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*"Making Education Work for All Georgians"*

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## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT:** **Release 12.04.01 – FICA and Federal Withholding Table Updates / Miscellaneous Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 12.04.01*.

PCGenesis supporting documentation is provided at:

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

### **December, 2012 Payroll Completion Instructions**

*This release can be installed at any point, as long as the preceding release (12.04.00) has already been installed. The 12.04.01 release is not dependent on your payroll status.*

*NOTE: If you have already run a January payroll without the new tax parameters, it is OK as long as you applied the 2013 OASDI tax rate as directed in the Portal Notification Message of 01/04/2013. Since Federal tax withholding is an estimate of what the employee will owe, and since the dollar differences generated by the tax updates are minimal, updating the tax tables after your first payroll of 2013 causes no problems.*

# Contents

- Section A: Overview of Release .....3**
- A1. Payroll System.....3**
  - A1.1. 2013 FICA Updates .....3
  - A1.2. New Additional Medicare Tax Effective 01/01/2013.....3
  - A1.3. 2013 Federal Income Tax Withholding Updates .....3
  - A1.4. 2013 Georgia Unemployment Insurance Taxable Wage Base .....3
  - A1.5. PSERS Contribution Report & File .....4
  - A1.6. Print YTD Earnings Register .....4
- A2. Personnel System .....4**
  - A2.1. Post Leave Input Data .....4
- A3. Financial Accounting and Reporting (FAR) System .....4**
  - A3.1. Vendor Listing Export File .....4
  - A3.2. Bank File Maintenance .....4
- Section B: Installation Instructions for Release 12.04.01 Software.....5**
- B1. Perform a PCGenesis Full Backup.....5**
- B2. Install PCGenesis Release 12.04.01.....6**
- B3. Verify Release 12.04.01 Was Successfully Installed.....11**
- B4. Perform a PCGenesis Full Backup after Release 12.04.01 is Installed .....12**

## **Section A: Overview of Release**

### **A1. Payroll System**

#### **A1.1. 2013 FICA Updates**

The FICA tax parameters have been updated for calendar year 2013. This release automatically updates the FICA tax tables into PCGenesis.

The employee tax rate for social security is 6.2%. Previously, the employee tax rate for OASDI was 4.2%. The employer tax rate for social security remains unchanged at 6.2%. The social security wage base limit is \$113,700. The maximum employee and employer OASDI deduction is \$7049.40.

The Medicare tax rate is 1.45% each for the employee and employer, unchanged from 2012. There is no wage base limit for Medicare tax.

#### **A1.2. New Additional Medicare Tax Effective 01/01/2013**

In addition to withholding Medicare tax at 1.45%, an Additional Medicare Tax of 0.9% must also be withheld on wages paid to an employee in excess of \$200,000 in a calendar year. The Additional Medicare Tax must begin to be withheld in the pay period in which wages exceed \$200,000, and continue to be withheld each pay period until the end of the calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax. All wages that are subject to Medicare tax are subject to Additional Medicare Tax withholding if paid in excess of the \$200,000 withholding threshold. This release automatically updates the FICA tax tables into PCGenesis.

#### **A1.3. 2013 Federal Income Tax Withholding Updates**

The Federal withholding tax tables have been updated for calendar year 2013. This release automatically updates the Federal tax tables into PCGenesis.

#### **A1.4. 2013 Georgia Unemployment Insurance Taxable Wage Base**

Georgia's Unemployment Insurance Taxable Wage Base increases to \$9500 from \$8500 effective on 01/01/2013. This release automatically updates the **DOL Gross Over Amount** on the *State Tax Table* screen into PCGenesis.

## ***A1.5. PSERS Contribution Report & File***

The *PSERS Contribution Report & File* (F2, F5, F10) doesn't handle employees with both old and new PSERS records in history file in the same period correctly. When the \$10.00 and \$4.00 amounts are combined, the PSERS extract gives an incorrect error message. This problem has been resolved.

## ***A1.6. Print YTD Earnings Register***

If the new employee FICA tax rate of .062 has been entered into PCGenesis prior to release 12.04.01, the *Print YTD Earnings Register – Summary by Employee Report* (F2, F10, F13) gives incorrect OASDI error messages for all employees for calendar year 2012, making it impossible to balance to the W-2s. This problem has been resolved.

