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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 18.03.01 – Calendar Year 2019 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.03.01*.

PCGenesis supporting documentation is provided at:

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

### **November, 2018 Payroll Completion Instructions**

***Install this release after completing the November 2018 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the December 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](mailto: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](mailto:pcgenesis@list.doe.k12.ga.us)

An e-mail sent to [pcgenesis@list.doe.k12.ga.us](mailto: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. Remote Desktop Connection and PCGenesis Security*

The GA DOE is currently working with a security consultation company to explore how security can be improved for the PCGenesis server and data. Specifically, the GA DOE is exploring how to provide better protection against ransomware and mal-ware from infecting the PCGenesis server. After an initial consultation, the security experts advised that PCGenesis' greatest vulnerability was the way individual workstations map the **K:** drive as `\\PCGServer\PCGenesis$`. Mapping a drive to the PCGenesis server from each individual workstation may provide an access point for ransomware and mal-ware to infect the server by way of an individual user who has inadvertently downloaded a virus.

As an answer to this problem, the security consultants recommend that the PCGenesis application be accessed using a **Remote Desktop Connection**. The recommendation is to utilize **Remote Desktop Connection** instead of mapping the PCGenesis server as a drive on individual workstations. This would add a level of obfuscation and complexity that would help prevent mal-ware from infecting the PCGenesis server.

Therefore, the GA DOE would like to recommend **Remote Desktop Connection** as the preferred method for all users accessing PCGenesis. **Remote Desktop Connection** has several advantages in addition to providing better protection for the PCGenesis server and data. It allows the PCGenesis application to run much faster, and because the application will continue to run even if the network connection goes down, data reliability is also improved.

#### *A1.2. New Utility For Moving to a New PCGenesis Server*

A new system utility is available on the *System Utilities Menu* (F30) which will allow the user to change the name of their PCGenesis server. The utility is available by using the hidden function key (F23) and will require the entry of the DOE password to make any changes. The utility *Setup New PCGenesis Server Name* will make it much easier to update the PCGenesis server name when migrating from an old server to a new server.

## A2. Payroll System

### A2.1. Calendar Year 2019 Georgia Health Insurance (GHI) Employee Premiums

The installation of PCGenesis Release 18.03.01 automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the “old” premium rates with an ending date of 12/31/2018, while the new premium rates, imported with this release’s installation, display a beginning date of 01/01/2019. Section C.1.1. Benefit Deduction Option and Tier Report – Example provides sample results of the automatic import.

The Georgia Department of Education (GaDOE) strongly urges PCGenesis users to follow the instructions for printing the results of the *Benefit Plan/Option/Tier File* update for review after the release’s installation. Section C.1: *Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure. After printing the report, PCGenesis users should verify ‘01/01/2019’ and ‘12/31/9999’ display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2018, there are a number of changes to SHBP options:

- The following GHI options remain the same: GHI options 88, H1, H2, and K1 are still available.
- The following GHI options have changed: GHI options B1, B2, B3, and B6 have changed names from Blue Cross/Blue Shield of Georgia to Anthem.
- Anthem, United Healthcare, Kaiser, and TriCare Supplement make up the available options for employees.
- All GHI tiers remain the same. Valid tiers include ‘10’ (single employee), ‘40’ (single employee/tobacco surcharge), and tiers ‘90’, ‘91’, and ‘94’ – ‘97’. Tricare Supplement, however, only offers tiers ‘10’, ‘90’, ‘94’, and ‘96’.

The following table provides the details of the SHBP changes:

PCGenesis Option Code	Description	Status
B1	Anthem <b>Gold</b> Plan	Name change
B2	Anthem <b>Silver</b> Plan	Name change
B3	Anthem <b>Bronze</b> Plan	Name change
B6	Anthem <b>HMO</b> Plan	Name change
H1	United HealthCare <b>HMO</b>	Unchanged
H2	United HealthCare <b>HDHP</b>	Unchanged
K1	Kaiser <b>HMO</b>	Unchanged
88	TriCare Supplement	Unchanged

PCGenesis Tier Code	Description	Status
10	SINGLE COVERAGE	Unchanged
40	SINGLE COVERAGE/TOBACCO SURCHARGE	Unchanged
90	EMPLOYEE & SPOUSE	Unchanged
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	Unchanged
94	EMPLOYEE & CHILD(REN)	Unchanged
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	Unchanged
96	EMPLOYEE & SPOUSE & CHILD(REN)	Unchanged
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	Unchanged

These instructions also contain all of the information necessary to import the Department of Community Health (DCH) employee open enrollments, to set the employee deductions, and to prepare for calculating 2019 GHI premiums for the December payroll. Review the checklist in *Section C: After PCGenesis Release 18.03.01 Has Been Installed* in this document for step by step instructions.

## A2.2. PCGenesis Software ID for 2018 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 2019)*. 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.

## A2.3. 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 2017 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.

