

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

GEORGIA DEPARTMENT OF EDUCATION OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS TWIN TOWERS EAST ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011

FAX: (404) 651-5006

http://www.gadoe.org/

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 15.04.00 – Calendar Year 2015 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 15.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2015 Payroll Completion Instructions

Install this release <u>after</u> completing the December 2015 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the January 2016 payroll.

<u>A New PCGenesis User List Has Been Created</u>

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

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

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

pcgenesis@list.doe.k12.ga.us

An e-mail sent to <u>pcgenesis@list.doe.k12.ga.us</u> 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: Affordable Health Care Requirements A1. ACA Reporting Deadlines Extended

Below is a link to the IRS webpage, Affordable Care Act Tax Provisions.

https://www.irs.gov/Affordable-Care-Act/Affordable-Care-Act-Tax-Provisions

Included on the webpage is a link to IRS Notice 2016-4, <u>https://www.irs.gov/Affordable-Care-Act/Individuals-and-Families/The-Affordable-Care-Act-Whats-Trending</u> which includes detailed information regarding **deadline extensions** for the reporting in accordance with Code Sections 6055 and 6056. This notice was released on December 28, 2015.

Please contact your attorney and/or your contracted vendor with any questions regarding the ACA reporting requirements.

A2. PCGenesis Support for ACA

The support for the 1094-C and the 1095-C's has been finalized for reporting year 2015. Together with the ACA data entry screens, most functions for ACA reporting are available on the *Annual Reports Menu*, as shown below.

	PCG Dist	=6791	Rel=15.04.00 01/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
			Payroll System		PAYM0004
		FKey	Annual Reports Menu		
		1	1094-C & 1095-C Options: Import ADP Dependent Names, DOBs and SSNs		
		2 3 4	Export ACA Employee Data and Create .CSV Template Export ACA Dependent Data and Create .CSV Template Import ACA Employee & Dependent Data from PCG Template		
		5 6	Print EMPLOYER Copy of 1094-C & 1095-C's Print 1094-C & Employee 1095-C's & Create File		
		10 11 12	W-2 Options: Print Employee W-2's & Create File Print Blank W-2 Form Print Employer's Copy of W-2's		
		15	Other Options: Flexible Benefits Transmission File		
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Payroll System – Annual Reports Menu

Georgia Department of Education Richard Woods, State School Superintendent January 5, 2016 • 1:16 PM • Page 3 of 40 All Rights Reserved. The first option on the *Annual Reports Menu* <u>imports</u> the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the *Update/Display ACA Dependent Data* screen (F3, F1, F4).

F1 reads the ADP file and loads <u>dependent</u> names, SSN's, and DOB's but <u>not</u> months of coverage. PCG will <u>NOT</u> read the ADP file to load Offer of Coverage Codes, Safe Harbor Codes, or months of coverage for employees or dependents.

The next two options on the *Annual Reports Menu* are typical PCG <u>export</u> processes. Both of these processes create .csv files so that the ACA data can be input on a template by the Payroll Administrator.

- **F2** reads data on the *Update/Display ACA Employee Data Screen* (F3, F1, F3) and creates an export file.
- **F3** reads data on the *Update/Display ACA Dependent Data Screen* (F3, F1, F4) and creates an export file.

The next option on the Annual Reports Menu is a typical PCG import process.

• **F4** reads data from a .csv import file (created using **F2** and **F3** above) and loads to the *Update/Display ACA Employee Data Screen* and *Update/Display ACA Dependent Data Screen*.

The final ACA options allow the user to print both the employer and employee copies of the 1095-C forms:

- F5 Print EMPLOYER Copy of 1094-C & 1095-C's
- F6 Print 1094-C & Employee 1095-C's & Create File

The development team has been waiting to receive the ADP file which contains the coverage information for your employees. We finally received a test data file from ADP at the end of October. The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis reads the ADP file and loads <u>dependent</u> names, SSN's and DOB's but <u>NOT</u> the months of coverage. PCGenesis will <u>NOT</u> read the ADP file to load **Offer of Coverage Codes**, **Safe Harbor Codes**, or months of coverage for employees or dependents.

Payroll administrators will have the ability to enter ACA data using the PCGenesis *Update/Display ACA Employee Data Screen* and the *Update/Display ACA Dependent Data Screen*, or will be able to mass load the ACA data by importing from a spreadsheet. School district officials will need to enter the correct ACA codes for ALL full-time employees.

School district officials must be familiar with the IRS rules!!

- School district officials must understand the **Offer of Coverage Codes.**
- School district officials must understand the Safe Harbor Codes.

Please be aware that the PCGenesis help desk personnel cannot assist or advise as to ACA laws. The help desk can't help determine if employees are full-time based on ACA definition. The help desk can't help determine the correct ACA codes to use for employees. The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions.

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https://www.irs.gov/pub/irs-prior/i109495c--2015.pdf



IRS Instructions for Forms 1094-C and 1095-C, Example

PCG <u>will support</u> printing the IRS forms 1094-C and 1095-C's, and <u>will support</u> creating the IRS transmission file.

2015 is the first reporting year. IRS expects employers to make a "good faith effort" to report accurate ACA data. IRS instructions indicate the ACA transmission file to the IRS is to be populated in **XML** format for submission to the IRS by **June 30, 2016.** Filers of 250 or more of ACA 1095-C forms <u>must</u> file with the IRS electronically. IRS requires files to be in **XML format.** The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB. Multiple file transmissions may be required. The deadline is May 31, 2016 if filing <u>paper</u> forms to the IRS (only for employers with fewer than 250 employees).

