Databases - Backup

PCG Dist=8991 Rel=19.03.00 10/03/2019 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CASH0100

BANK BALANCES				Cash	Investments
Code	Bank Name	Account #			
BK01	FNB 001 OF SMITH CITY	11 111 1111CC		3,227,145.26	38,000.00
BK02	FNB 002 OF SMITH CITY	11 111 1112		1,664,745.96	
BK03	FNB 003 OF SMITH CITY	11 111 1113		1,037,094.85	
BK04	FNB 004 OF SMITH CITY	11 111 1114		500.00	
BK05	FNB 005 OF SMITH CITY	11 111 1115		2,447,561.36	
BK06	FNB 006 OF SMITH CITY	11 111 1116		394,980.07	
BK07	FNB 007 OF SMITH CITY	11 111 1117		21,008.90	
BK08	FNB 008 OF SMITH CITY	11 111 1118		3,303,433.24	
BK09	FNB 009 OF SMITH CITY	11 111 1119		260,328.48	
BK10	FNB 010 OF SMITH CITY	11 111 1120		34,581.96	
BK11	FNB 011 OF SMITH CITY	11 111 1121		102,948.63	
BK12	FNB 012 OF SMITH CITY	11 111 1122		112,934.63	
BK13	FNB 013 OF SMITH CITY	11 111 1123		122,948.63	
BK14	FNB 014 OF SMITH CITY	11 111 1124		132,948.63	
BK15	FNB 015 OF SMITH CITY	11 111 1125		142,948.63	
BK16	FNB 016 OF SMITH CITY	11 111 1126		152,948.63	
BK17	FNB 017 OF SMITH CITY	11 111 1127		162,948.63	
BK18	FNB 018 OF SMITH CITY	11 111 1128		172,948.63	
BK19	FNB 019 OF SMITH CITY	11 111 1129		182,948.63	
BK20	FNB 020 OF SMITH CITY	11 111 1130AB		194,806.63	
Sub-Total -				13,872,710.38	38,000.00

19.03.00

These numbers will not be correct if **SECOND** is restored without **PCGenesisDB** database!!!

The Bank **Cash** and **Investment** amounts will not be correct if **SECOND** is restored without the **PCGenesisDB** database!!!!

## PCGenesis Databases - Backup

- **What you need for a disaster recovery:**
  - **K:\SECOND** – PCG payroll & financial data
  - **K:\PCGSQLdb** – The database data for PCG data and the VerraDyne print queue
  - **K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format
  - **K:\UCTPRINT** – PCGenesis report files currently in the VerraDyne print queue



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### What you need for a disaster recovery:

The two most important directories containing PCGenesis data are **SECOND** and **PCGSQLDB**

**K:\SECOND** – PCG payroll & financial data

**K:\PCGSQLdb** – The database data for the new print queue

**K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format. This directory is important if you are using the **archive** feature of the VerraDyne print queue

**K:\UCTPRINT** – PCGenesis report files currently in the print queue

## PCGenesis Databases - Backup

- These directories contain data and must be backed up...
  - At the same time as the **daily** backup of **K:\SECOND** data

- **Again, the two most important directories containing PCGenesis data are SECOND and PCGSQLDB**
- We would like all 4 directories to be backed up daily
- **UCTARCHIVE** is important if you are using the archive feature of the VerraDyne print queue.

## PCGenesis Databases - Backup

- **Prior** to running a **full** backup of the K:\ PCGenesis disk drive...
  - School districts must stop the **VerraDyne Queue Service** and the **SQL Express** services
  - Otherwise, the backup will not run to completion.

**Prior** to running a **full** backup of the K:\ PCGenesis disk drive...

- School districts must **stop** the **VerraDyne Queue Service** and the **SQL Express** services
- Otherwise, the backup will not run to completion.

## PCGenesis Databases - Backup

- **Prior** to running a **full** backup of the K:\\*.\* PCGenesis disk drive...
  - **NET STOP VQueueService**
  - **NET STOP MSSQL\$SQLEXPRESSPCG**

- These are the commands required to stop **VQueueServer** and **SQLEXPRESS**
- School districts must **stop** the **VerraDyne Queue Service** and the **SQL Express** services prior to running a full backup of K:\\*.\*

## PCGenesis Databases - Backup

- **After** the backup has completed, the following commands can be executed...
  - **NET START MSSQL\$SQLEXPRESSPCG**
    - (Make sure to wait at least **2 minutes** for **SQLEXPRESSPCG** to start before trying to start **VQueueService**)
  - **NET START VQueueService**



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- After the backup is complete, the services must be restarted using these commands.
- **NOTE:** Make sure to wait at least **2 minutes** for **SQLEXPRESSPCG** to start before trying to start the **VQueueService**

## PCGenesis Databases - Backup

- The *VerraDyne Queue Manager* automatically runs a clean-up process every night at **midnight** which should take approximately 15 minutes to run.
- Since this process runs at midnight, make sure that the PCGenesis backups and reorganizations are not scheduled to overlap this timeframe.
- Overlapping processes may cause problems with the clean-up and backups.



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### Backup considerations:

- The *VerraDyne Queue Manager* automatically runs a clean-up process every night at **midnight** which should take approximately 15 minutes to run.
- Since this process runs at midnight, make sure that the PCGenesis backups and reorganizations are not scheduled to overlap this timeframe.
- Overlapping processes may cause problems with the clean-up and backups.

## PCGenesis Databases - Backup

- New feature!
- Adhoc Backup/Restore Option for PCGenesis Data
- On the ***System Utilities Menu***
- ***Backup / Restore PCGenesis Data*** (F30, F12).



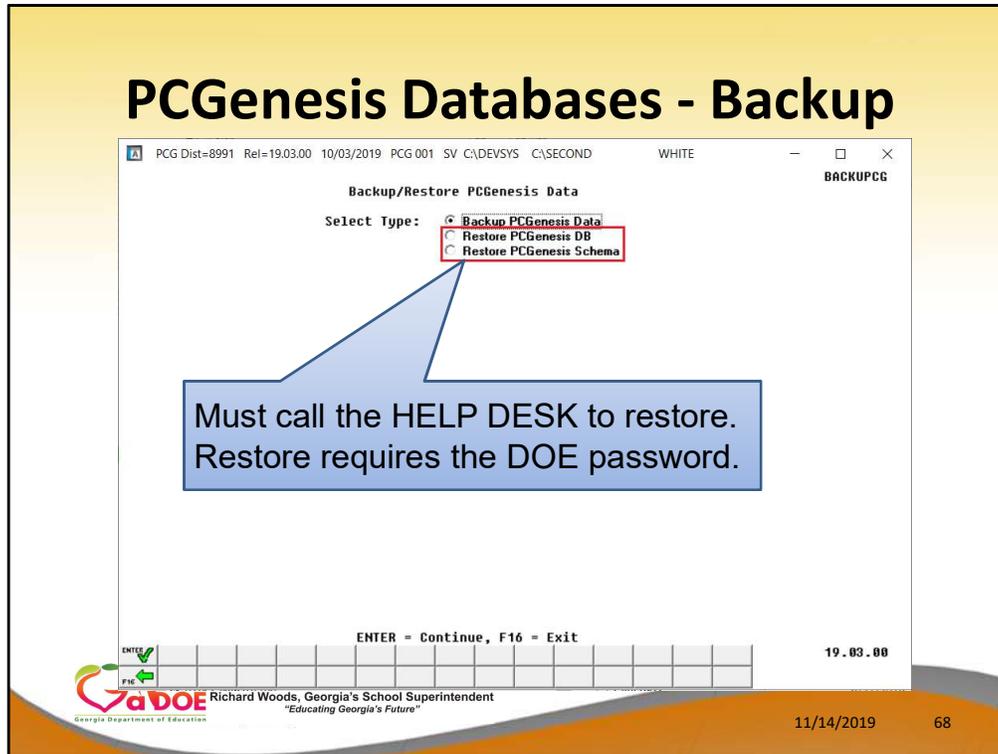
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- In release 19.02.00 we came out with a new feature which provides an easy way to backup and restore **K:\SECOND** and the **PCGenesisDB** database.
- On the **System Utilities Menu**, there is a new option called **Backup / Restore PCGenesis Data**

## PCGenesis Databases - Backup



3 functions are available in this utility:

- Backup PCGenesis Data
- Restore PCGenesis DB
- Restore PCGenesis Schema

To restore any data, you must call the Help Desk. Restore requires the DOE password and the help desk will walk you through the restore process.

