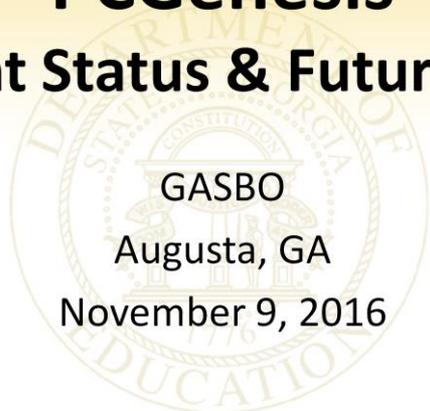


PCGenesis

Current Status & Future Plans



GASBO

Augusta, GA

November 9, 2016



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Agenda

- **Introduction**
- Upgrade to Micro Focus® Runtime 10.0.1
- Affordable Care Act Reporting
- Getting Ready for 2017 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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PCGenesis

Current Status & Future Plans

PCGenesis Development Team

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



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

PCGenesis

Sessions/Training at GASBO

- Session 1 – 8:40
– PCGenesis Current Status & Future Plans *Wed 11/8/2016*
- Session 2 – 10:00
– PCGenesis Recent Enhancements & Changes *Wed 11/8/2016*
- Session 3 – 11:00
– PCGenesis Roundtable – Financial System *Wed 11/8/2016*
- Session 4 – 2:10
– PCGenesis Roundtable – System Utilities *Wed 11/8/2016*
- Session 5 – 9:00
– PCGenesis Payroll Training – Payroll Tools *Wed 11/8/2016*
- Session 6 – 10:20
– PCGenesis Payroll Training – Compiling ACA Data I *Thu 11/9/2016*
- Session 7 – 11:20
– PCGenesis Payroll Training - Compiling ACA Data II *Thu 11/9/2016*
- Session 8 – 12:20
– PCGenesis Roundtable – Payroll System *Thu 11/9/2016*



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

PowerPoints Available on Documentation Website

The screenshot shows a website interface with a yellow header and a white content area. On the left is a navigation menu with links to various guides. The main content area is titled 'Release Information' and contains two sections: 'Calendar Year 2016 Release Information' and 'Calendar Year 2015 Release Information', each with a bulleted list of release details. Below these is a section for 'Calendar Year 2015 PowerPoints' with a bulleted list of presentation titles. A blue callout box on the left points to the powerpoint section, stating that 2016 GASBO PowerPoints will be available on the PCG documentation website. The bottom right corner of the screenshot shows a date '6/2016' and a page number '5'.

PCGenesis
Financial Accounting and Reporting System Operations Guide
Payroll System Operations Guide
Personnel System Operations Guide
Certified/Classified Personnel Information (CPI) System Operations Guide
Budget System Operations Guide
LUAS Manual
Technical System Operations Guide
Release Information

Release Information

Calendar Year 2016 Release Information

- Release 16.03.00 – Upgrade to Micro Focus® Runtime 10.0.1 / Miscellaneous Changes / Installation Instructions
- Release 16.02.00 – Fiscal Year 2016 (FY16) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 16.01.01 – ACA XML Transmission File Updates / Installation Instructions
- Release 16.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2015 Release Information

- Release 15.04.00 – Calendar Year 2015 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 15.03.01 – Calendar Year 2016 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 15.03.00 - Miscellaneous Updates / Installation Instructions
- Release 15.02.00 – Fiscal Year 2015 (FY15) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 15.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2015 PowerPoints

- GASBO November 2015 - PCGenesis Current Status & Future Plans
- GASBO November 2015 - PCGenesis Recent Enhancements and Changes
- GASBO November 2015 - PCGenesis Handling Payroll Issues & Other Advanced Features
- GASBO November 2015 - PCGenesis Prepare Payroll Training
- GASBO November 2015 - PCGenesis Run Payroll Training
- GASBO November 2015 - PCGenesis ACA Coding Training

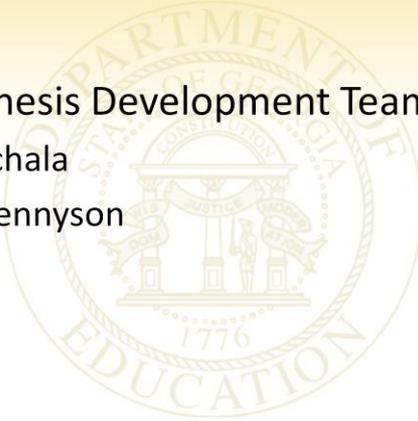
2016 GASBO PowerPoints will be available on PCG documentation website

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

PCGenesis Current Status

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



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PCGenesis Current Status

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



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

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

PCGenesis Current Status

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



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

PCGenesis Current Status

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



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

PCGenesis User List

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



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

PCGenesis User List

- We already have 184 registered users
- Any user involved with PCGenesis can join:
 - Financial Directors
 - Payroll Administrators
 - IT Specialists



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The PCGenesis e-mail list already has 184 registered users.

Any user involved with PCGenesis can join:

- Financial Directors
- Payroll Administrators
- IT Specialists

PCGenesis User List

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



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The e-mail list can be used to:

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

PCGenesis User List

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



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

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

Agenda

- Introduction
- **Upgrade to Micro Focus® Runtime 10.0.1**
- Affordable Care Act Reporting
- Getting Ready for 2017 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
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Next, I want to talk about a major upgrade to the PCGenesis system that was distributed recently.

Upgrade to Micro Focus® Runtime 10.0.1

- Release **16.03.00** delivered a major upgrade of the Micro Focus® runtime for PCGenesis software
- Latest, greatest Micro Focus® AcuCobol runtime software, published in 2015
- The GaDOE purchased for all PCG school districts, RESAs, and charter schools
- The cost? Approximately, **\$75,000**
- A significant investment into the future of PCGenesis



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- Release 16.03.00 sent out on September 30th, 2016, delivered a major upgrade of the Micro Focus runtime system.
- Some background... The PCGenesis software is built using the Micro Focus COBOL compiler and runtime.
- We discovered that PCG would NOT run on Windows Server 2012 or Windows 10 without upgrading this runtime layer of software
- So, the Georgia Department of Education purchased Micro Focus Extend 10 AcuCbl runtime for all PCG school districts, RESAs and charter schools
- This represents an investment of \$75,000 into the future of PCGenesis

Upgrade to Micro Focus® Runtime 10.0.1

- **Windows Server 2012 and Windows Server 2016 are now supported!!!!**
- **Workstation Windows 8 and Windows 10 are now supported!!!!**



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

Upgrade to Micro Focus® Runtime 10.0.1

- The life of PCG will be extended for at least the next 5 to 10 years
- PCG will now have access to the latest, greatest tools and features of Extend 10.0.1
 - New and better graphical user interfaces
 - New Print Queue support
 - Transaction processing
 - E-mail support



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- More good news... The life of PCG will be extended for at least the next 5 to 10 years
- PCG will also have access to the latest, greatest tools and features available in Extend 10.0.1
 - New and better graphical user interfaces
 - New Print Queue support
 - Badly needed transaction processing
 - Possibly e-mail support

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 1:** Upgrading the Micro Focus runtime
 - **Completed** with 16.03.00
 - Replaced the directory K:\ACUCBL



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- So, what is involved with the Micro Focus Runtime upgrade to Extend 10?
- Most of the updates will take place “behind the scenes” and users might not be aware of the changes
- Even though you might not be aware of any benefits, these changes are BIG!
- **Step 1**, upgrading the runtime software was completed with Release 16.03.00 which was sent out on September 30th, 2016
- This step required replacing the directory K:\ACUCBL

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 2:** Recompile all PCGenesis programs
 - Expected delivery March 2017
 - Although a new runtime has been delivered, PCG programs are not taking advantage of the upgrade yet
 - ALL programs must be recompiled using the 10.0.1 software
 - This will require a major effort to build the PCG program libraries from scratch



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- Most of the updates will take place “behind the scenes” and users might not be aware of the changes
- **Step 2** will require that we recompile ALL PCG programs
- ALL programs must be recompiled using the Micro Focus Extend 10 software
- This will require a major effort to build the PCG program libraries from scratch

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 2:** Recompile all PCGenesis programs
 - Expected delivery March 2017
 - Replace K:\SYSTEM
 - Replace K:\UNIACU\SHELL
 - Requires extensive testing to make sure all PCGenesis processes continue to work
 - Test on old and new Windows Server versions (2003, 2008, 2012, 2016)



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- Most of the updates will take place “behind the scenes” and users might not be aware of the changes
- We expect delivery of this step by **March of 2017**, possibly in release **17.01.00**
- The recompile will mean that all modules in **K:\SYSTEM** and **K:\UNIACU\SHELL** will be replaced
- Replacing these directories requires extensive QA testing to make sure all PCG processes continue to work
- We must test on all old and new Windows Server operating system versions

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 3:** Convert all PCGenesis data files
 - Expected delivery June or September 2017
 - Convert K:\SECOND
 - Today: Vision version 3 – very, very OLD
 - Next year: Upgrade to **Vision version 6**
 - This will require a very tricky release installation which will run a Micro Focus conversion utility against ALL data files



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- **Step 3** will be converting all PCG data files
- Today PCG data files use Vision version **3** which is very OLD
- Next year we would like to upgrade to **Vision version 6**
- Vision version 6 will take each PCG data file and will split it into 2 separate files:
 - one file for the data indices and
 - one file for the actual data
- Accomplishing this will be a very tricky release installation because **all PCG data files will need to be converted at the same time!**

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 4:** Implement **transaction processing** for PCGenesis data files and processes
 - Expected delivery starting in 2018
 - Today: Problems with data reliability
 - Today: If a posting process is interrupted because of power failure, or network hiccup, etc, half of the PCG data files may be updated and half may not. This requires a DATA REPAIR.



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

Upgrade to Micro Focus® Runtime 10.0.1

- **Step 4:** Implement **transaction processing** for PCGenesis data files and processes
 - Expected delivery starting in 2018
 - Future: With upgraded software, we can implement transaction processing
 - Either ALL files get updated, or
 - The transaction is rolled back and NO files get updated
 - Data file updates are ALL or NOTHING!



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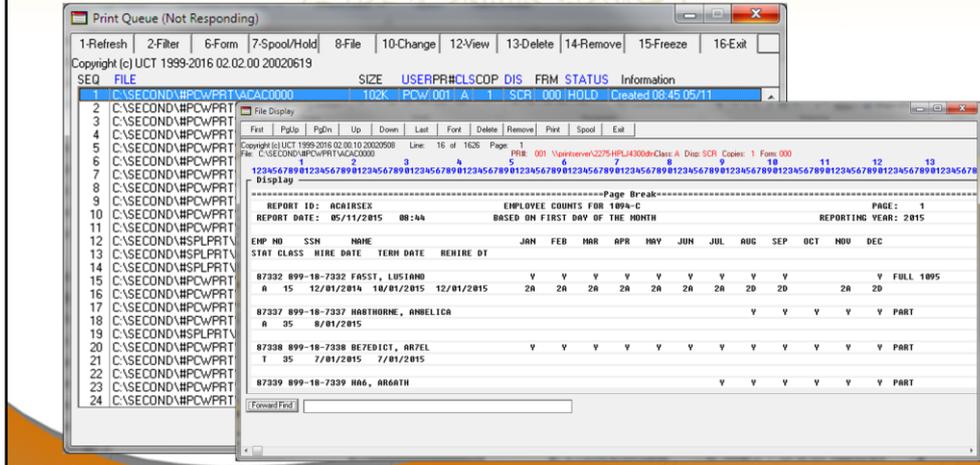
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- **Why go to all the trouble of converting the data files?**
- Updating the data files allows us to implement far better transaction processing
- With upgraded software, we can implement transaction processing where
 - Either ALL data files get updated, or
 - The transaction is rolled back and NO data files get updated
 - The data file updates are ALL or NOTHING!
- We are hoping to start delivery of transaction processing starting in **2018**

Upgrade to Micro Focus® Runtime 10.0.1

- Deep into the future....
- Upgrade of PCG Print Queue processes



- What are some of the other advantages of upgrading:
 - The Micro Focus runtime,
 - Of recompiling the PCG software modules
 - Of converting the PCG data files?
- We also hope to be able to upgrade the PCG Print Queue processes
- This will require another significant investment by the Georgia Department of Education
- This upgrade could cost between \$15,000 and \$25,000 to provide the latest, greatest print queue process for PCG users

Upgrade to Micro Focus® Runtime 10.0.1

- **Deep into the future....**
- Upgrade of PCG Print Queue processes
 - Automatic conversion of print files to pdf's
 - Archiving functions made available
 - Web based interface for the Print Queue
 - Automatic E-mail capability of PCGenesis reports



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- We also hope to be able to upgrade the PCG Print Queue processes
- An upgrade of the PCG Print Queue processes could provide:
 - Automatic conversion of print files to pdf's
 - Archiving functions, allowing reports to be automatically copied to archive directories
 - A web based interface for the Print Queue
 - Automatic E-mail capability of PCGenesis reports

Upgrade to Micro Focus® Runtime 10.0.1

- **Deep into the future....**
- We are currently working with the Micro Focus development team on cutting edge enhancements
- **ACU to Web**
 - Mico Focus developers are working with an ALPHA version of 'ACU to Web' and PCG software
 - 'ACU to Web' will allow access to the PCGenesis application using a **web url address**



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- What are some of the other advantages of upgrading:
 - The Micro Focus runtime,
 - Of recompiling the PCG software modules
 - Of converting the PCG data files?
- TODAY we are working with the Micro Focus development team on cutting edge enhancements
- We are working with Micro Focus to debug new software which will allow users to access the PCGenesis application using a **web url address**
- The Micro Focus software is so new that the **Acu to Web** product is still in ALPHA status
- Micro Focus is developing their new **Acu to Web** software using the PCGenesis applicaton!

