

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 15.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 15.03.00*.

PCGenesis supporting documentation is provided at:

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

September, 2015 Payroll Completion Instructions

Install this release after completing the September 2015 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the October 2015 payroll.

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

Mark Your Calendars!

PCGenesis Sessions and Training at GASBO 2015

The Georgia Department of Education is pleased to announce that PCGenesis will be offering two full days of sessions and training at this year's GASBO conference in November 2015. PCGenesis will have a dedicated room and will be offering the two regular GASBO sessions, three training sessions, and three roundtables for conference attendees. Contact GASBO for information about conference registration.

The tentative offerings are as follows:

- *Session 1 – PCGenesis Current Status & Future Plans*
- *Session 2 – PCGenesis Recent Enhancements & Changes, Emphasizing Affordable Care Act (ACA) Updates*
- *Session 3 – PCGenesis Roundtable – System Utilities and Future Needs*
- *Session 4 – PCGenesis Roundtable – Financial and Future Needs*
- *Session 5 – PCGenesis Payroll Training – To Be Determined*
- *Session 6 – PCGenesis Payroll Training – To Be Determined*
- *Session 7 – PCGenesis Payroll Training – To Be Determined*
- *Session 8 – PCGenesis Roundtable – Payroll and Future Needs*

Gary Jenkins from Jasper County BOE has graciously volunteered to present the PCGenesis training sessions at GASBO. The three PCGenesis training sessions will address payroll training for payroll administrators and clerks. Gary will have the opportunity to offer 'real world' payroll scenarios and guidance for PCGenesis districts. To that end, we would like to hear from our districts as to what areas you would like to see covered in these payroll training sessions. Please e-mail the PCGenesis Help Desk with suggestions for this training. We want to make the training as valuable as we can for our users. We hope that the PCG payroll personnel will be able to attend this valuable conference. We look forward to seeing everyone!

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Section A: Affordable Health Care Requirements

A1. Letter to District Officials

Dear District Officials,

The Georgia Department of Education (GaDOE) has obtained the *Affordable Care Act (ACA) Compliance Benefits Data Elements and File Layout Guide* (dated 07/30/2015) from ADP and is currently working to interpret the file and determine what level of coding can be provided. The GaDOE is confident that the coding can be provided to import the employee and dependent data into PCGenesis in order to automatically populate the ACA codes for those full-time employees that are eligible for Georgia State Health coverage. However, because we have not yet been provided actual data to test, we are not confident at this point that PCGenesis will be able to program the 1094-C and 1095-C's in a timely manner. Once PCGenesis has imported the data that is available from ADP, the school district payroll administrators may have to manually complete the ACA coding for any missing or inaccurate ACA information using the PCGenesis populated screens and forms. Additionally, the IRS has issued instructions dated September 16, 2015. These instructions indicate the transmission file to the IRS of the ACA data is to be populated in XML format for submission to the IRS by February 28, 2016. PCGenesis has not historically provided files in an XML format. The school districts need to understand that the GaDOE is working fervently on the process, but because these are unchartered waters, we cannot guarantee the file will be functional as of a certain date.

Accordingly, school districts will need to determine whether or not alternatives for your district should be explored and obtained, or if your district will require an extension from the IRS for submitting the ACA transmission file and/or for providing the ACA printed 1095-C forms to your employees. We encourage you to work with your local tax professional or school board attorney on these and other ACA issues that may arise. Ultimately, adhering to the IRS reporting requirements is a burden for the employer (school district) and it will be the school district that has to adhere to any ramifications of failing to comply with the IRS requirements.

Sincerely,

The PCGenesis Team
Georgia Department of Education

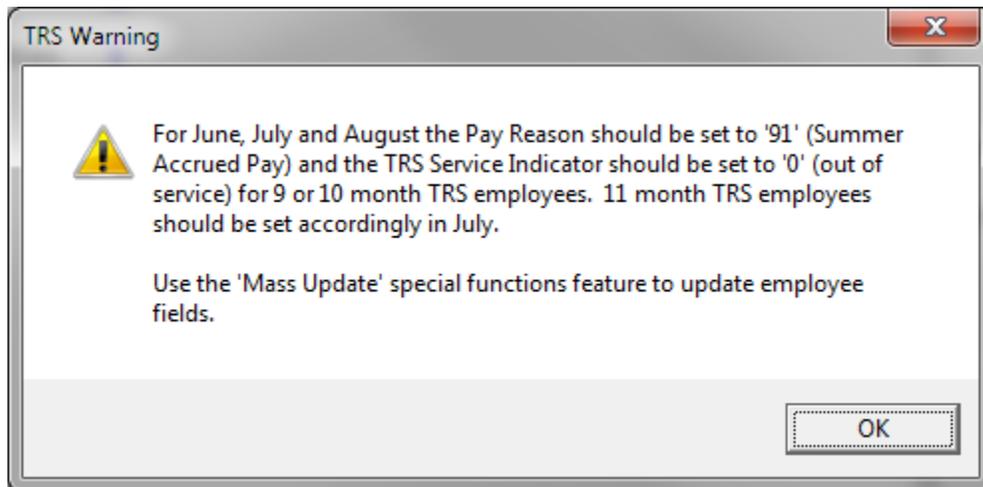
Section B: Overview of Release

B1. Payroll System

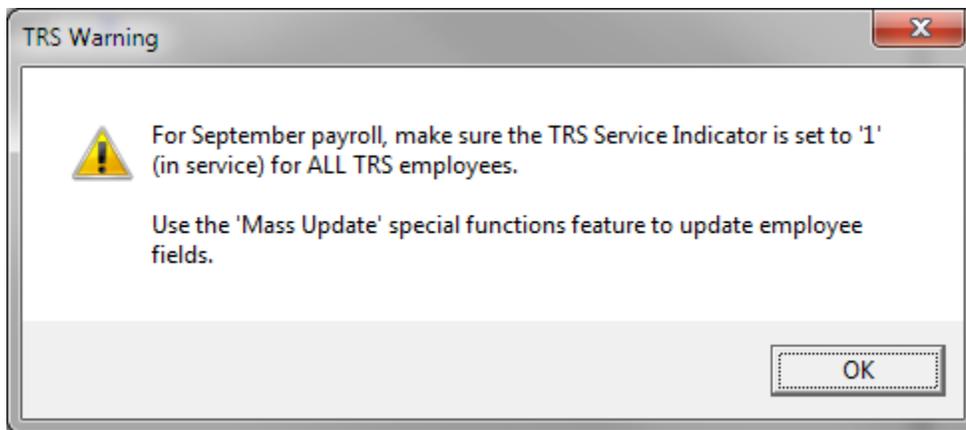
B1.1. Payroll Setup Warning Messages for Teachers Retirement System (TRS)

The TRS warning messages have been updated when processing *Setup Payroll for a New Payroll Run* (F2, F1, F1).

If the selected payroll is dated in the month of June, July, or August, and the TRS switch has been set to 'Y' on the *Payroll Setup* screen, the following helpful hint will display indicating that the **Pay Reason Code** field should be set to '91' and the **TRS Service Indicator** field should be set to '0' for 9, 10, or 11 month TRS employees. The message also indicates that the *Mass Update* special functions feature can be used to update the employee fields.