## ***A2. Personnel System***

### ***A2.1. Post Leave Input Data***

The *Leave Posting* program (F3, F4, F2, F3) in the new Enhanced Substitute Pay and Employee Leave System has been enhanced so that when using the ADD option, and when an employee has used all 40 gross data account lines, the system will now try to condense the employee's gross data account lines so that an error does not occur during posting.

## ***A3. Financial Accounting and Reporting (FAR) System***

### ***A3.1. Vendor Listing Export File***

The report and the export csv file created from the *Vendor Listing, by Vendor Name Sequence - All* (F1, F14, F12) procedure has been enhanced to include the vendor e-mail address, the fax phone number, and the Federal W9 information.

### ***A3.2. Bank File Maintenance***

A problem has been corrected with the *Bank File Maintenance* program (F1, F8, F9, F1). Now, adding and maintaining records proceeds without any errors.

## Section B: Installation Instructions for Release 12.04.01 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 12.04.01* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 12.04.01**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

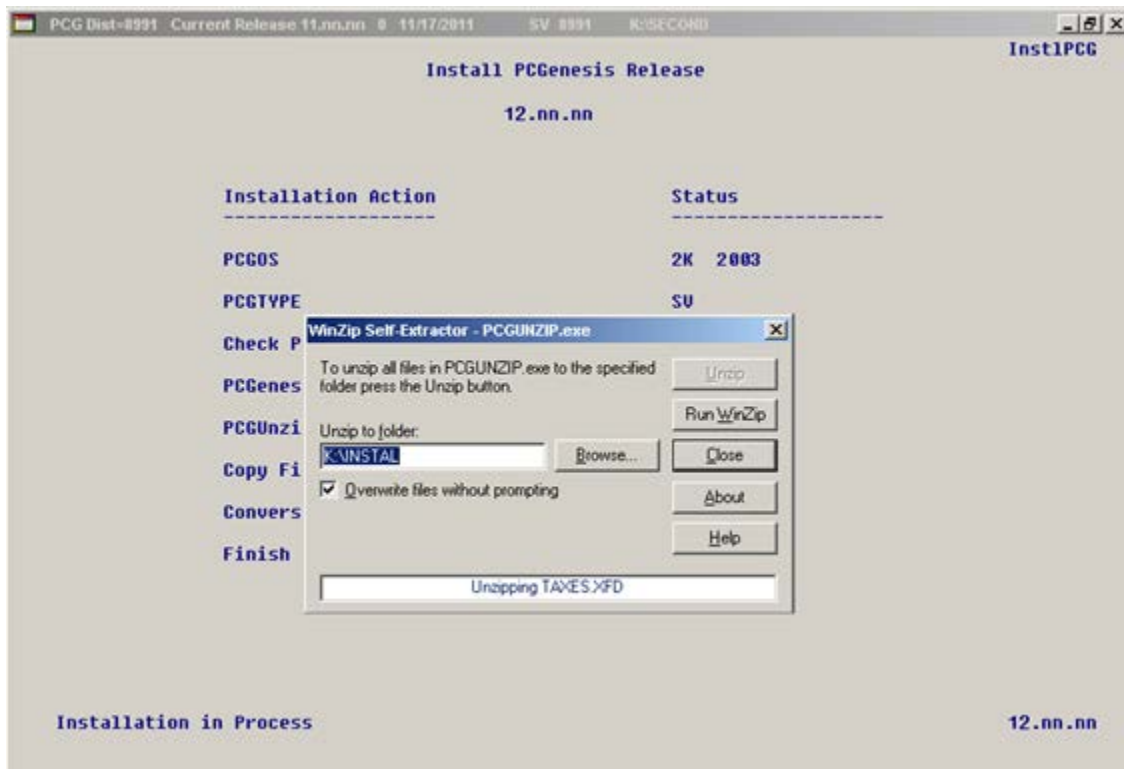
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup Prior to Release 12.04.01</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 12.04.01</i> .

