

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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 20.04.00 – Calendar Year 2020 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 20.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2020 Payroll Completion Instructions

Install this release <u>after</u> completing the December 2020 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the January 2021 payroll.

<mark>A PCGenesis E-mail User List Is Available</mark>

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 <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: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Delete old PCGLogon Icon and Object Module LOGONC

This release deletes the old *PCGLogon* icon and corresponding *K*:*UNIACU**SHELL**LOGONC* program module. As a result, users are required to stop using PCGLogon (the old **PCGLogon** icon). The PCGLogon icon runs the program *K*:*UNIACU**SHELL**LOGONC* which is also being deleted by this release.

	Name	Date modified	Туре	Size	
	PCGclr	11/12/2020 9:52 AM	Shortcut	1 KB	used gonig forward
Я	PCGLogon	11/12/2020 9:51 AM	Shortcut	1 KB < PCGLogon is dele	ted with this
	PCGUList	5/27/2005 9:53 AM	Shortcut	1 KB release.	
	PCGVADMIN	6/11/2019 12:51 PM	Shortcut	2 KB	
	PCGVQUE	6/11/2019 12:52 PM	Shortcut	2 KB	
	QWord	3/4/2014 8:13 AM	Shortcut	2 KB	

Going forward, all PCGenesis users must add this **required** PCG shortcut to their **workstation** desktop:

PCGenesis login screen: K:\PCGIcon

<u>NOTE</u>: No action is required if the *PCGclr* icon is already being used on your desktop.

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The **PCGclr** makes screen background color options available to <u>all</u> users. The various background color options are shown below:



Each site has the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the <u>default</u> background color to one of the colors shown above. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color.

Documentation, with instructions for implementing the new background color options for PCGenesis screens, has been included in this release. The documentation can be located at:

https://www.gadoe.org/Technology-Services/Enterprise-Systems-and-Applications/PCGenesis/Documents/UI_Set_Site_Color_Opt.pdf

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A1.2. PCGenesis Reorganization Daily Task

The PCGenesis Reorganization job has been updated to execute the SQL command *UPDATE STATISTICS* for all tables in the PCGenesis database. *SQL Server* statistics are essential for the query optimizer to prepare an optimized and cost-effective execution plan. These statistics provide distribution of column values to the query optimizer, and it helps *SQL Server* to estimate the number of rows (also known as cardinality). The query optimizer should be updated regularly. Improper statistics might mislead the query optimizer to choose costly operators such as index scan over index seek and it might cause high CPU, memory and IO issues in *SQL Server*. Improper statistics might also face blocking, deadlocks that eventually causes trouble to the underlying queries, resources.

Please refer your IT staff to Section B: PCGenesis Backup / Reorganization / Restore, Topic 2: How To Schedule the PCGenesis Reorganization Job at the following Ga DOE website for instructions on setting up the reorganization batch job:

https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx

The reorganization task is **K:\Backup\PCGREORG.BAT**. The PCGenesis reorganization task creates a copy of **K:\SECOND** as **K:\SECONDX** and reorganizes all indexed files. The reorganization task also creates a copy of the *SQL Server* PCGenesis database (**PCGenesisDB**) as **PCGenesisDBX.BAK** after rebuilding the receipt and receivable clone tables. The scheduled task creates a recap report which allows the user to verify that the reorganization process has completed successfully. The recap report is created in the **K:\UCTPRINT\#SPLPRT** directory with the filename *REOGnnnn*. If the General Ledger is out of balance, an additional report is created with the filename *GBALnnnn*.

If the reorganization batch job has not run successfully for at least three days, the logon screen will display an error message in red, as shown below. If this message appears on the PCGenesis logon screen, inform your IT staff immediately!

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Release 20.04.00 – Calendar Year 2020 Year-End Closing Procedures Miscellaneous Changes / Installation Instructions

A	PCG Dist=000	0 Rel=20.02.0	0 08/31/20	020	C:\SQLSYS	C:\SECOND	w	VHITE		_	đ	×
											LOGONC	LR
					PCGene	sis System						
			Please	supply	a user-:	id and pas	sword to	logon				
				User ID	:							
			P	assword	:							
				GL Out (Re	of Balan eport Dai	ce: te: 08	5,889.00 /26/2020					
						0.011		14 L	D	1.d	E . D	
	Enter=con	tinuo F1	s=Sot llc		F31=0	CHLL	HELPVES	K - Last Las 6=Evit	st Reorg U	on: 08/2	5 Day 6/2020	5
			- 360 05						F15	1	20.03.	00
F16									F3I	J		

The PCGenesis administrator must ensure that the reorganization task runs successfully every day. Any failure that affects the integrity and availability of PCGenesis data is unacceptable. The PCGenesis reorganization task improves PCGenesis reliability and data integrity by reorganizing all PCGenesis indexed files. The reorganization task also creates a daily restore point that remains on the PCGenesis server for quick access. This restore point often provides the Ga DOE Helpdesk with a quick and easy way to recover from a data issue.

A1.3. 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 data backup. One directory cannot be backed up without the other directory, and they must be maintained together. To create a complete data backup of the PCGenesis system, the two directories need to be backed up together.

Starting with release 19.04.00, **K:\SECOND** <u>cannot be restored</u> without also restoring the **PCGenesisDB** database. These two entities must be kept in sync, otherwise <u>receipts, receivables, and investments will be lost.</u>

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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

<u>Prior</u> to running a backup of the **K:\PCGSQLdb** directory...

- School districts must <u>stop</u> 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 <u>stop</u> the services:

NET STOP VQueueService NET STOP MSSQL\$SQLEXPRESSPCG

<u>After</u> 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 <u>start</u> 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

A2. Payroll System

A2.1. 2021 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2021. The FICA wage limit has increased to \$142,800.00 for 2021. This release <u>automatically</u> updates the FICA tables into PCGenesis.

