PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

10/31/2016

Section B: Personnel Report Processing, V2.6

Revision History

Date	Version	Description	Author
10/31/2016	2.6	16.03.00 – Update *Topic 4: Printing the Georgia Health Insurance (GHI) Eligibility Data Settings Report*.	D. Ochala
04/04/2016	2.5	16.01.00 – Update *Topic 1: Printing the Affordable Healthcare Act Worksheet*.	D. Ochala
07/13/2015	2.4	15.02.00 – Added *Topic 1: Printing the Affordable Healthcare Act Worksheet*.	D. Ochala
08/21/2014	2.3	14.02.00 – Updated the *List Employees' Current Deductions* report.	D. Ochala
12/31/2013	2.2	13.04.00 – Replace DOE logo. Update screenshots.	D. Ochala
06/02/2008	2.1	08.02.00 – Added *Employee Current Deductions Report – Print deductions with zero amounts?* option.	C. W. Jones
03/24/2008	2.0	08.01.00 – Updates to screenshots and *Current Deduction Report* sort options.	C. W. Jones

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Overview

PCGenesis creates the following personnel reports:

Affordable Healthcare Worksheet: The *Print Affordable Healthcare Act Worksheet* offers two different options for printing the worksheet. The first option allows the worksheet to print only employees who received a paycheck but did not have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year. The second option allows all employees eligible for a 1095-C to print on the report. This facilitates coding all employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage.

The *Affordable Healthcare Worksheet* is a tool that districts can use to identify employees who may need to be coded for the Affordable Care Act IRS 1095-C form. The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments. If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**. The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen. Refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing* for instructions on the *Update/Display ACA Employee Data* screen.

Employees' Current Deduction Report: The *Employees' Current Deduction Report* lists current employee deduction amounts and adjustments by deduction type. The report can include a listing of employee deductions with deduction amounts equal to zero.

Setting Employee Search Criteria: Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria* for instructions on defining the record selection criteria.

Employee Deduction Payment Detail Report: The *Employee Deduction Payment Detail Report* reads employees' Earnings History Records, and sorts employee deductions by deduction code, pay class, employee name, and deduction payment date. The report lists the employees' names, deduction amounts, deduction dates, and employer flags.

Georgia Health Insurance (GHI) Eligibility Current Data Settings Report: The *GHI Current Data Settings Report* lists the GHI eligibility data fields, and the GHI current deduction (premium) amounts for all SHBP deductions, including deduction codes *08 – State Health Non Certified* and *09 – State Health Certified.* PCGenesis provides sort options by employee name, employee number, payroll class code, or payroll location code. The report may be run for one pay location or all pay locations, and may be run for one payroll class code or all payroll class codes. The user may elect to print active employees and/or inactive employees and/or terminated employees. The report is also useful when verifying PCGenesis release data conversions, and when generating a listing of GHI-eligible employees' deductions.

Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports* for additional SHBP/GHI processing procedures.

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Drop-Down Selection Icon Feature: Certain fields within PCGenesis contain the drop-down selection icon to aid in the entry of field information. When used, double-click the desired information to complete the entry.

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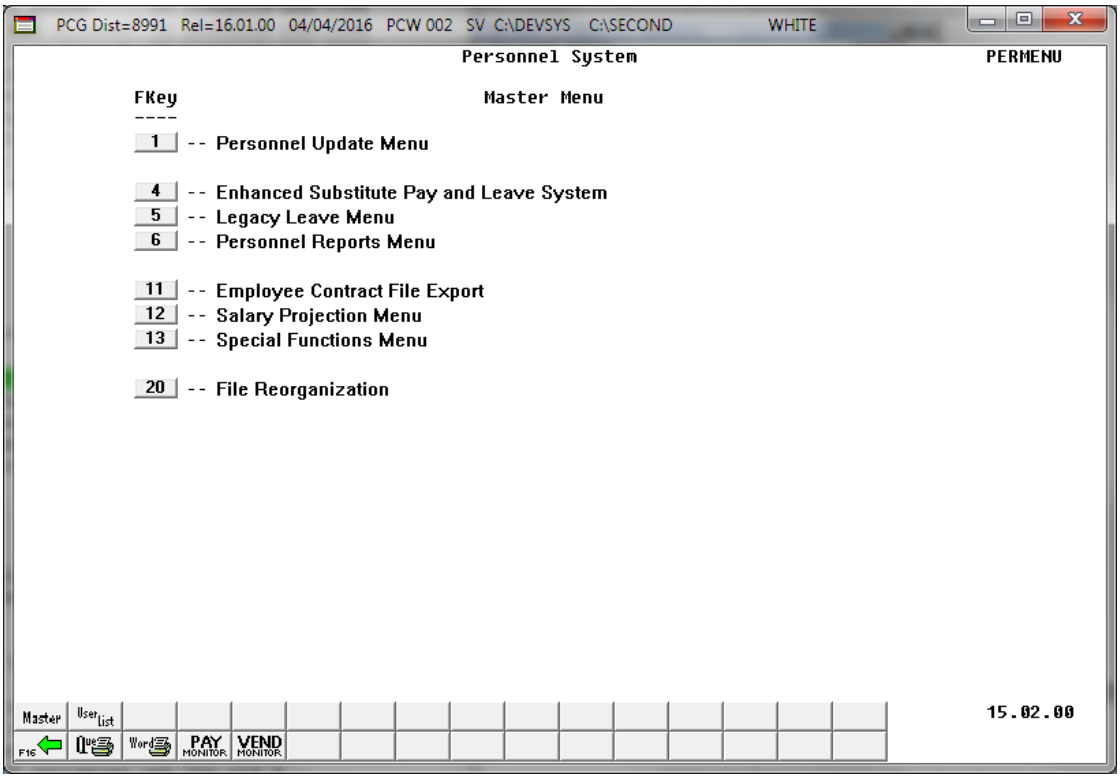
Topic 1: Printing the Affordable Healthcare Act Worksheet

The *Print Affordable Healthcare Act Worksheet* offers two different options for printing the worksheet. The first option allows the worksheet to print only employees who received a paycheck but did not have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year. The second option allows all employees eligible for a 1095-C to print on the report. This facilitates coding all employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage.

The *Affordable Healthcare Worksheet* is a tool that districts can use to identify employees who may need to be coded for the Affordable Care Act IRS 1095-C form. The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments. If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**. The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen. Refer to the *Personnel System Operations Guide*, *Section F: Personnel Update Processing* for instructions on the *Update/Display ACA Employee Data* screen.

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

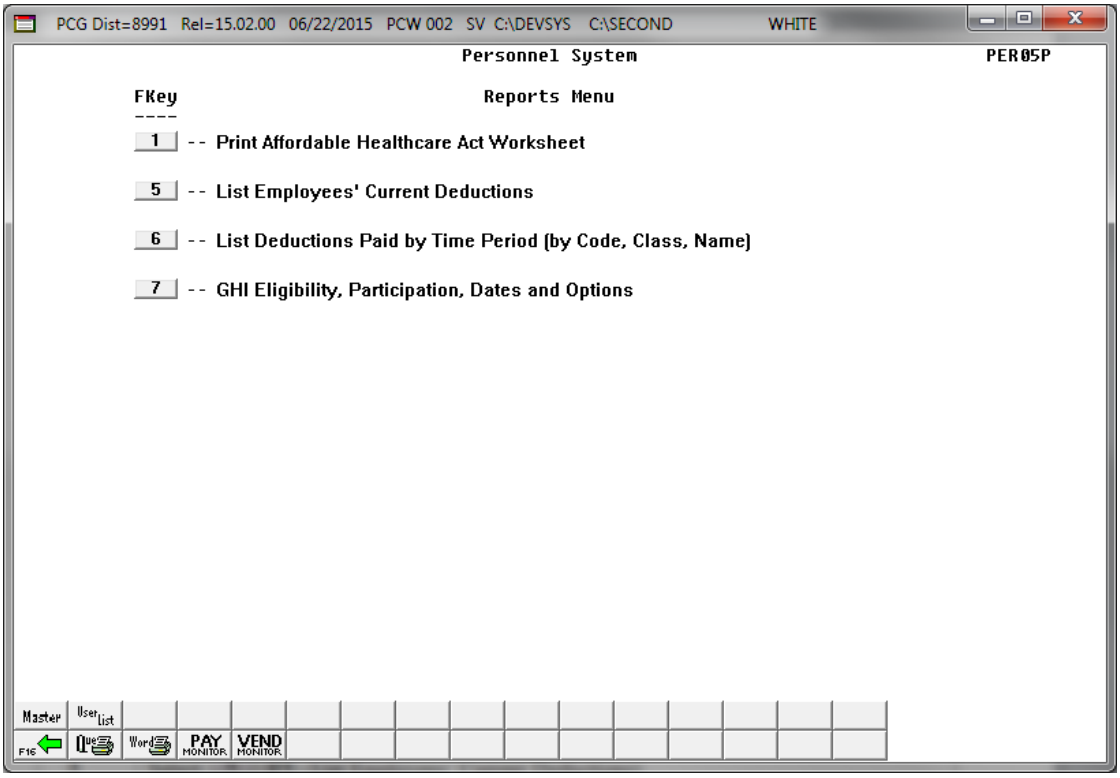
The following screen displays:



All Rights Reserved.

Step	Action
2	Select 6 (**F6 -** Personnel Reports Menu).

The following screen displays:



Step	Action
3	Select F1 (**F1** – Print Affordable Healthcare Act Worksheet).