# PCGenesis Databases - Backup

Backup/Restore PCGenesis Data

Select Type:

- Backup PCGenesis Data
- Restore PCGenesis DB
- Restore PCGenesis Schema

ENTER = Continue, F16 = Exit

19.03.00

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## Backup PCGenesis Data

- However, the backup can be run by anyone as needed!
- This functions backs up both the **PCGenesisDB** database and the **SECOND** directory

# PCGenesis Databases - Backup

PCG Dist=8991 Rel=19.03.00 10/03/2019 PCG 001 SV C:\DEV\SVS C:\SECOND WHITE

\*\*\* WARNING \*\*\*

\*\*\* BACKUP \*\*\*

\*\* This process will backup PCGENESISDB to PCGENESISDBx, where x \*\*  
\*\* is a letter A - K. \*\*

\*\* K:\PGSQLdb\MSSQLnn.SQLEXPRESSPCG\MSSQL\Backup\PCGENESISDBx.BAK \*\*

\*\* This process will also backup SECOND to SECONDX. Make sure \*\*  
\*\* all users are logged out of the system before proceeding. \*\*

Enter a letter A thru K

Pick a letter A thru K

\*\* Press ENTER to Continue \*\*  
\*\* Press F16 to Exit \*\*

19.03.00

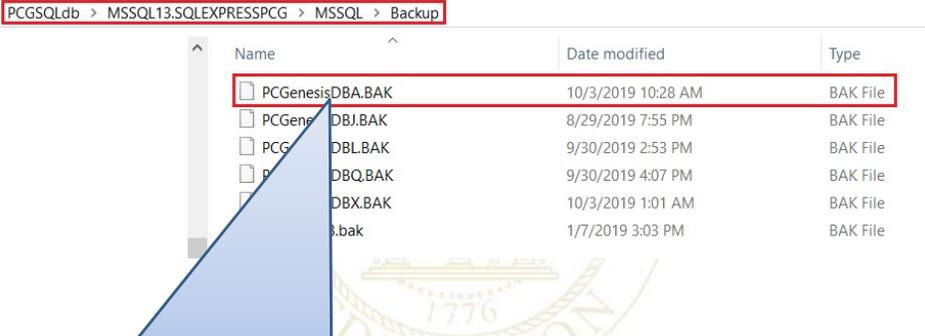
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## Backup PCGenesis Data

When you run the backup function you must pick a letter A thru K

## PCGenesis Databases - Backup



PCGSQldb > MSSQL13.SQLEXPRESSPCG > MSSQL > Backup

Name	Date modified	Type
PCGenesisDBA.BAK	10/3/2019 10:28 AM	BAK File
PCGenesisDBJ.BAK	8/29/2019 7:55 PM	BAK File
PCGenesisDBL.BAK	9/30/2019 2:53 PM	BAK File
PCGenesisDBQ.BAK	9/30/2019 4:07 PM	BAK File
PCGenesisDBX.BAK	10/3/2019 1:01 AM	BAK File
PCGenesisDBY.BAK	1/7/2019 3:03 PM	BAK File

Used 'A' for backup:  
Creates **PCGenesisDBA.BAK** in **Backup** folder  
This is a backup of the database!

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### Backup PCGenesis Data

- This function create a backup of the **PCGenesisDB**. This is a backup of all the production PCG data in the database.
- The backup is created in the **BACKUP** folder under **PCGSQldb** directory
- The backup creates PCGenesisDBx.**BAK** where the last letter is the one you chose for the backup

## PCGenesis Databases - Backup

Name	Date modified	Type
ACUCBL	5/23/2019 8:57 AM	File folder
Backup	6/24/2019 12:28 PM	File folder
etc	5/24/2019 10:00 A...	File folder
INS	6/24/2019 12:28 PM	File folder
INS19200	6/24/2019 12:28 PM	File folder
INSTAL	6/24/2019 12:28 PM	File folder
PCGIcon	10/1/2019 3:08 PM	File folder
PCGSQldb	5/23/2019 2:24 PM	File folder
Restore	6/24/2019 12:24 PM	File folder
SECOND	9/30/2019 3:31 PM	File folder
<b>SECONDA</b>	10/3/2019 10:35 A...	File folder
SECONDL	5/24/2019 10:09 A...	File folder
SYSTEM	6/24/2019 12:28 PM	File folder
UCTARCHIVE	2019 9:51 AM	File folder
UCTPRINT		
Uniacu		
UTILITY		
vqueue		

Used 'A' for backup:  
Creates K:\SECONDA folder  
This is a backup of the **SECOND** data!

### Backup PCGenesis Data

- The backup function also creates **K:\SECONDA**.  
This is a backup of **SECOND**!
- The last letter is the one you chose for the backup

## PCGenesis Databases - Backup

- *Backup / Restore PCGenesis Data* (F30, F12).
- This is a quick and easy way to get a backup!
- Backs up the important PCGenesis data.

### Backup PCGenesis Data

- This backs up ALL the important PCGenesis data!
- It is a quick and easy way to get an adhoc backup of your data

Questions?

# Agenda

- Introduction
- PCGenesis Server Requirements
- Migration to Database Technology
- **New 2020 Federal W-4 Form**
- Recent Enhancements



# New 2020 W-4 Form

**Form W-4 Employee's Withholding Certificate** OMB No. 1545-0047  
**2020**

Department of the Treasury Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
 ▶ Give Form W-4 to your employer.  
 ▶ Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name and middle initial: \_\_\_\_\_ Last name: \_\_\_\_\_  
 (b) Social security number: \_\_\_\_\_

Address: \_\_\_\_\_  
 City or town, state, and ZIP code: \_\_\_\_\_

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

▶ Does your name match the name on your social security card? If not, contact your employer for an alert for your earnings, contact SSA at 800-791-7885 or go to www.ssa.gov

**Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.**

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay, otherwise, more tax than necessary may be withheld.

**CAUTION:** If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

**Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)**

**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_  
 Multiply the number of other dependents by \$500 . . . . ▶ \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . . **3** \$ \_\_\_\_\_

**Step 4 (optional): Other Adjustments**

(a) Other income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . . . . **4(a)** \$ \_\_\_\_\_

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ \_\_\_\_\_

(c) Extra withholding. Enter any additional tax you want withheld each pay period . . . . . **4(c)** \$ \_\_\_\_\_

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) \_\_\_\_\_ Date: \_\_\_\_\_

**Employers Only**

Employer's name and address: \_\_\_\_\_ First date of employment: \_\_\_\_\_ Employer identification number (EIN): \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102000 Form W-4 00008

How many of you are aware that a new **W-4** form goes into effect on January 1, 2020?

# New 2020 W-4 Form

**W-4 Employee's Withholding Certificate** OMB No. 1545-0047  
**2020**

Department of the Treasury Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
 ▶ Give Form W-4 to your employer.  
 ▶ Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name and middle initial: \_\_\_\_\_ Last name: \_\_\_\_\_  
 (b) Social security number: \_\_\_\_\_

Address: \_\_\_\_\_  
 City or town, state, and ZIP code: \_\_\_\_\_

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

▶ Does your name match the name on your social security card? If not, contact your employer for your earnings, contact SSA at 800-791-7885 or go to [www.ssa.gov](http://www.ssa.gov).

**Complete Steps 2 through 4 ONLY if they apply to you.** To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 6. See instructions on page 2.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
 Do only one of the following:  
 (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay, otherwise, more tax than necessary may be withheld.

**CAUTION:** If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

**Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
 Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_

**Step 4 (optional): Other Adjustments**

Other Adjustments: \_\_\_\_\_

**Step 5: Sign Here**

Employers Only: \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102200 Form W-4 0008 11/14/2019 76

- The new W-4 will be required for new employees hired as of 01/01/2020
- It will also be required for existing employees who wish to change their withholding options

# New 2020 W-4 Form

**Form W-4 Employee's Withholding Certificate** OMB No. 1545-0047  
 2020  
 Department of the Treasury Internal Revenue Service  
 ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
 ▶ Give Form W-4 to your employer.  
 ▶ Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**  
 (a) First name and middle initial: [ ] Last name: [ ]  
 Address: [ ]  
 City or town, state, and ZIP code: [ ]  
 (b) Social security number: [ ]  
 ▶ Does your name match the name on your social security card? If not, contact SSA for your earnings, contact SSA at 800-792-6287 or go to www.ssa.gov

**Step 2: Multiple Jobs or Spouse Works**  
 Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
 Do only one of the following:  
 (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay, otherwise, more tax than necessary may be withheld.  
**CAUTION:** If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

**Step 3: Claim Dependents**  
 If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
 Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ [ ]  
 Multiply the number of other dependents by \$500 ▶ \$ [ ]  
 Add the amounts above and enter the total here ▶ \$ [ ]

**Step 4 (optional): Other Adjustments**  
 (a) Other income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs ▶ \$ [ ]  
 4(a) \$ [ ]

**Step 5: Sign Here**  
 Employers Only: Employer's name and address, First date of employment, Employer identification number (EIN)

**Existing employees who do not change their withholding options:**  
 • Withholding based on old W-4 form

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 For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102200 Form W-4 00008

- All other existing employees do not need to fill out a new W-4 form
- Withholding will continue to be based on their previous withholding options

# New 2020 W-4 Form

The image shows a screenshot of the new 2020 W-4 form. The title is "New 2020 W-4 Form". The form is titled "Form W-4 Employee's Withholding Certificate" and includes the year "2020". It is issued by the Department of the Treasury, Internal Revenue Service. The form contains several sections for "Step 1: Enter Personal Information". A red box highlights the "Federal Marital Status" section, which includes three options: "Single or Married filing separately", "Married filing jointly (or Qualifying widow(er))", and "Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)". A blue callout box points to this section with the text: "Step 1: Federal Marital Status: • Single or Married filing separately • Married filing jointly • Head of household". The Georgia Department of Education logo is visible in the bottom left corner, and the number "78" is in the bottom right corner.