The Federal withholding tax parameters have been updated for calendar year 2021. The **Federal Exemption Amount** has been increased to \$4,300 from \$4,200. The **2020 W-4 Married Exemption Amount** has been increased to \$12,900 from \$12,600. The **2020 W-4 Married Single Amount** has been increased to \$8,600 from \$8,400. This release <u>automatically</u> updates the 2021 Federal withholding tax tables into PCGenesis.

Refer to *Appendix D: Reprint of IRS Publication 15-T for 2021* in this document for additional information on Federal tax withholding formulas and tables.

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

The *Alpha Description File* (F2, F9, F2) has been updated with a new W-2 **box 14**, code **14M**, code **14N**, and code **14O** table entries in the **W2CD** table. This release <u>automatically</u> updates the **W2CD** codes into PCGenesis. **Box 14**, code **14M**, code **14N**, and code **14O** are now available when creating a *W-2 Adjustment Record* (Record Type 'W') on the *Add Earnings History Record* screen (F2, F10, F1).

W2CD Code	W-2 Label	Description
14M	EPSL 1-3	EPSL Reasons 1 - 3 (100% pay)
14N	EPSL 4-6	EPSL Reasons 4 - 6 (2/3 pay)
140	EFML 5	FFCRA EFMLE Reason 5 (2/3 pay)

Reporting Requirements as Described in IRS Notice 2020-54: In order to provide self-employed individuals who also receive wages or compensation as employees with the information they need to properly claim any qualified sick leave equivalent or qualified family leave equivalent credits for which they are eligible, this notice requires employers to report to employees the amount of qualified sick leave wages and qualified family leave wages paid to the employees under sections 7001 or 7003 of the Families First Act, respectively. Employers must separately state the total amount of qualified sick leave wages paid pursuant to paragraphs (1), (2), or (3) of section 5102(a) of the EPSLA, qualified sick leave wages paid pursuant to section 3102(b) of the EFMLEA. Employers must separately state each of these wage amounts either on Form W-2, Box 14 or on a separate statement.

Once the Alpha Description File codes of **14M**, **14N**, and **14O** are in the system, the payroll administrator can input the Covid leave wage amounts on an *Earnings History W-2 Adjustment* (F2, F10, F1) record, as shown below. It is a manual process to enter these amounts into the system.

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A	PCG Dist=899	1 Rel=20.04.00	0 12/07/2020 P	CG 001 SV C:\{	SQLSYS C:\SE	COND	WHITE		—	đ	\times
			Add Earr	inas Histo	ru Record					EARNADI	D
Earn ** Tran	ings Reco W2 Adjust saction d	rd for: 8 ment ** 9 ate <u>03/15/</u>	19324 - AD2E 199-08-9324 1 <mark>2020</mark>	R, ZA2A	Class 07	Q Cert C	tr 20-1 Pay Instruc I	Prd 01 Type F	FICA M		-
Box 14 14 14 14 14 14 14 14 14 14 14 14 14	Item <u>M</u> 0 -	Adj Amt <u>198.00</u> <u>200.00</u> <u>300.00</u>	Label EPSL 1-3 EPSL 4-6 EFML 5	Descripti EPSL Reas EPSL Reas FFCRA EFM	on ons 1 – 3 ons 4 – 6 ILE Reason	(100% pa (2/3 pay 5 (2/3 p	y)) ay)				
	Validat	ions passe	ed. Save you	ır changes.							
		£ F3 🖨 F4		F7 1 F8	F9 F10	F11 E F12		F15		20.01.0	00
F16	F17 - F18					H	elp				

A	W2CD -	W-2 Box and Item	_		\times		
Box	Item	Description		Label			
12	W	Employer Contributions to an Health Savings Acct	Ψ.	/	~		
12	Y	Deferrals Under a Sect 409A Nongual Deferred Comp	Y				
12	Z	Income Under Sect 409A on Nongual Deferred Comp Z					
14	A	Lease Value of a Vehicle Provided to Employee CarLease					
14	В	State Disability Insurance Taxes Withheld	S	t Disab			
14	С	Union Dues	U	nion			
14	D	Uniform Payments Uniform					
14	E	Health Insurance Premiums Deducted HithPrem					
14	F	Nontaxable Income	N	ontax			
14	G	Educational Assistance Payments Educ Pay					
14	н	Member of Clergy's Parsonage Allowance and Utility	C	lergy			
14	1	Nonelective Employer Contributions to Pension Plan	E	mplrCnt			
14	J	Voluntary After-Tax Emply Contributions to Pension VolPens					
14	ĸ	Required Employee Contributions to Pension	B	eqPens			
14	L	Employer Matching Contributions to Pension Plan PensMtch					
14	м	EPSL Reasons 1 - 3 (100% pay) EPSL 1-3					
14	N	EPSL Reasons 4 - 6 (2/3 pay) EPSL 4-6					
14	0) FFCRA EFMLE Reason 5 (2/3 pay) EFML 5					
16	0	State Wages, Tips, and Other Compensation	S	tateWgs	-		
17	0	State Income Tax	S	tateT ax	\sim		
		Done Cancel					

A2.3. Calendar Year 2020 1095-C Form Processing

IRS Form 1095-C for ACA has been redesigned to accommodate a new **Plan Start Month** field and new fields related to individual coverage health reimbursement arrangement (HRA) plans.

What's New for ACA Form 1095-C?

Extension of due date for furnishing statements. The due date for furnishing Form 1095-C to individuals is extended from January 31, 2021, to March 2, 2021. See *Notice 2020-76* and *Extensions of time to furnish statements to recipients*.

