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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 17.04.00 – Calendar Year 2017 Year-End Closing Procedures /
Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 17.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2017 Payroll Completion Instructions

Install this release after completing the December 2017 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2018 payroll.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail 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!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. PCGenesis Compatibility Issues – Windows Server 2003

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system**, or any earlier operating systems for reasons explained below.

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS. The upload file requires a security code called a ‘checksum’ to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

This year, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

For reporting year 2017, the solution is to have the Windows Server 2003 districts generate the two ACA files and send the PCGenesis development team the two files via the Help Desk. The PCGenesis development team can generate and enter the correct *SHA-256* checksum, and send the files back to the affected districts. However, after June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system, and this workaround will not be available for reporting year 2018.

This issue only affects districts running on servers earlier than Windows Server 2008. **Therefore, the GaDOE highly recommends that all PCGenesis sites still running Windows Server 2003 should immediately begin the process of upgrading their PCGenesis server.**

NOTE: Windows Server 2012 and Windows Server 2016 are now supported.

NOTE: Workstation Windows 8 and Windows 10 are now supported.

PCGenesis will continue to support Windows Server 2008 until further notice. Server 2016 R2 64 bit and Windows 10 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended.

A1.2. PCGenesis Print Queue Upgrade – Work In Progress

The GaDOE is happy to announce that we will be rolling out a major upgrade of the PCGenesis Print Queue in the first or second quarter of 2018. The DOE has purchased the *VerraDyne Print Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Print Manager* will have much in common with the existing PCGenesis print queue because the same company created both systems.

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print/email job is running in the background. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Print Manager* system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to specific user, or group of users
- The ability to print reports to specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

The *VerraDyne Print Manager* represents another significant investment by the GaDOE. The PCGenesis development team will begin looking for a school district to beta test the new print queue software in the first quarter of 2018. With the information from the beta, we hope to define the ideal configuration for the *VerraDyne Print Manager* software that can be rolled out to all PCGenesis sites. Once the beta testing is complete, the development team hopes to distribute the software to all PCGenesis districts by either March 2018 or June 2018.

NOTE: The new *VerraDyne Print Manager* will not be supported on Windows Server 2003. PCGenesis sites still running Windows Server 2003 will not be able to upgrade to the new *VerraDyne Print Manager*, but must continue to run the old print queue. **Therefore, the GaDOE highly recommends that all PCGenesis sites still running Windows Server 2003 should immediately begin the process of upgrading their PCGenesis server.**

A2. Payroll System

A2.1. 2018 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2018. The FICA wage limit has increased to \$128,400.00 for 2018. This release automatically updates the FICA tables into PCGenesis.

As per the December notice posted to the IRS website (referenced below), the new Federal withholding changes are not available in time for release 17.04.00. Therefore, the PCGenesis development team will send out a portal notification in January once the 2018 withholding tables are published by the IRS. At that time, the PCGenesis documentation will be updated with the 2018 Federal withholding tables, and the PCGenesis payroll administrators will be responsible for manually updating in the parameters into PCGenesis. Please look for continuing communication from the Ga DOE concerning the Federal withholding tables for 2018.

<https://www.irs.gov/newsroom/irs-statement-withholding-for-2018>

December 26, 2017

The IRS is working to develop withholding guidance to implement the tax reform bill signed into law on December 22. We anticipate issuing the initial withholding guidance in January, and employers and payroll service providers will be encouraged to implement the changes in February. The IRS emphasizes this information will be designed to work with the existing Forms W-4 that employees have already filed, and no further action by taxpayers is needed at this time.

Use of the new 2018 withholding guidelines will allow taxpayers to begin seeing the changes in their paychecks as early as February. In the meantime, employers and payroll service providers should continue to use the existing 2017 withholding tables and systems.

A2.2. New Georgia Health Insurance (GHI) Rate for Non-Certified Employees for January 2018 (for February 2018 Coverage)

The Board of Community Health approved the employer contribution rate increase from \$846.20 to **\$945.00** for each enrolled employee in the Non-Certificated Plan. The new rate goes into effect on the January 2018 billing (for February coverage). This release automatically updates the GHI employer rate into PCGenesis.

