



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018

Section D: Monthly/Quarterly/Annual/
Fiscal Report Processing

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

Revision History

Date	Version	Description	Author
12/21/2018	2.13	18.04.00 – Update menu screenshots. Update <i>GHI Export File</i> documentation for charter schools.	D. Ochala
02/02/2018	2.12	18.01.00 – Update menu screenshots.	D. Ochala
04/03/2017	2.11	17.01.00 – Add GHI BOE Transfer in? field to <i>Procedure D: GHI Change File for State Health Benefit</i> .	D. Ochala
10/31/2016	2.10	16.03.00 – Add LWOP employees to <i>Procedure A: Creating the Public School Employees Retirement System (PSERS) Contribution Reports and Transmission Files</i> .	D. Ochala
06/17/2016	2.9	16.02.00 – Add GHI Coverage End Date field to <i>Procedure D: GHI Change File for State Health Benefit</i> .	D. Ochala
01/20/2016	2.8	15.04.00 – Update menu screenshots.	D. Ochala
07/16/2015	2.7	15.02.00 – Add documentation for the new <i>Pension Reporting Compliance File</i> in <i>Procedure A</i> .	D. Ochala
04/06/2015	2.6	15.01.00 – Remove section for <i>Create the Open Enrollment Eligibility File – PLEE</i> since the PLEE is obsolete.	D. Ochala
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04/10/2014	2.4	14.01.00 – Replace menu screen shot since all Fkeys were renumbered. Add section for <i>GHI Change File for State Health Benefits</i> section.	D. Ochala
12/04/2012	2.3	12.04.00 – Add <i>Monthly New PSERS Contribution Report</i> example.	D. Ochala
05/24/2011	2.2	11.02.00 – Replace menu screen shot. Update <i>Monthly Deduction File Report</i> example.	D. Ochala
11/29/2010	2.1	10.03.01 – Added information about warning message box during PSERS processing.	D. Ochala
04/14/2009	2.0	09.01.00 – Reformatted document with all screenshots. Removed July, 2008 option from <i>Monthly TRS Contribution Report Entry</i> screen.	C. W. Jones

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Overview

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

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

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

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

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

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

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

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

Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating: The *Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating* function allows users to easily create employee changes for reporting in the *State Health AUF file*. This function facilitates creating the *State Health AUF file* by allowing users to create a required change record needed by State Health.

Public School Employees Retirement System (PSERS) Contribution Report and Transmission File: Employee Retirement System (ERS) guidelines require PSERS reporting of both old and new PSERS amounts. Two reports are produced: The *Monthly Old PSERS Contribution Report* and the *Monthly New PSERS Contribution Report*. The reports list employees alphabetically and include the corresponding monthly PSERS contribution amount for each employee. When reporting an amount for a prior period, the *PSERS Contribution Report* displays the reporting period date for the PSERS amount.

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

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

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

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

Pension Code and Deduction Amount: If the data contains any amounts other than 0.00 or \$4.00 as old PSERS deduction amounts, PCGenesis will not create the PSERS transmission file. If the data contains any amounts other than 0.00 or \$10.00 as new PSERS deduction amounts, PCGenesis will not create the PSERS transmission file. In this instance, follow the instructions provided in *Section B: Payroll Update Processing, Topic 5: Earnings History Processing* to create an earnings history adjustment record for the affected employee.

Pension Reporting Compliance File: ERSGA requires a *Pension Reporting Compliance File*. GASB 67 and 68 require that government pension plans and employers have adequate controls over significant census data. This is because pension plan census data such as enrollment, date of birth, salary, contributions, service earned, etc., are used to determine the plan's net pension liability and the employer's proportional share. In January 2015 ERSGA wrote to non-statewide employers and vendors regarding improving the controls over census data between the employers and the pension plan. In support of this requirement, employers are required to submit a *Pension Reporting Compliance File* to ERSGA. **The new file will contain the requested data for all eligible employees not enrolled in an ERSGA retirement plan.**

The PCGenesis-generated *Pension Reporting Compliance File* will have a file format conforming to that specified by ERSGA, and must be filed electronically. Employer *Pension Reporting Compliance Files* being submitted electronically must be named as follows: 'yyyymmAAAAAAAAAC.ERSGA', where **yyyymm** represents the reporting period and year, **AAAAAAAA** is an alphanumeric employer or district code, and **C** is a constant designator used to distinguish this file from other data files submitted by the provider. PCGenesis automatically creates compliance files using this naming convention.

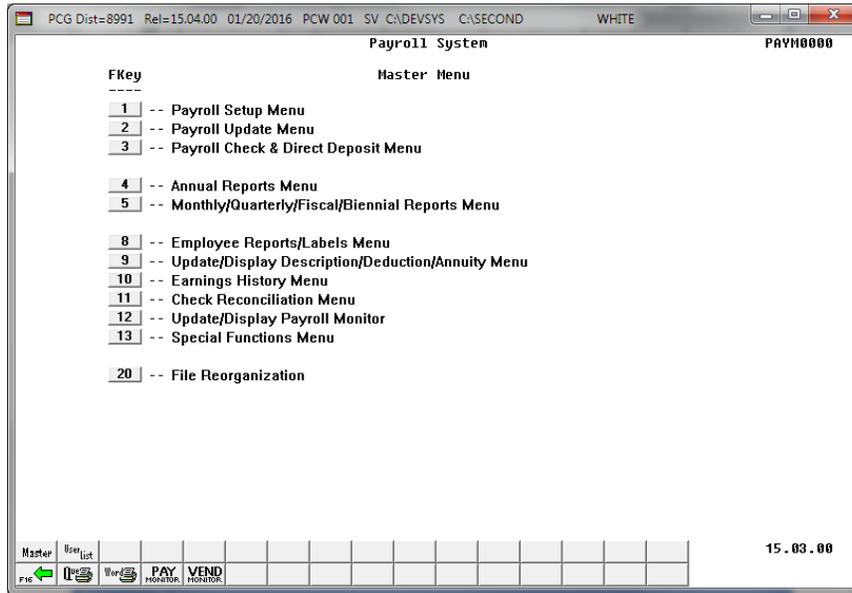
The PSERS compliance file will be created at the same time as the PSERS contribution file is created from the *PSERS Contribution Reports & Files* menu option. Refer to *Procedure A: Creating the Public School Employees Retirement System (PSERS) Contribution Reports and Transmission Files* in this document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

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

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

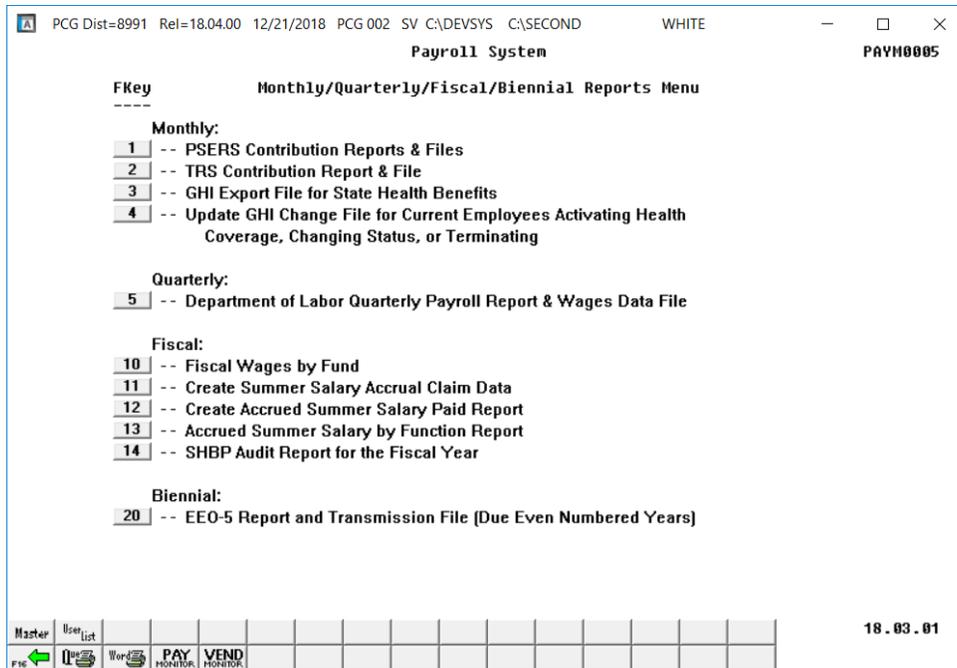
Screenshot examples are for display purposes only. The locations of PCGenesis files are "K:\SECOND\GOSEND". Note also that filenames and record totals are school-district and system-specific.

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



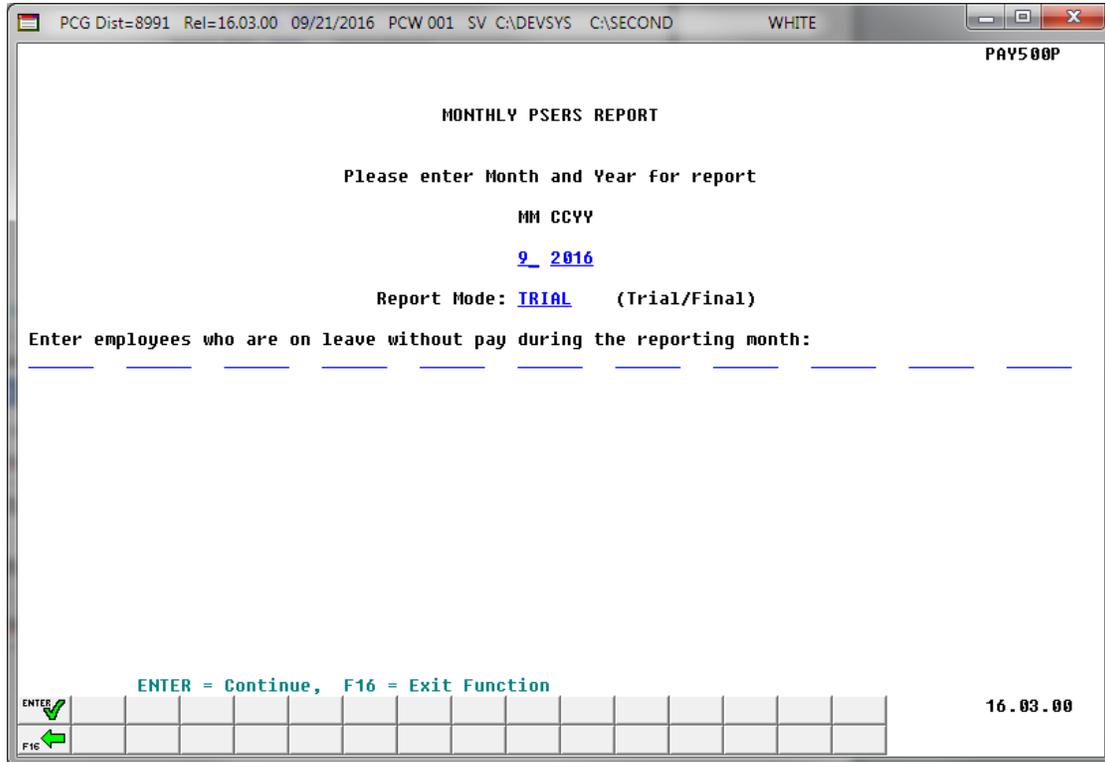
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



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

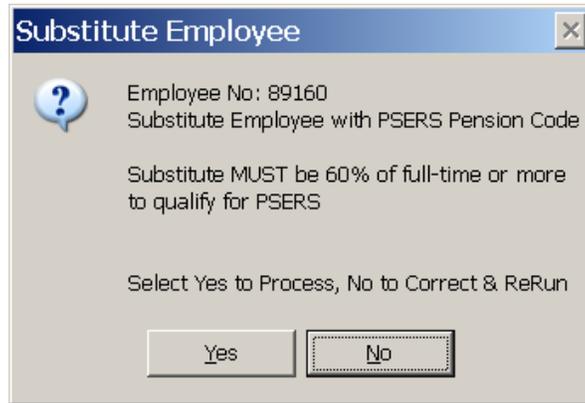
The following screen displays:



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

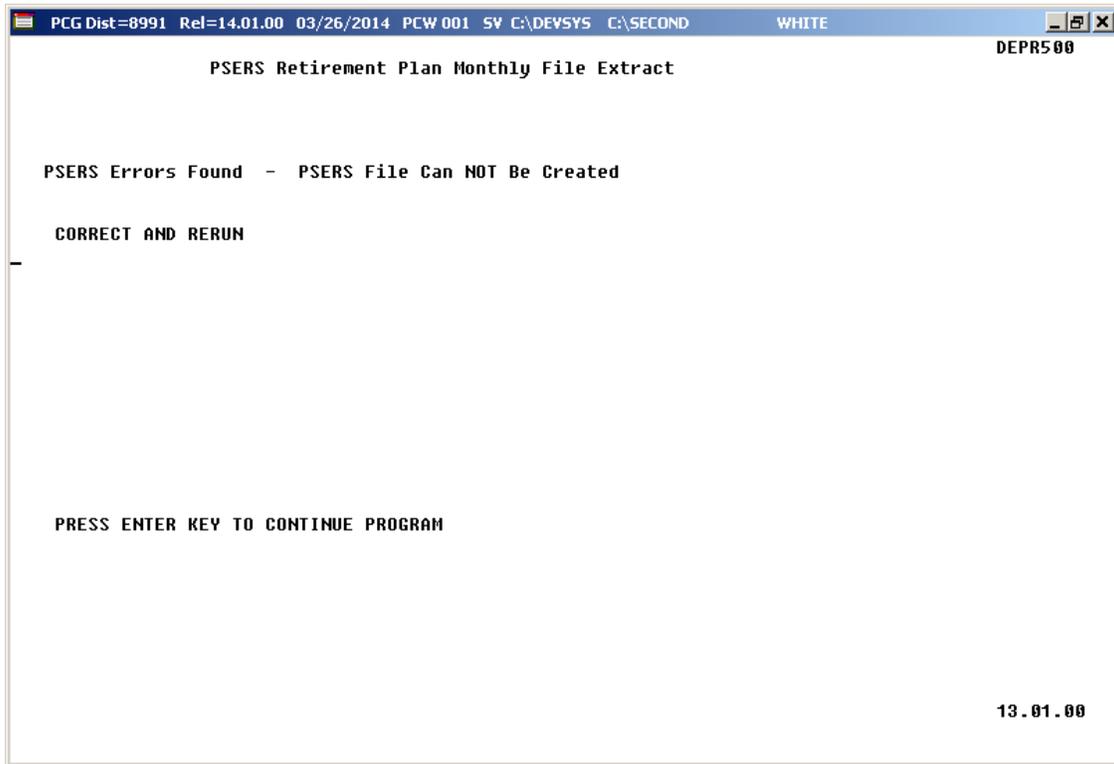
Step	Action
5	<p>Enter employees who are on leave without pay during the reporting month: Enter up to 11 employee numbers of those employees who are on leave without pay (LWOP) for the reporting month.</p> <p>According to the Employees Retirement System of Georgia, it is mandatory for any employee on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

