

## PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

10/31/2016

Section B: Personnel Report Processing, V2.6

# **Revision History**

Date	Version	Description	Author
10/31/2016	2.6	16.03.00 – Update Topic 4: Printing the Georgia Health Insurance (GHI)	D. Ochala
		Eligibility Data Settings Report.	
04/04/2016	2.5	16.01.00 – Update Topic 1: Printing the Affordable Healthcare Act	D. Ochala
		Worksheet.	
07/13/2015	2.4	15.02.00 – Added Topic 1: Printing the Affordable Healthcare Act	D. Ochala
		Worksheet.	
08/21/2014	2.3	14.02.00 – Updated the List Employees' Current Deductions report.	D. Ochala
12/31/2013	2.2	13.04.00 – Replace DOE logo. Update screenshots.	D. Ochala
06/02/2008	2.1	08.02.00 – Added Employee Current Deductions Report – Print deductions	C. W. Jones
		with zero amounts? option.	
03/24/2008	2.0	08.01.00 – Updates to screenshots and <i>Current Deduction Report</i> sort options.	C. W. Jones

### Table of Contents

Overview	1
Topic 1: Printing the Affordable Healthcare Act Worksheet	3
1A. Affordable Healthcare Worksheet – Example	7
Topic 2: Printing the Employees' Current Deduction Report	8
2A. Employees' Current Deductions by Name within Pay Class Report – Example	13
Topic 3: Printing the Employee Deduction Detail by Time Period Report [By Code, Class, 2	Name] .14
3A. Employee Deduction Payment Detail Report – Example	19
Topic 4: Printing the Georgia Health Insurance (GHI) Eligibility Data Settings Report [Eligibility, Participation, Dates and Options]	20
4A. GHI Eligibility Current Data Settings Report - Employee Name Sequence - Example	24

### **Overview**

PCGenesis creates the following personnel reports:

Affordable Healthcare Worksheet: The *Print Affordable Healthcare Act Worksheet* offers two different options for printing the worksheet. The first option allows the worksheet to print only employees who received a paycheck but did <u>not</u> have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year. The second option allows <u>all</u> employees eligible for a 1095-C to print on the report. This facilitates coding <u>all</u> employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage.

The *Affordable Healthcare Worksheet* is a tool that districts can use to identify employees who may need to be 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. Refer to the *Personnel System Operations Guide*, *Section F: Personnel Update Processing* for instructions on the *Update/Display ACA Employee Data* screen.

**Employees' Current Deduction Report:** The *Employees' Current Deduction Report* lists current employee deduction amounts and adjustments by deduction type. The report can include a listing of employee deductions with deduction amounts equal to zero.

<u>Setting Employee Search Criteria</u>: Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria for instructions on defining the record selection criteria.

**Employee Deduction Payment Detail Report:** The *Employee Deduction Payment Detail Report* reads employees' Earnings History Records, and sorts employee deductions by deduction code, pay class, employee name, and deduction payment date. The report lists the employees' names, deduction amounts, deduction dates, and employer flags.

**Georgia Health Insurance (GHI) Eligibility Current Data Settings Report:** The *GHI Current Data Settings Report* lists the GHI eligibility data fields, and the GHI current deduction (premium) amounts for <u>all</u> SHBP deductions, including deduction codes 08 - State Health Non Certified and <math>09 - State *Health Certified*. PCGenesis provides sort options by employee name, employee number, payroll class code, or payroll location code. The report may be run for one pay location or all pay locations, and may be run for one payroll class code or all payroll class codes. The user may elect to print active employees and/or inactive employees and/or terminated employees. The report is also useful when verifying PCGenesis release data conversions, and when generating a listing of GHI-eligible employees' deductions.

Refer to the <u>Payroll System Operations Guide</u>, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports for additional SHBP/GHI processing procedures.

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<u>Drop-Down Selection Icon Feature:</u> Certain fields within PCGenesis contain the drop-down selection icon  $\checkmark$  to aid in the entry of field information. When used, double-click the desired information to complete the entry.