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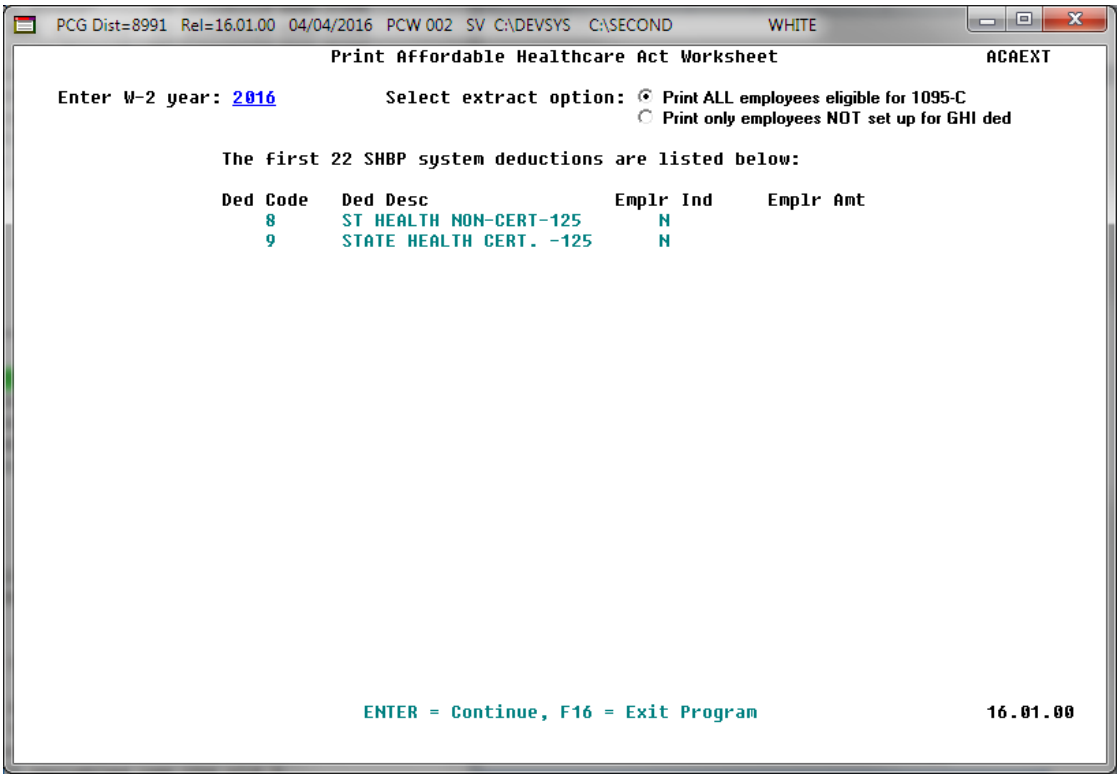
The following screen displays:



Step	Action
4	Enter or verify the year (CCYY) in the **W-2 Year to be Selected** field. Based on the field's entry, PCGenesis will print the *Affordable Healthcare Worksheet* for the calendar year entered.
5	**Define the extract option:** Select the ◉ (**Radio button**) to the left of the desired **Extract Option** field. Two options are available for creating the *Affordable Healthcare Act Worksheet*: • **Print ALL employees eligible for 1095-C**: This option allows all employees eligible for a 1095-C to print on the report. This facilitates coding all employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage. • **Print only employees NOT set up for GHI ded (deduction)**: This option allows the worksheet to print only employees who received a paycheck but did not have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year.
6	Select ENTER (**Enter)** to continue twice.

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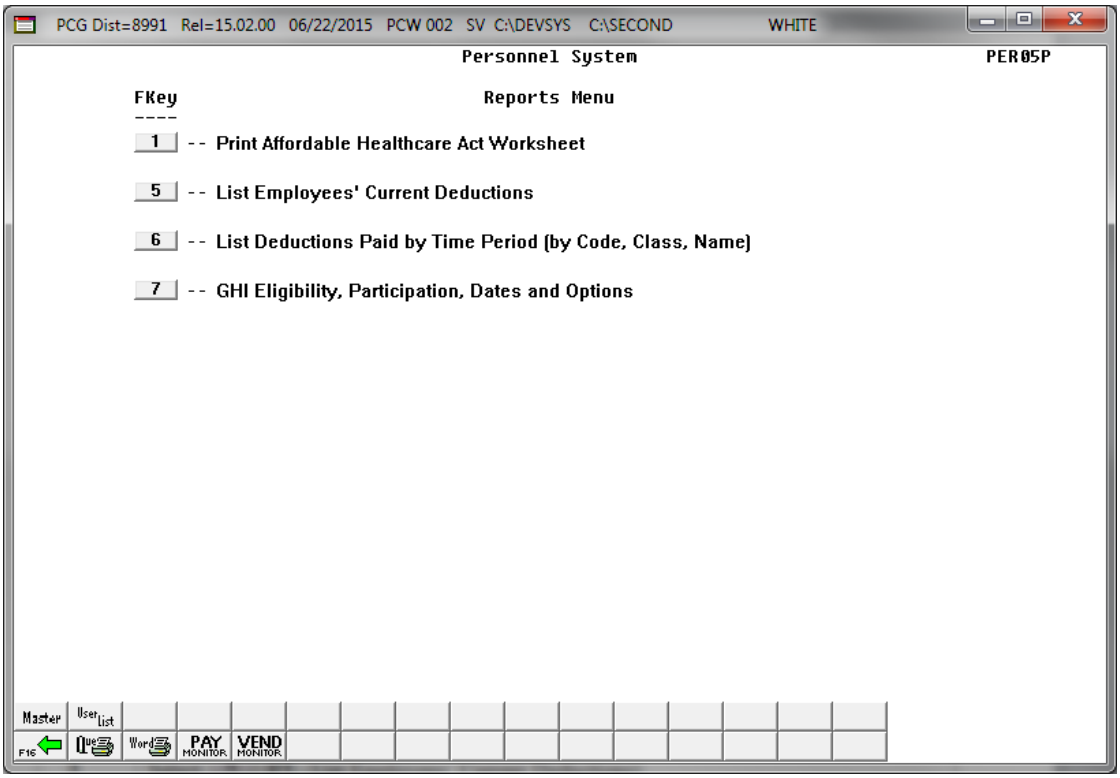
The following screen displays:



Step	Action
7	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Where appropriate, follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures*, *Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature.
8	Select (**F16** - Exit) to return to the *Personnel System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

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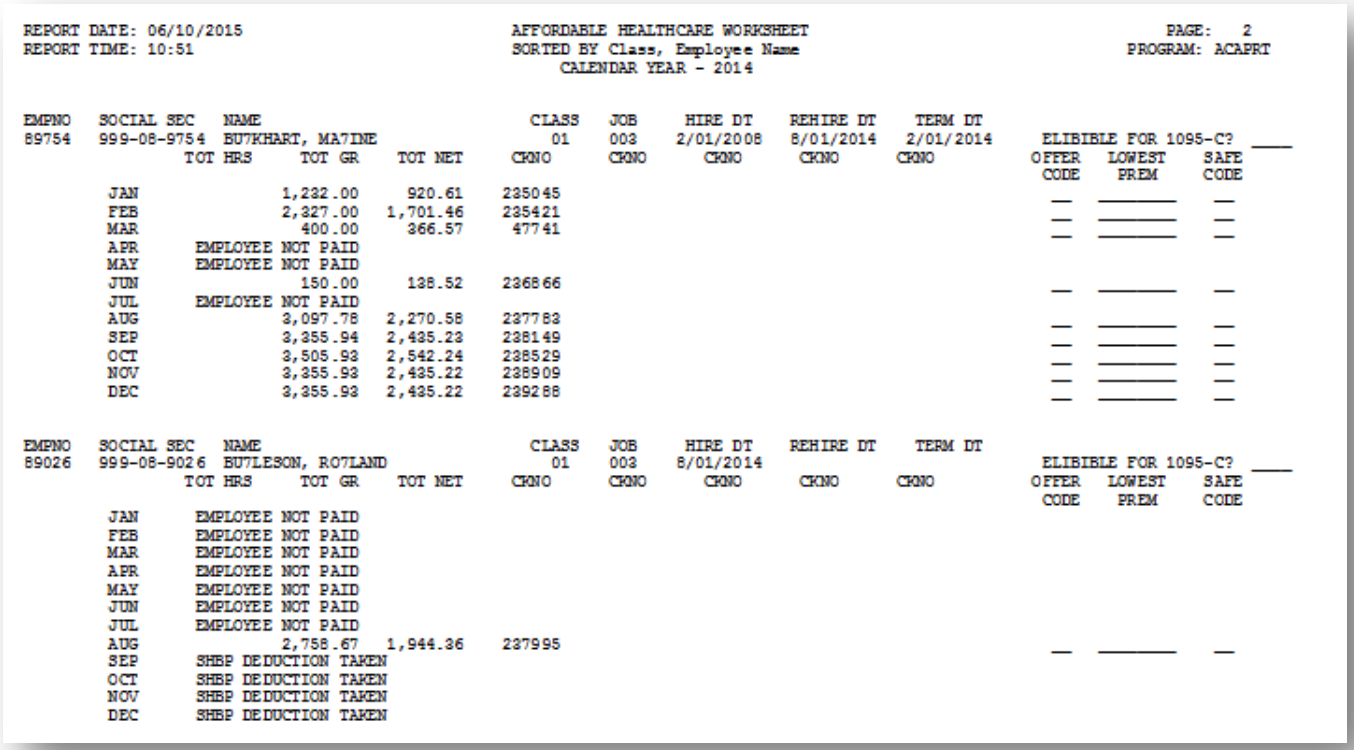
1A. Affordable Healthcare Worksheet – Example

Use the *Affordable Healthcare Worksheet* to assist with entering data to correctly produce the Affordable Care Act IRS 1095-C form.