The following warning message box may display:

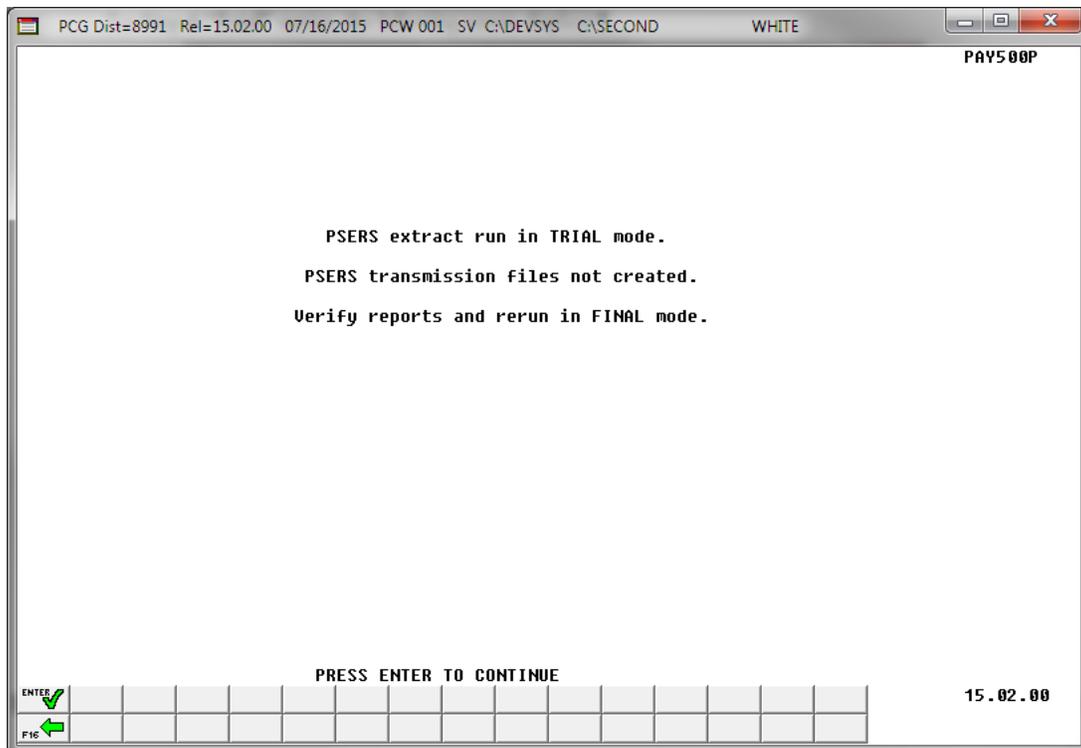


Step	Action
7	<p>PSERS now allows substitutes who work at least 60% of full time to qualify for PSERS. A warning message displays when an employee in a substitute class has a PSERS amount. If a PSERS substitute is encountered, the warning will be displayed, and the PCG administrator must decide whether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

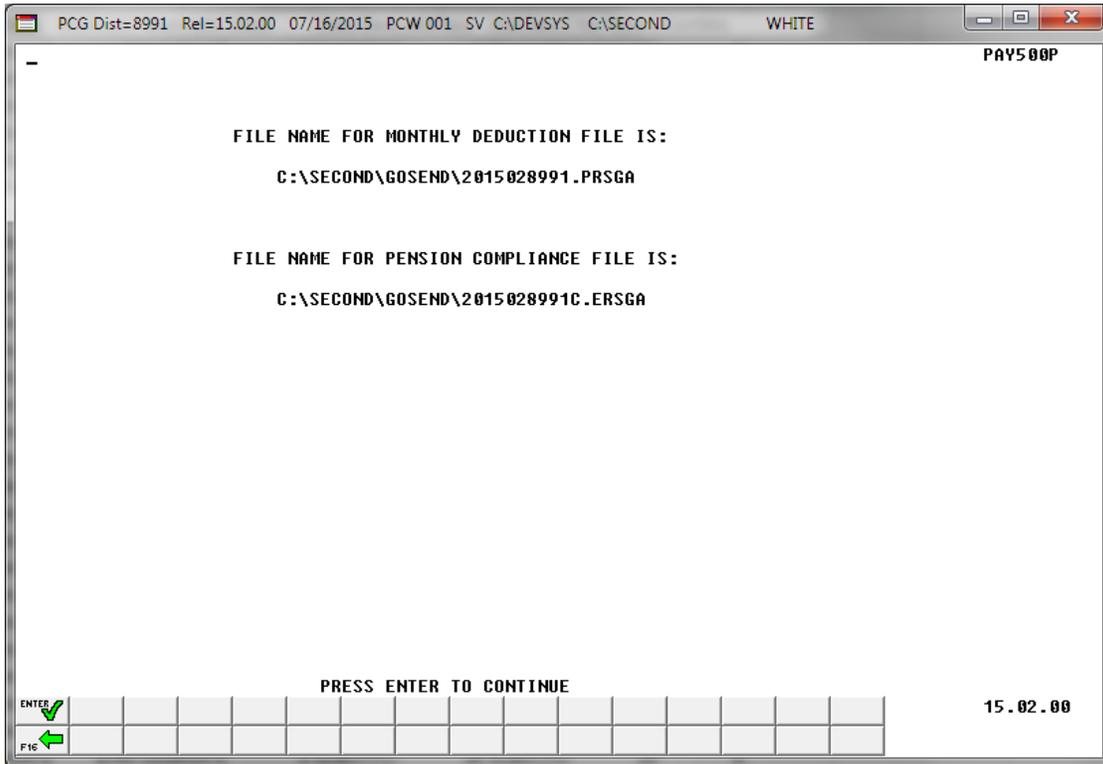
For *Step 7* - “No” entries, the following screen displays:



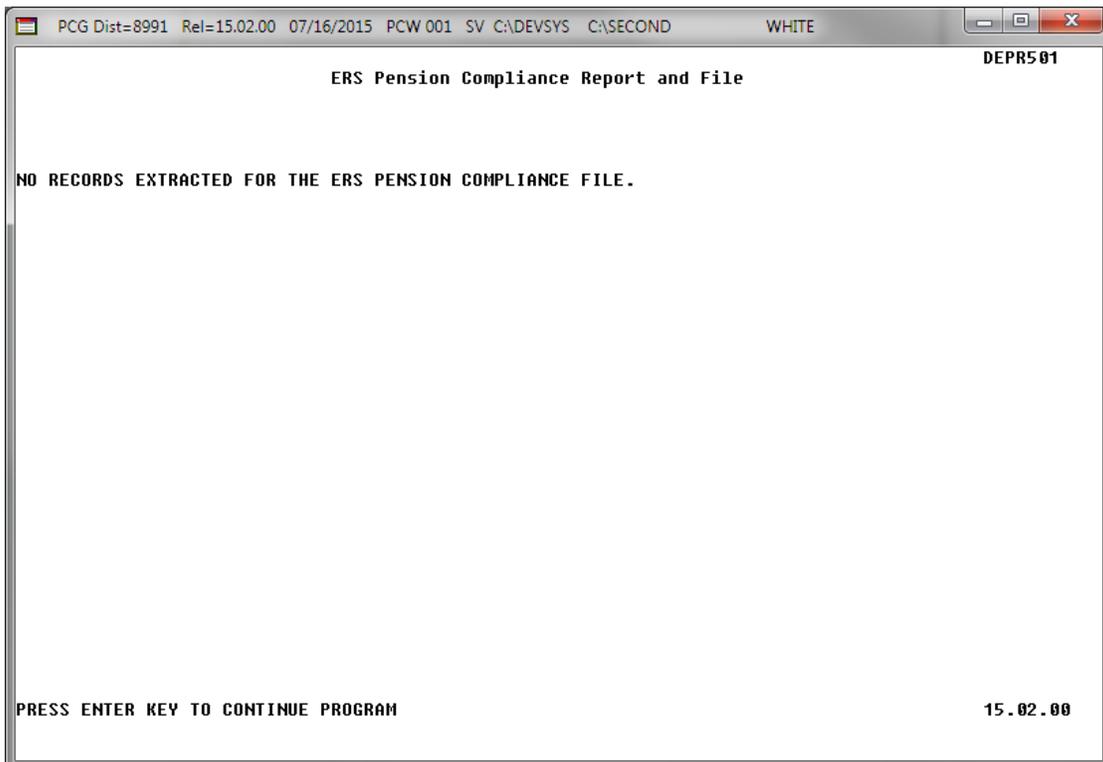
For *Step 4* - “Trial” entries, the following screen displays:



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

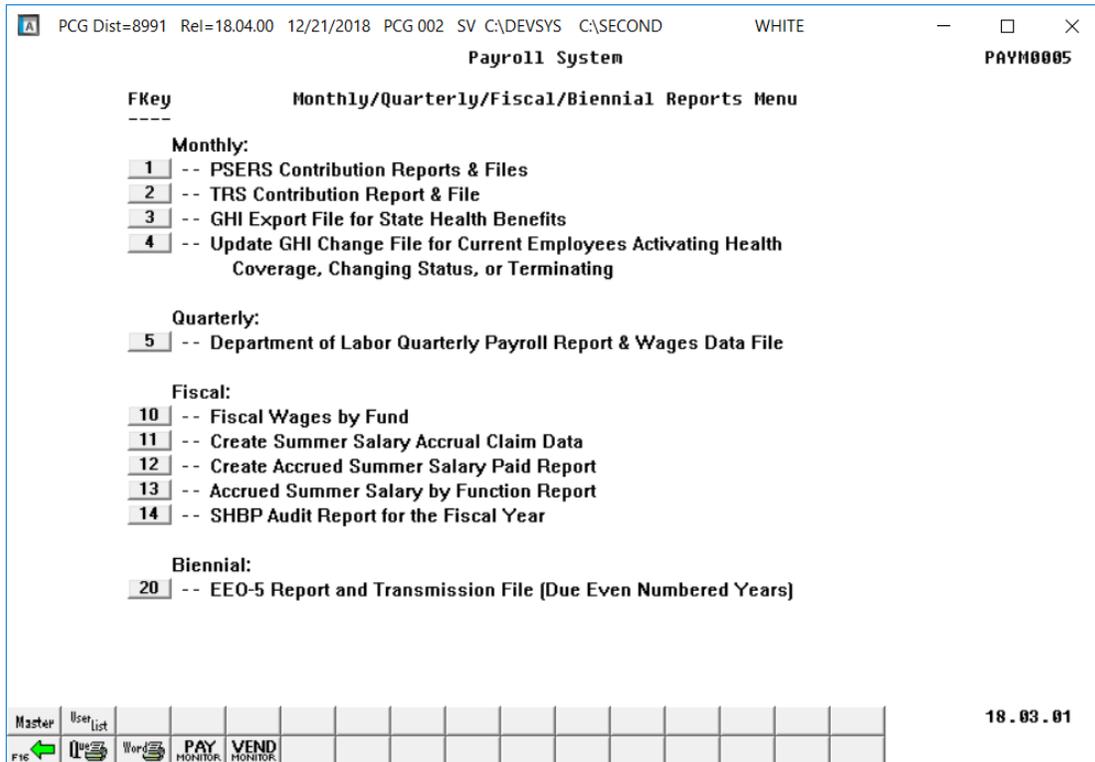


If no records are extracted for *the ERS Pension Compliance File*, the following screen displays:



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

The following screen displays:



Step	Action
10	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
12	<p>For Step 4 - “Trial” entries: Verify the following information on the <i>PSERS Monthly Report</i>:</p> <ul style="list-style-type: none"> • Verify employees with a \$0 contribution are still active. • Verify terminated employees have a contribution amount or a termination date. • Verify employees who converted to substitute status or to a TRS-covered position as of the reporting month are listed with a termination date for the prior reporting period. <p>For Step 4 - “Final” entries: Follow normal processing procedures to submit the report via the <i>MyGaDOE</i> Web portal.</p>