## New 2020 W-4 Form:

In **Step 1** of the form the employee selects their **Federal Marital Status**

- Before, only Single or Married were available
- Now, the IRS is adding a filing status for **Head of Household**

# New 2020 W-4 Form

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

## Multiple Jobs or Spouse Works

Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**CAUTION:** If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other job. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

### Step 2: Multiple Jobs or Spouse Works:

- If only two jobs total, check this box
- Do the same on Form W-4 for the other job



## New 2020 W-4 Form:

### Step 2 contains a check box: Multiple Jobs or Spouse Works

- If there are only **two** jobs total in the household, the employee can check this box
- The employee should do the same on the W-4 for the other job

# New 2020 W-4 Form

Step 3: If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$	
	Multiply the number of other dependents by \$500 . . . . ▶ \$	
Add the amounts above and enter the total here . . . . .		3 \$

## Step 3: Claim Dependents:

- New form requires an **amount** to be calculated for the dependent allowance

## New 2020 W-4 Form:

### Step 3: Claim Dependents

- The new W-4 requires an **amount** to be entered for the **dependent allowance** in Step 3

# New 2020 W-4 Form

**Step 4 (optional): Other Adjustments**

(a) **Other income.** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . . . . **4(a) \$**

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 2 and enter the result here . . . . . **4(b) \$**

(c) **Extra withholding.** Enter any additional tax you want withheld . . . . . **4(c) \$**

## Step 4: Other Adjustments:

- Box 4(a) enter the **amount** for other income



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## New 2020 W-4 Form:

### Step 4: Other Adjustments

- Box 4(a) requires an **amount** to be entered for **other income**

# New 2020 W-4 Form

Step 4 (optional): Other Adjustments	(a) <b>Other income.</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . .	4(a) \$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . .	4(b) \$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . .	4(c) \$

## Step 4: Other Adjustments:

- Box 4(b) enter the expected amount for deductions



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## New 2020 W-4 Form:

### Step 4: Other Adjustments

- Box 4(b) requires an amount to be entered for **deductions**
- Box 4(b) should be entered if the employee expects to claim deductions other than the standard deduction

# New 2020 W-4 Form

<b>Step 3:</b> <b>Claim Dependents</b>	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ Multiply the number of other dependents by \$500 . . . . ▶ \$ Add the amounts above and enter the total here . . . . .		
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income.</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . . . . (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	3 \$ 4(a) \$ 4(b) \$ 4(c) \$	

**Multiple job households:**

- According to instructions: Employee should complete these steps on only one Form W-4 in the household
- Fill out for the highest paying job



## New 2020 W-4 Form:

### Multiple job households:

- According to the instructions: the employee should enter amounts into **Steps 3** and **4** on only one W-4 form in the household
- **Steps 3** and **4** should be filled out for the highest paying job

# New 2020 W-4 Form

PCG Dist=8991 Rel=19.03.00 10/30/2019 PCG 001 SV C:\DEV\SVS C:\SECOND WHITE

Status **Active** Update/Display Payroll Withholding/Direct Deposit Data **PAY08**

Employee number 87507 Name AB4EY, LEONARDO Loc 108  
 Social security 999 08 7508

State: Mar Stat **B** Allowance Mar **1** Dep **1** Withholding Code **0** Amt/% **.00**  
 Federal: Mar Stat **H** 2020 W-4? **N** (Y or N) Withholding Code **0** Amt/% **.00**

W-4 Prior to 2020: Exempt **0**  
 New 2020 W-4: Box 2 Two jobs flag **N** Box 4a Other income **.00**  
 Box 3 Dependent a **.00** Box 4b Deduction amt **.00**

Switches: Fed **Y** State **Y** FICA **Y** No (N-Medicare) AEIC **\_**

Enable Direct Deposit  Yes  No Direct

DD #	Bank	Name	Method	Amt/%	Prenote
DD #1	14	WELLS FARGO	P	1.0000	N
DD #2					
DD #3					
DD #4					
DD #5					

Ded Desc Ded Annuity  
 EMP ANNUITY / 01 —  
 EMP ANNUITY / 02 —  
 Annuity # 3 / 00 —  
 Annuity # 4 / 00 —  
 Annuity # 5 / 00 —

Validations passed. Save your changes.

19.03.01

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New W-4 fields are being added to the **Payroll Withholding / Direct Deposit Data** screen:  
 The first new field is **2020 W-4?** – This is a new **Yes / No** flag for whether the employee has filled out a new W-4 form

# New 2020 W-4 Form

PCG Dist=8991 Rel=19.03.00 10/30/2019 PCG.001 SV C:\DEV\SVS CASECOND WHITE

Status **Active** Update/Display Payroll Withholding/Direct Deposit Data **PAY08**

Employee number 87507 Name AB4EV, LEONARDO Loc 108  
 Social security 999 08 7508

State: Mar Stat **B** Allowance Mar **1** Dep **1** Withholding Code **0** Amt/% **.00**  
 Federal: Mar Stat **H** 2020 W-4? **N** (Y or N) Withholding Code **0** Amt/% **.00**

W-4 Prior to 2020: Exempt **0**  
 New 2020 W-4: Box 2 Two jobs Flag **N** Box 4a Other income **.00**  
 Box 3 Dependent ant **.00** Box 4b Deduction ant **.00**

Switches: Fed **Y** State **Y** FICA **Y** (Y=Yes N=No) M-Medicare) AEIC **\_**

Enable Direct Deposit  Yes  No Direct De Method Amt/% Prenote

DD #	Bank	Name	Method	Amt/%	Prenote
DD #1	14	WELLS FARGO			
DD #2					
DD #3					
DD #4					
DD #5					

Ded Desc Ded Annuity  
 EHP ANNUITY / 01  
 EHP ANNUITY / 02  
 Annuity # 3 / 00  
 Annuity # 4 / 00  
 Annuity # 5 / 00

Validations passed. Save your

Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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- 4 additional W-4 fields are being added to the *Payroll Withholding / Direct Deposit Data* screen:
- Box 2: Two jobs flag (Yes / No flag)
  - Box 3: Dependent amount
  - Box 4(a): Other income amount
  - Box 4(b): Deduction amount

# IRS Publication 15-T Federal Income Tax Withholding Methods for 2020

Percentage Method Tables for Automated Payroll Systems

Note: This illustrates what the 2020 tables would look like by using the 2019 tax parameters.

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)						
If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—		If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—			
At least—	But less than—	A	B	C	D	E	A	B	C	D	E
<b>Married Filing Jointly</b>											
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0	\$0	\$12,200
\$11,800	\$31,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200	\$21,900	\$12,200
\$31,200	\$90,750	\$1,940.00	12%	\$31,200	\$21,900	\$51,675	\$970.00	12%	\$21,900	\$51,675	\$21,900
\$90,750	\$190,200	\$9,098.00	22%	\$90,750	\$51,675	\$96,400	\$4,543.00	22%	\$51,675	\$96,400	\$51,675
\$190,200	\$333,250	\$28,785.00	24%	\$190,200	\$96,400	\$172,925	\$14,982.50	24%	\$96,400	\$172,925	\$96,400
\$333,250	\$420,000	\$65,487.00	32%	\$333,250	\$172,925	\$216,300	\$32,748.50	32%	\$172,925	\$216,300	\$172,925
\$420,000	\$624,150	\$93,257.00	35%	\$420,000	\$216,300	\$318,375	\$46,628.50	35%	\$216,300	\$318,375	\$216,300
\$624,150		\$164,709.50	37%	\$624,150	\$318,375		\$82,354.75	37%	\$318,375		\$318,375
<b>Single</b>											
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,100	\$0.00	0%	\$0	\$0	\$6,100
\$3,800	\$9,950	\$0.00	10%	\$3,800	\$6,100	\$10,950	\$0.00	10%	\$6,100	\$10,950	\$6,100
\$9,950	\$23,800	\$258.00	12%	\$9,950	\$10,950	\$25,838	\$495.00	12%	\$10,950	\$25,838	\$10,950
\$23,800	\$62,800	\$1,385.00	12%	\$23,800	\$25,838	\$48,200	\$2,271.50	22%	\$25,838	\$48,200	\$25,838
\$62,800	\$94,150	\$6,065.00	22%	\$62,800	\$48,200	\$86,463	\$7,191.25	24%	\$48,200	\$86,463	\$48,200
\$94,150	\$170,650	\$12,982.00	24%	\$94,150	\$86,463	\$108,150	\$16,374.25	32%	\$86,463	\$108,150	\$86,463
\$170,650	\$214,050	\$31,322.00	32%	\$170,650	\$108,150	\$261,250	\$23,314.25	35%	\$108,150	\$261,250	\$108,150
\$214,050	\$520,250	\$45,210.00	35%	\$214,050	\$261,250		\$76,899.25	37%	\$261,250		\$261,250
\$520,250		\$152,380.00	37%	\$520,250							
<b>Head of Household</b>											
\$0	\$9,950	\$0.00	0%	\$0	\$0	\$9,175	\$0.00	0%	\$0	\$0	\$9,175
\$9,950	\$23,800	\$0.00	10%	\$9,950	\$9,175	\$16,100	\$0.00	10%	\$9,175	\$16,100	\$9,175
\$23,800	\$62,800	\$1,385.00	12%	\$23,800	\$16,100	\$35,600	\$692.50	12%	\$16,100	\$35,600	\$16,100
\$62,800	\$94,150	\$6,065.00	22%	\$62,800	\$35,600	\$51,275	\$3,032.50	22%	\$35,600	\$51,275	\$35,600
\$94,150	\$170,650	\$12,982.00	24%	\$94,150	\$51,275	\$89,525	\$6,481.00	24%	\$51,275	\$89,525	\$51,275
\$170,650	\$214,050	\$31,322.00	32%	\$170,650	\$89,525	\$111,225	\$15,661.00	32%	\$89,525	\$111,225	\$89,525
\$214,050	\$520,250	\$45,210.00	35%	\$214,050	\$111,225	\$264,325	\$22,605.00	35%	\$111,225	\$264,325	\$111,225
\$520,250		\$152,380.00	37%	\$520,250	\$264,325		\$76,190.00	37%	\$264,325		\$264,325

**New 2020 Federal Tax Calculation:**

- 6 withholding tables!