## ***A2.4. 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 2019)*. 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 2017 will NOT need to redo the ACA test file submissions in 2018 for 2018 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:

- The 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\_20181113T010101003Z.xml
- 2 1094C\_Request\_XXXXX\_20181113T010101003Z.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 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, 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.

## ***A2.5. Update W-2 Box and Code (W2CD) Table in Alpha Description File***

The *Alpha Description File* (F2, F9, F2) has been updated with a new **W-2 box 12, code GG** and **code HH** table entries in the **W2CD** table. This release automatically updates the **W2CD** codes into PCGenesis. **Box 12, code GG** and **code HH** are now available when creating a *W-2 Adjustment Record* (Record Type 'W') on the *Add Earnings History Record* screen (F2, F10, F1).

**New qualified equity grants under section 83(i):** The Tax Cuts and Jobs Act added section 83(i) for "qualified equity grants." The law also added new Form W-2 reporting requirements for these grants. Employers with employees who have qualified equity grants must report the amount includible in gross income under section 83(i) for an event which occurs in the calendar year in **box 12** using **code GG**. Also, employers must report the aggregate amount of income which employees elect to defer under section 83(i) as of the close of the calendar year in **box 12**, using **code HH**.

## ***A2.6. Calendar Year 2018 W-2 Form Processing***

Calendar year 2018 Internal Revenue Service (IRS) W-2 forms have not changed from 2017.

The installation of Release 18.03.01 makes calendar year **2019** W-2 forms available for employees terminating and requesting W-2's for calendar year 2019. The 2019 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

## A2.7. SHBP Audit Report for the Fiscal Year

A new report is available on the *Monthly/Quarterly/Fiscal/Biennial Reports Menu* called the *SHBP Audit Report for the Fiscal Year* (F2, F5, F14). This report will facilitate providing the Audit Department with the **GHI Gross Wages** for the fiscal year.

REPORT DATE: 11/29/2018		SHBP Audit Report for the Fiscal Year							PAGE: 167	
REPORT TIME: 10:38		SORTED BY Class, Employee Name							PROGRAM: SHBPPT	
		FISCAL YEAR - 2018								
EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT			
88801	999-08-8801	SOBELO, YASAIRA	23	423	2/14/2017		6/07/2017			
	OPT	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
	2017 JUL	B3	943.92	708.63		76.10	846.20	208975		
	2017 AUG	B3	943.92	708.63		76.10	846.20	209539		
	2017 SEP	EMPLOYEE NOT PAID								
	2017 OCT	EMPLOYEE NOT PAID								
	2017 NOV	EMPLOYEE NOT PAID								
	2017 DEC	EMPLOYEE NOT PAID								
	2018 JAN	EMPLOYEE NOT PAID								
	2018 FEB	EMPLOYEE NOT PAID								
	2018 MAR	EMPLOYEE NOT PAID								
	2018 APR	EMPLOYEE NOT PAID								
	2018 MAY	EMPLOYEE NOT PAID								
	2018 JUN	EMPLOYEE NOT PAID								
	EMPLOYEE TOTALS		1,887.84	1,417.26		152.20	1,692.40			
88279	999-08-8279	SP5NN, EA5LE	23	409	2/26/2001					
	OPT	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
	2017 JUL	B6	2,265.43	1,500.42	259.59	76.10	846.20	208605		
	2017 AUG	B6	2,265.43	1,500.42	259.59	76.10	846.20	209143		
	2017 SEP	B6	2,379.60	1,586.71	259.59	76.10	846.20	209725		
	2017 OCT	B6	2,379.60	1,588.38	259.59	76.10	846.20	210303		
	2017 NOV	B6	2,379.60	1,588.38	259.59	76.10	846.20	210897		
	2017 DEC	B6	2,379.60	1,550.54	272.53	76.10	846.20	211495		
	2018 JAN	B6	2,379.60	1,574.74	272.53	76.10	945.00	212088		
	2018 FEB	B6	2,379.60	1,568.99	272.53	76.10	945.00	212676		
	2018 MAR	B6	2,379.60	1,568.99	272.53	76.10	945.00	213265		
	2018 APR	B6	2,379.60	1,568.99	272.53	76.10	945.00	213864		
	2018 MAY	B6	2,379.60	1,793.97			945.00	50154		
	2018 JUN	B6	2,379.60	1,793.97			945.00	505566		
	EMPLOYEE TOTALS		28,326.86	19,184.50	2,660.60	761.00	10,747.20			
	PAY CLASS TOTAL		370,611.14	251,736.77	24,264.06	10,730.10	151,109.40			

REPORT DATE: 11/29/2018		SHBP Audit Report for the Fiscal Year							PAGE: 168	
REPORT TIME: 10:38		SORTED BY Class, Employee Name							PROGRAM: SHBPPT	
		FISCAL YEAR - 2018								
	OPT	TOT HRS	TOT GR	TOT NET	EMP DED	EMPR CONTR	EMPR DED	CKNO	CKNO	
GRAND TOTALS		372.34	21,736,192.64	14,967,263.35	851,379.75	335,829.30	4,904,742.60			

## A2.8. GHI Export File for Charter School Districts

The program *GHI Export File for State Health Benefits* (F2, F5, F3) has been enhanced for charter school districts. Charter schools will be prompted to enter the **SHBP Assigned Payroll Location** for both certified and non-certified employees when running the program.

