

Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 13.03.01*.

PCGenesis supporting documentation is provided at:

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

November, 2013 Payroll Completion Instructions

Install this release <u>after</u> completing the November 2013 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the December 2013 payroll.

Contents

Section A: Overview of Release	3
A1. Payroll System	3
 A1.1. Calendar Year 2014 Georgia Health Insurance (GHI) Employee Premiums A1.2. Calendar Year 2013 (CY2013) W-2 Form Processing A1.3. Selected Payroll Export – GHI Deductions A1.4. Payroll Gross Data Screen - GHI Distribution Percentages A1.5. Add Hours Per Week Field to Personnel Screen A1.6. Earnings History Report A1.7. The SHBP AUF File 	3 4 5 6 6 7
A2. Financial Accounting and Reporting (FAR) System	8
 A2.1. Announcing the Capital Asset System A2.2. Warning for Budget and Revenue Accounts A2.3. Fix Posting of Negative Investment Amounts A2.4. Entering a Claim Against a Purchase Order 	
A3. Personnel System	13
A3.1. Plan Year Rollover for New Enhanced Substitute Pay and Employee Leave System A3.2. Update/Display Emergency Data	13 13
Section B: Installation Instructions for Release 13.03.01 Software	14
B1. Perform a PCGenesis Full Backup	14
B2. Install PCGenesis Release 13.03.01	15
B3. Verify Release 13.03.01 Was Successfully Installed	20
B4. Perform a PCGenesis Full Backup after Release 13.03.01 is Installed	21
Section C: After PCGenesis Release 13.03.01 Has Been Installed	22
C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report	24
C.1.1. Benefit Deduction Option and Tier Report – Example	25

Section A: Overview of Release

A1. Payroll System

A1.1. Calendar Year 2014 Georgia Health Insurance (GHI) Employee Premiums

These instructions contain <u>all of the information necessary</u> to import the Department of Community Health (DCH) open enrollments, to set the employee deductions, and to prepare for calculating 2014 GHI premiums for the December payroll.

The installation of PCGenesis *Release 13.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the "old" premium rates with an ending date of *12/31/2013*, while the new premium rates, imported with this release's installation, display a beginning date of *01/01/2014*. *Procedure 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 '01/01/2014' and '12/31/9999' display as the From Date and To Date field entries for SHBP options and tiers.

Effective January 1, 2014, there are a number of changes to SHBP options:

- GHI options have changed. CIGNA ('C0' 'C5') and United Healthcare ('U0' 'U5') have been discontinued. Blue Cross/Blue Shield ('B1' 'B3') and Tricare Supplement ('88') 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'.

Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

PCGenesis Option Code	Description	Status
C0 - C5	CIGNA	Discontinued
U0 – U5	United Healthcare	Discontinued
B1	Blue Cross/Blue Shield Gold Plan	Added
B2	Blue Cross/Blue Shield Silver Plan	Added
B3	Blue Cross/Blue Shield Bronze Plan	Added
88	TriCare Supplement	Unchanged

The following table provides the details of the SHBP changes:

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

A1.2. Calendar Year 2013 (CY2013) W-2 Form Processing

Support is being added to allow printing of other health deductions on the W-2 form. The user will be able to enter up to ten deduction codes for other health deductions (Box 12 on the W-2 form, label 'DD'). The amounts for the other healthcare deductions will be added to the SHBP deduction amounts which PCGenesis automatically includes. Drop down lookup options have been added for deduction code selections.

Box 12, label 'DD' reports major medical (SHBP deductions). Label 'DD' should also include other medical insurance amounts such as hospital indemnity or specified illness (e.g. cancer, heart, etc.). Optional costs to include in label 'DD' include dental or vision plans. The Cost of Employer-Sponsored Health Coverage should include both the employ<u>er</u> and employ<u>ee</u> paid portions of the cost, and is informational only and is NOT taxed.

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A1.3. Selected Payroll Export – GHI Deductions

The *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) feature has been updated to correctly extract the employer contribution amounts for GHI deductions. Before, when a GHI deduction was selected on the deduction selection screen, only the additional employer subsidy amount was extracted as the employer contribution amount. Now, if the deduction is part of an SHBP plan, the standard employer premium is also included in the employer contribution amount.

A1.4. Payroll Gross Data Screen - GHI Distribution Percentages

Edits for the **GHI % Distribution** fields have been added to ensure that these fields are entered correctly based upon the **GHI Participation** switch. Now, when an employee's **GHI Participation** is changed to 'N' on the *Personnel* screen, the **GHI % Distribution** fields will automatically be <u>zeroed</u> out on the employee's *Gross Data* screen. This will prevent errors in payroll processing.

