

PCGenesis

Current Status & Future Plans



GASBO

Augusta, GA

November 6, 2019

Agenda

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



PCGenesis

Current Status & Future Plans

PCGenesis Development Team

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

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

PCGenesis Sessions/Training at GASBO

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

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

PowerPoints Available on Documentation Website

2019 GASBO PowerPoints will be available on PCG documentation website

Release Information

Calendar Year 2019 Release Information

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

Calendar Year 2018 Release Information

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

Calendar Year 2018 PowerPoints

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

4/2019 5

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

PCGenesis Current Status

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

PCGenesis Current Status

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

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

Angela and I directly report to the IT department. Our direct manager is Steve Roache and Steve reports to the Chief Information Officer, Bob Swiggum.

PCGenesis Current Status

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



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8

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

PCGenesis Current Status

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

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

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

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



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

PCGenesis Server Requirements

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



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12

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

PCGenesis Server Requirements

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



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13

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

PCGenesis Server Requirements

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



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14

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

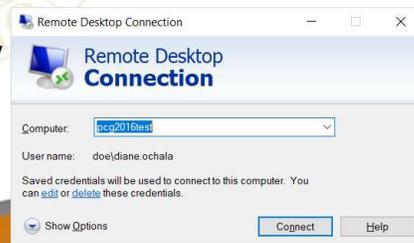
PCGenesis Server Requirements

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

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

PCGenesis Server Requirements

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



Our recommendation:

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

Agenda

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

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



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18

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

PCGENESIS FUTURE

Migration to Database Technology

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

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

PCGENESIS FUTURE

Migration to Database Technology

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



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

PCGENESIS FUTURE

Migration to Database Technology

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

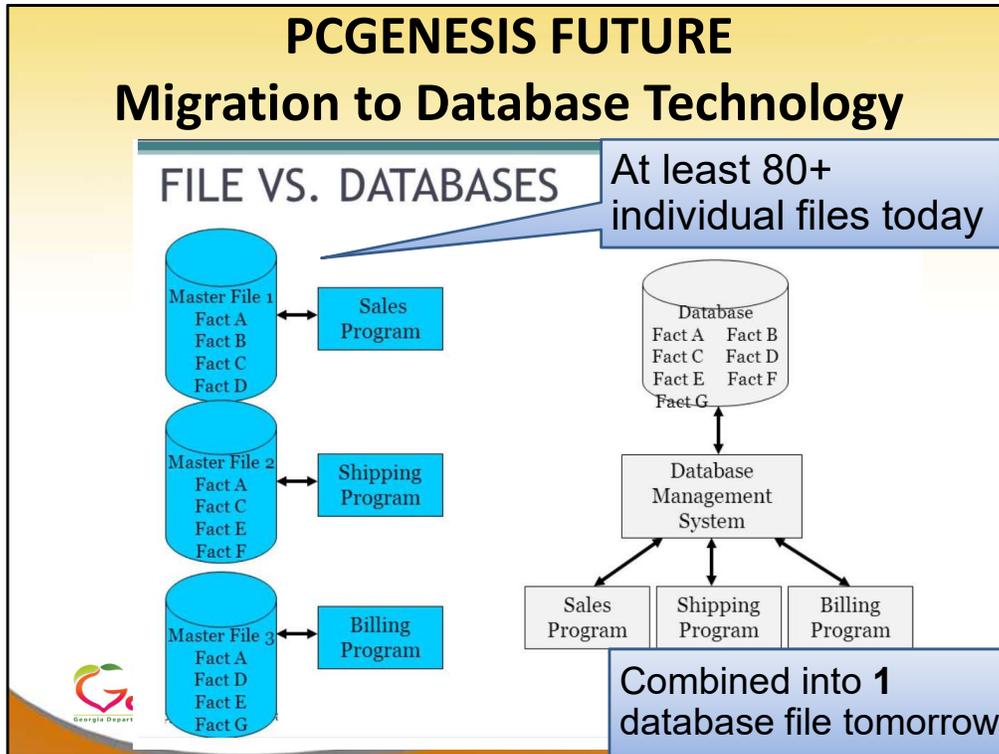


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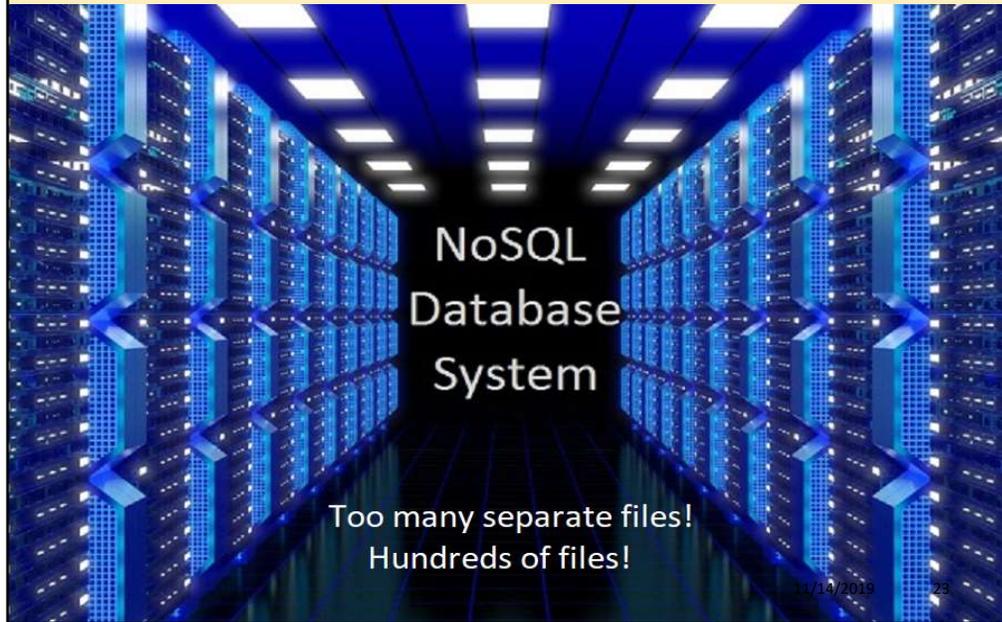
21

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



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

Migration to Database Technology



No SQL Database equals hundreds of files!

PCGENESIS FUTURE

Disadvantages of Vision File System

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



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24

Disadvantages of the old Vision File System

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

PCGENESIS FUTURE

Disadvantages of Vision File System

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



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25

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

PCGENESIS FUTURE

Migration to Database Technology

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



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

PCGENESIS FUTURE

Migration to Database Technology

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



The good news....

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

PCGENESIS FUTURE

Migration to Database Technology

RDBMS =
Relational **D**atab**a**se **M**anagement **S**ystem

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

PCGENESIS FUTURE

Migration to Database Technology

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

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

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

PCGENESIS FUTURE

Migration to Database Technology

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



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

PCGENESIS FUTURE

Advantages of a Relational Database

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



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31

Advantages of a Relational Database:

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

PCGENESIS FUTURE

Advantages of a Relational Database

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



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32

Advantages of a Relational Database:

8) Database Management Tools

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

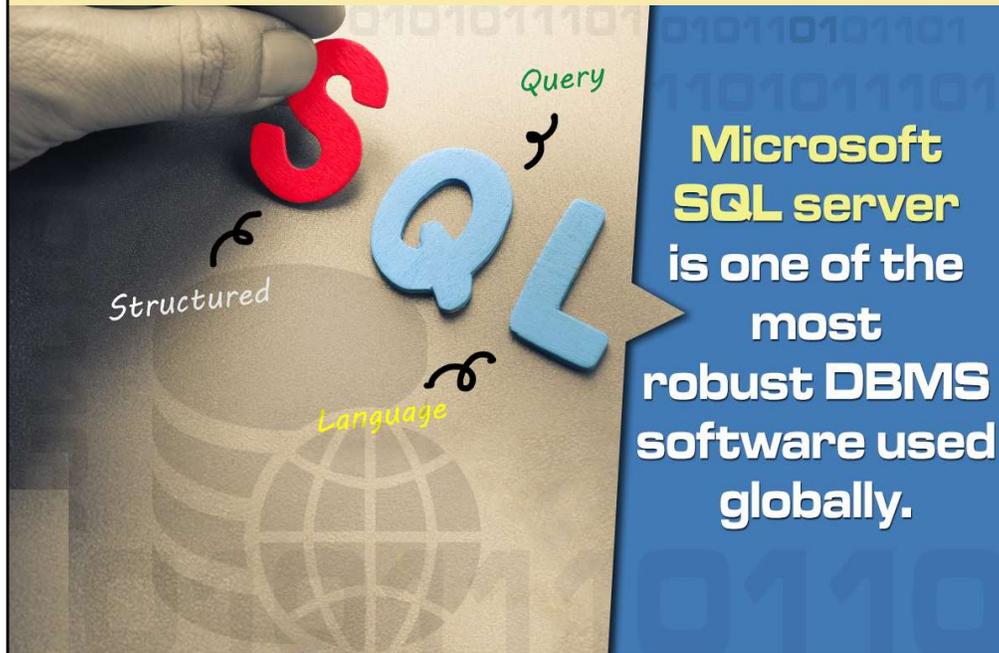
9) Scalability and Flexibility

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

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

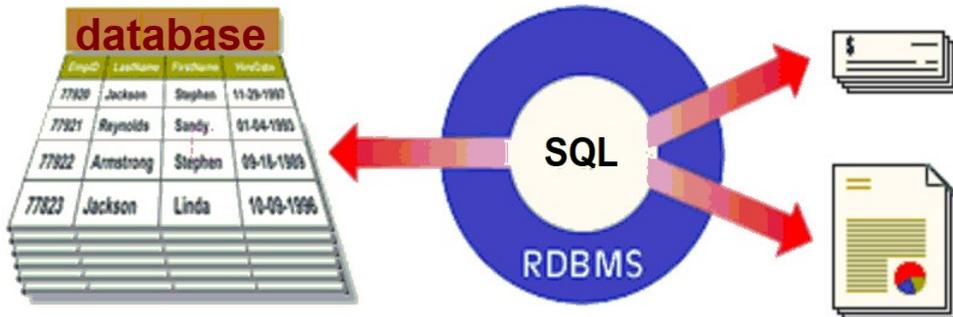
Questions?

Advantages of a Relational Database



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

Advantages of a Relational Database



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



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34

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

PCGENESIS FUTURE

Converting PCGenesis to RDBMS

This is all great news for PCGenesis!!