REPORT DATE: 06/10/2015 — AFFORDABLE HEALTHCARE WORKSHEET — PAGE: 2
REPORT TIME: 10:51 — SORTED BY Class, Employee Name — PROGRAM: ACAPRT
CALENDAR YEAR - 2014

EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT
89754	999-08-9754	BUTKHART, MATINE	01	003	2/01/2008	8/01/2014	2/01/2014

	TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO	CKNO	CKNO	ELIBIBLE FOR 1095-C? OFFER CODE	LOWEST PREM	SAFE CODE
JAN		1,232.00	920.61	235045							
FEB		2,327.00	1,701.46	235421							
MAR		400.00	366.57	47741							
APR	EMPLOYEE NOT PAID										
MAY	EMPLOYEE NOT PAID										
JUN		150.00	138.52	236866							
JUL	EMPLOYEE NOT PAID										
AUG		3,097.78	2,270.58	237783							
SEP		3,355.94	2,435.23	238149							
OCT		3,505.93	2,542.24	238529							
NOV		3,355.93	2,435.22	238909							
DEC		3,355.93	2,435.22	239288							

EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT
89026	999-08-9026	BUTLESON, ROYLAND	01	003	8/01/2014		

	TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO	CKNO	CKNO	ELIBIBLE FOR 1095-C? OFFER CODE	LOWEST PREM	SAFE CODE
JAN	EMPLOYEE NOT PAID										
FEB	EMPLOYEE NOT PAID										
MAR	EMPLOYEE NOT PAID										
APR	EMPLOYEE NOT PAID										
MAY	EMPLOYEE NOT PAID										
JUN	EMPLOYEE NOT PAID										
JUL	EMPLOYEE NOT PAID										
AUG		2,758.67	1,944.36	237995							
SEP	SHBP DEDUCTION TAKEN										
OCT	SHBP DEDUCTION TAKEN										
NOV	SHBP DEDUCTION TAKEN										
DEC	SHBP DEDUCTION TAKEN										

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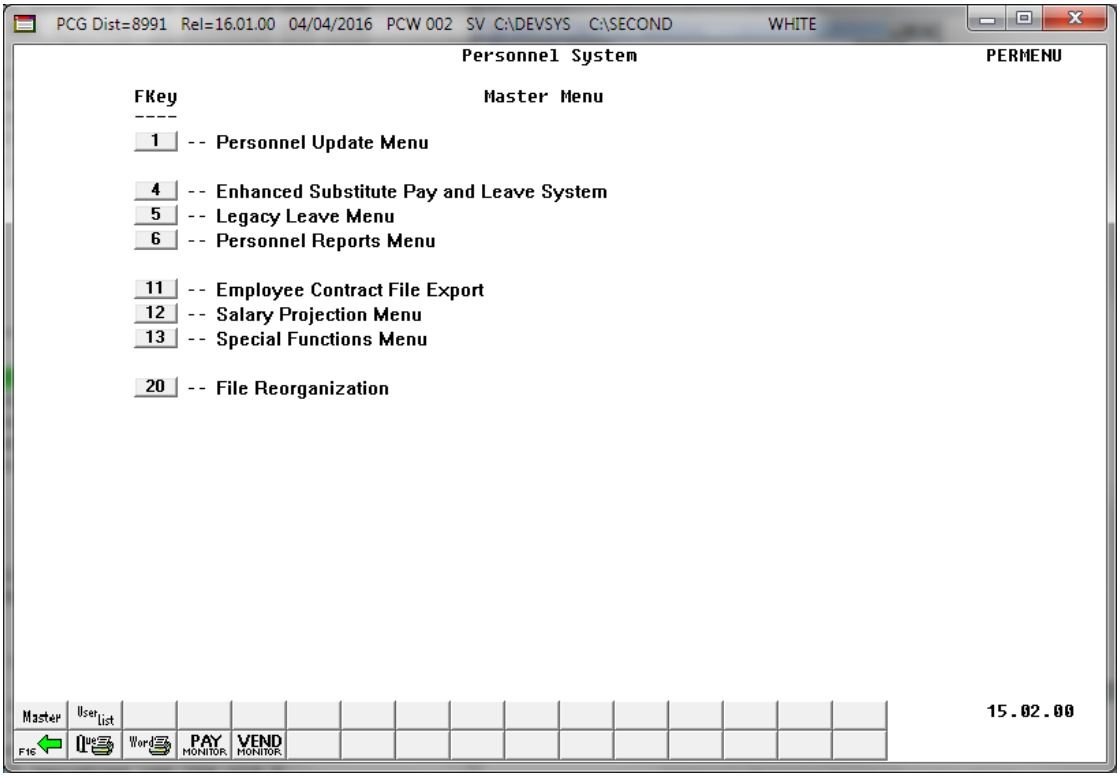
Topic 2: Printing the Employees' Current Deduction Report

Step	Action
1	From the *Business Applications Master Menu*, select 3 (**F3** - Personnel System).

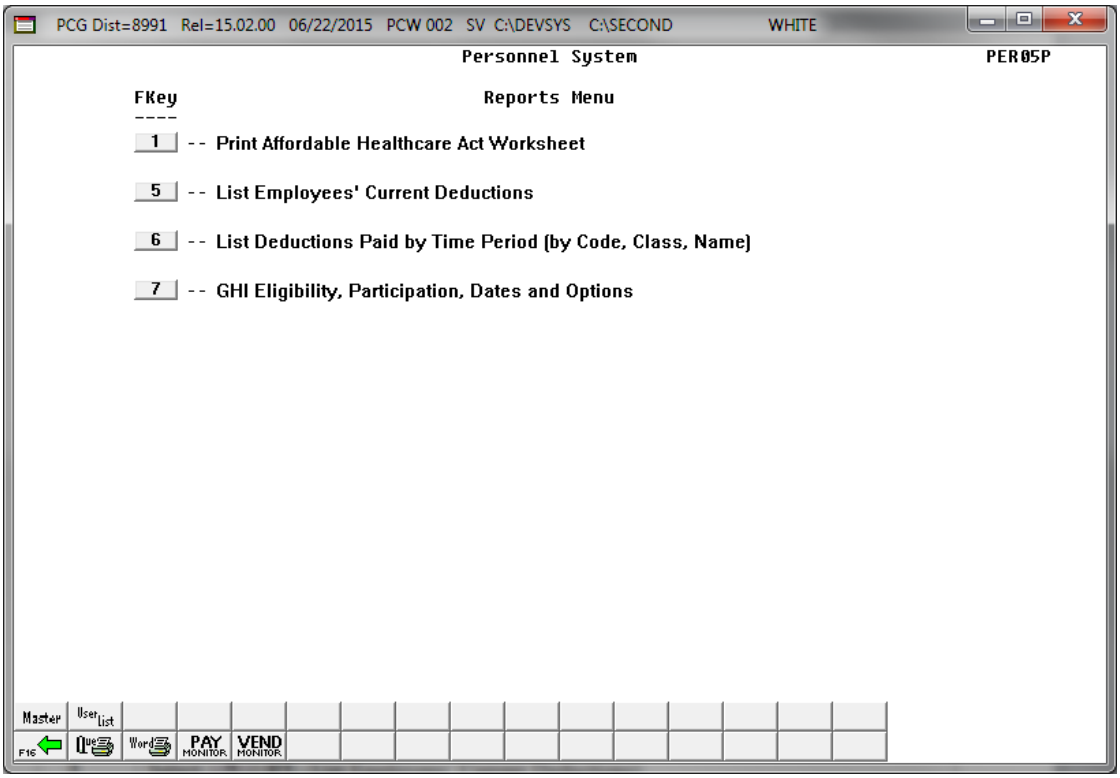
The following screen displays:



Step	Action
2	Select 6 (**F6** - Personnel Reports Menu).

All Rights Reserved.