Individual coverage health reimbursement arrangement (HRA). For plan years beginning on or after January 1, 2020, employers may offer HRAs integrated with individual health insurance coverage or Medicare, subject to certain conditions (individual coverage HRAs). On September 30, 2019, the IRS and the Department of the Treasury issued proposed regulations clarifying the application of the employer shared responsibility provisions in section 4980H to individual coverage HRAs and providing proposed safe harbors for the application of those provisions to individual coverage HRAs. Generally, taxpayers are permitted to rely on the proposed regulations. Form 1095-C has been modified to add new codes for reporting offers of individual coverage HRAs and new lines for reporting required information. See the Instructions for *Part II* of Form 1095-C.

Plan start month. The **Plan Start Month** is required for the 2020 Form 1095-C. The **Plan Start Month** can be entered when selecting the *Print Employer Copy of 1094-C & 1095-C's* (F2, F4, F6) option, or when selecting the *Print 1094-C & Employee 1095-C's & Create File* (F2, F4, F7) option, as shown below.



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The *Alpha Description File* (F2, F9, F2) has been updated with a new **ACA Offer of Coverage Codes** 1L - 1S entries in the **ACA1** table. This release <u>automatically</u> updates the **ACA1** codes into PCGenesis. The **ACA Offer of Coverage Codes** 1L - 1S are now available when entering data on the *ACA Employee Data* screen (F3, F1, F3).

ACA1 Code	Description
1L	HRA offer to EE only. Residence ZIP code.
1M	HRA offer to EE & deps (not spouse). Residence ZIP
1N	HRA offer to EE, spouse and deps. Residence ZIP.
10	HRA offer to EE only. Employment ZIP code.
1P	HRA offer to EE & deps (not spouse). Employment ZIP
1Q	HRA offer to EE, spouse and deps. Employment ZIP.
1R	HRA offer that is NOT affordable
18	HRA offer to individual who was not full-time emp.

ACA1	- ACA Offer o	f Coverage Code	_		Х
Code	Descrip	tion			
1A	Qualifying off	er, 12 mos, EE contri < fed pov	erty		
1B	MV offer to E	E only. No coverage spouse &	deps		
1C	MV offer to E	E, MEC offer to deps. No cover	spouse		
1D	MV offer to E	E, MEC offer to spouse. No cov	er deps		
1E	MV offer to E	E, MEC offer to spouse and dep	20		
1F	MEC not prov	riding MV offered to EE			
1G	Offer to EE w	ho was not FT and who self-ins	ured		
1H	No offer of c	overage			
1J	MV offer to E	E, conditional MEC to spouse, r	no deps		
1K	MV offer EE,	MEC depends, conditional MEC	spouse		
1L	HHA offer to	EE only. Residence ZIP code.			
1M	HHA offer to	EE & deps (not spouse). Reside	nce ZIP		
1N	HHA offer to	EE, spouse and deps. Residence	e ZIP.		
10	HHA offer to	EE only. Employment $\angle IP$ code.	. 715		
10	HRA offer to	EE & deps (not spouse). Employ		,	
14	HRA offer to	EE, spouse and deps. Employm	ent ZIP.		
18	HRA offer the	at is NUT affordable			
15	HHA offer to	individual who was not full-time	emp.		
	Done		Cance		

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A2.4. PCGenesis Software ID for 2020 ACA Reporting to the IRS

IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) Processing Year 2021 contains general and program specific testing information for use with ACA Assurance Testing System (AATS). AATS refers to both the process and the system used to test software and electronic transmissions prior to accepting forms into the Production AIR System. Software Developers must pass IRS AATS scenarios for the forms and tax year that the software package will support. IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2021) 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 <u>each</u> tax year and each ACA Information Return Type they support. The software information must be updated <u>yearly</u> on the ACA Application for TCC. Annual AATS testing is required for Software Developers.

<u>NOTE</u>: At the time of this release, the PCGenesis development team <u>has recertified the PCGenesis</u> 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.

<u>NOTE</u>: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2019 should already have <u>two</u> individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must <u>not</u> 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. <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.

Georgia Department of Education Richard Woods, State School Superintendent December 17, 2020 • 11:51 AM • Page 13 of 39 All Rights Reserved. <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.

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 2021)*. This IRS publication can be viewed at the following link: <u>https://www.irs.gov/pub/irs-pdf/p5164.pdf</u>.

<u>NOTE</u>: 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 <u>first</u> year in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2019 will NOT need to redo the ACA test file submissions in 2020 for 2020 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For <u>first-time</u> 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 <u>once</u>.

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 <u>Payroll System Operations Guide</u>, 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_20201109T01010101Z.xml
- 2 1094C Request **xxxxx** 20201109T010101001Z.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 <u>Payroll System Operations Guide</u>, 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 2020 W-2 Form Processing

Calendar year 2020 Internal Revenue Service (IRS) W-2 forms have not changed from 2019.

The installation of Release 20.04.00 makes calendar year **2021** W-2 forms available for employees terminating and requesting W-2's for calendar year 2021. The 2021 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. New IRS Form and File 1099-NEC

New for 2021, the IRS has moved **nonemployee compensation** (Amount Code **7**) to its own form, the 1099-NEC. With Release 20.04.00, PCGenesis supports the 1099-NEC form and transmission file. New options for the 1099-NEC are available on the *IRS 1099 Processing Menu* (F1, F12, F10). The 1099-NEC form has been created by the IRS to report **nonemployee compensation**. School districts should make plans to purchase the new 1099-NEC forms, if necessary.

Refer to *Appendix C: Supported 1099-NEC Form – Example* in this document to see a sample of the new 2020 1099-NEC Form.