**IRS Publication 15-T** provides calculation instructions for automated payroll systems:

- The new 2020 Federal Tax Calculation requires **6** withholding tables!

## IRS Publication 15-T Federal Income Tax Withholding Methods for 2020

Percentage Method Tables for Automated Payroll Systems

*Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.*

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is checked.)</small>				
If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—	At least—	But less than—	If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—	At least—	But less than—
A	B	C	D	E	A	B	C	D	E
<b>Married Filing Jointly</b>					<b>Married Filing Jointly</b>				
\$0	\$11,800	\$0.00	0%	\$0	\$12,200	\$0.00	0%	\$0	\$0
\$11,800	\$31,200	\$0.00	10%	\$12,200	\$21,900	\$0.00	10%	\$12,200	\$12,200
\$31,200	\$90,750	\$1,940.00	12%	\$90,750	\$51,675	\$970.00	12%	\$21,900	\$21,900
\$90,750	\$190,200	\$9,098.00	22%	\$190,200	\$96,400	\$4,543.00	22%	\$51,675	\$51,675
\$190,200	\$353,250	\$28,785.00	24%	\$353,250	\$172,925	\$14,982.50	24%	\$96,400	\$96,400
\$353,250	\$403,000	\$65,487.00	32%	\$403,000	\$165,000	\$32,748.50	32%	\$172,925	\$172,925
\$403,000	\$624,150	\$93,257.00	35%	\$624,150	\$375	\$46,628.50	35%	\$216,300	\$216,300
\$624,150		\$164,709.50	37%	\$624,150		\$82,354.75	37%	\$318,375	\$318,375
<b>Single</b>					<b>Single</b>				
\$0	\$3,800	\$0.00		\$0	\$3,800	\$0.00		\$0	\$0
\$3,800	\$13,500	\$0.00		\$3,800	\$13,500	\$0.00		\$3,800	\$3,800
\$13,500	\$43,275	\$970.00		\$13,500	\$43,275	\$970.00		\$13,500	\$13,500
\$43,275	\$88,000	\$1,543.00		\$43,275	\$88,000	\$1,543.00		\$43,275	\$43,275
\$88,000	\$164,525	\$14,382.50		\$88,000	\$164,525	\$14,382.50		\$88,000	\$88,000
\$164,525	\$207,900	\$32,748.50		\$164,525	\$207,900	\$32,748.50		\$164,525	\$164,525
\$207,900	\$514,100	\$46,628.50		\$207,900	\$514,100	\$46,628.50		\$207,900	\$207,900
\$514,100		\$153,798.50		\$514,100		\$153,798.50		\$514,100	\$514,100
<b>Head of Household</b>					<b>Head of Household</b>				
\$0	\$9,950	\$0.00		\$0	\$9,950	\$0.00		\$0	\$0
\$9,950	\$23,800	\$0.00		\$9,950	\$23,800	\$0.00		\$9,950	\$9,950
\$23,800	\$62,800	\$1,385.00		\$23,800	\$62,800	\$1,385.00		\$23,800	\$23,800
\$62,800	\$94,150	\$6,065.00		\$62,800	\$94,150	\$6,065.00		\$62,800	\$62,800
\$94,150	\$170,650	\$12,982.00		\$94,150	\$170,650	\$12,982.00		\$94,150	\$94,150
\$170,650	\$214,050	\$31,322.00		\$170,650	\$214,050	\$31,322.00		\$170,650	\$170,650
\$214,050	\$520,250	\$45,210.00		\$214,050	\$520,250	\$45,210.00		\$214,050	\$214,050
\$520,250		\$152,380.00		\$520,250		\$152,380.00		\$520,250	\$520,250

**New 2020 Federal Tax Calculation:**

- **3 tables for STANDARD** withholding rate schedules
  - W-4 prior to **2020** or,
  - When **“Two Jobs”** box in **Step 2** is not checked

**IRS Publication 15-T** provides calculation instructions for automated payroll systems:

- **3** withholding tables are for **Standard** withholding rate schedules
  - Needed for employees who filled out a W-4 prior to **2020**
  - and for employees when the **“Two Jobs”** box in **Step 2** is not checked

# IRS Publication 15-T Federal Income Tax Withholding Methods for 2020

Percentage Method Tables for Automated Payroll Systems

*Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.*

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)</small>				
If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—	of the amount that the Adjusted Annual Wage exceeds—	of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—	of the amount that the Adjusted Annual Wage exceeds—	of the amount that the Adjusted Annual Wage exceeds—
At least—	But less than—	A	B	C	D	E	F	G	H
<b>Married Filing Jointly</b>									
\$0	\$11,800	\$0.00	0%		\$0	\$12,200	\$0.00	0%	\$0
\$11,800	\$31,200	\$0.00	10%		\$12,200	\$21,900	\$0.00	10%	\$12,200
\$31,200	\$90,750	\$1,940.00	12%		\$21,900	\$51,675	\$970.00	12%	\$21,900
\$90,750	\$190,200	\$9,098.00	22%		\$51,675	\$96,400	\$4,543.00	22%	\$51,675
\$190,200	\$353,250	\$28,785.00	24%		\$96,400	\$172,925	\$14,982.50	24%	\$96,400
\$353,250	\$420,000	\$65,487.00	32%		\$172,925	\$216,300	\$32,748.50	32%	\$172,925
\$420,000	\$624,150	\$93,257.00	35%		\$216,300	\$318,375	\$46,628.50	35%	\$216,300
\$624,150		\$164,709.50	37%		\$318,375		\$82,354.75	37%	\$318,375
<b>Single</b>									
\$0	\$3,800	\$0.00	0%		\$0	\$6,100	\$0.00	0%	\$0
\$3,800	\$13,500	\$0.00	10%		\$6,100	\$10,950	\$0.00	10%	\$6,100
\$13,500	\$43,275	\$970.00	12%		\$10,950	\$25,838	\$485.00	12%	\$10,950
\$43,275	\$88,000	\$4,543.00	22%		\$25,838	\$49,200	\$2,271.50	22%	\$25,838
			24%			463	\$7,191.25	24%	\$48,200
			32%			150	\$16,374.25	32%	\$86,463
			35%			250	\$23,314.25	35%	\$108,150
			37%				\$76,899.25	37%	\$281,250
<b>Head of Household</b>									
			0%			175	\$0.00	0%	\$0
			10%			100	\$0.00	10%	\$9,175
			12%			600	\$692.50	12%	\$16,100
			22%			275	\$3,032.50	22%	\$35,600
			24%			525	\$6,481.00	24%	\$51,275
			32%			225	\$15,661.00	32%	\$89,525
			35%			325	\$22,605.00	35%	\$117,175
			37%				\$76,190.00	37%	\$264,325

### New 2020 Federal Tax Calculation:

- **3 tables when the “Two Jobs” box is checked in Step 2 of the 2020 W-4**

IRS Publication 15-T provides calculation instructions for automated payroll systems:

- **3 withholding tables needed for when the “Two Jobs” box is checked in Step 2**

# IRS Publication 15-T Federal Income Tax Withholding Methods for 2020

Percentage Method Tables for Automated Payroll Systems

*Note. This illustrates what the 2020 tables would look like by using the 2019 tax parameters.*

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)</small>					
If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—			
At least—	But less than—	C	D	At least—	But less than—	C	D	E	E	
<b>Married Filing Jointly</b>					<b>Married Filing Jointly</b>					
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0	
\$11,800	\$31,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200	
\$31,200	\$90,750	\$1,940.00	12%	\$31,200	\$21,900	\$51,675	\$970.00	12%	\$21,900	
\$90,750	\$190,200	\$9,098.00	22%	\$90,750	\$51,675	\$96,400	\$4,543.00	22%	\$51,675	
\$190,200	\$353,250	\$28,765.00	24%	\$190,200	\$96,400	\$172,925	\$14,982.50	24%	\$96,400	
\$353,250	\$420,000	\$65,407.00	32%	\$353,250	\$172,925	\$216,300	\$32,748.50	32%	\$172,925	
\$420,000	\$624,150	\$93,257.00	35%	\$420,000	\$216,300	\$318,375	\$46,628.50	35%	\$216,300	
\$624,150		\$164,709.50	37%	\$624,150	\$318,375		\$82,354.75	37%	\$318,375	
<b>Single</b>					<b>Single</b>					
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,100	\$0.00	0%	\$0	
\$3,800	\$13,500	\$0.00	10%	\$3,800	\$6,100	\$10,950	\$0.00	10%	\$6,100	
\$13,500	\$43,275	\$970.00	12%	\$13,500	\$10,950	\$25,638	\$495.00	12%	\$10,950	
\$43,275	\$88,000	\$1,543.00	22%	\$43,275	\$25,638	\$48,200	\$2,271.50	22%	\$25,638	
\$88,000	\$164,525	\$14,382.50	24%	\$88,000	\$48,200	\$86,463	\$7,101.25	24%	\$48,200	
\$164,525	\$207,900	\$32,748.50	32%	\$164,525	\$86,463			32%		
\$207,900	\$514,100	\$46,628.50	35%	\$207,900				35%		
\$514,100		\$153,798.50	37%	\$514,100				37%		
<b>Head of Household</b>										
\$0	\$9,950	\$0.00	0%							
\$9,950	\$23,800	\$0.00	10%							
\$23,800	\$62,800	\$1,385.00	12%							
\$62,800	\$94,150	\$6,065.00	22%							
\$94,150	\$170,650	\$12,982.00	24%							
\$170,650	\$214,050	\$31,322.00	32%							
\$214,050	\$520,250	\$45,210.00	35%							
\$520,250		\$152,380.00	37%							

