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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 19.04.00 – Calendar Year 2019 Year-End Closing Procedures /
Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 19.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2019 Payroll Completion Instructions

Install this release after completing the December 2019 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2020 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. Expiration Date for Windows Server 2008 and 2008_R2

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2020, PCGenesis will no longer support the Windows Server 2008 and 2008_R2 operating system, or any earlier operating systems.**

This announcement is made with the knowledge that the end-of-support dates are approaching for two highly used Microsoft products. These are the **Windows Server 2008/2008 R2** and **SQL Server 2008/2008 R2** versions. If you have questions, please contact your Microsoft support team.

- Microsoft extended Support for **SQL Server 2008/2008 R2 ends July 9, 2019**
- Microsoft extended Support for **Windows Server 2008/2008 R2 ends January 14, 2020**

Today, the PCGenesis application is supported on Windows Server 2008 and 2008_R2 and will continue to be supported through June 30, 2020. However, school districts that continue to use unsupported Microsoft software past the end-of-support dates, do so at their own risk with the full knowledge that PCGenesis software does not provide the necessary security enhancements. PCGenesis data is vulnerable unless security updates are provided by Microsoft to ensure system integrity.

Please be aware that the GaDOE is decommissioning all of their 2008_R2 servers as of January 2020 making it nearly impossible to support school systems still running PCGenesis on the 2008 versions of Windows Servers. **The GaDOE highly recommends that all PCGenesis sites still running Windows Server 2008 and 2008_R2 should immediately begin the process of upgrading their PCGenesis server.**

PCGenesis will continue to support Windows Server 2012 and 2016 until further notice. Server 2019 R2 64 bit and Windows 10 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended. The PCGenesis development team has certified that Windows Server 2019 R2 is a supported operating system for the PCGenesis software.

A1.2. Backup of PCGenesis Data

This information must be forwarded to your Technology Representative or you may not have everything you need for a successful restore of your PCGenesis production data.

Going forward, PCGenesis data will be split between files contained in the directory **K:\SECOND** and the new *SQL Server* database table located in **K:\PCGSQldb**. Therefore, it is very important to backup **K:\PCGSQldb** and **K:\SECOND** during the nightly backup. One directory cannot be backed up without the other directory, and they must be maintained together. To create a complete backup of the PCGenesis system, the two directories need to be backed up together.

With release 19.04.00, **K:\SECOND cannot be restored** without also restoring the **PCGenesisDB** database. These two entities must be kept in sync, otherwise the *Display Bank Balances* screen (F1, F8, F1) will not have correct data.

The following directories are needed for disaster recovery:

- **K:\SECOND** – PCG payroll & financial data
- **K:\PCGSQldb** – The *PCGenesisDB* database for the PCGenesis production data, and the *VQueueDB* database for the *VerraDyne* print queue data
- **K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format
- **K:\UCTPRINT** – PCGenesis report files currently in the print queue

Prior to running a backup of the **K:\PCGSQldb** directory...

- School districts must stop the *VerraDyne Queue Service* and the *SQL Express* services for the backup to successfully run to completion.
- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to stop the services:

NET STOP VQueueService

NET STOP MSSQL\$SQLEXPRESSPCG

After the **K:\PCGSQldb** directory backup has completed – Start Services

- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services:

NET START MSSQL\$SQLEXPRESSPCG

- (Make sure to **wait at least 2 minutes** for **SQLEXPRESSPCG** to start before trying to start **VQueueService**)

NET START VQueueService

A1.3. Remote Desktop Connection and PCGenesis Security Recommendations

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.

A2. Payroll System

A2.1. 2020 FICA Update

The FICA parameters have been updated for calendar year 2020. The FICA wage limit has increased to \$137,700.00 for 2020. This release automatically updates the FICA tables into PCGenesis.

A2.2. New IRS Specifications for 2020 W-4 and Federal Tax Withholding

The Federal withholding tax parameters have been updated for calendar year 2020. The **Federal Exemption Amount** remains unchanged at \$4,200 for employees using a W-4 form prior to 2020. Four new withholding tables have been added to the system resulting in a total of six Federal withholding tables available starting in January 2020. This release automatically updates the 2020 Federal withholding tax tables into PCGenesis.

With the 19.04.00 release, three ‘*standard*’ withholding rate schedules are available for Federal filing statuses of married, single, and head of household. These three tables are used when the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is **NOT** checked.

With the 19.04.00 release, three new ‘*2020 W-4 Step 2 Checkbox*’ tables are available for Federal filing statuses of married, single, and head of household. These tables are used when the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 **is** checked.

In addition to the **Federal Exemption Amount** of \$4,200, two new exemption amounts have been added. The **2020 W-4 Married Exemption Amount** is \$12,600. The **2020 W-4 Single Exemption Amount** is \$8,400. This release automatically updates the 2020 exemption amounts into PCGenesis.

The Federal withholding rate schedules have been updated and are available from the *Tax / Withholding / Control Menu* (F2, F13, F3) as shown below.

PCG Dist=8991 Rel=19.04.00 12/11/2019 PCG 003 SV C:\DEVSY\ C:\SECOND WHITE

**** FIT - Federal Income Tax - Annual Tables **** PAYTAXES

2020 W-4 Step 2 Checkbox Rate Schedule

Single				Married			
	Base Wage	Fixed Tax Amt	Add'l Percent		Base Wage	Fixed Tax Amt	Add'l Percent
1	0	.00	.000	1	0	.00	.000
2	0	.00	.000	2	0	.00	.000
3	6100	.00	.100	3	12200	.00	.100
4	10950	485.00	.120	4	21900	970.00	.120
5	25838	2271.50	.220	5	51675	4543.00	.220
6	48200	7191.25	.240	6	96400	14382.50	.240
7	86463	16374.25	.320	7	172925	32748.50	.320
8	108150	23314.25	.350	8	216300	46628.50	.350
9	261250	76899.25	.370	9	318375	82354.75	.370

Head of House			
	Base Wage	Fixed Tax Amt	Add'l Percent
1	0	.00	.000
2	0	.00	.000
3	9175	.00	.100
4	16100	692.50	.120
5	35600	3032.50	.220
6	51275	6481.00	.240
7	89525	15661.00	.320
8	111225	22605.00	.350
9	264325	76190.00	.370

Federal Tax Exempt Amount: 4200.00
 2020 W-4 Married Exempt: 12600.00
 2020 W-4 Single Exempt: 8400.00

Fed ID# (EIN): 586000267

ENTER=Update, F16=Exit

ENTER F16

19.04.00

Display/Update Federal Tax Table – 2020 W-4 Step 2 Checkbox Rate Schedule

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes, and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The 2020 Form W-4 contains 5 steps. Every W-4 form employers receive from an employee should show a completed *Step 1* (name, address, social security number, and filing status) and a dated signature on *Step 5*. Employees will complete *Steps 2, 3, and/or 4* only if relevant to their personal situations. *Steps 2, 3, and 4* show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than *Step 1* and *Step 5*, employers will withhold the amount based on the filing status, wage amounts, and payroll period.