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A3. Supported IRS Forms for 1094-C and 1095-C

Unlike the W-2 process, PCGenesis will require <u>pre-printed</u> 1095-C forms. For 2015 PCGenesis will only support **non-self-seal forms.**

PCGenesis will support the IRS <u>portrait</u> format for the 1095-C form. Please refer to *Appendix A: Supported 1095-C Form – Example* to see an example of the 1095-C that PCGenesis will support.

PCGenesis will support the IRS <u>landscape</u> format for the 1094-C transmission form. Please refer to *Appendix B: Supported 1094-C Form – Example* to see an example of the 1094-C that PCGenesis will support. Please note that the IRS form 1094-C contains 3 separate pages.

School districts should contact their forms vendor and purchase <u>pre-printed</u> 1095-C forms. When ordering forms, please be sure to order the exact forms as described above.

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A4. Applying for a TCC ID for the IRS AIR System

The new 1095-C and 1094-C returns due from employers require stringent workforce reporting. Employers must produce these mega-exacting forms for their employees and then file them with the IRS for the first time in Q1 2016.

The AIR system that must accept these files 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.

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. <u>Please screenshot the answers to these security questions</u>.

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.

<u>Advice</u>: 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.

Section B: Overview of Release

B1. Payroll System

B1.1. 2016 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2016. Also, the Federal withholding tax exemption amount for 2016 has been increased from \$4,000 to \$4,050. This release <u>automatically</u> updates the Federal tax tables into PCGenesis.

B1.2. New Georgia Health Insurance (GHI) Rate for Non-Certified Employees for January 2016 (for February 2016 Coverage)

In August 2015, the Board of Community Health approved the employer contribution rate increase from <u>\$596.20</u> to <u>\$746.20</u> for each enrolled employee in the Non-Certificated Plan. The new rate goes into effect on the January 2016 billing (for February coverage).

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B1.3. Payroll Annual Reports Menu

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

	PCG Dist=8991 R	Rel=15.03.00	09/16/2015	PCW 002	SV C:\DEVSYS	C:\SECOND	WH	ITE	- 0 ×
					Payroll Sy	stem			PAYMOOOO
	FKey 				Master Me	nu			
	1 2 3	Payroll Payroll Payroll	Setup Men Update Me Check & Di	u nu rect Depo	osit Menu				
	4 5	Annual Monthly	Reports Mo y/Quarterly/	enu Fiscal/Bio	ennial Report	s Menu			
	 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 								
	20	File Re	organizatio	n					
Mas	ter ^{User} list D () *S Words	PAY VEND							15.03.00
F16	сег ця Р ШЭ ЧогЭ м								

Payroll System Master Menu

The *Payroll System - Annual Reports Menu*, shown below, contains the new 1094-C and 1095-C print options as well as the W-2 print options.

	PCG Dist=6791	Rel=15.04.00 01/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYM0004
	FKey 	Annual Reports Menu	
	1	1094-C & 1095-C Options: Import ADP Dependent Names, DOBs and SSNs	
	2 3 4	Export ACA Employee Data and Create .CSV Template Export ACA Dependent Data and Create .CSV Template Import ACA Employee & Dependent Data from PCG Template	
	5	Print EMPLOYER Copy of 1094-C & 1095-C's Print 1094-C & Employee 1095-C's & Create File	
	10 11 12	W-2 Options: Print Employee W-2's & Create File Print Blank W-2 Form Print Employer's Copy of W-2's	
	15	Other Options: Flexible Benefits Transmission File	
	1		45 01 00
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Payroll System – Annual Reports Menu

Georgia Department of Education Richard Woods, State School Superintendent January 5, 2016 • 1:16 PM • Page 9 of 40 All Rights Reserved. The *Payroll System - Monthly/Quarterly/Fiscal/Biennial Reports Menu* contains the options for monthly, quarterly, fiscal and biennial reports.

	PCG Dist=8991 Rel=15.03.00 09/16/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	- 0 X
	Payroll System	PAYM0005
	FKey Monthly/Quarterly/Fiscal/Biennial Reports Menu	
	I PSERS Contribution Reports & Files	
	2 TRS Contribution Report & File	
	3 GHI Export File for State Health Benefits	
	Quarterly:	
	5 Department of Labor Quarterly Payroll Report & Wages Data File	
	Fiscal:	
	10 Fiscal Wages by Fund	
	Create Summer Salary Accrual Claim Data Create Accrued Summer Salary Paid Benort	
	13 Accrued Summer Salary by Function Report	
	Biennial: 20 FEO-5 Benort and Transmission File (Due Even Numhered Years)	
		45 00 00
Mast		15.03.00
F16		

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

B1.4. Import ADP Dependent Names, DOBs, and SSNs

The option *to Import ADP Dependent Names, DOBs and SSNs* (F2, F4, F1) has been added to the PCGenesis *Annual Reports Menu*. This option <u>imports</u> the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the *Update/Display ACA Dependent Data* screen (F3, F1, F4).

The development team has been waiting to receive the ADP file which contains the coverage information for your employees. We finally received a test data file from ADP at the end of October. The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis reads the ADP file and loads <u>dependent</u> names, SSN's and DOB's but <u>NOT</u> the months of coverage. PCGenesis will <u>NOT</u> read the ADP file to load **Offer of Coverage Codes**, **Safe Harbor Codes**, or months of coverage for employees or dependents.

In order to load <u>dependent</u> names, SSN's and DOB's, the import process reads the records in the ADP .csv file which contain the key-word '**DEPENDENT**' in Column 'A'. In order to load the dependent data for the <u>covered employee himself</u>, the import process reads the records which contain the key-word '**SELECTED**' in Column 'A' of the .csv file, but bypasses any employee who has waived coverage. (Dependent data is only required for <u>covered</u> employees.)