Likewise, if an employee's **GHI Participation** is changed to '**Y**' on the *Personnel* screen, and the employee's **GHI % Distribution** fields do not add up to 100%, a warning message will be displayed on the *Personnel* screen, as shown below:



Also, a new error message has been added to the *Payroll Exceptions Report* (F2, F3, F2). If an employee's **GHI Participation** is set to '**N**' but the employee's **GHI % Distribution** fields add up to 100%, the following message is printed:

NON-PARTICIPATING EMP CANNOT HAVE GHI DISTRIB

The **GHI % Distribution** fields are used to determine how to distribute the total GHI employer contribution across the GL account lines. The **GHI % Distribution** determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process. A **GHI % Distribution** is valid only for **Process Type** codes of **'S'**, **'H'**, and **'D'**. The **GHI % Distribution** fields must add up to 100% (or 1.0000). **GHI % Distribution** of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.

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A1.5. Add Hours Per Week Field to Personnel Screen

The **Hours Per Week** (Hrs/Week) field has been added to the *Display/Update Personnel Data* screen (F2, F2, F2). This will make it easier for users to remember to populate the **Hours Per Week** field for employees enrolled in State Health.

The **Hours Per Week** (Hrs/Week) field is now a <u>required</u> field when an employee's GHI Participation Switch is 'Y'. This edit has been added to the second screen of the *Add New Employee* screen (F2, F2, F1), and the *Update/Display Personnel Data* screen (F2, F2, F2), and the *Gross Data* screen (F2, F2, F4). This will make it easier for users to remember to populate the **Hours Per Week** field for employees enrolled in State Health. The **Hours Per Week** field is a required field for the PLEE file, the *Open Enrollment Eligibility File* (F2, F5, F2).

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A1.6. Earnings History Report

A problem has been corrected with the *Print Employees' Earnings History* report (F2, F10, F3). Before, the report would not print the gross data lines from an Earnings History record which contained more than 40 gross data lines. An Earnings History Adjustment record can be entered into the system which contains up to 200 gross data lines. Now, the *Payroll Earnings History Report* will print all 200 gross data lines for a payment record.

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A1.7. The SHBP AUF File

Recent changes to the SHBP/ADP enrollment portal require changes in PCG. The *Display/Update Personnel Data* screen (F2, F2, F2) has changed the field name **GHI Change Date** to **GHI Final Ded Dt** (GHI Final Deduction Date).

To insure proper GHI reporting for terminating GHI Eligible employees, please follow these steps in the order provided. If this order is not followed, the report sent to GHI may not be correct. Also, make these steps the <u>last</u> steps when terminating an employee.

- 1. Input the employee's final payroll deduction date in the **GHI Final Ded Dt** (GHI Final Deduction Date) field.
- 2. Select the appropriate **GHI Change Code**. For example use a **GHI Change Code** of **'RETR'** (retired), or **'TERM'** (terminated), etc.
- 3. Input the employee's termination date in the **Term Date** field.
- 4. Select the appropriate **Term Reason**. For example, use a **Term Reason** of 'RETIREMENT', or 'RESIGNATION', etc.
- 5. Save your changes.

A2. Financial Accounting and Reporting (FAR) System A2.1. Announcing the Capital Asset System

A new *Capital Asset System* is now available in PCGenesis which allows the ability to store and depreciate capital assets and inventory.

Select F1, F11, F6 to access the new Capital Asset Menu.

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All asset fields are available on a single screen as shown below:

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Georgia Department of Education Dr. John D. Barge, State School Superintendent November 21, 2013 • 2:32 PM • Page 8 of 25 All Rights Reserved. To view or update an asset, the *Select Capital Asset* screen allows direct access by **Tag ID**, or **F1** will select first record, or the user can find an asset or inventory by using the drop down selection icon **I**.