## B2. Install PCGenesis Release 12.04.01

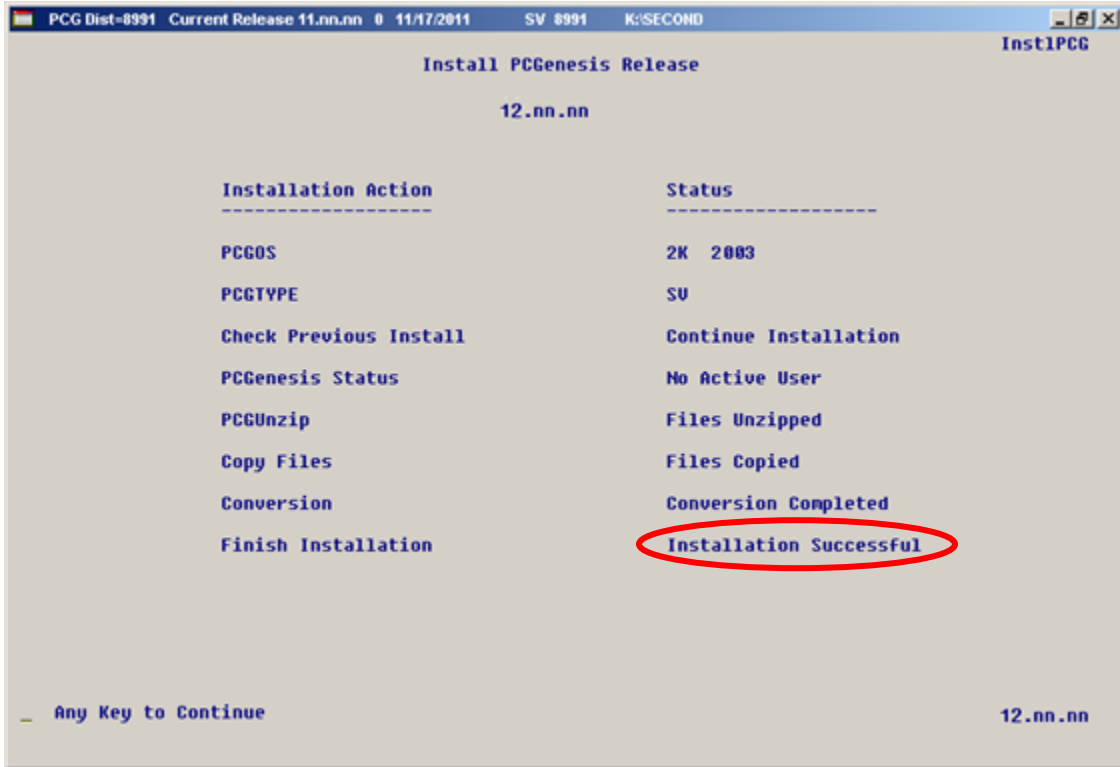
### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the <b>K:\INSTAL</b> directory.
4	Verify <b>PCGUNZIP.EXE</b> , <b>RELINSTL.BAT</b> , and <b>INSTLPCG</b> display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click <b>RELINSTL.BAT</b> to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