## Topic 1: Printing the Affordable Healthcare Act Worksheet

The *Print Affordable Healthcare Act Worksheet* offers two different options for printing the worksheet. The first option allows the worksheet to print only employees who received a paycheck but did <u>not</u> have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year. The second option allows <u>all</u> employees eligible for a 1095-C to print on the report. This facilitates coding <u>all</u> employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage.

The *Affordable Healthcare Worksheet* is a tool that districts can use to identify employees who may need to be 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. Refer to the *Personnel System Operations Guide*, *Section F: Personnel Update Processing* for instructions on the *Update/Display ACA Employee Data* screen.

Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>3</b> ( <b>F3</b> - Personnel System).

The following screen displays:

<b></b>	PCG Dist=	8991	Rel=16	5.01.00	04/04/	2016 F	PCW 002	2 SV C	:\\DEVS	YS C:\	SECON	D	WHITE	-	-	- • ×
								Pers	sonne:	L Syst	:em					PERMENU
		FKey						Ma	aster	Menu						
		1	P	ersonr	iel Up	date N	lenu									
		4	E	nhance	ed Sut	stitute	e Pay a	and Le	ave S	ystem						
		5 6	L P	egacy ersonr	Leave iel Rej	Menu ports l	vlenu									
		11 12 13	E S S	mploy alary F pecial	ee Cor Project Functi	ntract   ion M ons M	File Ex enu lenu	port								
		20	Fi	ile Rea	raania	zation										
					3											
Master	User List														1	15.02.00
F16	t 🗃	Word <b>S</b>	PAY												1	

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Step	Action
2	Select <b>6</b> ( <b>F6</b> - Personnel Reports Menu).

PCG Dist=8991	Rel=15.02.00 06/22/2015	5 PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE	
		Personnel	System		PER05P
FKe	<u>)</u>	Reports	Menu		
1	] Print Affordable H	ealthcare Act Workshee	et		
5	] List Employees' (	Current Deductions			
6	] List Deductions P	aid by Time Period (by	Code, Class, Name)		1
7	🛛 GHI Eligibility, Pa	rticipation, Dates and C	Options		
	-				
Master Userlict					
Fie Word	PAY VEND MONITOR MONITOR				
Action					
Select F	<b>1</b> ( <b>F1</b> – Print	Affordable Heal	lthcare Act Wo	orksheet).	

PCG Dist=8991 Rel=16.01	1.00 04/04/	2016 PCW 002	SV C:\DEVSYS	C:\SECOND	WHITE		
		Print Afford	lable Health	care Act	Worksheet		ACAEXT
Enter W-2 year: <mark>20</mark>	<u>916</u>	Select	extract opt	ion: ⊙ Pr ⊖ Pr	int ALL employees int only employees	eligible for 1095-C NOT set up for GH	ll ded
The	first 2	22 SHBP syst	em deductio	ns are li	sted below:		
Dec	l Code 8 9	Ded Desc St HEALTH N STATE HEALT	ION-CERT-125 H CERT12	Emplr N 5 N	Ind Emplr	Amt	
		ENTER = 0	Continue, F1	6 = Exit	Program		16.01.00

Step	Action					
4	Enter or verify the year (CCYY) in the W-2 Year to be Selected field.					
	Based on the field's entry, PCGenesis will print the <i>Affordable Healthcare Worksheet</i> for the calendar year entered.					
5	<b>Define the extract option:</b> Select the <sup>(C)</sup> ( <b>Radio button</b> ) to the left of the desired <b>Extract Option</b> field.					
	Two options are available for creating the Affordable Healthcare Act Worksheet:					
	• Print ALL employees eligible for 1095-C: This option allows <u>all</u> employees eligible for a 1095-C to print on the report. This facilitates coding <u>all</u> employees with the correct 1095-C Eligibility value, the Offer of Coverage Code value, the Lowest Premium amount, and the Safe Harbor Code value, as related to health insurance offers and coverage.					
	• <b>Print only employees NOT set up for GHI ded (deduction)</b> : This option allows the worksheet to print only employees who received a paycheck but did <u>not</u> have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year.					
6	Select (Enter) to continue twice.					