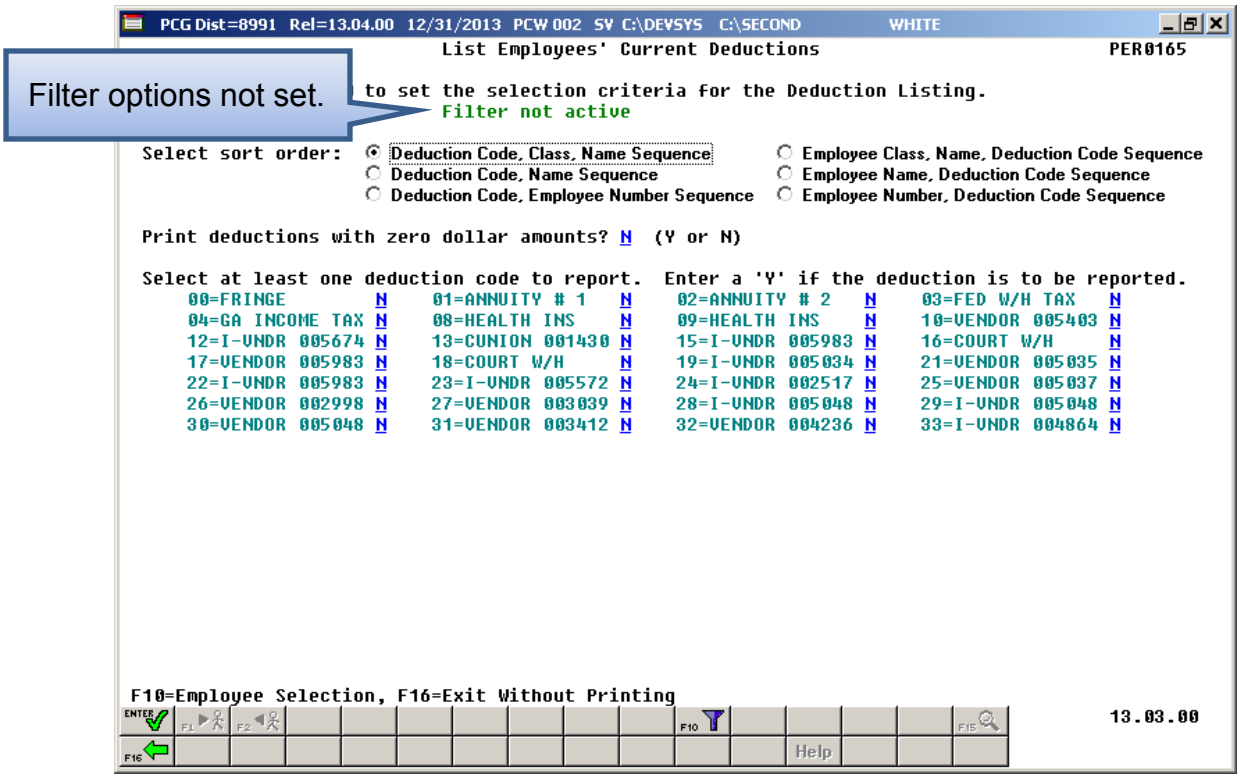
The following screen displays:



Step	Action
3	Select 5 (**F5 -** List Employees' Current Deductions).

All Rights Reserved.

The following screen displays:



Step	Action
4	Select (**F10** – Set filter condition to limit the report results to specific criteria. Setting the filter conditions is optional. Refer to the *Payroll System Operations Guide*, *Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria* for instructions on defining the record selection criteria.

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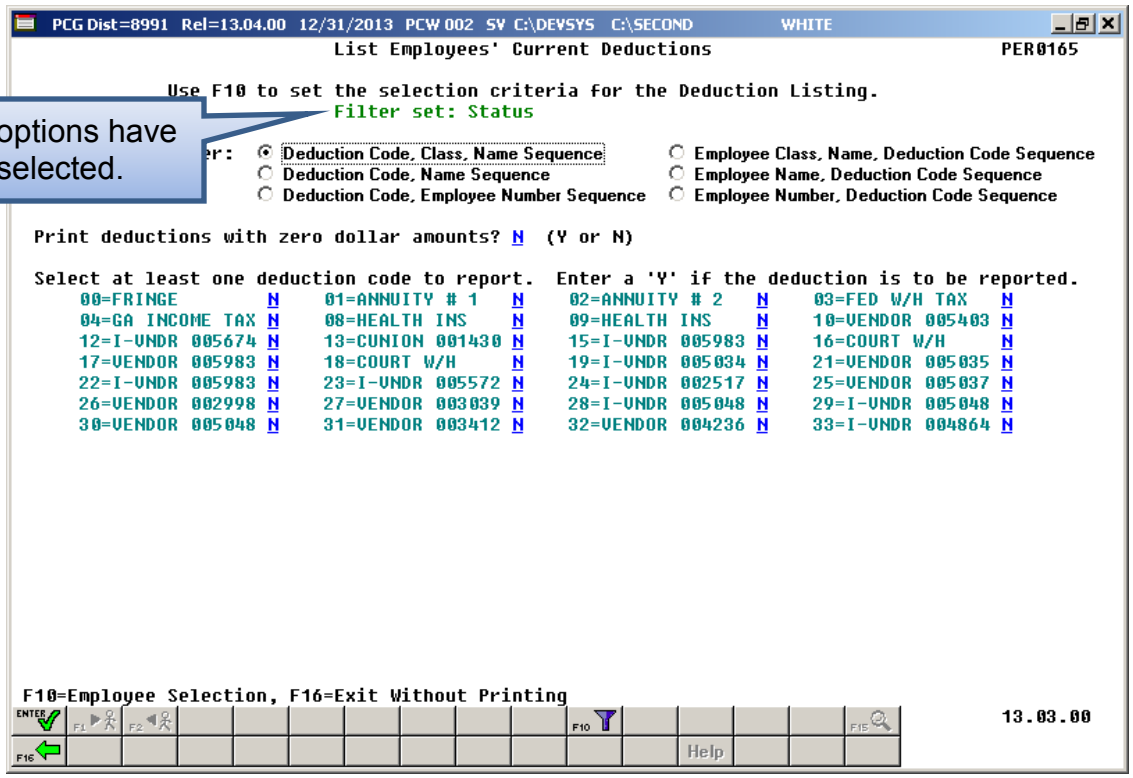
The following screen displays:



Step	Action
5	Select the radio button (◉) to the left of the desired **Select sort order** option to identify the report's sort order.
6	Enter **Y** (Yes) or **N** (No) in the **Print deductions with zero dollar amounts?** field to include or to exclude deductions with zero dollar amounts.
7	Enter **Y** (Yes) or **N** (No) in the **Select at least one deduction code to report** field to select the deductions to print on the report. Enter **Y** (Yes) if the deduction code is to be printed on the report or **N** (No) if the deduction code is not to be printed on the report.
8	Select ENTER **(Enter)** to continue.

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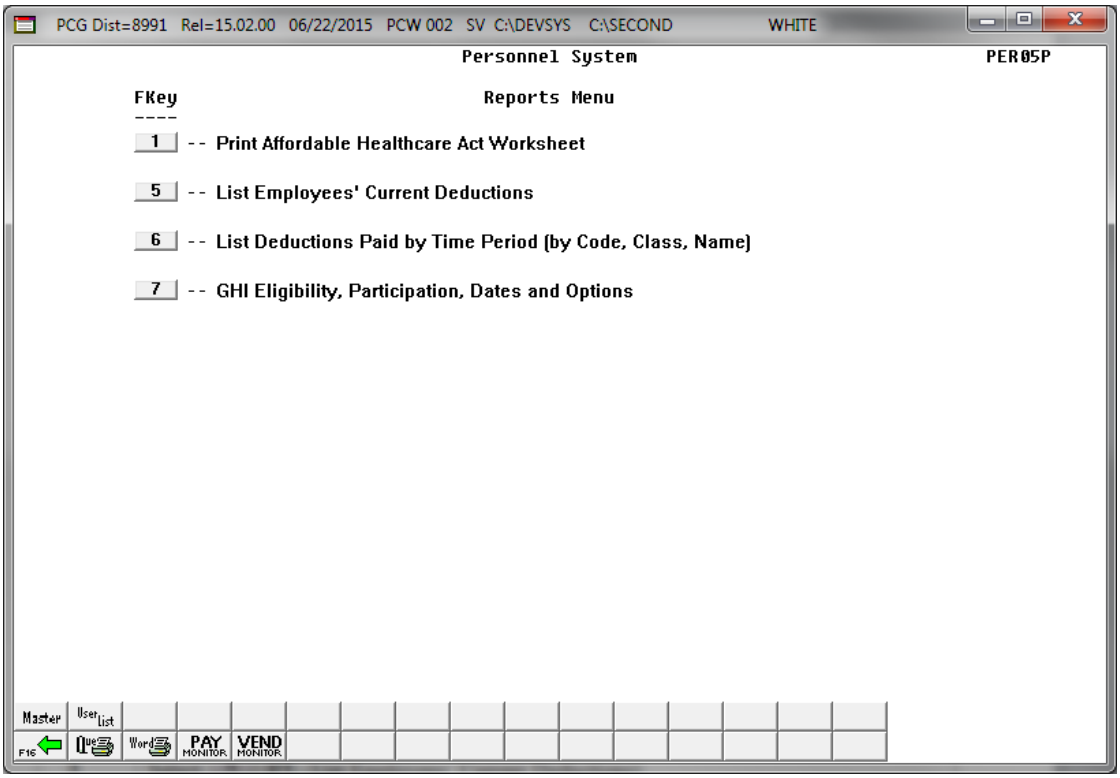
The following screen displays:



Step	Action
9	**To print the report via the Uqueue Print Manager:** Select Uque (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
10	Select F16 (**F16** - Exit) to return to the *Personnel System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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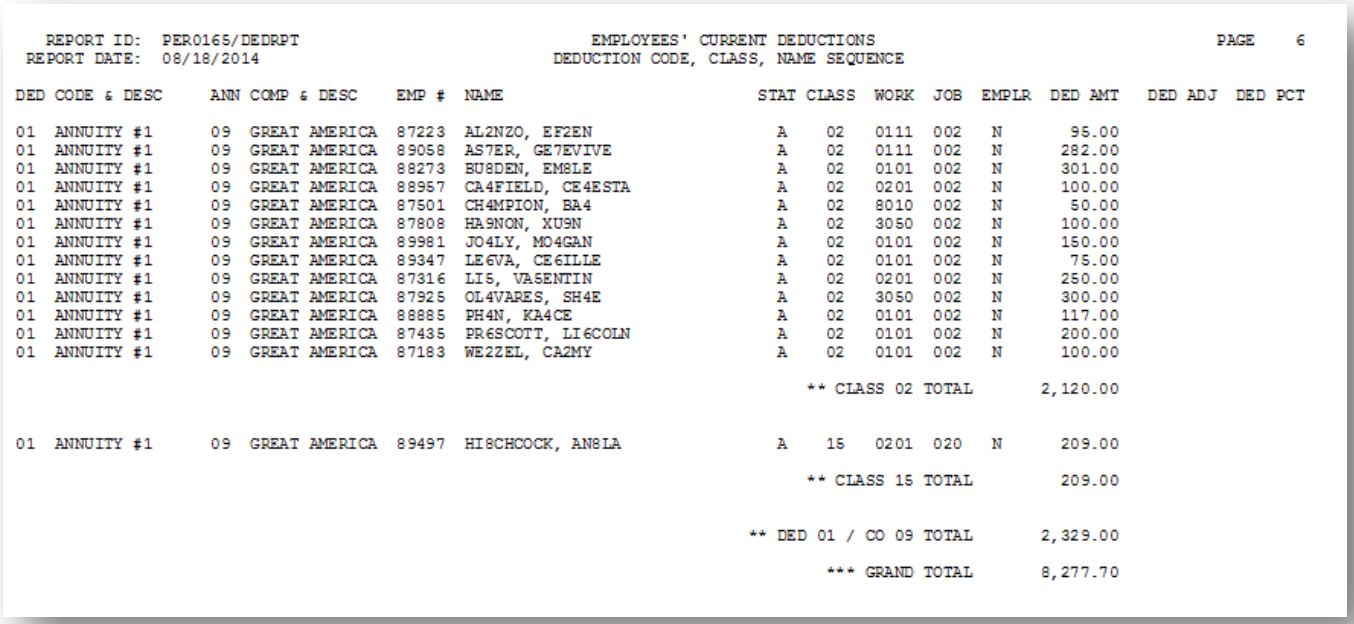
2A. Employees' Current Deductions by Name within Pay Class Report – Example

In addition to providing information specific to individual employee deductions, the report also lists deductions with zero dollar amounts, if selected.

The final page of the report completes the payroll class and deduction totals, and provides the grand total of employee deductions based on the search criteria selection.



REPORT ID: PER0165/DEDRPT — EMPLOYEES' CURRENT DEDUCTIONS — PAGE 6
REPORT DATE: 08/18/2014 — DEDUCTION CODE, CLASS, NAME SEQUENCE

DED CODE & DESC	ANN	COMP & DESC	EMP #	NAME	STAT	CLASS	WORK	JOB	EMPLR	DED AMT	DED ADJ	DED PCT
01 ANNUITY #1	09	GREAT AMERICA	87223	AL2NZO, EF2EN	A	02	0111	002	N	95.00		
01 ANNUITY #1	09	GREAT AMERICA	89058	AS7ER, GE7EVIVE	A	02	0111	002	N	282.00		
01 ANNUITY #1	09	GREAT AMERICA	88273	BU8DEN, EM8LE	A	02	0101	002	N	301.00		
01 ANNUITY #1	09	GREAT AMERICA	88957	CA4FIELD, CE4ESTA	A	02	0201	002	N	100.00		
01 ANNUITY #1	09	GREAT AMERICA	87501	CH4MPION, BA4	A	02	8010	002	N	50.00		
01 ANNUITY #1	09	GREAT AMERICA	87808	HA9NON, XU9N	A	02	3050	002	N	100.00		
01 ANNUITY #1	09	GREAT AMERICA	89981	JO4LY, MO4GAN	A	02	0101	002	N	150.00		
01 ANNUITY #1	09	GREAT AMERICA	89347	LE6VA, CE6ILLE	A	02	0101	002	N	75.00		
01 ANNUITY #1	09	GREAT AMERICA	87316	LI5, VA5ENTIN	A	02	0201	002	N	250.00		
01 ANNUITY #1	09	GREAT AMERICA	87925	OL4VARES, SH4E	A	02	3050	002	N	300.00		
01 ANNUITY #1	09	GREAT AMERICA	88885	PH4N, KA4CE	A	02	0101	002	N	117.00		
01 ANNUITY #1	09	GREAT AMERICA	87435	PR6SCOTT, LI6COLN	A	02	0101	002	N	200.00		
01 ANNUITY #1	09	GREAT AMERICA	87183	WE2ZEL, CA2MY	A	02	0101	002	N	100.00		
						** CLASS 02 TOTAL				2,120.00		
01 ANNUITY #1	09	GREAT AMERICA	89497	HI8CHCOCK, AN8LA	A	15	0201	020	N	209.00		
						** CLASS 15 TOTAL				209.00		
					** DED 01 / CO 09 TOTAL					2,329.00		
					*** GRAND TOTAL					8,277.70		

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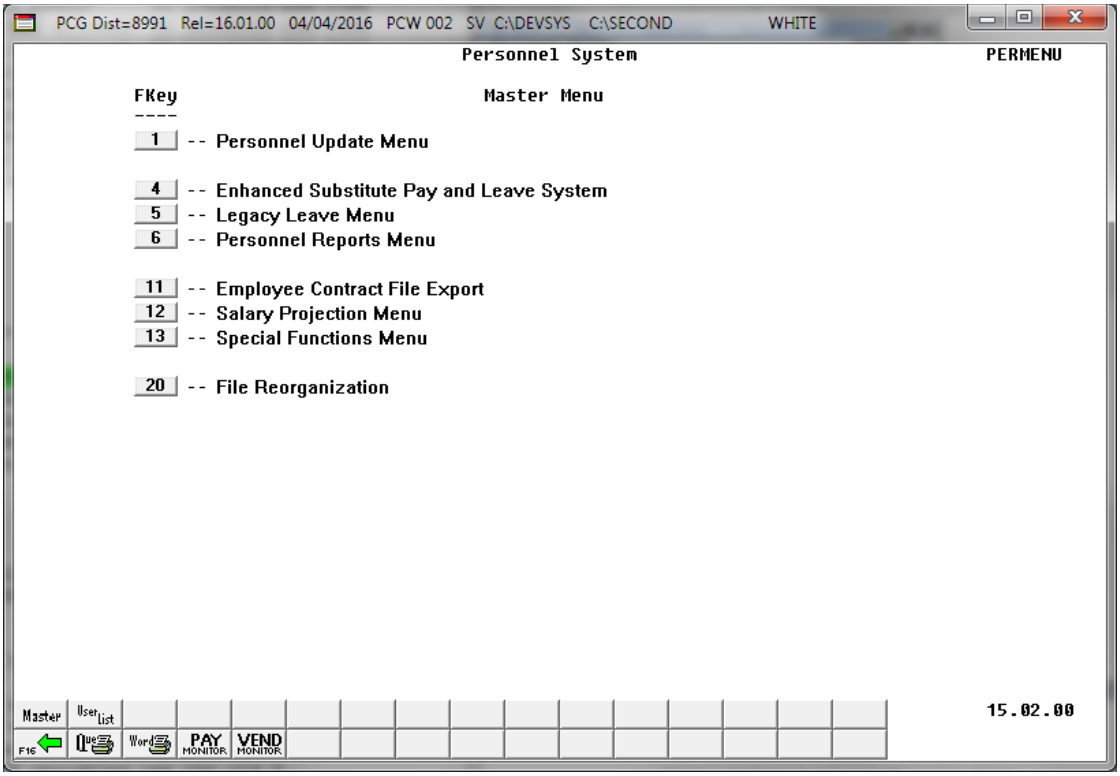
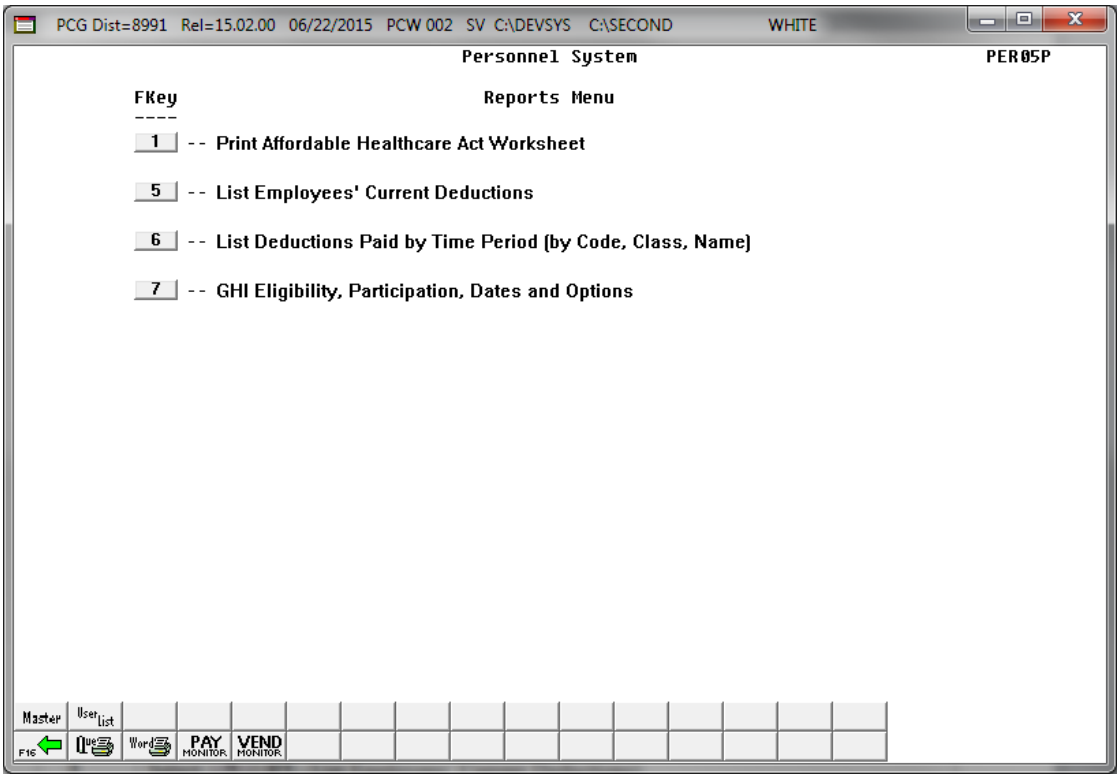
Topic 3: Printing the Employee Deduction Detail by Time Period Report [By Code, Class, Name]



Step	Action
1	Select 6 (**F6 -** Personnel Reports Menu).