A2.3. Problem with ACA Transmission Files for Districts Running Windows Server 2003

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS (F2, F4, F7). The upload file requires a security code called a ‘checksum’ to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

This year, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

For reporting year 2017, the solution is to have the Windows Server 2003 districts generate the two ACA files and send the PCGenesis development team the two files via the Help Desk. The PCGenesis development team can generate and enter the correct *SHA-256* checksum, and send the files back to the affected districts. However, after June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system, and this workaround will not be available for reporting year 2018.

This issue only affects districts running on servers earlier than Windows Server 2008.

A2.4. Calendar Year 2017 ACA 1094-C Form Update

For calendar year 2017, on Form 1094-C, line 22, box C is now designated as *Reserved (No longer applicable)*. Several forms of transition relief were available to some employers under section 4980H for 2016. No section 4980H transition relief is available for 2017. Therefore, Form 1094-C has been revised. Specifically, Form 1094-C, line 22, box C is designated *Reserved*; Part III, column (e) is designated *Reserved*; and the entry rows in Part III, column (e) are shaded. The line 22, box C and Part III, column (e) input fields have been removed from the *Print Employer Copy of 1094-C & 1095-C's* screen (F2, F4, F6) and the *Print 1094-C & Employee 1095-C's & Create File* screen (F2, F4, F7).

A2.5. PCGenesis Software ID for 2017 ACA Reporting to the IRS

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2018)*. This IRS publication can be viewed at the following link: <https://www.irs.gov/pub/irs-pdf/p5164.pdf> .

According to *IRS Publication 5164*, Software Developers need a new Software ID for each tax year and each ACA Information Return Type they support. The software information must be updated yearly on the ACA Application for TCC. Annual AATS testing is required for Software Developers.

NOTE: At the time of this release, the PCGenesis development team has recertified the PCGenesis application for ACA reporting.

A2.6. Applying for a TCC ID for the IRS AIR System

The IRS system that accepts ACA file transmissions, the AIR system, is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new registration process in order to gain access to the AIR system**. Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

NOTE: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2016 should already have two individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must not let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

Here is the IRS.gov link for registering for the TCC account.

<https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals>

Step 1. Apply for e-services IDs. At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. Please screenshot the answers to these security questions.

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

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

Step 2. Apply for AIR TCC code. This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

A2.7. Submitting ACA Test Files to the IRS for First-Time Users

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2018)*. This IRS publication can be viewed at the following link: <https://www.irs.gov/pub/irs-pdf/p5164.pdf>.

NOTE: According to *IRS Publication 5164*, transmitters (Georgia school districts and RESAs) are required to complete communication testing to transmit information returns to the IRS only for the first year in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2016 will NOT need to redo the ACA test file submissions in 2017 for 2017 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For first-time users of the PCGenesis ACA software, this step must be completed before production ACA files can be submitted to the IRS.

Transmitters and Issuers must use approved software to perform a communications test with the IRS for ACA reporting. PCGenesis is an approved software package for submission of 1095-C forms. Issuers are only required to successfully complete the communication test once.

Why Is Testing Required?

The purpose of required testing prior to Production is to ensure that:

- IRS can receive and process the electronic information returns.
- Software Developers, Transmitters, and Issuers can send electronic information returns and retrieve Acknowledgments.
- Software Developers, Transmitters, and Issuers use the correct format and electronic filing specifications for the AIR system.

Action Required:

Any PCGenesis School District or RESA that will be submitting ACA XML test transmission files to the IRS must access the GaDOE documentation website at:

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

to obtain the instructions for submitting the test files. Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS* for detailed instructions.

PCGenesis supplies the two XML files which are required for testing. The two files have the following naming conventions and can be found in the **K:\SECOND\PERDATA** directory:

- 1 MANIFEST_1094C_Request_ **xxxxx** _20171117T010101002Z.xml
- 2 1094C_Request_ **xxxxx** _20171117T010101002Z.xml

Where: **xxxxx** represents the school district's **TCC ID**.