Converting PCGenesis to RDBMS

- This is all great news for PCGenesis

PCGENESIS FUTURE

Converting PCGenesis to RDBMS

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



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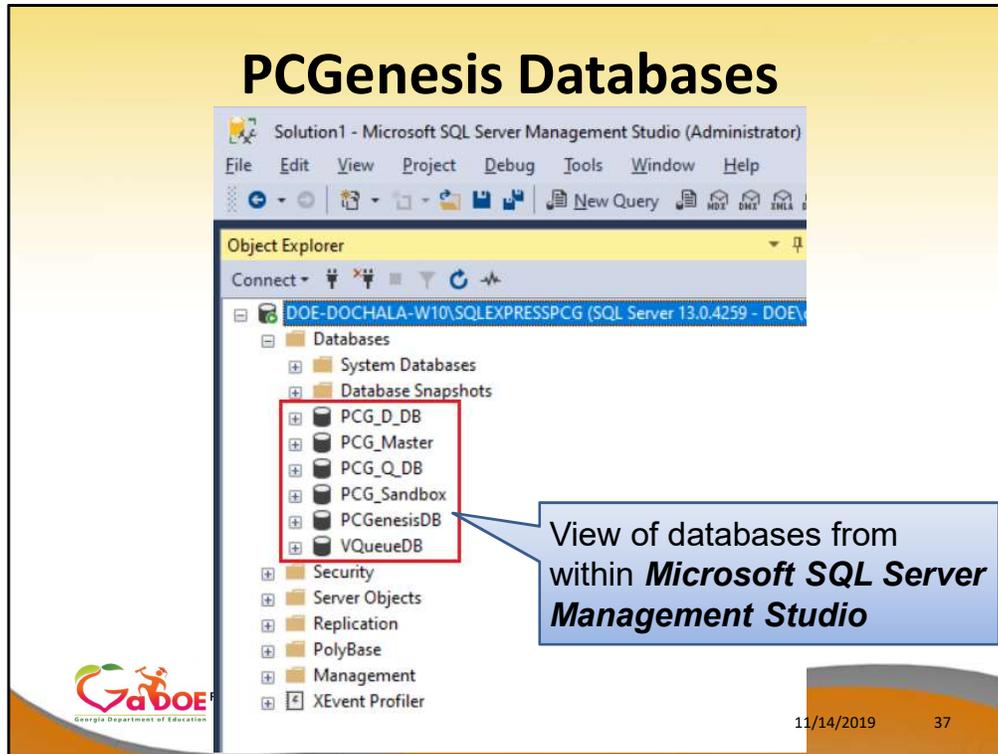
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36

Converting PCGenesis to RDBMS

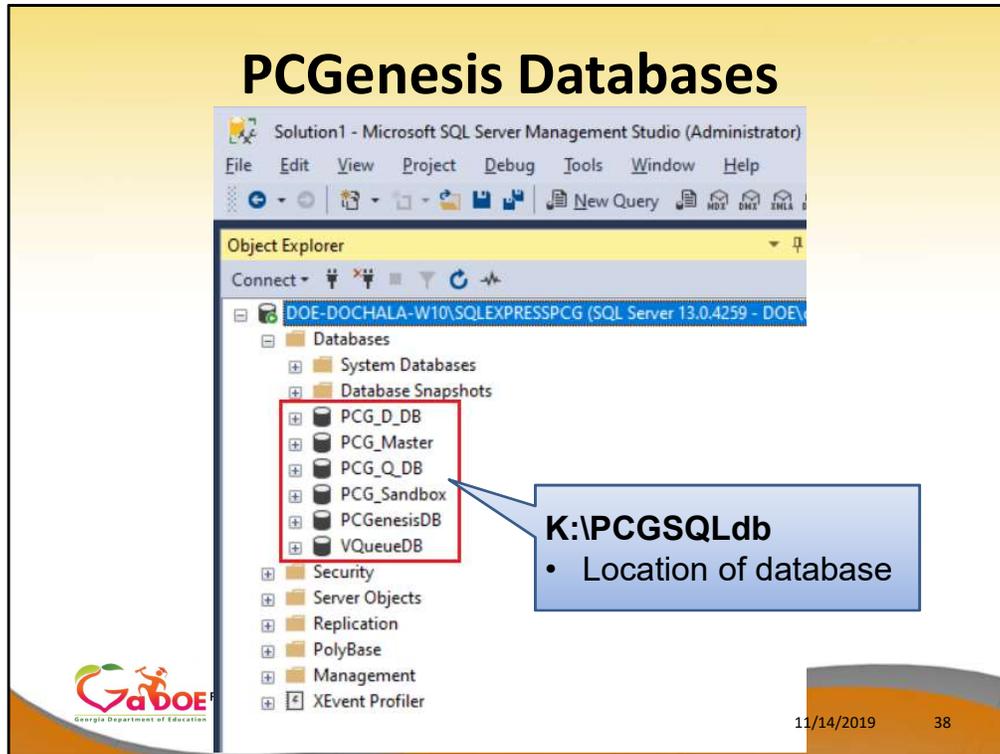
- Converting PCGenesis to a relational database is a very, very big project
- We estimate that it make take **several years** to convert the software
- During that timeframe, major enhancements to PCGenesis will be very limited
- Legislative requirements will always be addressed even during the conversion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

PCGenesis Databases



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

PCGenesis Databases



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

PCGenesis Databases

There are **six** databases for PCGenesis

1) PCGenesisDB

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



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40

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

First and foremost is the PCGenesisDB database

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

PCGenesis Databases

There are **six** databases for PCGenesis

2) PCG_Master

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

The second database PCG_Master contains...

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

PCGenesis Databases

There are **six** databases for PCGenesis

3) PCG_Q_DB

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



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42

The third database is PCG__Q_DB

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

PCGenesis Databases

There are **six** databases for PCGenesis

4) PCG_D_DB

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



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43

The fourth database is PCG_D_DB

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

PCGenesis Databases

There are **six** databases for PCGenesis

5) PCG_SANDBOX

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



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44

The fifth database is PCG_SANDBOX

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

PCGenesis Databases

- Think of these databases as **restore points**
- Think of these the same way you think of **PAYDATAQ, FARDATAQ, PAYDATAD**, etc
 - PGG_Q_DB
 - PCG_D_DB
 - PCG_SANDBOX



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45

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

PCGenesis Databases

There are **six** databases for PCGenesis

6) VQueueDB

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

The last and sixth database is VQueueDB

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

PCGenesis Databases

- Working on the **FAR** conversion first
- Started by converting the following files:
- K:\SECOND**PAYDATA**
 - **GACOUNTY** to T_Lookup.GA_County (19.01.00)
- K:\SECOND**FARDATA**
 - **FACILITY** to FAR.Facility (19.02.00)
 - **SOURCE** to FAR.Revenue_Source (19.02.00)
 - **BANK** to FAR.Bank_File (19.03.00)



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47

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

PCGenesis Databases

PCGenesisDB - PCGenesis financial and payroll production data

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



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48

PCGenesisDB

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

PCGenesis Databases

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



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49

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

PCGenesis Databases

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

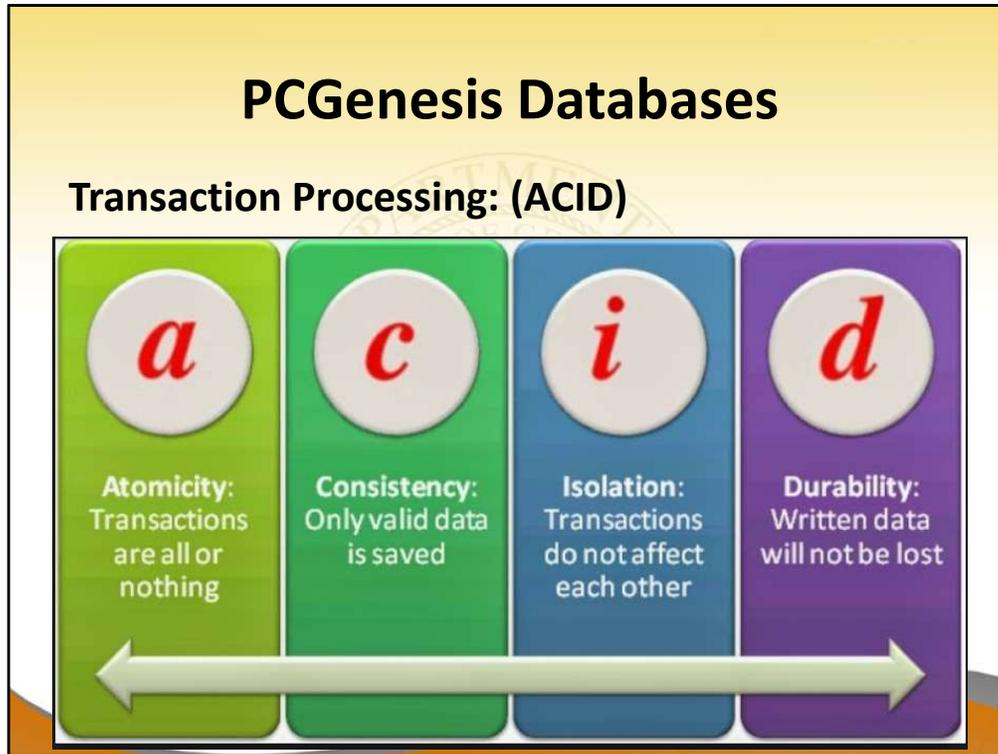


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50

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



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

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

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

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

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

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

PCGenesis Databases

- Release **19.04.00**
- K:\SECOND\FARDATA\NAME
 - **NAME** will be split into 10 separate tables
 - FAR.Name_01_Fiscal_Year Fiscal Year
 - FAR.Name_02_Fund Fund
 - FAR.Name_03_FY_Flag Fiscal Year Flag
 - FAR.Name_04_Program Program
 - FAR.Name_05_Function Function
 - FAR.Name_06_Object Object
 - FAR.Name_07_Fac_Bldg Facility/Building
 - FAR.Name_08_Additional Additional
 - FAR.Name_09_Rev_Source Source
 - FAR.Name_10_Blnc_Sheet Balance Sheet



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52

PCGenesisDB

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

PCGenesis Databases

Account Master Description File Maintenance

Type Number: 00

TYPE	NAME	CODE
01	= Year	2-digits
02	= Fund	3-digits
03	= Fiscal Year	1-digit
04	= Program	4-digits
05	= Function	4-digits
06	= Object	5-digits
(The first 3 digits utilize the state chart of accounts object code. The last 2 digits, 01-99, may be used for local activity. Otherwise, enter 00.)		
07	= Facility/Building	5-digits
(The first 4 digits represent the Facility (school) code found in the D.O.E. directory. The last digit represents the building code.) (Current Year Eligible Must be 'N' or 'V'.)		
08	= Additional	6-digits
09	= Revenue Source	4-digits
10	= Balance Sheet	4-digits

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

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

17.01.00

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11/14/2019 53

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

Do you recognize this screen in PCGenesis?