A1. Monthly Old PSERS Contribution Report – Example

RUN DATE: 12/04/2012 11:48		SYSTEM: 8991		MONTHLY OLD PSERS CONTRIBUTION REPORT			PAGE 1	
Program: DEPR500		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 09/2012				
SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	ELIG DATE	PRIOR PERIOD	
999-08-9128	089128	AL9ARD, RI9ARDA	.00	.00				
999-08-8943	088943	AN2LIN, DE2ETRIUS	.00	.00		8/11/2011		
999-08-9230	089230	AR3E, JASKELYN	.00	.00		1/07/2008		
999-08-9868	089868	AS6EW, GESALD	.00	.00				
999-08-9215	089215	BA2ES, CO2EMAN	.00	.00		10/20/2008		
999-08-8362	088362	BE7NIER, CO7RINNE	.00	.00		7/31/2008		
999-08-8800	088800	BI9ELLOW, TESRELL	.00	.00				
999-08-9640	089640	BL9NK, SH9WANNA	.00	.00				
999-08-9151	089151	BO2ENS, TU2A	.00	.00				
999-08-9735	089735	BO2LES, KR2STIN	.00	.00		2/06/2008		
999-08-9648	089648	BR9NNON, QUSNCY	.00	.00	7/01/2012	3/03/2008		
999-08-9175	089175	CA2ILLAS, AL2ONZO	.00	.00				
999-08-8565	088565	CA4RASCO, TR4MAN	.00	.00				
999-08-9411	089411	CA6TELLANOS, LU6LENE	.00	.00				
999-08-8655	088655	CO2ER, NI2KOLAS	.00	.00		8/12/2010		
999-08-9599	089599	CO2EY, ME2IDETH	.00	.00		1/04/2010		
999-08-9116	089116	CR5WLEY, MI5E	.00	.00		9/17/2007		
999-08-8585	088585	CY8, NESTOR	.00	.00		2/02/2009		
999-08-9001	089001	DUBGAN, ZO8IA	.00	.00				
999-08-9788	089788	FASAN, KESDRICK	.00	.00	5/01/2012			
999-08-9628	089628	GESMAN, GASIN	.00	.00				
999-08-9455	089455	GI2ARD, RO2IO	.00	.00				
999-08-8604	088604	GO6DSMITH, BRENO	.00	.00				
999-08-9255	089255	GR2F, RO2RICK	.00	.00		10/01/2011		
999-08-9474	089474	HE7M, SP7RKLE	.00	.00		9/04/2007		
999-08-9004	089004	HISTT, ALSYNA	.00	.00				
999-08-9392	089392	HOPSTON, DUSCAN	.00	.00				
999-08-9188	089188	IR6Y, CH6RMAIN	.00	.00				
999-08-8705	088705	IR8ING, HABLEY	.00	.00				
999-08-9199	089199	IS2M, IV2RY	.00	.00				
999-08-9370	089370	JE7ER, AN7ERSON	.00	.00		10/01/2010		
999-08-8613	088613	KO4HLER, PH4NG	.00	.00				
999-08-9490	089490	LE7IN, CL7IR	.00	.00				

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

RUN DATE: 12/04/2012 11:48		SYSTEM: 8991		MONTHLY OLD PSERS CONTRIBUTION REPORT			PAGE 2	
Program: DEPR500		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 09/2012				
SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	ELIG DATE	PRIOR PERIOD	
999-08-9083	089083	RA6P, KR6STEEN	.00	.00				
999-08-9886	089886	RO3RK, BE3ITO	.00	.00				
999-08-9100	089100	SASBORN, LISABETH	.00	.00		2/01/2011		
999-08-9588	089588	SASPLE, LISBIE	.00	.00				
999-08-8419	088419	SQ6IRES, HU6G	.00	.00				
999-08-9287	089287	TR2UT, RO2BYN	.00	.00		1/14/2008		
999-08-9228	089228	TR5ONG, HY5	.00	.00		11/01/2011		
999-08-8984	088984	VA9DES, HA9SIE	.00	.00		12/01/2010		
999-08-9837	089837	VO4T, HA4LAN	.00	.00		3/01/2011		
999-08-8542	088542	WA3TE, ED3IS	.00	.00		8/02/2010		
999-08-9742	089742	WA3TE, MO3TY	.00	.00				
999-08-9143	089143	WI2ES, GI2O	.00	.00				
999-08-8379	088379	WIGHEIM, GE6EVIE	.00	.00		1/07/2009		
999-08-8602	088602	WI7SLOW, IS7AC	.00	.00				
PAGE TOTAL:			.00	.00				
.....								
TOTAL OLD PSERS CONTRIBUTION EMPLOYEES:	0	.00	.00					
TOTAL OLD PSERS CONTRIBUTION TRANSACTIONS:	0	TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	54	TOT NUM TERMINATED:	3			
TOTAL DISTRICT CONTRIBUTION EMPLOYEES:	0	.00	.00					
TOTAL DISTRICT CONTRIBUTION TRANSACTIONS:	0	TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	57	TOT NUM TERMINATED:	3			

A2. Monthly New PSERS Contribution Report – Example

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

RUN DATE: 12/04/2012 11:48		SYSTEM: 8991		MONTHLY NEW PSERS CONTRIBUTION REPORT			PAGE 1	
Program: DEPR500		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 09/2012				
SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	ELIG DATE	PRIOR PERIOD	
999-08-9994	089994	HO7EYCUIT, JE7EE	.00	.00		7/25/2012		
999-08-8358	088358	RE3TERIA, ZA3E	.00	.00		8/13/2012		
999-08-9542	089542	TH3RP, ED3IS	.00	.00		8/10/2012		
PAGE TOTAL:			.00	.00				
.....								
TOTAL NEW PSERS CONTRIBUTION EMPLOYEES:	0		.00	.00				
TOTAL NEW PSERS CONTRIBUTION TRANSACTIONS:	0	TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	3	TOT NUM TERMINATED:	0			
TOTAL DISTRICT CONTRIBUTION EMPLOYEES:	0		.00	.00				
TOTAL DISTRICT CONTRIBUTION TRANSACTIONS:	0	TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	57	TOT NUM TERMINATED:	3			

A3. Pension Compliance Report – Example

RUN DATE: 07/16/2015 08:44		SYSTEM: 8991		PENSION COMPLIANCE REPORT			PAGE 2	
Program: DEPR501				FOR THE MONTH OF 02/2015				
SOC SEC #	EMPNO	NAME	MO SALARY	HIRE/REHIRE DATE	FULL/PART	JOB CLASS AND DESCRIPTION REASON FOR NO ENROLLMENT		
999-08-9418	089418	BR7NNER, AR7ON	3,660.27	8/01/2014	P	11	Personnel Administration 06 Other	
999-08-9477	089477	OG4E, EM4RSON	784.92	7/01/2014	P	02	Facilities/Materials/Equipment 02 Rehired Retiree Part-Time	
999-08-9720	089720	ZE9EDA, LO9D	1,552.66	8/01/2014	P	00	Education/Instruction/Testing 06 Other	
999-08-9827	089827	FA6LK, GR6GORIO	2,331.11	8/01/2013	P	00	Education/Instruction/Testing 03 Non Employees	
999-08-9967	089967	SA2TER, VI2ENTE	780.27	7/01/2012	P	02	Facilities/Materials/Equipment 01 Work Study Student	
999-08-9970	089970	HU7DLESTON, LO7IE	300.00	1/01/2013	F	05	General Support Services 01 Work Study Student	
GRAND TOTAL	22		27,660.08					

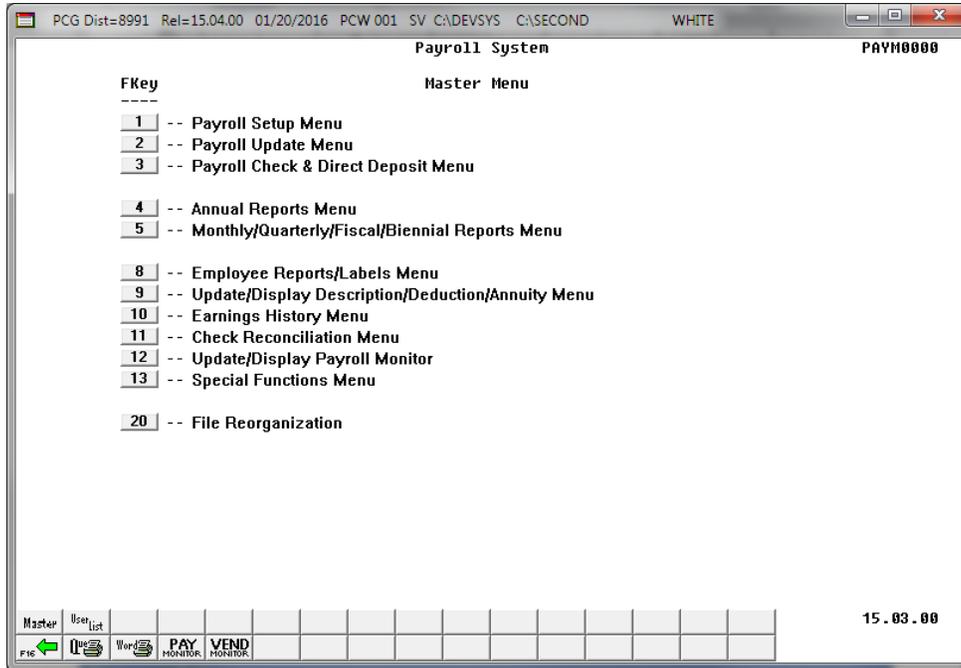
A4. Pension Compliance Error Report – Example

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

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

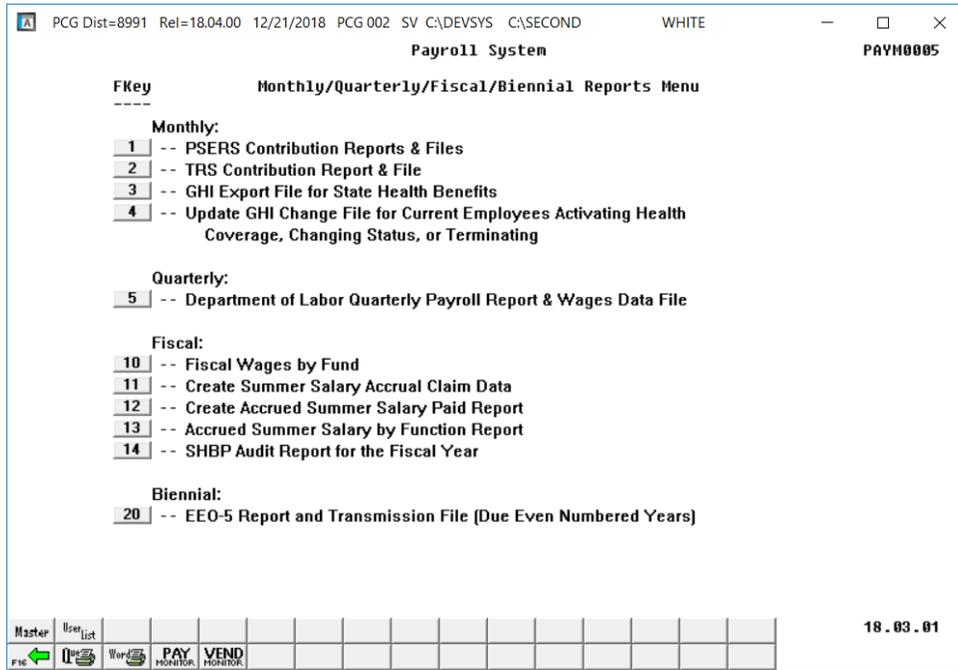
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



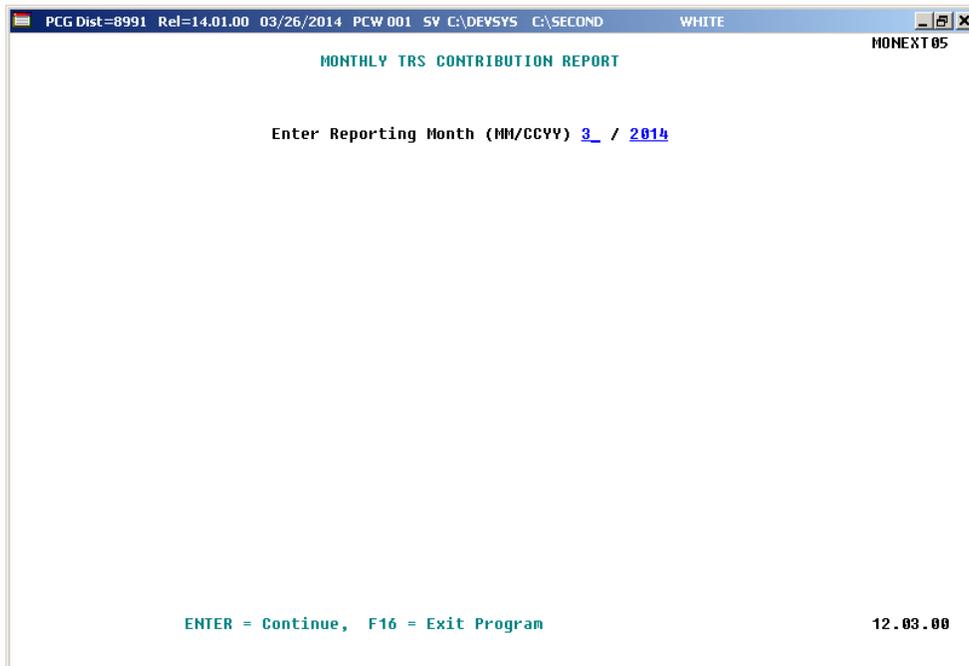
Step	Action
2	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:



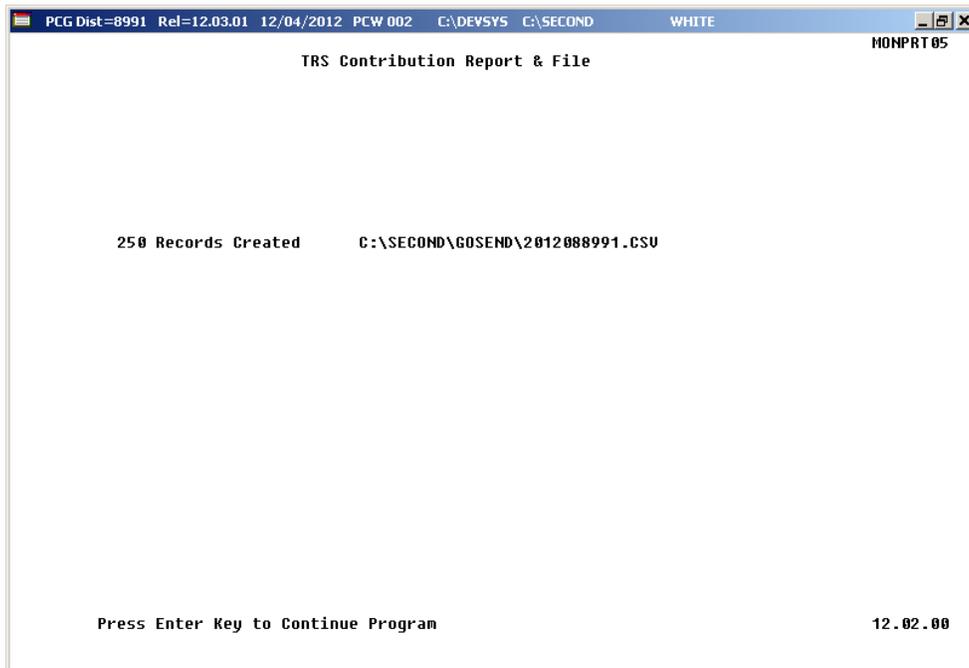
Step	Action
3	Select 2 (F2 - Monthly: TRS Contribution Report & File).