The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**. Then, the user must follow the instructions in *Section A2. Uploading Test .xml Files to the IRS Website* of the PCGenesis documentation.

Your site will not be able submit your regular production ACA 1095-C transmission files to the IRS until your TCC ID has passed the communications step.

A2.8. Calendar Year 2017 W-2 Form Processing

Calendar year 2017 Internal Revenue Service (IRS) W-2 forms have not changed from 2016.

The installation of Release 17.04.00 makes calendar year **2018** W-2 forms available for employees terminating and requesting W-2's for calendar year 2018. The 2018 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A2.9. New Ga Department of Labor Employer Portal

The following information was received from the Ga Department of Labor, and the PCGenesis development team is passing the information along to our users:

Subject: Ga Department of Labor Employer Portal

The Employer Portal recently went live with a soft launch. There are no formal instructions that we can pass onto to you, but you and your team should encourage users of your software to visit the Department's website as soon as possible to register for the portal. The sooner the registration, the better the chances are that possible delays will be avoided when it's time to start 4th quarter 2017 quarterly tax and wage filing.

To get started, all first time users must register and the first person to register becomes the account administrator. After registration, the administrator can manage accounts, add accounts, add and edit users and user access. Each administrator will need their DOL account number, federal employer identification number (FEIN), their 4 digit GDOL PIN (if previously issued) and have general information about the business to answer the security questions presented.

If users have questions about the portal, they should contact the Department so we can assist them through the process. We are working on an instructional video that will be available in the near future. In the interim, your users should be able to register on their own. And remember, the sooner, the better!