E PCG Dist=8991 Rel=13.03.00 10/22/2013 WHT 018 SY C:\DEVSYS C:\SECOND WHITE	_8×
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Select Record Type: © Asset C Inventory	
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0020 E 74003120012 BUS #3699-18AAGCSA2KF03304 0021 E 740003120013 BUS #3789-18AAGCSA2KF03304	7 D SL A B D SL A
0022 E 740003120014 BUS #3899-1BAAGCSA4KF03304 0023 E 740003120015 BUS #84-2GBHG31K9M4112101 0024 E 740003120015 BUS #5090-1BAAGCSA4KF0332	9 D SLA A SLA 4 D SLA
0025 E 740003120017 BUS #5190-1BAAGCSA5MF03821 0026 E 740003120018 BUS #5291-1BAAGCSA5MF04678 #5291-1BAAGCSA2MF04678	5 D SL A 5 D SL A 5 D SL A
0027 E 740003120019 BUS #\$202-1BAAGCSA4NF04797 0028 E 740003120020 BUS #\$203-1BAAGCSA4NF04797 0029 E 740003120021 BUS #\$204-1BAAGCSA4NF04797	J D SLA J D SLA 5 D SLA
0030 E 740003120022 BUS #9205-1BAAGCSA4NF04964 0031 E 740003120023 BUS #9344-1GDKP32J6P3501451 0032 E 740003120024 BUS #9344-1GDKP32J0P350145	4 D SL A D SL A
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The *Report Selection Screen* will provide a wide range of reporting options:

The new PCG Capital Asset System will provide the following functions:

- 1. Add Capital Assets
 - a. Single Asset
 - b. Import Multiple Assets via Excel CSV Template
- 2. View/Update/Delete Capital Assets
 - a. View
 - b. Update
 - c. Delete
- 3. Depreciate Capital Assets
 - a. Run Trial & Print Depreciation & JE Report
 - b. Run Final
 - i. Update Capital Asset Records
 - ii. Create Depreciation JE for Posting
- 4. Report Capital Assets
 - a. Capital Assets Detail
 - b. Capital Assets List
 - c. FY Depreciation Detail
 - d. FY Depreciation Expense by Function
 - e. FY GL Posting
 - f. FY Capital Asset Additions
 - g. FY Disposal
- 5. Capital Asset First Year Depreciation Parameters
 - a. Fiscal Year to Begin
 - b. Full Year or Partial Year based on Months Selected

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- 6. Inventory items may be added
 - a. No edits required
 - b. Reported separately

The process will calculate depreciation once per fiscal year for June 30th. Annual depreciation will be a straight line (SL) calculation based on the value of the asset and on the life of the asset in years. For example, \$24,000 asset with 10 year life equals \$2,400 depreciation per year. Final Year Depreciation will Depreciate Balance Remaining so that Accumulated Depreciation will equal Acquisition Cost to avoid rounding errors.

A2.2. Warning for Budget and Revenue Accounts

A warning box is now displayed when balance accounts are missing from budget or revenue accounts. The warning box will let the user know exactly which accounts have a problem and will prevent errors when closing the month or year. The warning messages will be displayed when running the revenue or expenditure reports from the *Monthly Financial Reports* menu (F1, F9, F17).

Fund Bala	nce Account Warning
	Warning!
	Expense account: 14-100-0-1011-1000-11300-0111-0-0000000 is missing the FUND BALANCE ACCOUNT.
	Go to the Budget Account Master Menu and add the FUND BALANCE ACCOUNT.
	ОК
Fund Bala	nce Account Warning
	Warning!
	Revenue account: 14-100-0-1011-3120-00000-0000-0-000000 is missing the FUND BALANCE ACCOUNT.
	Go to the Revenue Account Master Menu and add the FUND BALANCE ACCOUNT.
	ОК

A2.3. Fix Posting of Negative Investment Amounts

Incorrect AUDIT file entries were created when posting a negative investment from the *Invest Funds* screen (F1, F8, F3, F1). Negative investments are required in order to post losses. In the case of <u>negative</u> investments, the AUDIT-FUNC field should post a positive amount to the cash balance (0101) instead of the investment balance (0111). This problem has been corrected.

Also, an edit has been added to insure that when entering a negative investment, specifying a vendor check or wire transfer is <u>not</u> valid.

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A2.4. Entering a Claim Against a Purchase Order

The *Enter Claim* (F1, F3, F2) process has been enhanced when entering a claim against a purchase order. When processing a claim against a purchase order, if the total claim amount equals the total original purchase order amount, the system will automatically distribute the total claim amount to the account lines based upon the original estimated amounts for each account line. Before, the system would divide the total claim amount by the number of account lines, and distribute equal shares to each account line. This method did not correctly reflect the original estimated amounts on the purchase order for each of the account lines.