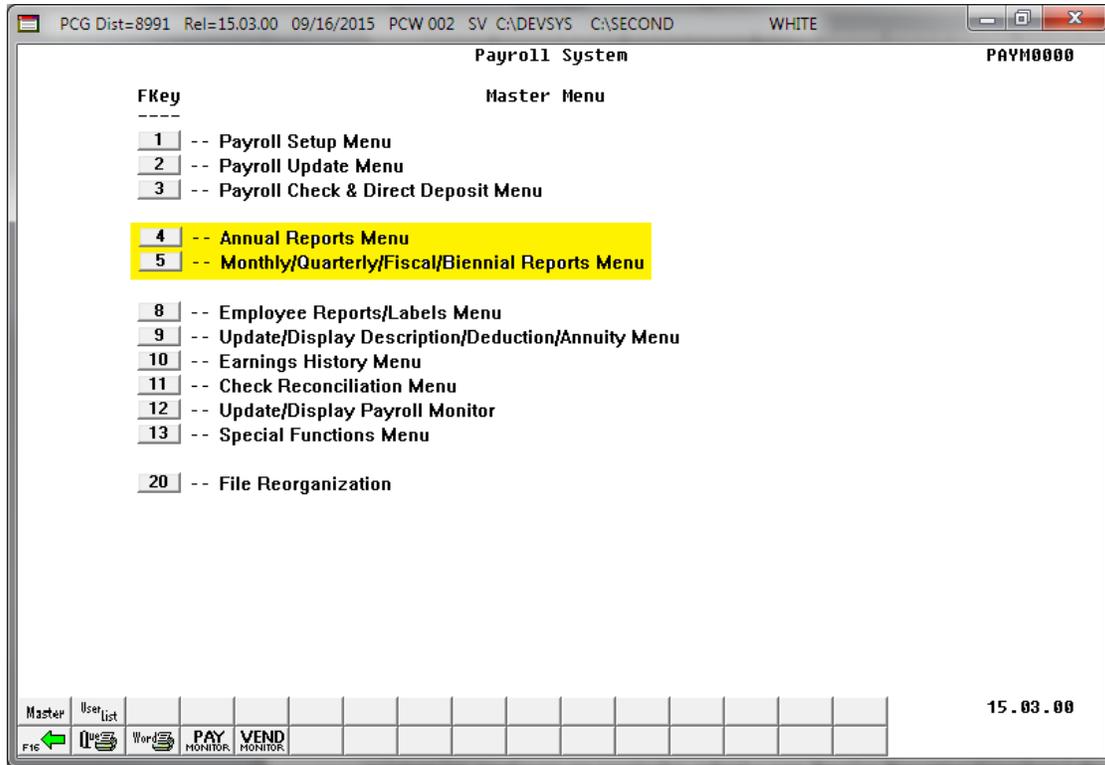


If the selected payroll is dated in the month of September, and the TRS switch has been set to 'Y', the following helpful hint will display indicating that the **TRS Service Indicator** code should be set to '1' for all TRS employees. The message also indicates that the *Mass Update* special functions feature can be used to update the employee fields.



B1.2. Payroll Annual Reports Menu

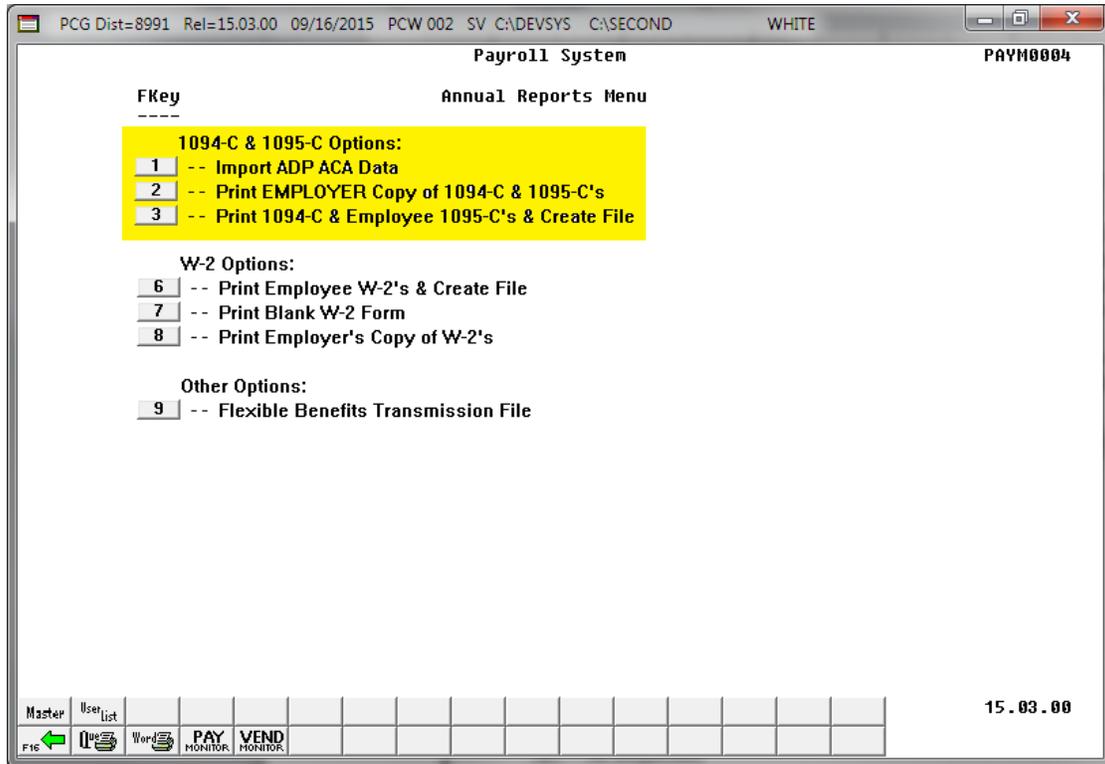
The *Payroll System Master Menu* (F2) has been updated. A new menu item has been added as **F4 – Annual Reports Menu**. The **F5** menu item has been changed to the *Monthly/Quarterly/Fiscal/Biennial Reports Menu*.