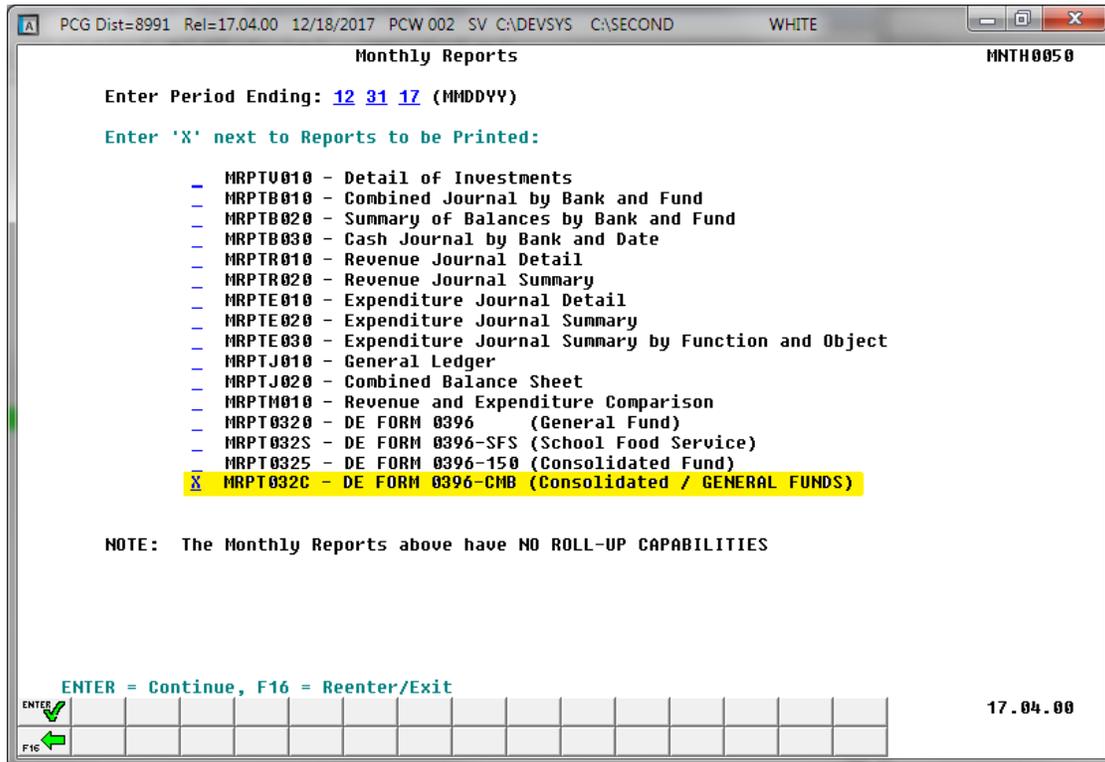
*Sincerely,
Denise Samuel*

*Denise Samuel
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A3. Financial Accounting and Reporting (FAR) System

A3.1. DE Form 0396-CMB (Combined Fund) Report

A new report has been added to the *List Summary & Current Month Detail (including DE Form 0396) Menu* (F1, F9, F17). A new *DE Form 0396-CMB (Consolidated/General Funds)* report has been added to the Financial Monthly Reports, as shown below.



The new *DE Form 0396-CMB* report summarizes information for both the General Fund **100** and the Consolidated Fund **150**, and is presented in the same format as the *DE Form 0396* for the General Fund. The new *DE Form 0396-CMB* facilitates reporting when a deficit is present in the combined funds of **100** and **150**.

With release 17.04.00, four *DE Form 0396* reports are available:

Report Name	Report Output
DE FORM 0396	Reporting for the General Fund (Fund 100) and the Payroll Clearing Fund (Fund 199) only.
DE FORM 0396-SFS	Reporting for the School Food Service funds (Funds 600 – 689).
DE FORM 0396-150	Reporting for the Consolidated Fund (Fund 150) only.
DE FORM 0396-CMB	Reporting for the General Fund (Fund 100), Consolidated Fund (Fund 150) and the Payroll Clearing Fund (Fund 199).

A3.2. Revenue Summary by Revenue Source – Report for Any Period

The installation of release 17.03.01 caused the *Revenue Summary by Revenue Source* (F1, F9, F1, F5, F5) to stop working. This problem has been corrected.

A3.3. Print Vendor Checks

The *Print Vendor Checks* ((F1, F4, F5, F4) option has been improved by moving the zip code closer to the city and state in the vendor address fields on the vendor check. The envelope address has been adjusted so that the zip code prints two spaces after the state, instead of printing in the extreme right-hand edge of the envelope window.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. CPI Portal Security Extract

The *CPI Portal Security Extract* (F4, F10) option has been deleted from the *Certified/Classified Personnel Information System Master Menu*. This function is no longer needed for Ga DOE Portal operation.

Section B: Installation Instructions for Release 17.04.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 17.04.00* before performing any work in PCGenesis for the day, proceed to *B2. 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 17.04.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