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B1.5. Export ACA Employee Data and Create .CSV Template

The option *to Export ACA Employee Data and Create .CSV Template* (F2, F4, F2) has been added to the PCGenesis *Annual Reports Menu*. This option reads data from the payroll file and from the *Update/Display ACA Employee Data* screen (F3, F1, F3) and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the *Update/Display ACA Employee Data* screen.

When the employee ACA data is exported, the records are created with the designation '**E**' for employee in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4), the '**E**' in column '**A**' of the .csv export file indicates that data is being loaded to the *Update/Display ACA Employee Data* screen.

Four options are available for exporting the ACA employee data, as shown in the screenshot below:

- Export only those employees with the **1095-C Eligible** flag equal to '**Y**' on the *Update/Display ACA Employee Data* screen.
- Export only those employees with the **1095-C Eligible** flag equal to 'N' on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>full-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>part-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.

	PCG Dist=6791 Rel=15.04.00 01/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- • ×
	Export ACA Employee Information	ACAEXTPC
	Enter W-2 year to be selected: <u>2015</u>	
	Selection Option:	
F	ntar=°razta Fila F16=Fvit	
ENT F16		15.04.00

Export ACA Employee Data and Create .CSV Template Screen

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Column	Field	Additional Information
Α	$\mathbf{E} = \text{Employee Record}$	Must be 'E'.
В	1095-C Eligible?	Must be ' Y ' or ' N '
С	Employee ID	
D	Employee SSN	
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
Н	Employee Last Name	
Ι	Employee Gender	Information only.
J – Q	Not Applicable	Not valid for employee (' E ') records.
R – AD	Offer of Coverage Codes. Fill in column ' R ' if the same code applies to all 12 months, <u>or</u> fill in columns ' S ' through ' AD ' individually for January through December coverage.	Must be valid Offer of Coverage Code or spaces.
AE – AQ	Lowest-Cost Monthly Premiums. Fill in column ' AE ' if the same premium amount applies to all 12 months, <u>or</u> fill in columns ' AF ' through ' AQ ' individually for January through December coverage.	Must be a dollar amount or spaces/zeroes.
AR – BD	Safe Harbor Codes. Fill in column ' AR ' if the same code applies to all 12 months, <u>or</u> fill in columns ' AS ' through ' BD ' individually for January through December coverage.	Must be valid Safe Harbor Code or spaces.
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

The employee ACA data is created in the export file as follows:

B1.6. Export ACA Dependent Data and Create .CSV Template

The option to Export ACA Dependent Data and Create .CSV Template (F2, F4, F3) has been added to the PCGenesis Annual Reports Menu. This option reads data from the payroll file and from the **Update/Display ACA Dependent Data** screen (F3, F1, F4) and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the **Update/Display ACA Dependent Data** screen.

When the dependent ACA data is exported, the records are created with the designation '**D**' for dependent in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4), the '**D**' in column '**A**' of the .csv export file indicates that data is being loaded to the *Update/Display ACA Dependent Data* screen, and will create one line per dependent/spouse.

Four options are available for exporting the ACA dependent data, as shown in the screenshot below:

- Export only those employees with the **1095-C Eligible** flag equal to 'Y' on the *Update/Display ACA Employee Data* screen.
- Export only those employees with the **1095-C Eligible** flag equal to 'N' on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>full-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.
- Export only those employees in a <u>part-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.

	PCG Dist=6791 Rel=15.04.00 01/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- X				
	Export ACA Dependent Information					
	Enter W-2 year to be selected: <u>2015</u>					
	Selection Option:					
EI	nter=Create File, F16=Exit	15.04.00				
F16		13101100				

Export ACA Dependent Data and Create .CSV Template Screen

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Column	Field	Additional Information
Α	D = Dependent Record	Must be ' D '.
В	1095-C Eligible?	Must be 'Y' or 'N'
С	Employee ID	
D	Employee SSN	
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
Н	Employee Last Name	
Ι	Employee Gender	Information only.
J	Dependent SSN	
K	Dependent Date of Birth	
L	Dependent First Name	
М	Dependent Middle Name	
Ν	Dependent Last Name	
0	Dependent Gender	Must be ' M ' or ' F '.
Р	Dependent Relationship	
Q	Dependent Spouse Indicator	Must be ' Y ' or ' N '.
R – AD	Dependent Coverage. Fill in column ' R ' if the same code applies to all 12 months, <u>or</u> fill in columns ' S ' through ' AD ' individually for January	Must be ' Y ' or ' N '.
	through December coverage.	
AE – AQ	Not Applicable.	Not valid for dependent ('D') records.
AR – BD	Not Applicable.	Not valid for dependent ('D') records.

The dependent ACA data is created in the export file as follows:

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Column	Field	Additional Information
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

B1.7. Import ACA Employee & Dependent Data from PCG Template

The option to Import ACA Employee & Dependent Data from PCG Template (F2, F4, F4) has been added to the PCGenesis Annual Reports Menu. With this option, payroll administrators have the ability to mass load the ACA data by importing from a spreadsheet. The PCG template can be created by using the Export ACA Employee Data and Create .CSV Template (F2, F4, F2) menu option or the Export ACA Dependent Data and Create .CSV Template (F2, F4, F3) menu option.

The new import process reads data from a .csv import file (created using **F2** and **F3** above) and loads the ACA data to the *Update/Display ACA Employee Data* screen (F3, F1, F3) and/or *Update/Display ACA Dependent Data* screen (F3, F1, F4).