A	PCG Dist=8991 Rel=20.04.00 12/10/2020 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	_	
	Financial Accounting & Reporting		FARPP100
	FKey IRS 1099 Processing Menu		
	1 1099 A/P Claims Mass Update 2 1099 A/P Claims Maintenance 3 1099 Journal Voucher Maintenance		
	5 1099 Vendor Edit Listing 6 1099-MISC Details Edit Listing 7 1099-NEC Details Edit Listing		
	10 Print 1099-MISC Forms 11 Create 1099-MISC Export File		
	13 Print 1099-NEC Forms 14 Create 1099-NEC Export File		
	17 Display/Update 1099 System Control Data 18 Vendor File Maintenance		
Mast	er User _{List}	_	20.04.00

Amount Code 7 will continue to be used to indicate nonemployee compensation amounts on claims and journal vouchers. The PCGenesis programs will put **Amount Code 7** amounts in box 1 of the 1099-NEC form and file. All other amount codes will continue to be reported on a 1099-MISC form.



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NOTE about Legal Services (Amount Code C):

Amounts flagged as Legal Services using **Amount Code C** on claims and journal vouchers in PCGenesis <u>will continue to print in box 10 of the 1099-MISC form</u>. Any confusion about which legal fees should print in box 10 of the 1099-MISC form as opposed to box 1 of the 1099-NEC form should be discussed with the school district's tax attorney. The definition of legal services as related to the 1099-MISC and the 1099-NEC is detailed below. Generally, you must report attorneys' fees in box 1 of Form 1099-NEC, and you must report gross proceeds to corporations that provide legal services in box 10 of Form 1099-MISC.

1099-MISC, Box 10, Amount Code C. Gross Proceeds Paid to an Attorney: Enter gross proceeds of \$600 or more paid to an attorney in connection with legal services (regardless of whether the services are performed for the payer).

Gross proceeds paid to attorneys. Under section 6045(f), report in box 10 payments that:

- Are made to an attorney in the course of your trade or business in connection with legal services, but not for the attorney's services, for example, as in a settlement agreement;
- Total \$600 or more; and
- Are not reportable by you in box 1 of Form 1099-NEC.

Generally, you are not required to report the claimant's attorney's fees. For example, an insurance company pays a claimant's attorney \$100,000 to settle a claim. The insurance company reports the payment as gross proceeds of \$100,000 in box 10. However, the insurance company does not have a reporting requirement for the claimant's attorney's fees subsequently paid from these funds. These rules apply whether or not:

- The legal services are provided to the payer;
- The attorney is the exclusive payee (for example, the attorney's and claimant's names are on one check); or
- Other information returns are required for some or all of a payment under another section of the Code, such as section 6041.

1099-NEC, Box 1, Amount Code 7. Nonemployee Compensation as related to attorney fees:

For each person in the course of your business to whom you have paid the following during the year: • At least \$600 in:

- 1. Services performed by someone who is not your employee (including parts and materials) (box 1);
- 2. Cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish (box 1); or
- 3. **Payments to an attorney (box 1)**. The term "attorney" includes a law firm or other provider of legal services. Attorneys' fees of \$600 or more paid in the course of your trade or business are reportable in box 1 of Form 1099-NEC, under section 6041A(a)(1), and should be flagged with Amount Code 7 in PCGenesis.

1099 MISC vs 1099 NEC Filing Information

In mid-2019, the IRS released a tentative draft of a new form tied to 1099 filing: the 1099 NEC. Subsequently, the 1099-NEC was adopted by the IRS for 2020 reporting. This form is designed to alleviate some confusion associated with 1099-MISC filing dates. Below, the crucial differences between form 1099-MISC vs 1099-NEC are outlined below.

What's the Purpose of the New Form?

First and foremost, the 1099-NEC is designed to replace Box 7 on the 1099-MISC. Legislation in 2015 caused the deadline for Box 7 information to change from March 31 to January 31, but the due date for non-Box 7 1099-MISC forms remained March 31. In essence, this change created two separate deadlines for the same form – and a lot of confusion.

The new 1099-NEC form replaces 1099-MISC box 7 altogether as a new form for reporting nonemployee compensation. 1099-MISC will be used for all other types of miscellaneous compensation.

Form 1099 MISC for 2019 Filing

Currently, the 1099-MISC is among the most popular forms used by the IRS. It reports the total earnings a person receives, typically if they are self-employed or independent contractors. Clients send out 1099-MISCs every year in place of W-2 forms, which are used for traditional employees and employers. However, the 1099-MISC is also used as a catch-all form for all other types of income, including awards, proceeds, and prizes. This makes the form more complicated than one might expect, pointing up the need for a separate form designed specifically for nonemployment compensation.

What's the Difference?

The answer to 1099-MISC versus 1099-NEC is nonemployment compensation. Also known as selfemployment income, this is income received from a payer who classifies you, the payee, as an independent contractor rather than an employee. By instituting the 1099-NEC, the IRS streamlines income reporting for all self-employed people.

While the due date confusion on the current 1099-MISC is the primary cause of the IRS's decision to draft a 1099-NEC, the increasing amount of independent contractor labor could also be to blame. With more workers using this form, it seems likely that many are making a mistake when it comes to filing deadlines. If you're nervous about correctly filing 1099-NEC or 1099-MISC, a software program can alleviate some stress.

What's New for Form 1099-NEC?

The PATH Act, P.L. 114-113, Div. Q, sec. 201, accelerated the due date for filing Form 1099-NEC that includes nonemployee compensation (NEC) from February 28 to January 31 and eliminated the automatic 30-day extension for forms that include NEC. Beginning with tax year 2020, use Form 1099-NEC to report nonemployee compensation.