The following screen displays:



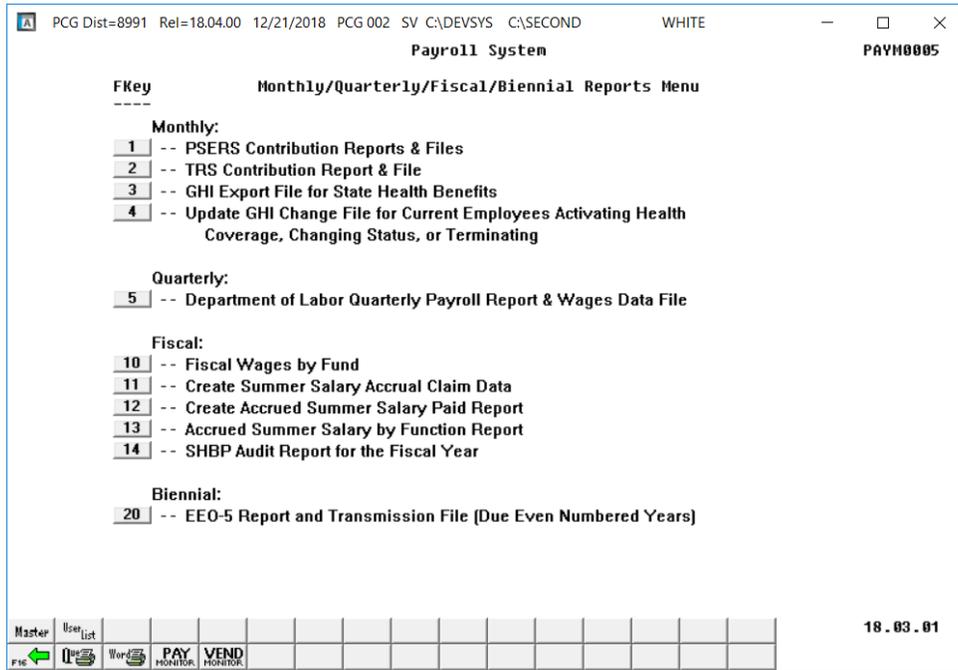
Step	Action
4	Enter the month and year (MM/CCYY) in the fields and select Enter (Continue).
5	<p>When the <i>Monthly TRS Contribution Report</i> screen redisplay, verify the information displayed is correct, and select Enter (Continue) in response to the “** Is above data correct?” prompt.</p> <p><i>***Processing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

For successful file creations, the following screen displays:



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

The following screen displays:



Step	Action
7	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
8	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
9	<p>PCGenesis produces an error message containing the employee’s identifiers and system edits rejecting the employee’s record. In this instance, refer to <i>Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information</i> for the instructions to make the appropriate modifications. Repeat this procedure beginning at <i>Step 1</i>.</p>
10	<p>File Transmission: Follow normal processing procedures to submit the report via the <i>MyGaDOE</i> Web portal.</p>

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

RUN DATE: 12/04/2012 10:49		SYSTEM: 8991		MONTHLY TRS CONTRIBUTION REPORT				PAGE 1			
Program: MONRPT05		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 08/2012							
TRS TYPE: C=CURRENT PERIOD P=PRIOR PERIOD WITH ACTIVITY R=RETROACTIVE NO PREVIOUS ACTIVITY											
EMPLOYEE NUMBER	EMPLOYEE NAME	TRS TYPE	SOC. SEC. NUMBER	REGULAR WAGES	ACCRUED SUMMER	SUMMER PAY	EMPLOYEE CONTRIB	EMPLOYER CONTRIB	DOE PAID	CNTR Mnth	SERV TIME
88942	AB3EU, ET3AN	C	999-08-8942	.00	3,509.42	.00	210.57	400.42		10	1
89093	AB4EY, LI4LIAM	C	999-08-9093	.00	1,112.13	.00	66.73	126.89		10	1
89320	AC9ER, MO9AMMED	C	999-08-9320	.00	1,251.74	.00	75.10	142.82		10	0
89831	AMZROSE, BEZHANIE	C	999-08-9831	.00	1,576.00	.00	94.56	179.82		10	1
88833	AP8LEGATE, EL8IOT	C	999-08-8833	.00	4,818.75	.00	289.13	549.82		10	1
89068	ASSCRAFT, JASIKA	C	999-08-9068	6,047.95	.00	.00	362.88	690.08		11	1
89058	AS7ER, GE7EVIVE	C	999-08-9058	.00	2,955.00	.00	177.30	337.17		10	1
89421	AU4USTINE, MA4ALIN	C	999-08-9421	.00	5,617.60	.00	337.05	640.96		10	1
88967	AY2ES, VI2ENTE	C	999-08-8967	1,360.40	.00	.00	81.62	155.22	Y	10	1
89647	BAZLEY, TIZANY	C	999-08-9647	.00	3,243.92	.00	194.64	370.13		10	0
89958	BA3N, MI3AH	C	999-08-9958	.00	5,563.00	.00	333.78	634.74		10	0
89236	BASFIELD, JOSEFINE	C	999-08-9236	4,048.23	.00	.00	242.88	461.89		10	1
88361	BASON, MICHEL	C	999-08-8361	.00	3,332.09	.00	199.93	380.18		10	1
89912	BASB, NASENE	C	999-08-9912	.00	1,027.27	.00	61.64	117.21		10	1
88432	BASBOUR, GESARO	C	999-08-8432	.00	1,252.73	.00	75.16	142.94		10	1
89903	BEZAY, MAZYROSE	C	999-08-9903	.00	4,818.75	.00	289.13	549.82		10	1
88903	BEZLEY, MAZYROSE	C	999-08-8903	.00	3,382.58	.00	202.96	385.95		10	0
89087	BEZNER, LEZNORA	C	999-08-9087	.00	4,240.08	.00	254.41	483.80		10	1
88502	BE3NSTEIN, BL3IR	C	999-08-8502	2,981.20	.00	.00	178.88	340.16		12	1
89730	BETM, KR7S	C	999-08-9730	.00	4,542.17	.00	272.53	518.26		10	1
89562	BE7NIER, JO7NATHON	C	999-08-9562	.00	5,856.84	.00	351.41	668.27		10	1
88857	BESKWITH, HUSTON	C	999-08-8857	5,036.95	.00	.00	302.22	574.72		11	1
88968	BESAVIDEZ, EL9Z	C	999-08-8968	.00	4,409.83	.00	264.59	503.16		10	1
89254	BI3LINGSLEY, LA3HAUN	C	999-08-9254	.00	1,286.15	.00	77.17	146.75		10	1
89102	WR3N, LOSSE	C	999-08-9102	4,675.90	.00	.00	280.56	533.52		11	1
88810	YI7, NO7BERT	C	999-08-8810	.00	4,676.33	.00	280.58	533.57		10	0
88930	YO7NGER, SH7RAN	C	999-08-8930	.00	1,204.60	.00	72.28	137.44		10	1
** TOTAL TRS EMPLOYEE RECORDS:			249	201,801.32	641,663.85	.00	50,607.99	96,239.26			
88530	BETM, CL7UDE	C	999-08-8530	10,386.89	.00	.00	.00	1,808.36		12	1
** TOTAL RETIREE RECORDS:			1	10,386.89	.00	.00	.00	1,808.36			
** TOTAL EMPLOYEE RECORDS:			250	212,188.21	641,663.85	.00	50,607.99	98,047.62			
NOTE: These totals agree with Current Month Payroll											

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

RUN DATE: 12/04/2012 10:49		SYSTEM: 8991		MONTHLY TRS CONTRIBUTION REPORT				PAGE 7			
Program: MONPR105		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 08/2012							
TRS EMPLOYEES DOE PAID EMPLOYER PORTION											
EMPLOYEE NUMBER	EMPLOYEE NAME	TRS TYPE	SOC. SEC. NUMBER	REGULAR WAGES	ACCRUED SUMMER	SUMMER PAY	EMPLOYEE CONTRIB	EMPLOYER CONTRIB	DOE CNTR PAID	SERV Mnth	SERV TIME
88967	AY2ES, VI2ENTE	C	999-08-8967	1,360.40	.00	.00	81.62	155.22	Y	10	1
89157	CH4ATHAM, BR4NTON	C	999-08-9157	2,291.67	.00	.00	137.50	261.48	Y	11	1
89096	COSNWELL, LI9LIANA	C	999-08-9096	1,836.67	.00	.00	110.20	209.56	Y	10	1
89406	MO3A, CY3US	C	999-08-9406	1,849.33	.00	.00	110.96	211.01	Y	10	1
89127	SA2ER, TA2	C	999-08-9127	3,153.59	.00	.00	189.22	359.82	Y	12	1
** TOTAL DOE PAID RECORDS:			5	10,491.66	.00	.00	629.50	1,197.09			

RUN DATE: 12/04/2012 10:49		SYSTEM: 8991		MONTHLY TRS CONTRIBUTION REPORT				PAGE 8			
Program: MONPR105		SMITH CITY BOARD OF EDUCATION		FOR THE MONTH OF 08/2012							
EMPLOYEE DETAIL AND TOTALS AS REPORTED TO TRS											
EMPLOYEE NUMBER	EMPLOYEE NAME	TRS TYPE	SOC. SEC. NUMBER	REGULAR WAGES	ACCRUED SUMMER	SUMMER PAY	EMPLOYEE CONTRIB	EMPLOYER CONTRIB	DOE CNTR PAID	SERV Mnth	SERV TIME
** TOTAL TRS EMPLOYEE RECORDS:			249	201,801.32	641,663.85	.00	50,607.99	96,239.26			
88530	BE7M, CL7UDE	C	999-08-8530	10,386.89	.00	.00	623.21	1,185.15		12	1
** TOTAL TRS REPORTED RETIREES:			1	10,386.89	.00	.00	623.21	1,185.15			
** TOTAL TRS REPORTED RECORDS:			250	212,188.21	641,663.85	.00	51,231.20	97,424.41			
NOTE: These totals agree with TRS Export and Report											

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

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

Refer to the *Personnel System Operations Guide, Section B: Personnel Report Processing* for the instructions to print this report.