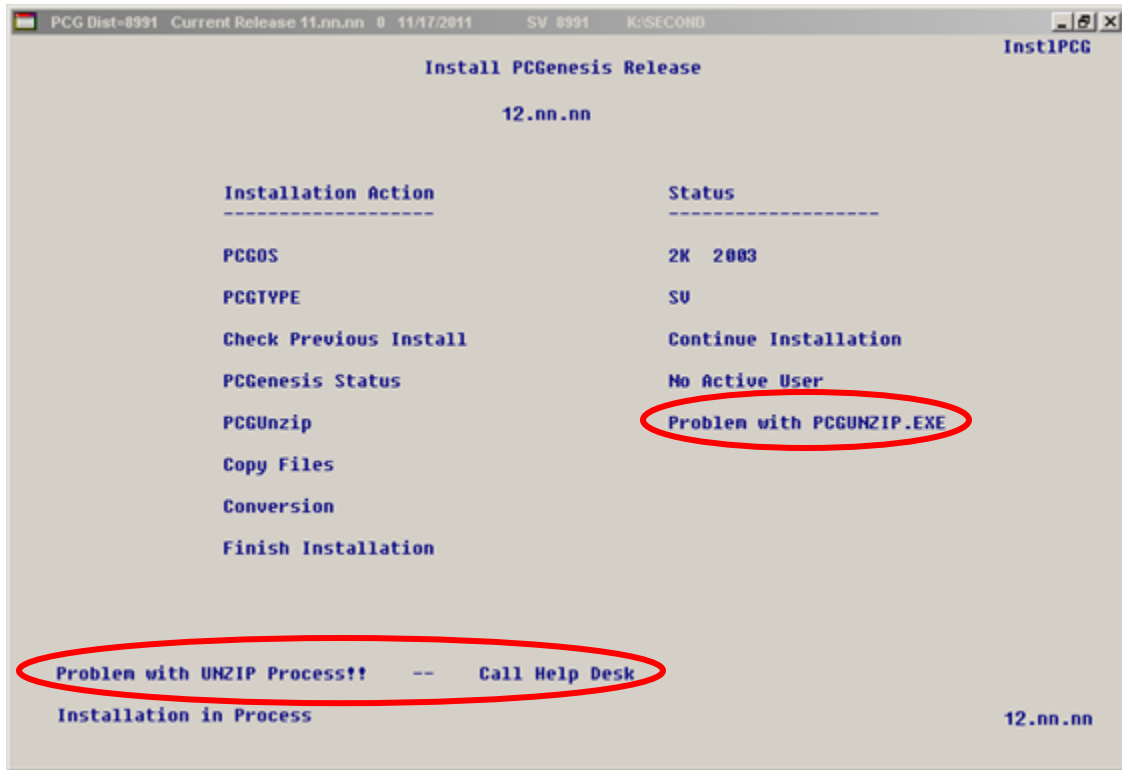


For PCGenesis Release 12.04.01 successful installations, the following message displays:



Step	Action
6	Select <b>Enter</b> to close the window.
7	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 12.04.01 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 8.</p>

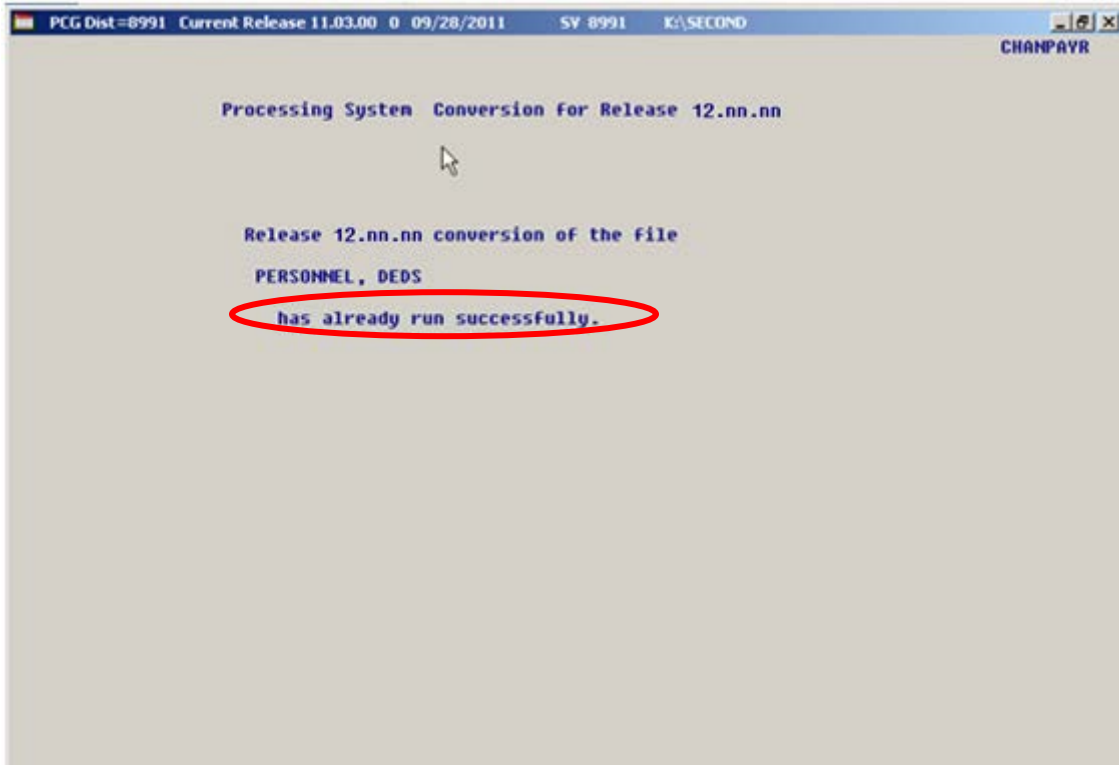
A problem message displays if an error occurred:



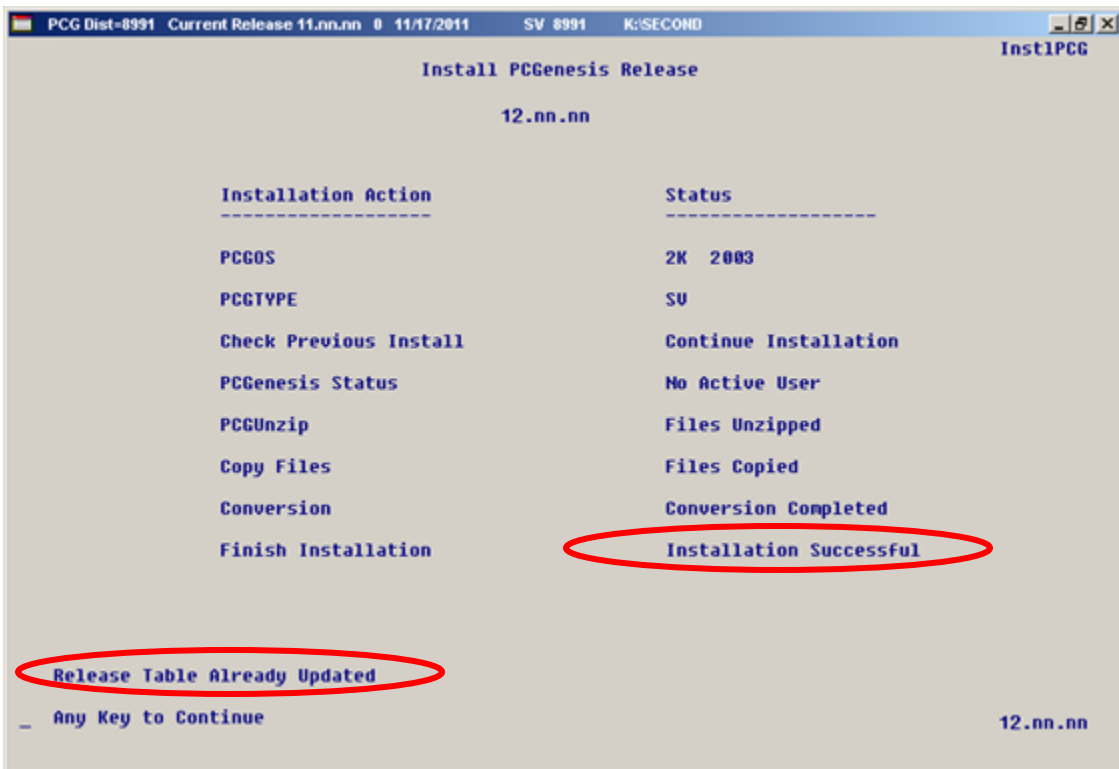
Step	Action
8	Select <b>F16</b> to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.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



A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:



Step	Action
<b>11</b>	Proceed to B3. <i>Verify Release 12.04.01 Was Successfully Installed.</i>

## B3. Verify Release 12.04.01 Was Successfully Installed

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

The following screen displays:

```

PCG Dist=8991 Rel=12.04.01 01/08/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE
DEFNRELM

The Following D.O.E. Releases Have Been Successfully Loaded:

DOE 11.01.00 03/31/2011
DOE 11.02.00 05/31/2011
DOE 11.02.01 07/14/2011
DOE 11.03.00 09/30/2011
DOE 11.03.01 11/29/2011
DOE 11.04.00 12/28/2011
DOE 11.04.01 01/25/2012
DOE 12.01.00 03/30/2012
DOE 12.02.00 06/28/2012
DOE 12.03.00 09/28/2012
DOE 12.03.01 11/28/2012
DOE 12.04.00 12/19/2012
DOE 12.04.01 01/16/2013

Press <ENTER> or F16 to Exit

12.03.00
    
```

Step	Action
4	Verify <b>Release 12.04.01</b> displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 12.04.01 displays. If Release 12.04.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select <b>Enter</b> .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

## ***B4. Perform a PCGenesis Full Backup after Release 12.04.01 is Installed***

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup After Release 12.04.01</b> ”.