Payroll System Master Menu

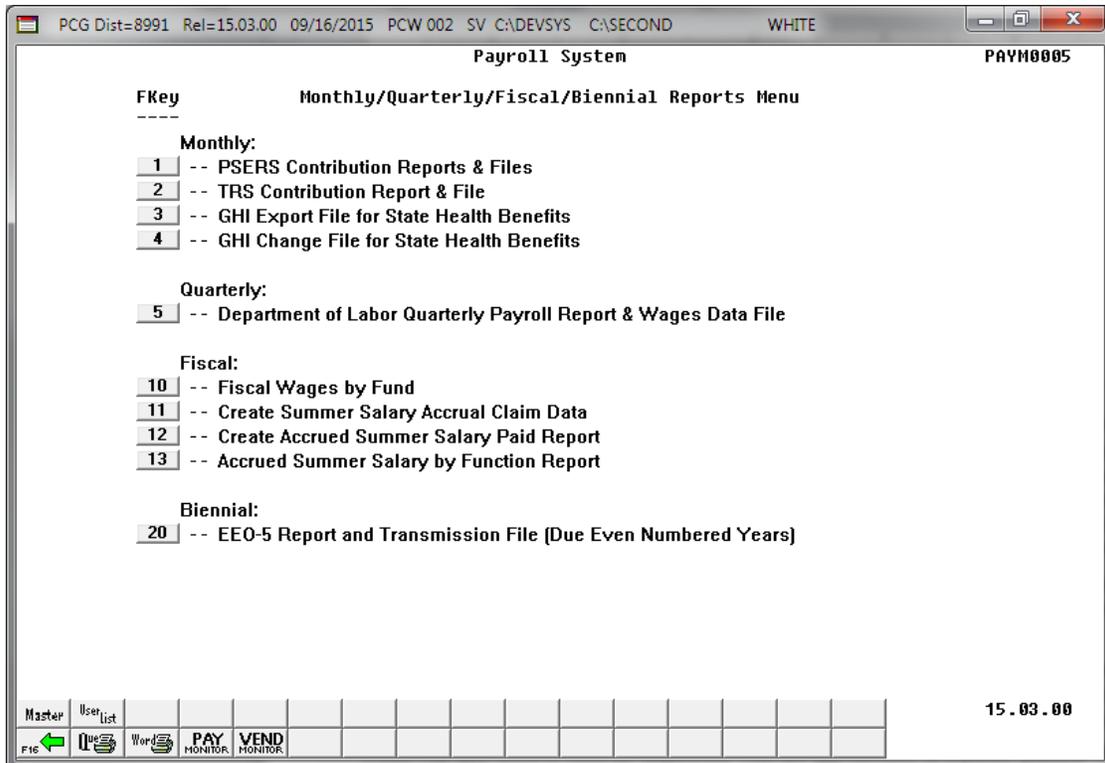
The *Payroll System - Annual Reports Menu*, shown below, contains the new 1094-C and 1095-C print options as well as the W-2 print options. The **F1** option to *Import ADP ACA* and the **F3** option to *Print 1094-C & Employee 1095-C's & Create File* are not functional at this time. When either the **F1** or **F3** menu option is selected from the *Payroll System - Annual Reports Menu*, the following message is displayed, “*Program Module Is Not Available At This Time*”.

The **F2** option to *Print EMPLOYER Copy of 1094-C & 1095-C's* is new with this release and is described in the following section.



Payroll System – Annual Reports Menu

The *Payroll System - Monthly/Quarterly/Fiscal/Biennial Reports Menu* contains the options for monthly, quarterly, fiscal and biennial reports.



Payroll System – Monthly/Quarterly/Fiscal/Biennial Reports Menu

B1.3. Print Employer Copy of 1094-C & 1095-C's

The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F2) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *EMPLOYER Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print a condensed employer copy of the employees' **1095-C's**. The 1094-C must report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules) and the **Total Employee Count**.

The PCGenesis system tallies the number of total employees who work each month of the calendar year. PCGenesis calculates the **Total Employee Count** based upon active and terminated employees' **Hire Dates, Termination Dates, and Rehire Dates**. Inactive employees are not considered in this tally because many districts inactivate employees instead of terminating their employees which causes inaccurate employee counts.

In PCGenesis, the employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen (F3, F1, F3), shown below. For **GHI-eligible employees** who are offered coverage through SHBP, LUAs will receive a file-feed from SHBP/ADP. This transmission file from SHBP/ADP will contain the necessary information to complete **Forms 1094-C and 1095-C** for those GHI-eligible employees, and will result in an *ACA Employee Data* record with the **1095-C Eligible** field set to 'Y' for those employees, indicating that the employee is full time based upon ACA considerations. The transmission file will also contain those GHI-eligible employees' dependent information.

The import of the SHBP/ADP file feed is not available at this time, and so currently most districts will not have any data on the *Update/Display ACA Employee Data* screen for 1095-C eligible employees, resulting in inaccurate data on the employer reports. This is a temporary consideration until the SHBP/ADP file feed becomes available in PCGenesis.

In summary, for the *EMPLOYER Copy of 1094-C & 1095-C's*, the PCGenesis system tallies the number of total full time employees who work each month of the calendar year. PCGenesis calculates the **Full Time Employee Count** based upon the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen, shown below. These counts will not be accurate until the SHBP/ADP file feed becomes available in PCGenesis.

NOTE: Any full-time employee who is **not** offered coverage through SHBP must be manually coded by the payroll administrator in the line items regarding health coverage. It will be the sole responsibility of the LUA officials to determine which individuals are considered full time employees and the correct codes for those full time employees as related to health insurance offers and coverage. The data for these employees can be manually entered on the *Update/Display ACA Employee Data* screen, shown below.

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1E	53.02		N
FEB	1E	53.02		N
MAR	1E	53.02		N
APR	1E	53.02		N
MAY	1E	53.02		N
JUN	1E	53.02		N
JUL	1E	53.02		N
AUG	1E	53.02		N
SEP	1E	53.02		N
OCT	1E	53.02		N
NOV	1E	53.02		N
DEC	1E	53.02		N

Update/Display ACA Employee Data Screen

As stated above, the 1094-C must report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules) and the **Total Employee Count**. The *Employee Counts for 1094-C Report*, shown below, provides documentation regarding the system calculations for the **Total Employee Count** and the **Full Time Employee Count** totals. The report illustrates per employee how the system utilizes the **Hire Date**, **Termination Date**, and **Rehire Date** to determine which months of the year the employee was employed. Also, if an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to ‘Y’, the literal ‘1095’ will print on the report next to the employee data.

The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to ‘Y’. To calculate the **Full Time Employee Count** by month, the system must subtract any employee with the **ACA Safe Harbor Code** set as follows:

- 2A – Employee not employed during the month
- 2B – Employee was employed, but not full-time during the month
- 2D – Employee was in a limited non-assessment period (measurement period) during the month

IRS regulations state that the full-time employee count should, “not count any employee in a Limited Non-Assessment Period”. Also, the full-time employee count should not include any employee not employed during the month, and should not include any employee who was employed, but was not full time. Therefore, after the system determines the total number of 1095-C eligible employees, the system will examine the employees’ **ACA Safe Harbor Code** for each month and subtract any employee with a **2A**, **2B**, or **2D** in that field. The *Employee Counts for 1094-C Report* will print the calculation results on the last page of the report.

For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C Error Report* as shown below.

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C												PAGE: 26	
REPORT DATE: 09/21/2015 09:22		BASED ON FIRST DAY OF THE MONTH												REPORTING YEAR: 2015	
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
STAT CLASS	HIRE DATE	TERM DATE	REHIRE DT												
89970	999-08-9970	HU7DLESTON, LO7IE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 17	1/01/2013														
89971	999-08-9971	MA6CUS, EL6ANDA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	7/01/2004														
89979	999-08-9979	LO6DON, JE6S	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 15	8/01/2000														
89982	999-08-9982	KI3BLE, HA3OLD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
T 03	8/01/1979	12/01/2102	3/01/1995												
89983	999-08-9983	LO2NEY, BR2T	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2010														
89985	999-08-9985	MU8SON, RE8NALDO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 02	8/01/1991	1/01/1993	8/01/2004												
89990	999-08-9990	WH3TTEN, IZ3TTA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2008														
GRAND TOTALS			324	325	325	325	325	325	325	326	326	327	327	327	FULL CLASS
			103	105	105	105	105	105	105	105	105	105	105	105	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT			427	430	430	430	430	430	430	431	431	432	432	432	TOTAL EMP
TOTAL 1095-C FORMS			3												
TOTAL SAFE HARBOR 2A, 2B, 2D			1 1 1 1 1 1 1 0 0 0 0 0												
1094-C, PART III, COL B FULL-TIME EMP COUNT			2 2 2 2 2 2 2 3 3 3 3 3												

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX-ER		EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT				PAGE: 1	
REPORT DATE: 09/16/2015						REPORTING YEAR: 2015	
EMPLOYEES ARE MERGED:	11111	OTHER =	087420	WARNING, RECORDS MERGED			

Employee Counts for 1094-C Error Report

Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown below. This screen displays the system calculated totals and allows the payroll administrator to override these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district to use.