Upgrade to Micro Focus® Runtime 10.0.1

- **Deep into the future....**
- Very exciting changes for PCGenesis
- By the end of 2017 we expect to be completely up-to-date and able to implement the most modern features available for COBOL applications
- Micro Focus Extend 10.0.1 project will take most development resources for 2017



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- These are very exciting changes for PCGenesis even though most of the updates will take place “behind the scenes” and users might not be aware of the changes
- By the end of 2017 we expect to be completely up-to-date and able to implement the most modern features available for COBOL applications
- However, be aware that the Micro Focus Extend 10 project will take most development resources for 2017
- **Questions???**

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- **Affordable Care Act Reporting**
- Getting Ready for 2017 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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Keep Up With Legislative Changes

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



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

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

And of course, the biggest legislative change we are dealt with last year was the Affordable Healthcare Act requirements.

Affordable Care Act Support

- Approximately **23** districts used PCG for ACA **2015** reporting – **Thank you to those pioneering districts!!!!**
- For 2015, electronic filing to the IRS was postponed until June 2015 – this gave everyone breathing room
- In 2015, the development team worked through the logistics and idiosyncrasies of ACA reporting – and there was a lot of craziness!



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- Approximately **23** districts used PCG for ACA **2015** reporting –
- **Thank you to those pioneering districts!!!!**
- For 2015, electronic filing to the IRS was postponed until **June 2015** – this gave everyone breathing room
- In 2015, the development team worked through the logistics and idiosyncrasies of ACA reporting
- As everyone I am sure is aware, this is a very confusing, convoluted reporting process

Affordable Care Act Support

- For 2015, most PCG districts used a 3rd party for their ACA reporting
 - **Thank you to those districts as well!!!**
 - Working with a small subset of districts for ACA reporting made 2015 manageable for the first reporting year
 - How many districts expect to use PCG for ACA reporting this year???



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For 2015, most PCG districts used a 3rd party for their ACA reporting

- **Thank you to those districts as well!!!**
- Working with a small subset of districts for ACA reporting made 2015 manageable for the first reporting year
- How many districts expect to use PCG for ACA reporting this year???

Affordable Care Act Support

- For **2016**, we have a proven methodology
- **GASBO Thursday sessions** by Gary Jenkins:
 - PCGenesis Payroll Training – Compiling ACA Data I
 - PCGenesis Payroll Training - Compiling ACA Data II
 - Gary will explain how to use PCG to comply with ACA legislative reporting requirements



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- For **2016**, we have a proven methodology
- **Thursday sessions** by Gary Jenkins.
- Gary will focus on how to use PCG to be successful with ACA reporting as well as other payroll topics.
 - PCGenesis Payroll Training – Compiling ACA Data I
 - PCGenesis Payroll Training - Compiling ACA Data II
 - Gary will explain how to use PCG to comply with ACA legislative reporting requirements

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- **Affordable Care Act Reporting**
 - **What's New**
 - Electronic Filing – Applying for E-Services ID's and AIR TCC Code
 - Electronic Filing – Submitting ACA Test Files to IRS
 - 1095-C Statement Processing Checklist



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Let's talk about what is new with Affordable Care Act reporting.

Affordable Care Act Support What's New

- Per IRS regulations, paper 1095-C forms are due to individuals by **January 31, 2017**
- PCG supports the **portrait** 1095-C form, same as last year
- We will add support for a portrait **self-seal** 1095-C form



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- Last year ACA reporting deadlines were postponed – thankfully!
- This year, per IRS regulations, paper 1095-C forms are due to individuals by **January 31, 2017**
- PCG supports the **portrait** 1095-C form, the same form as last year
- We will add support for a portrait **self-seal** 1095-C form !

Affordable Care Act Support 1095-C Printed Forms

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



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1095-C Printed Forms

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

Affordable Care Act 1095-C Printed Forms

Form 1095-C Employer Provided Health Insurance Offer and Coverage

Part I APPLICABLE LARGE EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (or state identification number or provincial, county, ZIP or foreign postal code, see instructions)

Part II Employee Information

Part III Covered Individuals

PCGenesis supports this portrait form

Georgia Department of Education

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This is what the portrait 1095-C form looks like

Affordable Care Act Support What's New

- Filers of 250 or more ACA 1095-C forms must file with the IRS electronically
- If filing electronically, file by **March 31, 2017**
- PCG requires **electronic filing**



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- Last year ACA filing deadline was postponed until June 2016 – thankfully!
- This year, per IRS regulations, **electronic filing is due by March 31st 2017**
- Please note: PCGenesis **REQUIRES** electronic filing.

Affordable Care Act Support What's New

- **PCGenesis does NOT support paper filing to the IRS**
 - The IRS requires a **landscape** 1095-C form when filing paper
 - According to our forms provider, the landscape form does not fit into a standard sized long envelope
 - The landscape form has room for 6 dependents and then requires a continuation form – too difficult to program



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- **PCGenesis does NOT support paper filing to the IRS**
- PCGenesis REQUIRES electronic filing.
- The IRS requires a **landscape** 1095-C form when filing paper which PCG does not support
- According to our forms provider, the landscape form does not fit into a standard sized long envelope
- The landscape form has room for 6 dependents and then requires a continuation form – too difficult to program

Affordable Care Act Support What's New

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

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

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



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

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

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

Affordable Care Act Support

2016

Instructions for Forms 1094-C and 1095-C



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

Future Developments

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

What's New

Form revisions. On Form 1094-C, line 22, box B is designated "Reserved." The Qualifying Offer Method Transition Relief is not applicable for 2016. In Part III, column (b), "Section 4980H" was inserted before "Full-Time Employee Count for ALE Member" to remind filers that the section 4980H definition of "full-time employee" applies for purposes of this column, not any other definition that an ALE Member may use for other purposes. On Form 1095-C, the language "Do not attach to your tax return. Keep for your records." was inserted under the title of the form to inform the recipient that Form 1095-C should not be submitted with the return. On line 15 the heading was revised to read "Employee Required Contribution (see instructions)." Other minor clarifying changes were made to both forms.

Changes to codes. Code 1I for Form 1095-C, line 14, and code 2I for Form 1095-C, line 16, are no longer applicable and have been reserved. New codes 1J and 1K have been added for Form 1095-C, line 14. For more information, see the instructions for Form 1095-C, line 14 and line 16.

Transition relief. Several forms of transition relief were available to employers for 2015 under sections 4980H and 6056, but only limited transition relief continues to apply in 2016.

References to transition relief that applied only in calendar year 2015 have been removed. Descriptions of the remaining forms of transition relief have been amended to clarify for which months in 2016 the transition relief applies. For a description of the relief and when it applies, see [Section 4980H Transition Relief for 2015 Plan Years](#).

Additional Information

www.irs.gov/for-Tax-Pros/Software-Developers-Information-Returns/Affordable-Care-Act-Information-Return-AIR-Program

For FAQs specifically related to completing Forms 1094-C and 1095-C, go to www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-about-Information-Reporting-by-Employers-on-Form-1094-C-and-Form-1095-C.

For additional guidance and proposed regulatory changes relating to section 6055, including clarifications regarding the reporting requirements for providers of minimum essential coverage and the requirement to solicit the TIN of each covered individual for purposes of the reporting of health coverage information, see Proposed Regulations section 1.6055-1(h) and Regulations section 301.6724-1.

General Instructions for Forms 1094-C and 1095-C

See [Definitions](#), later, for key terms used in these instructions.

Purpose of Form

Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees. Form 1094-C must be used to report to the IRS summary information for each ALE Member and to transmit Forms 1095-C to the IRS. Form 1095-C is used to report information about each employee to the IRS and to the employee. Forms 1094-C and 1095-C are used in determining whether an ALE Member owes a payment under the employer shared responsibility provisions under section 4980H. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

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

Who Must File

An ALE Member must file one or more Forms 1094-C (including



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This is the first page of the IRS instructions. The **2016 IRS Instructions for Forms 1094-C and 1095-C** explain all of the codes necessary for completing the forms.

Affordable Care Act Support 1094-C Transmission Form

Form 1094-C (2016) Page 2

Part III ALE Member Information – Monthly

		(a) Minimum Essential Coverage Offer Indicator		(b) Section 4980H Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
		Yes	No				
23	All 12 Months	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
28	May	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
29	June	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
30	July	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

Form 1094-C (2016) 42

“Section 4980H” was inserted before “Full-Time Employee Count for ALE Member” to remind filers that the **section 4980H definition of “full-time employee” applies** for purposes of this column, not any other definition that an ALE Member may use for other purposes.

This is what the IRS 1095-C form looks like.

Everyone needs to become very familiar with this form.

The form has three parts

- **Part III** – ALE Member information by Month
- “Section 4980H” was inserted before “Full-Time Employee Count for ALE Member” to remind filers that the **section 4980H definition of “full-time employee” applies** for purposes of this column, not any other definition that an ALE Member may use for other purposes.
- ACA considers full time employees any employee who averages 30 hours or more per week.

Affordable Care Act Support 1095-C Printed Forms

Form 1095-C Employer-Provided Health Insurance Offer and Coverage
 Department of the Treasury, Internal Revenue Service
 OMB No. 1545-2281
 2016
 VOID
 CORRECTED

Part I Employee
 1 Name of employee, 2 Social security number (SSN), 7 Name of employer, 8 Employer identification number (EIN)
 3 Street address (including apartment no.), 9 Street address (including room or suite no.), 10 Contact telephone number
 4 City or town, 5 State or province, 6 Country and ZIP or foreign postal code, 11 City or town, 12 State or province, 13 Country and ZIP or foreign postal code

Part II Employee Offer of Coverage
 14 Offer of Coverage (enter required codes)
 15 Employee Required Contribution (see instructions)
 16 Section 4980H Safe Harbor and Other Raster Code, if applicable

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.
 (a) Name of covered individual(s), (b) SSN or other TIN, (c) DOB (or SSN if other TIN is not available), (d) Covered all 12 months, (e) Months of Coverage (Jan-Dec)

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cal. No. 60705M Form 1095-C (2016) 43

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

The form has three parts

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

Affordable Care Act Support 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage
 Form 1095-C (2016)
 OMB No. 1545-2281
 2016
 VOID
 CORRECTED

Part I Employee
 1 Name of employee
 2 Social security number (SSN)
 3 Street address (including apartment no.)
 4 City or town
 5 State or province
 6 Country and ZIP or foreign postal code
 7 Name of the employer
 8 Employer identification number (EIN)

Part II Employee Offer of Coverage
 14 Offer of Coverage (enter required codes)
 15 Employee Required Contribution (see instructions)
 16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.
 (a) Name of covered individual (b) SSN or other TIN (c) DOB (or SSN if other TIN is not available) (d) Covered all 12 months (e) Months of Coverage (Jan-Dec)

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cal. No. 00705M Form 1095-C (2016) 44

- This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.
- **“Do not attach to your tax return. Keep for your records.”** was inserted under the title of the form to inform the recipient that Form 1095-C should not be submitted with the return.

Affordable Care Act Support

1095-C, Part II Employee Offer and Coverage

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

- **Line 14: Offer of Coverage**

- **MV** is defined as minimum value
- **MEC** is defined as minimum essential coverage

Code	Description
1A	Qualifying offer, 12 mos. EE contri < fed poverty
1B	MV offer to EE only. No coverage spouse & depts
1C	MV offer to EE, MEC offer to depts. No cover spouse
1D	MV offer to EE, MEC offer to spouse. No cover depts
1E	MV offer to EE, MEC offer to spouse and depts
1F	MEC not providing MV offered to EE
1G	Offer to EE who was not FT and who self-insured
1H	No offer of coverage
1J	MV offer to EE, conditional MEC to spouse, no depts
1K	MV offer EE, MEC depends, conditional MEC spouse

- New codes **1J** and **1K**: if the coverage for the spouse was offered conditionally.
- **1I** is no longer used.