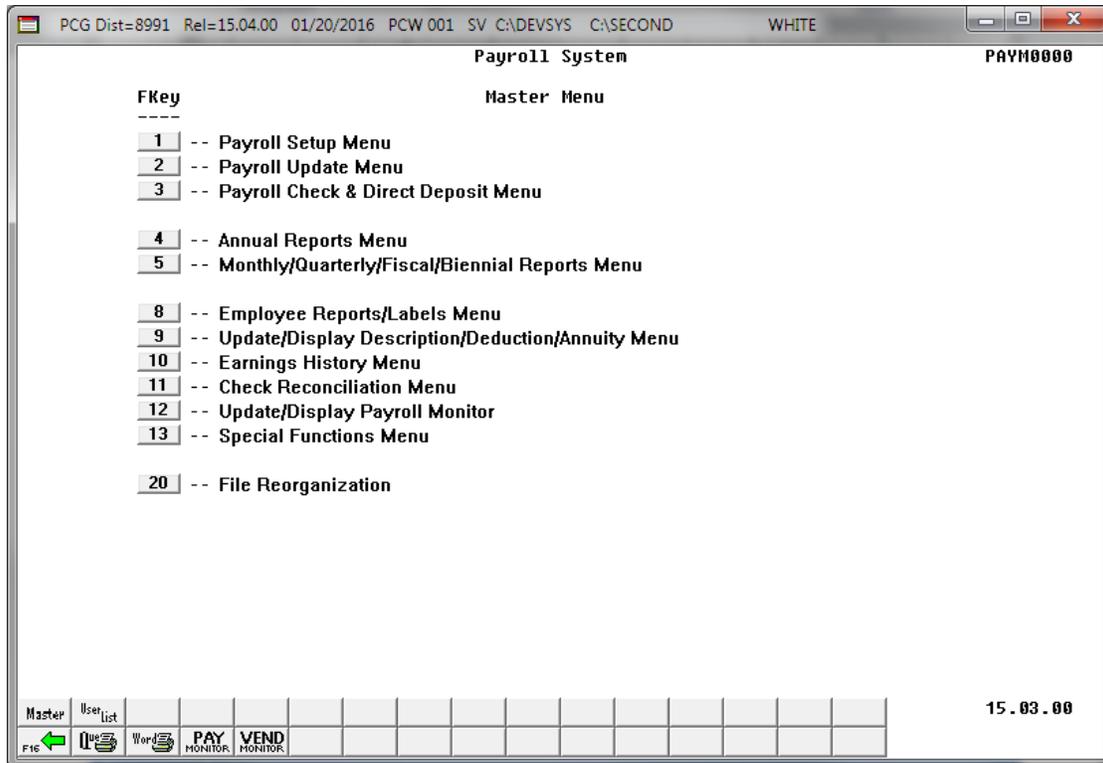
C2. Updating Employees' Personnel Information with SHBP Requirements

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

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

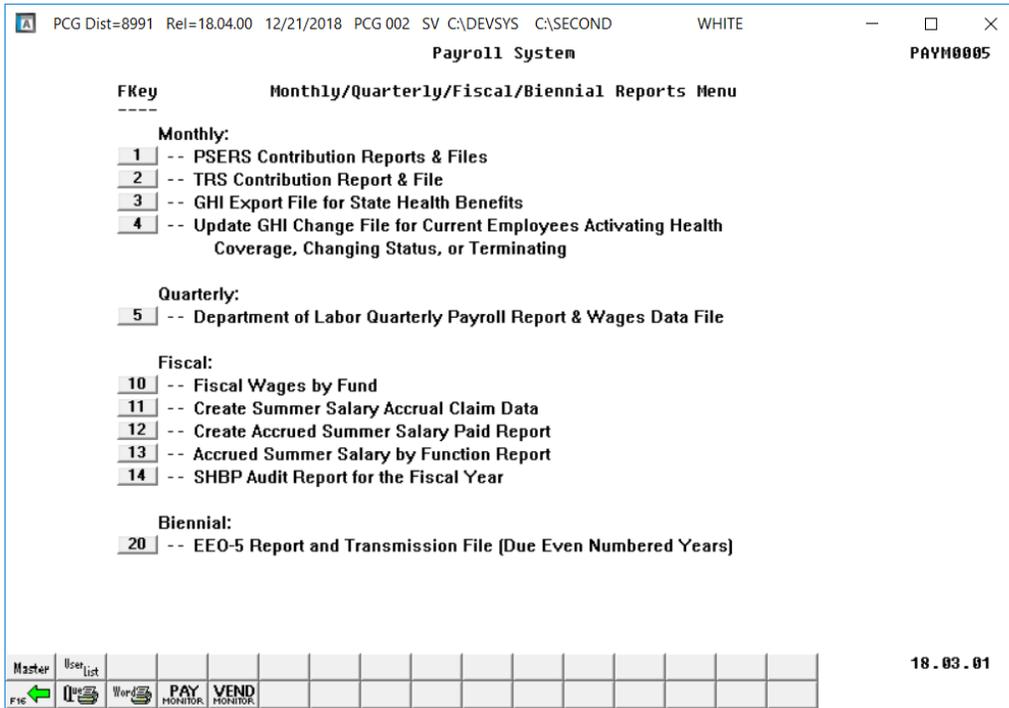
C3.1. Create the GHI Recent Changes File - AUF

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



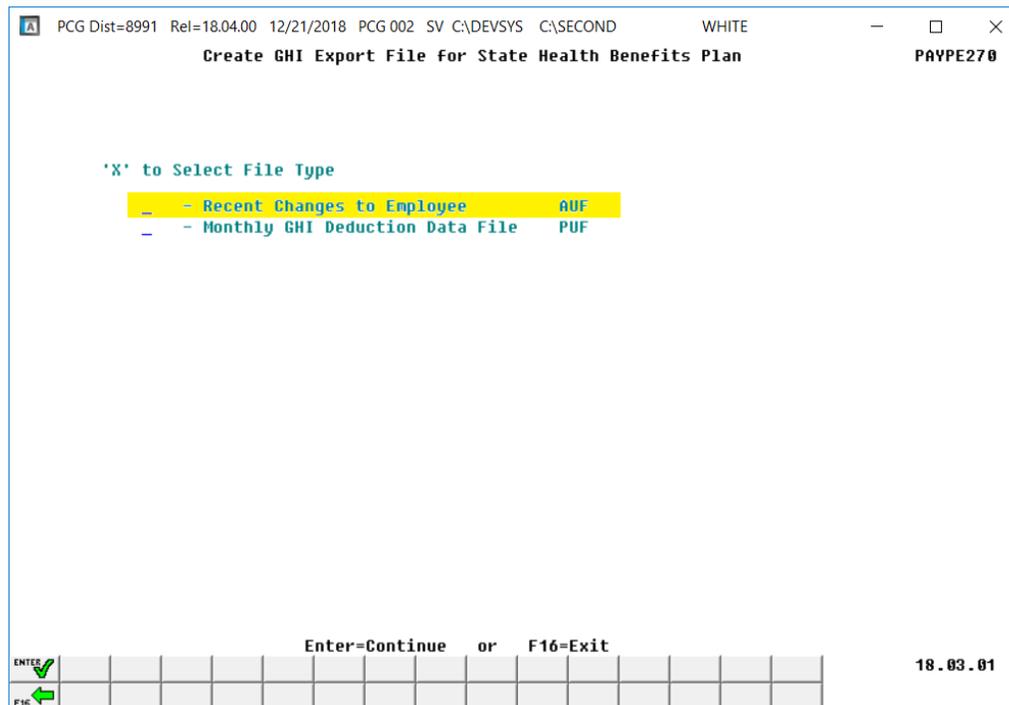
Step	Action
1	Select 5 (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

The following screen displays:

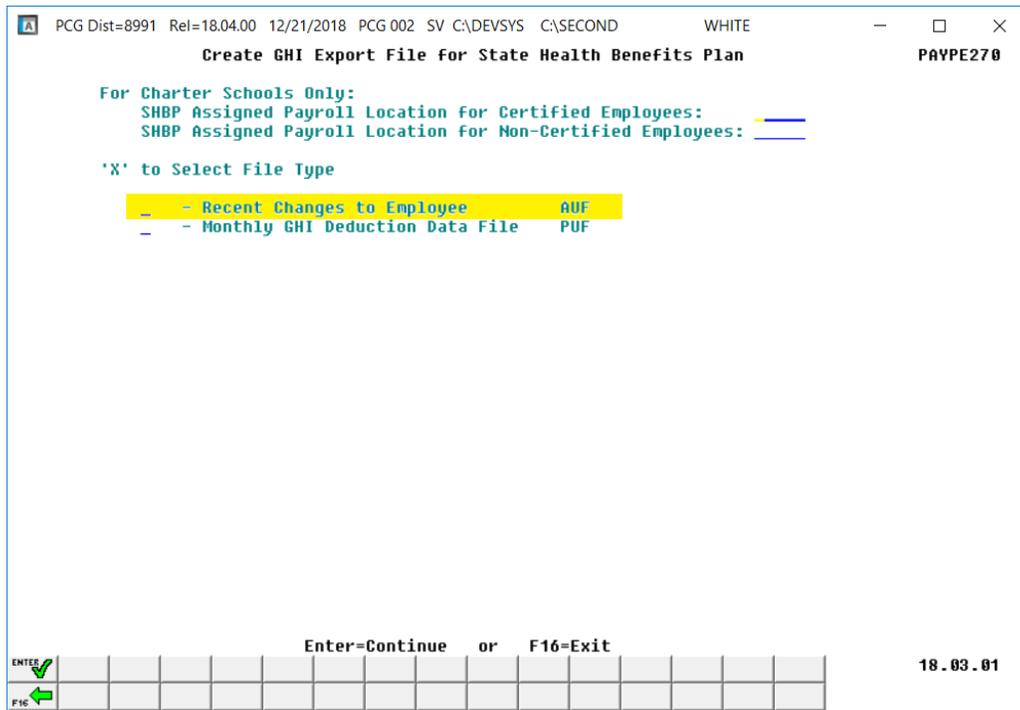


Step	Action
2	Select 3 (F3 - Monthly: GHI Export File for State Health Benefits).

The following screen displays for non-charter schools:



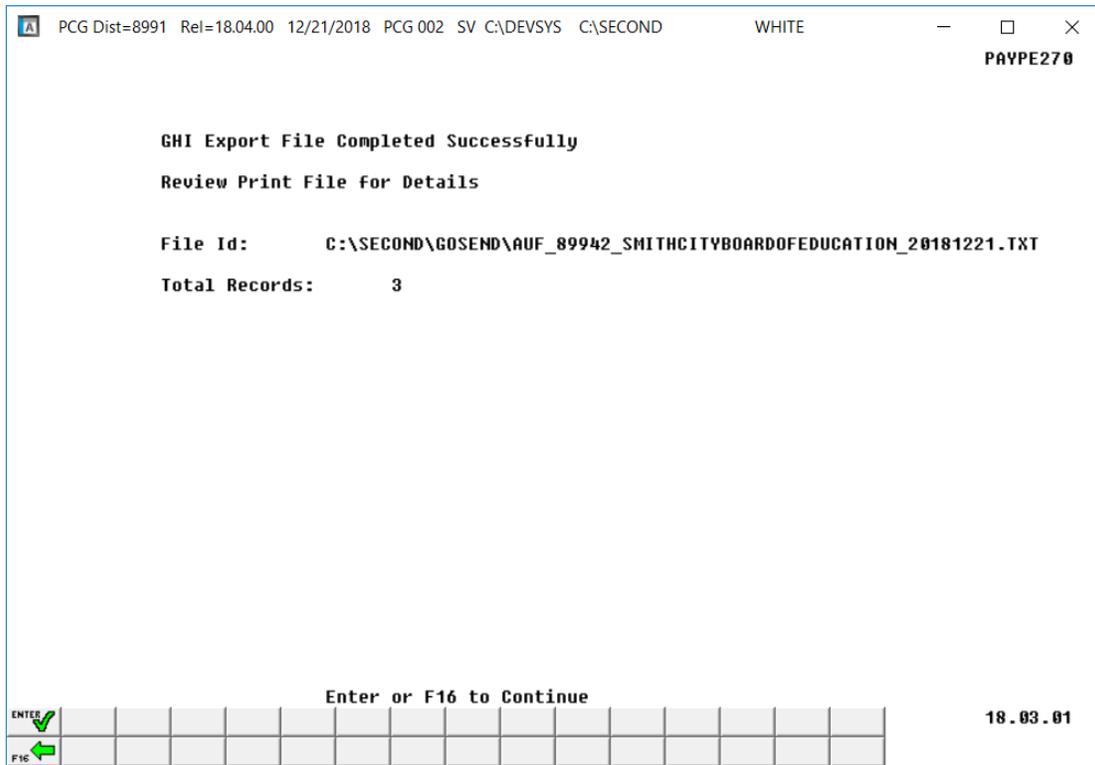
The following screen displays for charter schools:



Step	Action
3	<p><u>Non-charter school districts:</u> Proceed to <i>Step 4</i>.</p> <p><u>Charter school districts:</u> If the System # on the <i>Payroll Control Information</i> screen begins with either '782n' or '783n', where <i>n</i> is the last digit of the System #, the user will be prompted to enter the following two additional fields:</p> <ul style="list-style-type: none"> • SHBP Assigned Payroll Location for Certified Employees • SHBP Assigned Payroll Location for Non-Certified Employees <p>The payroll location codes for certified and non-certified employees are assigned by the Georgia State Health and Benefits Program (SHBP) to charter school systems and are required for sending electronic files into SHBP.</p>
4	Enter X in the Recent Changes to Employee (AUF) field.
5	Select  (Enter - Continue).