Please note: The override totals entered on this screen will be printed on the final 1094-C forms submitted to the IRS.

W-2 YEAR: 2015	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2	427	-
FEB	Y	2	430	-
MAR	Y	2	430	-
APR	Y	2	430	-
MAY	Y	2	430	-
JUN	Y	2	430	-
JUL	Y	2	430	-
AUG	Y	3	431	-
SEP	Y	3	431	-
OCT	Y	3	432	-
NOV	Y	3	432	-
DEC	Y	3	432	-

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD TRANSITION RELIEF
N C. SECTION 4980H TRANSITION RELIEF
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Print 1094-C and 1095-C's Screen

After the payroll administrator has entered the override totals and transition relief indicators on *Print 1094-C and 1095-C's Screen*, the PCGenesis system produces the *Employer 1094-C and 1095-C Report* as shown below. The first page of the report includes the contents of the IRS form 1094-C. The subsequent pages of the report will print the individual employee 1095-C forms, including the employees' dependent information. Since this is the employer copy of the report, this report prints on plain paper, and is not formatted to print the actual 1095-C pre-printed forms.

REPORT ID: ACA1095R
 REPORT DATE: 09/16/2015 14:54

EMPLOYER 1094-C AND 1095-C'S

PAGE: 1
 REPORTING YEAR: 2015

1094-C, PART I:
 NAME OF ALE MEMBER: SMITH CITY BOARD OF EDUCATION EMPLOYER EIN: 58-6000267
 STREET ADDRESS: 102 MAIN STREET
 CITY OR TOWN: SMITH STATE: GA ZIP: 33333
 NAME OF CONTACT: W2 CONTACT NAME CONTACT PHONE NUMBER: 999-555-5555 x 6789

TOTAL 1095-C WITH THIS TRANSMITTAL: 00003

1094-C, PART II:

AUTHORITATIVE TRANSMITTAL?: YES

TOTAL NUMBER OF FORMS 1095-C FILED BY AND/OR ON BEHALF OF EMPLOYER: 00003

IS EMPLOYER A MEMBER OF AN AGGREGATED ALE GROUP?: NO

CERTIFICATION OF ELIGIBILITY: A. QUALIFYING OFFER METHOD: NO B. QUALIFYING OFFER METHOD TRANSITION RELIEF: NO
 C. SECTION 4980H TRANSITION RELIEF: NO D. 98% OFFER METHOD: NO

PART III: (a) MINIMUM ESSENTIAL COVERAGE OFFER (b) FULL-TIME EMPLOYEE COUNT (c) TOTAL EMPLOYEE COUNT (e) SECTION 4980h TRANSITION RELIEF INDICATOR

ALL 12 MONTHS	(a)	(b)	(c)	(e)
JAN		2	427	
FEB		2	430	
MAR		2	430	
APR		2	430	
MAY		2	430	
JUN		2	430	
JUL		2	430	
AUG		3	431	
SEP		3	431	
OCT		3	431	
NOV		3	431	
DEC		3	431	

REPORT ID: ACA1095R
 REPORT DATE: 09/16/2015 14:54

EMPLOYER 1094-C AND 1095-C'S

PAGE: 2
 REPORTING YEAR: 2015

 EMPNO: 87742 SSN: 999-08-7742 NAME: AB3EU, MO3TY ADDR: 3292 MAIN STREET
 SMITH GA 33333

	ALL 12 MO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14 OFFER OF COVERAGE	1H	1H	1H	1H	1H	1H	1H	1H	1E	1E	1E	1E	1E
15 EE SHARE OF LOWEST PREM									53.02	53.02	53.02	53.02	53.02
16 SEC 4980H SAFE HARBOR	2A	2A	2A	2A	2A	2A	2A	2D					

PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU----->, FIRST--- 999-12-3456 N N N N N N N N N Y Y Y Y Y
 AB3EU----->, DAUGHTER 999-23-4567 N N N N N N N N N Y Y Y Y Y

 EMPNO: 88942 SSN: 999-08-5555 NAME: AB3EU, ET3AN ADDR: 2067 MAIN STREET
 SMITH GA 33333

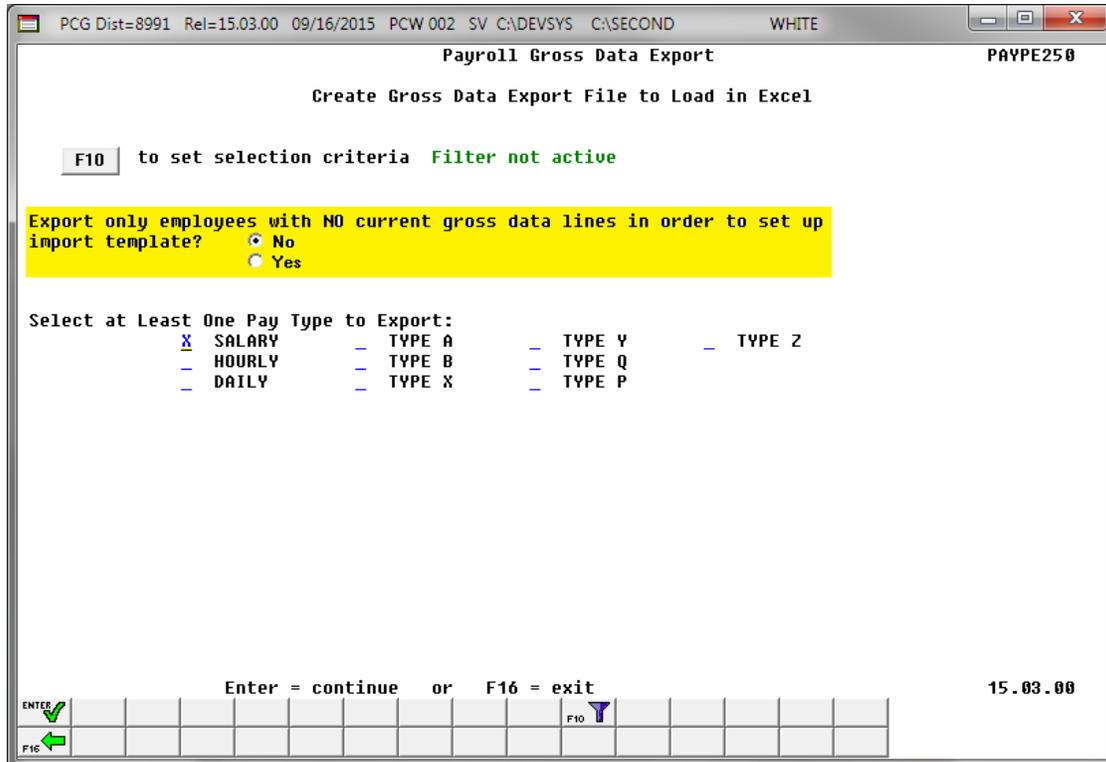
	ALL 12 MO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14 OFFER OF COVERAGE	1E												
15 EE SHARE OF LOWEST PREM	53.02												
16 SEC 4980H SAFE HARBOR													

PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU----->, WIFE--- 888-12-3456 01/01/1954 Y N N N N N Y Y Y Y Y Y Y
 AB3EU----->, MARK--- 888-23-0456 06/01/2015 N N N N N Y Y Y Y Y Y Y

Employer 1094-C and 1095-C Report

B1.4. Payroll Gross Data Export and Import

The *Payroll Gross Data Export* option (F2, F13, F8, F1) now allows the payroll administrator to export gross data information for employees with NO current gross data lines, as shown on the screen below. This option facilitates creating a csv template (Excel spreadsheet) to use for setting up gross data account information for newly hired employees. For example, the csv template will be created with headers and with the following fields populated for each employee: employee id, last name, first name, sequence number, cycle gross, state salary, local salary, other salary, contract months, number of pay periods, class code, TRS service indicator, pay location and work location. However, the gross data account columns and corresponding fields will be blank or zero in the csv file.



Payroll Gross Data Export

The *Payroll Gross Data Import* option (F2, F13, F8, F2) will now sort the *Gross Data Import File* by **Employee ID Number** before loading the data into the PCGenesis *Update/Display Gross Data* screen. Sorting the import data will prevent records from not loading properly when doing an 'R' replace option during the import. Without the sort, if the csv import file is not in order by **Employee ID Number**, the 'R' replace function will only load the last gross data line for the employee in the import file and will lose any other gross data lines in the file. With the sort, all gross data lines for an employee are loaded properly.

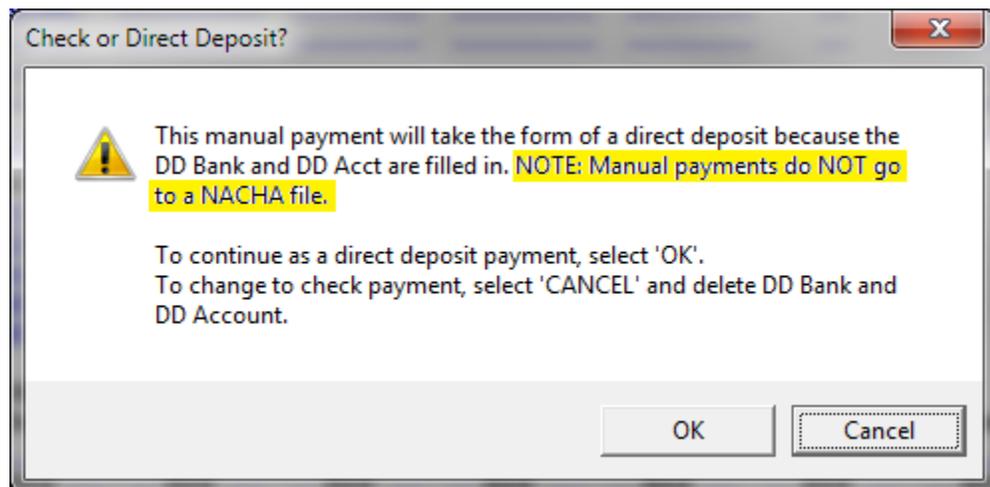
Since the *Payroll Gross Data Import* option will now sort the *Gross Data Import File*, the program has been updated to load the following data fields only for the **Sequence Number 01**: cycle gross, state salary, local salary, other salary, and TRS service indicator.

B1.5. Print Employee Master Summary Listing By Social Security Number

A problem has been corrected with *Print Employee Master Summary Listing By Social Security Number* report option (F2, F8, F6). Before, the report was not clearing the print buffer, and was therefore printing inaccurate hire, rehire, and termination dates. This problem has been corrected.

B1.6. Enter Manual Check/Direct Deposit

The *Enter Manual Check/Direct Deposit* process (F2, F3, F9, F9) has been improved. The warning message displayed when entering a direct deposit manual payment has been clarified. The warning message now clearly indicates that the manual direct deposit does NOT appear on a NACHA file. A manual direct deposit is generally utilized when the payroll administrator has access to the payroll bank's web portal, and can create or modify a direct deposit for an employee directly from the bank website.



B2. Personnel System

B2.1. Print Affordable Healthcare Act Worksheet

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) has been updated to handle up to 30 SHBP deduction codes. Before, if a district had more than 30 SHBP deduction codes defined, the *Affordable Healthcare Worksheet* would only utilize the first 10 deduction codes.

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) is available on the *Personnel System Reports Menu*. The worksheet is a tool that districts can use to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form. The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments. If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**. The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen (F3, F1, F3). An example of the worksheet is shown below.

REPORT DATE: 06/10/2015		AFFORDABLE HEALTHCARE WORKSHEET							PAGE: 2		
REPORT TIME: 10:51		SORTED BY Class, Employee Name							PROGRAM: ACAAPT		
		CALENDAR YEAR - 2014									
EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIBLIE FOR 1095-C?			
			01	003	2/01/2008	8/01/2014	2/01/2014	OFFER	LOWEST	SAFE	
			CHNO	CHNO	CHNO	CHNO	CHNO	CODE	PREM	CODE	
89754	999-08-9754	BUTKHART, MA7INE									
		TOT HRS	TOT GR	TOT NET							
		JAN	1,232.00	920.61	235045						
		FEB	2,327.00	1,701.46	235421						
		MAR	400.00	366.57	47741						
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	150.00	138.52	236866						
		JUL	EMPLOYEE NOT PAID								
		AUG	3,097.78	2,270.58	237783						
		SEP	3,355.94	2,435.23	238149						
		OCT	3,505.93	2,542.24	238529						
		NOV	3,355.93	2,435.22	238909						
		DEC	3,355.93	2,435.22	239288						
89026	999-08-9026	BUTLESON, RO7LAND									
		TOT HRS	TOT GR	TOT NET							
		JAN	EMPLOYEE NOT PAID								
		FEB	EMPLOYEE NOT PAID								
		MAR	EMPLOYEE NOT PAID								
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	EMPLOYEE NOT PAID								
		JUL	EMPLOYEE NOT PAID								
		AUG	2,758.67	1,944.36	237995						
		SEP	SHBP DEDUCTION TAKEN								
		OCT	SHBP DEDUCTION TAKEN								
		NOV	SHBP DEDUCTION TAKEN								
		DEC	SHBP DEDUCTION TAKEN								

Affordable Healthcare Worksheet

B2.2. Leave Advance Report

For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, the *Advance Leave* process (F3, F4, F2, F10) has been updated to improve the *Leave Advance Report*. When advancing leave for employees, the leave administrator enters **Y** or **N** in order to advance 09, 10, 11, or 12 month employees. Now the *Leave Advance Report* will print the advance options selected by the user in the header of the report, as shown below. This information is added to the advance report to clarify how the leave advance was processed.