When running the import process, the user selects the correct year to import. The payroll administrator also has two options for importing dependent ('D') records from the .csv file. The payroll administrator may either <u>replace</u> all dependent information in the PCGenesis system, or the payroll administrator can <u>add new</u> dependents and update only the coverage fields for existing dependents.

	PCG Dist=6791 Rel=15.04.00 01/04/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- 0 X
	Import ACA Employee & Dependent Information	ACAIMP
	Enter W-2 year to be imported <u>2015</u>	
	Select the desired option for loading 'D' dependent records:	
En	ter=Continue, F16=Exit	
ENTER	F 10	15.04.00
F16		

Import ACA Employee & Dependent Data from PCG Template Screen

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B1.8. Print Employer Copy of 1094-C & 1095-C's

The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F5) has been added to the *Payroll System Annual Reports Menu.* The purpose of the *EMPLOYER Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print a condensed employer copy of the employees' 1095-C's.

New options have been added for printing the employer copy of the 1095-C's. The employer report can be printed with either one employee per page or with multiple employees per page. Printing one employee per page allows the payroll administrator to generate a "draft" copy of the 1095-C statement to distribute to employees. Allowing the employees to receive a "draft" copy of their 1095-C will allow each individual to review and report any errors with their ACA data <u>before</u> the final IRS form 1095-C is generated for all employees.

When generating "draft" copies of the 1095-C statements, payroll administrators have the option to print the entire Social Security Number, print the last four digits of the Social Security Number, or to <u>not</u> print Social Security Numbers on the employer report.



Print EMPLOYER Copy of 1094-C and 1095-C's Screen

The IRS form 1094-C must report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules) and the **Total Employee Count**.

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

In PCGenesis, the employees who are considered <u>full time</u> according to the ACA legislation are those employees with the **1095-C Eligible** field set to '**Y**' on the *Update/Display ACA Employee Data* screen (F3, F1, F3), shown below. Until the payroll administrators enter the ACA data on the *Update/Display ACA Employee Data* screen for 1095-C eligible employees, the results on the employer reports will be inaccurate. This is a temporary consideration until the ACA data is entered into PCGenesis.

In summary, for the *EMPLOYER Copy of 1094-C & 1095-C's*, the PCGenesis system tallies the number of total <u>full time</u> employees who work each month of the calendar year. PCGenesis calculates the **Full Time Employee Count** based upon the **1095-C Eligible** field set to '**Y**' on the *Update/Display ACA Employee Data* screen, shown below. These counts will not be accurate until the payroll administrator completes the data entry into the PCGenesis ACA screens.

<u>NOTE</u>: It will be the sole responsibility of the LUA officials to determine <u>which individuals are</u> <u>considered **full time** employees</u> per ACA legislation, and the correct codes for those full time employees as related to health insurance offers and coverage. The data for these employees can be manually entered on the *Update/Display ACA Employee Data* screen, shown below.

Status EmpNo SSN Calen	G Dist=8991 Rel=15.03.00 09/21/20 Active Up 88942 AB3EU, ET3AN 999-08-5555 Loc 108 dar wear: 2015	15 PCW 001 SV C:\DEVSYS C:\SECON date/Display ACA Employee Da Location 000108	D WHITE ta Class 1 CLASSROOM Job cd 6 TEACHER V	PER06 TEACHERS OCATIONAL L
1095- Jan Feb Mar Apr May	C Eligible: Y Offer of coverage code PART II, LINE 14 1E 1E 1E 1E 1E 1E	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15 53.02 53.02 53.02 53.02 53.02 53.02	Safe harbor code PART II, LINE 16	Kaiser Coverage N N N N N
JUN JUL Aug Sep Oct Nov Dec	1E 1E 1E 1E 1E 1E 1E	53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02		N N N N
	F1 ► 🛠 F2 ◀ F3 🎒 F4 🖾 F5 🗊 F	FP F8 F9 F10 F11 Per ACA Deps Emer Edu	F12 F15 C	15.03.00

Update/Display ACA Employee Data Screen

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

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

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

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

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

REPORT ID: ACAIRSEX REPORT DATE: 09/21/2015 09:22	EMPLOYE BASED ON	E COUN FIRST	TS FOR DAY OF	1094- THE M	C ONTH					R	EPORT II	PAG NG YEA	E: 26 R: 2015
EMP NO SSN NAME STAT CLASS HIRE DATE TERM DATE REHIRE DT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
89970 999-08-9970 HU7DLESTON, LO7IE A 17 1/01/2013	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	У	Y	FULL
89971 999-08-9971 MA&CUS, EL&ANDA A 01 7/01/2004	У	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
89979 999-08-9979 LOGDON, JEGS A 15 8/01/2000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	У	Y	FULL
89982 999-08-9982 KI3BLE, HA3OLD T 03 8/01/1979 12/01/2102 3/01/1995	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
89983 999-08-9983 LO2NEY, BR2T A 01 8/01/2010	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	У	Y	FULL
89985 999-08-9985 MU8SON, RE8NALDO A 02 8/01/1991 1/01/1993 8/01/2004	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
89990 999-08-9990 WH3TTEN, IZ3TTA A 01 8/01/2008	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	У	Y	FULL
GRAND TOTALS	324 103	325 105	325 105	325 105	325 105	325 105	325 105	326 105	326 105	327 105	327 105	327 105	FULL CLASS PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT	427	430	430	430	430	430	430	431	431	432	432	432	TOTAL EMP
TOTAL 1095-C FORMS TOTAL SAFE HARBOR 2A, 2B, 2D	3) 1	1	1	1	1	1	1	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT	2	2	2	2	2	2	2	3	3	3	3	3	