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A3.2. Calendar Year 2020 1099-MISC Form Processing

IRS Form 1099-MISC has been redesigned. Due to the creation of Form 1099-NEC, the IRS has revised Form 1099-MISC and rearranged box numbers for reporting certain income. Changes in the reporting of income and the form's box numbers are listed below. Printing the IRS Form 1099-MISC is available on the *IRS 1099 Processing Menu* (F1, F12, F10, F10). Changes in the reporting of income and the form's box numbers are listed below:

- Payer made direct sales of \$5,000 or more (checkbox) in box 7.
- Crop insurance proceeds are reported in box 9.
- Gross proceeds to an attorney are reported in box 10.
- Section 409A deferrals are reported in box 12.
- Nonqualified deferred compensation income is reported in box 14.
- Boxes 15, 16, and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

The PCGenesis programs will put **Amount Code 7** amounts on the 1099-NEC form and file. <u>All other</u> <u>amount codes</u> will continue to be reported on a 1099-MISC form. (See the important note about Legal Services (**Amount Code C**) in *Section A3.1* above.)

```
Amount Indicators (Y/N):1 - RentsN2 - RoyaltiesN3 - Other incomeY4 - Fed income tax w/hS - Fishing boatN6 - Medical paymentsN7 - Nonemployee compY8 - Lieu of dividends9 - Not applicableB - Parachute paymentsNC - Legal servicesYD - Section 409A deferrals
```

A3.3. Fix Bug with Vendor Drop Down List

A problem has been corrected with *Vendor Drop Down List Box*. The problem was caused by release 20.03.00. When using the vendor drop down and typing a partial name, the list of vendors would display. Scrolling forward through the list worked correctly. However, if any vendor had an apostrophe in the name field, and the user tried to scroll <u>previous</u>, the vendor list would repeat the vendor name multiple times, and the system would hang. This problem has been corrected.

A3.4. Fix Performance Issues When Posting Receipts

The conversion of the receipt and receivables files to the PCGenesis *SQL Server* database caused performance to be slow when working with receipts and receivables. Release 20.04.00 addresses these performance issues by fine-tuning the SQL algorithms.

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 data backup. One directory cannot be backed up without the other directory, and they must be maintained together. To create a complete data backup of the PCGenesis system, the two directories need to be backed up together.

With release 20.04.00, **K:****SECOND** <u>must be restored with</u> the **PCGenesisDB** database. These two entities must be kept in sync, otherwise receipt, receivable, and vendor records will be lost. Call the help desk when any data needs to be restored.

A3.5. Create School Food Service DE-106 File with .txt Suffix

An upgrade to the web browsers that interface with GA DOE portal caused an error message when users tried to upload the *School Food Service DE-106 File* (F1, F9, F1, F9) to the portal. The GA DOE portal would not recognize the *School Food Service DE-106 File* as a <u>text</u> file because the file name did not end in *.txt*. This problem has been corrected, and now the PCGenesis program creates the file name with the *.txt* suffix at the end of the name. For example, the filename will be created as:

K:*SECOND**GOSEND**DE106ccyymmddd.txt* where *ccyymm* represents the year and month of the DE-106 file, and *ddd* represents the district ID.

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Section B: Installation Instructions for Release 20.04.00 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 of the entire **K**: drive was successful.
 - In addition to its current labeling, also label the prior evening's backup media as "Data Backup Prior to Release 20.04.00".
 - Continue to use the backup in the normal backup rotation.
- 2. <u>No work</u> 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 <u>not</u> met.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K :\ PCGenesis disk drive or else the backup will not run to completion.
	If the <i>Uspool</i> background task has not yet been removed from the from "All Users Startup", close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
3	Perform a 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 20.04.00 ".
5	 <u>Start the SQL Express Service</u>: <u>SQLEXPRESSPCG must be running before starting</u> 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. 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. Verify Windows Security Group GENUSERS.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 20.04.00 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 logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

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

B3. Install PCGenesis Release 20.04.00

FROM THE PCGENESIS SERVER

Important Note

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

Step	Action
1	<u>NOTE</u> : 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 PCGenesisDB 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</i> to the <i>MyGaDOE Web portal, and detach the files from the Web portal again.</i>
7	*** ALERT ***
	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.
	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!
	For each of the downloaded files in K:\INSTAL, right-click on the filename and select 'Properties'.

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

Open with Scan with Windows Defender Restore previous versions Send to Cut Copy Create shortcut Delete P
Rename Properties

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

INSTLPCG P	roperties ×	1	🖾 pcgunzip.exe Properties 🗙				
General Secur	ity Details Previous Versions		General Comp	patibility Security Details Previous Versions			
	INSTLPCG		1	pcgunzip.exe			
Type of file:	File		Type of file:	Application (.exe)			
Description:	INSTLPCG		Description:	pcgunzip.exe			
Location:	K:\INSTAL		Location:	K:\INSTAL			
Size:	158 KB (162,304 bytes)		Size:	31.0 MB (32,552,342 bytes)			
Size on disk:	160 KB (163,840 bytes)		Size on disk:	31.0 MB (32,555,008 bytes)			
Created:	Today, July 27, 2018, 2 minutes ago		Created:	Today, July 27, 2018, 9:24:21 AM			
Modified:	Today, July 27, 2018, 2 minutes ago		Modified:	Today, July 27, 2018, 9:24:22 AM			
Accessed:	Today, July 27, 2018, 2 minutes ago		Accessed:	Today, July 27, 2018, 9:24:21 AM			
Attributes:	Read-only Hidden Advanced		Attributes:	Read-only Hidden Advanced			
Security:	This file came from another computer Unblock and might be blocked to help protect this computer.		Security:	This file came from another computer and might be blocked to help protect this computer.			
	OK Cancel <u>A</u> pply			OK Cancel Apply			

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

User Account Control	User Account Control X					
Do you want to allow this app to make changes to your device?						
Windows Command Processor						
Verified publisher: Microsoft Windows						
Show more details						
Yes No						