PCG Dist=8991 Rel=15.02.00 06/22/	2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PER05P
FKey	Reports Menu		
 1 Print Affordab	le Healthcare Act Worksheet		
5 List Employe	es' Current Deductions		
6 List Deduction	ns Paid by Time Period (by Code, Class, N	lame)	
7 GHI Eligibility	, Participation, Dates and Options		
laster <sup>User</sup> list			

Step	Action
7	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Where appropriate, follow the instructions provided in the <u>Technical System Operations</u> <u>Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature.
8	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Personnel System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 1A. Affordable Healthcare Worksheet – Example

Use the *Affordable Healthcare Worksheet* to assist with entering data to correctly produce the Affordable Care Act IRS 1095-C form.

REPORT DATE: 06/10/2015 REPORT TIME: 10:51	AFFORDABLE HEALTHCARE WORKSHEET SORTED BY Class, Employee Name CALENDAR YEAR - 2014	PAGE: 2 PROGRAM: ACAPRT
EMPNO         SOCIAL SEC         NAME           89754         999-08-9754         BUTKHART, MA7INE           TOT HRS         TOT GR         TOT NET           JAN         1,232.00         920.61           FEB         2,327.00         1,701.46           MAR         400.00         366.57           APR         EMPLOYEE NOT FAID         JUL           JUL         EMPLOYEE NOT FAID         138.52           JUL         EMPLOYEE NOT FAID         AUG           AUG         3,957.78         2,270.58           SEP         3,355.93         2,435.22           OCT         3,505.93         2,435.22           DEC         3,255.93         2,435.22	CLASS JOB HIRE DT REHIRE DT T 01 003 2/01/2008 8/01/2014 2/ CRNO CRNO CRNO CRNO CRNO CRN 235045 235421 47741 236866 237783 238149 238529 238909 239288	ERM DT 101/2014 ELIBIBLE FOR 1095-C? OFFER LOWEST SAFE     
EMPNO SOCIAL SEC NAME 89026 999-08-9026 BUTLESON, ROTLAND TOT HRS TOT GR TOT NET JAN EMPLOYEE NOT PAID REB EMPLOYEE NOT PAID AFR EMPLOYEE NOT PAID JUN EMPLOYEE NOT PAID JUN EMPLOYEE NOT PAID JUL EMPLOYEE NOT PAID AUG 2,758.67 1,944.36 SEP SHEP DEDUCTION TAKEN NOV SHEP DE DUCTION TAKEN NOV SHEP DE DUCTION TAKEN	CLASS JOB HIRE DT REHIRE DT T 01 003 8/01/2014 CRNO CRNO CRNO CRNO CRN 237995	ERM DT ELIBIBLE FOR 1095-C? O OFFER LOWEST SAFE CODE PREM CODE

# Topic 2: Printing the Employees' Current Deduction Report

Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>3</b> ( <b>F3</b> - Personnel System).

	PCG Dist=8991	Rel=16.01.00 0	4/04/2016 PCW	002 SV C:\DEVS	SYS C:\SECO	ND	WHITE	
				Personne	l System			PERMENU
	FKey 			Master	Menu			
	1	Personne	l Update Menu					
	4 5 6	Enhanced Legacy Lo Personne	Substitute Pay ea∨e Menu   Reports Menu	y and Leave S u	System			
	11 12 13	Employee Salary Pr Special F	: Contract File ojection Menu unctions Menu	Export				
	20	File Reor	ganization					
M F1	aster <sup>User</sup> list <b>6 12 13 19 19</b> Word	PAY VEND MONITOR MONITOR						15.02.00
	Action							
	Select 6	<b>(F6 - P</b>	ersonnel R	eports M	enu)			

	PCG Dist=8991	Rel=15.02.00 06/22/2015 PC	W 002 SV C:\DEVSYS C:\SE	COND	WHITE	
			Personnel Syste	m		PER05P
	FKey 		Reports Menu			
	1	Print Affordable Healt	hcare Act Worksheet			
	5	List Employees' Curr	ent Deductions			
	6	List Deductions Paid	hy Time Period (by Code	Class Name)		
				, 61000, 1101110,		
	/	GHI Eligibility, Partici	pation, Dates and Option	S		
Ma	aster <sup>User</sup> list					
F16	; <b>~</b>   ₩3   ***3	MONITOR MONITOR				
	Action					
	Select 5	(F5 - List Emp	loyees' Current I	Deductions	).	