PCGenesis Databases

Account Master Description Tables

FAR.Name_01_Fiscal_Year
FAR.Name_02_Fund
FAR.Name_03_FY_Flag
FAR.Name_04_Program
FAR.Name_05_Function
FAR.Name_06_Object
FAR.Name_07_Fac_Bldg
FAR.Name_08_Additional
FAR.Name_09_Rev_Source
FAR.Name_10_Blnc_Sheet

These tables are
the building blocks
for the GL Account
tables



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54

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

PCGenesis Databases

2020 PCG Releases

- K:\SECOND\FARDATA\ACCOUNT Budget accounts
- K:\SECOND\FARDATA\ACCONTR Revenue accounts
- K:\SECOND\FARDATA\ACCOUNTG Balance accounts

- Almost every program in the PCGenesis system uses the GL accounts.
- The changes required for this conversion are significant!



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55

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

PCGenesis Databases

The screenshot shows the 'Budget Account Inquiry' window in PCGenesis. A pop-up window titled 'PCG Select Budget Account' is open, displaying a list of budget accounts with columns for 'Yr', 'Fnd', 'F', 'Prgrn', 'Fnct', 'Objct', 'Fcty', 'B', 'Addt'l', and 'Account'. The list includes various account types such as Teacher, Subs, Art, ParaPro, Counselor, GHI, FICA, TRS, WC, COPIER (BOE C/O), SUPPLIES K, BOOKS, and GH. A filter string is visible at the bottom of the pop-up window: '20 XXX X XXXX XXXX XXXX X XXXXXX'. The main window shows 'Option 1. Entering a special', 'Option 2. Entering line items', and 'Option 3. Entering items'. A blue arrow points to the pop-up window with the text 'GL Account table'.

PCGenesisDB

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

PCGenesis Databases

2020 PCG Releases

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



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57

Converting PCGenesis to database

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

PCGENESIS FUTURE

Migration to Database Technology

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



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58

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

Questions?

PCGenesis Databases - Backup

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



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59

This is important!!!!

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

PCGenesis Databases - Backup

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

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

19.03.00

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

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

PCGenesis Databases - Backup

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



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61

What you need for a disaster recovery:

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

K:\SECOND – PCG payroll & financial data

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

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

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

PCGenesis Databases - Backup

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

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

PCGenesis Databases - Backup

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



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63

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

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

PCGenesis Databases - Backup

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

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

PCGenesis Databases - Backup

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



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65

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

PCGenesis Databases - Backup

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

Backup considerations:

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

PCGenesis Databases - Backup

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



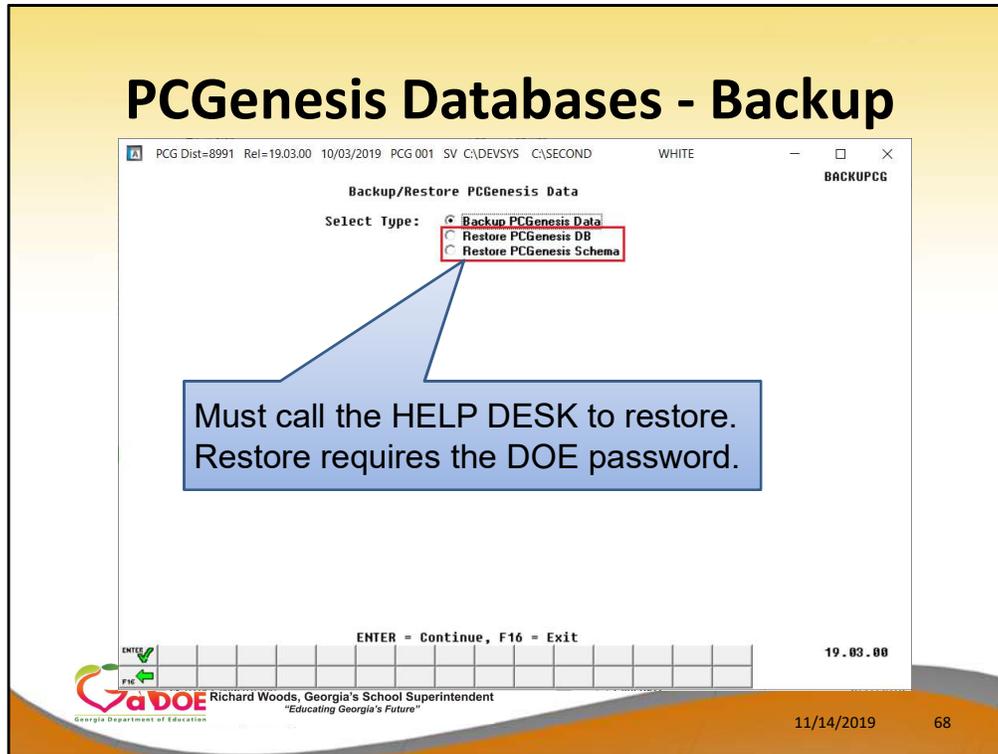
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67

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

PCGenesis Databases - Backup



3 functions are available in this utility:

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

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

PCGenesis Databases - Backup

Backup/Restore PCGenesis Data

Select Type:

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

Backup can be run by anyone as needed!
Both **PCGenesisDB** and **K:\SECOND** are backed up

ENTER = Continue, F16 = Exit

19.03.00

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11/14/2019 69

Backup PCGenesis Data

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

PCGenesis Databases - Backup

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

BACKUPCG

*** WARNING ***

*** BACKUP ***

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

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

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

Enter a letter A thru K

Pick a letter A thru K

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

19.03.00

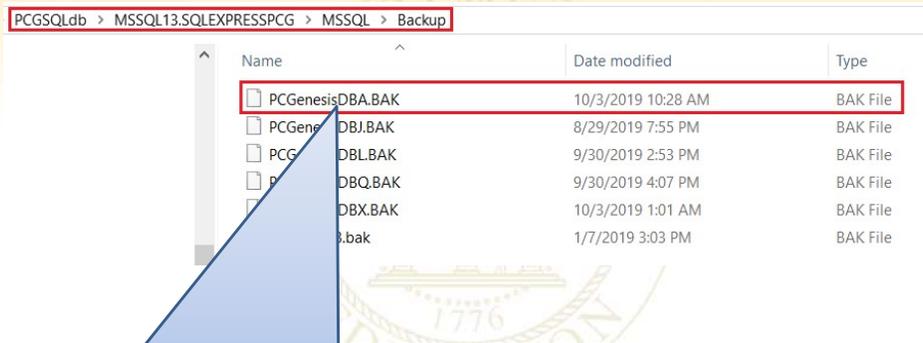
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11/14/2019 70

Backup PCGenesis Data

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

PCGenesis Databases - Backup



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

Used 'A' for backup:

Creates **PCGenesisDBA.BAK** in **Backup** folder

This is a backup of the database!



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11/14/2019

71

Backup PCGenesis Data

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

PCGenesis Databases - Backup

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

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

Backup PCGenesis Data

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

PCGenesis Databases - Backup

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

Backup PCGenesis Data

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

Questions?

Agenda

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



New 2020 W-4 Form

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

Department of the Treasury Internal Revenue Service

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

Step 1: Enter Personal Information

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

Address: _____
 City or town, state, and ZIP code: _____

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

► Does your name match the name on your social security card? If not, contact SSA for your earnings, contact SSA at 800-792-6287 or go to www.ssa.gov

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

Step 2: Multiple Jobs or Spouse Works

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

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

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

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

Step 3: Claim Dependents

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

Multiply the number of qualifying children under age 17 by \$2,000 ► \$ _____
 Multiply the number of other dependents by \$500 ► \$ _____

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

Step 4 (optional): Other Adjustments

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

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

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

Step 5: Sign Here

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

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

Employers Only

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

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 15229D Form W-4 0008

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

New 2020 W-4 Form

2020 W-4 Required:

- For new employees hired as of 01/01/2020
- Existing employees who wish to change their withholding options

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

New 2020 W-4 Form

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

Department of the Treasury Internal Revenue Service

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

Step 1: Enter Personal Information

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

Address: _____
 City or town, state, and ZIP code: _____

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

▶ Does your name match the name on your social security card? If not, contact SSA for your earnings, contact SSA at 800-792-6287 or go to www.ssa.gov

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

Step 2: Multiple Jobs or Spouse Works

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

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

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

Step 3: Claim Dependents

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

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

Step 4 (optional): Other Adjustments

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

4(a) \$	
---------	--

Step 5: Sign Here

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 15229D Form W-4 0008 11/14/2019 77

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

New 2020 W-4 Form

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

New 2020 W-4 Form:

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

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

New 2020 W-4 Form

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

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

Multiple Jobs or Spouse Works

Do only one of the following.

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

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

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

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

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

Step 2: Multiple Jobs or Spouse Works:

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



New 2020 W-4 Form:

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

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

New 2020 W-4 Form

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

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

Step 3: Claim Dependents:

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

New 2020 W-4 Form:

Step 3: Claim Dependents

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

New 2020 W-4 Form

Step 4 (optional): Other Adjustments

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

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

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

Step 4: Other Adjustments:

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



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11/14/2019

81

New 2020 W-4 Form:

Step 4: Other Adjustments

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

New 2020 W-4 Form

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

Step 4: Other Adjustments:

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



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11/14/2019

82

New 2020 W-4 Form:

Step 4: Other Adjustments

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

New 2020 W-4 Form

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

Multiple job households:

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



New 2020 W-4 Form:

Multiple job households:

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

New 2020 W-4 Form

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

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

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

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

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

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

Enable Direct Deposit Yes No Direct

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

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

Validations passed. Save your changes.