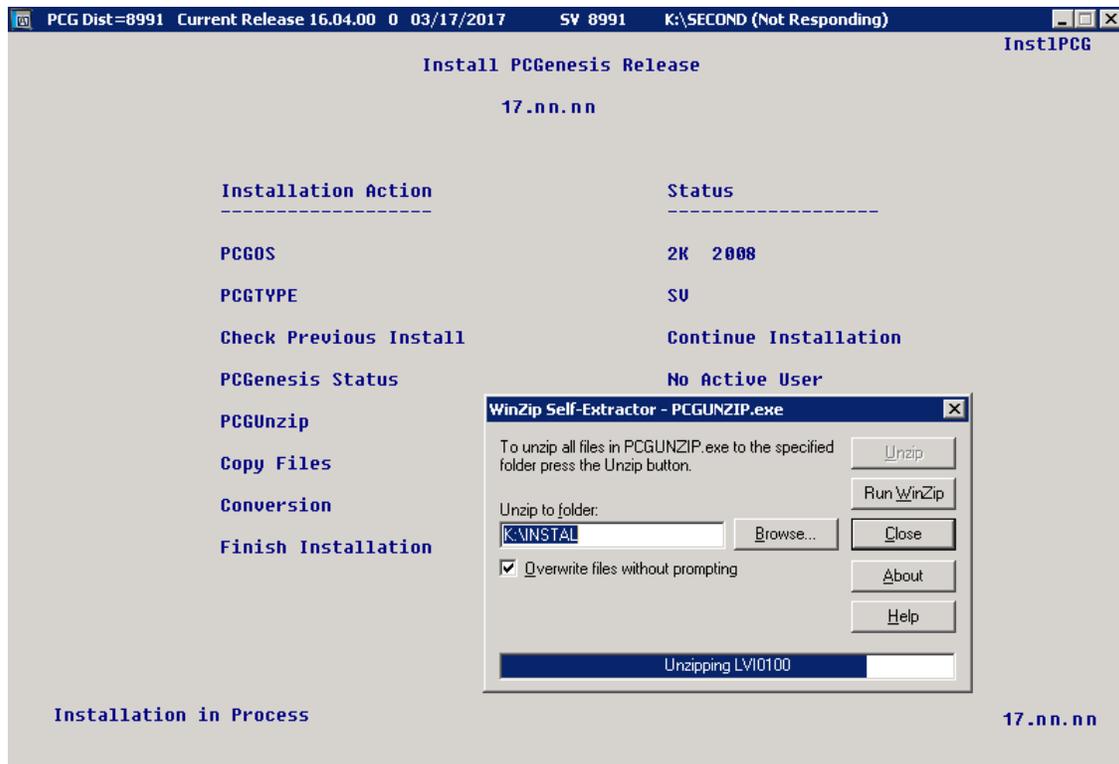
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 17.04.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 17.04.00</i> .

B2. Install PCGenesis Release 17.04.00

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	Right-click RELINSTL.BAT and select Run as administrator 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:

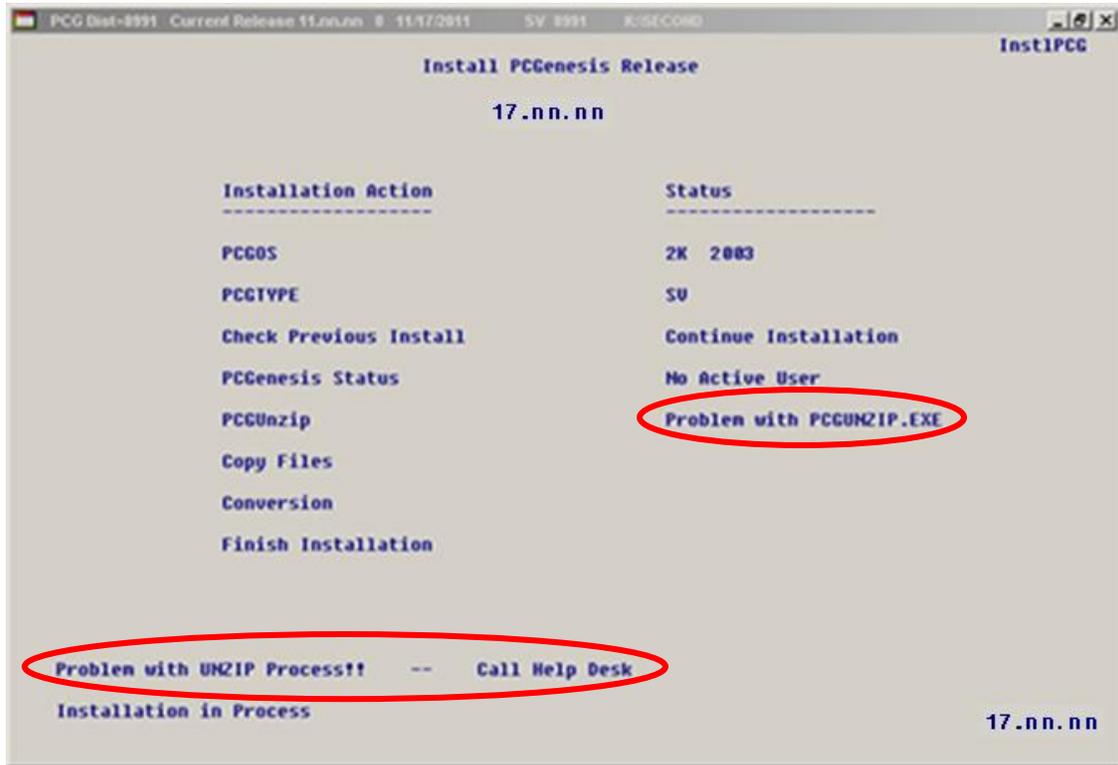


For PCGenesis Release 17.04.00 successful installations, the following message displays:



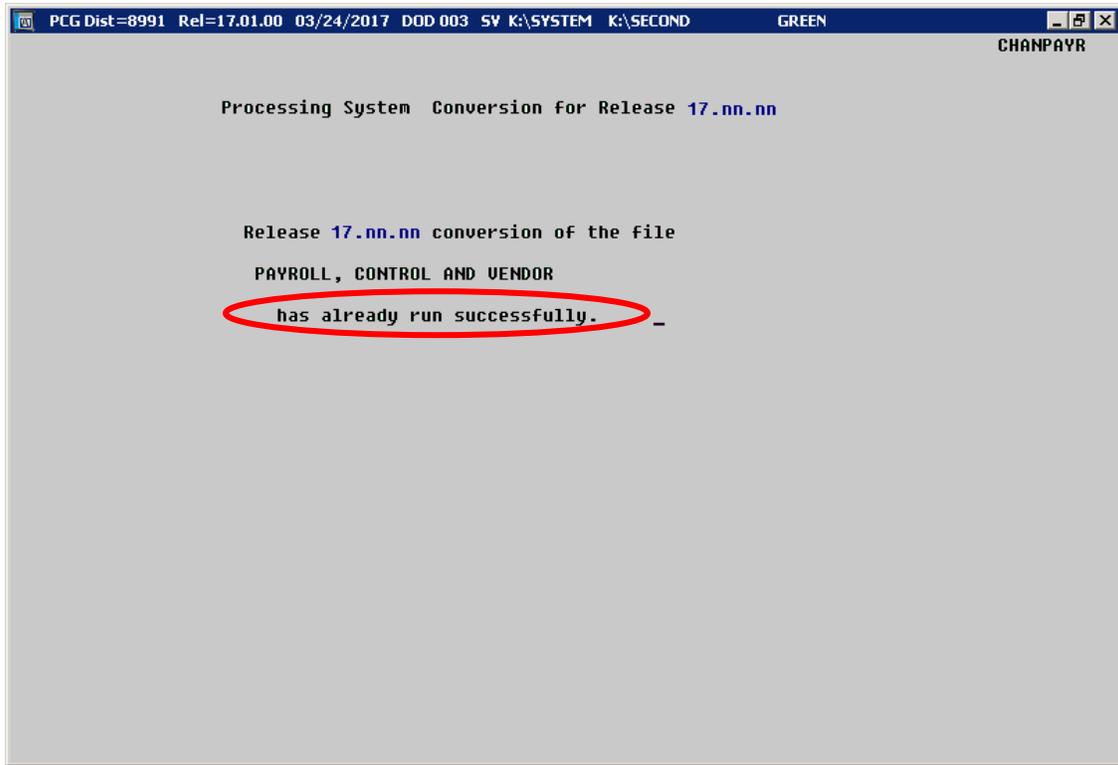
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 17.04.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