**New 2020 Federal Tax Calculation:**

- Married Filing Jointly
- Single
- Head of Household



**IRS Publication 15-T** provides calculation instructions for automated payroll systems:

- **3** withholding tables needed
  - Married Filing Jointly
  - Single
  - Head of Household

# New 2020 W-4 Form

PCG Dist=8991 Rel=19.03.00 10/11/2019 PCG 001 SV C:\DEV\SVS C:\SECOND WHITE

Update/Display Personnel Data PAY02

Status A -- Active ALBARO, ANBERA

Emp. no. 88423 Pay Loc 201 Location 000201 Class 1 CLASSROOM TEACHERS

Sex Code E Work Loc 201 Location 000201 Job 3 TEACHER 4-8

Mar Stat S SSN 999 08 8423 EE0-5 Job A06 Second Teacher

NAME First ANBERA Middle \_\_\_\_\_ Ethnic 2 WHITE

Last ALBARO Suffix \_\_\_\_\_ Prefix \_\_\_\_\_

EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity?  Yes  No

Address 2601 MAIN STREET Certificate Type T5 Race (Select all that apply)

Address L2 \_\_\_\_\_ CS1 Job (From CPI) 106  Yes  No Am Indian Alaskan

City/State SMITH, GA Include on CPI?  Yes  No Black

Zip Code 33333 County 159 Worth Sick Bank?  Yes  No White

Phone (999)555-1628 Substitue rank \_\_\_\_\_  Yes  No Asian

Cell phone (\_\_\_\_) 000-0000 Override accrue? \_\_\_\_\_  Yes  No Hawaiian Pacific

Spouse SSN 000 00 0000 Pension sw Y

Birth Date 4/01/1969 Hrs/Week 40.00 Pens Elig Date 8/02/2018

Hire Date 8/02/2018 GHI Eligible?  Y TRS DOE Paid ERCON?  N

Background Ck \_\_\_\_\_ GHI 1ST Day Wrk 8/02/2018 Health ins flag  Y

Date of Death \_\_\_\_\_ GHI Cover Start 10/01/2018 Participate in GHI?  Y

Elig For Rehire  Y GHI Final Ded Dt \_\_\_\_\_ GHI BOE Transfer in?  Y

Tern Date \_\_\_\_\_ GHI G4 \_\_\_\_\_

Tern Reason \_\_\_\_\_ GHI CH \_\_\_\_\_

Validations passed. Save your changes

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

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"Educating Georgia's Future"

## Personnel Data Screen:

- With so many new fields on the W-4, tax data is removed from the Personnel Data screen

## Personnel Data screen:

- With so many new fields on the W-4, the tax data is removed from the **Personnel Data** screen

# New 2020 W-4 Form

PCG Dist=8991 Rel=19.03.00 10/23/2019 PCG 004 SV C:\DEVSVS C:\SECOND WHITE PAV01

**Add New Employee**

Status A -- Active      MARTIN, MATILDA L.      Class 1 CLASSROOM TEACHERS  
Emp. no. 98989      Pay Loc 8014 Location 008014      Job 2 TEACHER 1-3  
Sex Code F      Work Loc 8014 Location 008014      EEO-5 Job 005 Elem Teacher  
Mar Stat M      SSN 121 21 2121      Ethnic 5 ASIAN

NAME First MATILDA      Middle L.      EEO-5 and CPI Ethnic/Race:  
Last MARTIN      Suffix      Prefix MS.      Hispanic/Latino Ethnicity?  
 Yes  No  
Race (Select all that apply)  
 Yes  No Am Indian Alaskan  
 Yes  No Black

Address 1 WEST FIRST STREET      Certificate Type  
Address L2 A2  
City/State ATLANTA  
Zip Code 30000      County  
Phone ( ) 000-0000  
Cell phone ( ) 000-0000

Birth Date 1/01/1970      Pens E  
Hire Date 1/01/2019      GHI E  
Rehire Date      GHI B  
Term Date      GHI 1  
Term Reason      GHI Coverage Start      Ded Cd 9  
GHI Change Code

Employee e-mail: matilda.martin@doe.k12.ga.

19.03.01

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## ***New Employee Data*** screen:

- With so many new fields on the W-4, the tax data is moved from screen 1 of the ***New Employee Data*** screen

# New 2020 W-4 Form

PCG Dist=8991 Rel=19.03.00 10/23/2019 PCG 004 SV C\DEVSY5 C\SECOND WHITE

Add New Employee - Screen 2

Emp. # 98989 MARTIN, MATILDA L. Status 0 Pay Loc 0014 Class PAV01  
 Pay Sch. # 12  
 Cycle 3 FIS YEAR  
 Contract no 10  
 PV contno 10  
 Hrs/Week 40.00

Switches: Federal  (V/N) Pens Code 2 TRS  
 State  (V/N) TRS service ind 0 TRS/ERS Pens Gross  
 FICA  (V/N/M) No pension code 00 Adj Ant/%  
 Pension  (V/N/R) Pens Ant/% .0600

Proc	Type	Pay Type	Pay Rate	Reg Hrs	Out Hrs	Reg Gr	Out Gr	GHI Dist	Pay Reas
1.	S					5000.00		1.0000	
2.									
3.									
4.									
5.									
Totals									

Acct #1 20 100 1021 1000 11000 100 1  
 Acct #2 00  
 Acct #3 00  
 Acct #4 00  
 Acct #5 00

State: Mar Stat B Allowance Mar 1 Dep -1 Withholding Code 3 Amt/% .10  
 Federal: Mar Stat S W-4 Prior to 2020 Y (V or N) Withholding Code 3 Amt/% .10

W-4 Prior to 2020: Exempt 1  
 New 2020 W-4: Box 2 Two jobs flag N Box 4a Other income .00  
 Box 3 Dependent ant .00 Box 4b Deduction ant .00

19.03.01

***New Employee Data*** screen:

- And is moved to **screen 2** of the ***New Employee Data*** screen

## New 2020 W-4 Form

- The November release (19.03.01) will make the **new W-4 fields available**
- The December release (19.04.00) will **update the Federal income tax** calculation per IRS publication 15-T



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- The November release (19.03.01) will make the **new W-4 fields available**
- The December release (19.04.00) will **update the Federal income tax** calculation per IRS publication 15-T

# Agenda

- Introduction
- PCGenesis Server Requirements
- Migration to Database Technology
- New 2020 Federal W-4 Form
- **Recent Enhancements**



## 40 Items Allowed Per Wire Transfer

- An enhancement has been made to Wire Transfer processing (F1, F4, F7).
- Before, only 13 expenditures could be selected per wire transfer
- Now, up to **40 expenditures** may be selected for a single wire transfer.
- Reduces the number of wire transfers that are necessary for paying claims.
- Saves time and effort and improves reliability by reducing data entry.

### 40 Items Allowed Per Wire Transfer:

- Before, only 13 expenditures could be selected per wire transfer
- Now, up to **40 expenditures** can be selected for a single wire transfer
- Has this been helpful?

## 40 Items Allowed Per Wire Transfer

PCGDist=8991 Rel=19.01.00 03/18/2019 PCG 003 SV C\DEVSY5 C\SECOND WHITE EXP1300

Enter Manual Check / Wire Transfer

Wire Xfer: Y Bank: BK02 Vxfer#: 2384 Vendor: 4727 FED INCOME TAX  
 Date: 3/18/2019 Amount: 246171.62  
 Total Amount Selected: 246,171.62 Item Count: 22

\*\* To select or de-select an item, click in the check box of the corresponding item. \*\*

Sel	Vend #-Seq	Claim Description	Date	Amount	PO#
<input checked="" type="checkbox"/>	004727-3558	EMPLOYER'S FICA SHARE	1/29/2019	465.25	000000
<input checked="" type="checkbox"/>	004727-3559	EMPLOYER'S FICA SHARE	1/29/2019	485.85	000000
<input checked="" type="checkbox"/>	004727-3560	EMPLOYER'S FICA SHARE	1/29/2019	597.77	000000
<input checked="" type="checkbox"/>	004727-3561	EMPLOYER'S FICA SHARE	1/29/2019	471.48	000000
<input checked="" type="checkbox"/>	004727-3562	EMPLOYER'S FICA SHARE	1/29/2019	507.28	000000
<input checked="" type="checkbox"/>	004727-3563	EMPLOYER'S FICA SHARE	1/29/2019	1740.67	000000
<input checked="" type="checkbox"/>	004727-3564	EMPLOYER'S FICA SHARE	1/29/2019	1777.39	000000
<input checked="" type="checkbox"/>	004727-3565	EMPLOYER'S FICA SHARE	1/29/2019	1258.92	000000
<input checked="" type="checkbox"/>	004727-3566	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3567	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3568	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3569	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3570	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3571	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3572	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3573	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3574	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3575	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3576	EMPLOYER'S FICA SHARE			
<input checked="" type="checkbox"/>	004727-3577	INSTRUCTIONAL FICA			

\*\*\*\* Select up to 13 items for a check and 40 items for a wire transfer. \*\*\*\*

F1=First, F5=Next, F9=Select page, F10=Deselect page ENTER=Continue with Posting  
 F16>Select another vendor

19.01.00

Georgia Department of Education

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### 40 Items Allowed Per Wire Transfer:

- Also, we have added the ability to **select** or **deselect** an entire page of expenditures
- Has this been helpful?