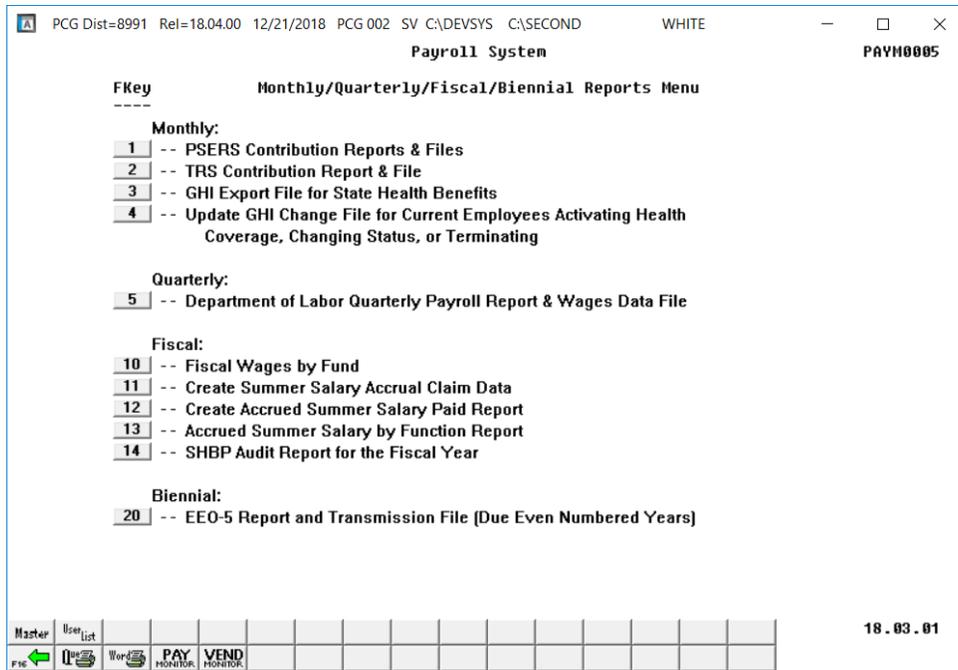
Step	Action
6	<p>To select all of the non-transmitted records: Enter X in the All Entries Not Previously Transmitted field.</p> <p>To retransmit records as of a specific date: Enter X in the Retransmit All Entries from this date field and the corresponding date (MM/DD/CCYY) in the field.</p>
7	<p>Select  (Enter) twice.</p> <p><i>If no records match the selection criteria, the “No EMPCHG Records Found for Transmission to State Health that Match Dates Selected” dialog box displays. In this instance, select  (OK), and refer to Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for the instructions to update the employee GHI information. Repeat this procedure beginning at Step 1.</i></p> <p><i>For missing payroll records, the “PAYROLL Record Not Found #####. Call Help Desk to Correct and Rerun Process” dialog box displays. In this instance, select OK, and contact the Technology Management Customer Support Center as needed for assistance.</i></p> <p><i>For unsuccessful file creations: Select Enter (to Continue) when the “No Records found for GHI Export File” screen displays, and proceed to Step 8.</i></p>

The following screen displays:



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

The following screen displays:

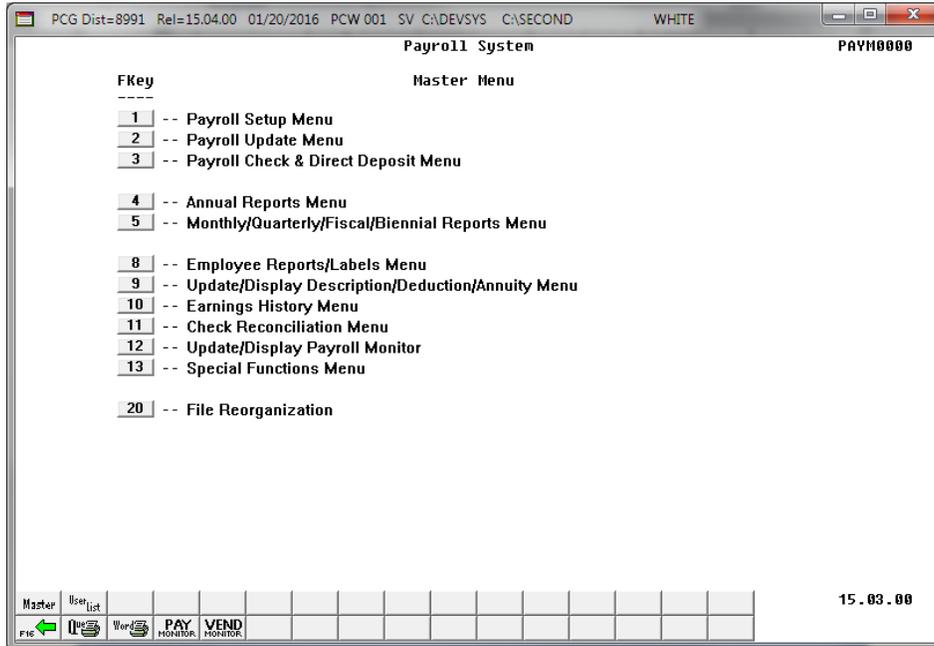


Step	Action
9	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

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

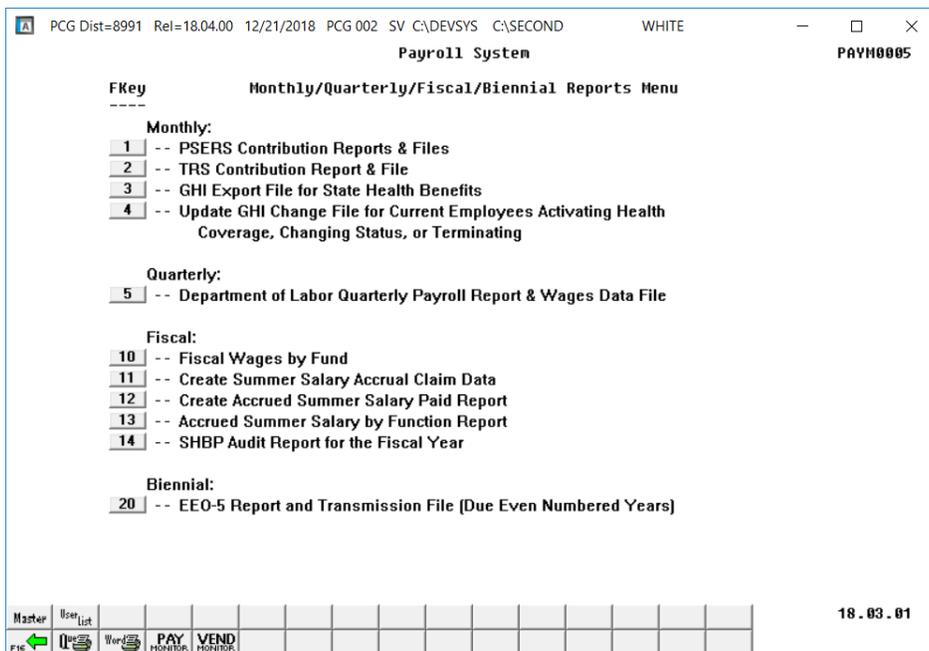
REPORT ID: PAYPE270 A AUF		Georgia State Health Benefit Plan						Page 1								
Date: 03/20/2017 13:03		AUF - Employee Change File														
Name	Empno	SSN	Stat	Cls	Sex	GHI Code	Elig	Birth Date	Hire Date	Term Date	1st Day Wrk Cover	Effect	Lst Ded Dt Cover	Dt End	Death Date	Chg
GA2T, CHRLEY	89473	999089473	A	09	F	NEMP	Y	12/01/1980	07/01/2016		07/01/2016		10/01/2016			C
F08MAN, OL8N	89003	999089003	T	01	F	TERM	N	11/01/1986	08/04/2014	05/24/2016	08/04/2014		08/31/2016	09/30/2016		
B80N, MISCHEL	88092	999088092	A	01	F	NEMP	Y	07/01/1962	08/01/2016		08/01/2016		10/01/2016			
P88NE, POSFIRIO	88964	999088964	T	02	F	TERM	N	11/01/1983	10/06/2014	05/24/2016	10/06/2014		08/31/2016	09/30/2016		
H07FMANN, TA7A	88756	999088756	T	02	F	TERM	N	05/01/1983	08/05/2013	05/24/2016	08/05/2013		08/31/2016	09/30/2016		
CO2EY, ME2IDETH	89541	999089541	A	01	F	MISC	Y	11/01/1964	08/01/2016		08/01/2016		10/01/2016			
RU4IN, JU4E	88504	999088504	A	02	F	NEMP	Y	03/01/1967	08/01/2016		08/01/2016		08/01/2016			C
CR7FT, GA7EN	89506	999089506	A	15	F	NEMP	Y	12/01/1983	09/14/2016		09/14/2016		09/14/2016			
CR7FT, GA7EN	89506	999089506	A	15	F	MISC	Y	12/01/1983	09/14/2016		09/14/2016		09/14/2016			
CR7FT, GA7EN	89506	999089506	A	15	F	NEMP	Y	12/01/1983	09/14/2016		09/14/2016		09/14/2016			
MU6CY, ALEXIS	87337	999087337	A	02	F	NEMP	Y	05/01/1981	08/15/2016		08/01/2016		08/01/2016			C
KI3ER, ROSAMARIA	89913	999089913	A	01	M	NEMP	Y	08/01/1948	08/01/2016		08/01/2016		08/01/2016			C
RO3T, PA3THENIA	88562	999088562	A	01	F	NEMP	Y	11/01/1969	08/01/2016		08/01/2016		08/01/2016			C

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



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

The following screen displays:



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

The following screen displays for non-charter schools:

PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSY S C:\SECOND WHITE
Create GHI Export File for State Health Benefits Plan PAYPE270

'X' to Select File Type

- Recent Changes to Employee AUF
- Monthly GHI Deduction Data File PUF

Enter=Continue or F16=Exit

ENTER ✓

F16 ←

18.03.01

The following screen displays for charter schools:

PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSY S C:\SECOND WHITE
Create GHI Export File for State Health Benefits Plan PAYPE270

For Charter Schools Only:
 SHBP Assigned Payroll Location for Certified Employees: _____
 SHBP Assigned Payroll Location for Non-Certified Employees: _____

'X' to Select File Type

- Recent Changes to Employee AUF
- Monthly GHI Deduction Data File PUF

Enter=Continue or F16=Exit

ENTER ✓

F16 ←

18.03.01

Step	Action
3	<p>Non-charter school districts: Proceed to <i>Step 4</i>.</p> <p>Charter school districts: If the System # on the <i>Payroll Control Information</i> screen begins with either '782<i>n</i>' or '783<i>n</i>', where <i>n</i> is the last digit of the System #, the user will be prompted to enter the following two additional fields:</p> <ul style="list-style-type: none"> • SHBP Assigned Payroll Location for Certified Employees • SHBP Assigned Payroll Location for Non-Certified Employees <p>The payroll location codes for certified and non-certified employees are assigned by the Georgia State Health and Benefits Program (SHBP) to charter school systems and are required for sending electronic files into SHBP.</p>
4	Enter X in the Monthly GHI Deduction Data File (PUF) field.
5	Select  (Enter - Continue) <u>once</u> .

The following screen displays for non-charter schools:

PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSY S C:\SECOND WHITE
Create GHI Export File for State Health Benefits Plan PAYPE270

X - Monthly GHI Deduction Data File PUF

For: Month 11 Year 2018

Enter Job Code for Board Members (0 = None)

Job Code 000 None

Enter=Continue or F16=Exit

ENTER  F16 

18.03.01

The following screen displays for charter schools:

PCG Dist=8991 Rel=18.04.00 12/21/2018 PCG 002 SV C:\DEVSY S C\SECOND WHITE
Create GHI Export File for State Health Benefits Plan PAYPE270

For Charter Schools Only:
 SHBP Assigned Payroll Location for Certified Employees: 61001
 SHBP Assigned Payroll Location for Non-Certified Employees: 61002