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- Let's review the 1095-C, **Part II** Employee Offer and Coverage, **Line 14: Offer of Coverage**.
- Each employee must be coded for the **Offer of Coverage** for each month of the calendar year.
- This screen shows the corresponding drop-down box from the PCGenesis entry screen.
 - **MV** is defined as minimum value
 - **MEC** is defined as minimum essential coverage
- These codes determine what offer of coverage was made to each FULL-TIME employee, if any.
- Note: **1A** = SHBP offers coverage with the employee contribution less than the Federal poverty level
- **1H** = No offer of coverage
- New codes **1J** and **1K**: if the coverage for the spouse was offered conditionally.
- **1I** is no longer used.

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

Part II Employee Offer of Coverage	Plan Start Month (Enter 2-digit number):												
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14. Offer of Coverage (enter required code)													
15. Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16. Section 49804 Safe Harbor and Other Special rules (if applicable)													

Line 15 the heading was revised to read "Employee Required Contribution (see instructions)"

- **Line 15: Employee Required Contribution**

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



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Let's review the 1095-C, **Part II Employee Offer and Coverage, Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage.** The description was changed to be "Employee Required Contribution".

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

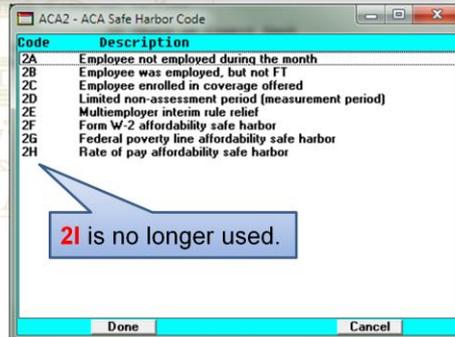
- Report the lowest contribution for self-only minimum value (MV) coverage, regardless of what tier of coverage enrolled
- Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)

Affordable Care Act Support

1095-C, Part II Employee Offer and Coverage

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

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



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

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

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

- **2A** – Employee not employed during the month
- **2B** – Employee was employed, but was not full-time
- **2C** – Employee was enrolled in the coverage offered
- **2D** – Employee was in a measurement period
- Remaining codes are for other safe harbor certifications and **2I** is no longer available

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

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

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

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

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



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

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

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

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

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


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

- This section is completed for each individual enrolled in the healthcare coverage
 - **This section must include the employee (self) on the list of dependents**
- **Part III** also indicates the exact months that the individual was covered, January through December.
- Column (e) is checked is the employee or dependent was covered all 12 months of the year.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=16.03.00 10/31/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 Emplid 87893 0B4EV, LEONARDO Class 9 CLERICAL
 SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR
 Calendar year: 2016

1095-C Eligible: RECORD ON FILE (Eligible for 1095-C)

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS	—	—	—
JAN	1H	—	2A
FEB	1H	—	2A
MAR	1H	—	2A
APR	1A	—	2C
MAY	1A	—	2C
JUN	1A	—	2C
JUL	1A	—	2C
AUG	1A	—	2C
SEP	1A	—	2C
OCT	1A	—	2C
NOV	1A	—	2C
DEC	1A	—	2C

Validations passed. Save your changes.

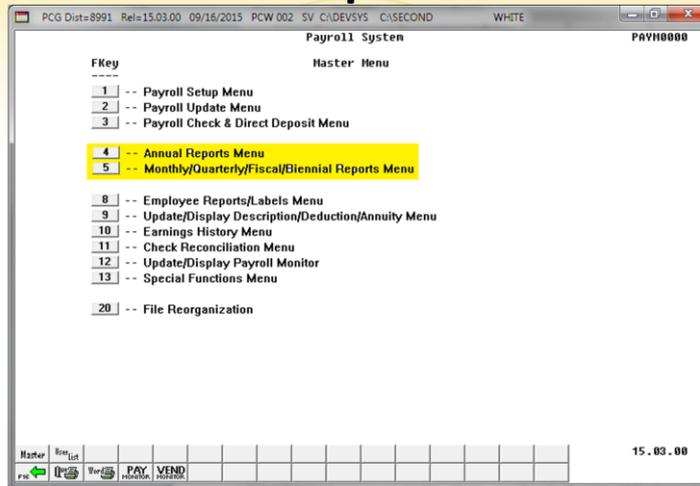
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76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

Per ACA

Employee coverage must be entered so that the line 14 Offer of Coverage codes and line 16 Safe Harbor codes are populated

Lines 14, 15, and 16 of the 1095-C are coded on the Update/Display ACA Employee Data screen

Affordable Care Act Support Annual Reports Menu



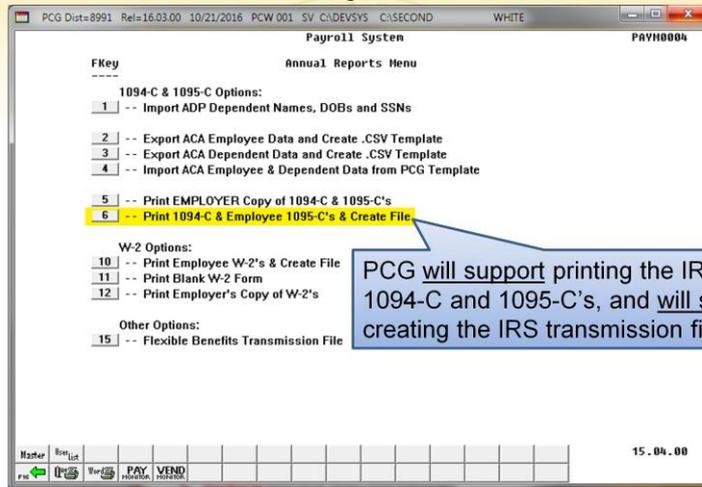
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For systems that plan to use PCGenesis to produce the ACA Forms and the IRS Transmission File, a new *Annual Reports Menu* has been created.

Affordable Care Act Support Annual Reports Menu



PCG will support printing the IRS forms 1094-C and 1095-C's, and will support creating the IRS transmission file



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PCG will support printing the IRS forms 1094-C and 1095-C's, and will support creating the IRS transmission file

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- **Affordable Care Act Reporting**
 - What's New
 - **Electronic Filing – Applying for E-Services ID's and AIR TCC Code**
 - Electronic Filing – Submitting ACA Test Files to IRS
 - 1095-C Statement Processing Checklist



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Let's talk about how to get ready for Affordable Care Act reporting.

Affordable Care Act Support Electronic Filing

- The IRS ACA Information Returns (AIR) system is brand-new
- It is **an entirely new registration process** to gain access to the AIR system
- Credentials with the FIRE system for 1099 returns **will not work** for transmissions of ACA returns
- This is a long, time consuming process!!!



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- The **IRS ACA Information Returns (AIR) system** is brand-new
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Affordable Care Act Support

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Payroll System Operations Guide

- Payroll Processing Checklists
 - Direct Deposit Setup Checklist
 - New Pay Statement Setup Checklist
 - Calendar Year-End Closing Procedures Checklist
 - Fiscal Year-End Closing Procedures Checklist
 - Best Business Practices Checklist
- Section A: Payroll Setup
- Section D: Monthly/Quarterly/Annual/Fiscal Report Processing
 - Topic 1: Processing Monthly Reports
 - Topic 2: Processing Quarterly Reports
 - Topic 3: Processing Annual Reports - W-2 Statement Processing
 - **Topic 4: Processing Annual Reports - 1095-C Statement Processing**
 - Submitting ACA Test Files to the IRS
 - SHBP Technical Guidance for ACA Files (FAQs)
 - PCGenesis ACA Import.xlsx Template
 - Topic 5: Processing Fiscal Reports
 - Topic 6: Processing EEO-5 Reports and Transmission File

Topic 4 contains H1. Applying for a TCC ID for the IRS AIR System which explains how to get a TCC ID

- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains **H1. Applying for a TCC ID for the IRS AIR System** which explains how to get a TCC ID

Affordable Care Act Support Electronic Filing – Step 1

- **Apply for E-Services IDs.**
 - At least **two** people must register for **two** separate E-Services IDs
 - Each person needs to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number
 - Each person will choose a user ID, password, and PIN, as well as answers to various security questions
 - **Please screenshot the answers to these security questions**



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Apply for E-Services IDs.

- At least **two** people must register for **two** separate E-Services IDs
- Each person needs to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number
- Each person will choose a user ID, password, and PIN, as well as answers to various security questions
- **Please screenshot the answers to these security questions**

Advice: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Affordable Care Act Support Electronic Filing – Step 1

- **Apply for E-Services IDs.**
- The IRS will mail each user a code within **10 days** to your IRS address on file to confirm the e-services ID
- **To complete application for e-services IDs**
 - Confirm the e-services user ID with the confirmation code sent in the U.S. postal mail



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- The IRS will mail each user a code within **10 days** to your IRS address on file to confirm the e-services ID
- **To complete application for e-services IDs**
 - Confirm the e-services user ID with the confirmation code sent in the **U.S. postal mail**

Affordable Care Act Support Electronic Filing – Step 1

- Apply for E-Services IDs.
 - Last year's filers: **Don't let your E-Services IDs expire!!!**
 - Once you have a password, you must update your E-Services ID every couple of months!!!
 - If your ID has expired, you will need to reapply:
 - Enter your personal, exact adjusted gross income again
 - Wait for mail confirmation again
 - **Test your E-Services ID EARLY!!!**



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- Last year's filers: **Don't let your E-Services IDs expire!!!**
- Once you have a password, you must update your E-Services ID every couple of months!!!
- If your ID has expired, you will need to reapply:
 - Enter your personal, exact adjusted gross income again
 - Wait for mail confirmation again
- **Test your E-Services ID EARLY!!!**

Affordable Care Act Support Electronic Filing – Step 2

- **Apply for AIR TCC code**
 - This is the code necessary for IRS ACA file submission
 - The TCC application needs a minimum of **two** people who have completed *Step 1*
 - One person has to be a high level in the organization



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Apply for AIR TCC code

- This is the code necessary for IRS ACA file submission
- The TCC application needs a minimum of **two** people who have completed *Step 1*
- One person has to be a high level in the organization

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- **Affordable Care Act Reporting**
 - What's New
 - Electronic Filing – Applying for E-Services ID's and AIR TCC Code
 - **Electronic Filing – Submitting ACA Test Files to IRS**
 - 1095-C Statement Processing Checklist



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Now you have your **E-Services IDs** and your **AIR TTC ID**. What's next?