## 40 Items Allowed Per Wire Transfer

- Up to **40 items** may be selected for a **wire transfer**.
- Up to **13 items** may be selected for a **vendor check**.
  - Only **13 items** on a vendor check because of space limitations on the check form

### 40 Items Allowed Per Wire Transfer:

- We allow up to **40 items** for a **wire transfer**
- You are still limited to **13 items** for a **vendor check**
  - Only **13 items** can print on the vendor check form

## 40 Items Allowed Per Wire Transfer

The screenshot shows a terminal window titled "PCG Dist=8991 Rel=19.03.00 10/11/2019 DOD 001 SV C:\DEV\SVS C:\SECOND GREEN". The main text reads "Enter bank and wire transfer number of wire transfer to be displayed" with "FARPR409" in the top right corner. The wire transfer details are as follows:

- Bank: BK01
- Wxfer #: 2437
- Wxfer amount: 273087.91
- Wxfer date: 8/30/2019
- Void date: \_\_\_\_\_
- Cancel date: \_\_\_\_\_
- Payee: FED INCOME TAX
- Status: I

Legend: (C = Cancelled, T = Wire transfer (Open), U = Voided)

Vendor: 4727

Payables:	3251	3252	3253	3254	3255	3256	3257	3258	3259	3260
	3261	3262	3263	3264	3265	3266	3267	3268	3269	3270
	3271	3272	3273	3274						

Instructions: F16 to Exit, ENTER=Update, F5=Next wire transfer. Amount: 19.01.00

Footer: Georgia Department of Education, Richard Woods, Georgia's School Superintendent, "Educating Georgia's Future". Date: 11/14/2019, Page: 98.

• Wire Transfer shows up to 40 payables

### 40 Items Allowed Per Wire Transfer:

- The wire transfer will display up to **40** payables

Questions?

## SHBP Audit Report for the Fiscal Year

The screenshot displays a window titled "Payroll System" with a menu titled "Monthly/Quarterly/Fiscal/Biennial Reports Menu". The menu is organized into categories: Monthly, Quarterly, Fiscal, and Biennial. The "Fiscal" category contains four options, with the last one, "14 -- SHBP Audit Report for the Fiscal Year", highlighted with a red box. The window also shows a status bar at the bottom with the date "11/14/2019" and the page number "99".

PCG Dist=8991 Rel=19.03.00 10/11/2019 DOD 001 SV C:\DEV\SVS CASECOND GREEN PAVN0005

Payroll System

FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu

Monthly:

- 1 -- PSERS Contribution Reports & Files
- 2 -- TRS Contribution Report & File
- 3 -- GHI Export File for State Health Benefits
- 4 -- Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating

Quarterly:

- 5 -- Department of Labor Quarterly Payroll Report & Wages Data File

Fiscal:

- 10 -- Fiscal Wages by Fund
- 11 -- Create Summer Salary Accrual Claim Data
- 12 -- Create Accrued Summer Salary Paid Report
- 13 -- Accrued Summer Salary by Function Report
- 14 -- SHBP Audit Report for the Fiscal Year

Biennial:

- 20 -- EEO-5 Report and Transmission File (Due Even Numbered Years)

18.03.01

Master [list] PAY MONITOR VENDOR MONITOR

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## SHBP Audit Report for the Fiscal Year

- A new option is available on the ***Monthly/Quarterly/Fiscal/Biennial Reports Menu***
- This report was requested by the folks in Financial Review to help with the audit process

# SHBP Audit Report for the Fiscal Year

REPORT DATE: 10/11/2019  
REPORT TIME: 09:36

SHBP Audit Report for the Fiscal Year  
SORTED BY Class, Employee Name  
FISCAL YEAR - 2019

PAGE: 97  
PROGRAM: SHBPFRT

EMPNO	SOCIAL SEC	SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT						
89709	999-08-8709		WAJTE, MOSTY	15	035	8/16/2016								
	OFF	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO					
2018 JUL	B3		1,252.90	945.27	143.46		945.00	257778						
2018 AUG	B3		1,252.90	945.27	143.46		945.00	258381						
2018 SEP	B3	6.00	1,278.07	960.42	143.46		945.00	258783						
2018 OCT	B3		1,212.49	906.37	143.46		945.00	259206						
2018 NOV	B3		1,212.49	906.37	143.46		945.00	259629						
2018 DEC	B3		1,212.49	894.66	143.46		945.00	260046						
2019 JAN	B3		1,212.49	919.92	143.46		945.00	260470						
2019 FEB	B3		1,212.49	913.57	143.46		945.00	260896						
2019 MAR	B3		1,212.49	913.57	143.46		945.00	261310						
2019 APR	B3		1,212.49	913.57	143.46		945.00	261732						
2019 MAY	B3		1,212.49	913.57	143.46		945.00	262155						
2019 JUN	B3		1,212.49	917.87	143.46		945.00	262574						
EMPLOYEE TOTALS		6.00	14,693.28	11,050.13	1,721.52		10,395.00							

EMPNO	SOCIAL SEC	SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT						
89237	999-08-8237		WHITLEY, MARTIANO	15	035	9/15/2011	8/09/2011	8/16/2019						
	OFF	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO					
2018 JUL	B2		1,846.74	1,173.20	296.62		945.00	257550						
2018 AUG	BC		2,677.39	1,765.55	296.62		945.00	258135						
2018 SEP	EMPLOYEE NOT PAID													
2018 OCT	EMPLOYEE NOT PAID													
2018 NOV	EMPLOYEE NOT PAID													
2018 DEC	EMPLOYEE NOT PAID													
2019 JAN	EMPLOYEE NOT PAID													
2019 FEB	EMPLOYEE NOT PAID													
2019 MAR	EMPLOYEE NOT PAID													
2019 APR	EMPLOYEE NOT PAID													
2019 MAY	EMPLOYEE NOT PAID													
2019 JUN	EMPLOYEE NOT PAID													
EMPLOYEE TOTALS			4,524.13	2,938.75	593.24		1,890.00							
PAY CLASS TOTAL		117.50	284,669.20	205,382.38	37,000.00		205,065.00							

**SHBP Audit Report:**

- Lists GHI payments by month for the calendar year



SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

11/14/2019

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## SHBP Audit Report for the Fiscal Year

- The report lists GHI payments by month for the entire calendar year
- How many of you found this report useful?
- Does this address all the documentation needed for the SHBP audit?



## Employer Contribution GL Account Distributions for Deductions

PCG Dist=8991 Rel=19.03.00 10/23/2019 PCG 004 SV CADEVSY5 CASECOND WHITE PAV095

**Deduction File Maintenance**

Deduction code: 14 Sort: 13  
 Description: I-UNDR 004603 Percent: 0000  
 Short desc.: I-UNDR 004603

Deduction type: 1 'A' = Annuity ( )  
 'F' = Imputed I  
 'I' = Non-Taxab

Fund: 199 Fiscal: - Program:  
 Balance #: 475

Benefit plan code associated with deduction:  
 ----- Employer Contribution Indicator -----  
 Employer contribution indicator: 1  
 0 = None  
 1 = Fixed Amount  
 2 = % of Process Type Gross (specified below)  
 3 = % of Employee Contribution

Employer Indicator '1' or '2' Process Types: S D H A B X Y Q P  
 Y Y Y N N N N N N

Contribution amount or %: 25.00000 Object: 29000 Balance: 421

\*\* Modify Mode \*\*

(ENTER)-Modify Record F1-Display Mode F28-Help Screen  
 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

19.02.00  
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## Employer Contribution GL Account Distributions for Deductions

- A new option available for when the employer contribution is a **Fixed Amount** (value = 1)
- This option allows you to avoid having to process JE's to transfer money between GL accounts after the payroll is completed!