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

Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX-ER REPORT DATE: 09/16/2015		EMPLOYEE COUNT:	5 FOR 1094-C ERROR	REPORT	PAGE REPORTING YEAR	1 2: 1 2: 2015	
EMPLOYEES ARE MERGED:	11111	OTHER =	087420	WARNING, RECORDS MERG	ED		

Employee Counts for 1094-C Error Report

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

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

	The set of										
	PRINT 1094-C AND 1095-C'S AND CREATE FILE ACAIRSEX										
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MAR	Ŷ	2 2	430 430	_							
APR	Ϋ́	2 2	430 430	Ξ							
MAY	¥	2 2	430 430	_							
JUN	¥.	22	430 430	_							
JUL	¥.	2 2	430 <u>430</u>	-							
SEP	1	3 <u>3</u>	431 <u>431</u> 431 <u>431</u>	—							
OCT	ý	3 3	432 431	-							
NOV	Ŷ	3 3	432 431								
DEC	Y	3 3	432 <u>431</u>	_							
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l i	INTAL 1095-C FORMS FRI	FD ON BEHALF OF EMPLOYER:	3								
1094	4-C, PART II, LINE 22										
N	A. QUALIFYING OFFER N	IETHOD									
N	B. QUALIFYING OFFER N	ETHOD TRANSITION RELIEF									
N	C. SECTION 4980H TRAN	ISITION RELIEF									
<u>n</u>	D. 98% OFFEN MEINUD										
	**** The Ov	verride Totals will be pri	nted on the final IRS for	MS ****							
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ENTER	Enter = Concinue, F1/		verride locals, FIO = EX								
	F1『术 F2『术 F3 😅 F4 🖾	F5 F6 F6 F7 F8 F8 F9 F	F10 F11 F12	F15							
F16			Help								

Print 1094-C and 1095-C's Screen

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

REPORT ID: ACA1095R EMPLOYER 1094-C AND 1095-C'S REPORT DATE: 09/16/2015 14:54 PAGE: REPORTING YEAR: 2015 1094-C, PART I: NAME OF ALE MEMBER: SMITH CITY BOARD OF EDUCATION EMPLOYER EIN: 58-6000267 STREET ADDRESS: 102 MAIN STREET STATE: GA CITY OR TOWN: SMITH ZIP: 33333
 CITY OR TOWN:
 SMITH
 STATE:
 GA
 ZIP:
 33333

 NAME OF CONTACT:
 W2 CONTACT NAME
 CONTACT PHONE NUMBER:
 999-555-5555 x 6789
 TOTAL 1095-C WITH THIS TRANSMITTAL: 00003 1094-C, PART II: AUTHORITATIVE TRANSMITTAL?: YES TOTAL NUMBER OF FORMS 1095-C FILED BY AND/OR ON BEHALF OF EMPLOYER: 00003 IS EMPLOYER A MEMBER OF AN AGGREGATED ALE GROUP ?: NO CERTIFICATION OF ELIGIBILITY: A. QUALIFYING OFFER METHOD: NO C. SECTION 4980H TRANSITION RELIEF: NO D. 98% OFFER METHOD: NO PART III: (a) MINIMUM ESSENTIAL (b) FULL-TIME EMPLOYEE COUNT (c) TOTAL EMPLOYEE COUNT (e) SECTION 4980h TRANSITION COVERAGE OFFER RELIEF INDICATOR ALL 12 MONTHS YES JAN 2 427 FEB 2 430 MAR 2 430 2 APR 430 MAY 2 430 2 JUN 430 JUL 430 2 AUG 3 431 SEP 3 431 OCT 3 431 NOV 3 431 DEC 3 431 REPORT ID: ACA1095R EMPLOYER 1094-C AND 1095-C'S PAGE: REPORT DATE: 09/16/2015 14:54 REPORTING YEAR: 2015 ADDR: 3292 MAIN STREET EMPNO: 87742 SSN: 999-08-7742 NAME: AB3EU, MO3TY SMITH GA 33333 JUN 1H AUG SEP OCT ALL 12 MO JAN FEB MAR APR 1H 1H APR 1H MAY JUI. NOV DEC 14 OFFER OF COVERAGE 1H 15 EE SHARE OF LOWEST PREM 1H 1H 1H 1E 1E 1E 1E 53.02 53.02 53.02 53.02 53.02 16 SEC 4980H SAFE HARBOR 2A 2A 2A 2A 2A 2A 2D BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC PART III COVERED INDIVDUALS: SSN AB3EU----->, FIRST--- 999-12-3456 AB3EU---->, DAUGHTER 999-23-4567 N N N N N N Y Y Ν N N N Y Y Y Y Y Y 29 N N Ν Ν N Ν _____ _____ EMPNO: 88942 SSN: 999-08-5555 NAME: AB3EU, ET3AN ADDR: 2067 MAIN STREET SMITH GA 33333 ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 14 OFFER OF COVERAGE 1E 15 EE SHARE OF LOWEST PREM 53.02 16 SEC 4980H SAFE HARBOR
 PART III COVERED INDIVDUALS:
 SSN
 BIRTH DATE

 AB3EU----->, WIFE-- 888-12-3456
 01/01/1954

 AB3EU----->, MARK--- 888-23-0456
 06/01/2015
 BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Y Ν N Ν Ν Ν Y У У Y Y Y Y

Employer 1094-C and 1095-C Report

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B1.9. Print 1094-C & Employee 1095-C's and Create File

The *Print 1094-C & Employee 1095-C's and Create File* (F2, F4, F6) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *Employee Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **IRS Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print the employees' **1095-C** forms.