19.03.01

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11/14/2019 84

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

New 2020 W-4 Form

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

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

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

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

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

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

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

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

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

Validations passed. Save your

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

11/14/2019 85

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

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

Percentage Method Tables for Automated Payroll Systems

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

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)						
If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—				
At least—	But less than—	A	B	C	D	E	A	B	C	D	E
Married Filing Jointly											
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0	\$0	\$12,200
\$11,800	\$31,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200	\$21,900	\$12,200
\$31,200	\$90,750	\$1,940.00	12%	\$31,200	\$21,900	\$51,675	\$970.00	12%	\$21,900	\$51,675	\$21,900
\$90,750	\$190,200	\$9,098.00	22%	\$90,750	\$51,675	\$96,400	\$4,543.00	22%	\$51,675	\$96,400	\$51,675
\$190,200	\$333,250	\$28,785.00	24%	\$190,200	\$96,400	\$172,925	\$14,982.50	24%	\$96,400	\$172,925	\$96,400
\$333,250	\$420,000	\$65,487.00	32%	\$333,250	\$172,925	\$216,300	\$32,748.50	32%	\$172,925	\$216,300	\$172,925
\$420,000	\$624,150	\$93,257.00	35%	\$420,000	\$216,300	\$318,375	\$46,628.50	35%	\$216,300	\$318,375	\$216,300
\$624,150		\$164,709.50	37%	\$624,150	\$318,375		\$82,354.75	37%	\$318,375		\$318,375
Single											
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,100	\$0.00	0%	\$0	\$0	\$6,100
\$3,800	\$8,050	\$0.00	10%	\$3,800	\$6,100	\$10,950	\$0.00	10%	\$6,100	\$10,950	\$6,100
\$8,050	\$23,800	\$80.00	12%	\$8,050	\$10,950	\$25,838	\$485.00	12%	\$10,950	\$25,838	\$10,950
\$23,800	\$33,800	\$1,385.00	12%	\$23,800	\$25,838	\$48,200	\$2,271.50	22%	\$25,838	\$48,200	\$25,838
\$33,800	\$43,800	\$3,065.00	22%	\$33,800	\$48,200	\$68,463	\$7,191.25	24%	\$48,200	\$68,463	\$48,200
\$43,800	\$53,800	\$4,982.00	24%	\$43,800	\$68,463	\$77,150	\$10,815.00	32%	\$68,463	\$77,150	\$68,463
\$53,800	\$63,800	\$6,900.00	32%	\$53,800	\$77,150	\$89,525	\$16,374.25	32%	\$77,150	\$89,525	\$77,150
\$63,800	\$73,800	\$8,817.00	35%	\$63,800	\$89,525	\$108,150	\$23,314.25	35%	\$89,525	\$108,150	\$89,525
\$73,800	\$83,800	\$10,734.00	37%	\$73,800	\$108,150	\$126,775	\$29,800.00	37%	\$108,150	\$126,775	\$108,150
\$83,800		\$12,651.00		\$83,800	\$126,775		\$36,285.75		\$126,775		\$126,775
Head of Household											
\$0	\$9,950	\$0.00	0%	\$0	\$0	\$9,175	\$0.00	0%	\$0	\$0	\$9,175
\$9,950	\$23,800	\$0.00	10%	\$9,950	\$9,175	\$16,100	\$0.00	10%	\$9,175	\$16,100	\$9,175
\$23,800	\$33,800	\$1,385.00	12%	\$23,800	\$16,100	\$35,600	\$692.50	12%	\$16,100	\$35,600	\$16,100
\$33,800	\$43,800	\$3,065.00	22%	\$33,800	\$35,600	\$51,275	\$3,032.50	22%	\$35,600	\$51,275	\$35,600
\$43,800	\$53,800	\$4,982.00	24%	\$43,800	\$51,275	\$68,463	\$6,481.00	24%	\$51,275	\$68,463	\$51,275
\$53,800	\$63,800	\$6,900.00	32%	\$53,800	\$68,463	\$89,525	\$11,225.00	32%	\$68,463	\$89,525	\$68,463
\$63,800	\$73,800	\$8,817.00	35%	\$63,800	\$89,525	\$111,225	\$15,661.00	35%	\$89,525	\$111,225	\$89,525
\$73,800	\$83,800	\$10,734.00	37%	\$73,800	\$111,225	\$126,775	\$22,605.00	37%	\$111,225	\$126,775	\$111,225
\$83,800		\$12,651.00		\$83,800	\$126,775		\$29,090.00		\$126,775		\$126,775

New 2020 Federal Tax Calculation:

- 6 withholding tables!



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

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

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

Percentage Method Tables for Automated Payroll Systems

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

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is checked.)</small>							
If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—		If the Adjusted Annual Wage Amount (line 2a) is:		The tentative amount to withhold is:	Plus this percentage of the amount that the Adjusted Annual Wage exceeds—				
At least—	But less than—	A	B	C	D	At least—	But less than—	A	B	C	D	E
Married Filing Jointly												
\$0	\$11,800	\$0.00	0%		\$0	\$12,200	\$0.00	0%		\$0		\$0
\$11,800	\$31,200	\$0.00	10%		\$12,200	\$21,900	\$0.00	10%		\$12,200		\$12,200
\$31,200	\$90,750	\$1,940.00	12%		\$21,900	\$51,675	\$970.00	12%		\$21,900		\$21,900
\$90,750	\$190,200	\$9,098.00	22%		\$51,675	\$96,400	\$4,543.00	22%		\$51,675		\$51,675
\$190,200	\$353,250	\$28,785.00	24%		\$96,400	\$172,925	\$14,982.50	24%		\$96,400		\$96,400
\$353,250	\$403,000	\$65,407.00	32%		\$172,925	\$165,000	\$32,748.50	32%		\$172,925		\$172,925
\$403,000	\$624,150	\$93,257.00	35%		\$165,000	\$1,375	\$46,628.50	35%		\$165,000		\$216,300
\$624,150		\$164,709.50	37%	\$65,407.00	\$1,375		\$82,354.75	37%		\$164,709.50		\$318,375
Single												
\$0	\$3,800	\$0.00										
\$3,800	\$13,500	\$0.00										
\$13,500	\$43,275	\$970.00										
\$43,275	\$88,000	\$1,543.00										
\$88,000	\$164,525	\$14,382.50										
\$164,525	\$207,900	\$32,748.50										
\$207,900	\$514,100	\$46,628.50										
\$514,100		\$153,798.50										
Head of Household												
\$0	\$9,950	\$0.00										
\$9,950	\$23,800	\$0.00										
\$23,800	\$62,800	\$1,385.00										
\$62,800	\$94,150	\$6,065.00										
\$94,150	\$170,650	\$12,982.00										
\$170,650	\$214,050	\$31,322.00										
\$214,050	\$520,250	\$45,210.00										
\$520,250		\$152,380.00										

New 2020 Federal Tax Calculation:

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

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

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

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

Percentage Method Tables for Automated Payroll Systems

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

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

New 2020 Federal Tax Calculation:

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

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

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

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

Percentage Method Tables for Automated Payroll Systems

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

STANDARD Withholding Rate Schedules <small>(Use these if the Form W-4 is from before 2020, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)</small>					Form W-4, Step 2, Checkbox, Withholding Rate Schedules <small>(Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)</small>						
If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—	If the Adjusted Annual Wage Amount (line 2a) is:	The tentative amount to withhold is:	Plus this percentage	of the amount that the Adjusted Annual Wage exceeds—				
At least—	But less than—	C	D	At least—	But less than—	C	D	E	E		
Married Filing Jointly					Married Filing Jointly						
\$0	\$11,800	\$0.00	0%	\$0	\$0	\$12,200	\$0.00	0%	\$0		
\$11,800	\$31,200	\$0.00	10%	\$11,800	\$12,200	\$21,900	\$0.00	10%	\$12,200		
\$31,200	\$90,750	\$1,940.00	12%	\$31,200	\$21,900	\$51,675	\$970.00	12%	\$21,900		
\$90,750	\$190,200	\$9,098.00	22%	\$90,750	\$51,675	\$96,400	\$4,543.00	22%	\$51,675		
\$190,200	\$353,250	\$28,765.00	24%	\$190,200	\$96,400	\$172,925	\$14,982.50	24%	\$96,400		
\$353,250	\$420,000	\$65,407.00	32%	\$353,250	\$172,925	\$216,300	\$32,748.50	32%	\$172,925		
\$420,000	\$624,150	\$93,257.00	35%	\$420,000	\$216,300	\$318,375	\$46,628.50	35%	\$216,300		
\$624,150		\$164,709.50	37%	\$624,150	\$318,375		\$82,354.75	37%	\$318,375		
Single					Single						
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,100	\$0.00	0%	\$0		
\$3,800	\$13,500	\$0.00	10%	\$3,800	\$6,100	\$10,950	\$0.00	10%	\$6,100		
\$13,500	\$43,275	\$970.00	12%	\$13,500	\$10,950	\$25,838	\$485.00	12%	\$10,950		
\$43,275	\$88,000	\$1,543.00	22%	\$43,275	\$25,838	\$48,200	\$2,271.50	22%	\$25,838		
\$88,000	\$164,525	\$14,382.50	24%	\$88,000	\$48,200	\$86,463	\$7,104.25	24%	\$48,200		
\$164,525	\$207,900	\$32,748.50	32%	\$164,525	\$86,463			32%			
\$207,900	\$514,100	\$46,628.50	35%	\$207,900				35%			
\$514,100		\$153,798.50	37%	\$514,100				37%			
Head of Household											
\$0	\$9,950	\$0.00	0%								
\$9,950	\$23,800	\$0.00	10%								
\$23,800	\$62,800	\$1,385.00	12%								
\$62,800	\$94,150	\$6,065.00	22%								
\$94,150	\$170,650	\$12,982.00	24%								
\$170,650	\$214,050	\$31,322.00	32%								
\$214,050	\$520,250	\$45,210.00	35%								
\$520,250		\$152,380.00	37%								

New 2020 Federal Tax Calculation:

- Married Filing Jointly
- Single
- Head of Household



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

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

New 2020 W-4 Form

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

Update/Display Personnel Data PAY02

Status A -- Active ALBARO, ANBERA

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

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

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

Ethnic 2 WHITE

NAME First ANBERA Middle _____ EEO-5 and CPI Ethnic/Race:
Last ALBARO Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 2601 MAIN STREET Certificate Type T5 Race (Select all that apply)
Address L2 _____ CS1 Job (From CPI) 106 Yes No Am Indian Alaskan
City/State SMITH, GA Include on CPI? Yes No Black
Zip Code 33333 County 159 Sick Bank? Yes No White
Phone (999)555-1628 Worth _____ Substitute rank _____
Cell phone (____) 000-0000 Override accrue? _____
Adj Lv Elig Date _____
Lu Reason Max _____
Hours Per Day 8.000