REPORT ID: LVU0300		LEAVE ADVANCE FOR: MONTH 07 YEAR 2015					PAGE 1			
REPORT DATE: 09/16/2015 13:13:29		A1: SICK LEAVE					PLAN YEAR: 2016			
ADVANCE FORMULA: Contract months		LENGTH OF SERVICE BASED ON: Not applicable					ADVANCE SCHEDULE: Monthly			
ADVANCE DATE: 07/01/2015		FINAL MODE					ADVANCE UNITS: DAYS			
		ADVANCE 9 MO: Y 10 MO: Y 11 MO: Y 12 MO: Y								
EMPNO	NAME	CLASS	PLAN YEAR	HRS/DAY	CONTMO/ SRVC MO	BASED ON DATE	ORIGINAL BALANCE	ADVANCED TIME	NEW BALANCE	CREDITS
088942	AB3EU, ET3AN	01	2016	8.000	010		60.0000	0.0000	60.0000	1.2500
088120	AC9ER, NU9IA	14	2016	8.000	012		59.5000	0.5000	60.0000	0.7500
088175	AD2OCK, AL2ONZO	02	2016	8.000	010		11.0000	1.2500	12.2500	
087557	AD4IR, HE4MA	01	2016	8.000	010		49.2500	1.2500	50.5000	

Leave Advance Report

B3. Financial Accounting and Reporting (FAR) System

B3.1. Asset Balance Accounts 0313, 0315, and 0317

Before, the PCGenesis General Ledger was not handling new balance sheet accounts 0313, 0314 and 0317 correctly, and these balance sheet accounts were appearing on the GL as liabilities when in reality they were assets. The PCGenesis system has been updated to treat all balance sheet accounts greater than 0302 and less than 0399 as assets.

The new balance sheet accounts are described as follows:

- 0313 Deferred Outflow of Resources - Unamortized Loss on Debt Refunding. Represents the loss on the difference between the reacquisition price and the net carrying amount of old debt when a current or advance refunding of debt occurs. The unamortized loss amount should be deferred and amortized over the remaining life of the old debt or the life of the new debt, whichever is shorter.
- 0315 Deferred Outflow of Resources - District Contributions. The Entity's contributions to the cost sharing benefit pension plan subsequent to the measurement date and before the end of the employer's reporting period.
- 0317 Deferred Outflow of Resources - Pension Plan. This represents the actuarial changes in the district's proportionate share of the governmental nonemployer cost sharing benefit pension plan.

The following Financial menu items have been updated with these program updates:

- General Ledger Account Master - Account Add/Update (F1, F11, F2)
- General Ledger for any Period (F1, F9, F1, F4)
- Trial Balance & Audit Year-End Transmission File (F1, F9, F1, F7)
- Balance Sheet for any Period (F1, F9, F1, F8)
- School Nutrition Online Reporting System File (F1, F9, F1, F9)
- Daily Test for Out of Balance Condition in GL (F1, F9, F1, F10)
- Create DE FORM 0046 Transmission File (F1, F9, F27, F4)
- DOAA Transparency in Government Export File (F1, F9, F31)
- Monthly Financial Reports: General ledger (F1, F9, F17, MRPTJ010)
- Monthly Financial Reports: Combined balance sheet (F1, F9, F17, MRPTJ020)

B3.2. Wire Transfer Registers

The *Wire Transfer Registers* (F1, F4, F12, F4) have been updated to print the **Wire Transfer Date** for each wire transfer. Before the *Wire Transfer Registers* did not print the **Wire Transfer Date** in all instances.

B4. Certified/Classified Personnel Information (CPI) System

B4.1. Print Employee Certificate Information & Create Export CSV File

The *Print Employee Certificate Information & Create Export CSV File* option (F4, F7, F3) has been enhanced to allow the user to print ALL certificates and not just expired certificates. Before, the user was required to enter an **Expire Year** on the input screen which would print only those expired certificates. Now, if the **Expire Year** field is left blank, all employee certificates will print.

Also, an option has been added which will allow the user to create a .csv file export of the certificate data. The *Print Employee Certificate Information & Create Export CSV File* menu item now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the certificate data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

Section C: Installation Instructions for Release 15.03.00 Software

C1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 15.03.00* before performing any work in PCGenesis for the day, proceed to C2. *Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 15.03.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

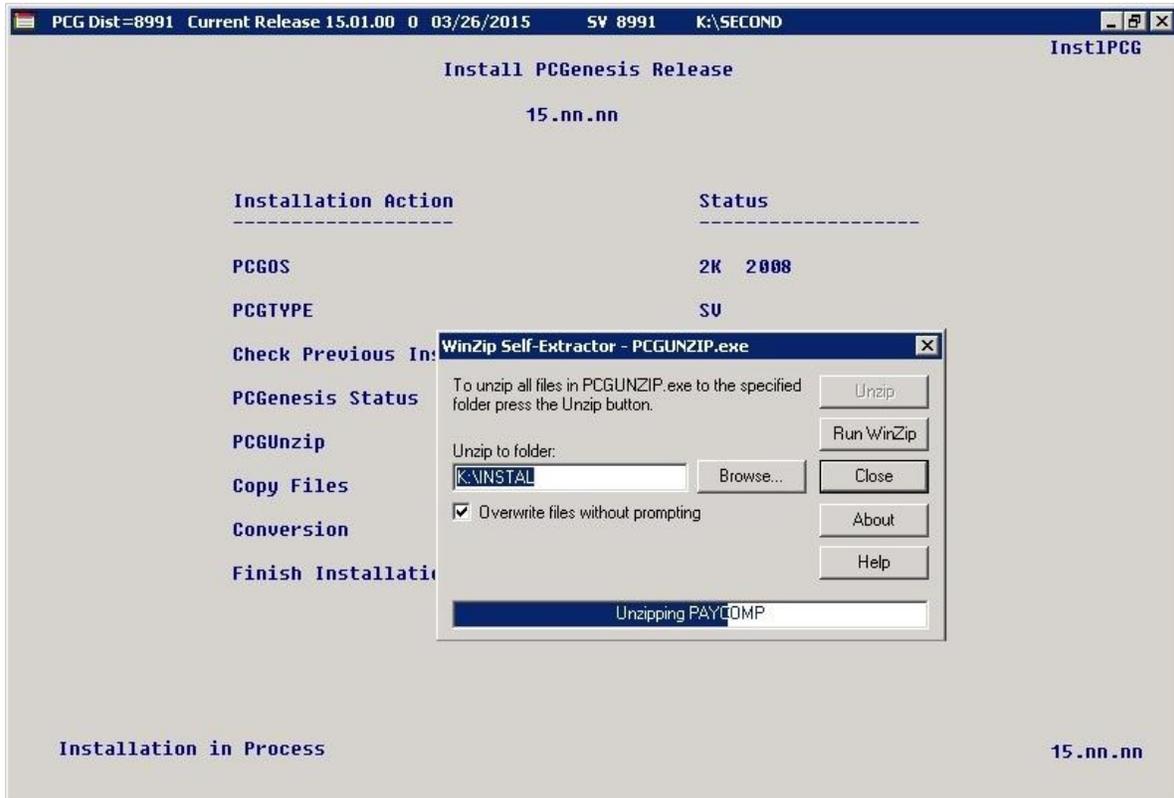
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 15.03.00 ”.
5	Proceed to C2. <i>Install PCGenesis Release 15.03.00</i> .