Please note that the following options <u>are not functional</u> at this time but will be available in a future release: printing the IRS form 1094-C and creating the IRS transmission file of the 1094-C and 1095-C data.

Two options exist for reprinting the employee IRS 1095-C forms, as shown below. 1095-C printing may be restarted from the last correctly printed 1095-C (by employee's SSN) as in the case of paper jams or power failures. Additionally, PCGenesis has the ability to print up to fourteen (14) individual 1095-Cs at a time.

PCG Dist=8991 Rel=15.04.00 01/04/2016 DOD 002 5¥ K:\SYSTEM K:\SECOND WHITE	_ 8 ×
HERTEY OFO 1805-C FORMS ORE INSERTED.	ACA1095E
© Print All 1095-C's	
Indicate Desired Print Sequence	
© Work location, then name	
C Bestart print of 1095-C's from SSN: 000000000	
C Reprint 1095-C's for the following SSN's: กลุดอุดุดุดุดุด ดูดุดุดุดุดุดุดุดุดุดุดุดุดุด	
000000000 00000000 00000000 00000000 0000	
Enter = Continue, F16 = Exit	15.04.00
F16 F17 F17 E17 F18 E	

Print Employee 1095-C's

Once printing is completed, a completion screen is displayed, as shown below. It is recommended that the user saves a screen-print of the *Successful Completion* screen. Payroll administrators can use the *Successful Completion* screen to verify the results against the actual number of 1095-C's printed. Carefully verify the school district/system's totals and ensure that the total number of 1095-C's printed is correct.

E	PCG Dist=8991	Rel=15.04.00	01/04/2016	DOD 002	SV K:\SYSTEM	K:\SECOND	WHITE	_ 8 ×			
								ACA1095E			
			* *	* 189	95-C Form Pr	inting	* * *				
				Suco	essful Comp	letion					
	Print totals.										
P	Total empl	011005 =			10						
	Total 1095	-C's =			11						
	Total empl	oyees with	one 1095-0) =	9		4005 0 5				
	Total empl	oyees with	three 1095-0	5-C's =	1	employee	s with more than 18 d	princed for enendents,)			
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Ľ	otal 1095-C Total numb	employees c or of 1005-)N +110: .C employed	ac =	10						
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				Et	TER or F16	to Exit		15.04.00			

Print Employee 1095-C's – Final Screen

B2. Personnel System

B2.1. Update/Display Affordable Care Act (ACA) Employee Data

The GaDOE is pleased to announce support for Affordable Healthcare Act (ACA) compliance, with an eye towards producing IRS forms 1094-C and 1095-C. To this end, two new employee maintenance screens have been added to PCGenesis on the *Personnel Update Menu: Update/Display ACA Employee Data* (F3, F1, F3) and *Update/Display ACA Dependent Data* (F3, F1, F4).

The *Update/Display ACA Employee Data* (F3, F1, F3) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage. The data must be entered on the *Update/Display ACA Employee Data* screen, or the payroll administrator may import the employee ACA data as described in *Section B1.7. Import ACA Employee & Dependent Data from PCG Template*.

It is the sole responsibility of the LUA officials to determine which individuals are considered full time employees and the correct codes for those full time employees as related to health insurance offers and coverage. The **1095-C Eligible** field on the *Update/Display ACA Employee Data* screen indicates to the system whether the employee is considered full-time based upon IRS ACA legislation. A '**Y**' (Yes) value in the **1095-C Eligible** field indicates that the system will print a 1095-C for the employee.

PCG Dist=8991 Rel=15.01.00 05/27/2015	PCW 001 SV C:\DEVSYS C:\SECONE	WHITE	
Status Active Upda EmpNo 88791 CA2ON, RO2 SSN 999-08-8791 Loc 108 L Calendar year: 2015	ite/Display ACA Employee Dat .ocation 000108	a Class 15 LUNCHROOM Job cd 35 LUNCHROOM	PER 06 Workers Workers
1095-C Eligible: _ Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN FEB MAR APR MAY		=	
JUN JUL AUG SEP			-
OCT NOU DEC		Ξ	- -
Mode changed to update			
	F2 F3 F3 F3 F1 F1 F1 ACA Deps Emer Edu F11	F12 F15 C	15.02.00

PCGenesis Update/Display ACA Employee Data Screen

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B2.2. Update/Display Affordable Care Act (ACA) Dependent Data

The GaDOE is pleased to announce support for Affordable Healthcare Act (ACA) compliance, with an eye towards producing IRS forms 1094-C and 1095-C. To this end, two new employee maintenance screens have been added to PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* (F3, F1, F3) and *Update/Display ACA Dependent Data* (F3, F1, F4).

The *Update/Display ACA Dependent Data* (F3, F1, F4) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Some of the data on the *Update/Display ACA Dependent Data* screen will be populated from the SHBP/ADP file-feed as described in *Section B1.4. Import ADP Dependent Names, DOBs, and SSNs*. For **GHI-eligible employees** who are <u>offered</u> coverage through SHBP, districts will receive a file-feed from SHBP/ADP. This transmission file from SHBP/ADP will contain the necessary information to populate the dependents' names, date of births, and social security numbers on the *Update/Display ACA Dependent Data* screen for those GHI-eligible employees.

The dependent <u>coverage</u> data must be entered on the *Update/Display ACA Dependent Data* screen, or the payroll administrator may import the employee ACA data as described in *Section B1.7. Import ACA Employee & Dependent Data from PCG Template*.

Any full-time employee who is **not** offered coverage through SHBP does <u>not</u> report dependent information on the 1095-C form. It is not necessary to enter any dependent information for employees who are <u>not</u> offered health insurance coverage by the LUA.