Affordable Care Act Support

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

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Certified/Classified Personnel Information (CPI) System Operations Guide

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 - Topic 5: Processing Fiscal Reports
 - Topic 6: Processing EEO-5 Reports and Transmission File

Submitting ACA Test Files to the IRS explains the steps for AATS testing

- Next you need to submit test files to the IRS ACA website
- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- ***Submitting ACA Test Files to the IRS*** explains the steps for AATS testing

Affordable Care Act Support Electronic Filing – Step 3

- **Submitting ACA Test Files to the IRS**
 - This is a test communication with the AIR system
 - Helps ensure your software can communicate with the IRS before you submit production information
 - Districts are only required to successfully complete the communication test once
 - **NOTE:** We are researching whether last year's filers need to redo the communications test



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Submitting ACA Test Files to the IRS

- This is a test communication with the AIR system and is required by the IRS
- This test helps to ensure that your software can communicate with the IRS before you submit production information
- Districts are only required to successfully complete the communication test once
 - **NOTE:** We are researching whether last year's filers need to redo the communications test

Affordable Care Act Support Electronic Filing – Step 3

- **Submitting ACA Test Files to the IRS**
- PCGenesis supplies 2 XML files which are required for testing
- Found in the **K:\SECOND\PERDATA** directory:
 - MANIFEST_1094C_Request_XXXXX_20160305T010101101Z.xml
 - 1094C_Request_XXXXX_20160305T010101101Z.xml
 - **XXXXX** represents the school district's **TCC ID**



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- PCGenesis supplies 2 XML files which are required for testing.
- The files are found in the **K:\SECOND\PERDATA** directory.
- **We will be sending out new test files with the 16.03.01 release at the end of November**

MANIFEST_1094C_Request_XXXXX_20160305T010101101Z.xml

1094C_Request_XXXXX_20160305T010101101Z.xml

XXXXX represents the school district's **TCC ID**

Affordable Care Act Support Electronic Filing – Step 3

- **Submitting ACA Test Files to the IRS**
- The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**
- Then, the supplied **MANIFEST** xml file must be edited using the *Microsoft® Windows Notepad* utility as per PCG documentation
- Upload the files to the ACA website



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- The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**
- Then, the supplied **MANIFEST** xml file must be edited using the *Microsoft® Windows Notepad* utility as per PCG documentation
- Once the file names are changed and the MANIFEST file is updated, you can upload the files to the ACA website

Affordable Care Act Support Electronic Filing – Step 3

- **Submitting ACA Test Files to the IRS**
- The transmission will either be accepted or rejected
- **Important Note:**
 - The term “accepted” does not imply the transmitter has successfully passed AATS testing
 - “Accepted” only means the transmission was accepted into the AIR System **for further validation**

– **Be sure to write down the Receipt ID!!!**



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The transmission will either be accepted or rejected
Important Note:

- The term “accepted” does not imply the transmitter has successfully passed AATS testing
- “Accepted” only means the transmission was accepted into the AIR System **for further validation**
- **Be sure to write down the Receipt ID!!!**

Affordable Care Act Support Electronic Filing – Step 3

- **Submitting ACA Test Files to the IRS**
- If the transmission is **accepted**:
 - **Contact the IRS help desk** for confirmation and update of the TCC and/or Form Status
 - Contacting the IRS help desk is **required!!!!**
 - Telephone number: 1-866-937-4130
 - The IRS help desk will ask for your **TCC ID** and the **Receipt ID** of the file that was *Accepted*
 - IRS will confirm that you may now process your **“Production”** transmission files



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You might think that if the transmission is accepted you are done... But, NO another step is required!!
If the transmission is **accepted**:

- **Contact the IRS help desk** for confirmation and update of the TCC and/or Form Status
- Contacting the IRS help desk is **required!!!!**
- The IRS help desk will ask for your **TCC ID** and the **Receipt ID** of the file that was *Accepted* (**You must know your Receipt ID**)!!!
- IRS will confirm that you may now process your **“Production”** transmission files

Affordable Care Act Support Electronic Filing – Step 3

- Submitting ACA Test Files to the IRS
- If the transmission is **accepted**:
 - Once your site has been confirmed for “**Production**” status, you are ready to submit your regular ACA 1095-C transmission files to the IRS



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If the transmission is **accepted**:

- Once your site has been confirmed for “**Production**” status, you are ready to submit your regular ACA 1095-C transmission files to the IRS

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- **Affordable Care Act Reporting**
 - What's New
 - Electronic Filing – Applying for E-Services ID's and AIR TCC Code
 - Electronic Filing – Submitting ACA Test Files to IRS
 - **1095-C Statement Processing Checklist**



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Let's go over the 1095-C Statement Processing Checklist!

Affordable Care Act Support

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Payroll System Operations Guide

- Payroll Processing Checklists
 - Direct Deposit Setup Checklist
 - New Pay Statement Setup Checklist
 - Calendar Year-End Closing Procedures Checklist
 - Fiscal Year-End Closing Procedures Checklist
 - Best Business Practices Checklist
- Section A: Payroll Setup
- Section D: Monthly/Quarterly/Annual/Fiscal Report Processing
 - Topic 1: Processing Monthly Reports
 - Topic 2: Processing Quarterly Reports
 - Topic 3: Processing Annual Reports - W-2 Statement Processing
 - **Topic 4: Processing Annual Reports - 1095-C Statement Processing**
 - Submitting ACA Test Files to the IRS
 - SHBP Technical Guidance for ACA Files (FAQs)
 - PCGenesis ACA Import.xlsx Template
 - Topic 5: Processing Fiscal Reports
 - Topic 6: Processing EEO-5 Reports and Transmission File

Topic 4 contains a **1095-C Statement Processing Checklist** which outlines all the steps

- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains a **1095-C Statement Processing Checklist** which outlines all the steps

Affordable Care Act Support

PCGenesis Payroll System Operations Guide

1095-C Statement Processing Checklist

Follow these steps in the order presented.

✓	Step	Action
	1	Obtain a TCC ID for the IRS ACA Information Returns (AIR) System for electronic filing of IRS forms 1094-C and 1095-C.
	2	It is highly recommended that school district officials go to the IRS website and print and read the instructions for the 1094-C and the 1095-C. School district officials must be familiar with the IRS rules. <ul style="list-style-type: none"> • School district officials must understand the Offer of Coverage Codes. • School district officials must understand the Safe Harbor Codes.
	3	Order pre-printed 1095-C forms, non-self-seal, and portrait format.
	4	Mass load <u>dependent</u> ACA data by importing dependent names, date of births and Social Security Numbers from ADP file(s) posted to the SHBP web portal. Use the <i>Import ADP Dependent Names, DOBSs and SSNs</i> procedure.
	5	Export ACA <u>employee</u> data using the <i>Export ACA Employee Data and Create .CSV Template</i> procedure.
	6	Mass load <u>employee</u> ACA data by importing ACA employee data using the <i>Import ACA Employee & Dependent Data from PCG Template</i> procedure.
	7	Export ACA <u>dependent</u> data using the <i>Export ACA Dependent Data and Create .CSV Template</i> procedure.
	8	Mass load <u>dependent</u> ACA data by importing ACA dependent data using the <i>Import ACA Employee & Dependent Data from PCG Template</i> procedure.
	9	Correct individual employee and dependent ACA data as needed using the <i>Update/Display ACA Employee Data</i> screen and the <i>Update/Display ACA Dependent Data</i> screen. For additional information about the ACA data entry screens, refer to the <i>Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data and/or Procedure D: ACA Dependent Data</i> .
	10	Print the <i>Employer Copy</i> of the 1094-C and 1095-C's and verify that the ACA data is correct.



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- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains a **1095-C Statement Processing Checklist** which outlines all the steps
- Here is what the checklist looks like!
- We will start with Step 4 since we have already talked about Steps 1 through 3

Affordable Care Act Support

Checklist **Step 4** – Import from ADP

The screenshot shows a window titled "Payroll System" with a menu of options. A callout box points to option 4, which is highlighted in yellow. The callout box contains the following text:

- Import from twelve ADP file(s) posted to the SHBP web portal
- Mass load dependent ACA data by importing dependent names, date of births and Social Security Numbers

The menu options are as follows:

1094-C & 1095-C Options:

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

W-2 Options:

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

Other Options:

- 15 -- Flexible Benefits Transmission File

At the bottom of the window, there is a status bar with the date "16.01.00" and a keyboard layout.

We will start with Step 4.

- The first step is to import the ADP file(s) posted on the SHBP/ADP web portal into PCGenesis.
- According to SHBP, there will be **12** files – one for each month of the year – that will be produced for your location.

Affordable Care Act Support Checklist Step 4 – Import from ADP

- Import the **12** ACA files provided by ADP
- Reads the ADP .csv file & loads dependent data to the ***Update/Display ACA Dependent Data*** screen
- Loads dependent names, SSN's, and DOB's but not months of coverage
- PCG will NOT load **Offer of Coverage Codes, Safe Harbor Codes**, or months of coverage for employees or dependents



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We will start with Step 4.

- The first step is to import the ADP file(s) posted on the SHBP/ADP web portal into PCGenesis.
- According to SHBP, there will be **12** files – one for each month of the year – that will be produced for your location.
- The import process reads the ADP .csv file & loads dependent data to the ***Update/Display ACA Dependent Data*** screen
- The import process loads dependent names, SSN's, and DOB's but not months of coverage
- PCG will NOT load **Offer of Coverage Codes, Safe Harbor Codes**, or months of coverage for employees or dependents

Affordable Care Act Support Checklist Step 4 – Import from ADP

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

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

Affordable Care Act Support Checklist Step 4 – Import from ADP

PCG Dist:8991 Rel:16.03.00 10/24/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
EmpNo 87893 ABAEV, LEONARDO Class 9 CLERICAL
SSN 899-18-7893 Loc 8010 Location 000010 Job cd 58 SNS SUPERVISOR
Calendar year: 2016

1095-C Eligible: Y RECORD ON FILE (Eligible For 1095-C)

Offer of coverage code EE Share of Lowest Cost Safe harbor
PART II, LINE 14 PART II, LINE 15 PART II, LINE 16

ALL 12 MOS
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

Now, PCG loads ADP data to the active ('A') employee number when there is more than one EMPNO for the SSN. (Release 16.03.00)

ADP Import loads ACA employee data record with 1095-C Eligible = 'Y', but no other data

16.03.00

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What data is created in PCG when import the ADP file(s) are imported into PCG?

- First, because dependents exist for the employee, the employee's ACA record is updated to indicate **1095-C Eligible = 'Y'**
- However, no other data is updated on the employee's ACA record – Offer of coverage codes, Employee Contribution, and Safe Harbor codes are NOT loaded
- Good news... The ADP import has been updated so that PCG loads ADP data to the active ('A') employee number when there is more than one EMPNO for the SSN. (Release 16.03.00)

Affordable Care Act Support Checklist Step 4 – Import from ADP

PCG Dist=8991 Rel=16.03.00 10/24/2016 PCW 001 SV CADEVSYS C:\SECOND WHITE

Status: active Update/Display ACA Dependent Data PER07
 Emplid: 87893 ABNEY, LEONARDO Class: 9 CLERICAL
 SSN: 899-18-7893 Loc: 8010 Location: 008010 Job cd: 58 SNS SUPERVISOR

Calendar year: 2016

SSN	BIRTH DATE	SPOUSE	SEX	NAME	RELIATIONSHIP	MONTHS OF COVERAGE											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01	899 18 7893	N	F	LEONARDO	(L) ABNEY (F) LEONARDO (H) (R) SELF												
02	840 10 0140	Y	H	HIRFORD	(L) ABNEY (F) HIRFORD (H) (R) SPOUSE												
03	840 10 0140	N	H	CAZHW	(L) ABNEY (F) CAZHW (H) (R) CHILD												
04	840 10 0150	N	F	SABG	(L) ABNEY (F) SABG (H) (R) CHILD												
05	840 10 0151	N	H	BE4	(L) ABNEY (F) BE4 (H) (R) CHILD												

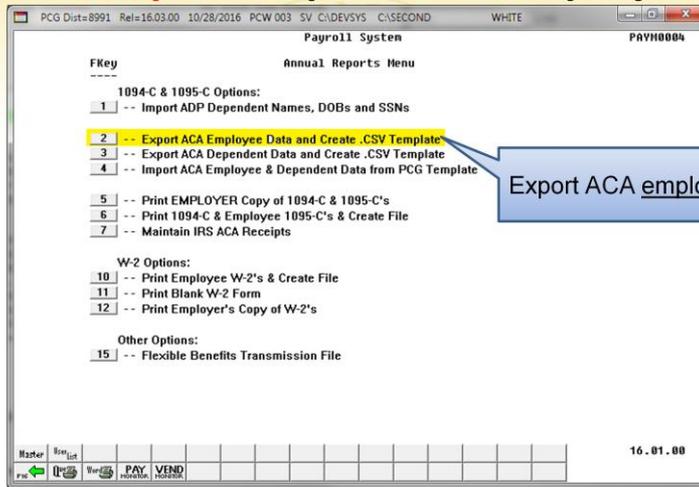
16.03.00

We will start with Step 4.

- The import process reads the ADP .csv file & loads dependent data to the ***Update/Display ACA Dependent Data*** screen
- The import process loads dependent names, SSN's, and DOB's but not months of coverage
- PCG will NOT load months of coverage for employees or dependents

Affordable Care Act Support

Checklist **Step 5** – Export ACA Employee Data



Step 5 is the next step.

The next step is to export employee ACA data.

Affordable Care Act Support

Checklist Step 5 – Export ACA Employee Data

- **Export ACA data from ACA screens and create PCG .csv export file**
 - Creates a .csv file so that the ACA data can be quickly input on a template by the payroll administrator
 - Then, mass-load the employee coverage data into the ***Update/Display ACA Employee Data*** screen



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Step 5 is the next step.

The next step is to export employee ACA data.

This step creates a .csv file so that the ACA data can be quickly input on a template by the payroll administrator.