Spouse SSN 000 00 0000 Pension sw Y
Birth Date 4/01/1969 Pens Elig Date 8/02/2018

Hire Date 8/02/2018 Hrs/Week 40.00 TRS DOE Paid ERCON? Y
Rehire Date _____ GHI Eligible? Y
Background Ck _____ GHI 1ST Day Wrk 8/02/2018 Health ins flag Y
Date of Death _____ GHI Cover Start 10/01/2018 Participate in GHI? Y
Elig For Rehire Y GHI Final Ded Dt _____ GHI BOE Transfer in? Y
Term Date _____ GHI CA _____
Term Reason _____ GHI CH _____

Validations passed. Save your changes

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

gaDOE Richard Woods, Georgia's Schools
Georgia Department of Education
"Educating Georgia's Future"

Personnel Data Screen:

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

Personnel Data screen:

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

New 2020 W-4 Form

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

Add New Employee

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

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

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

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

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

19.03.01

aDOE Richard Woods, Georgia's School Superintendent
Georgia Department of Education "Educating Georgia's Future"

11/14/2019 91

New Employee Data screen:

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

New 2020 W-4 Form

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

Add New Employee - Screen 2

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

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

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

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

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

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

19.03.01

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11/14/2019 92

New Employee Data screen:

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

New 2020 W-4 Form

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



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11/14/2019

93

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

Agenda

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



40 Items Allowed Per Wire Transfer

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

40 Items Allowed Per Wire Transfer:

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

40 Items Allowed Per Wire Transfer

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

Enter Manual Check / Wire Transfer

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

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

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

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

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

19.01.00

11/14/2019 96

40 Items Allowed Per Wire Transfer:

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

40 Items Allowed Per Wire Transfer

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

40 Items Allowed Per Wire Transfer:

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

40 Items Allowed Per Wire Transfer

The screenshot shows a software window titled "Enter bank and wire transfer number of wire transfer to be displayed" with the following details:

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

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

Vendor: 4727

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

Navigation: F16 to Exit, ENTER=Update, F5=Next wire transfer

Footer: 19.01.00

Logo: Georgia Department of Education (GaDOE) Richard Woods, Georgia's School Superintendent "Educating Georgia's Future"

Date: 11/14/2019 Page: 98

• Wire Transfer shows up to 40 payables

40 Items Allowed Per Wire Transfer:

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

Questions?

SHBP Audit Report for the Fiscal Year

The screenshot displays a window titled "Payroll System" with a menu titled "Monthly/Quarterly/Fiscal/Biennial Reports Menu". The menu is organized into categories: Monthly, Quarterly, Fiscal, and Biennial. The "Fiscal" category includes options 10 through 14, with option 14, "SHBP Audit Report for the Fiscal Year", highlighted with a red box. The window also shows a status bar at the bottom with the date "11/14/2019" and the page number "99".

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

Payroll System

FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu

Monthly:

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

Quarterly:

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

Fiscal:

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

Biennial:

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

18.03.01

Master [list] PAY MONITOR VENDOR MONITOR

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11/14/2019 99

SHBP Audit Report for the Fiscal Year

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

SHBP Audit Report for the Fiscal Year

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

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

PAGE: 97
PROGRAM: SHBPFRT

EMPNO	SOCIAL SEC	SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT						
89709	999-08-8709		WAJTE, MOSTY	15	035	8/16/2016								
	OFF	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO					
2018 JUL	B3		1,252.90	945.27	143.46		945.00	257778						
2018 AUG	B3		1,252.90	945.27	143.46		945.00	258381						
2018 SEP	B3	6.00	1,278.07	960.42	143.46		945.00	258783						
2018 OCT	B3		1,212.49	906.37	143.46		945.00	259206						
2018 NOV	B3		1,212.49	906.37	143.46		945.00	259629						
2018 DEC	B3		1,212.49	894.66	143.46		945.00	260046						
2019 JAN	B3		1,212.49	919.92	143.46		945.00	260470						
2019 FEB	B3		1,212.49	913.57	143.46		945.00	260896						
2019 MAR	B3		1,212.49	913.57	143.46		945.00	261310						
2019 APR	B3		1,212.49	913.57	143.46		945.00	261732						
2019 MAY	B3		1,212.49	913.57	143.46		945.00	262155						
2019 JUN	B3		1,212.49	917.57	143.46		945.00	262574						
EMPLOYEE TOTALS		6.00	14,693.28	11,050.13	1,721.52		10,395.00							

EMPNO	SOCIAL SEC	SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT						
88237	999-08-8237		WHITLEY, MARTIANO	15	035	9/15/2011	8/09/2011	8/16/2018						
	OFF	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO					
2018 JUL	B2		1,846.74	1,173.20	296.62		945.00	257550						
2018 AUG	BC		2,677.39	1,765.55	296.62		945.00	258135						
2018 SEP	EMPLOYEE NOT PAID													
2018 OCT	EMPLOYEE NOT PAID													
2018 NOV	EMPLOYEE NOT PAID													
2018 DEC	EMPLOYEE NOT PAID													
2019 JAN	EMPLOYEE NOT PAID													
2019 FEB	EMPLOYEE NOT PAID													
2019 MAR	EMPLOYEE NOT PAID													
2019 APR	EMPLOYEE NOT PAID													
2019 MAY	EMPLOYEE NOT PAID													
2019 JUN	EMPLOYEE NOT PAID													
EMPLOYEE TOTALS			4,524.13	2,938.75	593.24		1,890.00							
PAY CLASS TOTAL		117.50	284,669.20	205,382.38	37,000.00		205,065.00							

SHBP Audit Report:

- Lists GHI payments by month for the calendar year



SIGNATURE _____

DATE _____

11/14/2019

100

SHBP Audit Report for the Fiscal Year

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

Employer Contribution GL Account Distributions for Deductions

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

Deduction File Maintenance

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

Deduction type: I 'A' = Annuity (C)
 'F' = Imputed I
 'I' = Non-Taxable

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

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

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

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

** Modify Mode **

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

19.02.00

11/14/2019 102

Employer Contribution GL Account Distributions for Deductions

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

Employer Contribution GL Account Distributions for Deductions

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

Deduction File Maintenance

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

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

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

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

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

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

** Modify Mode **

(ENTER)-Modify Record F1 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 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000 F1001 F1002 F1003 F1004 F1005 F1006 F1007 F1008 F1009 F1010 F1011 F1012 F1013 F1014 F1015 F1016 F1017 F1018 F1019 F1020 F1021 F1022 F1023 F1024 F1025 F1026 F1027 F1028 F1029 F1030 F1031 F1032 F1033 F1034 F1035 F1036 F1037 F1038 F1039 F1040 F1041 F1042 F1043 F1044 F1045 F1046 F1047 F1048 F1049 F1050 F1051 F1052 F1053 F1054 F1055 F1056 F1057 F1058 F1059 F1060 F1061 F1062 F1063 F1064 F1065 F1066 F1067 F1068 F1069 F1070 F1071 F1072 F1073 F1074 F1075 F1076 F1077 F1078 F1079 F1080 F1081 F1082 F1083 F1084 F1085 F1086 F1087 F1088 F1089 F1090 F1091 F1092 F1093 F1094 F1095 F1096 F1097 F1098 F1099 F1100 F1101 F1102 F1103 F1104 F1105 F1106 F1107 F1108 F1109 F1110 F1111 F1112 F1113 F1114 F1115 F1116 F1117 F1118 F1119 F1120 F1121 F1122 F1123 F1124 F1125 F1126 F1127 F1128 F1129 F1130 F1131 F1132 F1133 F1134 F1135 F1136 F1137 F1138 F1139 F1140 F1141 F1142 F1143 F1144 F1145 F1146 F1147 F1148 F1149 F1150 F1151 F1152 F1153 F1154 F1155 F1156 F1157 F1158 F1159 F1160 F1161 F1162 F1163 F1164 F1165 F1166 F1167 F1168 F1169 F1170 F1171 F1172 F1173 F1174 F1175 F1176 F1177 F1178 F1179 F1180 F1181 F1182 F1183 F1184 F1185 F1186 F1187 F1188 F1189 F1190 F1191 F1192 F1193 F1194 F1195 F1196 F1197 F1198 F1199 F1200 F1201 F1202 F1203 F1204 F1205 F1206 F1207 F1208 F1209 F1210 F1211 F1212 F1213 F1214 F1215 F1216 F1217 F1218 F1219 F1220 F1221 F1222 F1223 F1224 F1225 F1226 F1227 F1228 F1229 F1230 F1231 F1232 F1233 F1234 F1235 F1236 F1237 F1238 F1239 F1240 F1241 F1242 F1243 F1244 F1245 F1246 F1247 F1248 F1249 F1250 F1251 F1252 F1253 F1254 F1255 F1256 F1257 F1258 F1259 F1260 F1261 F1262 F1263 F1264 F1265 F1266 F1267 F1268 F1269 F1270 F1271 F1272 F1273 F1274 F1275 F1276 F1277 F1278 F1279 F1280 F1281 F1282 F1283 F1284 F1285 F1286 F1287 F1288 F1289 F1290 F1291 F1292 F1293 F1294 F1295 F1296 F1297 F1298 F1299 F1300 F1301 F1302 F1303 F1304 F1305 F1306 F1307 F1308 F1309 F1310 F1311 F1312 F1313 F1314 F1315 F1316 F1317 F1318 F1319 F1320 F1321 F1322 F1323 F1324 F1325 F1326 F1327 F1328 F1329 F1330 F1331 F1332 F1333 F1334 F1335 F1336 F1337 F1338 F1339 F1340 F1341 F1342 F1343 F1344 F1345 F1346 F1347 F1348 F1349 F1350 F1351 F1352 F1353 F1354 F1355 F1356 F1357 F1358 F1359 F1360 F1361 F1362 F1363 F1364 F1365 F1366 F1367 F1368 F1369 F1370 F1371 F1372 F1373 F1374 F1375 F1376 F1377 F1378 F1379 F1380 F1381 F1382 F1383 F1384 F1385 F1386 F1387 F1388 F1389 F1390 F1391 F1392 F1393 F1394 F1395 F1396 F1397 F1398 F1399 F1400 F1401 F1402 F1403 F1404 F1405 F1406 F1407 F1408 F1409 F1410 F1411 F1412 F1413 F1414 F1415 F1416 F1417 F1418 F1419 F1420 F1421 F1422 F1423 F1424 F1425 F1426 F1427 F1428 F1429 F1430 F1431 F1432 F1433 F1434 F1435 F1436 F1437 F1438 F1439 F1440 F1441 F1442 F1443 F1444 F1445 F1446 F1447 F1448 F1449 F1450 F1451 F1452 F1453 F1454 F1455 F1456 F1457 F1458 F1459 F1460 F1461 F1462 F1463 F1464 F1465 F1466 F1467 F1468 F1469 F1470 F1471 F1472 F1473 F1474 F1475 F1476 F1477 F1478 F1479 F1480 F1481 F1482 F1483 F1484 F1485 F1486 F1487 F1488 F1489 F1490 F1491 F1492 F1493 F1494 F1495 F1496 F1497 F1498 F1499 F1500 F1501 F1502 F1503 F1504 F1505 F1506 F1507 F1508 F1509 F1510 F1511 F1512 F1513 F1514 F1515 F1516 F1517 F1518 F1519 F1520 F1521 F1522 F1523 F1524 F1525 F1526 F1527 F1528 F1529 F1530 F1531 F1532 F1533 F1534 F1535 F1536 F1537 F1538 F1539 F1540 F1541 F1542 F1543 F1544 F1545 F1546 F1547 F1548 F1549 F1550 F1551 F1552 F1553 F1554 F1555 F1556 F1557 F1558 F1559 F1560 F1561 F1562 F1563 F1564 F1565 F1566 F1567 F1568 F1569 F1570 F1571 F1572 F1573 F1574 F1575 F1576 F1577 F1578 F1579 F1580 F1581 F1582 F1583 F1584 F1585 F1586 F1587 F1588 F1589 F1590 F1591 F1592 F1593 F1594 F1595 F1596 F1597 F1598 F1599 F1600 F1601 F1602 F1603 F1604 F1605 F1606 F1607 F1608 F1609 F1610 F1611 F1612 F1613 F1614 F1615 F1616 F1617 F1618 F1619 F1620 F1621 F1622 F1623 F1624 F1625 F1626 F1627 F1628 F1629 F1630 F1631 F1632 F1633 F1634 F1635 F1636 F1637 F1638 F1639 F1640 F1641 F1642 F1643 F1644 F1645 F1646 F1647 F1648 F1649 F1650 F1651 F1652 F1653 F1654 F1655 F1656 F1657 F1658 F1659 F1660 F1661 F1662 F1663 F1664 F1665 F1666 F1667 F1668 F1669 F1670 F1671 F1672 F1673 F1674 F1675 F1676 F1677 F1678 F1679 F1680 F1681 F1682 F1683 F1684 F1685 F1686 F1687 F1688 F1689 F1690 F1691 F1692 F1693 F1694 F1695 F1696 F1697 F1698 F1699 F1700 F1701 F1702 F1703 F1704 F1705 F1706 F1707 F1708 F1709 F1710 F1711 F1712 F1713 F1714 F1715 F1716 F1717 F1718 F1719 F1720 F1721 F1722 F1723 F1724 F1725 F1726 F1727 F1728 F1729 F1730 F1731 F1732 F1733 F1734 F1735 F1736 F1737 F1738 F1739 F1740 F1741 F1742 F1743 F1744 F1745 F1746 F1747 F1748 F1749 F1750 F1751 F1752 F1753 F1754 F1755 F1756 F1757 F1758 F1759 F1760 F1761 F1762 F1763 F1764 F1765 F1766 F1767 F1768 F1769 F1770 F1771 F1772 F1773 F1774 F1775 F1776 F1777 F1778 F1779 F1780 F1781 F1782 F1783 F1784 F1785 F1786 F1787 F1788 F1789 F1790 F1791 F1792 F1793 F1794 F1795 F1796 F1797 F1798 F1799 F1800 F1801 F1802 F1803 F1804 F1805 F1806 F1807 F1808 F1809 F1810 F1811 F1812 F1813 F1814 F1815 F1816 F1817 F1818 F1819 F1820 F1821 F1822 F1823 F1824 F1825 F1826 F1827 F1828 F1829 F1830 F1831 F1832 F1833 F1834 F1835 F1836 F1837 F1838 F1839 F1840 F1841 F1842 F1843 F1844 F1845 F1846 F1847 F1848 F1849 F1850 F1851 F1852 F1853 F1854 F1855 F1856 F1857 F1858 F1859 F1860 F1861 F1862 F1863 F1864 F1865 F1866 F1867 F1868 F1869 F1870 F1871 F1872 F1873 F1874 F1875 F1876 F1877 F1878 F1879 F1880 F1881 F1882 F1883 F1884 F1885 F1886 F1887 F1888 F1889 F1890 F1891 F1892 F1893 F1894 F1895 F1896 F1897 F1898 F1899 F1900 F1901 F1902 F1903 F1904 F1905 F1906 F1907 F1908 F1909 F1910 F1911 F1912 F1913 F1914 F1915 F1916 F1917 F1918 F1919 F1920 F1921 F1922 F1923 F1924 F1925 F1926 F1927 F1928 F1929 F1930 F1931 F1932 F1933 F1934 F1935 F1936 F1937 F1938 F1939 F1940 F1941 F1942 F1943 F1944 F1945 F1946 F1947 F1948 F1949 F1950 F1951 F1952 F1953 F1954 F1955 F1956 F1957 F1958 F1959 F1960 F1961 F1962 F1963 F1964 F1965 F1966 F1967 F1968 F1969 F1970 F1971 F1972 F1973 F1974 F1975 F1976 F1977 F1978 F1979 F1980 F1981 F1982 F1983 F1984 F1985 F1986 F1987 F1988 F1989 F1990 F1991 F1992 F1993 F1994 F1995 F1996 F1997 F1998 F1999 F2000 F2001 F2002 F2003 F2004 F2005 F2006 F2007 F2008 F2009 F2010 F2011 F2012 F2013 F2014 F2015 F2016 F2017 F2018 F2019 F2020 F2021 F2022 F2023 F2024 F2025 F2026 F2027 F2028 F2029 F2030 F2031 F2032 F2033 F2034 F2035 F2036 F2037 F2038 F2039 F2040 F2041 F2042 F2043 F2044 F2045 F2046 F2047 F2048 F2049 F2050 F2051 F2052 F2053 F2054 F2055 F2056 F2057 F2058 F2059 F2060 F2061 F2062 F2063 F2064 F2065 F2066 F2067 F2068 F2069 F2070 F2071 F2072 F2073 F2074 F2075 F2076 F2077 F2078 F2079 F2080 F2081 F2082 F2083 F2084 F2085 F2086 F2087 F2088 F2089 F2090 F2091 F2092 F2093 F2094 F2095 F2096 F2097 F2098 F2099 F2100 F2101 F2102 F2103 F2104 F2105 F2106 F2107 F2108 F2109 F2110 F2111 F2112 F2113 F2114 F2115 F2116 F2117 F2118 F2119 F2120 F2121 F2122 F2123 F2124 F2125 F2126 F2127 F2128 F2129 F2130 F2131 F2132 F2133 F2134 F2135 F2136 F2137 F2138 F2139 F2140 F2141 F2142 F2143 F2144 F2145 F2146 F2147 F2148 F2149 F2150 F2151 F2152 F2153 F2154 F2155 F2156 F2157 F2158 F2159 F2160 F2161 F2162 F2163 F2164 F2165 F2166 F2167 F2168 F2169 F2170 F2171 F2172 F2173 F2174 F2175 F2176 F2177 F2178 F2179 F2180 F2181 F2182 F2183 F2184 F2185 F2186 F2187 F2188 F2189 F2190 F2191 F2192 F2193 F2194 F2195 F2196 F2197 F2198 F2199 F2200 F2201 F2202 F2203 F2204 F2205 F2206 F2207 F2208 F2209 F2210 F2211 F2212 F2213 F2214 F2215 F2216 F2217 F2218 F2219 F2220 F2221 F2222 F2223 F2224 F2225 F2226 F2227 F2228 F2229 F2230 F2231 F2232 F2233 F2234 F2235 F2236 F2237 F2238 F2239 F2240 F2241 F2242 F2243 F2244 F2245 F2246 F2247 F2248 F2249 F2250 F2251 F2252 F2253 F2254 F2255 F2256 F2257 F2258 F2259 F2260 F2261 F2262 F2263 F2264 F2265 F2266 F2267 F2268 F2269 F2270 F2271 F2272 F2273 F2274 F2275 F2276 F2277 F2278 F2279 F2280 F2281 F2282 F2283 F2284 F2285 F2286 F2287 F2288 F2289 F2290 F2291 F2292 F2293 F2294 F2295 F2296 F2297 F2298 F2299 F2300 F2301 F2302 F2303 F2304 F2305 F2306 F2307 F2308 F2309 F2310 F2311 F2312 F2313 F2314 F2315 F2316 F2317 F2318 F2319 F2320 F2321 F2322 F2323 F2324 F2325 F2326 F2327 F2328 F2329 F2330 F2331 F2332 F2333 F2334 F2335 F2336 F2337 F2338 F2339 F2340 F2341 F2342 F2343 F2344 F2345 F2346 F2347 F2348 F2349 F2350 F2351 F2352 F2353 F2354 F2355 F2356 F2357 F2358 F2359 F2360 F2361 F2362 F2363 F2364 F2365 F2366 F2367 F2368 F2369 F2370 F2371 F2372 F2373 F2374 F2375 F2376 F2377 F2378 F2379 F2380 F2381 F2382 F2383 F2384 F2385 F2386 F2387 F2388 F2389 F2390 F2391 F2392 F2393 F2394 F2395 F2396 F2397 F2398 F2399 F2400 F2401 F2402 F2403 F2404 F2405 F2406 F2407 F2408 F2409 F2410 F2411 F2412 F2413 F2414 F2415 F2416 F2417 F2418 F2419 F2420 F2421 F2422 F2423 F2424 F2425 F2426 F2427 F2428 F2429 F2430 F2431 F2432 F2433 F2434 F2435 F2436 F2437 F2438 F2439 F2440 F2441 F2442 F2443 F2444 F2445 F2446 F2447 F2448 F2449 F2450 F2451 F2452 F2453 F2454 F2455 F2456 F2457 F2458 F2459 F2460 F2461 F2462 F2463 F2464 F2465 F2466 F2467 F2468 F2469 F2470 F2471 F2472 F2473 F2474 F2475 F2476 F2477 F2478 F2479 F2480 F2481 F2482 F2483 F2484 F2485 F2486 F2487 F2488 F2489 F2490 F2491 F2492 F2493 F2494 F2495 F2496 F2497 F2498 F2499 F2500 F2501 F2502 F2503 F2504 F2505 F2506 F2507 F2508 F2509 F2510 F2511 F2512 F2513 F2514 F2515 F2516 F2517 F2518 F2519 F2520 F2521 F2522 F2523 F2524 F2525 F2526 F2527 F2528 F2529 F2530 F2531 F2532 F2533 F2534 F2535 F2536 F2537 F2538 F2539 F2540 F2541 F2542 F2543 F2544 F2545 F2546 F2547 F2548 F2549 F2550 F2551 F2552 F2553 F2554 F2555 F2556 F2557 F2558 F2559 F2560 F2561 F2562 F2563 F2564 F2565 F2566 F2567 F2568 F2569 F2570 F2571 F2572 F2573 F2574 F2575 F2576 F2577 F2578 F2579 F2580 F2581 F2582 F2583 F2584 F2585 F2586 F2587 F2588 F2589 F2590 F2591 F2592 F2593 F2594 F2595 F2596 F2597 F2598 F2599 F2600 F2601 F2602 F2603 F2604 F2605 F2606 F2607 F2608 F2609 F2610