All Rights Reserved.

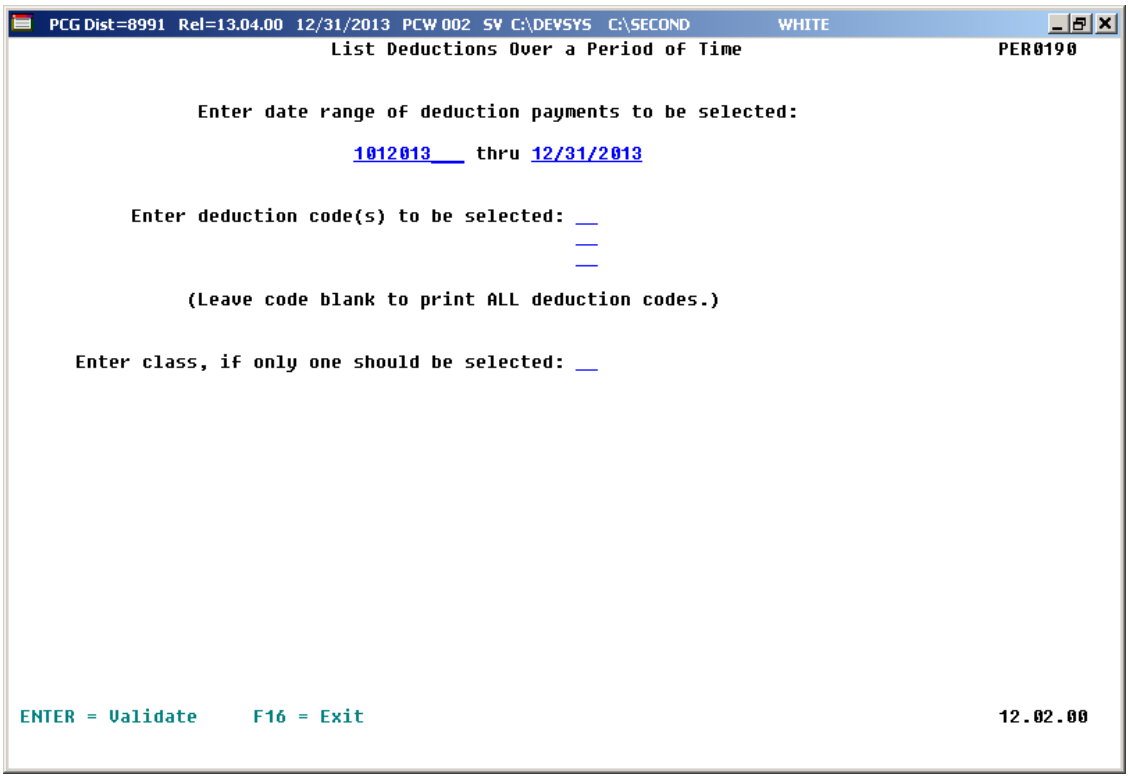
The following screen displays:



Step	Action
2	Select 6 (**F6 -** List Deductions Paid by Time Period [by Code, Class, Name]).

All Rights Reserved.

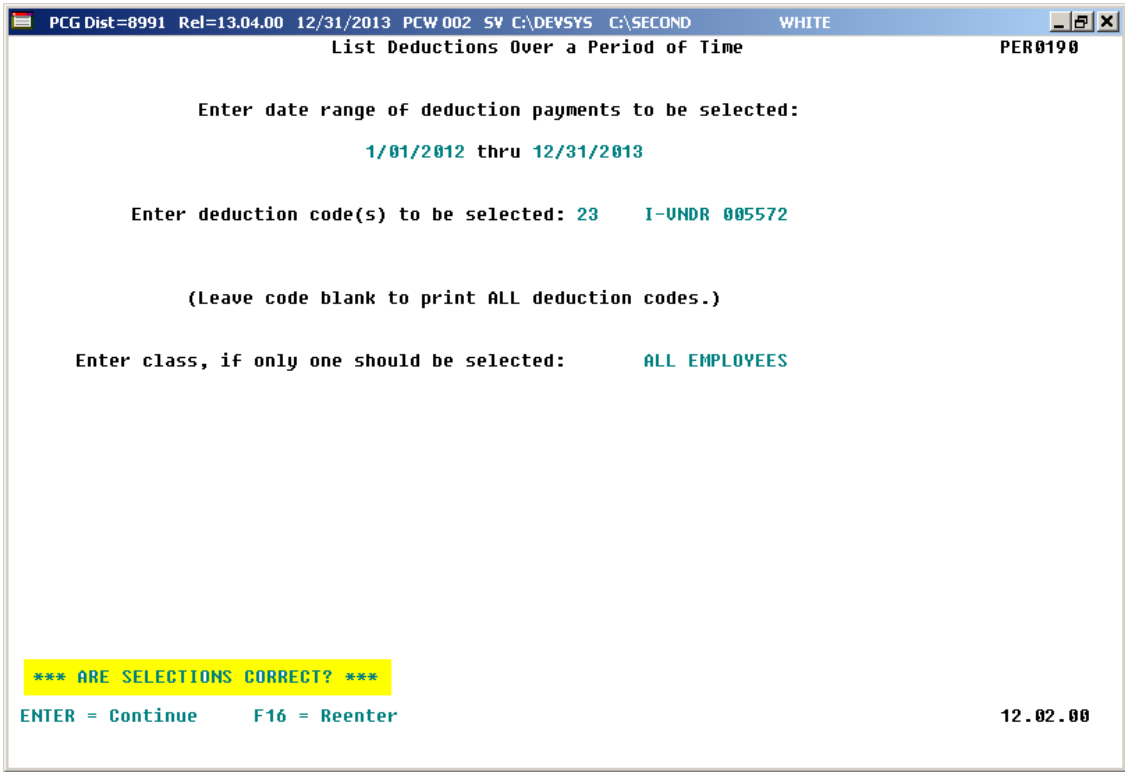
The following screen displays:



Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Enter date range of deduction payments to be selected** fields. *PCGenesis defaults the beginning and ending dates to the current date and the last date of the calendar year respectively. PCGenesis users may modify these dates as needed.*
4	**For a specific deduction(s):** Enter up to three deduction codes, or select the drop-down selection icon to choose the code(s) within the **Enter Deduction Code(s) to be Selected** field(s). **For all deductions:** Leave the **Enter Deduction Code(s) to be Selected** fields blank.
5	**For a specific Pay Class:** Enter the pay class code, or select the drop-down selection icon within the **Enter Class, if only one should be selected** field. **For all Pay Classes:** Leave the **Enter Class, if only one should be selected** field blank.
6	Select **Enter**.

All Rights Reserved.

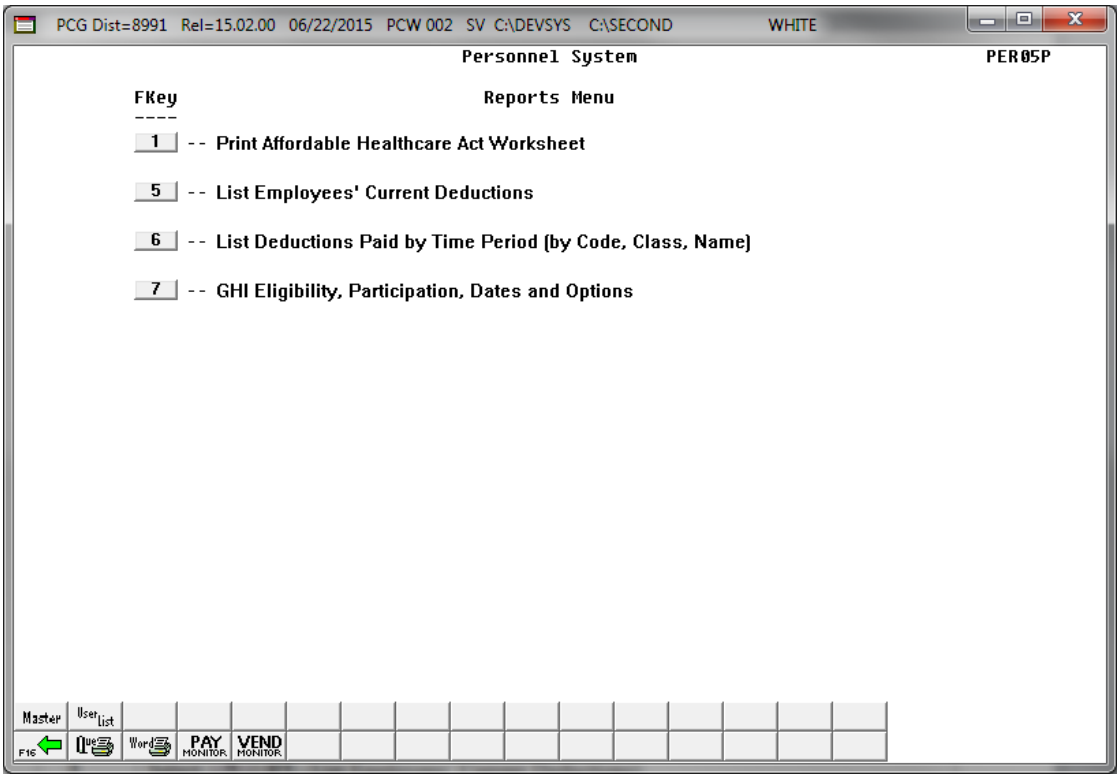
The following screen displays:



Step	Action
7	Verify the screen's entries are correct, and select **Enter** in response to the *"***Are Selections correct?***"* message. *If the information is incorrect, select **F16** (Reenter), make the appropriate modifications, and select **Enter**.* *"** Processing Request **" and "** Creating Detail Report of Deduction Payments **" briefly display.*

All Rights Reserved.