X - Monthly GHI Deduction Data File PUF

For: Month 11 Year 2018

Enter Job Code for Board Members (0 = None)
 Job Code 000 None

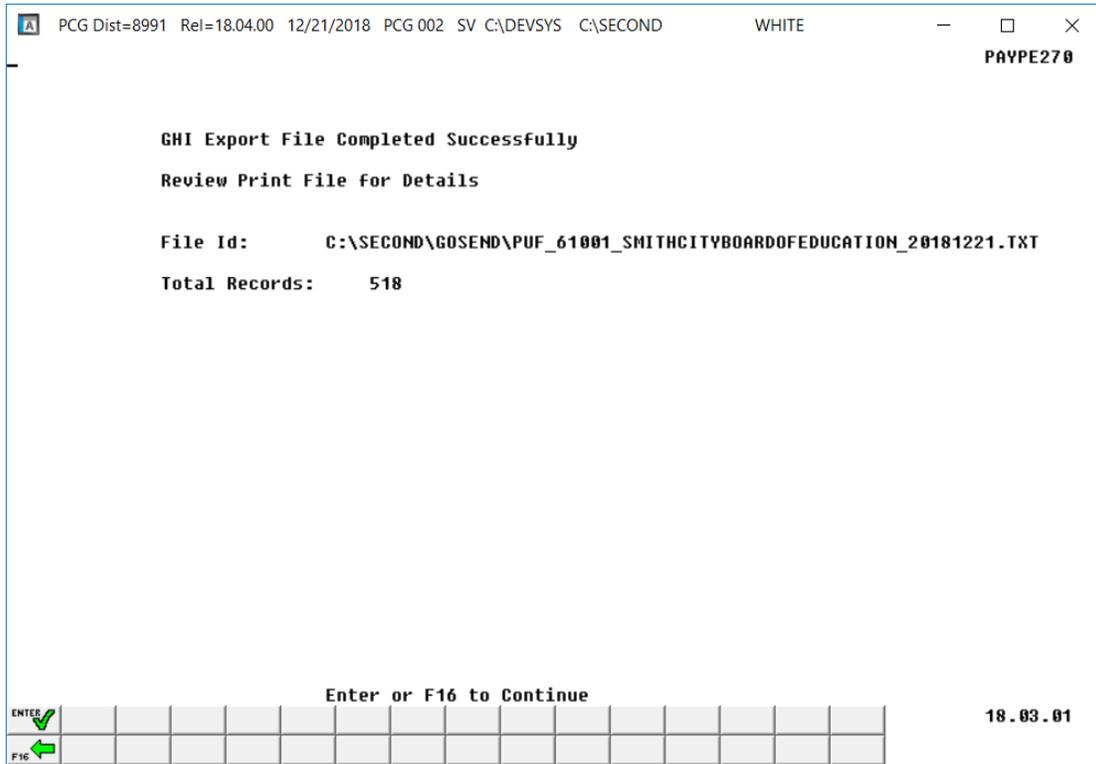
Enter=Continue or F16=Exit

ENTER ✓
 F16 ←

18.03.01

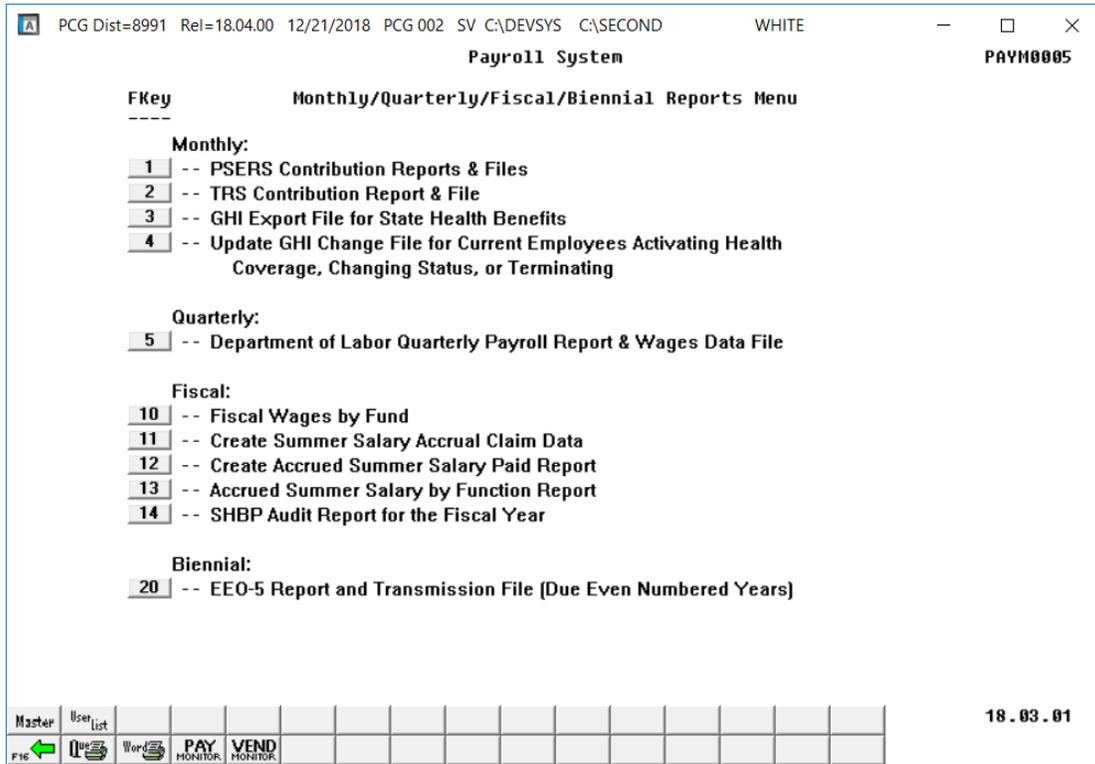
Step	Action
6	Enter the reporting month (MM) and year (CCYY) in the For: Month and For: Year fields. <i>PCGenesis defaults to the previous reporting month and year. PCGenesis users may adjust this date as needed.</i>
7	To include Board Member information: Enter the CPI job code in the Job Code field.
8	Select  (Enter) <u>twice</u> . <i>If the file exists, the “File Already exists” dialog box displays. In this instance, select Yes.</i>

The following screen displays:



Step	Action
9	<p>Screen-print the <i>Successful Completion</i> screen, and select  (Enter) to continue.</p> <p><i>Screenshot examples are for display purposes only. The location of the PCGenesis PUF file is “K:\SECOND\GOSEND”. Note also that filenames and record totals are school-district and system-specific.</i></p> <p><i>Use this filename to transmit the file to the Department of Community Health (DCH). The entry in the “Total Records” field will be used to compare to the DEDI – Monthly Deduction File Report.</i></p> <p><i>PCGenesis also displays a records counter along with the Successful Completion screen.</i></p>

The following screen displays:



Step	Action
10	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
12	<p>Compare the results of the screenshot preceding <i>Step 8 to the DEDI – Monthly Deduction File Report, an example of which is displayed B3.2.1. Monthly Deduction File Report – Example</i>.</p>

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

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

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

REPORT ID: PAYPE270 D DEDI		Georgia State Health Benefit Plan										Page 6		
Date: 03/20/2017 13:06		DEDI - Monthly Deduction File - Coverage for 02/01/2017												
Empno	Name	Stat	Class	Elig	Cert	1st Day Wrk	OptTier	Premium	Insf	Deduction	Subsidize	St/Mnth Gr	PAYS	Hours
88562	RO3T, PA3THENIA	A	01	Y	C	08/01/2016	B3 10	68.96		66.28		5,578.86	M	40.00
87866	ROSINETTE, AMSE	A	01	Y	C		NC 00					4,485.82	M	40.00
88188	ROGENTHAL, DAGEN	A	12	Y	N	08/18/1997	B3 10	68.96		66.28		1,285.85	M	25.00
89598	ROGENTHAL, SE6ASTIAN	A	01	Y	C	01/04/2016	B3 10	68.96		66.28		5,537.19	M	40.00
89941	ROSELL, TASHINA	A	01	Y	C	08/05/2002	B3 10	68.96		66.28		4,485.82	M	40.00
88504	RU4IN, JU4E	A	02	Y	N	08/01/2016	B3 96	273.08		260.40		2,184.68	M	40.00
89737	RUSF, PASULA	A	01	Y	C	04/11/2016	B6 94	241.94		240.05		2,992.45	M	40.00
89965	SA2TER, VIZENTE	A	01	Y	C	01/01/2017	B1 90	405.84					M	40.00
88124	SA5PLE, CASMINE	A	02	Y	N	08/15/1995	NC 00					1,605.80	M	40.00
87989	SC2REIBER, MO2N	A	10	Y	N	02/01/2015	B3 40	148.96		146.28		3,168.00	M	40.00
89235	SC4AEFFER, AL4HONSE	A	01	Y	C	09/01/2014	B3 94	136.54		130.74		2,815.77	M	40.00
87955	WIGLEY, BASTON	A	01	Y	C	08/01/2016	NC 00					2,902.85	M	40.00
87911	WI7G, DE7MY	A	12	Y	N	08/07/2007	B2 90	288.51		277.96		2,409.73	M	25.00
87502	WISDHAM, BUSTON	A	01	Y	C	08/03/2009	B3 96	273.08		260.40		4,310.60	M	40.00
88403	ZR3ATA, DR3IS	A	12	Y	N	09/01/2014	NC 00					1,015.86	M	25.00
89558	ZI4MER, PH4NG	A	01	Y	C	07/29/2004	B2 94	203.74		197.12		3,908.01	M	40.00
		169	Certified Employees		Totals:			33,699.86		32,173.76				786,826.38
		172	Classified Employees		Totals:			20,781.88		20,183.58				287,538.56
		341	Total Employees		Totals:			54,481.74		52,357.34				1,074,364.94

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

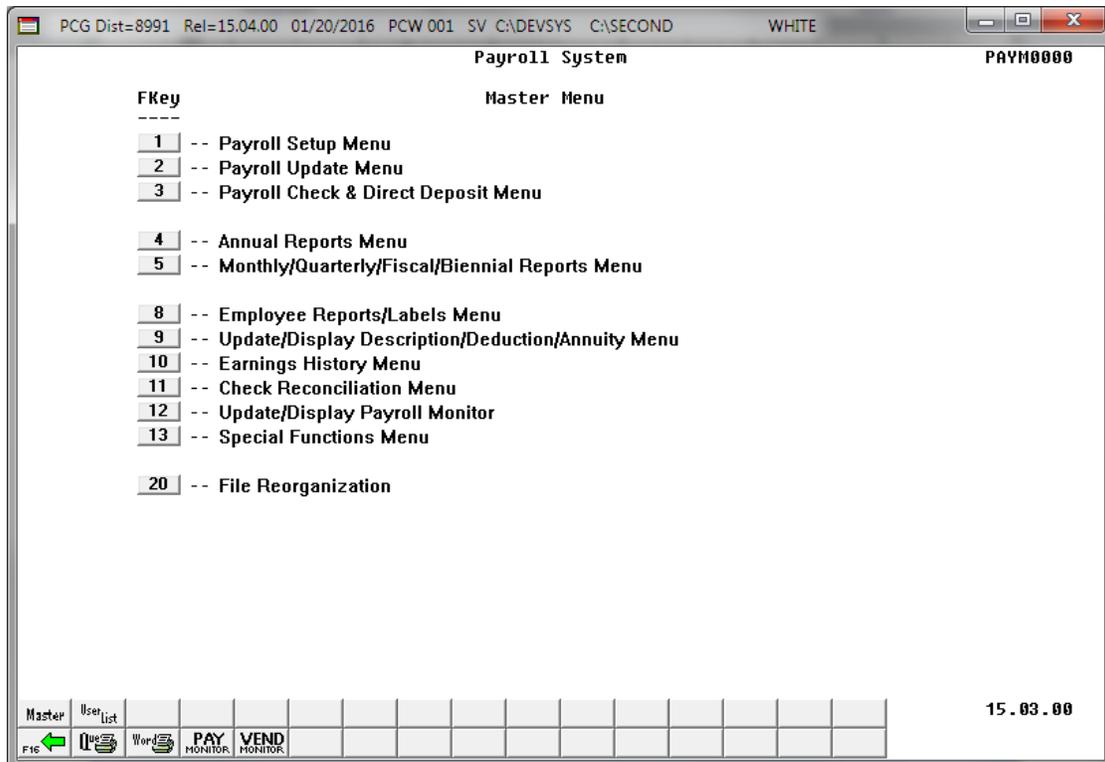
Complete this procedure if changes have been made affecting State Health that have not been transmitted to the DCH, or if there have been changes which must be retransmitted. Otherwise proceed to the appropriate procedure to continue SHBP processing.

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

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

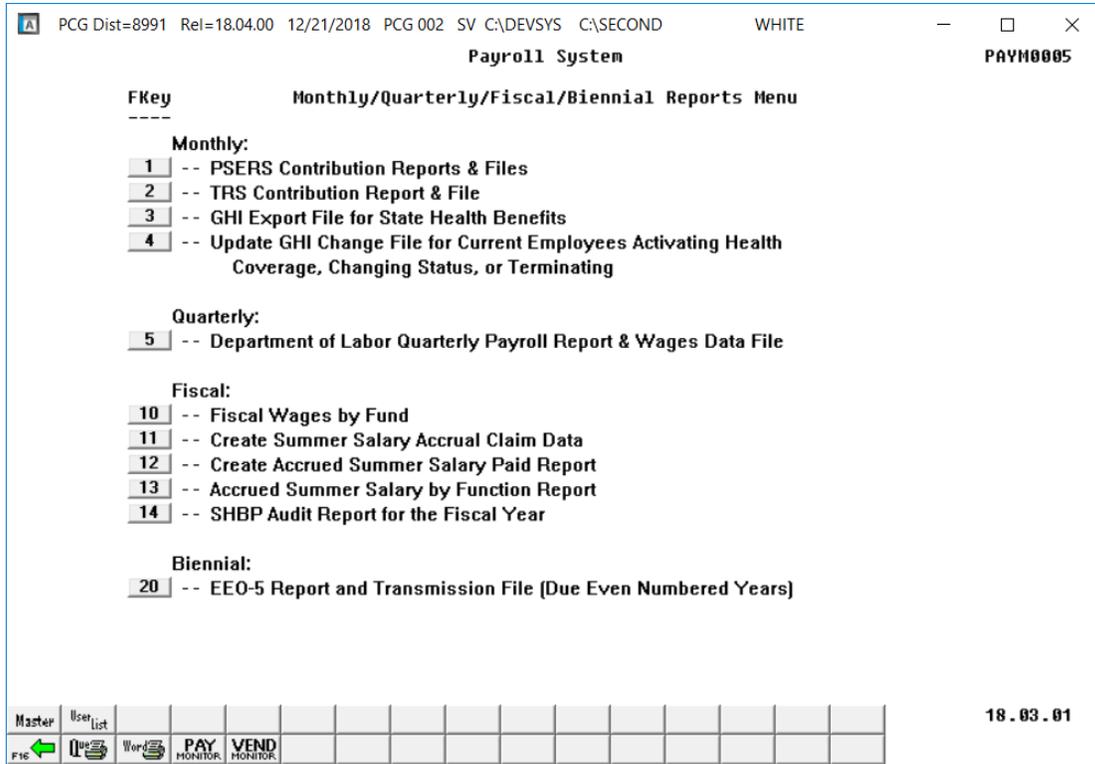
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



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

The following screen displays:



Step	Action
3	Select 4 (F4 - Monthly: Update GHI Change File for Current Employees Activating Health Coverage, Changing Status, or Terminating).