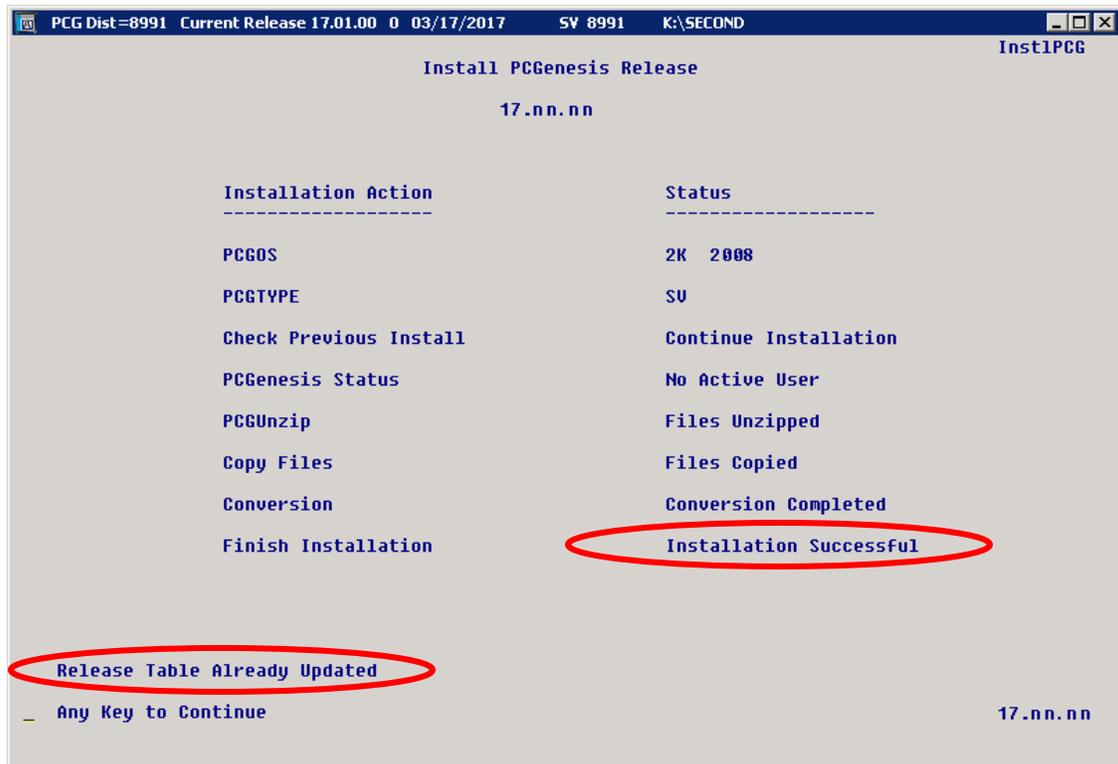


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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:

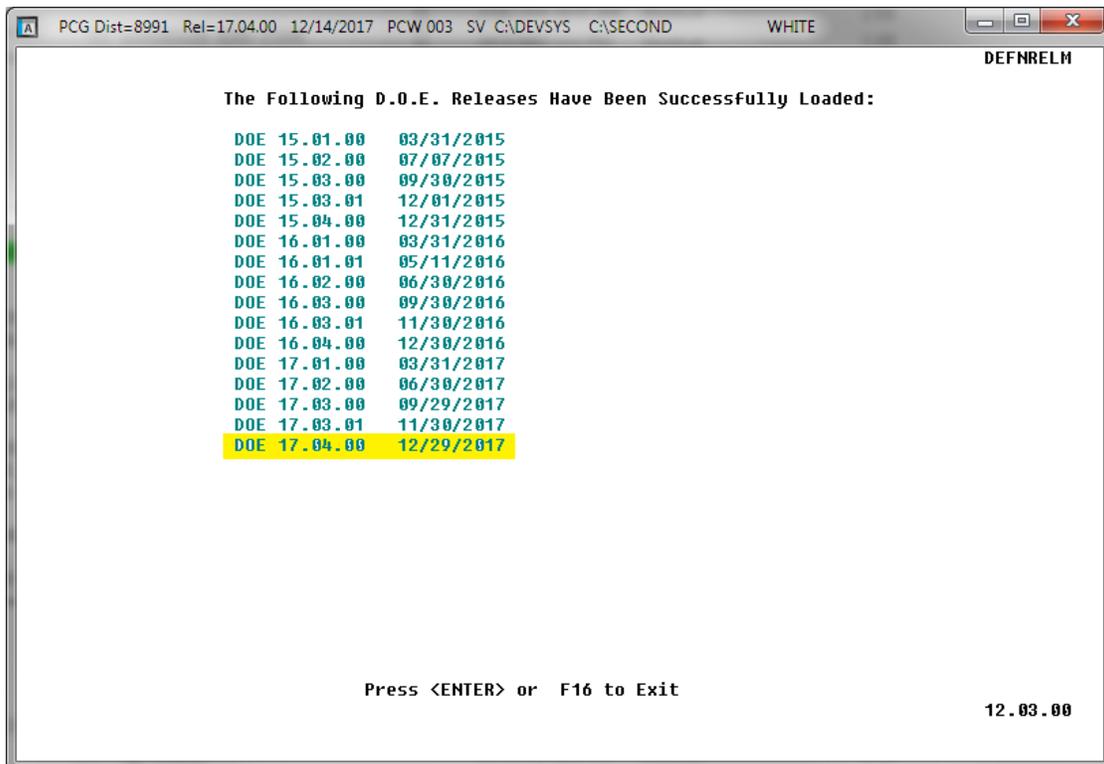


Step	Action
11	Proceed to B3. <i>Verify Release 17.04.00 Was Successfully Installed.</i>

B3. Verify Release 17.04.00 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 17.04.00 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 17.04.00 displays. If Release 17.04.00 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.

B4. Perform a PCGenesis Full Backup After Release 17.04.00 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 17.04.00 ”.

Section C: After PCGenesis Release 17.04.00 Has Been Installed

C1. Calendar Year 2017 Year-End Closing Procedures Checklist

Contact the Technology Management Customer Support Center for assistance as needed.		
<i>Refer to the indicated <u>Financial Accounting and Reporting (FAR)</u> and <u>Payroll System Operations Guide</u> topics as needed.</i>		
✓	Step	Action
<i>AFTER the last Calendar Year 2017 payroll. BEFORE the first Calendar Year 2018 payroll.</i>		
<i>PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule</i>		
1		Set up the Pay Schedules for the new calendar year. (F2, F13, F1) <i>Do not set up for payroll before performing this procedure.</i>
<i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record</i>		
2		Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) <i>Do not set up for payroll before performing this procedure.</i>
<i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables</i>		
3		Where appropriate, update the Federal Income Tax (FIT) Tables. (F2, F13, F3, F1)
4		Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F2)
5		Where appropriate, update the Employee's Retirement System (ERS) Table is correct. (F2, F13, F3, F3)
6		Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)
7		Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F6)
8		Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F7)
<i>PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero</i>		
9		<i>Reset employee calendar year-to-date amounts to zero.</i> (F2, F13, F5, F1)

PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing	
10	Process calendar year 2017 W-2 statements. (F2, F4) <i><u>Do not set up for January payroll until all W-2s are verified.</u> It may be necessary to run another December payroll to make W-2 corrections.</i>
11	Process calendar year 2017 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.	
12	Process calendar year 2017 Form 1099-MISC statements. (F1, F12, F10)

Appendix A: Supported 1095-C Form - Example

600116	<input type="checkbox"/> VOID	<input type="checkbox"/> CORRECTED	OMB No. 1545-0047	2015	Form 1095-C	Employer Provided Health Insurance Offer and Coverage									
Part I APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.			Part II Employee Offer and Coverage			For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Department of the Treasury – IRS									
Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c . EMPLOYEE'S name, address, ZIP postal code & country APPLICABLE LARGE EMPLOYER'S identification number (EIN) EMPLOYEE'S social security number (SSN)			Plan Start Mo. (Enter 2-digit no.):	14 Offer of Coverage (enter required code)	15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage		16 Applicable Section 4980H Safe Harbor (enter code, if applicable)								
			All 12 Months		\$										
			Jan		\$										
			Feb		\$										
			Mar		\$										
			Apr		\$										
			May		\$										
			June		\$										
			July		\$										
			Aug		\$										
Sept		\$													
Oct		\$													
Nov		\$													
Dec		\$													
Part III Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each covered individual.															
(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 mos.	(e) Months of coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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