C2. Install PCGenesis Release 15.03.00

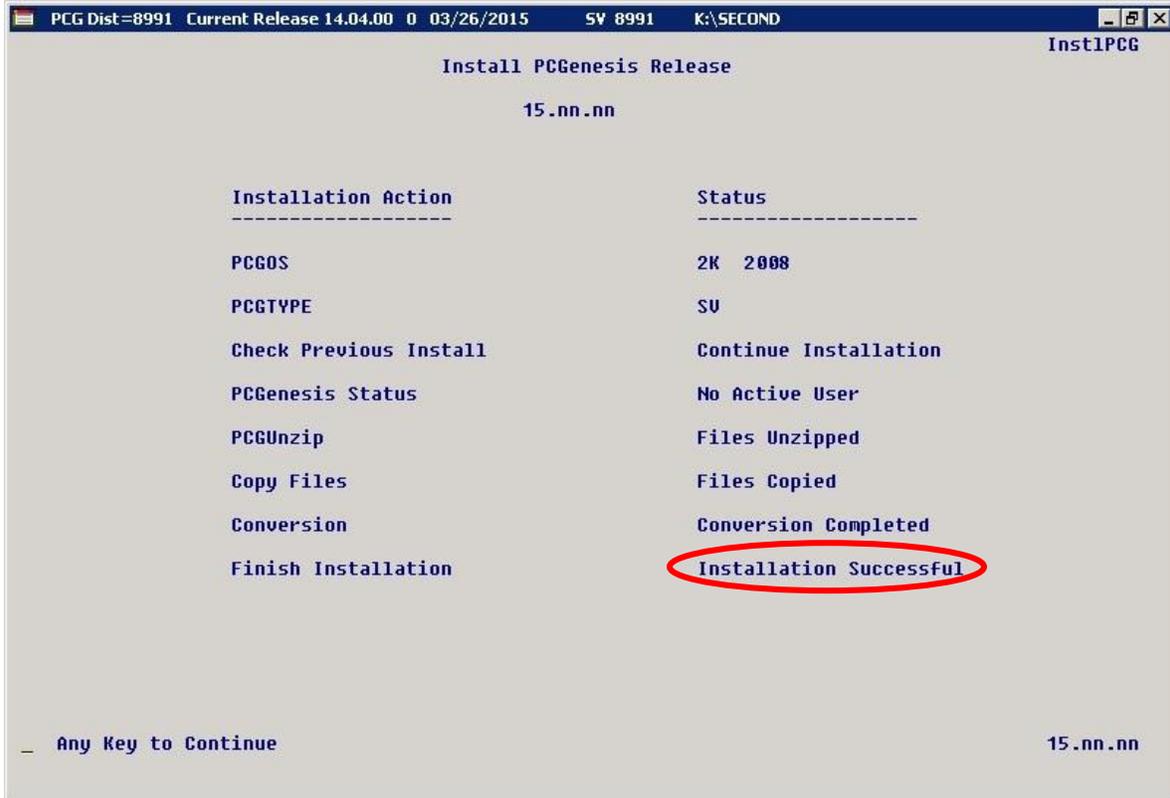
FROM THE PCGENESIS SERVER

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

A screen will display showing the progress of the installation:

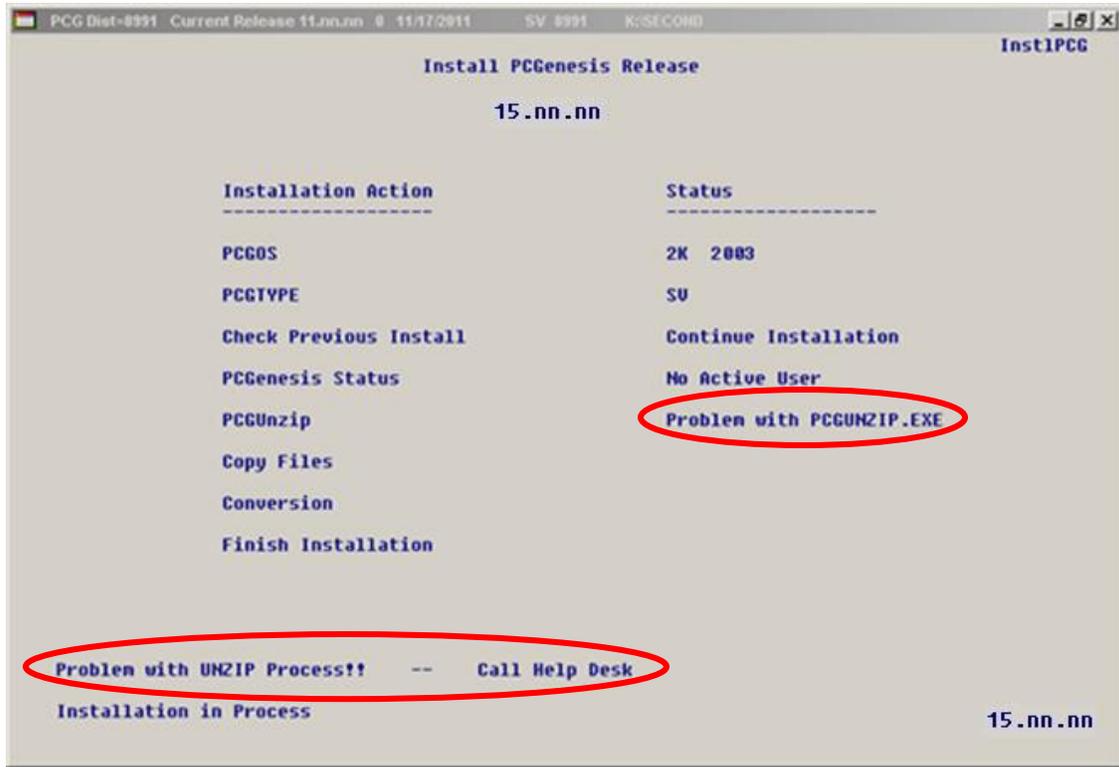


For PCGenesis Release 15.03.00 successful installations, the following message displays:



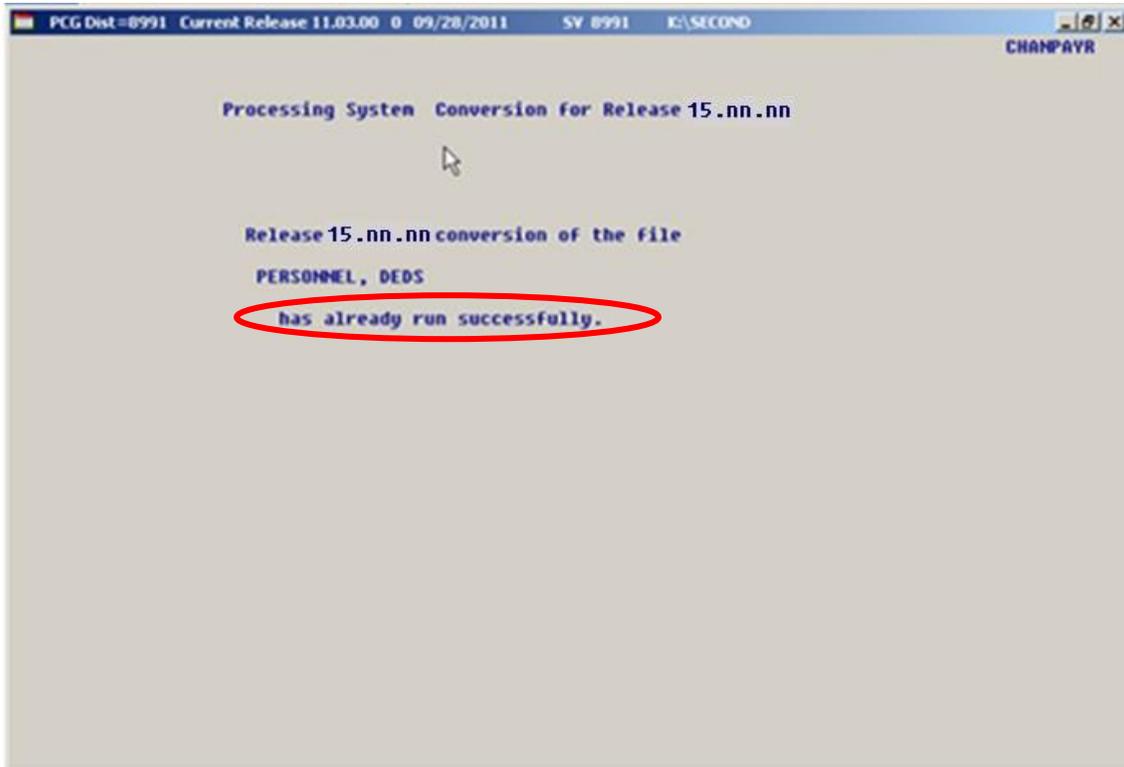
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to C3. <i>Verify Release 15.03.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