Please review *Appendix C: Draft of IRS 2020 W-4 Form* and *Appendix D: IRS FAQs For Form W-4* for additional information.

The November release (19.03.01) made the new 2020 W-4 employee fields available. The December release (19.04.00) updates the Federal income tax calculation per IRS *Publication 15-T, Federal Income Tax Withholding Methods*.

Please review *Appendix B: Reprint of IRS Publication 15-T for 2020* for a comprehensive description of the Federal tax withholding calculation method employed by PCGenesis.

A2.3. Calculate and Display An Employee's Pay

The Calculate and Display An Employee's Pay (F2, F2, F14) screen has been updated to calculate the Federal tax withholding based upon the formula defined in IRS Publication 15-T, Federal Income Tax Withholding Methods. The Calculate and Display An Employee's Pay screens have been updated to display the five new employee fields needed for the 2020 Federal tax withholding calculation:

- 2020 W-4? (Yes / No flag to indicate whether the information is from the 2020 W-4)
- Box 2: Two jobs flag (Yes / No flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

Calculate and Display an Employee's Pay – Screen 1

PCG Dist=8991 Rel=19.04.00 12/11/2019 PCG 003 SV C:\DEVSY\ C:\SECOND WHITE

Calculate and Display Pay Screen 2 of 2 PAYCOMP

Emp#: 88498 AD91SON, IS91AH 999-08-8498 Sec 125 Y Loc 0201 Class 01

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Fed: Mar M Exempt 0 2020 W-4 Y W/H Cd 1 Addn Amt/% 50.00 Box 2 Y 3-Dep 98765.43 4a-Inc 54321.12

State: Mar B Allow M[1] D[02] W/H Cd 0 Addn Amt/% Fed 4b-deduct 65432.10

Switches: Fed Y State Y FICA/Med Y Pension Y GHI N Pension type TRS

Reg-hr Out-hr Reg-ant 4533.59 Out-ant

Ded Short Cd	Description	Employee Amount	Emplr Flag	Employer Amount	Ded Short Cd	Description	Employee Amount	Emplr Flag	Employer Amount
TRS		272.01	Y	958.41	GHI - EMPLR		n/a	Y	
FICA		346.82	Y	346.82					
03	FED W/H TAX	50.00	N						
04	GA INCOME TAX	142.29	N						
17	VENDOR 000016	14.58	N						
50	VENDOR 005949	11.75	N						

Bank Account Net Pay Annuities

DD #1 64 10011 1111 111408 3696.14 Ann #1 Ded 1 Co 1
Ann #2 Ded 2 Co

*** Gross Pay 4533.59 *** Deductions 837.45 *** Net Pay 3696.14 *** Non Tax

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

F10 F11 F12 F15

19.04.00

Calculate and Display an Employee's Pay – Screen 2

A2.4. PCGenesis Software ID for 2019 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.

A2.5. 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 2018 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.

A2.6. 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 2018 will NOT need to redo the ACA test file submissions in 2019 for 2019 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_20191114T010101005Z.xml
- 2 1094C_Request_XXXXX_20191114T010101005Z.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.

A2.7. Calendar Year 2019 W-2 Form Processing

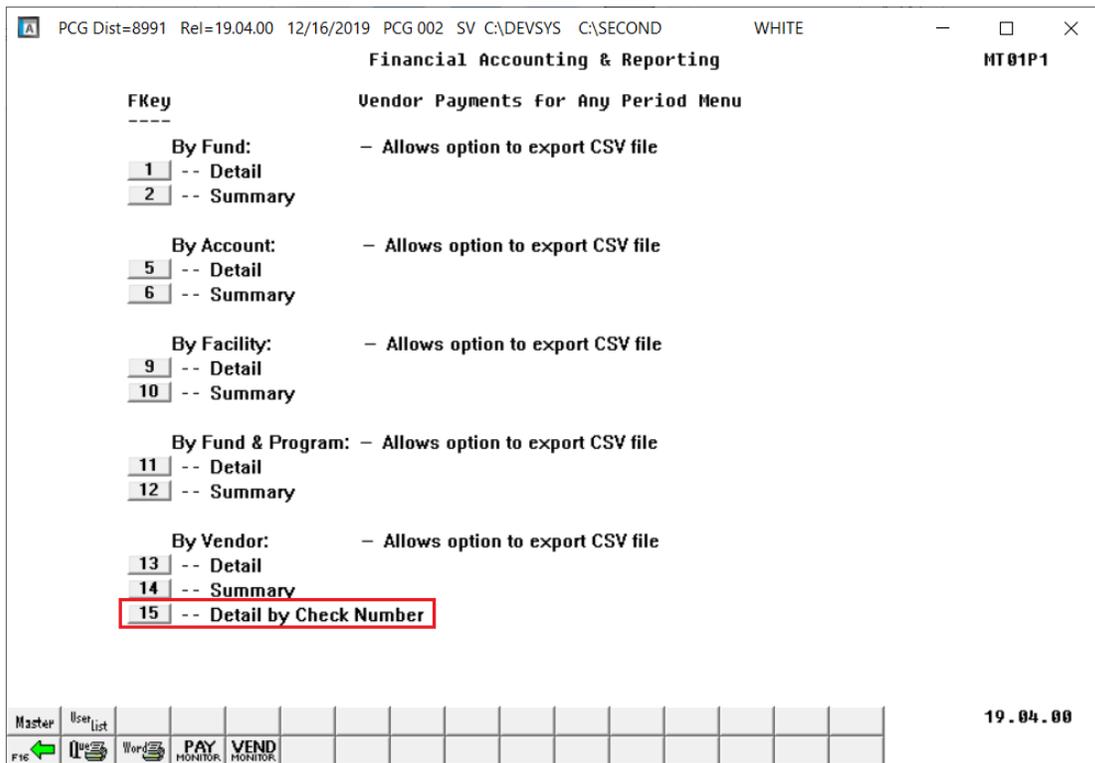
Calendar year 2019 Internal Revenue Service (IRS) W-2 forms have not changed from 2018.

The installation of Release 19.04.00 makes calendar year **2020** W-2 forms available for employees terminating and requesting W-2's for calendar year 2020. The 2020 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A3. Financial Accounting and Reporting (FAR) System

A3.1. Vendor Payments for Any Period, Detail by Check Number

A new report has been added to the *Vendor Payments for Any Period* menu. The *Vendor Payment Detail by Check Number Report* (F1, F9, F1, F1, F15) lists vendor payments in order by vendor number, check bank, check/wire transfer number, and sequence number in detail format. The report is sorted by the vendor number and then by the bank and check number. The report shows all of the claim numbers associated with the check, but does not print any general ledger account information. The report prints the full text of the claim descriptions and vendor reference fields. The *Vendor Payment Detail by Check Number Report* will make it easy to research checks/wire transfers and the claims associated with a vendor.