The PCGenesis system will automatically determine whether or not to prompt for the **SHBP Assigned Payroll Location** ids based upon the **System Number** entered on the *Tax/Withholding/Control Payroll Identification* screen. If the **System Number** on the *Payroll Identification* screen begins with either '782' or '783', PCGenesis will recognize that a charter school is creating the *GHI Export File* and will automatically prompt for the **SHBP Assigned Payroll Location** numbers, as shown below.

PCG Dist=8991 Rel=18.03.00 11/29/2018 PCG 001 C:\DEVSY\ C:\SECOND WHITE PAYPE270

Create GHI Export File for State Health Benefits Plan

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

'X' to Select File Type

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

Enter=Continue or F16=Exit

18.03.01

## A2.9. Payroll Check and Direct Deposit Text-Only Output

An update has been made for the payroll check and direct deposit text-only output files created from *Print Pay Checks and Direct Deposits* menu option (F2, F3, F5). Now, the payroll output for **text-only** payroll checks and direct deposits will include the **employee e-mail address**. This enhancement will allow districts using third party vendors to e-mail direct deposit advices to employees instead of printing and mailing the documents through the U.S. postal service.

**NOTE:** For school districts using Softdocs software to print payroll check and direct deposits, the changes detailed above require modifications to the Softdocs interface. Contact Softdocs before installing release 18.03.01 to coordinate software updates. Softdocs is aware of the changes to the PCGenesis payroll print process and will be ready with the required changes to their software.

## ***A2.10. Number of Copies for Payroll Reports***

A change has been made to several payroll reports so that only one copy is submitted to the print queue instead of two copies. Before, when printing the final payroll deduction reports from the *Check and Direct Deposit Menu* (F2, F3, F8), PCGenesis automatically submitted two copies of the *Direct Deposits Deduction Register*, *Advanced Earned Income Credit (AEIC) Register*, and the *Leave Taken Register* to the print queue. Now, only one copy will be submitted for each of these reports. Before, the *Monthly TRS Contribution Report* (F2, F5, F2) was also generated with two copies in the print queue but will now be generated with only one copy as well.

## A3. Financial Accounting and Reporting (FAR) System

### A3.1. Form 1099-MISC NEC Filing Guidance for Tax Year 2018

The IRS has enacted new deadlines for the submission of the 1099-MISC file (F1, F12, F10, F11). The Protecting Americans from Tax Hikes (PATH) Act of 2015 requires Forms 1099-MISC reporting non-employee compensation (NEC) in box 7 to be filed by January 31. This requirement does not affect the due date for Forms 1099-MISC that do not report NEC, which must be filed by March 31 when filed electronically. Therefore, Form 1099-MISC has two possible due dates, depending whether it reports NEC.

After January 31, if you transmit a Form 1099-MISC reporting NEC and other Forms 1099-MISC that do not report NEC together with a single Payer ‘A’ Record, the IRS may inadvertently treat each form transmitted with the Payer ‘A’ Record as if it is subject to the section 6721 penalty for failure to file by January 31, even though many of the forms might not be due until March 31. In this case, the IRS may send you a proposed penalty notice, to which you may respond and clarify the content of the transmission in question. If no Form 1099-MISC transmitted with a single Payer ‘A’ Record reports NEC, the IRS’s systems will properly treat all forms in the transmission as due March 31.

**Tax Year 2018:** If any of your Forms 1099-MISC reporting NEC will be filed after the January 31st due date, separate the transmission of those Forms 1099-MISC from the transmission of any Forms 1099-MISC that do not report NEC and are not due until April 1, 2019. This procedure is for all Form 1099-MISC transmissions submitted after January 31st. Transmitters should anticipate that their transmissions sent after January 31st and include both a Form 1099-MISC reporting NEC and a Form 1099-MISC that does not report NEC with a single Payer ‘A’ Record, the IRS will treat each form transmitted with the Payer ‘A’ Record as if it is subject to the section 6721 penalty for failure to file by January 31st.

You can furnish each recipient with a single payee statement reporting all Form 1099-MISC payment types. Two separate recipient statements are not required, even if you report the NEC and non-NEC on two different forms filed with the IRS. Regardless of how you file with the IRS, you are required to furnish the payee statements by the recipient copy due date.