Affordable Care Act Support Checklist Step 5 – Export ACA Employee Data

	A	B	C	D	E	F	G	H	I																	
1						Employee ID Information																				
2	Rec Type	1095-C Eligible?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender																	
3	E = Emp Rec																									
4	D = Depend Rec																									
5	E		23232	345672323	11/1/1961	DEBRA	H.	HUDDLE	F																	
6	E		11111	345678901	11/1/1961	DEBRA	H.	HUDDLE	F																	
7	E		45454	454545454		JANE	H.	SMITH	F																	
8	E		87332	899187332	7/1/1994	LUSIANO		FASST	F																	
	J	K	L	M	N	O	P	Q																		
	Dependent ID Information																									
	Depend SSN	Depend DOB	Depend First Name	Depend Middle Name	Depend Last Name	Depend Gender	Depend Relation	Depend Spouse?																		
	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
	Offer of Coverage Codes or Depend Coverage (Y/N)														Lowest-cost-monthly premium											
	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM				
	Safe Harbor Codes														Miscellaneous Employee Fields - Information Only											
	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Emp Hire	Emp Termin	Emp Rehire	Emp Class	Class Desc	Emp Pay Loc	Pay Loc Desc	GHI Eff Date	Part in GHI				

Step 5 is the next step.

- This is what the spreadsheet data looks like.
- After importing the ADP data, the employee records are set up with the **1095-C Eligible** set to 'Y', but no other data is on the screen.
- The export sets up a template to allow the Offer of coverage codes, Employee Contribution amounts, and Safe Harbor codes to be mass loaded into PCG.
- Notice that column 'A' contains an 'E' to indicate the employee import data

Affordable Care Act Support

Checklist Step 5 – Export ACA Employee Data

	A	B	C	D	E	F	G	H	I
1						Employee ID Information			
2	Rec Type	1095-C Eligible?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender
3	E = Emp Rec								
4	D = Depend Rec								
5	E		23232	345672323	11/1/1961	DEBRA	H.	HUDDLE	F
6	E		11111	345678901	11/1/1961	DEBRA	H.	HUDDLE	F
7	E		45454	454545454		JANE	H.	SMITH	F
8	E		87332	899187332	7/1/1994	LUSIANO		FAST	F

	J	K	L	M	N	O	P	Q
	Dependent ID Information							
	Depend SSN	Depend DOB	Depend First Name	Depend Middle Name	Depend Last Name	Depend Gender	Depend Relation	Depend Spouse?

R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Offer of Coverage Codes or Depend Coverage (Y/N)												
All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

- This is a dual-purpose template that handles both the employee import and the dependent import.
- When entering employee data, do not enter columns J - Q

Columns R – AD

- If Employee Data – enter ‘Offer of Coverage Codes’
- If Dependent Data – enter ‘Y’ or ‘N’ if covered during the month

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Step 5 is the next step.

- This is what the spreadsheet template looks like.
- The import spreadsheet is a dual-purpose template
- The template handles both the employee import and the dependent import.
- Notice that column ‘**A**’ contains an ‘**E**’ to indicate the employee import data
- Columns **J – Q** are entered only when importing dependent data – they are not used when importing employee data
- When importing employees, Columns **R – AD** will contain the ‘**Offer of Coverage Codes**’.
- Notice that the user can enter data for ‘**All 12 Months**’ or the **Jan** through **Dec** can be entered individually

Affordable Care Act Support

Checklist **Step 6** – Mass Load Employee ACA Data

The screenshot shows a window titled "Payroll System" with a menu of options. The window title bar includes "PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 003 SV CADEVSYS C:\SECOND WHITE PAYH0004". The menu is titled "Annual Reports Menu" and lists several options under "1094-C & 1095-C Options:", "W-2 Options:", and "Other Options:". Option 4, "Import ACA Employee & Dependent Data from PCG Template", is highlighted in yellow. A blue callout box points to this option with the text "Mass load employee ACA data". At the bottom of the window, there is a status bar with "16.01.00" and a footer with the GADOE logo and "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'" and the date "11/16/2016" and page number "80".

Payroll System
Annual Reports Menu

1094-C & 1095-C Options:

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

W-2 Options:

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

Other Options:

- 15 -- Flexible Benefits Transmission File

16.01.00

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Step 6. Once the payroll administrator has coded the ACA employee data, the spreadsheet can be imported.

Affordable Care Act Support

Checklist Step 6 – Mass Load Employee ACA Data

- Import employee ACA data to ACA screens from PCG .csv template:
 - Allows the payroll administrator to mass load the employee ACA data by importing from a spreadsheet
 - The import reads data from a .csv import file and loads the ACA data to the ***Update/Display ACA Employee Data*** screen



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Step 6. Once the payroll administrator has coded the ACA employee data, the spreadsheet can be imported.

- The import reads data from a .csv import file and loads the ACA data to the ***Update/Display ACA Employee Data*** screen
- This will mass load the ACA data.

Affordable Care Act Support

Checklist Step 6 – Mass Load Employee ACA Data

- Payroll administrators can mass load
 - Offer of coverage codes
 - Lowest-cost-monthly premium
 - Safe Harbor Codes
- Enter ACA data
 - Use the PCGenesis input screens
 - Or, import from spreadsheet



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

- The import allows the **Offer of coverage** codes, **Employee Contribution amounts**, and **Safe Harbor** codes to be mass loaded into PCG.

Affordable Care Act Support Checklist **Step 6** – Mass Load Employee ACA Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
Rec Type	1095-C Elig?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender									12 Mo Offer	Jan Offer	Feb Offer	Mar Offer	Apr Offer	May Offer	Jun Offer	Jul Offer	Aug Offer	Sep Offer	Oct Offer	Nov Offer	Dec Offer	12 Mo Prem	Jan Prem
2	E	Y	87332	8.99E+08	7/1/1994	LUJIANO	FASST	F									1H	1H	1H	1H	1H	1H	1H	1H	1H	1A	1H	1H		0	
3	E	Y	87343	8.99E+08	12/1/1974	AZLEE	AVZLOS	F									1H	1H	1H	1H	1H	1H	1H	1H	1H	1A	1A	1A		0	
4	E	Y	87345	8.99E+08	8/1/1959	BESTRIS	LOBD	M									1E														53.02
5	E	Y	87354	8.99E+08	7/1/1984	JATEL	BUTKHART	F									1E														53.02
6	E	Y	87362	8.99E+08	8/1/1981	CO7RINNE	HUTTLEY	F									1H	1H	1H	1H	1H	1H	1H	1H	1H	1E	1E	1E		0	
7	E	Y	87365	8.99E+08	10/1/1953	DE4NDREA	CAARASCO	F									1E														53.02
8	E	Y	87377	8.99E+08	3/1/1976	WISBURN	RYBER	F									1E														53.02
9	E	Y	87382	8.99E+08	12/1/1958	ERICH	LESON	F									1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1E	1E	1E		0
10	E	Y	87403	8.99E+08	8/1/1989	RO7NY	WITSLow	M									1E														53.02
11	E	Y	87403	8.99E+08	4/1/1963	CYBIL	FLSOD	F									1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1E	1E		0
12	E	Y	87415	8.99E+08	2/1/1973	ANZONY	DRZVER	F									1E														53.02
13	E	Y	87416	8.99E+08	2/1/1947	MASAGARET	GOSO	M									1H	1H	1H	1H	1H	1H	1H	1H	1H	1A	1H	1H		0	
14	E	Y	87418	8.99E+08	2/1/1980	AR7ON	SA7DANA	F									1A	1A	1A	1A	1A	1H		0							
15	E	Y	87419	8.99E+08	7/1/1963	HUGG	SHGARER	F									1H	1H	1E		0										
16	E	Y	87422	8.99E+08	12/1/1978	LA3ERNE	WH7LOCK	M									1E														53.02
17	E	Y	87423	8.99E+08	5/1/1964	MAZ7BELLE	ARZGON	F									1E														53.02

• This is a dual-purpose template
• When entering employee data, do not enter columns J - Q

Columns R – AD
• If Employee Data – enter ‘Offer of Coverage Codes’



- Step 6 is the next step.
- The import spreadsheet is a dual-purpose template
 - The template handles both the employee import and the dependent import.
 - Notice that column ‘A’ contains an ‘E’ to indicate the employee import data
 - Columns J – Q are entered only when importing dependent data – they are not used when importing employee data
 - When importing employees, Columns R – AD will contain the ‘Offer of Coverage Codes’.
 - Notice that the user can enter data for ‘All 12 Months’ or the Jan through Dec can be entered individually

Affordable Care Act Support

Checklist Step 6 – Mass Load Employee ACA Data

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 87893 ABBEY, LEONARDO Class 9 CLERICAL
 SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR
 Calendar year: 2016

1095-C Eligible: Y RECORD ON FILE (Eligible for 1095-C)

ALL 12 MOS	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
JAN	1A		2C
FEB	1A		2C
MAR	1A		2C
APR	1A		2C
MAY	1A		2C
JUN	1A		2C
JUL	1A		2C
AUG	1A		2C
SEP	1A		2C
OCT	1A		2C
NOV	1A		2C
DEC	1A		2C

Mode changed to display

16.03.00

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

Affordable Care Act Support

Checklist Step 6 – Mass Load Employee ACA Data

Variable Rate Employees /Contracted Individuals

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



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

Affordable Care Act Support Checklist Step 6 – Mass Load Employee ACA Data

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



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School districts must consult with:

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

Affordable Care Act Support

Checklist Step 6 – Mass Load Employee ACA Data

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



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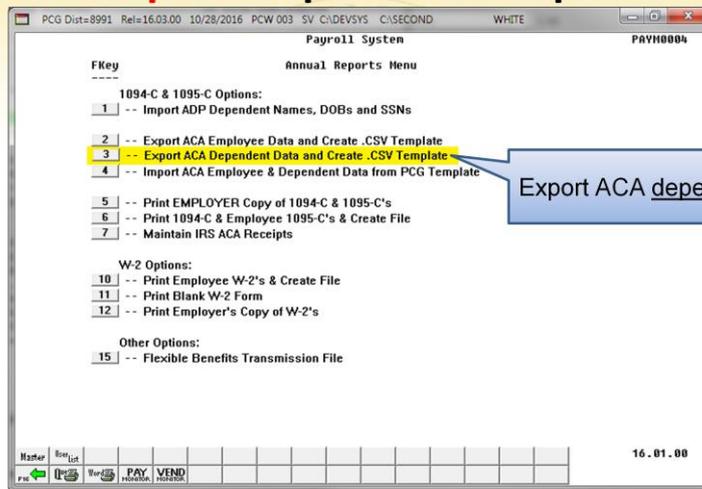
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- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards)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

Affordable Care Act Support

Checklist **Step 7** – Export ACA Dependent Data



Step 7 is the next step.

The next step is to export dependent ACA data.

Affordable Care Act Support

Checklist Step 7 – Export ACA Dependent Data

- **Export ACA data from ACA screens and create PCG .csv export file**
 - Creates a .csv file so that the ACA data can be quickly input on a template by the payroll administrator
 - Then, mass-load the dependent coverage data into the ***Update/Display ACA Dependent Data*** screen



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Step 7 is the next step.

The next step is to export **dependent** ACA data.

This step creates a .csv file so that the ACA data can be quickly input on a template by the payroll administrator.

Affordable Care Act Support

Checklist Step 7 – Export ACA Dependent Data

	A	B	C	D	E	F	G	H	I
1						Employee ID Information			
2	Rec Type	1095-C Eligible?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender
3	E = Emp Rec								
4	D = Depend Rec								
5	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
6	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
7	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
8	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
9	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F

	J	K	L	M	N	O	P	Q
	Dependent ID Information							
	Depend SSN	Depend DOB	Depend First Name	Depend Middle Name	Depend Last Name	Depend Gender	Depend Relation	Depend Spouse?
	899187893	6/21/1966	LE4NARDO		AB4EY	F	SELF	N
	840100148	9/27/1966	MI9FORD		AB4EY	M	SPOUSE	Y
	840100149	4/5/1990	CA2MY		AB4EY	M	CHILD	N
	840100150	1/19/1994	SA3G		AB4EY	F	CHILD	N
	840100151	7/19/1997	BE4		AB4EY	M	CHILD	N

R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
Offer of Coverage Codes or Depend Coverage (Y/N)													Lowest-cost-monthly premium												
All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Step 7 is the next step.

- This is what the spreadsheet data looks like.
- After importing the ADP data, the import process loaded dependent names, SSN's, and DOB's **but not months of coverage**
- The export sets up a template to allow the months of coverage to be mass loaded into PCG for the dependents
- Notice that column 'A' contains an 'D' to indicate the dependent import data

Affordable Care Act Support

Checklist Step 7 – Export ACA Dependent Data

	A	B	C	D	E	F	G	H	I
1						Employee ID Information			
2	Rec Type	1095-C Eligible?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender
3	E = Emp Rec								
4	D = Depend Rec								
5	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
6	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
7	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
8	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
9	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F

Columns R – AD

- If Employee Data – enter 'Offer of Coverage Codes'
- If Dependent Data – enter 'Y' or 'N' if covered during the month

- This is a dual-purpose template that handles both the employee import and the dependent import.
- When entering dependent data, do not enter columns AE - BD

R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
Offer of Coverage Codes or Depend Coverage (Y/N)													Lowest-cost-monthly premium												
All 12 Months													Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec												

Step 7 is the next step.