CG Dist=8991 Current Release 19.04.00 0 03/11/2020 SV 8991 K:\SECOND _ ٥ × Inst1PCG Install PCGenesis Release 20.nn.nn Installation Action Status PCGOS 2K 2016 PCGTYPE SU Check Previous Install Continue Installation PCGenesis Status No Active User WinZip Self-Extractor - PCGUNZIP.exe X PCGUnzip To unzip all files in PCGUNZIP.exe to the specified Copy Files Unzip folder press the Unzip button. Run WinZip Conversion Unzip to folder: K:\INSTAL Browse ... Close Finish Installation Overwrite files without prompting About Help Installation in Process 20.nn.nn

A screen will display showing the progress of the installation:

For PCGenesis Release 20.04.00 successful installations, the following message displays:

A	PCG Dist=8991	Current Release 19.04.00 0 03/11/2020	SV 8991	K:\SECOND -	- 0 X
		Install	PCGenesis	Release	Inst1PCG
		3	20.nn.nn		
		Installation Action		Status	
		PCGOS		2K 2016	
		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			20.nn.nn

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Step	Action
11	Select Enter to close the window.
12	If the installation was successful: Proceed to B4. Verify Release 20.04.00 Was Successfully Installed.
	If the installtion was unsuccessful: Proceed to Step 13.

A problem message displays if an error occurred:

A	PCG Dist=8991	Current Release 19.04.00 0 03	/11/2020	SV 8991	K:\SECC	OND	_	٥	×
			Install	PCGenesis	Release	e		InstlF	PCG
			2	0.nn.nn					
		Installation Actio	on 		Sta	atus			
		PCGOS			2K	2016			
		PCGTYPE			su				
		Check Previous In	stall		Con	ntinue Installation			
		PCGenesis Status			No	Active User			
		PCGUnzip			Pro	oblem with PCGUNZIP.EX	Ð		
		Copy Files							
		Conversion							
		Finish Installati	on						
<	Problem wit	th UNZIP Process!!	Cal	1 Help Des	k				
-	F16 = Exit							20.nn	.nn

Step	Action
13	Select F16 to close the window.
14	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
15	Contact the Technology Management Customer Support Team 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	PCG Dist=8991 Current Release 19.04.00 0 03/11/2020 SV 8991 K:\SECOND	-	o ×
	Check Master conversion for Release 20.nn.nn		CHANEXP1
	* * * Warning on Check Master File Conversion * * *		
	CHECK MASTER conversion has already run successfully.		
	Press Any Key to Continue		20.nn.nn
	Press Any Key to Continue		20.nn.n

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:



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Step	Action
16	Proceed to B4. Verify Release 20.04.00 Was Successfully Installed.

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B4. Verify Release 20.04.00 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:

A	PCG Dist=8991	Rel=20.04.00	12/08/2020	PCG 002	SV C:\SQLSYS	C:\SECOND	WHITE		- 0	×
									DEFNR	ELM
		The F	ollowing	D.O.E.	Releases H	ave Been	Successfully	Loaded:		
		DOF	18 81 88	6373	172018					
		DOE	18.02.00	06/29	9/2018					
		DOE	18.03.00	09/2	1/2018					
		DOE	18.03.01	11/3	0/2018					
		DOE	18.04.00	12/3	1/2018					
		DOE	19.01.00	03/29	9/2019					
		DOE	19.02.00	06/20	8/2019					
		DOE	19.03.00	09/3	0/2019					
		DOE	19.03.01	11/2	7/2019					
		DUE	19.04.00	12/3	1/2019					
		DUE		03/3	1/2020					
		DOE	20.02.00	0073	0/2020 0/2020					
				12/3	1/2020					
			20.04.00	1270	172020					
		mousule 0	- N - 6			0040. N				
	NET FRA	mework J.	5:N 3 5-U 5	UL 2ER	JER EVLUESS	2012: 1	501 MAN		U - 319C 014	
	.NET Fra	INEWORK 4.	J. T 3	QL SEN	VEN ENFRESS	2010. 1	зус ини	AGENEIAI STUL	JIU 2010. T	
			F	ress <	ENTER> or	F16 to Ex	it			
ENTER	/								18.01	.00
				_						
F16										

Step	Action
4	Verify Release 20.04.00 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 20.04.00 displays. If Release 20.04.00 does not display, contact the Technology Management Customer Support Center for assistance.
	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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B5. Perform a PCGenesis Full Backup After Release 20.04.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Stop the VerraDyne Queue Service (VQueueService) and the SQL Express Service (SQLEXPRESSPCG) prior to running a full backup of the entire K :\ PCGenesis disk drive or else the backup will not run to completion.
	If the <i>Uspool</i> background task has not yet been removed from the from "All Users Startup", close <i>Uspool</i> at the server. <i>Uspool</i> must be permanently removed and should no longer be running on the server.
3	Perform a 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 20.04.00 ".
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 20.04.00 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 <u>database</u> 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	Verify you have a <u>weekly full backup of K:</u> that you retain for at least 4 weeks.
	Include a full backup of <i>K</i> :*.* in the site's standard server backup process
	► Recommend full backup of <i>K</i> :*.* <u>every night</u> if possible
	• Minimum of one full backup of <i>K</i> :*.* every week (Required)
	• Retain at least 4 weeks of <i>K</i> :*.* (Required)
2	Verify you have a <u>daily</u> data backup of K:\SECOND*.* <u>and</u> K:\PCGSQLdb*.* that you
	retain for at least 4 weeks
	Daily data backup of <i>K</i> :\ <i>SECOND</i> *.* and <i>K</i> :\ <i>PCGSQLdb</i> *.* (Required)
	• 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*.* and K:\PCGSQLdb*.* for 4 weeks (Required)
	 Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQLdb*.* for at least one year (Required)
3	Request your IT representative obtain the November 30 th backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily data backup of K: \SECOND*.* and K:\PCGSQLdb *.*, but make sure it is the end-of- <u>November 2020</u> backup.