Vendor Payments for Any Period Menu

Release 19.04.00 – Calendar Year 2019 Year-End Closing Procedures Miscellaneous Changes / Installation Instructions

REPORT DATE: 12-16-2019		TIME: 15:24		VENDOR PAYMENT DETAIL BY CHECK NUMBER			PAGE 106
		7-01-18 THRU 6-30-19					
VENDOR NO. & NAME SEQ	DESCRIPTION	REFERENCE	DATE	BANK	CHECK#	AMOUNT	
2892 VENDOR 002892							
9949	STUFF	2393	05-17-19	BK01	057007	190.00	
	GAPT CONF						
9950	STUFF	2497	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9951	STUFF	2395	05-17-19	BK01	057007	230.00	
	GAPT CONF						
9952	STUFF	2421	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9953	STUFF	2494	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
9954	STUFF	2496	05-17-19	BK01	057007	230.00	
	GAPT CONFERENCE						
			*** TOTAL FOR		057007	1,340.00	**
9947	STUFF	2136	05-24-19	BK01	057032	50.00	
	'19 GAPT ADMIN WRKSH						
9948	STUFF	2607	05-24-19	BK01	057032	450.00	
	'19 GAPT WRKSH						
			*** TOTAL FOR		057032	500.00	**
2896 VENDOR 002896							
9979	STUFF	244191A	07-31-18	BK01	055075	1,194.69	
	P.HYDE/JCMS RENO/JEFF						
			*** TOTAL FOR		055075	1,194.69	**
9978	STUFF	266640A	10-19-18	BK01	055680	1,785.25	
	C.NOTESTONE/JCMS						
			*** TOTAL FOR		055680	1,785.25	**
2946 VENDOR 002946							
9602	STUFF	9955218828	08-16-18	BK01	055203	16.74	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055203	16.74	**
9601	STUFF	9955899871	09-13-18	BK01	055427	16.74	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055427	16.74	**
9600	STUFF	9956600725	10-12-18	BK01	055628	16.20	
	J.WILLIAMS/TRANSPORTATION						
			*** TOTAL FOR		055628	16.20	**

Vendor Payment Detail by Check Number Report - Example

Section B: Installation Instructions for Release 19.04.00 Software

B1. Perform a PCGenesis Full Backup

Proceed to section B2. *Verify Windows Security Group GENUSERS* in this document if these two conditions are met:

1. The prior evening’s full system backup was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 19.04.00**”.
 - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

Otherwise, continue with the instructions in section B1. *Perform a PCGenesis Full Backup* if these two conditions are not met.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	<p>Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.</p> <p>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.</p>
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup Prior to Release 19.04.00 ”.
5	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 19.04.00 release.

Operating System Requirements for the PCGenesis Database

1. Prior to release 19.01.00, the PCGenesis document *New Server Installation Checklist* recommended setting up **GENUSERS** as the Windows Server security group for all PCGenesis users, but this requirement was not enforced. Please refer to *Page 2, Step 4* in the following document:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

Starting with release 19.01.00, the security user group GENUSERS is now required.

2. Please forward this notice to your IT support team and ask them to verify the setup of **GENUSERS** on your PCGenesis Windows Server. If **GENUSERS** is not the current security group for PCGenesis users, please have the IT staff set up **GENUSERS** as directed in the document referenced above.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the Help-ticket link on the left side of the MyGaDOE portal menu.

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

B3. Install PCGenesis Release 19.04.00

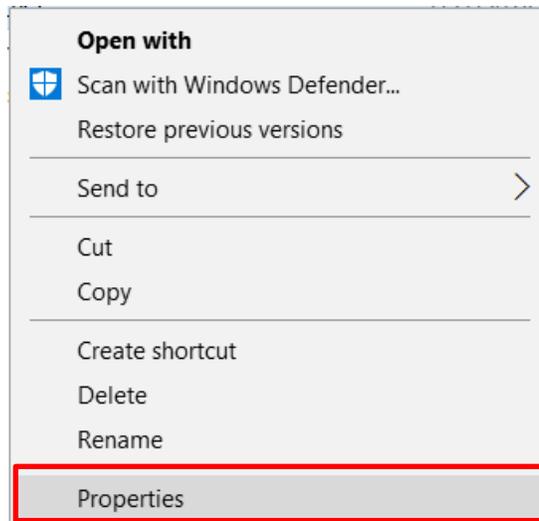
FROM THE PCGENESIS SERVER

Important Note

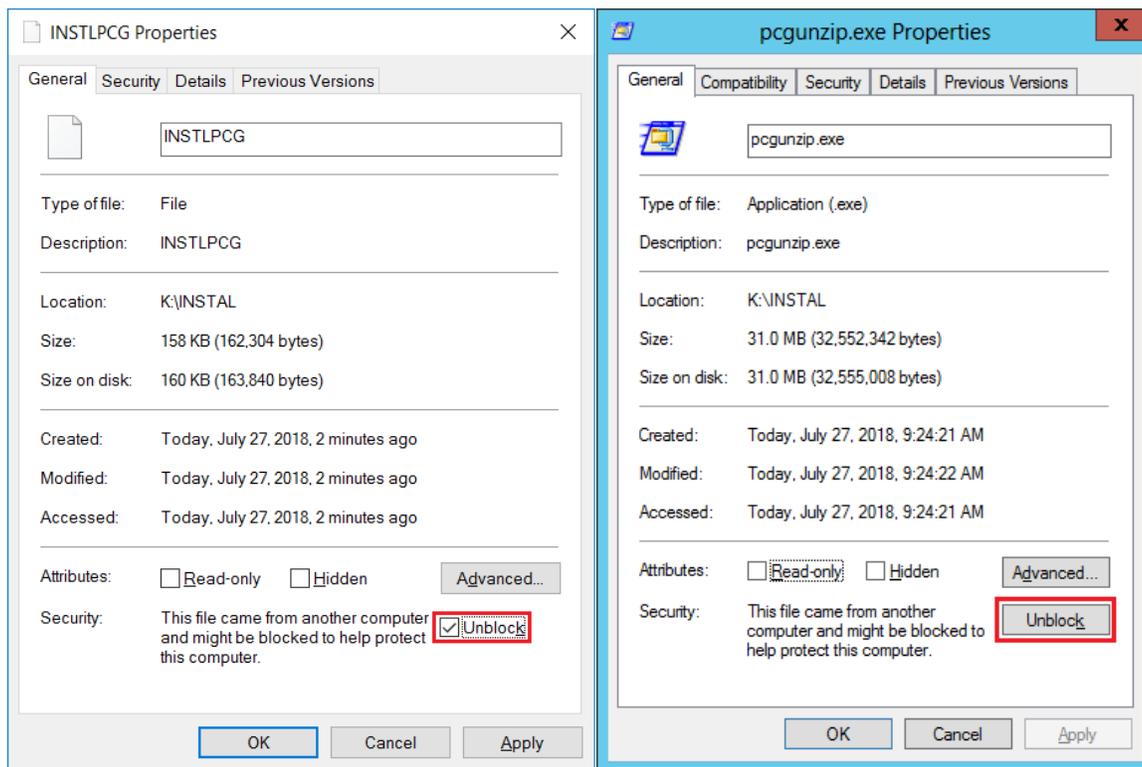
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