## Employer Contribution GL Account Distributions for Deductions

**Deduction File Maintenance**

PCG Dist=8991 Rel=19.03.00 10/23/2019 PCG 004 SV CADEVSYS CASECOND WHITE PAV095

Deduction code: 14 Sort: 13  
 Description: I-UNDR 004603  
 Short desc.: I-UNDR 004603

Deduction type: I 'A' = Annuity (T)  
 'F' = Imputed In  
 'I' = Non-Taxabl

Fund: 199 Fiscal: Program: 9  
 Balance #: 475

Benefit plan code associated with deduction:  
 Employer Contribution Indicator

Employer contribution indicator: 1

0 = None  
 1 = Fixed Amount  
 2 = % of Process Type Gross (specified below)  
 3 = % of Employee Contribution

Employer Indicator '1' or '2' Process Types: S D H A B X Y Q P  
 Y Y Y N N N N N N

Contribution amount or %: 25.00000 Object: 29000 Balance: 421

\*\* Modify Mode \*\*

(ENTER)-Modify Record F1-Display Mode F28-Help Screen

19.02.00

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## Employer Contribution GL Account Distributions for Deductions

- This option allows you to select the **Process Type Codes** for GL distribution
- The GL distribution can be limited to **Process Types 'S', 'D', and 'H'**, for example.

## Employer Contribution GL Account Distributions for Deductions

REPORT ID: PAYR-PAYEXCEP      CALC EXCEPTIONS REGISTER FOR PAY 06/21/19      PAGE: 1  
PERIOD END: 06/21/2019      REPORT DATE: 06/20/2019

LOC	EMP #	CL	NAME	F	49	CAN'T DISTRIB FIXED EMPLR CONTRIB, NO SEL GROSS
0201	89451	07	IRSZARRY, KUSTIS			

### Fatal error on Payroll Exceptions Report:

- If an employee is not paid using one of the **Process Type Codes** defined for the deduction
- "CAN'T DISTRIB FIXED EMPLR CONTRIB, NO SEL GROSS"



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## Employer Contribution GL Account Distributions for Deductions

- If an employee is not paid using one of the **Process Type Codes** defined for the deduction, a fatal error will appear on the ***Payroll Exceptions Report***

# Payroll Deduction Reports

\*\* Print Deduction Registers & Create Direct Deposit Export File \*\*

Print employee SSHs on reports?:

- Print last 4 digits of SSN
- Do not print SSN (all "")
- Print entire SSN

**New SSN Options:**

- Print last 4 digits of SSN
- Do not print SSN
- Print entire SSN

ENTER	F12	19.02.00
-------	-----	----------

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## Payroll Deduction Reports

This is a new option designed to protect sensitive payroll data

# Payroll Deduction Reports

REPORT ID: PAWR-DEDPRT1 PERIOD END: 09/30/2019 DEDUCTION REGISTER FOR 09/30/19 PAGE: 1  
SMITH CITY BOARD OF EDUCATION REPORT DATE: 10/23/2019 14:57

SOC-SEC-NO	EMP # LOC	EMPLOYEE NAME	FICA (FICA EMPLOYEE) OASDI AMT	HI AMT	OASDI GR	HI GR	ACTUAL GR
***-**-8498	88498 0201	ADPISON, ISSIAH	281.08	65.74	4,533.59	4,533.59	4,533.59
***-**-8526	89526 0201	ALARECHI, CARMELO	87.46	20.46	1,410.70	1,410.70	1,430.07 *
***-**-8423	88423 0201	ALVARO, ANSERA	234.04	54.74	3,774.78	3,774.78	4,257.15 *
***-**-8852	88852 0001	ALVARO, DESON	67.56	15.80	1,089.61	1,089.61	1,089.61
***-**-8962	88962 0195	ALVARD, RISARDA	56.42	13.19	909.97	909.97	909.97
***-**-8318	88318 0100	AMAYA, MARGARET	318.78	74.56	5,141.75	5,141.75	5,190.76 *
***-**-7808	87808 0195	ANSEL, JASKELYN	79.91	18.69	1,289.00	1,289.00	1,289.00
***-**-8136	89136 0201	ANDREW, EL90	55.32	12.94	892.26	892.26	892.26

**New SSN Options:**

- Allows sensitive payroll data to be protected

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## Payroll Deduction Reports

- Here is an example of a **Payroll Deduction Report** with only the last four digits of the Social Security Number displayed on the report

## PCGENESIS FUTURE

- These are very exciting changes for PCGenesis!

**Questions?**



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- We are very excited about the upgrades for PCGenesis
- Questions?

## Site Recommendations

- Upgrade any server > 3 to 5 years old
- Implement **Remote Desktop** access !!!!
- Weekly full system backup of **K:\\*.\*** (Retain 3 weeks)
- Daily backups of data (**K:\SECOND** and **K:\PCGSQldb**) to CD/DVD/USB (Retain for 1 month)
- Document restore procedures for emergencies



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- Upgrade any server > 3 to 5 years old
- Implement **Remote Desktop** access !!!!
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- Document **restore procedures** for emergencies

# Agenda

- **PCGenesis Broadcast E-mail List**
- Getting Ready for 2020 GHI
- User Input



## PCGenesis User List

- The Ga DOE has created an 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

- 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.

## PCGenesis User List

- We already have 209 registered users
- Any user involved with PCGenesis can join:
  - Financial Directors
  - Payroll Administrators
  - IT Specialists

The PCGenesis e-mail list already has 209 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

The e-mail list can be used to:

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

## 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

- PCGenesis Broadcast E-mail List
- **Getting Ready for 2020 GHI**
- User Input



## Getting Ready for 2020 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 2020.

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.

GHI premium amounts have NOT changed for 2020.

# Getting Ready for 2020 GHI

The screenshot displays a software window titled 'PCG Dist=8991 Rel=13.03.00 11/04/2013 DOD 001 SV CA/DEVSYS CA/SECOND GREEN'. The main window shows 'Display/Update Personnel Data' for an employee with status 'Active', name 'ET3AN', and address '2072 MAIN STREET, SMITH, GA'. A 'PCG Select GHI Code' dialog box is open in the foreground, listing the following options:

Dpt	Tier	Long Description	Short Desc
08		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 labeled 'GHI Option from Benefit File' points to the 'GHI Option' field in the background form, which is currently set to 'B1'.

This is a complete list of the 2020 GHI options.

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

# Getting Ready for 2020 GHI

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

- Status: Active
- Emp. no.: 88942
- Sex Code: E
- Mar Stat: H
- NAME First: ET3AN, Last: AB3EU
- Address: 2072 MAIN STREET, SHITH, GA, 33333
- Phone: (999)555-1058
- Pay Loc: 382, Location: 000302
- SSN: 999 08 8942
- Class: 14, Job: 114, EEO-5: 08, Job: 016, EEO-5 Ethnic: 2
- Hispanic/Latino Ethnicity: No
- Race: No
- Include on CPI: Y
- Sick Bank: N
- Substitute rank: -
- TRSDOE Paid ERCON: Y
- Health ins Flag: Y
- Participate in GHI: Y
- GHI Option: B1 GOLD
- GHI Tier: 91
- GHI Ded cd: 8
- Ant/%: .00

The 'PG Select GHI Code' dialog box contains 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

A callout box labeled 'GHI Tier from Benefit File' points to the 'GHI Tier' field in the main window, which is currently set to '91'.

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

## Getting Ready for 2020 GHI

### How to Install 2020 GHI

- 1) Install PCGenesis Release 19.03.01. This release will automatically upload the new 2020 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Options & Tiers from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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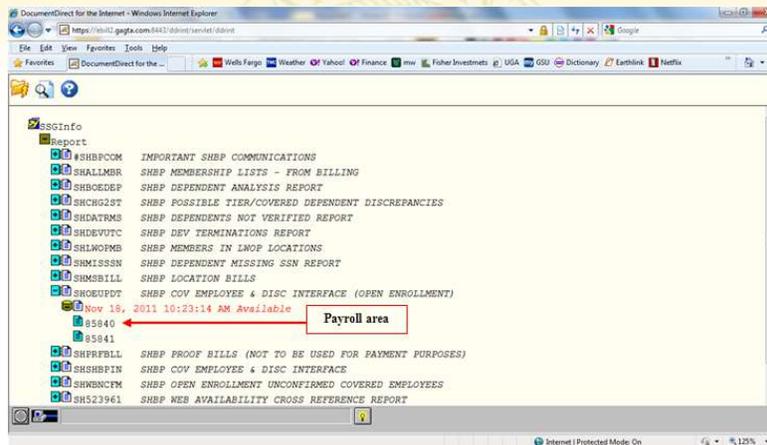
Several steps are necessary to get ready to process GHI in 2020. Before your December payroll, you will be able to install the 19.03.01. This release will contain the 2018 GHI premiums. The new premiums will be uploaded automatically by the release.

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 2020 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

# Getting Ready for 2020 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.

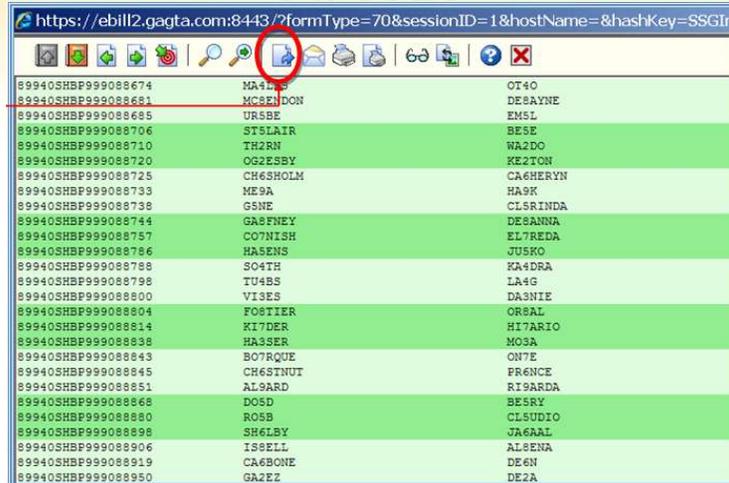
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

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

Select the correct file.