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E	mp No	88824 AI	9SWORTH	, XF	19IER								Cla	55	- 4 F	'ARA	-PRO,	/SUPI	PORT		
S	SN	999-08-8	3824	Loc	: 19	5 Loc	ation	0001	95				Job	cd	18 F	PARA	-PROI	FESS	IONA	LS	
C	alend	lar year:	2015			-															
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PCGenesis Update/Display ACA Dependent Data Screen

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B2.3. Print Affordable Healthcare Act Worksheet

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

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

REPORT REPORT	DATE: 06/10/2015 TIME: 10:51	AFFORDABLE HEALTHCARE WORKSHEET SORTED BY Class, Employee Name CALENDAR YEAR - 2014	PAGE: 2 PROGRAM: ACAPRT		
EMPNO 89754	SOCIAL SEC NAME 999-08-9754 BUTKHART, MATINE TOT HRS TOT GR JAN 1,232.00 920.61 FEB 2,327.00 1,701.46 MAR 400.00 366.57 APR EMPLOYEE NOT PAID 150.00 JUN 150.00 138.52 JUN S097.78 2,270.58 SEP 3,355.93 2,435.22 DEC 3,355.93 2,435.22	CLASS JOB HIRE DT REHIRE DT TERM DT 01 003 2/01/2008 8/01/2014 2/01/2014 CRNO CRNO CRNO CRNO CRNO 235045 235421 47741 236866 237783 238149 238529 238909 235288 239288 239288 239288	ELIBIBLE FOR 1095-C? OFFER LOWEST SAFE CODE PREM CODE 		
EMPNO 89026	SOCIAL SEC NAME 999-08-902 6 BUTLESON, ROTLAND TOT HRS TOT GR TOT NET JAN EMPLOYEE NOT PAID FEB EMPLOYEE NOT PAID MAR EMPLOYEE NOT PAID AFR EMPLOYEE NOT PAID JUN EMPLOYEE NOT PAID JUN EMPLOYEE NOT PAID JUL EMPLOYEE NOT PAID JUL EMPLOYEE NOT PAID JUL EMPLOYEE NOT PAID AUG 2,758.67 1,944.36 SEP SHEP DEDUCTION TAKEN OCT SHEP DEDUCTION TAKEN NOV SHEP DEDUCTION TAKEN DEC SHEP DEDUCTION TAKEN	CLASS JOB HIRE DT REHIRE DT TERM DT 01 003 8/01/2014 CRNO CRNO CRNO CRNO CRNO 237995	ELIBIBLE FOR 1095-C? OFFER LOWEST SAFE CODE PREM CODE		

Affordable Healthcare Worksheet

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Section C: Installation Instructions for Release 15.04.00 Software

C1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 15.04.00* before performing any work in PCGenesis for the day, proceed to *C2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as **"Data Backup Prior to Release 15.04.00**". Continue to use the backup CD/DVD/tape in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close 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 15.04.00 ".
5	Proceed to C2. Install PCGenesis Release 15.04.00.

C2. Install PCGenesis Release 15.04.00

FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display.
	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.
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 15.01.00 0	03/26/2015	S¥ 8991	K:\SECOND		_ 8 ×
		Install PC	Genesis Re	lease		Inst1PCG
		15.	nn.nn			
	Installation Actio	DN 		Status		
	PCGOS			2K 2008		
	PCGTYPE			SU		
	Check Previous In	WinZip Self-Ex	tractor - PCGU	NZIP.exe	×	
	PCGenesis Status	To unzip all file folder press the	s in PCGUNZIP.e Unzip button.	exe to the specified	Unzip	
	PCGUnzip	Unzip to folder:			Run WinZip	
	Copy Files	K:NNSTAL		Browse	Close	
	Conversion	Overwrite fi	les without promp	iting	About	
	Finish Installatio	ı			Help	
			Unzippin	Ig PAYCOMP		
Installati	on in Process					15.nn.nn

PCG Dist=8991	Current Release 14.04.00 0 03/26/2015	SV 8991	K:\SECOND	_ 8 ×						
	Install PC	Genesis Re	lease	InstlPCG						
15.nn.nn										
	Installation Action		Status							
	PCGOS		2K 2008							
	PCGTYPE		SU							
	Check Previous Install		Continue Installation							
	PCGenesis Status		No Active User							
	PCGUnzip		Files Unzipped							
	Copy Files		Files Copied							
	Conversion		Conversion Completed							
	Finish Installation	•	Installation Successful							
_ Any Key to	Continue			15.nn.nn						

For PCGenesis *Release 15.04.00* successful installations, the following message displays:

Step	Action
6	Select Enter to close the window.
7	If the installation was successful: Proceed to C3. Verify Release 15.04.00 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	Jon.on 0 11/17/2011	SV 8391	K:SECOND	_@×
	Install	PCGenesis	Release	InstiPCG
		15.nn.nn		
Installa	tion Action		Status	
PCGOS			2K 2003	
PCGTYPE			SU	
Check Pr	vious Install		Continue Installation	
PCGenesi	s Status		No Active User	
PCGUnzip			Problem with PCGUNZIP.EXE	
Copy Fil	15			
Conversi	n			
Finish I	ostallation			
Problem with UNZIP Proc	esstt Ca	11 Help Des		
Installation in Process	6			15.nn.nn

Step	Action
8	Select F16 to close the window.
9	Return to the MyGaDOE 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:

Ē	PCG Dist=8991	Current Release 15.01.00 0 03/26/2015	SV 8991	K:\SECOND	_ 8 ×
					InstlPCG
		Install PC	Genesis Re	lease	
		15.	nn.nn		
		Installation Action		Status	
		PCGOS		2K 2008	
		PCGTYPE		SU	
		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	ble Already Updated			
-	Any Key to	Continue			15.nn.nn

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Step	Action
11	Proceed to C3. Verify Release 15.04.00 Was Successfully Installed.