Step	Action
1	NOTE: The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the <i>PCGenesisDB</i> database components contained in this release.
2	Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation.
3	Verify all users are logged out of PCGenesis.
4	Open Windows® Explorer .
5	Navigate to the K:\INSTAL directory.
6	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>
7	<p style="text-align: center;">*** ALERT ***</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, right-click on each of the downloaded files and select Properties. If you see a security message at the bottom, as shown below, you will need to click the 'Unblock' 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 'Properties'.</p>

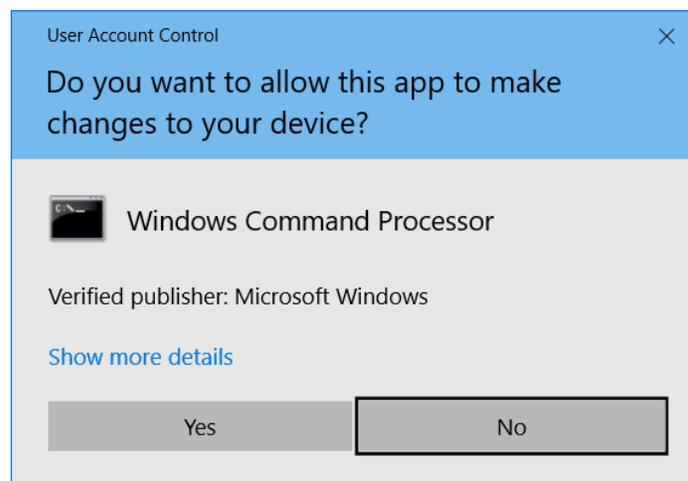
After right-clicking on each file, select the ‘Properties’ option:



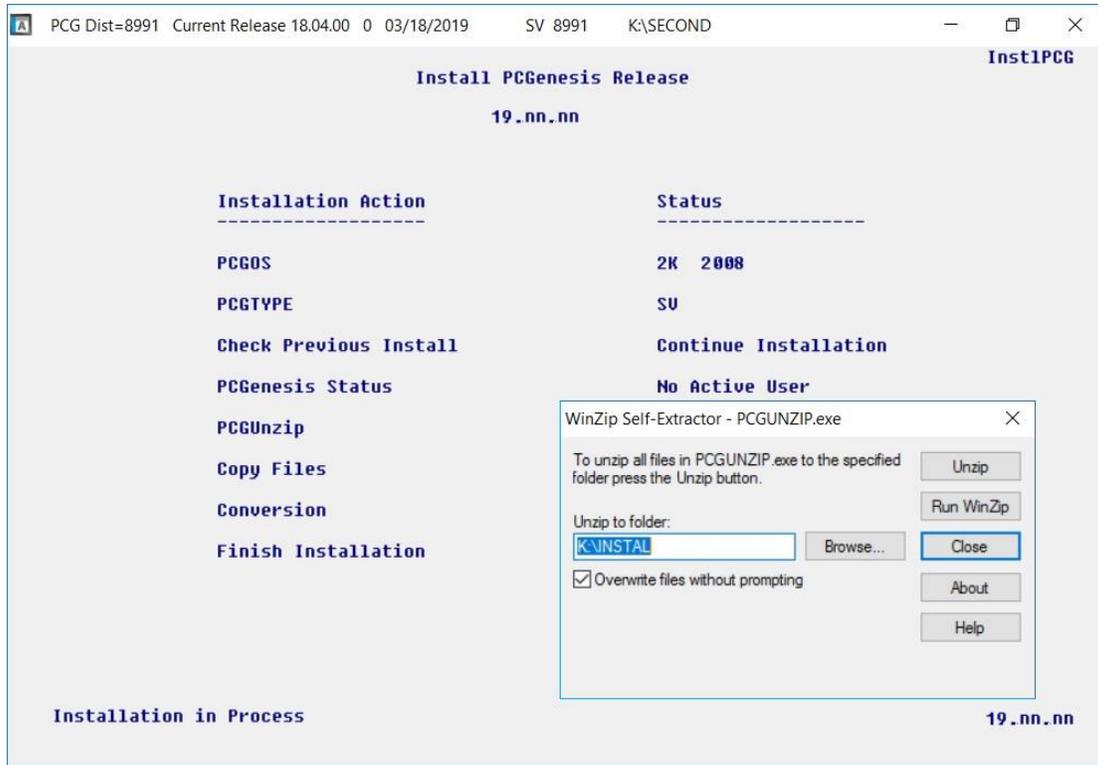
Depending on the version of the Windows operating system, the following screen displays:



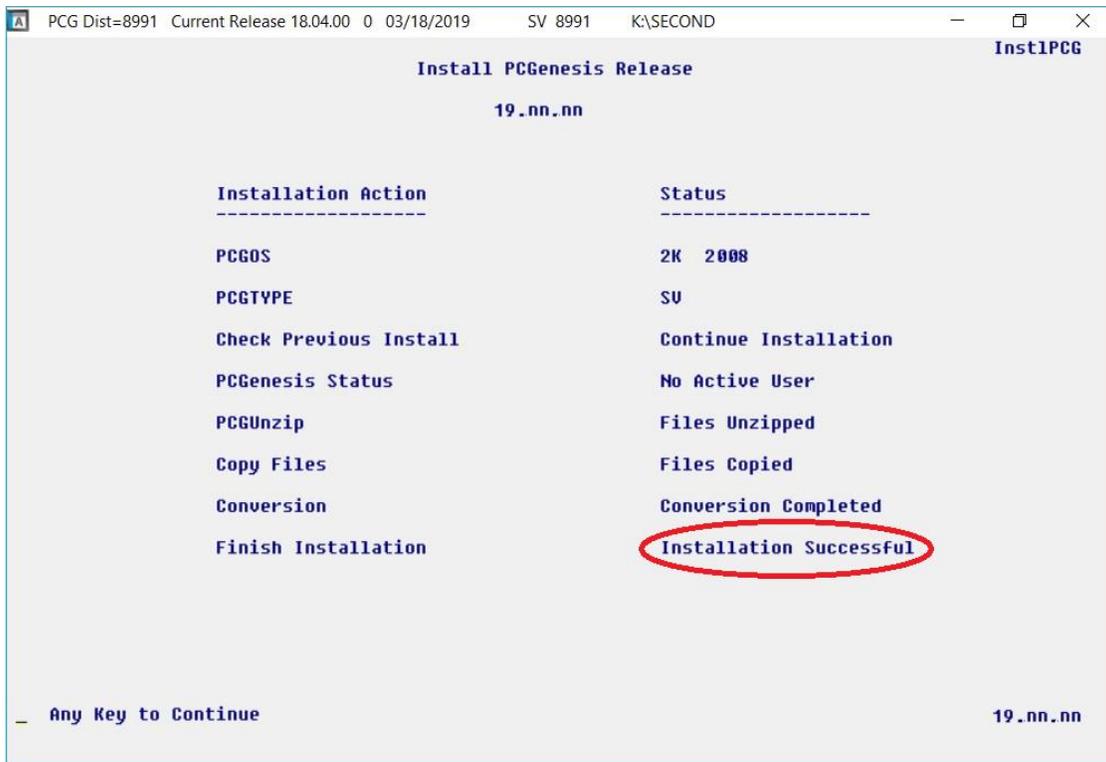
Step	Action
<p>8</p>	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button" value="Unblock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p>
<p>9</p>	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p>
<p>10</p>	<p>If the message “<i>Do you want to allow this app to make changes to your device?</i>” is displayed, select <input type="button" value="Yes"/> (Yes) to continue.</p> <p><i>Next, a release installation status screen will display showing the release steps as they are completed.</i></p>