- This is what the spreadsheet template looks like.
- The import spreadsheet is a dual-purpose template
- The template handles both the employee import and the dependent import.
- Notice that column 'A' contains a 'D' to indicate the **dependent** import data
- Columns J – Q are entered only when importing dependent data
- When importing employees, Columns R – AD will contain the dependent coverage: 'Y' if covered during the month or 'N' if not
- Notice that the user can enter data for 'All 12 Months', or Jan through Dec can be entered individually
- When entering dependent data, do not enter columns AE – BD – those columns are for employee data only

Affordable Care Act Support

Checklist **Step 8** – Mass Load Dependent ACA Data

The screenshot shows a window titled "Payroll System" with a menu of options. A blue callout box points to option 4, which is highlighted in yellow. The callout box contains the text "Mass load dependent ACA data".

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 003 SV CADEVSYS C:\SECOND WHITE PAYH0004

Payroll System

Annual Reports Menu

FKey

1094-C & 1095-C Options:

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

W-2 Options:

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

Other Options:

- 15 -- Flexible Benefits Transmission File

16.01.00

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Step 8. Once the payroll administrator has coded the ACA dependent data, the spreadsheet can be imported.

Affordable Care Act Support

Checklist Step 8 – Mass Load Dependent ACA Data

- Import dependent ACA data to ACA screens from PCG .csv template:
 - Allows the payroll administrator to mass load the dependent ACA data by importing from a spreadsheet
 - The import reads data from a .csv import file and loads the ACA data to the ***Update/Display ACA Dependent Data*** screen



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Step 8. Once the payroll administrator has coded the ACA dependent data, the spreadsheet can be imported.

- The import reads data from a .csv import file and loads the ACA data to the ***Update/Display ACA Dependent Data*** screen
- This will mass load the ACA data.

Affordable Care Act Support

Checklist Step 8 – Mass Load Dependent ACA

	A	B	C	D	E	F	G	H	I
1						Employee ID Information			
2	Rec Type	1095-C Eligible?	Emp ID	Emp SSN	Emp DOB	Emp First Name	Emp Middle Name	Emp Last Name	Emp Gender
3	E = Emp Rec								
4	D = Depend Rec								
5	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
6	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
7	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
8	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F
9	D	Y	87893	899187893	6/1/1966	LE4NARDO		AB4EY	F

	J	K	L	M	N	O	P	Q
	Depend SSN	Depend DOB	Depend First Name	Depend Middle Name	Depend			
					Dependent ID Info			
					Depen			
					AB4EY			
					AB4EY			
					AB4EY			
					AB4EY			
					AB4EY			

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
	Offer of Coverage Codes or Depend Coverage (Y/N)												Lowest-cost-monthly premium													
	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Y																									
	Y																									
	Y																									
	Y																									
	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y													

Columns R – AD

- If Dependent Data – enter ‘Y’ or ‘N’ if covered during the month

- This is a dual-purpose template that handles both the employee import and the dependent import.
- When entering dependent data, do not enter columns AE - BD

- Step 8 is the next step.
- The import spreadsheet is a dual-purpose template
 - The template handles both the employee import and the dependent import.
 - Notice that column ‘A’ contains a ‘D’ to indicate the dependent import data
 - Columns J – Q are entered only when importing dependent data
 - When importing employees, Columns R – AD will contain the dependent coverage: ‘Y’ if covered during the month or ‘N’ if not
 - Notice that the user can enter data for ‘All 12 Months’, or Jan through Dec can be entered individually
 - When entering dependent data, do not enter columns AE – BD – those columns are for employee data only

Affordable Care Act Support

Checklist Step 8 – Mass Load Dependent ACA Data

The screenshot displays the 'Update/Display ACA Dependent Data' screen. The main window title is 'Update/Display ACA Dependent Data'. The employee information is as follows:

- Status: Active
- EmpNo: 87893
- AB4EV, LEONARDO
- Class: 9 CLERICAL
- PER07
- SSN: 899-18-7893
- Loc: 8010
- Location: 008010
- Job cd: 58
- SNS SUPERVISOR
- Calendar year: 2016

The dependent data is shown in a table with columns for months of coverage (JAN to DEC) and rows for each dependent (01 to 05). The relationships are as follows:

SSN	BIRTH DATE	SEX	SPOUSE	RELATIONSHIP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01 899 18 7893	6/21/1966	F	N	(L) AB4EV (F) LEONARDO (H) (R) SELF	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
02 848 10 0148	9/27/1966	N	Y	(L) AB4EV (F) H19FORD (H) (R) SPOUSE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
03 848 10 0149	4/05/1998	N	N	(L) AB4EV (F) CA2MY (H) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
04 848 10 0150	1/19/1994	F	N	(L) AB4EV (F) SA3G (H) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
05 848 10 0151	7/19/1997	N	N	(L) AB4EV (F) BE4 (H) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

A callout box points to the table with the text: "Data is imported into the Update/Display ACA Dependent Data screen".

At the bottom of the screen, there is a navigation bar with buttons for 'Per', 'ACA', 'Depn', 'Emer', 'Edu', and 'Help'. The date '11/16/2016' and page number '95' are also visible.

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

Affordable Care Act Support Checklist **Step 9** – Correct ACA Data

- Correct individual employee and dependent ACA data as needed
 - Use the *Update/Display ACA Employee Data* screen
 - Use the *Update/Display ACA Dependent Data* screen



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Step 9:

Correct individual employee and dependent ACA data as needed

- Use the *Update/Display ACA Employee Data* screen
- Use the *Update/Display ACA Dependent Data* screen

Affordable Care Act Support Checklist **Step 10** – Print Employer Copy

- Recommend printing a “draft” copy of the 1095-C statements to distribute to employees
- Use the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure
- Use the option ‘**Print One Employee Per Page**’
- Allows each individual employee to review their ACA data before final 1095-C's are generated



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Step 10 – Print Employer Copy of the 1095-C's and the 1094 transmission form

- We highly recommend printing a “draft” copy of the 1095-C statements to distribute to employees
- Use the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure
- Use the option ‘**Print One Employee Per Page**’
- This allows each individual employee to review their ACA data before final 1095-C's are generated

Affordable Care Act Support Checklist **Step 11** – Print Employee Copy

- Print the employee copy of the 1095-C's and create the electronic-media transmission files
- Use the *Print 1094-C & Employee 1095-C's & Create File* procedure



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Step 11 – Print the Employee Copy of the 1095-C's

- Print the employee copy of the 1095-C's and create the electronic-media transmission files
- Use the *Print 1094-C & Employee 1095-C's & Create File* procedure

Affordable Care Act Support Checklist **Step 13** – Upload files to IRS

- **Web submission:**

- Via the Web, upload the ACA information to the IRS AIR System
- Electronic filing of IRS forms 1094-C and 1095-C



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Step 13 – Upload files to IRS

Web submission:

- Via the Web, upload the ACA information to the IRS AIR System
- Electronic filing of IRS forms 1094-C and 1095-C

Affordable Care Act Support Checklist Step 13 – Upload files to IRS

- 2016 is the second reporting year:
 - This year, electronic filing is due by March 31st 2017
 - **PCGenesis REQUIRES electronic filing**
 - Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically
 - IRS requires files to be in **XML format**



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PCG will support creating the IRS transmission file
2016 is the second reporting year. For **2016**, we have
a proven methodology.

- This year, per IRS regulations, **electronic filing is due by March 31st 2017**
- PCGenesis REQUIRES electronic filing.
- Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically
- IRS requires files to be in **XML format**

Affordable Care Act Support

Checklist Step 13 – Upload files to IRS

IRS XML File Format

```

- <ContactNameGrp>
  <irs:PersonFirstNm>String</irs:PersonFirstNm>
  <irs:PersonMiddleNm>String</irs:PersonMiddleNm>
  <irs:PersonLastNm>String</irs:PersonLastNm>
  <irs:SuffixNm>String</irs:SuffixNm>
</ContactNameGrp>
<ContactPhoneNum>0000000000</ContactPhoneNum>
</GovtEntityEmployerInfoGrp>
<Form1095CAAttachedCnt>0</Form1095CAAttachedCnt>
<AuthoritativeTransmittalInd>1</AuthoritativeTransmittalInd>
<TotalForm1095CALEMemberCnt>2</TotalForm1095CALEMemberCnt>
<AggregatedGroupMemberCd>0</AggregatedGroupMemberCd>
<QualifyingOfferMethodInd>0</QualifyingOfferMethodInd>
<QlfyOfferMethodTrnstReliefInd>1</QlfyOfferMethodTrnstReliefInd>
<Section4980HReliefInd>0</Section4980HReliefInd>
<NinetyEightPctOfferMethodInd>1</NinetyEightPctOfferMethodInd>
<JuratSignaturePIN>0</JuratSignaturePIN>
<irs:PersonTitleTxt>String</irs:PersonTitleTxt>
<irs:SignatureDt>1957-08-13</irs:SignatureDt>
- <ALEMemberInformationGrp>
  - <YearlyALEMemberDetail>
    <MinEssentialCvrOffrCd>1</MinEssentialCvrOffrCd>
    <ALEMemberFTECnt>0</ALEMemberFTECnt>
    <TotalEmployeeCnt>0</TotalEmployeeCnt>
    <AggregatedGroupInd>0</AggregatedGroupInd>
    <ALEsect4980HTrnstReliefCd>a</ALEsect4980HTrnstReliefCd>
  </YearlyALEMemberDetail>
  - <JanALEMonthlyInfoGrp>

```

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



/2016 101

PCG will support creating the IRS transmission file 2016 is the second reporting year. For **2016**, we have a proven methodology.

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

Affordable Care Act Support Checklist Step 13 – Upload files to IRS

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



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PCG will support creating the IRS transmission file
2016 is the second reporting year. For **2016**, we have
a proven methodology.

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

Affordable Care Act Support Checklist Step 13 – Upload files to IRS

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



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- School district officials must complete the ACA Information Return Transmitter Control Code (TCC) Application
- Will receive a TCC in the mail prior to electronically filing Affordable Care Act Information Return (AIR) Forms 1094-C and 1095-C.
- **This process TAKES TIME!!!!**

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

Affordable Care Act Support Summary

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



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

Questions???

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- Affordable Care Act Reporting
- **Getting Ready for 2017 GHI**
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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Getting Ready for 2017 GHI

- GHI options B1, B2, B3, B6, H1, H2, and K1 are the same
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- Many GHI premium rates have changed for 2017.



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The GHI options B1, B2, and B3 are still available for BCBS Gold, Silver and Bronze plans.

The GHI option B6 has been added for BCBS HMO.

The GHI option H1 has been added for United HealthCare HMO.

The GHI option H2 has been added for United HealthCare HDHP.

The GHI option K1 has been added for Kaiser HMO.

Almost all GHI premium amounts have changed for 2017.

Getting Ready for 2017 GHI

The screenshot displays a software interface for selecting a Group Health Insurance (GHI) option. A dialog box titled 'PCG Select GHI Code' is open, showing a list of options:

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

A callout box points to 'GHI Option B1' (BCBS GOLD) in the list. The background window shows employee data for 'ETZAN AB3EU' with job details and benefit information.

This is a complete list of the 2017 GHI options.

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

Getting Ready for 2017 GHI

The screenshot displays a personnel data entry screen with the following information:

- Display/Update Personnel Data** (PAY02)
- Status: Active
- Emp. no.: 88942
- Pay Loc: 302, Location: 000302, Class: 1A, FOOD SERVICE
- Sex Code: F, Work Loc: 302, Location: 000302, Job: 11A, FOOD SERVICE
- Mar Stat: M, SSM: 999 08 8992, EEO-5 Job: R16, Service Worker
- EEO-5 Ethnic: 2, WHITE
- NAME First: ET3AN, Middle: , Last: AB3EU, Suffix: , Prefix: , Hispanic/Latino Ethnicity? No
- Address: 2072 MAIN STREET, Certificate Type: 80, Race (Select all that apply): No
- Address L2: , CS1 Job (from CPI): 110, Yes/No: Am Indian Alaskan
- City/State: SMITH, GA, Include on CPI?: Y, Yes/No: Black
- Zip Code: 33333, County: 160, Sick Bank: ? N, Yes/No: White
- Phone: (999)555-1058, Out of State: , Substitute rank: , Yes/No: Asia
- Yes/No: Hawai
- TR5 DOE Paid ERCON?: Y
- Health ins Flag: Y
- Participate in GHI?: Y
- GHI Option: B1, B0, CULD
- GHI Tier: 90, EESP
- GHI Ded Cd: 8
- GHI Ded: 5.000
- Ant/?: .00
- Ant/?: .00
- 13.03.00

The **PCG Select GHI Code** window is open, showing the following table:

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

A callout box labeled "GHI Tier from Benefit File" points to the "GHI Tier" field in the main window, which is currently set to 90.