Step	Action
4	Verify that this file exists on the November 30 th , 2020 backup:
	For Windows Server 2012, 2016, or 2019:
	$K: \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
	If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!
5	Verify that this directory exists on the November 30 th , 2020 backup, including all subdirectories and files within this directory:
	K:\SECOND
6	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.
	Follow this link to the PCGenesis Technical System Operations Guide:
	https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-
	Operations-Guide.aspx Provide the information in Section P: PCC analis Packup (Peorganization (Pestore
	Keview the information in Section B. FCGenesis Backup / Reorganization / Restore.
7	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.

Appendix A: Calendar Year 2020 Year-End Closing Procedures Checklist

C	ontact	the Technology Management Customer Support Center for assistance as needed.								
Rej	fer to th	e indicated <u>Financial Accounting and Reporting</u> (FAR) and <u>Payroll System Operations Guide</u> topics as needed.								
\checkmark	Step	Action								
	AFTER the last Calendar Year 2020 payroll. BEFORE the first Calendar Year 2021 payroll.									
PA	PAYROLL: 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)								
		Do not set up for payroll before performing this procedure.								
	PAYRO	LL: 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)								
		Do not set up for payroll before performing this procedure.								
	PAYRO	LL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables								
	3	Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F1)								
	4	Where appropriate, update the Federal Income Tax (FIT) Tables - Standard Rate Schedule. (F2, F13, F3, F2) Where appropriate, update the Federal Income Tax (FIT) Tables – 2020 W-4 Step 2 Checkbox Rate Schedule. (F2, F13, F3, F3)								
	5	Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F4)								
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)								
	7	Where appropriate, update the Employee's Retirement System (ERS) Table is correct. (F2, F13, F3, F6)								
	8	Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F7)								
1	PAYROI	LL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero								
	9	Reset employee calendar year-to-date amounts to zero. (F2, F13, F5, F1)								

PAY Repo	ROLL: orts - W-	Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual 2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing
	10	Process calendar year 2020 W-2 statements. (F2, F4)
		<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.
	11	Process calendar year 2020 1095-C statements. (F2, F4)
	FAR:	Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.
	12	Process calendar year 2020 Form 1099-MISC statements. (F1, F12, F10)
	13	Process calendar year 2020 Form 1099-NEC statements. (F1, F12, F10)

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Appendix B: Supported 1095-C Form - Example

APPLICABLE LARGE EMPLOYER'S nar or province, country, ZIP or foreign post	ne, street al code, a	address. nd telepi	, city hone	or town, state no.	Employee (Plan Start Month isnter 2-digit no.):	Offer of Co 14 Offer of Coverage (enter required code)	Verage Ei 15 Emp Require Contribu (see inst	mpkoyee d zion ruction	10 40 40 Ha Ha Ha Ha Ha Ha Ha Ha Ha Ha Ha Ha Ha	ge on Sector alter (a def (a de, if a	Janu Jan Sale & Other ter ter	17 Cc	ZIP		P	He sura ffer	ide alt anc an rag
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					Feb		\$		-	_	_	+	_	_			
Go to www.irs.gov/Form109	SC for in	istructi	our	and the	Mar	-	\$		+	_	-	-	_	-	F	or Pr	iva
latest info	rmation	-		20000022	Apr		5		-		-	+		-	P	aper	WO
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					Sep		\$										
APPLICABLE LARGE EMPLOYER'S	EMPLO	YEE'S so	icial a	ecurity	Oct		\$										
koenoncation number (EIN)	number	(994)			Nov		\$								Depart	ment	tor
					Dec		\$								ħ	narsur	1-1
Covered Individuals It Employer prov	ided self-it	naured co	verag	e, check the bo	s and enter the in	nformation %	or each indivi	dual er	rolled	in cov	erage,	inclu	ding	the e	mplay	H.	L
(a) Name of covered individual First name, middle individual	(6)	(b)	SSN	or other TIN	(c) DOB (# S	SN or other	(d) Covered			(*	Mon	ths o	100	verag	20	-	-
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35																	

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Appendix C: Supported 1099-NEC Form - Example

PAYER'S name, street address, city	or town, state or province	e, country, ZIP		OMB No. 1545-0116	
or toreign postal code, and telephon	e no.			20 20	Nonemployee Compensation
			1 Nonemployee compensat	ion	Сору А
PAYER'S TIN	RECIPIENT'S TIN		\$		For Internal Revenue
					Service Center
					File with Form 1096.
RECIPIENT'S name			3		For Privacy Act
Street address (including apt. no.)			4 Federal income fax within	Nd	 And Paperwork Reduction Act
					Notice, see the 2020 General
City or town, state or province, coun	try, and ZIP or foreign po	stal code	S		Instructions for Certain
					Information Returns.
		FATCA filing requirement			
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Appendix D: Reprint of IRS Publication 15-T for 2021

1. Percentage Method Tables for Automated Payroll Systems

to figure federal income tax withholding. This method works for Forms W-4 for all prior, current, and future years. 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.