A screen will display showing the progress of the installation:

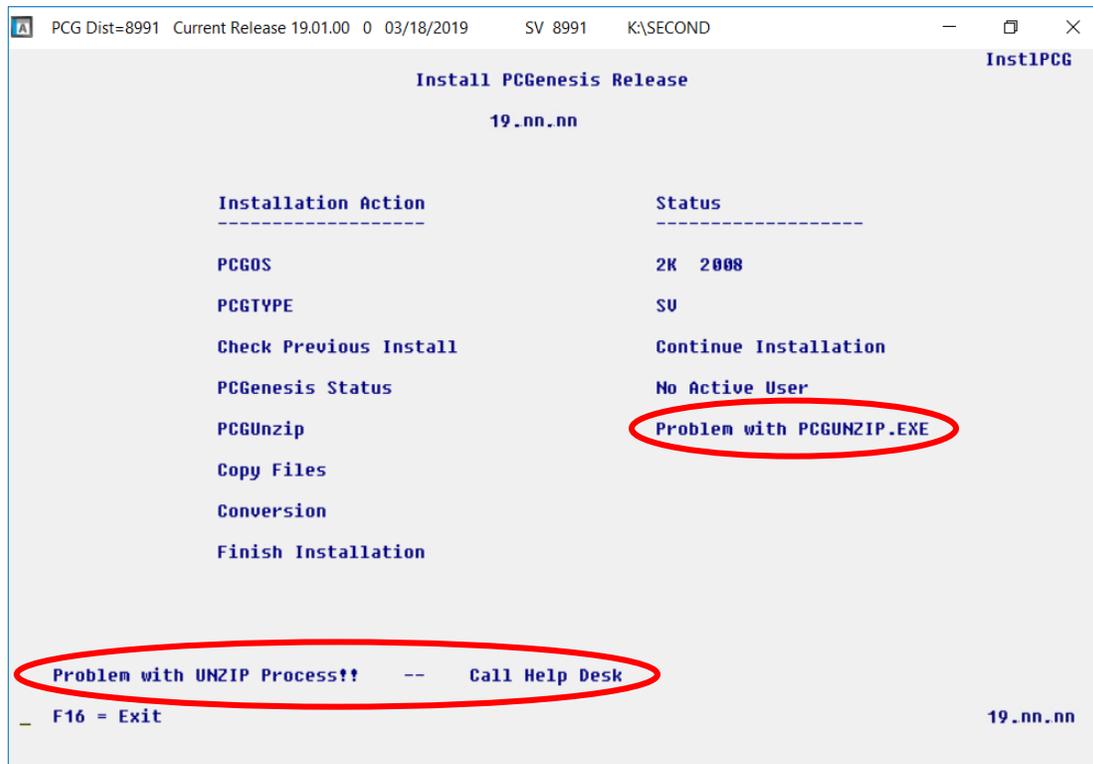


For PCGenesis Release 19.04.00 successful installations, the following message displays:



Step	Action
11	Select Enter to close the window.
12	<p>If the installation was successful: Proceed to B4. <i>Verify Release 19.04.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 13.</i></p>

A problem message displays if an error occurred:



Step	Action
13	Select F16 to close the window.
14	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
15	<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:

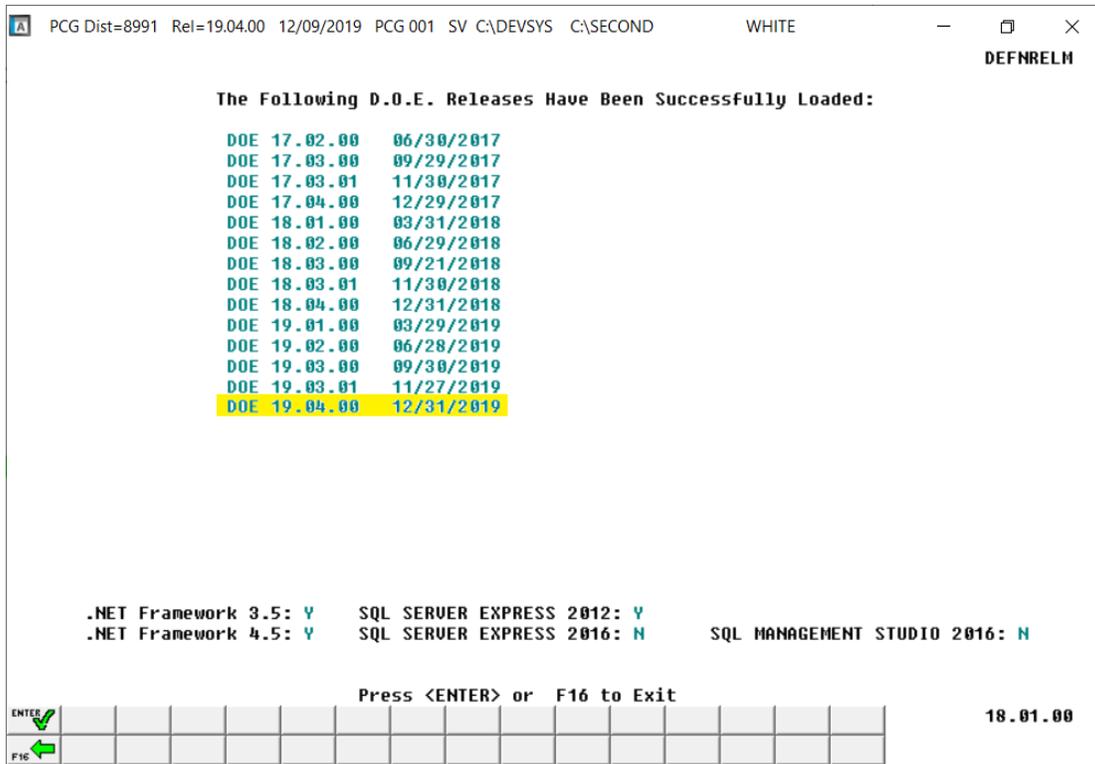


Step	Action
16	Proceed to B4. <i>Verify Release 19.04.00 Was Successfully Installed.</i>

B4. Verify Release 19.04.00 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 19.04.00 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 19.04.00 displays. If Release 19.04.00 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.