<b>1099-MISC Due Dates</b>		
<b>Form</b>	<b>IRS Electronic Filing</b>	<b>Recipient/Participant Copy</b>
1099-MISC with Non-Employment Compensation (NEC) (Data in Box 7)	January 31	January 31
1099-MISC (No data in Box 7 for NEC)	March 31	January 31 February 15 for amounts reported in boxes 8 or 14

## A4. Personnel System

### A4.1. Enhanced Substitute Pay and Leave System – Import Leave Input Data

A change has been made to the *Import Leave Input Data from CSV* (F3, F4, F2, F2) in the *Enhanced Substitute Pay and Leave System*. A new section is available on the *Leave Input Import Error/Warning Report* entitled ‘*Leave Date Edits*’. A warning message will be printed if a duplicate leave date exists for an employee. This will alert the leave administrator to the fact that a duplicate leave entry may exist for the employee. The messages in the ‘*Leave Date Edits*’ section are warnings only.

DATE	10/22/2018	LVU0200	LEAVE INPUT IMPORT ERROR/WARNING REPORT	FINAL MODE	PAGE	1
EMPNO	MESSAGE TYPE		MESSAGE DETAIL			
T,87877,AB4EY,LE4NARD			.....A1,1,10012018,D,1,,Y,86998,.....			
087877	SUBSTITUTE LAST NAME MISMATCH		AM8YA			
087877	SUBSTITUTE FIRST NAME MISMATCH		AN8ONE			
087877			RECORD ACCEPTED WITH WARNINGS			
T,87877,AB4EY,LE4NARD			.....A1,1,10012018,D,35,,Y,88936,.....			
087877	SUBSTITUTE LAST NAME MISMATCH		AN2LIN			
087877	SUBSTITUTE FIRST NAME MISMATCH		DE2ETRIUS			
087877			RECORD ACCEPTED WITH WARNINGS			
T,88905,ED9ARD,NA9ENE,.....			A1,1,10012018,D,1,,Y,88936,.....			
088905	SUBSTITUTE LAST NAME MISMATCH		AN2LIN			
088905	SUBSTITUTE FIRST NAME MISMATCH		DE2ETRIUS			
088905			RECORD ACCEPTED WITH WARNINGS			
T,89139,GR9SHAM,TE9MA,.....			A1,1,10012018,D,1,,Y,87637,.....			
089139	SUBSTITUTE LAST NAME MISMATCH		WA3L			
089139	SUBSTITUTE FIRST NAME MISMATCH		VA3IA			
089139			RECORD ACCEPTED WITH WARNINGS			
T,89139,GR9SHAM,TE9MA,.....			A1,1,10012018,D,1,,Y,89450,.....			
089139	SUBSTITUTE LAST NAME MISMATCH		WA3NER			
089139	SUBSTITUTE FIRST NAME MISMATCH		SHLTON			
089139			RECORD ACCEPTED WITH WARNINGS			
LEAVE BALANCE EDITS						
087877	AB4EY, LE4NARD					
087877	LEAVE EXCEEDS EMPLOYEE BALANCE FOR TYPE	LV TYPE = A1	ENDING BAL = 34.5000	TOT REQUEST = 36.0000		ERROR
LEAVE DATE EDITS						
087877	DUPLICATE LEAVE DATE EXISTS FOR EMPLOYEE	LV DATE = 2018/10/01	AB4EY, LE4NARD			
089139	DUPLICATE LEAVE DATE EXISTS FOR EMPLOYEE	LV DATE = 2018/10/01	GR9SHAM, TE9MA			

## Section B: Installation Instructions for Release 18.03.01 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 18.03.01* 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/USB as “**Data Backup Prior to Release 18.03.01**”. Continue to use the backup CD/DVD/USB in the normal backup rotation.

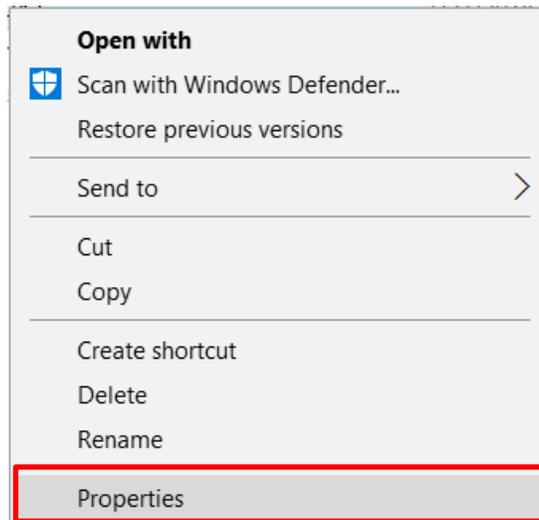
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service ( <b>VQueueService</b> ) and the SQL Express Service ( <b>SQLEXPRESSPCG</b> ) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.  If the <i>Uspool</i> background task has not yet been removed from the from “ <i>All Users Startup</i> ”, close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ <b>Full System Backup Prior to Release 18.03.01</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 18.03.01</i> .