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A3. Personnel System

A3.1. Plan Year Rollover for New Enhanced Substitute Pay and Employee Leave System

The PCGenesis system has been updated to prevent the *Plan Year Rollover Process* (F3, F4, F2, F11) from being run twice by checking the current **Plan Year** against today's date. Based on today's date, if the **Plan Year** for the **Leave Type** code is already correct, the system will not allow a rollover to occur. For example, if a user tries to process a *Plan Year Rollover* for sick leave on July 15, 2013, but the **Plan Year** for sick leave is already 2014, the system will not allow sick leave to be rolled over again.

Also, if the system determines that data entry (F3, F4, F2, F1) is occurring in a new plan year, but the **Plan Year** has <u>not</u> been rolled over yet, a warning message will be displayed. For example, if a user tries to enter sick leave for an employee on July 14, 2013, but the **Plan Year** for sick leave is 2013, the system will display a message because on July 14th, the **Plan Year** should be 2014.



A3.2. Update/Display Emergency Data

The *Update/Display Emergency Data* screen (F3, F2) has been updated so that phone numbers are displayed correctly. Before, leading zeroes were not displayed in the phone number fields causing the phone number to be hard to read. Now all zeroes are displayed in the phone number fields.

Section B: Installation Instructions for Release 13.03.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 13.03.01* 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/tape as **"Data Backup Prior to Release 13.03.01**". Continue to use the backup CD/DVD/tape in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape "Full System Backup Prior to Release 13.03.01 ".
5	Proceed to B2. Install PCGenesis Release 13.03.01.

Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

B2. Install PCGenesis Release 13.03.01 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</i> to the <i>MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click RELINSTL.BAT to perform the installation.A status screen will display showing the release steps as they are completed.

A screen will display showing the progress of the installation:

PCG Dist-8991 Current Release 11.nn.nn 0 11/17/2011	SV ODO 1998 PCGenesis Relo	ease	<u>_ # ×</u> Inst1PCG
1	3.nn.nn		
Installation Action		Status	
PCGOS		2K 2883	
PCGTVPE		su	
Check P WinZip Self-Extractor - PCG	UNZIP.exe	×	
PCGenes folder press the Unzip button	r.exe to the specified	Unzp	
PCGUnzi Unzp to folder:	Browne		
Copy Fi	mpting	About	
Convers		Help	
Unapp	ing TAXES XFD		
Installation in Process			13.nn.nn

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For PCGenesis *Release 13.03.01* successful installations, the following message displays:

Step	Action
6	Select Enter to close the window.
7	If the installation was successful: Proceed to B3. Verify Release 13.03.01 Was Successfully Installed.
	If the installtion was unsuccessful: Proceed to Step 8.

A problem message displays if an error occurred:

PCG Dist-8991	Current Release 11.nn.nn 0 11/17/2011	SV 8991	K:/SECOND	_8×
	Install	PCGenesis	Release	Instirus
		13.nn.nn		
	Installation Action		Status	
	PCGOS		2K 2003	
	PCGTYPE		SU UZ	
	Check Previous Install		Continue Installation	
	PCGenesis Status		No Active User	
	PCGUnzip		Problem with PCGUNZIP.EXE	
	Copy Files			
	Conversion			
	Finish Installation			
Problem w	ith UNZIP Process!! Ca	11 Help Des		
Installat	ion in Process			13.nn.nn

Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	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.



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:

🔲 PCG Dist=8991	Current Release 11.nn.nn 0 11/17/2011	SV 8991	K:/SECOND	_ 문 ×
	Instal	1 PCGenesis	Release	Instirus
		13.nn.nn		
	Installation Action		Status	
	PCGOS		2K 2003	
	PCGTYPE		SU UZ	
	Check Previous Install		Continue Installation	
	PCGenesis Status		No Active User	
	PCGUnzip		Files Unzipped	
	Copy Files		Files Copied	
	Conversion		Conversion Completed	
	Finish Installation		Installation Successful	>
Release Ta	able Already Updated			
_ Any Key t	o Continue			13.nn.nn

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Step	Action
11	Proceed to B3. Verify Release 13.03.01 Was Successfully Installed.

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B3. Verify Release 13.03.01 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 System Utilities Menu, select 17 (F17 - Display Current Release Number).