The following screen displays:

PCG Dist=8991 Rel=14.01.00 03/26/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE PAYFIND

Create AUF Change Record
Select Employee

Filter set: Class,Status
Current Order Name

Input: _____

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
1	CAGBONE, JE6S	87979	999-08-7979	6793	3	N	0		16	A	13
2	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	
3	AD9ISON, BR9CE	89928	999-08-9928	6793	3	N	0		16	A	
4	BA2MAN, MA2YBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
5	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	
6	AD20CK, AL20NZD	88175	999-08-8175	8012	14	N	1	12	31	A	

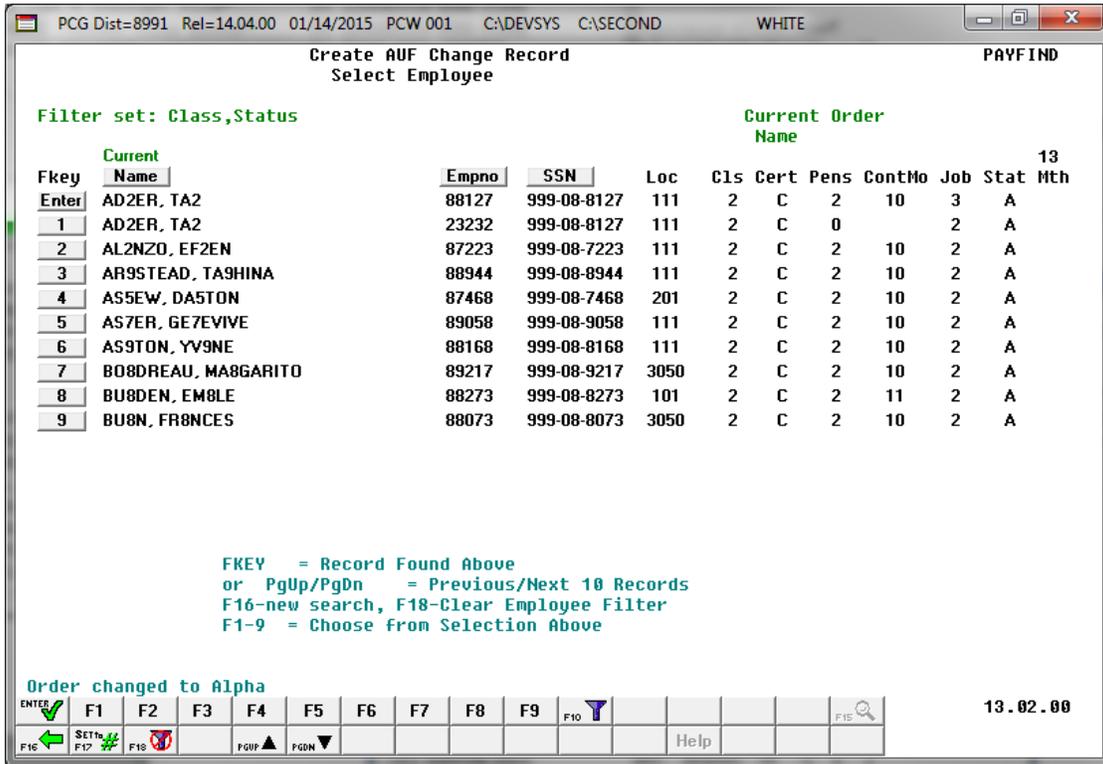
Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above

13.02.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F16 F18

Step	Action
4	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 6</i>.</p> <p><i>If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 5.</i></p>

The following screen displays:



Step	Action
5	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/20/2017 PCW 001 SV CADEVSY5 CASECOND WHITE PAVPE275

Create GHI AUF Record to Export to State Health

Emp. no. **88092 BARDON, MICHEL** SSN **999 08 8092** Status **A -- Active**

GHI Change Code Select NEMP or HACA, or Termination Code for this process
DCSD, KLOD, LOFF, RETR, TACA, or TERM

GHI 1ST Day Worked Hire/ReHire/New Eligibility Date - Required for NEMP, HACA
 GHI Cover Start Dte GHI Coverage Start Date - Optional for NEMP, HACA

GHI Final Ded Date Final Deduction Date - Required for Any Termination
 GHI Coverage End GHI Coverage End Date - Optional for Any Termination
 GHI Date of Death Date of Death - Required for DCSD, KLOD

NOTE: This Record Will Be Included in the 'GHI Export File for State Health Benefits'

This Process Does NOT CHANGE Employee Personnel Information
 **** Current Employee Personnel Information ****

Sex Code **F** Mar Stat **M** Pay Loc **108** Location **000108** Class **1 CLASSROOM TEACHERS**

GHI Eligible? **Y** GHI Option **B2 BCBS SILVER** Birth Date **7/01/1962**
 Participate in GHI? **Y** GHI Tier **10 SINGLE** Hire Date **10/08/1999**
 GHI BOE Transfer in? Rehire Date **8/01/2016**
 Date of Death

GHI 1ST Day Worked **8/01/2016** GHI Final Ded Dt
 GHI Cover Start Dte **10/01/2016** GHI Coverage End Term Date **6/02/2011**
 Term Reason **6**
ACCEPT JOB IN OTHER GA SYSTEM

Enter=Validate, F8=Create Record, F16=Return, F28=Help

ENTER F1 F8 Help

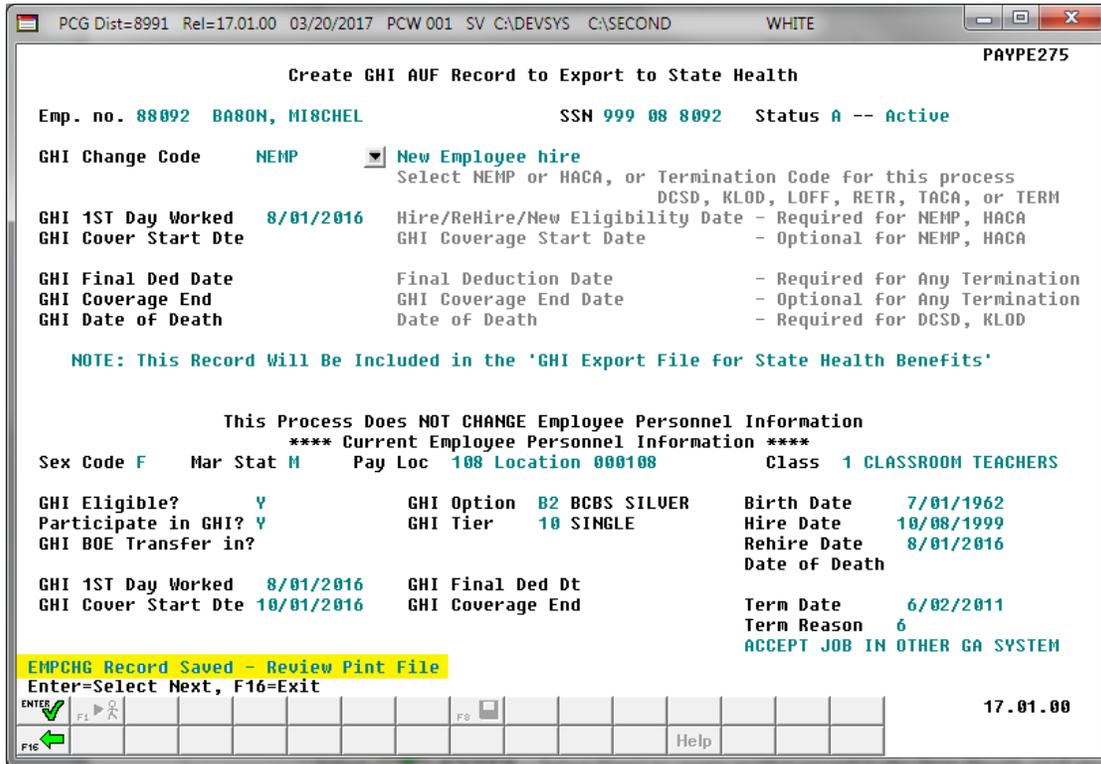
17.01.00

Step	Action
6	<p>GHI Change Code field. Select the drop-down selection icon <input type="text"/> within the field to identify the reason for the employee’s GHI coverage change. Either NEMP or HACA or a GHI termination code must be entered.</p> <p>Valid values: HACA = New Employee Due to ACA Eligibility NEMP = New Employee Hire DCSD = Deceased KLOD = Killed in the line of duty LOFF = Laid off RETR = Retired TACA = Term Employee Due to ACA Ineligibility TERM = Terminated employment</p>

Step	Action
7	<p>If NEMP (New Employee Hire) or HACA (New Employee Due to ACA Eligibility) has been selected for the GHI Change Code field, enter the appropriate dates (MM/DD/CCYY) in the following two fields:</p> <ul style="list-style-type: none"> • GHI 1st Day Worked - Required • GHI Cover Start Dte (Board of Education Coverage Start Date on <i>AUF File</i>) - Optional <p>While the GHI 1st Day Worked is a required field for NEMP (New Employee Hire) or HACA (New Employee Due to ACA Eligibility), the GHI Coverage Start field is an optional field on the screen and is typically used for an employee transferring from another school district.</p> <p>Per instructions from the Georgia State Health Agency, the GHI Coverage Start Date field should only be used for summer transfers from May 1 through October 31. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State Health Agency, the BOE Coverage Start Date field will allow payroll locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month.</p> <p><i>The NEMP (New Employee Hire) GHI Change Code can be used for current employees who are activating health coverage for the first time.</i></p> <p><i>The NEMP can also be used for current employees who are changing status from certified to classified or from classified to certified. In this case, the employee's current payroll record must reflect the correct certified/classified status.</i></p> <p><i>Two transaction codes, HACA and TACA, are available for use. These transaction codes are to be used for a subset of employees who would go on and off Affordable Care Act (ACA) coverage based upon the IRS requirements for full time employees. Therefore, HACA and TACA will <u>not</u> be used for brand new employees or terminating employees, but for employees who work in the district and may go on and off ACA based upon their IRS eligibility.</i></p>

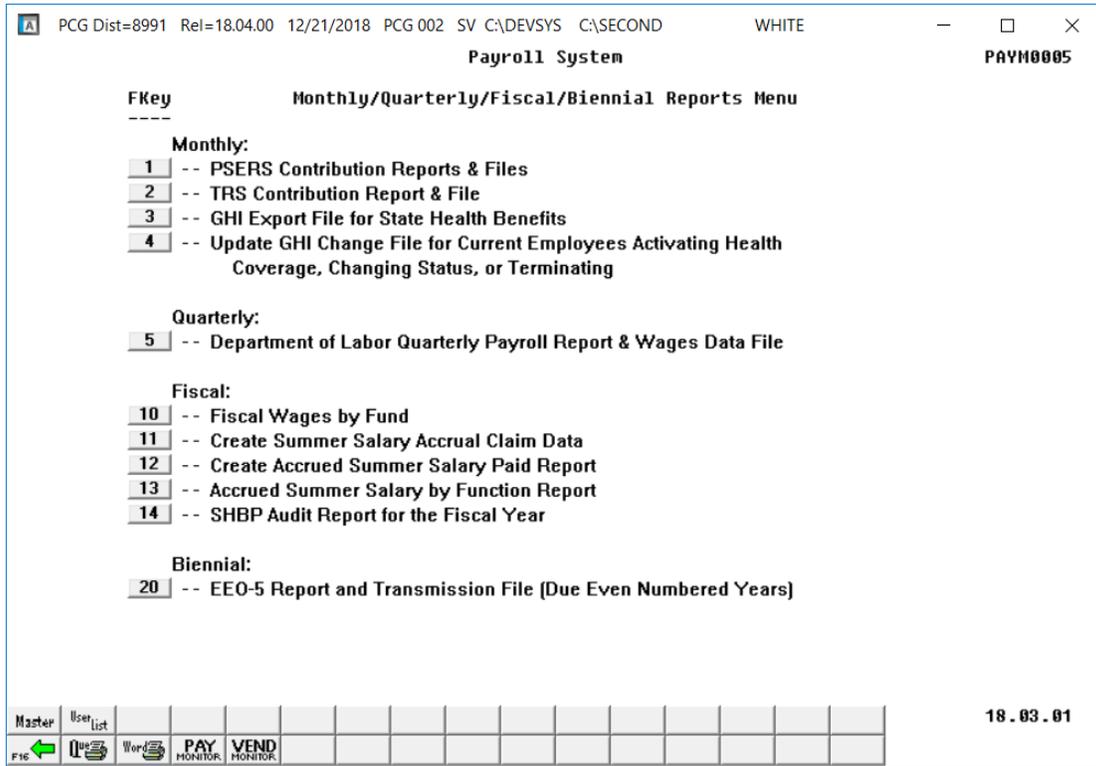
Step	Action
8	<p>If DCSD (Deceased), KLOD (Killed in the line of duty), LOFF (Laid off), RETR (Retired), TACA (Terminated Employee Due to ACA Ineligibility) or TERM (Terminated Employment) has been selected for the GHI Change Code field, enter the appropriate dates (MM/DD/CCYY) in the following two fields:</p> <ul style="list-style-type: none"> • GHI Final Ded Date (GHI Final Deduction Date) - Required • GHI Coverage End (Board of Education Coverage End Date on <i>AUF File</i>) – Optional <p>While the GHI Final Ded Date is a required field for terminating employees, the GHI Coverage End field is an optional field on the screen and is typically used for an employee transferring to another school district.</p> <p>The date provided in the GHI Coverage End field will allow payroll locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the Date of Last Deduction. The date provided in this field will be used to replace the Last Deduction Date when determining the benefit end date in the ADP system.</p>
9	<p>If DCSD (Deceased) or KLOD (Killed in the line of duty) has been selected for the GHI Change Code field, also enter the appropriate date (MM/DD/CCYY) in the GHI Date of Death field.</p>
10	<p>Select  (Enter - validate) to validate the record.</p>
11	<p>Verify the employee change record, and select  (F8 – Save changes).</p>

The following screen displays:



Step	Action
12	<p>Verify “EMPCHG Record Saved – Review Print File” displays.</p> <p>Select  (ENTER – Select Next) to create another record in the <i>State Health AUF file</i> repeat the process starting at <i>Step 4</i>.</p> <p>Select  (F16 - Exit) to return to the <i>Monthly/Quarterly/Annual/Fiscal Reports Menu</i> if no more records need to be created in the <i>State Health AUF file</i>.</p>

The following screen displays:



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

D1. Update GHI Change Record Report - Example

```
REPORT ID: PAYPE275-AUF          Georgia State Health Benefit Plan          PAGE: 1
DATE: 02/02/2018 13:51          Update GHI Change File

Name      Empno SSN      Stat  Cls  Sex  GHI Elig  Birth Date  Hire Date  1st Day Wrk  Lst Ded Dt  Death Date
BA3N, JE3FRY      88547 999088547 A  01  F  LOFF  Y  04/01/1972  08/03/2017  02/02/2018  02/28/2018
AS7ER, GE7EVIVE  88888 999088888 A  02  F  NEMP  Y  04/01/1954  10/15/2001  02/02/2018  03/01/2018
```