# Getting Ready for 2020 GHI

- Download the DCH open enrollment file



The screenshot shows a web browser window with the address bar containing the URL: <https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=&hashKey=SSGI>. The browser toolbar includes a red circle around the download icon. Below the toolbar is a table with three columns: a unique ID, a name, and a code.

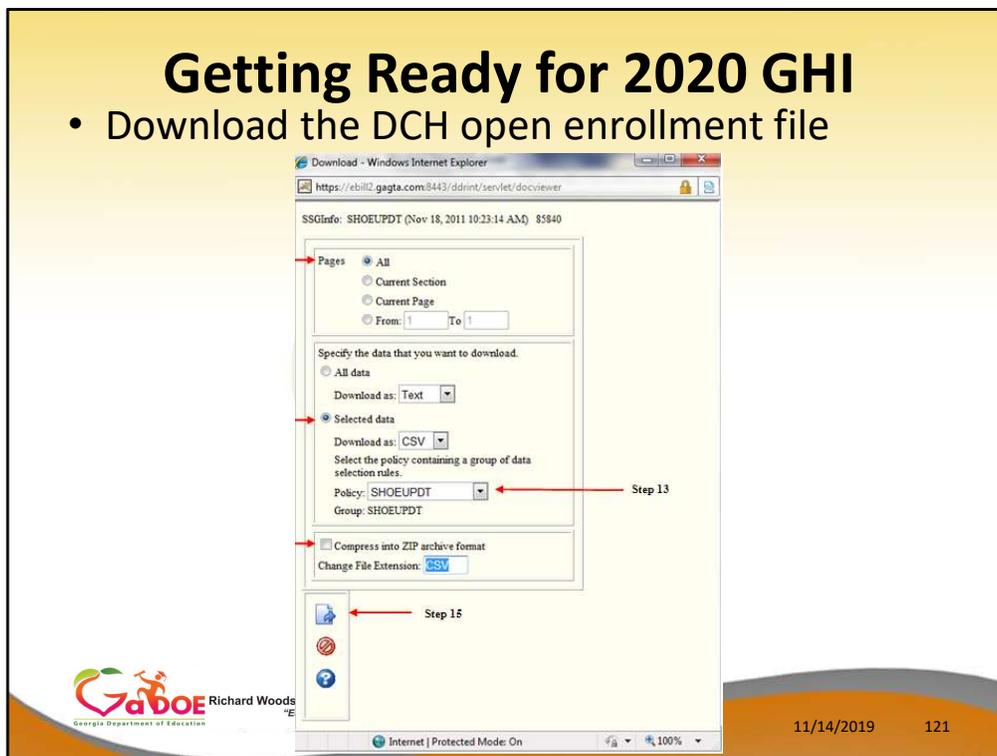
89940SHBP999088674	MAILES	OT40
89940SHBP999088681	MCENEDON	DEBAYNE
89940SHBP999088685	URSBE	EM5L
89940SHBP999088706	STSLAIR	BESE
89940SHBP999088710	THORN	WA2DO
89940SHBP999088720	OGRESBY	KE2TON
89940SHBP999088725	CHESHOLM	CA6HERYN
89940SHBP999088733	ME9A	HA9K
89940SHBP999088738	G5NE	CL5RINDA
89940SHBP999088744	GABFNEY	DESANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HASENS	JUSKO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	FO8TIER	OR8AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CH6STNUT	FR6NCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DOSD	BE8RY
89940SHBP999088880	ROS8	CL8UDIO
89940SHBP999088898	SH6LBY	JA6ALL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GA2EZ	DE2A

The open enrollment file is displayed.

Select the download icon.

## Getting Ready for 2020 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 2020 GHI

- Download the DCH open enrollment file



Select SAVE to save the file to your C drive.

# Getting Ready for 2020 GHI

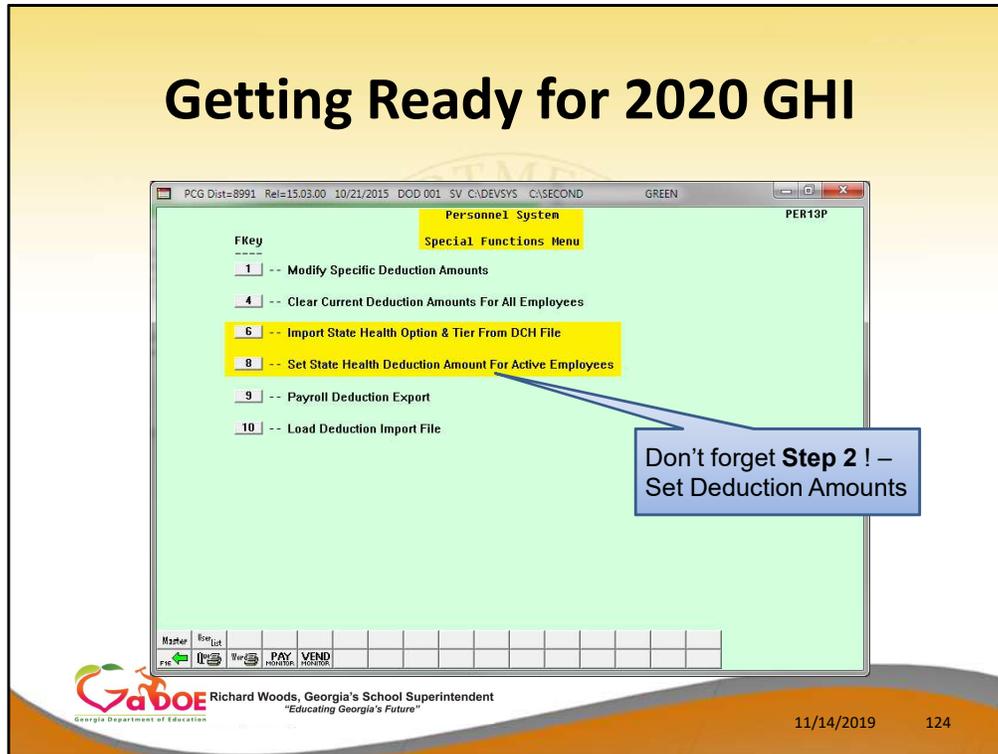
- Download the DCH open enrollment file

```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3I
"89990SHBP999087071 SC2REIBER TH2NH L
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BU8DEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y
"89990SHBP999087077 OG4E T050 R
"89990SHBP999087078 BE3MAN CE4S0INA
"89990SHBP999087079 BO2IE K41HLE8N B
"89990SHBP999087080 BR9SCOE NA7MA A
"89990SHBP999087081 P8IS JE8NI5ER D
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WA6EFIELD SUZAN E
"89990SHBP999087084 BA5KSDALE M8ION 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 2020 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 2020 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)

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 2020 GHI Open Enrollment – Import GHI Option and Tier Elections

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSY 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.CSU

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 2020 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 2020 GHI Set GHI Deduction Amounts

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

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

Set deductions to rates in effect on: 01/01/2018

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

Ded Code	Ded Desc	Emplr Ind	Emplr Amt
8	NONCERTIFIED MERIT	N	
9	CERTIFIED MERIT	N	
42	SUPER SHBP	Y	945.00

ENTER = Validate PF16 = Exit

17.01.00

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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.

# Getting Ready for 2020 GHI

## Set GHI Deduction Amounts

REPORT DATE: 10/27/2009 10:17  
 Program ID: PER0150

SHP DEDUCTION UPDATE REPORT  
 \*\*\* TRIAL MODE - NO UPDATES \*\*\*

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Plan Code	Plan Option	Plan Tier	Old Amount	Old Fig	New Amount	New Fig
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	OL5ARY, PASULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OH6LLEY, EF6AIIH	8010	55	12	09	NE	00	0.00	Y	0.00	Y
087836	OR2ELAS, C02EMAN	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, 022E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3R0TT, J03AS	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, D03IA	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	P02DER, 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

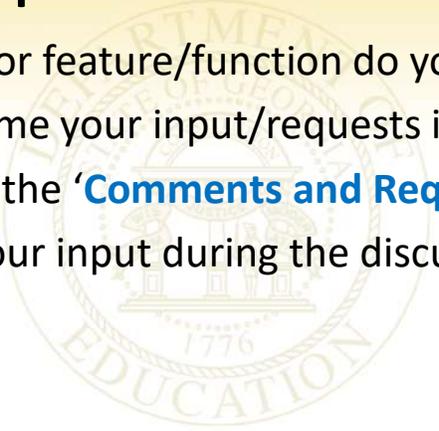
- Introduction
- PCGenesis Recent History
- Upgrade of PCGenesis Print Queue
- PCGenesis Future
- PCGenesis Broadcast E-mail List
- Getting Ready for 2020 GHI
- **User Input**



## 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.

# PCGenesis Documentation



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

# 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](#)

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[Release Information](#)

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# Questions?



**Thank you for attending!**