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C3. Verify Release 15.04.00 Was Successfully Installed

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

The following screen displays:

	PCG Dist=6791	Rel=15.04.00 01/04/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
-						DEFNRELM
		The Following D.O.E. I	Releases Hav	e Been Succes	ssfully Loaded:	
		DOF 15 01 00 03/26	/2014			
		DOE 14.02.00 06/25	/2014			
		DOE 14.02.01 08/05,	/2014			
		DOE 14.03.00 09/30,	/2014			
		DOE 14.03.01 11/24, DOF 14.04.00 12/31	/2014			
		DOE 15.01.00 03/31	/2015			
		DOE 15.02.00 07/07,	/2015			
		DOE 15.03.00 09/30,	/2015			
		DOE 15.04.00 12/01	/2015			
		Press <ei< td=""><td>NTER> or F1</td><td>6 to Exit</td><td></td><td></td></ei<>	NTER> or F1	6 to Exit		
						12.03.00

Step	Action
4	Verify Release 15.04.00 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 15.04.00 displays. If Release 15.04.00 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.

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C4. Perform a PCGenesis Full Backup After Release 15.04.00 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 15.04.00 ".

Section D: After PCGenesis Release 15.04.00 Has Been Installed

D1. Calendar Year 2015 Year-End Closing Procedures Checklist

	Contac	et the Technology Management Customer Support Center for assistance as needed.
Refe	er to the	indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.
\checkmark	Step	Action
	AF	TER the last Calendar Year 2015 payroll. BEFORE the first Calendar Year 2016 payroll.
PA	YROLL	: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule
	1	Set up the Pay Schedules for the new calendar year. (F2, F13, F1)
		<u>Do not set up for payroll before performing this procedure.</u>
PAI	ROLL:	Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record
	2	Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9)
		<u>Do not set up for payroll before performing this procedure.</u>
PAI	ROLL:	Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables (F2, F13, F3)
	3	Where appropriate, update the Federal Income Tax (FIT) Tables.
	4	Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
	5	Where appropriate, update the Employee's Retirement System (ERS) Table is correct.
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
	7	Where appropriate, update the Group Health Insurance (GHI) Table.
	8	Where appropriate, update the State Income Tax (SIT) Table.
	9	Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables.
	PAYR	OLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing
	10	Reset Employee Calendar Year-to-Date Amounts to Zero (0). (F2, F13, F5, F1)

PA	AYROLI	L: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing
	11	Process calendar year 2015 W-2 statements. (F2, F4, F10)
	12	Process calendar year 2015 1095-C statements. (F2, F4, F6)
FAI	R: Secti	on M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.
	13	Process calendar year 2015 Form 1099-MISC Statements. (F1, F12, F10, F10)

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Appendix A: Supported 1095-C Form - Example

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instructions is at w	ww.irs.gov/	torm1095c.	Anr		÷.							-		Ac	t and
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Covered Individuals	If Employer	provided self-insured cove	rage, check th	o box and e	enter the int	orma	pen for	each	cove	rod in	ndividu	uol.	1		
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Appendix B: Supported 1094-C Form - Example

Form 1094-C (2015)	Da	ate instructions. 36-1004130	Signature For Privacy Act and Paperwork Reduction Act Notice, see separ
ef D. 98% Offer Method ue, correct, and complete.	C. Section 4980H Transition Relie	Offer Method Transition Relief	22 Certifications of Eligibility (select all that apply): A. Qualifying Offer Method B. Qualifying Under penalties of perjury, I declare that I have examined this return
		of ALE Member	 Total number of Forms 1095-C filed by and/or on behalf Is ALE Member a member of an Aggregated ALE Group; If "No," do not complete Part IV.
	f "No," see instructions	If "Yes," check the box and continue. If	19 Is this the authoritative transmittal for this ALE Member?
		mittal	17 Reserved
	16 Conflact telephone number	re courte de processoa	15 Mame of person to contact
For Official Use Only	AA Providence of Without Function models in the	1 Pada ar paning	11 Street address (including room or suite no.) 19 Oct-or town
	10 Employer identification number (EN)		9 Name of Designated Government Entity (only it applicable)
	6 Country and ZP or favelyn politist code 8 Contact felephone number	5 State or province	4 City or town 7 Name of person to contact
			3 Street address [including room or suite no.)
	2 Employer Identification number (EIM)	(locutou)	 Repair care carge comproyer memoer (w.c.c.) Rame of ALE Member (Employer)
120116 CMB No. 1545-2251 2015	Irance Offer and co	Oyer-Provided Health Insu erage Information Returns 1084-C and its separate instructions is at v	Form 1094-C Form 1094-C Copartment of the Treasury Copartment of the Treasury Interval Brevewa Service Interval Provide J area Employee Member of IET

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Dec	Nov	Oct	Sept	Aug	July	June	May	Apr	Mar	Feb	Jan	All 12 Months	
													(a) Minimum Es Offer In Yes
													ricituriy dicator No
												-	(b) Full-Time Employee Count for ALE Member
													(c) Total Employee Count for ALE Member
													(d) Aggregated Group Indicator
													(e) Section 4980H Transition Relief Indicator

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Part IV Other ALE Members of Aggregated ALE (Enter the names and EINs of Other ALE Members of the Ag 36 37 38 39 40	iroup regated ALE Group (who were members at EIN 51 52 53 54 55 56	any time during the calendar year). Name
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