Employer Contribution GL Account Distributions for Deductions

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

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

Fatal error on Payroll Exceptions Report:

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



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11/14/2019 104

Employer Contribution GL Account Distributions for Deductions

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

Payroll Deduction Reports

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

Print employee SSHs on reports?:

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

New SSN Options:

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

ENTER	F12	19.02.00
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Payroll Deduction Reports

This is a new option designed to protect sensitive payroll data

Payroll Deduction Reports

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

SOC-SEC-NO	EMP #	LOC	EMPLOYEE NAME	FICA (FICA EMPLOYEE) OASDI AMT	HI AMT	OASDI GR	HI GR	ACTUAL GR
***-**-8498	88498	0201	ADPISON, ISSIAH	281.08	65.74	4,533.59	4,533.59	4,533.59
***-**-8526	89526	0201	ALARECHI, CARMELO	87.46	20.46	1,410.70	1,410.70	1,430.07 *
***-**-8423	88423	0201	ALVARO, ANSERA	234.04	54.74	3,774.78	3,774.78	4,257.15 *
***-**-8852	88852	0001	ALVARO, DESON	67.56	15.80	1,089.61	1,089.61	1,089.61
***-**-8962	88962	0195	ALVARD, RISARDA	56.42	13.19	909.97	909.97	909.97
***-**-8318	88318	0100	AMAYA, MARGARET	318.78	74.56	5,141.75	5,141.75	5,190.76 *
***-**-7808	87908	0195	ANSEL, JASKELYN	79.91	18.69	1,289.00	1,289.00	1,289.00
***-**-8136	89136	0201	ANDREW, EL90	55.32	12.94	892.26	892.26	892.26

New SSN Options:

- Allows sensitive payroll data to be protected

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Payroll Deduction Reports

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

PCGENESIS FUTURE

- These are very exciting changes for PCGenesis!

Questions?



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11/14/2019 107

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

Site Recommendations

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



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11/14/2019 108

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

Agenda

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



PCGenesis User List

- The Ga DOE has created an e-mail user list for PCGenesis
- This is a discussion forum
- Users can broadcast an e-mail to all PCGenesis users enrolled in the group



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11/14/2019 110

- The PCG team has implemented a new e-mail user list for PCGenesis.
- PCGenesis users can use the e-mail list to broadcast e-mails to all users enrolled in the group. The e-mail list can be used as a discussion forum.

PCGenesis User List

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



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11/14/2019

111

The PCGenesis e-mail list already has 209 registered users.

Any user involved with PCGenesis can join:

- Financial Directors
- Payroll Administrators
- IT Specialists

PCGenesis User List

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

The e-mail list can be used to:

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

PCGenesis User List

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



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11/14/2019

113

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

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

Agenda

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



Getting Ready for 2020 GHI

- GHI options B1, B2, B3, B6, H1, H2, and K1 are the same
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- Many GHI premium rates have changed for 2020.

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

The GHI option B6 has been added for BCBS HMO.

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

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

The GHI option K1 has been added for Kaiser HMO.

GHI premium amounts have NOT changed for 2020.

Getting Ready for 2020 GHI

The screenshot displays a personnel data form with a 'PCG Select GHI Code' dialog box open. The dialog box contains the following table:

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

A callout box labeled 'GHI Option from Benefit File' points to the 'GHI Option' field in the background form, which is set to 'BCBS GOLD'. Other fields in the form include 'GHI Tier' set to '98' and 'EESP'.

This is a complete list of the 2020 GHI options.

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

Getting Ready for 2020 GHI

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

- Status: Active
- Emp. no.: 88942
- Sex Code: E
- Mar Stat: H
- Address: 2072 MAIN STREET, SMITH, GA 33333
- Phone: (999)555-1058
- Class: 14
- Job: 114
- Service Worker: Service Worker
- EEO-5: EE0-5
- Ethnic: 2
- Race: No
- Hispanic/Latino: No
- Indian/Alaskan: No
- Black: No
- White: No
- Asian: No
- Hawaiian: No

The 'PG Select GHI Code' dialog box contains the following table:

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

The main window also shows a 'GHI Tier' field set to '91' and a 'GHI Ded cd' field set to '8'. A callout box labeled 'GHI Tier from Benefit File' points to the 'GHI Tier' field.

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

Getting Ready for 2020 GHI

How to Install 2020 GHI

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



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11/14/2019

118

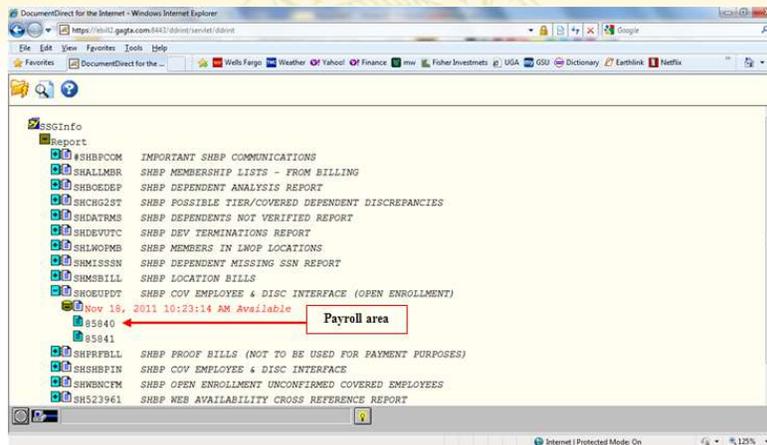
Several steps are necessary to get ready to process GHI in 2020. Before your December payroll, you will be able to install the 19.03.01. This release will contain the 2018 GHI premiums. The new premiums will be uploaded automatically by the release.

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

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2020 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

Getting Ready for 2020 GHI

- Download the DCH open enrollment file



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11/14/2019 119

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

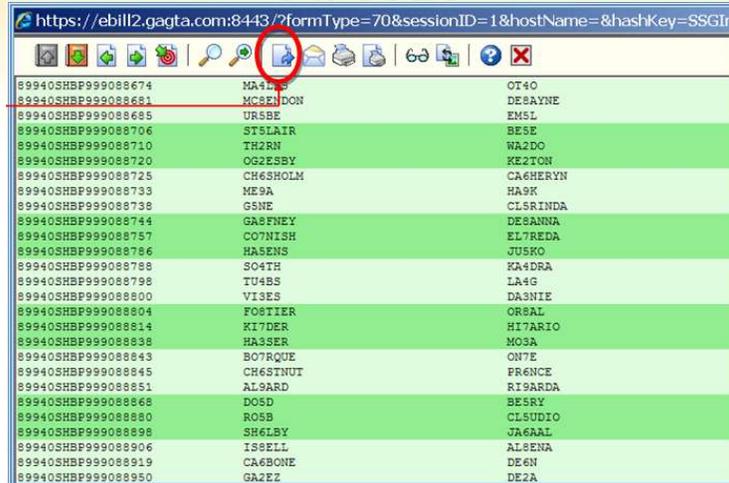
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

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

Select the correct file.

Getting Ready for 2020 GHI

- Download the DCH open enrollment file



The screenshot shows a web browser window with the address bar containing the URL: <https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=&hashKey=SSGI>. The browser toolbar includes a red circle around the download icon. Below the toolbar is a table with three columns: a unique ID, a name, and a code. The table contains 20 rows of data.

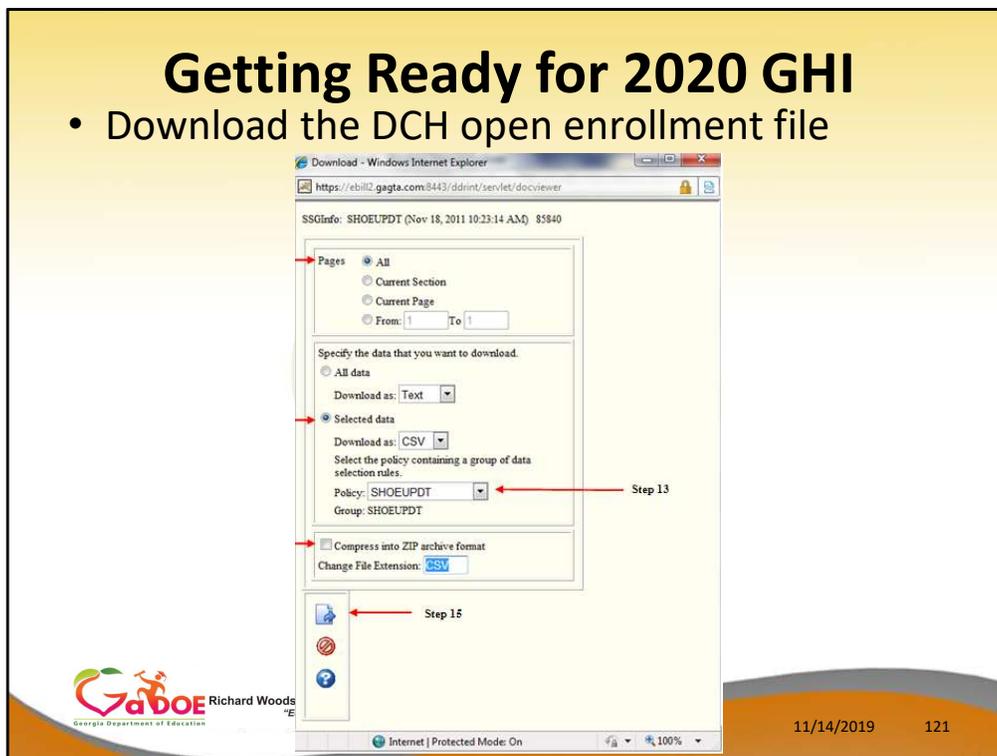
89940SHBP999088674	MAILES	OT40
89940SHBP999088681	MCDON	DEBAYNE
89940SHBP999088685	URSBE	EM5L
89940SHBP999088706	STSLAIR	BESE
89940SHBP999088710	THORN	WA2DO
89940SHBP999088720	OGRESBY	KE2TON
89940SHBP999088725	CHESHOLM	CA6HERYN
89940SHBP999088733	ME9A	HA9K
89940SHBP999088738	G5NE	CL5RINDA
89940SHBP999088744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

The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2020 GHI

- Download the DCH open enrollment file



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

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

Then select the download icon.