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

Getting Ready for 2017 GHI

How to Install 2017 GHI

- 1) Install PCGenesis Release 16.03.01. This release will automatically upload the new 2017 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Option & Tier from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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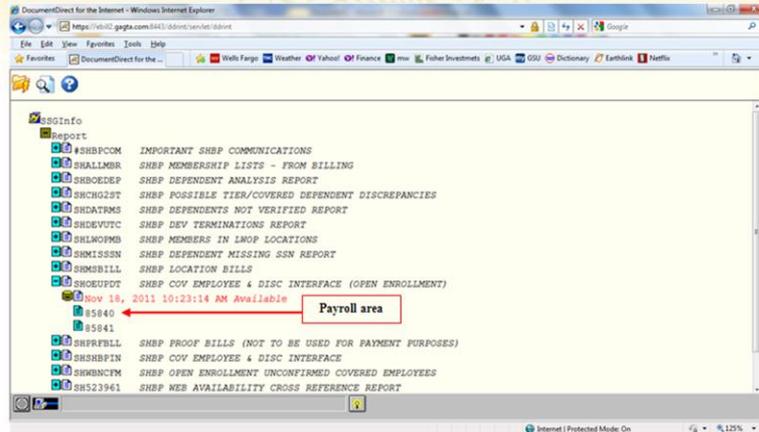
Several steps are necessary to get ready to process GHI in 2017. Before your December payroll, you will be able to install the 16.03.01. This release will contain the 2017 GHI premiums. The new premiums will be uploaded automatically by the release.

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

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2017 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

Getting Ready for 2017 GHI

- Download the DCH open enrollment file



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

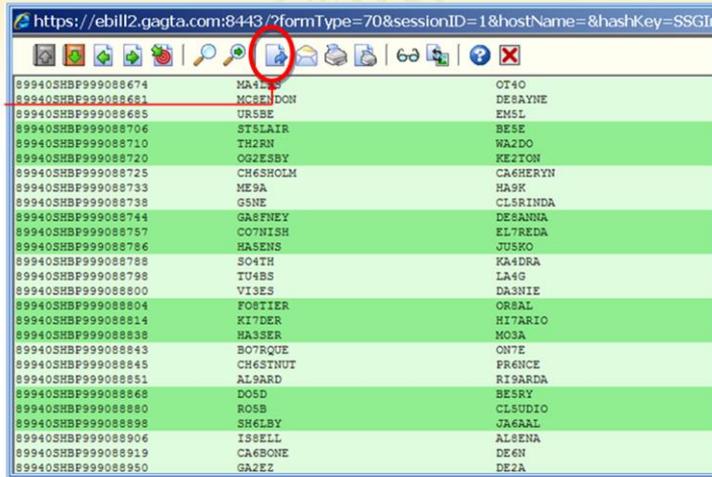
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

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

Select the correct file.

Getting Ready for 2017 GHI

- Download the DCH open enrollment file



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

89940SHBP999088674	MAILES	OT40
89940SHBP999088681	MCSENDON	DESAYNE
89940SHBP999088685	URSBE	EMSL
89940SHBP999088706	STSLAIR	BESSE
89940SHBP999088710	THORN	WALDO
89940SHBP999088720	OGZESBY	KEZTON
89940SHBP999088725	CHESHOLM	CACHERYN
89940SHBP999088733	ME9A	HASK
89940SHBP999088738	GSNE	CLSRINDA
89940SHBP999088744	GARFNEY	DESANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HASENS	JUSKO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	F0STIER	OR8AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CHESTNUT	FRANCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DO5D	BE5RY
89940SHBP999088880	RO5B	CL5UDIO
89940SHBP999088898	SH6LBY	JA6AAL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GAZEZ	DE2A

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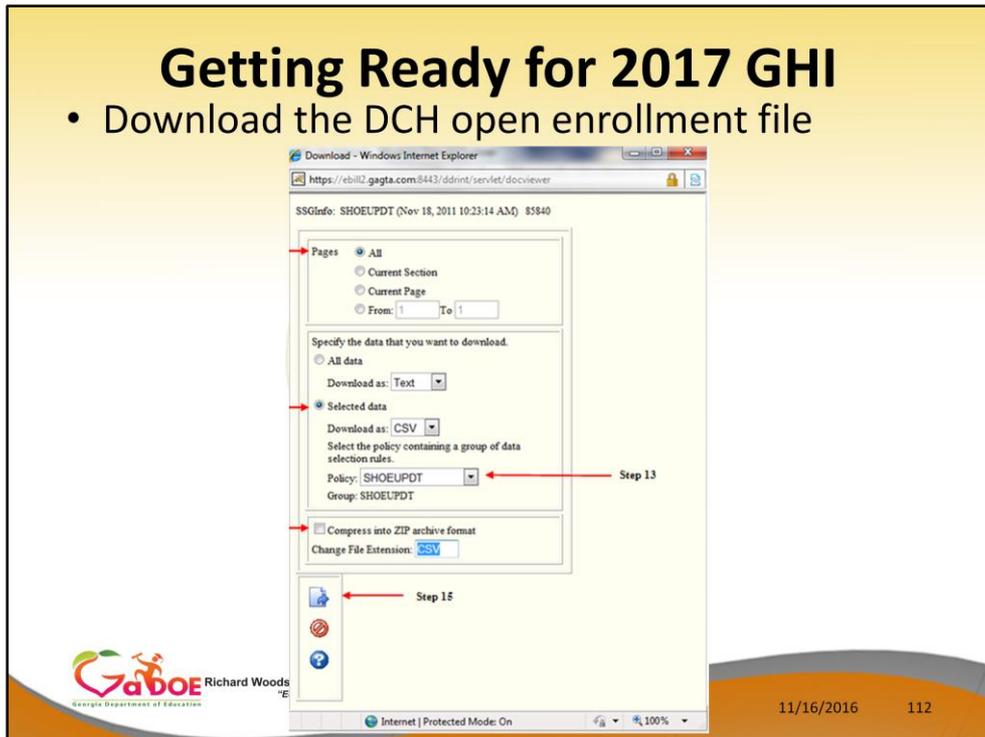
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The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2017 GHI

- Download the DCH open enrollment file



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

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

Then select the download icon.

Getting Ready for 2017 GHI

- Download the DCH open enrollment file



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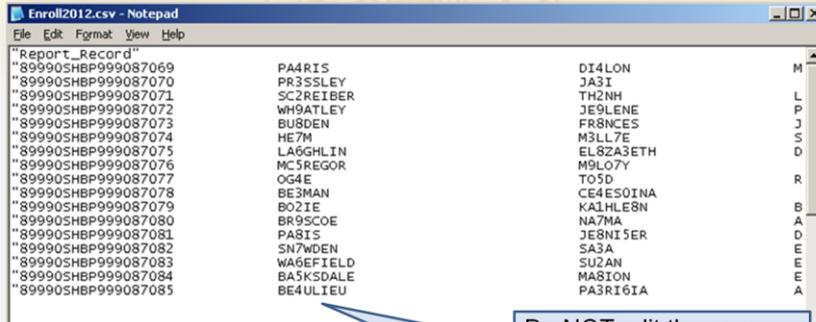
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Select SAVE to save the file to your C drive.

Getting Ready for 2017 GHI

- Download the DCH open enrollment file



```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3T L
"89990SHBP999087071 SC2REIBER TH2NH J
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BUSDEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y R
"89990SHBP999087077 O64E T05D
"89990SHBP999087078 BE3MAN CE4ES0INA B
"89990SHBP999087079 BO2IE KA1HLE8N A
"89990SHBP999087080 BR9SCOE NA7MA D
"89990SHBP999087081 P8IS JE8N1SER E
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WAGEFIELD SU2AN E
"89990SHBP999087084 BASKDALE M88TON E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

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



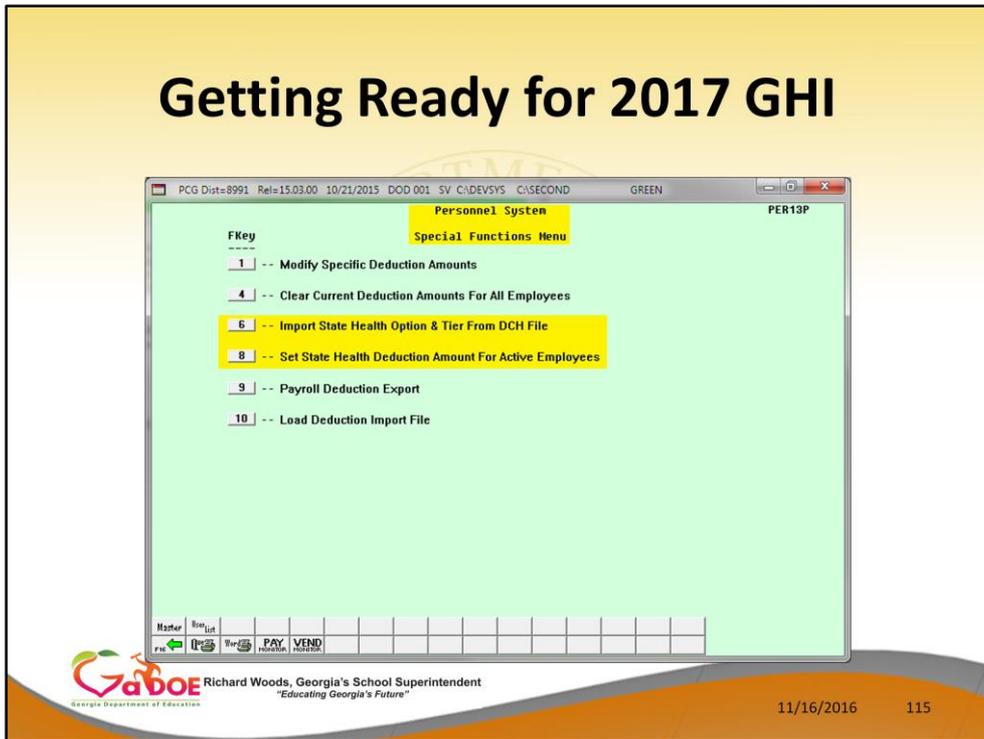
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Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make any changes using NOTEPAD.

Getting Ready for 2017 GHI



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

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

You must execute BOTH of these steps!!!

Getting Ready for 2017 GHI

Open Enrollment – Import GHI Option and Tier Elections

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



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

The file downloaded from SHBP can be imported into PCGenesis.

Getting Ready for 2017 GHI Open Enrollment – Import GHI Option and Tier Elections