B5. Perform a PCGenesis Full Backup After Release 19.04.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	<p>Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the K:\ PCGenesis disk drive or else the backup will not run to completion.</p> <p>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.</p>
3	Perform a PCG Full Backup to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB “ Full System Backup After Release 19.04.00 ”.
5	Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services).

Section C: After PCGenesis Release 19.04.00 Has Been Installed

C1. Verify Contents of the End-of-November Backup

This step is very, very important! The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQldb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the database data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe. To that end, please follow the steps below.

Step	Action
1	<p>Verify you have a <u>weekly full backup of K:</u> that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site’s standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required)
2	<p>Verify you have a <u>daily backup of K:\SECOND*.* and K:\PCGSQldb*.*</u> that you retain for at least 4 weeks</p> <p>Daily backup of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*.* <u>and</u> K:\PCGSQldb*.* for at least one year (Required)
3	<p>Request your IT representative obtain the November 30th backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily backup of K:\SECOND*.* and K:\PCGSQldb*.*, but make sure it is the end-of-<u>November 2019</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the November 30th, 2019 backup:</p> <p>For Windows Server 2008: K:\PCGSQldb\MSSQL11.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>For Windows Server 2012, 2016, or 2019: K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will not be able to recover all your PCGenesis data!!!</p>
5	<p>Verify that this directory exists on the November 30th, 2019 backup, including all subdirectories and files within this directory:</p> <p>K:\SECOND</p>
6	<p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation.</p> <p>Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p>
7	<p>If your district’s backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p>

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 2019 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 2019 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.	
12	Process calendar year 2019 Form 1099-MISC statements. (F1, F12, F10)

Appendix A: Supported 1095-C Form - Example

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED OMB No. 1545-2251 2018 Form 1095-C		Employee Offer of Coverage		Employer Provided Health Insurance Offer and Coverage For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Department of the Treasury - IRS																
APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Plan Start Month (enter 2-digit no.):	14 Offer of Coverage (enter required code)		15 Employee Required Contribution (see instructions)	16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)														
Do not attach to your tax return. Keep for your records. Go to www.irs.gov/Form1095C for instructions and the latest information. EMPLOYEE'S name, address, ZIP/postal code & country APPLICABLE LARGE EMPLOYER'S identification number (EIN) EMPLOYEE'S social security number (SSN)		All 12 Months			\$															
		Jan			\$															
		Feb			\$															
		Mar			\$															
		Apr			\$															
		May			\$															
		Jun			\$															
		Jul			\$															
		Aug			\$															
		Sep			\$															
		Oct			\$															
		Nov		\$																
Dec		\$																		
Covered Individuals <i>If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.</i>		(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec														
17																				
18																				
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Appendix B: Reprint of IRS Publication 15-T for 2020

1. Percentage Method Tables for Automated Payroll Systems

If you have an automated payroll system, use the worksheet below and the Percentage Method tables that follow

to figure federal income tax withholding. This method works for Forms W-4 from 2019 or earlier and Forms W-4 from 2020 or later. This method also works for any amount of wages. If the Form W-4 is from 2019 or earlier, this method works for any number of withholding allowances claimed.

Worksheet 1. Employer's Withholding Worksheet for Percentage Method Tables for Automated Payroll Systems

Keep for Your Records 

Note. This illustrates what the 2020 procedure could look like by using the 2019 tax parameters. There would be just one procedure for both the Form W-4 from 2019 or earlier and new Form W-4. The formatting will change, and some of the details may need to be modified slightly to conform to the final Form W-4.

Table 3	Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily
	2	4	12	24	26	52	260

Step 1. Adjust the employee's wage amount

- 1a Enter the employee's total taxable wages this payroll period 1a \$ _____
- 1b Enter the number of pay periods you have per year (see Table 3) 1b _____
- 1c Multiply the amount on line 1a by the number on line 1b 1c \$ _____

If the employee **HAS** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1d Enter the amount from Step 4(a) of the employee's Form W-4 1d \$ _____
- 1e Add lines 1c and 1d 1e \$ _____
- 1f Enter the amount from Step 4(b) of the employee's Form W-4 1f \$ _____
- 1g If the box in Step 2 of Form W-4 is checked, enter -0-. If the box is not checked, enter \$12,600 if the taxpayer is married filing jointly or \$8,400 otherwise 1g \$ _____
- 1h Add lines 1f and 1g 1h \$ _____
- 1i Subtract line 1h from line 1e. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1i \$ _____

If the employee **HAS NOT** submitted a Form W-4 for 2020 or later, figure the Adjusted Annual Wage Amount as follows:

- 1j Enter the number of allowances claimed on the employee's most recent Form W-4 1j _____
- 1k Multiply line 1j by \$4,200 1k \$ _____
- 1l Subtract line 1k from line 1c. If zero or less, enter -0-. This is the **Adjusted Annual Wage Amount** 1l \$ _____

Step 2. Figure the Tentative Withholding Amount

based on the employee's Adjusted Annual Wage Amount; filing status (Step 1(c) of the 2020 Form W-4) or marital status (line 3 of Form W-4 from 2019 or earlier); and whether the box in Step 2 of 2020 Form W-4 is checked.

Note. Don't use the Head of Household table if the Form W-4 is from 2019 or earlier.

- 2a Enter the employee's **Adjusted Annual Wage Amount** from line 1i or 1l above 2a \$ _____
- 2b Find the row in the appropriate **Annual** Percentage Method table in which the amount on line 2a is at least the amount in column A but less than the amount in column B, then enter here the amount from column A of that row 2b \$ _____
- 2c Enter the amount from column C of that row 2c \$ _____
- 2d Enter the percentage from column D of that row 2d _____ %
- 2e Subtract line 2b from line 2a 2e \$ _____
- 2f Multiply the amount on line 2e by the percentage on line 2d 2f \$ _____
- 2g Add lines 2c and 2f 2g \$ _____
- 2h Divide the amount on line 2g by the number of pay periods on line 1b. This is the **Tentative Withholding Amount** 2h \$ _____

Step 3. Account for tax credits

- 3a If the employee's Form W-4 is from 2020, enter the amount from Step 3 of that form; otherwise enter -0- 3a \$ _____
- 3b Divide the amount on line 3a by the number of pay periods on line 1b 3b \$ _____
- 3c Subtract line 3b from line 2h. If zero or less, enter -0- 3c \$ _____

Step 4. Figure the final amount to withhold

- 4a Enter the additional amount to withhold from the employee's Form W-4 (Step 4(c) of the 2020 form or line 6 on earlier forms) 4a \$ _____
- 4b Add lines 3c and 4a. **This is the amount to withhold from the employee's wages this pay period** 4b \$ _____