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

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

Keep for Your Records

Tab	le 3	Semiannually	Quarterly	Monthly	Semimonthly	Biweekly	Weekly	Daily	
		2	4	12	24	26	52	260	
	A								
step I.	Adj 1a	For the empory	vee's payment	amount able wages this	payroll period			10	s
	1b	Enter the numb	er of pay perio	ds vou have pe	r vear (see Table	e 3)		1a 1b	<u> </u>
	1c	Multiply the am	ount on line 1a	by the number	on line 1b			10	\$
				-,				10	<u>.</u>
If the	empl	oyee HAS subm	itted a Form W	-4 for 2020 or la	ater, figure the A	djusted Annual	Wage Amount	as follows:	
	1d	Enter the amou	int from Step 4	(a) of the emplo	yee's Form W-4			· · · · · · 1d	\$
	1e	Add lines 1c an	d 1d					· · · · · 1e	\$
	11	Enter the amou	int from Step 4	(b) of the emplo	yee's Form W-4			1f	\$
	1g	If the box in Ste taxnaver is mar	p 2 of Form W	-4 is checked, e	enter -0 If the bo	ox is not checke	d, enter \$12,90	00 if the 1a	\$
	1h	Add lines 1f an	d 1g					· · · · · · · · · · 1h	\$
	1i	Subtract line 1h	n from line 1e. I	f zero or less, e	nter -0 This is t	he Adjusted Ar	nnual		-
		Wage Amount	t					1i	\$
If the	empl	ovee HAS NOT	submitted a Fo	orm W-4 for 202	0 or later, figure	the Adjusted An	nual Wage An	nount as follows	
	1j	Enter the numb	er of allowance	es claimed on th	ne employee's m	ost recent Form	W-4	1i	
	1k	Multiply line 1 l	by \$4,300						\$
		Subtract line 1k	from line 1c. It	f zero or less e	nter -0- This is t	he Adjusted Ar	nnual		-
	11	oubletter in the internet		1 ECI 0 01 1000, CI		ne najaotoa na			C
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(Use these if from 2020 or	STANDARD V the Form W-4 later and the b	Vithholding Ra is from 2019 or pox in Step 2 of I	te Schedules earlier, or if the f Form W-4 is NO	Form W-4 is T checked)	Form W (Use these if	-4, Step 2, Ch the Form W-4 Fo	eckbox, Withho is from 2020 or rm W-4 IS chec	olding Rate Sc later and the bo ked)	hedules x in Step 2 of
If the Adjusted / Wage Amount (is:	Annual line 2a)	The		of the amount that the Adjusted	If the Adjusted Wage Amount is:	Annual (line 2a)	The		of the amount that the Adjusted
At least—	But less than—	amount to withhold is:	Plus this percentage—	Annual Wage exceeds—	At least—	But less than—	amount to withhold is:	Plus this percentage—	Annual Wage exceeds—
Α	в	С	D	E	Α	в	с	D	Е
	Marı	ried Filing Jo	intly			Mar	ried Filing Jo	intly	
\$0	\$12,200	\$0.00	0%	\$0	\$0	\$12,550	\$0.00	0%	\$
\$12,200	\$32,100	\$0.00	10%	\$12,200	\$12,550	\$22,500	\$0.00	10%	\$12,55
\$32,100	\$93,250	\$1,990.00	12%	\$32,100	\$22,500	\$53,075	\$995.00	12%	\$22,50
\$93,250	\$184,950	\$9,328.00	22%	\$93,250	\$53,075	\$98,925	\$4,664.00	22%	\$53,07
\$184,950	\$342,050	\$29,502.00	24%	\$184,950	\$98,925	\$177,475	\$14,751.00	24%	\$98,92
\$342,050	\$431,050	\$67,206.00	32%	\$342,050	\$177,475	\$221,975	\$33,603.00	32%	\$177,47
\$431,050	\$640,500	\$95,686.00	35%	\$431,050	\$221,975	\$326,700	\$47,843.00	35%	\$221,97
\$640,500		\$168,993.50	37%	\$640,500	\$326,700		\$84,496.75	37%	\$326,70
	Single or M	larried Filing	Separately			Single or M	Arried Filing	Separately	
\$0	\$3,950	\$0.00	0%	\$0	\$0	\$6,275	\$0.00	0%	\$
\$3,950	\$13,900	\$0.00	10%	\$3,950	\$6,275	\$11,250	\$0.00	10%	\$6,27
\$13,900	\$44,475	\$995.00	12%	\$13,900	\$11,250	\$26,538	\$497.50	12%	\$11,25
\$44,475	\$90,325	\$4,664.00	22%	\$44,475	\$26,538	\$49,463	\$2,332.00	22%	\$26,53
\$90,325	\$168,875	\$14,751.00	24%	\$90,325	\$49,463	\$88,738	\$7,375.50	24%	\$49,40
\$168,875	\$213,375	\$33,603.00	32%	\$168,875	\$88,738	\$110,988	\$16,801.50	32%	\$88,73
\$213,375	\$527,550	\$47,843.00	35%	\$213,375	\$110,988	\$268,075	\$23,921.50	35%	\$110,98
\$527,550		\$157,804.25	37%	\$527,550	\$268,075		\$78,902.13	37%	\$268,07
	Hea	ad of Househ	old			He	ad of Househ	old	
\$0	\$10,200	\$0.00	0%	\$0	\$0	\$9,400	\$0.00	0%	\$
\$10,200	\$24,400	\$0.00	10%	\$10,200	\$9,400	\$16,500	\$0.00	10%	\$9,40
\$24,400	\$64,400	\$1,420.00	12%	\$24,400	\$16,500	\$36,500	\$710.00	12%	\$16,50
\$64,400	\$96,550	\$6,220.00	22%	\$64,400	\$36,500	\$52,575	\$3,110.00	22%	\$36,50
\$96,550	\$175,100	\$13,293.00	24%	\$96,550	\$52,575	\$91,850	\$6,646.50	24%	\$52,57
\$175,100	\$219,600	\$32,145.00	32%	\$175,100	\$91,850	\$114,100	\$16,072.50	32%	\$91,8
\$219,600	\$533,800	\$46,385.00	35%	\$219,600	\$114,100	\$271,200	\$23,192.50	35%	\$114,10
\$533,800		\$156,355.00	37%	\$533,800	\$271,200		\$78,177.50	37%	\$271,20

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