## B2. Install PCGenesis Release 18.03.01

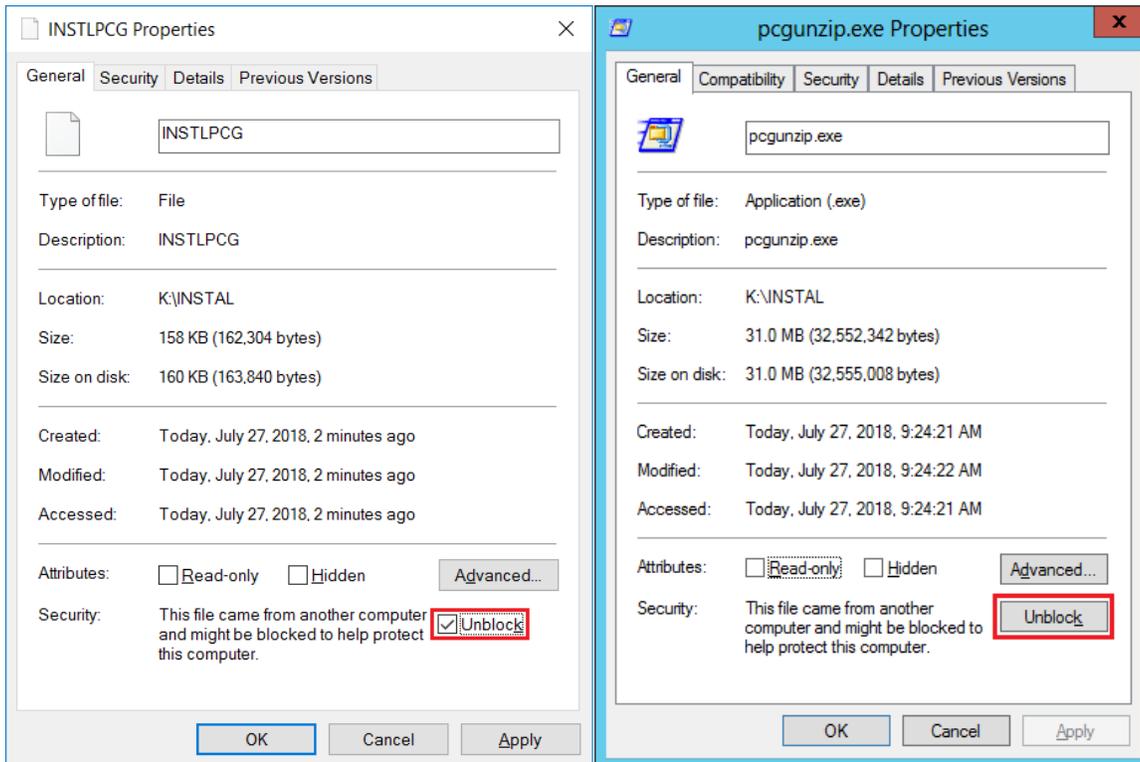
### FROM THE PCGENESIS SERVER

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	<p style="text-align: center;"><b>*** ALERT ***</b></p> <p>After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 operating system.</p> <p>To check whether the files have been blocked, <b>right-click</b> on each of the downloaded files and select <b>Properties</b>. If you see a security message at the bottom, as shown below, you will need to click the '<b>Unblock</b>' button. This is a very important step!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select '<i>Properties</i>'.</p>

After right-clicking on each file, select the ‘Properties’ option:

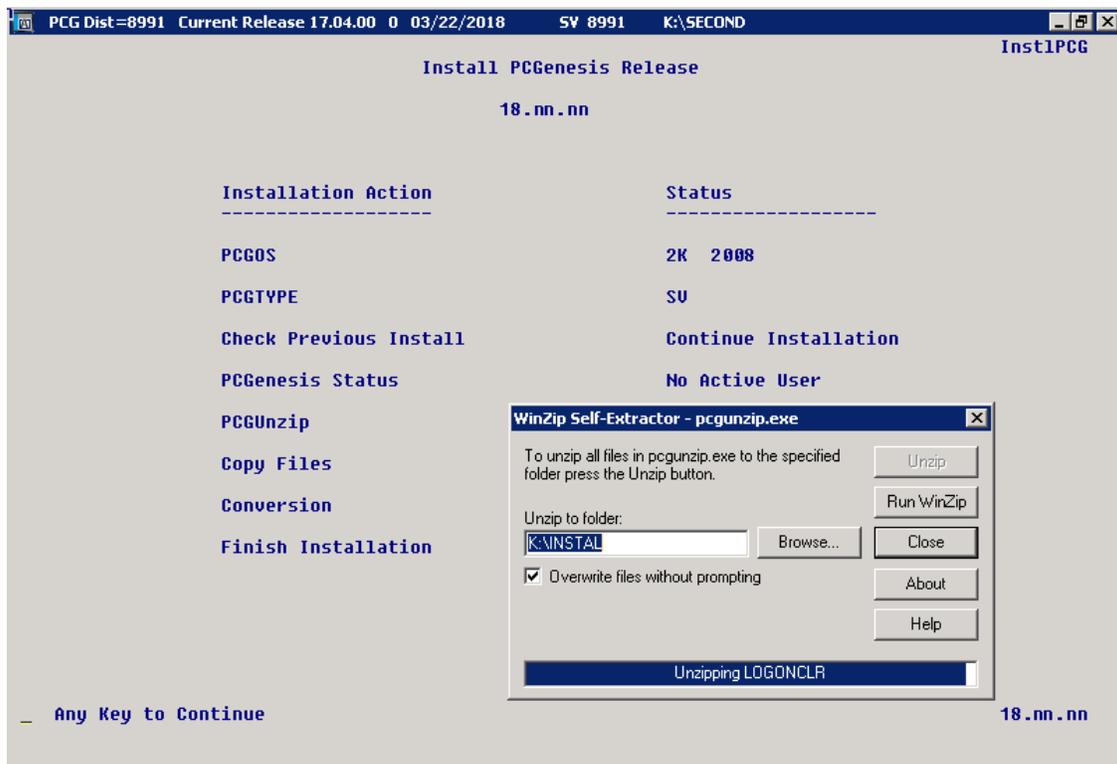


Depending on the version of the Windows operating system, the following screen displays:



Step	Action
6	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following <b>security</b> warning is displayed:</p> <p>“<i>This file came from another computer and might be blocked to help protect this computer.</i>”</p> <p>If the option is presented, select <input type="button" value="Unblock"/> (<b>Unblock</b>) or check <input checked="" type="checkbox"/> the box to the left of <b>Unblock</b>.</p> <p>Do this for each of the files in the <b>K:\INSTAL</b> directory.</p>
7	<p>Right-click <b>RELINSTL.BAT</b> and select <b>Run as administrator</b> to perform the installation.</p> <p><i>A status screen will display showing the release steps as they are completed.</i></p>

A screen will display showing the progress of the installation:

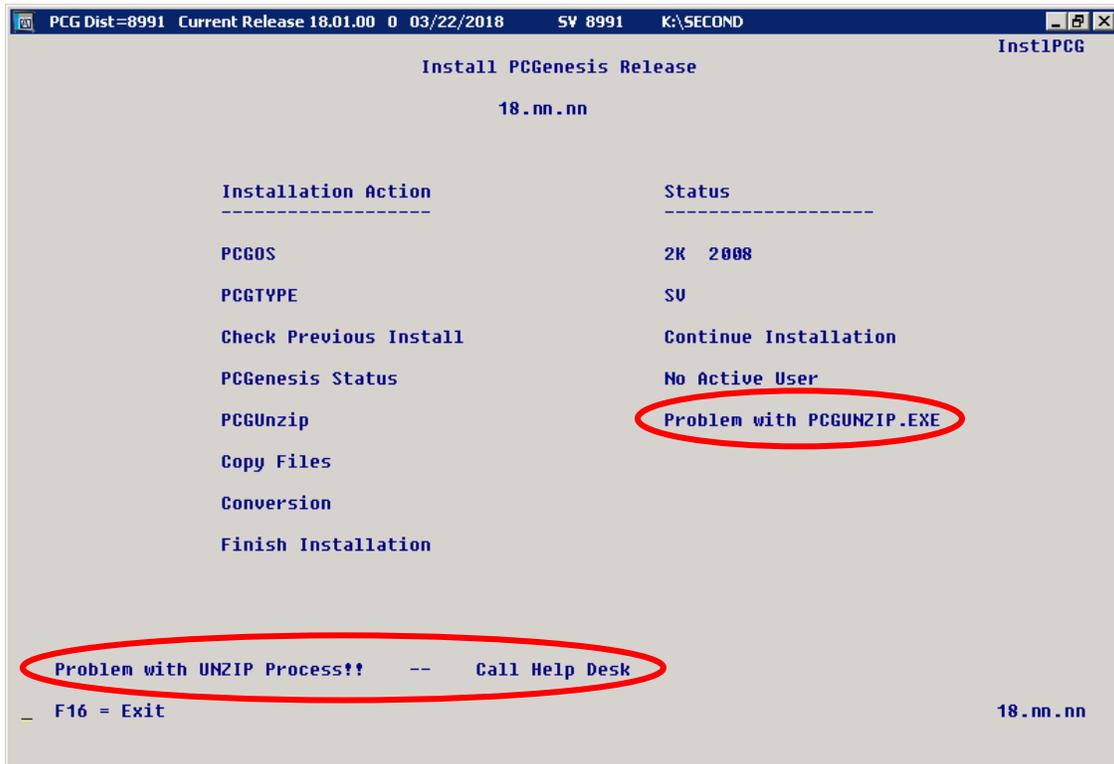


For PCGenesis Release 18.03.01 successful installations, the following message displays:



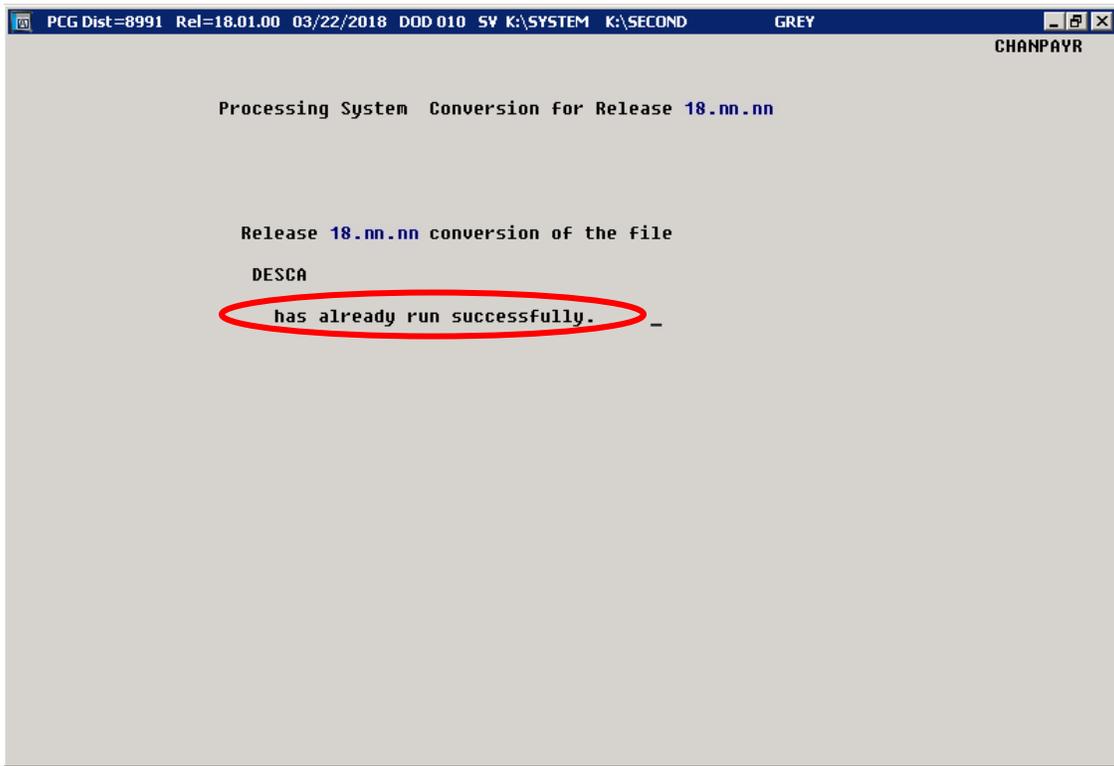
Step	Action
8	Select <b>Enter</b> to close the window.
9	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 18.03.01 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 10.</p>

A problem message displays if an error occurred:



Step	Action
10	Select <b>F16</b> to close the window.
11	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
12	<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:

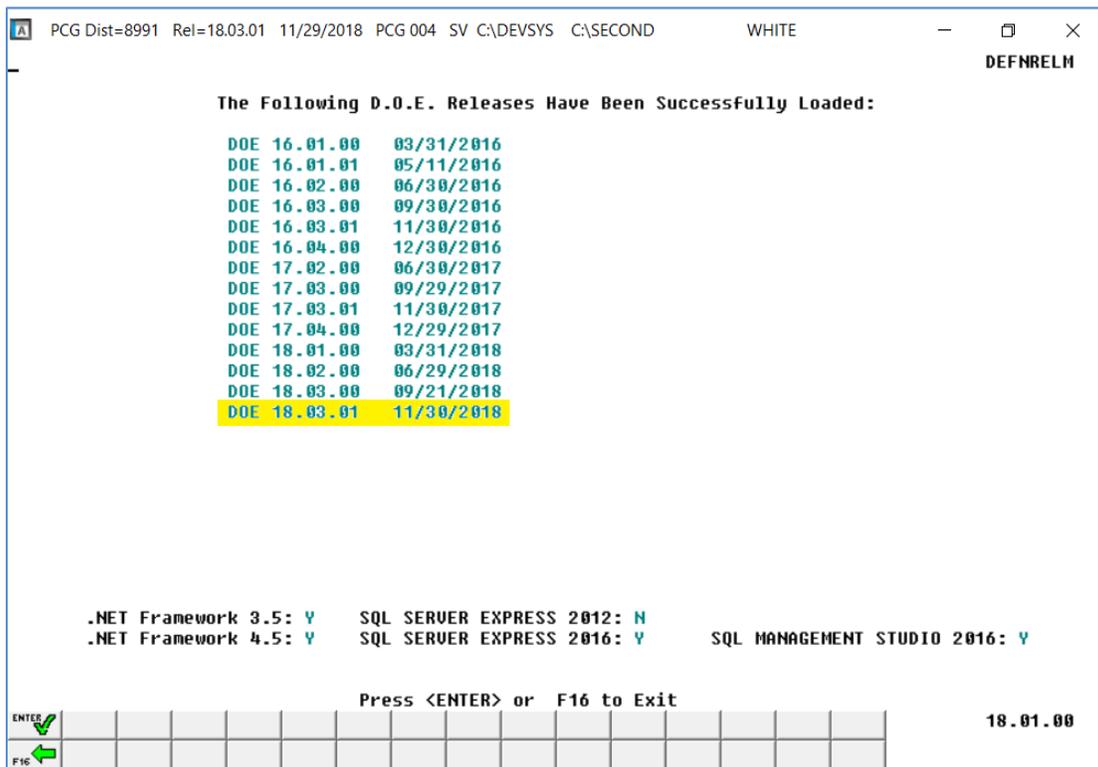


<b>Step</b>	<b>Action</b>
<b>13</b>	Proceed to <i>B3. Verify Release 18.03.01 Was Successfully Installed.</i>

### B3. Verify Release 18.03.01 Was Successfully Installed

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

The following screen displays:



Step	Action
4	Verify <b>Release 18.03.01</b> 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 <b>DOE 18.03.01</b> displays. If Release 18.03.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select <b>Enter</b> .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

## **B4. Perform a PCGenesis Full Backup After Release 18.03.01 is Installed**

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service ( <b>VQueueService</b> ) and the SQL Express Service ( <b>SQLEXPRESSPCG</b> ) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.  If the <i>Uspool</i> background task has not yet been removed from the from “ <i>All Users Startup</i> ”, close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ <b>Full System Backup After Release 18.03.01</b> ”.
5	Restart the SQL Express Service ( <b>SQLEXPRESSPCG</b> ). After waiting at least two minutes, restart the <b>VQueueService</b> in  <a href="#">View local services</a> ( <b>View local services</b> ).

## Section C: After PCGenesis Release 18.03.01 Has Been Installed

GHI employee rates effective 01/01/2019 have been loaded to the *Benefit Plan/Option/Tier rate file*. These rates are required for the **December payroll**. The following steps should be taken to load GHI 2019 enrollments and to prepare for the December 2018 payroll:

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically YY.03.01, where ‘YY’ is the current calendar year.
	2	Print the <i>Benefit Plan/Option/Tier Report</i> for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the <u>employee</u> premium amounts for each option and tier are correct. (F2, F9, F9) Refer to <i>PAYROLL: Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report.</i>
	3	Where appropriate, update the <i>Group Health Insurance (GHI) Table</i> with the correct <u>employer</u> contribution share. (F2, F13, F3, F6) Refer to <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>
	4	Verify the <i>State Health Benefit Plan (SHBP)</i> system deduction setup. (F2, F9, F5) Refer to <i>Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup</i> in this document.
	5	Download the <i>State Health Benefit Plan (SHBP) Open Enrollment File</i> from the ADP Website. Refer to <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i> in this document.
	6	Import the <i>State Health Option and Tier</i> from the ADP File. (F3, F13, F6) Refer to <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> in this document.
	7	Set the <i>State Health Benefit Plan (SHBP)</i> deduction amounts for active employees. Run the procedure in <b>Trial</b> mode first, but don’t forget to run in <b>Final</b> mode second. Enter the date as <b>01/01/yy</b> where <u>yy</u> is the <u>new</u> year. (F3, F13, F8) Refer to <i>Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees</i> in this document.

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	<b>8</b>	Gross-up wages for highly compensated employees, when appropriate. Refer to <i>Topic 7: Grossing-Up Wages for Highly Compensated Employees</i> in this document.
	<b>9</b>	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the <i>Payroll Trial Register</i> and the <i>Trial Employer Benefit Distribution by Employee</i> reports. (F2, F3, F3)
	<b>10</b>	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

## C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report

Step	Action
1	From the <i>Payroll System Master Menu</i> , select  (F9 – Update/Display Description/Deduction/Annuity Files Menu).
2	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> displays, select  (F9 – Print Benefit Plan/Option/Tier File).
3	On the <i>Print Benefit Plan Option Tier File</i> screen, enter <b>01/01/2019</b> and <b>12/31/2019</b> in the <b>Print rates in effect from</b> range fields, and select <b>Enter</b> . <i>PCGenesis defaults to the current date in the From: field.</i> <i>“*** Processing ***” briefly displays.</i>
4	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> redisplay <b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue). <b>To print the report via Microsoft® Word:</b> Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.



# Appendix A: Supported 1095-C Form - Example

600116  VOID  CORRECTED OMB No. 1545-0047 **2015** Form 1095-C

**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**

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		\$	

Information about Form 1095-C and its separate instructions is at [www.irs.gov/form1095c](http://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)

**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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Department of the Treasury – IRS

L1095CAL16 Form 1095C (2015)