2020 Percentage Method Tables

STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked.)				
If the Adjusted Annual Wage Amount (line 2a) is		The tentative amount to withhold is...	Plus this percentage..	of the amount that the Adjusted Annual Wage exceeds...	If the Adjusted Annual Wage Amount (line 2a) is		The tentative amount to withhold is...	Plus this percentage..	of the amount that the Adjusted Annual Wage exceeds...
At least...	But less than...				At least...	But less than...			
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$11,900	\$0.00	0%	\$0	\$0	\$12,400	\$0.00	0%	\$0
\$11,900	\$31,650	\$0.00	10%	\$11,900	\$12,400	\$22,275	\$0.00	10%	\$12,400
\$31,650	\$92,150	\$1,975.00	12%	\$31,650	\$22,275	\$52,525	\$987.50	12%	\$22,275
\$92,150	\$182,950	\$9,235.00	22%	\$92,150	\$52,525	\$97,925	\$4,617.50	22%	\$52,525
\$182,950	\$338,500	\$29,211.00	24%	\$182,950	\$97,925	\$175,700	\$14,605.50	24%	\$97,925
\$338,500	\$426,600	\$66,543.00	32%	\$338,500	\$175,700	\$219,750	\$33,271.50	32%	\$175,700
\$426,600	\$633,950	\$94,735.00	35%	\$426,600	\$219,750	\$323,425	\$47,367.50	35%	\$219,750
\$633,950		\$167,307.50	37%	\$633,950	\$323,425		\$83,653.75	37%	\$323,425
Single or Married Filing Separately					Single or Married Filing Separately				
\$0	\$3,800	\$0.00	0%	\$0	\$0	\$6,200	\$0.00	0%	\$0
\$3,800	\$13,675	\$0.00	10%	\$3,800	\$6,200	\$11,138	\$0.00	10%	\$6,200
\$13,675	\$43,925	\$987.50	12%	\$13,675	\$11,138	\$26,263	\$493.75	12%	\$11,138
\$43,925	\$89,325	\$4,617.50	22%	\$43,925	\$26,263	\$48,963	\$2,308.75	22%	\$26,263
\$89,325	\$167,100	\$14,605.50	24%	\$89,325	\$48,963	\$87,850	\$7,302.75	24%	\$48,963
\$167,100	\$211,150	\$33,271.50	32%	\$167,100	\$87,850	\$109,875	\$16,635.75	32%	\$87,850
\$211,150	\$522,200	\$47,367.50	35%	\$211,150	\$109,875	\$265,400	\$23,683.75	35%	\$109,875
\$522,200		\$156,235.00	37%	\$522,200	\$265,400		\$78,117.50	37%	\$265,400
Head of Household					Head of Household				
\$0	\$10,050	\$0.00	0%	\$0	\$0	\$9,325	\$0.00	0%	\$0
\$10,050	\$24,150	\$0.00	10%	\$10,050	\$9,325	\$16,375	\$0.00	10%	\$9,325
\$24,150	\$63,750	\$1,410.00	12%	\$24,150	\$16,375	\$36,175	\$705.00	12%	\$16,375
\$63,750	\$95,550	\$6,162.00	22%	\$63,750	\$36,175	\$52,075	\$3,081.00	22%	\$36,175
\$95,550	\$173,350	\$13,158.00	24%	\$95,550	\$52,075	\$90,975	\$6,579.00	24%	\$52,075
\$173,350	\$217,400	\$31,830.00	32%	\$173,350	\$90,975	\$113,000	\$15,915.00	32%	\$90,975
\$217,400	\$528,450	\$45,926.00	35%	\$217,400	\$113,000	\$268,525	\$22,963.00	35%	\$113,000
\$528,450		\$154,793.50	37%	\$528,450	\$268,525		\$77,396.75	37%	\$268,525

Appendix C: Draft of IRS 2020 W-4 Form

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; text-align: center;">2020</div>
Step 1:	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
Enter Personal Information	Address _____ City or town, state, and ZIP code _____	
	▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	
Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.		
Step 2:	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.	
Multiple Jobs or Spouse Works	(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶ <input type="checkbox"/>	
	CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).	
Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)		
Step 3:	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____	
	Add the amounts above and enter the total here	3 \$ _____
Step 4 (optional):	(a) Other income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs	
Other Adjustments		4(a) \$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	
		4(b) \$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	
		4(c) \$ _____
Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.	
Sign Here	_____ ▶ Employee's signature (This form is not valid unless you sign it.)	
		_____ ▶ Date
Employers Only	Employer's name and address _____	Employer identification number (EIN) _____
	First date of employment _____	

Appendix D: IRS FAQs for Form W-4

The following information has been reproduced from the following IRS website:

<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>

Please go to this website for the latest, up-to-date information available from the IRS.

1. Why redesign Form W-4?

The new design reduces the form's complexity and increases the transparency and accuracy of the withholding system. While it uses the same underlying information as the old design, it replaces complicated worksheets with more straightforward questions that make accurate withholding easier for employees.

2. What happened to withholding allowances?

Allowances are no longer used for the redesigned Form W-4 to increase transparency, simplicity, and accuracy. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions.

3. Are all employees required to submit a new Form W-4?

No. Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently submitted Form W-4.

Employee FAQs

4. My tax situation is simple. Are some questions optional?

Yes. The form is divided into 5 steps. The only two steps required for all employees are Step 1, where you enter personal information like your name and filing status, and Step 5, where you sign the form. If Steps 2 – 4 apply to you, your withholding will more accurately match your tax liability if you complete them.

5. What happens if I only fill out step 1 and then sign the form?

Your withholding will be computed based on your filing status's standard deduction and tax rates, with no other adjustments.

6. When should I increase my withholding?

You should increase your withholding if:

- you hold more than one job at a time or you and your spouse both have jobs (Step 2) or
- you have income from sources other than jobs that is not subject to withholding (line 4a).

If you do not make these adjustments, you will likely owe additional tax when filing your tax return, and you may owe interest and penalties. With regard to income from other sources, you can pay estimated tax instead of having extra withholding.

7. When should I decrease my withholding?

If you are eligible for income tax credits such as the child tax credit or credit for other dependents, and/or you are eligible for deductions (other than the standard deduction), you can follow the instructions described in lines 3 and 4b to decrease your withholdings by the appropriate amount.

8. I want a refund when I file my tax return. How should I complete the redesigned Form W-4?

The redesigned Form W-4 makes it easier for you to have your withholding match your tax liability. But some employees may prefer to have more of their money withheld from their paychecks throughout the year and then get that money back as a refund when they file their tax returns. The simplest way to increase your withholding is to enter on line 4c the additional amount you would like your employer to withhold from each paycheck after your Form W-4 takes effect. You also can check the box in Step 2(c) to have an additional amount withheld for reasons other than multiple jobs. Whether you will be due a refund (and, if so, the amount of your refund) when you file your tax return depends on the details of your entire tax situation.