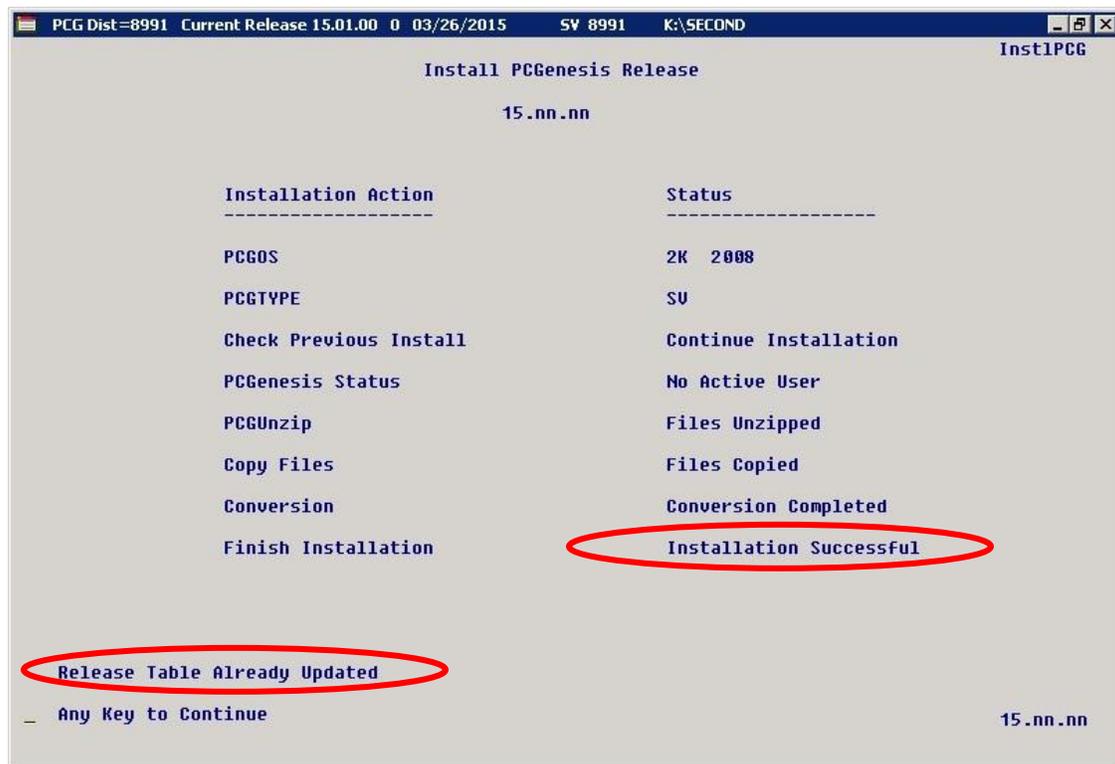


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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



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

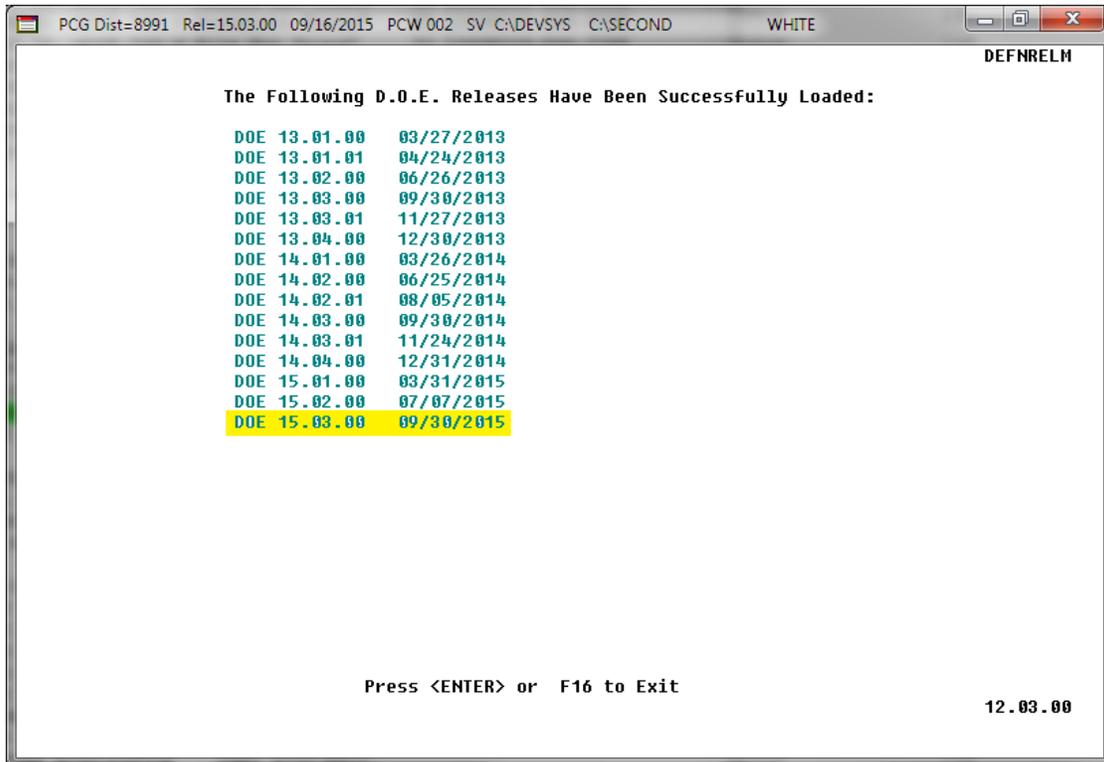


Step	Action
11	Proceed to C3. <i>Verify Release 15.03.00 Was Successfully Installed.</i>

C3. Verify Release 15.03.00 Was Successfully Installed

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

The following screen displays:



Step	Action
4	Verify Release 15.03.00 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 15.03.00 displays. If Release 15.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

C4. Perform a PCGenesis Full Backup After Release 15.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 15.03.00 ”.