The following screen displays:

👅 PCG Dist=8991 Rel=13.03.01 11/13/20	013 PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
				DEFNRELM
The Following	N N F Releases Haue	Reen Successf	• babcol ullu	
The Following	D.D.C. MCICUSCS MAVE	been successi	arry councu.	
DOE 11.01.00	03/31/2011			
DOE 11.02.00	05/31/2011			
DOE 11.02.01	07/14/2011			
DOE 11.03.00	09/30/2011			
DOE 11.03.01	11/29/2011			
DOE 11.04.00	12/28/2011			
DUE 11.04.01	01/25/2012			
DUE 12.01.00	03/30/2012			
DUE 12.02.00 DUE 12.02.00	00/20/2012			
DUE 12.03.00 DUE 12.03.00	11/20/2012			
DOE 12.03.01	12/10/2012			
DOF 12.04.00	01/16/2013			
DOE 13.01.00	03/27/2013			
DOE 13.01.01	04/24/2013			
DOE 13.02.00	06/26/2013			
DOE 13.03.00	09/38/2013			
DOE 13.03.01	11/27/2013			
	Press <enter> or F16</enter>	to Exit		
				12.03.00

Step	Action
4	Verify Release 13.03.01 displays.
	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 13.03.01 displays. If Release 13.03.01 does not display, contact the Technology Management Customer Support Center for assistance.
5	Select Enter.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

Georgia Department of Education Dr. John D. Barge, State School Superintendent November 21, 2013 • 2:32 PM • Page 20 of 25 All Rights Reserved. Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

B4. Perform a PCGenesis Full Backup after Release 13.03.01 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape "Full System Backup After Release 13.03.01 ".

Georgia Department of Education Dr. John D. Barge, State School Superintendent November 21, 2013 • 2:32 PM • Page 21 of 25 All Rights Reserved.

Section C: After PCGenesis Release 13.03.01 Has Been Installed

GHI employee rates effective 01/01/2014 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 2014 enrollments and to prepare for the December 2013 payroll:

	Follow these steps in the order presented.				
~	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 employ <u>ee</u> premium amounts for each option and tier are correct. Refer to <i>C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report</i> in this document.			
	3	Where appropriate, update the Group Health Insurance (GHI) Table with the correct employer contribution share. Refer to <i>PAYROLL System Operations Guide: 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 State Health Benefit Plan (SHBP) system deduction setup. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup.</i>			
	5	Download the State Health Benefit Plan (SHBP) Open Enrollment File from the DCH Website. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the DCH Website.</i>			
	6	Import the State Health Option and Tier from the DCH File. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 5: Importing the State Health Option and Tier from the DCH File.</i>			
	7	Set the State Health Benefit Plan (SHBP) deduction amounts for active (A) employees. Refer to the <i>PERSONNEL System Operations Guide: Section D:</i> <i>Special Functions, Topic 6: Setting the State Health Benefit Plan (SHBP)</i> <i>Deduction Amounts for Active (A) Employees.</i>			
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to the <i>PERSONNEL System Operations Guide: Section D: Special Functions, Topic 7: Grossing-Up Wages for Highly Compensated Employees.</i>			

	Follow these steps in the order presented.				
✓	Step	Action			
	9	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.			
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.			

Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

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 9 (F9 – Update/Display Description/Deduction/Annuity Files Menu).
2	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> displays, select 9 (F9 – Print Benefit Plan/Option/Tier File).
3	On the <i>Print Benefit Plan Option Tier File</i> screen, enter 01/01/2014 and 12/31/2014 in the Print rates in effect from range fields, and select Enter . <i>PCGenesis defaults to the current date with the From: field</i> .
	"*** Processing ***" briefly displays.
4	When the Payroll System – Description/Deduction/Annuity Files Menu redisplays
	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.

Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions

C.1.1. Benefit Deduction Option and Tier Report – Example

REPORT DATE: 11/13/2013 07:56 BENEFIT DEDUCTION OPTION AND THER REPORT Program ID: PAY27							PAGE 1
Report of EMPLOYEE rates in effect from: 01/01/2014 To: 12/31/2014							
Plan: SHBP State Health Benefit Plan Certified Ded Code: 09 ER flag: Y ER paid amt: \$76.10 Classified Ded Code: 08 ER flag: Y ER paid amt: \$76.10							
Option Tier Description		From Date	To Date Sho	ort Desc I	Deduction Desc	PayChk Desc	Prem Amt
88	TRICARE SUPPLEMENT	Short Desc:	TRISUP				
10 90 94 96	SINGLE COVERAGE EMPLOYEE & SPOUSE EMPLOYEE & CHILD(REN) EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2013 01/01/2013 01/01/2013 01/01/2013	.2/31/9999 SIN 2/31/9999 EES 2/31/9999 EEC 2/31/9999 FAM	IGLE I SP I CH I IILY I	IRICARE SINGLE IRICARE EESP IRICARE EECH IRICARE FAMILY	TRICARE SGL TRICARE EESP TRICARE EECH TRICARE FAM	60.50 119.50 119.50 160.50
B1	BCBS GOLD	Short Desc:	BCBS GOLD				
10 40 90 91 94 95 96 97	SINGLE COVERAGE SINGLE COVERAGE TOBACCO SURCHARGE EMPLOYEE & SPOUSE EMPLOYEE & SPOUSE/TOBACCO SURCHARGE EMPLOYEE & CHILD(REN) EMPL & CHILD(REN)/TOBACCO SURCHARGE EMPLOYEE & SPOUSE & CHILD(REN) EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014	2/31/9999 SIN 2/31/9999 SIN 2/31/9999 EES 2/31/9999 EES 2/31/9999 EEC 2/31/9999 EEC 2/31/9999 FAM	NGLE 1 NGLE/T 1 SP 1 SP/T 1 CH 1 CH/T 1 AILY 1 AILY 1	BCBS GOLD SINGLE BCBS GOLD SINGL/T BCBS GOLD EESP BCBS GOLD EESP/T BCBS GOLD EECH BCBS GOLD EECH/T BCBS GOLD FAMILY BCBS GOLD FAM/T	BCBS G SINGL BCBS G SGL/T BCBS G EESP BCBS G EESP/T BCBS G EECH/T BCBS G EECH/T BCBS G FAM BCBS G FAM/T	166.08 246.08 405.52 485.52 300.38 380.38 539.84 619.84
<u>B2</u>	BCBS SILVER	Short Desc:	BCBS SILVER				
10 40 90 91 94 95 96 97	SINGLE COVERAGE SINGLE COVERAGE TOBACCO SURCHARGE EMPLOYEE & SPOUSE EMPLOYEE & SPOUSE/TOBACCO SURCHARGE EMPLOYEE & CHILD(REN) EMPL & CHILD(REN)/TOBACCO SURCHARGE EMPLOYEE & SPOUSE & CHILD(REN) EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014	2/31/9999 SIN 2/31/9999 SIN 2/31/9999 EES 2/31/9999 EES 2/31/9999 EEC 2/31/9999 EAN 2/31/9999 FAM	NGLE 1 NGLE/T 1 SP 1 SP/T 1 CH 1 CH/T 1 MILY 1 MILY/T 1	BCBS SILVER SINGL BCBS SILVER SGL/T BCBS SILVER EESP BCBS SLVER EESP/T BCBS SILVER EECH/T BCBS SILVER FAMIL BCBS SILVER FAMIL	BCBS S SINGL BCBS S SGL/T BCBS S EESP BCBS S EESP/T BCBS S EECH/T BCBS S EECH/T BCBS S FAM BCBS S FAM/T	108.64 188.64 284.90 364.90 202.74 282.74 379.00 459.00
B3	BCBS BRONZE	Short Desc:	BCBS BRONZE				
10 40 90 91 94 95 96 97	SINGLE COVERAGE SINGLE COVERAGE TOBACCO SURCHARGE EMPLOYEE & SPOUSE EMPLOYEE & CHILD(REN) EMPLOYEE & CHILD(REN) EMPL & CHILD(REN)/TOBACCO SURCHARGE EMPLOYEE & SPOUSE & CHILD(REN) EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014 01/01/2014	2/31/9999 SIN 2/31/9999 SIN 2/31/9999 EES 2/31/9999 EES 2/31/9999 EEC 2/31/9999 EEC 2/31/9999 FAM 2/31/9999 FAM	NGLE 1 NGLE/T 1 SP 1 SP/T 1 CH 2 CH/T 1 AILY 1 AILY/T 1	BCBS BRNZE SINGLE BCBS BRNZE SGL/T BCBS BRNZE EESP BCBS BRNZE EESP/T BCBS BRNZE EECH BCBS BRNZE EECH/T BCBS BRNZE FAMILY BCBS BRNZE FAM/T	BCBS B SINGL BCBS B SGL/T BCBS B EESP BCBS B EESP/T BCBS B EECH BCBS B EECH/T BCBS B FAM BCBS B FAM/T	66.28 146.28 195.96 275.96 130.74 210.74 260.40 340.40

CY2014 Benefit Plan Rate Updates

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