9. Why do I need to account for multiple jobs (Step 2)? I have never done that before.

Tax rates increase as income rises, and only one standard deduction can be claimed on each tax return, regardless of the number of jobs in the household. Therefore, if you have more than one job at a time or are married filing jointly and both you and your spouse work, more money should usually be withheld from the combined pay for all the jobs than would be withheld if each job was considered by itself. Adjustments to your withholding usually should be made to avoid owing additional tax, and potentially penalties and interest, when you file your tax return. All of this has been true for many years; it did not change with the recent tax law changes. The old Form W-4 accounted for multiple jobs using detailed instructions and worksheets that many employees may have overlooked. Step 2 of the redesigned Form W-4 lists three different options you may choose from to make the necessary withholding adjustments.

10. Which option in Step 2 should I use to account for my multiple jobs? Which is most accurate? What if I don't want to reveal to my employer on my W-4 that I have a second job?

Step 2 allows you to choose **one** of three options, which involve tradeoffs between accuracy, privacy, and ease of use:

- **Option 1:** For maximum accuracy and privacy (to avoid revealing to your employer on your W-4 that you have multiple jobs) use the Tax Withholding Estimator at www.irs.gov/W4app. You will be guided to enter an additional amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes significantly, you will need to furnish a new Form W-4 to have accurate withholding.

- **Option 2:** If you do not have access to the online Tax Withholding Estimator but wish to have roughly accurate withholding while retaining privacy, you may use Worksheet 1 on page 3 and similarly be guided to enter an additional amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes the additional withholding amount in the lookup table, you will need to furnish a new Form W-4 to have accurate withholding.
- **Option 3:** If there are only two jobs held at the same time in your household, you may check the box in Step 2 on the forms for both jobs. The standard deduction and tax brackets will be divided equally between the two jobs. You would not need to furnish a new Form W-4 to account for pay changes at either job. This option is less accurate—more tax than necessary may be withheld from your wages—but you generally won't have too little tax withheld. (The more similar the earnings at the two jobs, the more accurate this option will be. To get an idea of how much overwithholding you can expect in your case, see the tables that will be provided in the 2020 Pub. 505.) This option reveals to your employer on your W-4 that you have multiple jobs in your household. But it also is the easiest option to use: just check the box.

11. The instructions above Step 3 say that in multiple job households, adjustments in lines 3 through 4b are to be made on only one form, and that withholding will be most accurate if the adjustments are made on the W-4 for the highest paying job. But what happens if pay at two jobs is relatively similar or if the job that pays more changes over time?

In general, making these adjustments on the Form W-4 for the highest paying job increases accuracy. However, if the jobs in your household pay about the same or if the job that pays more changes over time, it is less important which Form W-4 is used to make the adjustment.

12. What if I have a side gig where I'm not treated as an employee?

If you have self-employment income, you will generally owe both income tax and self-employment tax. Form W-4 is primarily intended to be used by employees who are not subject to self-employment tax. Thus, like the old Form W-4, the redesigned Form W-4 does not compute self-employment tax. If you would like to use Form W-4 to make an adjustment to your withholding to account for self-employment income that you will receive from another source, use the Tax Withholding Estimator at www.irs.gov/W4app or refer to IRS Publication 505.

13. What if I don't want to reveal my non-job income, such as income from earnings on investments or retirement income, to my employer (line 4a)?

You are not required to have tax on non-wage income withheld from your paycheck. Instead, you can pay estimated tax on this income using Form 1040-ES, Estimated Tax for Individuals. However, if you want to use Form W-4 to have tax for this income withheld from your paycheck, you have two options. You can report the income on line 4a. If you don't want to report this income directly on line 4a, you can use the Tax Withholding Estimator at www.irs.gov/W4app. The estimator will help you calculate the additional amount of tax that should be withheld from your paycheck. You will then enter that amount on line 4c, without reporting the income to your employer. You also can check the box in Step 2(c) to have an additional amount withheld for reasons other than multiple jobs. If you expect to have dividend or capital gain income, your withholding will be more accurate if you have the estimator compute the withholding adjustment rather than reporting this income on line 4a.

14. I have a more complex tax situation. Is there a computer program I can use to help me complete Form W-4?

Yes. To provide maximum accuracy, you are encouraged to use the Tax Withholding Estimator available at www.irs.gov/W4app. Updates and improvements to the estimator are underway that will be compatible with the redesigned Form W-4 in 2020. You may wish to use the withholding estimator if you:

expect to work only part of the year,

have dividend or capital gain income or are subject to additional taxes, such as the net investment income tax,

have self-employment income,

prefer the most accurate withholding for multiple job situations, or

prefer to limit information provided in Steps 2–4 but do not want to sacrifice accuracy.

Employer FAQs

15. Does this mean our software will need two systems—one for forms submitted before 2020 and another for forms submitted after 2019?

Not necessarily. The same set of withholding tables will be used for both sets of forms. You can apply these tables separately to systems for new and old forms. Or, rather than having two separate systems, you may prefer to use a single system based on the redesigned form. To do this, you could enter zero or leave blank information for old forms for the data fields that capture the information on the redesigned form but was not provided to you under the old design. Additional guidance will be provided on the payroll calculations needed based on the data fields on the new and old forms.

16. How do I treat employees hired after 2019 who do not submit a Form W-4?

New employees who fail to submit a Form W-4 after 2019 will be treated as a single filer with no other adjustments. This means that a single filer's standard deduction with no other entries will be taken into account in determining withholding. The IRS and the Treasury Department anticipate issuing guidance consistent with this approach.

17. Are employees hired after 2019 required to use the redesigned form?

Yes. Beginning in 2020, all new employees must use the redesigned form. Similarly, any employees hired prior to 2020 who wish to adjust their withholding must use the redesigned form.

18. What about employees hired prior to 2020 who want to adjust withholding from their pay dated January 1, 2020, or later?

Employees must use the redesigned form.

19. May I ask all of my employees hired before 2020 to submit new Forms W-4 using the redesigned version of the form?

Yes. You may ask, but as part of the request you should explain that:

- they are not required to submit new Form W-4 and
- if they do not submit a new Form W-4, withholding will continue based on a valid form previously submitted.

For those employees who furnished forms before 2020 and who do not furnish a new one after 2019, you must continue to withhold based on the forms previously submitted. You are not permitted to treat employees as failing to furnish Forms W-4 if they don't furnish a new Form W-4. Note that special rules apply to Forms W-4 claiming exemption from withholding.

20. Will there still be an adjustment for nonresident aliens?

Yes. The IRS will provide instructions in the 2020 Publication 15-T, Federal Income Tax Withholding Methods on the additional amounts that should be added to wages to determine withholding for nonresident aliens. Additionally, nonresident alien employees should continue to follow the special instructions in Notice 1392 when completing their Forms W-4.