The following screen displays:



Step	Action
8	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures*, *Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
9	Select F16 (**F16** - Exit) to return to the *Personnel System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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3A. Employee Deduction Payment Detail Report – Example

```
REPORT DATE: 12/31/2013  TIME: 13:25          EMPLOYEE DEDUCTION PAYMENT DETAIL                    PAGE  952
                                                 01/01/2013 THRU 12/31/2013


DEDUCTION 32 - VENDOR 004236                                      EMPLR FLAG

      ** CLASS 21 - PARAPROFESSIONALS             **

87812  ST5LAIR, SC5TTY                      2.50    09/30/2013      N
                                            2.50    10/31/2013      N
                                           25.00  **

       ** TOTAL FOR CLASS 21               75.00  **


      ** CLASS 23 - CLASSIFIED 10 MONTH            **

88864  BA9BOSA, AD9LFO                      5.00    01/31/2013      N
                                            5.00    02/28/2013      N
                                            5.00    03/29/2013      N
                                            5.00    04/30/2013      N
                                            5.00    05/31/2013      N
                                            5.00    06/28/2013      N
                                            5.00    07/31/2013      N
                                            5.00    08/30/2013      N
                                            5.00    09/30/2013      N
                                            5.00    10/31/2013      N
                                           50.00  **

88891  PA@MA, LO6AN                         5.00    01/31/2013      N
                                            5.00    02/28/2013      N
                                            5.00    03/29/2013      N
                                            5.00    04/30/2013      N
                                            5.00    05/31/2013      N
                                            5.00    06/28/2013      N
                                            5.00    07/31/2013      N
                                            5.00    08/30/2013      N
                                            5.00    09/30/2013      N
                                            5.00    10/31/2013      N
                                           50.00  **

       ** TOTAL FOR CLASS 23              110.00  **

       ** TOTAL FOR DEDUCTION 32         5,229.00  **


       *** GRAND TOTAL ALL DEDUCTIONS  4,400,049.00 ***
```


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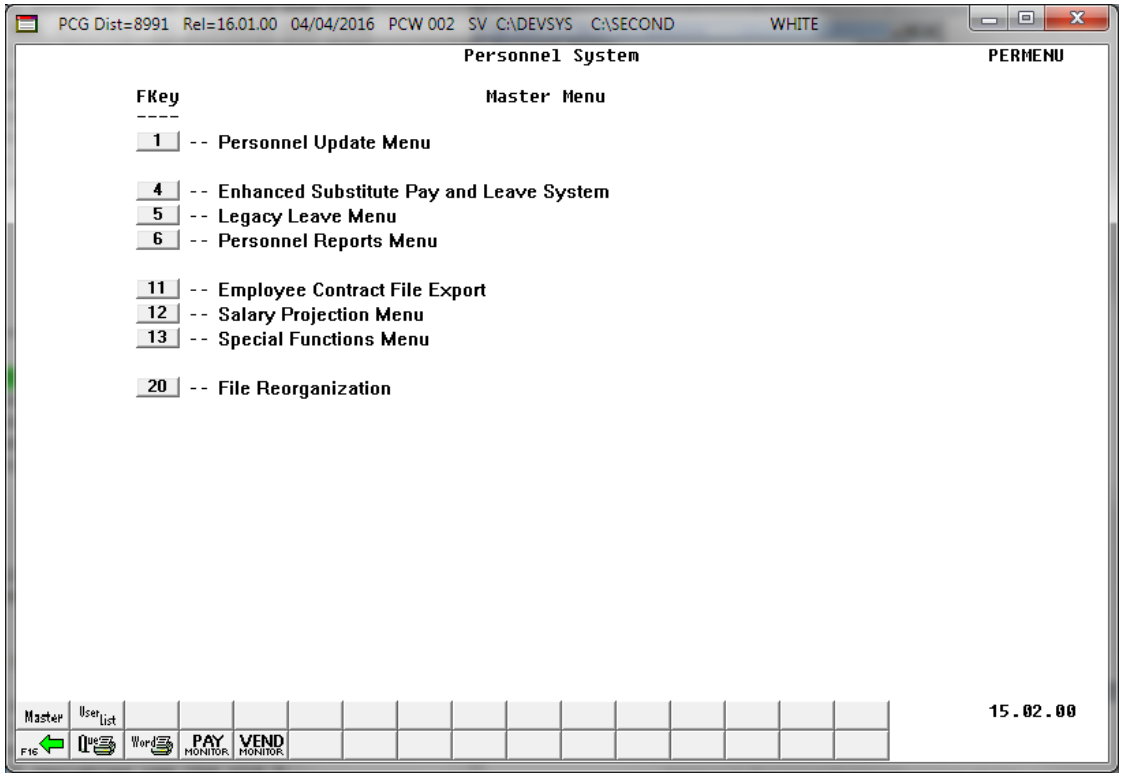
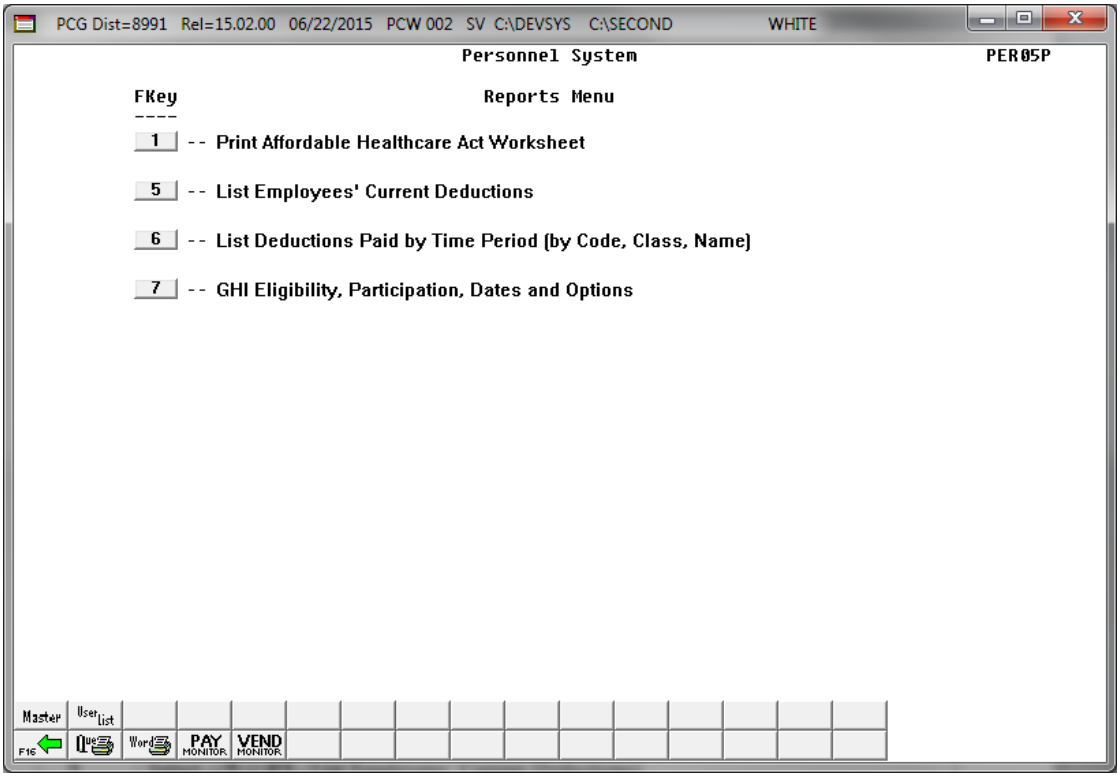
Topic 4: Printing the Georgia Health Insurance (GHI) Eligibility Data Settings Report [Eligibility, Participation, Dates and Options]



Step	Action
1	Select 6 (**F6 -** Personnel Reports Menu).

All Rights Reserved.

The following screen displays:



Step	Action
2	Select 7 (**F7** - GHI Eligibility, Participation, Dates, and Options).