	E PCG Dist=8991 Rel=13.04.00 12/31/2013 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
	List Employees' Current Deductions	PER0165
Filter	Options not set. to set the selection criteria for the Deduction Listing. Filter not active	
	Select sort order:              • Deduction Code, Class, Name Sequence             · Deduction Code, Name Sequence             · Deduction Code, Rame Sequence             · Deduction Code, Employee Number Sequence             · Deduction Code, Employee Number Sequence             · Employee Number, Deduction Code Se             · Deduction Code, Employee Number Sequence             · Employee Number, Deduction Code Se             · Deduction Code, Employee Number Sequence             · Employee Number, Deduction Code Se             · Deduction Code, Employee Number Sequence             · · · · · · · · · · · · ·	ode Sequence quence Sequence
	Print deductions with zero dollar amounts? <u>N</u> (Y or N)	
	Select at least one deduction code to report.         Enter a 'Y' if the deduction is to be in the second seco	reported. N N N N N N N N N N N N N
Stor	F18=Employee Selection, F16=Exit Without Printing       F18        F18	13.03.00
Step		
4	Select <b>F10</b> ( <b>F10</b> – Set filter condition to limit the report results to spec the filter conditions is optional.	vific criteria. Se
	Refer to the <u>Payroll System Operations Guide</u> , Section B: Payroll Upda 1: Set/Clear Employee Search Criteria for instructions on defining the r criteria.	te Processing, 7 ecord selection

	PCG Dist=8991 Rel=13.04.00 12/31/2013 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
	List Employees' Current Deductions PER0165	
Filter of been s	Use F10 to set the selection criteria for the Deduction Listing.         Options have selected.         Pr:          • Deduction Code, Class, Name Sequence         • Deduction Code, Name Sequence         • Deduction Code, Rame Sequence         • Deduction Code, Enployee Name, Deduction Code Sequence         • Deduction Code, Enployee Name Sequence         • Employee Name, Deduction Code Sequence         • Deduction Code, Enployee Name Sequence         • Employee Name, Deduction Code Sequence         • Deduction Code, Employee Name Sequence         • Employee Name, Deduction Code Sequence         • Deduction Code, Employee Name Sequence         • Employee Name, Deduction Code Sequence         • Deduction Code, Employee Name Sequence         • Employee Name, Deduction Code Sequence         • Deduction Code, Employee Name Sequence         • Employee	
	Print deductions with zero dollar amounts? <u>N</u> (Y or N)	
	Select at least one deduction code to report.         Enter a 'Y' if the deduction is to be reported.           00=FRINGE         N         01=ANNUITY # 1         N           04=GA INCOME TAX N         08=HEALTH INS         N         09=HEALTH INS         N         09=HEALTH INS           12=I-UNDR 005674         N         13=CUNION 001430         N         15=I-UNDR 005983         N         16=COURT W/H         N           17=UENDOR 005983         N         18=COURT W/H         N         19=I-UNDR 005034         21=UENDOR 005035         N           22=I-UNDR 005983         N         23=I-UNDR 005572         N         24=I-UNDR 005034         25=UENDOR 005037         N           26=UENDOR 002998         N         27=UENDOR 003039         N         28=I-UNDR 005048         N         29=I-UNDR 005048         N           38=UENDOR 005048         N         31=UENDOR 003412         N         32=UENDOR 004236         N         33=I-UNDR 0048644         N	
	F10=Employee Selection, F16=Exit Without Printing         ENTER       F10         F10=Employee Selection, F16=Exit Without Printing         F10=Employee Selection,	
Step	Action	
5	Select the radio button (③) to the left of the desired <b>Select sort order</b> option to ident report's sort order.	ify the
6	Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>Print deductions with zero dollar amounts?</b> field to or to exclude deductions with zero dollar amounts.	o include
7	Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>Select at least one deduction code to report</b> field to deductions to print on the report. Enter <b>Y</b> (Yes) if the deduction code is to be printed report or <b>N</b> (No) if the deduction code is <u>not</u> to be printed on the report.	) select th 1 on the
8	Select <b>Enter</b> ) to continue.	