```
PCG Dist=0991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN PERPI271
Import State Health Option And Tier From DCH File
This process will update the GHI Option and Tier for all employees
included in the open enrollment or monthly change file provided by
the Department of Community Health.
Select Optional Field to Update:
- County of Residence
Enter the import file path and name OR F10 to Browse for file
C:\TEMP\ARCHIVE.CSV
Enter=Continue or F16=Exit 12.03.00
```



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Use F10 to browse for the file.

Importing the County is optional.

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

Getting Ready for 2017 GHI

Set GHI Deduction Amounts

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



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

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

Getting Ready for 2017 GHI

Set GHI Deduction Amounts

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

PER0150

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

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

Set deductions to rates in effect on: 1/01/2017

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

Ded Code	Ded Desc	Enplr Ind	Enplr Amt
8	NONCERTIFIED HERIT	N	
9	CERTIFIED HERIT	N	
42	BOARD MEMBER HERIT	N	

ENTER = Validate PF16 = Exit

16.02.00

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

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

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

Getting Ready for 2017 GHI

Set GHI Deduction Amounts

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

SHBP DEDUCTION UPDATE REPORT
 *** TRIAL MODE - NO UPDATES ***

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, B04IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EMARSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARV, PASULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIM	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, COZEMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, O22E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.00	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL40N	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DD3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y



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

Agenda

- Introduction
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PCGenesis and Third Party Vendors

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



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

PCGenesis and Third Party Vendors

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



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Interface with third parties allows:

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

PCGenesis and Third Party Vendors

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



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

PCGenesis and Third Party Vendors

The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window displays a list of files with columns for "Del", "Rec", "User", "File", "Size", "Time", and "Date". The file "C:\SECOND\BDDPRT\YIDR0001" is selected. Below the list, there are several buttons and options for printer selection and file handling. A callout box points to the "3rd Party" option under the "Delete Selected" section, with the text: "'3rd Party' prints without printer control characters".

Del	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	001	DDD	C:\SECOND\BDDPRT\VEPTR0002	167K	10:19	10/22/2013
<input type="checkbox"/>	002	DDD	C:\SECOND\BDDPRT\VEPTR0002	142K	10:19	10/22/2013
<input type="checkbox"/>	003	DDD	C:\SECOND\BDDPRT\VEKCP0002	906	10:19	10/22/2013
<input type="checkbox"/>	004	DDD	C:\SECOND\BDDPRT\PRINT0002	591K	09:49	10/22/2013
<input type="checkbox"/>	005	DDD	C:\SECOND\BDDPRT\PRINT0001	677K	09:47	10/22/2013
<input checked="" type="checkbox"/>	006	DDD	C:\SECOND\BDDPRT\YIDR0001	215K	09:42	10/22/2013
<input type="checkbox"/>	007	DDD	C:\SECOND\BDDPRT\YIDR0000	247K	09:42	10/22/2013
<input type="checkbox"/>	008	DDD	C:\SECOND\BDDPRT\VPCN0001	2K	09:32	10/18/2013
<input type="checkbox"/>	009	DDD	C:\SECOND\BDDPRT\VPCN0000	2K	09:31	10/18/2013
<input type="checkbox"/>	010	DDD	C:\SECOND\BDDPRT\VLVM0001	373K	15:44	10/17/2013
<input type="checkbox"/>	011	DDD	C:\SECOND\BDDPRT\VLVM0000	541	15:44	10/17/2013
<input type="checkbox"/>	012	DDD	C:\SECOND\BDDPRT\VBAL0000	3967K	13:30	10/01/2013
<input type="checkbox"/>	013	DDD	C:\SECOND\BDDPRT\PRINT0000	53	13:25	10/01/2013

Buttons: Open in MSWORD, Print-Save, Browse, User, Sort, Refresh, New MSWORD, Print-Delete, Labels, Save User Options, Labels, Delete Selected, 3rd Party.

Options: MSWord, Print, Label, 3rd Party, DDD, SPL, All, Newest, Oldest, Manual, Automatic, File name.

Callout: "'3rd Party' prints without printer control characters"

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

Agenda

- Introduction
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Enhanced Substitute Pay and Employee Leave Implementation

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



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

Enhanced Substitute Pay and Employee Leave Processing Documentation

The screenshot shows a web browser window displaying the 'Personnel System Operations Guide' for PCGenesis. The browser's address bar shows the URL: <http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx>. The navigation menu includes 'Home', 'Students', 'Parents', 'Teachers', 'Business & Industry', and 'Contact Us'. The breadcrumb trail is 'Georgia Department of Education > Technology Services > PCGenesis > Personnel System Operations Guide'. The left sidebar contains a menu with items: 'Application Development', 'Data Collections', 'Infrastructure', 'Instructional Technology', 'Georgia Virtual Learning', and 'PCGenesis'. The main content area is titled 'Personnel System Operations Guide' and contains a list of sections: 'Section A: Leave Processing' (with a sub-item 'PCGenesis Leave Import.xlt Template'), 'Section B: Personnel Report Processing', 'Section C: Employee Contract File Export Processing', 'Section D: Special Functions', and 'Section E: Enhanced Substitute Pay and Employee Leave Processing'. Section E is highlighted with a red box and contains five topics: 'Topic 1: Leave Setup', 'Topic 2: Leave Payroll Processing' (with a sub-item 'EnhancedLeaveImport.xlsx Template'), 'Topic 3: Leave Periodic Processing', 'Topic 4: Leave Reporting', and 'Topic 5: Leave History Processing'. The footer of the page shows the date '11/16/2016' and the page number '128'.

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

Enhanced Substitute Pay and Employee Leave Implementation

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



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Enhanced Substitute Pay and Employee Leave Implementation

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

** Payroll Control Information **

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

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

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

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

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

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

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

ENTER=Update, F16=Exit 12.03.00



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

Enhanced Substitute Pay and Employee Leave Implementation

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

The image shows two side-by-side screenshots of the PCG software interface. The left window, titled 'Update/Display Balance and YTD Leave Data', displays leave data for Employee 88582 BEHNSTEIN, BL31R. It includes a table for 'State Leave Plan' and 'Local Leave Plan'. The right window, titled 'Display Employee Leave Balances', shows a summary of leave balances for the same employee, including a table with columns for Type, Reas, Description, Begin Bal, Advance, Adjust, YTD Taken, Cur Taken, and End Bal. A large red arrow points from the left window to the right window, indicating the conversion of data from the old system to the new leave history file.

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	SICK LEAVE	34.0000	1.2500	.0000	1.2500	.0000	34.0000
	01	SICK LEAVE				2.5000	.0000	
	02	PERSONAL				1.0000	.0000	
04	A5	VACATION	18.0000	.0000	.0000	4.0000	.0000	6.0000
	01	VACATION				4.0000	.0000	

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

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

Display Leave Balances

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

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

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

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

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

13.03.00



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

Display Leave Balances

Leave type summary line

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

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

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

13.03.00

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The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*.

- From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Type code information is summarized under reason code '00' on the screen:

- Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD.009 SY CO. DEVSYS CA SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

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

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

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

13.03.00

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Use function key buttons to drill down to leave detail data

Breakdown of reasons for the leave taken

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

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

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

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

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

Display Leave Balances

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

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

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

13.03.00

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

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

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

Display Leave Balances

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

Input Employee Leave and Substitute Pay LUHFIND
 Leave Detail Screen
 Employee number: 89236 BAEFIELD, JOSEFINE
 Plan year: 2013 Display mode: P (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

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

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

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

12.03.00

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Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**.

- This screen reflects the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*.
- The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*.

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

Display Leave Balances

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

Input Employee Leave and Substitute Pay LUHFIND
Leave Detail Screen

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

Leave type: A1 SICK LEAVE

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

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

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

12.03.00

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HST = Leave History Record
CUR = Current Leave Input Record

Time in = time added
Time out = time subtracted

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**.

- This screen reflects the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*.
- The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*.

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

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

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- Affordable Care Act Reporting
- Getting Ready for 2017 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- **Detailed Paycheck Stub and MICR Printing**
- User Input



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New Payroll Statement

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



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

New Payroll Statement

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



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Georgia Department of Education

11/16/2016

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

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

Employee Information		Company Information	
Employee ID: 040010	Address: BANNED, KCC012A	Agency: SMITH CITY BOARD OF EDUCATION	Agency ID: 0000000000
DOB: 12/12/1980	SSN: 999-99-9999	Agency Address: 100 MAIN STREET	Agency City: SMITH CITY, MO 64501
Location: 0000000000	Contract Number: 0000000000	Agency State: MO	Agency Zip: 64501
Check No: 040010	Check Date: 09/29/2016	Pay Date: 09/29/2016	Pay Period: 09/20/16 - 09/26/16
Net Pay: 2,452.43	Check No: 040010	Total Net Pay: 2,452.43	

Rate	Reg Rate	OT Rate	OT Rate	Calc Amt	Total Gross	Total Deductions	Total Net Pay
10.00	10.00	15.00	15.00	1,000.00	1,000.00	1,000.00	0.00
15.00	15.00	22.50	22.50	1,500.00	1,500.00	1,500.00	0.00
20.00	20.00	30.00	30.00	2,000.00	2,000.00	2,000.00	0.00
Total				4,500.00	4,500.00	4,500.00	0.00

Code	Rate	Reg Rate	OT Rate	OT Rate	Calc Amt	Total Gross	Total Deductions	Total Net Pay
0000	10.00	10.00	15.00	15.00	1,000.00	1,000.00	1,000.00	0.00
0000	15.00	15.00	22.50	22.50	1,500.00	1,500.00	1,500.00	0.00
0000	20.00	20.00	30.00	30.00	2,000.00	2,000.00	2,000.00	0.00
Total				4,500.00	4,500.00	4,500.00	4,500.00	0.00

Code	Rate	Reg Rate	OT Rate	OT Rate	Calc Amt	Total Gross	Total Deductions	Total Net Pay
0000	10.00	10.00	15.00	15.00	1,000.00	1,000.00	1,000.00	0.00
0000	15.00	15.00	22.50	22.50	1,500.00	1,500.00	1,500.00	0.00
0000	20.00	20.00	30.00	30.00	2,000.00	2,000.00	2,000.00	0.00
Total				4,500.00	4,500.00	4,500.00	4,500.00	0.00

Code	Rate	Reg Rate	OT Rate	OT Rate	Calc Amt	Total Gross	Total Deductions	Total Net Pay
0000	10.00	10.00	15.00	15.00	1,000.00	1,000.00	1,000.00	0.00
0000	15.00	15.00	22.50	22.50	1,500.00	1,500.00	1,500.00	0.00
0000	20.00	20.00	30.00	30.00	2,000.00	2,000.00	2,000.00	0.00
Total				4,500.00	4,500.00	4,500.00	4,500.00	0.00

SMITH CITY BOARD OF EDUCATION
100 MAIN STREET
SMITH CITY, MO 64501
(417) 444-2244 (TDD)

Date: 09/29/2016
Payroll: 040010

BANK OF GEORGIA
250 THRIDGARD PARK WILMINGTON, MISSISSIPPI 39201

Pay To: BANNED, KCC012A
Bank: BANK OF GEORGIA
Order Of: BANNED, KCC012A

VOID AFTER 90 DAYS

John Doe

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

New Payroll Statement

Employee Information				Company Information							
Employee ID	88464	ADRIAN, JOSUE		SMITH CITY BOARD OF EDUCATION	8991						
SSN	999-08-8464	3559 MAIN STREET		102 MAIN STREET							
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333							
Loc/Class	0101 / 17			(404) 444-4444							
General Information				Net Pay Distribution							
Check No	010161	Fed	GA	Account Type	Account Number	Amount					
Check Date	09/28/2012	Marital Allowances	JOINT BOCH								
		Add Pct	M(1) D(00)								
		Add Amt									
Contract Fiscal-To-Date				16,476.92	Check No	010161	Total Net Pay	2,162.72			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY											
Paycheck Summary											
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay		
Current		2781.88		200.00	2181.88	2781.88	579.58	619.16	2162.72		
YTD		16576.92			16476.92	16776.92	2754.88	3094.46	13682.46		
Current Hours and Earnings											
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt					
Teacher Salary			2,781.88			2,781.88			2,781.88		
Extended Year Supplement					70.22				70.22		
Purlough					-56.51				-56.51		
Extracurricular Supplement			100.00						100.00		
Total			2,781.88			2,781.88			2,685.88		
Paid Time Off											
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD	
SICK LEAVE	2.00	26.50		PD SICK II	1.00	13.00		FICA	212.82	1283.40	
PERSONAL	1.00					2.00					
VACATION	2.00	5.00		VACATION II	3.00	15.00					
LMOP				LMOP II							
OTHER	.50			OTHER II	1.50						
PROP.	3.00			STAFF DEVII	2.50						
Total									212.82	1283.40	
Employer Paid Benefits											
Taxes/Pension				Before-Tax Deductions				After-Tax Deductions			
Description	Current	YTD		Description	Current	YTD	Description	Current	YTD		
SOCL SEC	172.48	765.32					LOC FUND	25.00	235.00		
MEDICARE	40.34	243.24					PAGE DUES	14.58	114.58		
GA STATE TAX	127.58	652.62									
FEDERAL TAX	239.18	1098.70									
Total	579.58	2754.88		Total			Total	39.58	339.58		

Top Half of Check

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The top half of the check...

New Payroll Statement

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

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

Date: 09/28/2012
No. 010161
PAYROLL
64-111
6100

ATLANTA BANK
ATLANTA, GA 30300

Amount
\$ *****2,162.72
VOID AFTER 90 DAYS

TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100

Pay To The Order Of: AGUILERA, JOJUE

C010161C B610001111B37 262 736C

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

C 0101 17

AGUILERA, JOJUE
2559 MAIN STREET
SMITH, GA 33333

Bottom
Half of Self
Seal Check



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The bottom half of the check...

Agenda

- Introduction
- Upgrade to Micro Focus® Runtime 10.0.1
- Affordable Care Act Reporting
- Getting Ready for 2017 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- **User Input**



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Future Plans

Help us focus our efforts

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



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

User Input

Please Attend the Roundtables!!



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Again, please attend the roundtables!

Site Recommendations

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

- Add PCGREorg.bat to scheduled tasks
- 2008 Server (64 bit) is OK
- **We now support 2012 Server or Windows 10**



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PCGenesis Documentation



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



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PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

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



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Questions?



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Thank you for attending!



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