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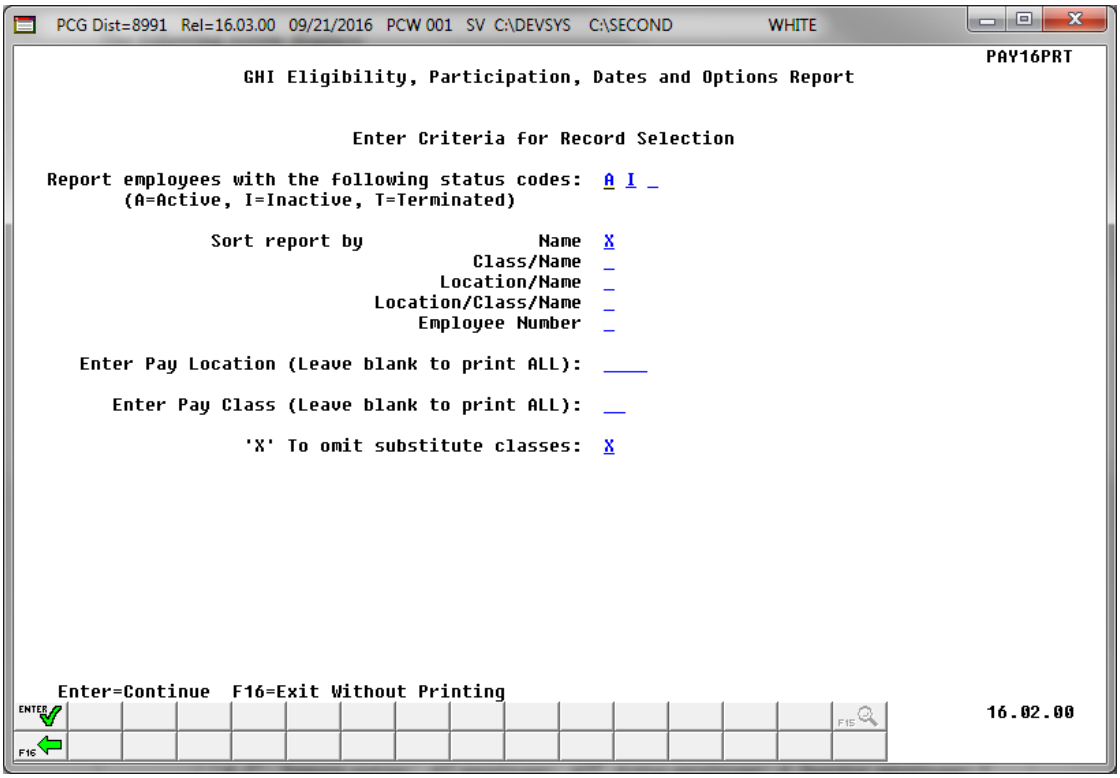
The following screen displays:



Step	Action
3	Enter **A** (Active), **I** (Inactive), and/or **T** (Terminated) in the **Report employees with the following status codes** field(s). *PCGenesis will accept any combination of these codes. Spaces will also be accepted if the user populates at least one of the remaining fields with a status code. PCGenesis defaults to "A, I". Sample entries: All employees: AIT, Active employees: A, Inactive employees: I, Terminated employees: T*
4	Enter **X** in the **Sort report by** fields to define the sort order. Only one option may be selected at a time. *PCGenesis defaults to the selection of "Name".*
5	**For a specific Pay Location:** Enter the pay location, or select the drop-down selection icon within the **Enter Pay Location** field. **For all Pay Locations:** Leave the **Enter Pay Location** field blank.
6	**For a specific Pay Class:** Enter the pay class, or select the drop-down selection icon within the **Enter Pay Class** field. **For all Pay Classes:** Leave the **Enter Pay Class** field blank.

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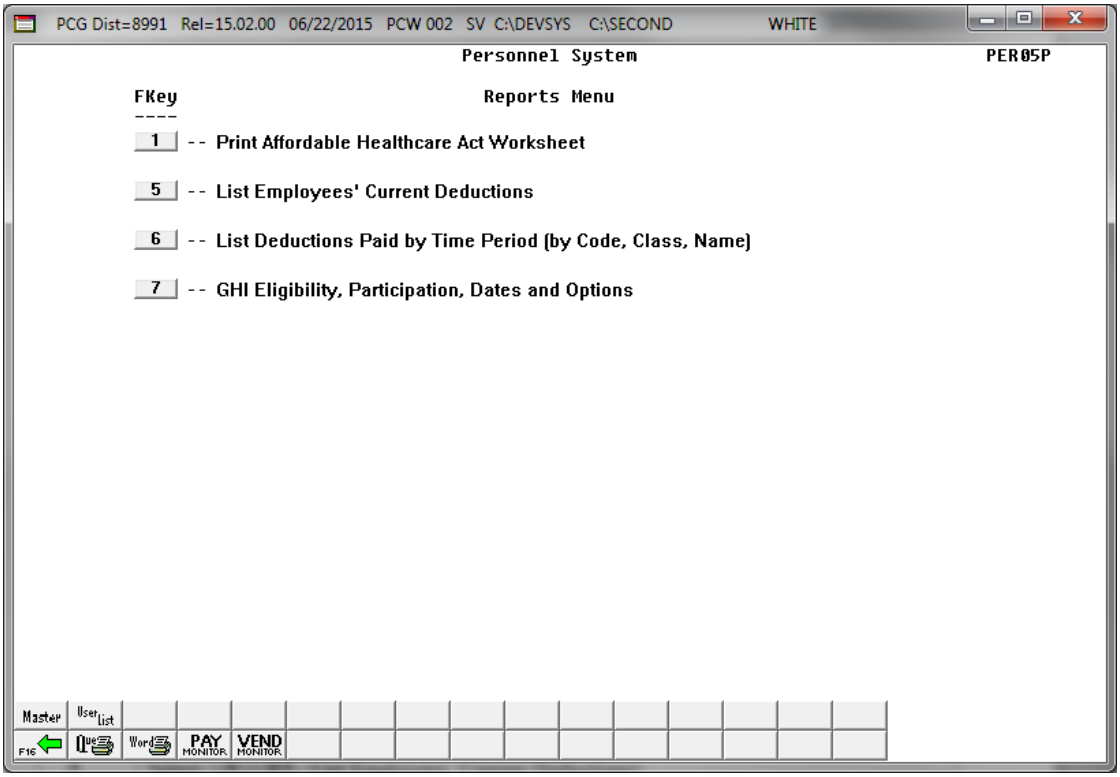
Step	Action
7	**To omit Substitute employees:** Enter **X** in the **'X' to omit substitute classes** field. *PCGenesis defaults to "X" (Omit Substitutes).*
8	Select ENTER (**Enter**). *"** Processing Request **" briefly displays.*

The following screen displays:



Step	Action
9	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
10	Select F16 (**F16** - Exit) to return to the *Personnel System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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4A. GHI Eligibility Current Data Settings Report - Employee Name Sequence - Example

The final page of the report identifies employee totals by type, and overall employee totals.

REPORT DATE: 09/21/2016 GHI ELIGIBILITY CURRENT DATA SETTINGS PAGE 1
PROGRAM: PAY16PRT ** EMPLOYEE NAME SEQUENCE **

EMP NUM	EMPLOYEE NAME	STATUS	CLASS	WRK LOC	GHI PART	GHI ELIG	ELIGIBLE DATE	COVERAGE EFFECTIVE	COVERAGE END DATE	OPTN	TIER	PREM. AMOUNT	COUNTY NUM AND NAME
87893	AB4EY, LE4NARDO	A	09	8010	Y	Y	11/15/1995	12/01/1995		B3	96	260.40	160 Out of State
89957	AD4IR, CE4ESTA	I	19	8012	N	N							160 Out of State
89416	AD9MSON, MA9AGARET	I	19	8012	N	N							160 Out of State
89589	AL4RECHT, CA4MELO	A	08	8010	Y	Y				B6	94	240.05	160 Out of State
89865	AL8ARO, DE8ON	I	18	8010	N	N							160 Out of State
87431	AM2ROSE, NU2	A	01	0195	Y	Y	8/01/2014	9/01/2014		B1	10	158.79	160 Out of State
88574	AP3NTE, BE3U	A	01	0195	Y	Y	8/01/2005	9/01/2005		B3	97	340.40	160 Out of State
87374	AP3NTE, RE3D	A	01	0108	N	Y	12/08/2015	2/01/2016		NC			160 Out of State
89007	AR2ENAULT, KI2	I	01	0201	N	N							160 Out of State
87423	AR2GON, MA2YBELLE	A	01	0195	Y	Y	8/08/2006	10/01/2006		B3	90	195.96	160 Out of State
88623	AR2GON, WA2D	A	02	0195	Y	Y	9/01/2015	10/01/2015		B3	10	66.28	160 Out of State
89929	AR8EDONDO, EL8	I	01	0101	N	N							160 Out of State
89968	AS9BY, EL9Z	A	30	0100	N	N				NE			160 Out of State
87568	AS9BY, JO9NSIE	I	05	8010	N	N							160 Out of State
87343	AV2LOS, AZ2LEE	A	15	0195	N	Y	8/10/2015	10/01/2015		NC			160 Out of State
89743	AV2LOS, LE2ISHA	A	01	0100	N	Y	9/01/2014	10/01/2014		NC			160 Out of State
88447	BA2LEY, RE2NA	A	01	0201	Y	Y	8/08/2011	10/01/2011		B2	95	277.12	160 Out of State
89958	BA3N, MI3AH	A	01	0201	Y	Y	8/01/2007	10/01/2010	10/01/2010	B3	97	340.40	160 Out of State

REPORT DATE: 09/21/2016 GHI ELIGIBILITY CURRENT DATA SETTINGS PAGE 23
PROGRAM: PAY16PRT ** EMPLOYEE NAME SEQUENCE **

EMP NUM	EMPLOYEE NAME	STATUS	CLASS	WRK LOC	GHI PART	GHI ELIG	ELIGIBLE DATE	COVERAGE EFFECTIVE	COVERAGE END DATE	OPTN	TIER	PREM. AMOUNT	COUNTY NUM AND NAME

** TOTAL ACTIVE EMPLOYEES 371 **
** TOTAL INACTIVE EMPLOYEES 179 **

** TOTAL EMPLOYEES 550 **

In the screenshot examples, Active (A), Inactive (I) employee information by Name was requested.

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