Getting Ready for 2020 GHI

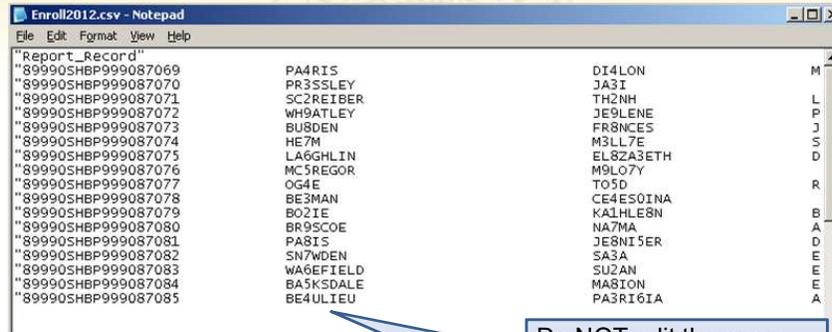
- Download the DCH open enrollment file



Select SAVE to save the file to your C drive.

Getting Ready for 2020 GHI

- Download the DCH open enrollment file

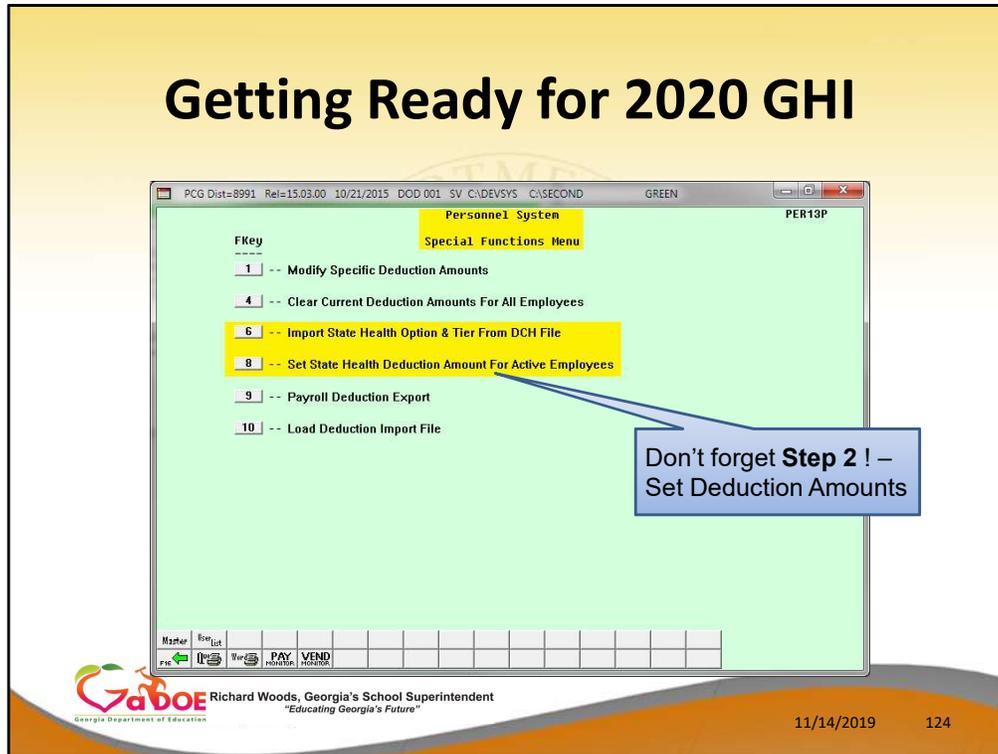


```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3I
"89990SHBP999087071 SC2REIBER TH2NH L
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BU8DEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y
"89990SHBP999087077 OG4E T050 R
"89990SHBP999087078 BE3MAN CE4S0INA
"89990SHBP999087079 BO2IE KA1HLE8N B
"89990SHBP999087080 BR9SCOE NA7MA A
"89990SHBP999087081 P8IS JE8NI5ER D
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WA6EFIELD SU2AN E
"89990SHBP999087084 BA5KSDALE M8ION E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

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

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

Getting Ready for 2020 GHI



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

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

You must execute BOTH of these steps!!!

Getting Ready for 2020 GHI

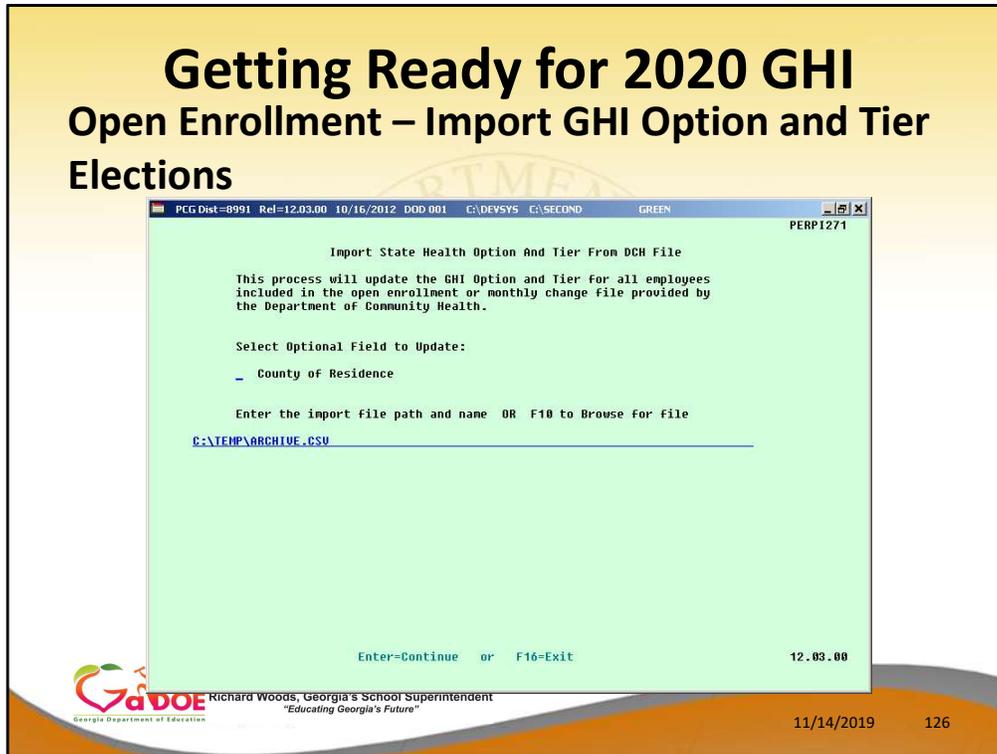
Open Enrollment – Import GHI Option and Tier Elections

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

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

The file downloaded from SHBP can be imported into PCGenesis.

Getting Ready for 2020 GHI Open Enrollment – Import GHI Option and Tier Elections



Use F10 to browse for the file.

Importing the County is optional.

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

Getting Ready for 2020 GHI

Set GHI Deduction Amounts

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



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11/14/2019 127

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

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

Getting Ready for 2020 GHI Set GHI Deduction Amounts

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

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

Set deductions to rates in effect on: 01/01/2020

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

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

ENTER = Validate PF16 = Exit

17.01.00

After running in trial mode make sure to finish by running in **FINAL** mode by entering **'N'**

Make sure to set the date to **01/01/2020**

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11/14/2019 128

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

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

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

Getting Ready for 2020 GHI

Set GHI Deduction Amounts

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

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

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Plan Code	Plan Option	Plan Tier	Old Amount	Old Fig	New Amount	New Fig
087909	OG4E, B04IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EMARSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARY, PASULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OH6LLEY, EF6AIIH	8010	55	12	09	NE	00	0.00	Y	0.00	Y
087836	OR2ELAS, C02EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, 022E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, A03NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3R0TT, J03AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL40N	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, D03IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00	Y	0.00	Y
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	P02DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y



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

Agenda

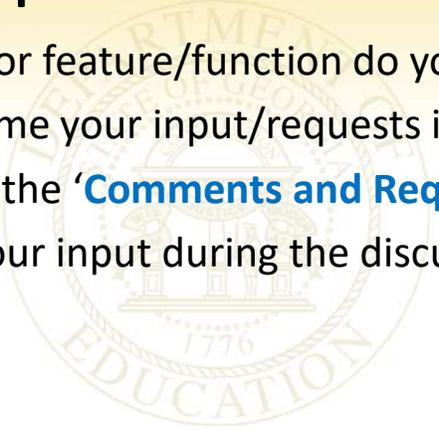
- Introduction
- PCGenesis Recent History
- Upgrade of PCGenesis Print Queue
- PCGenesis Future
- PCGenesis Broadcast E-mail List
- Getting Ready for 2020 GHI
- **User Input**



Future Plans

Help us focus our efforts

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



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11/14/2019 131

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

PCGenesis Documentation



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

PCGenesis Documentation

 → Technology Services → Technology Services → PCGenesis

PCGenesis

[Financial Accounting and Reporting System Operations Guide](#)

[Payroll System Operations Guide](#)

[Personnel System Operations Guide](#)

[Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)

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[LUAS Manual](#)

[Technical System Operations Guide](#)

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Georgia Department of Education

11/14/2019 133

Questions?



Thank you for attending!