PCG Dist=8991 Rel=15.02.00 06/2	2/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PER05P
FKey	Reports Menu		
 1 Print Afforda	ble Healthcare Act Worksheet		
5 List Employ	ees' Current Deductions		
6 List Deducti	ons Paid by Time Period (by Code, Class,	Name)	
7 GHI Eligibili	ty, Participation, Dates and Options		
Master Userica			

Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
10	Select <b>F16</b> - Exit) to return to the <i>Personnel System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 2A. Employees' Current Deductions by Name within Pay Class Report – Example

In addition to providing information specific to individual employee deductions, the report also lists deductions with zero dollar amounts, if selected.

The final page of the report completes the payroll class and deduction totals, and provides the grand total of employee deductions based on the search criteria selection.

REPORT ID: REPORT DATE:	PER0165 08/18/2	/DEDRPT			EMPLOYEES' DEDUCTION CODE,	CURRENT DEI CLASS, NAI	UCTION Æ SEQU	IS JENCE				1	PAGE	6
DED CODE & DE	SC AN	I COMP	E DESC	EMP #	NAME	STAT	CLASS	WORK	JOB	EMPLR	DED AMT	DED ADJ	DED	PCT
01 2NNUITY # 01 2NNUITY #	1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09           1         09	GREAT GREAT GREAT GREAT GREAT GREAT GREAT GREAT GREAT GREAT	AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA AMERICA	87223 89058 88273 8957 87501 87808 89981 87316 87316 87325 8885 87435 87435 87183	AL2N2O, EF2EN ASTER, GE7EVIVE BUBDEN, EMBLE CA4FIELD, CE4ESTA CH4MPION, BA4 HA9NON, XU9N JO4LY, MO4GAN LE6VA, CE6LLE LI5, VA5ENTIN OL4VARES, SH4E PH4N, KA4CE PR6SCOTT, LI6COIN WE2ZEL, CA2MY	A A A A A A A A A A A A	02 02 02 02 02 02 02 02 02 02 02 02 02 0	0111 0111 0201 8010 3050 0101 0101 0201 3050 0101 0101 0101 0101	0 02 0 02 0 02 0 02 0 02 0 02 0 02 0 02	N N N N N N N N N N	95.00 282.00 301.00 100.00 150.00 150.00 250.00 300.00 117.00 200.00 100.00 2 120.00			
01 ANNUITY #	1 09	GREAT	AMERICA	89497	HIBCHCOCK, ANBLA	A ** DEI	15 ** CL2 0 01 / ***	0201 LSS 15 CO 09 GRAND	020 TOTAL TOTAL TOTAL	N	209.00 209.00 2,329.00 8,277.70			

# Topic 3: Printing the Employee Deduction Detail by Time Period Report [By Code, Class, Name]

PCG Dist=8991	Rel=16.01.00 04/04/2016 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	- 0 ×
	Personnel System		PERMENU
FKey	Master Menu		
1	Personnel Update Menu		
4 5 6	Enhanced Substitute Pay and Leave System Legacy Leave Menu Personnel Reports Menu		
11 12 13	Employee Contract File Export Salary Projection Menu Special Functions Menu		
20	File Reorganization		
Master User <sub>list</sub>	PAY VEND NORIDER MONITOR		15.02.00
Action			
Select 6	( <b>F6</b> - Personnel Reports Menu).		

	PCG Dist=8991	Rel=15.02.00 06/22/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Personnel System	PER05P
	FKey 	J Reports Menu	
	1	Print Affordable Healthcare Act Worksheet	
	_5	List Employees' Current Deductions	
	6	floor List Deductions Paid by Time Period (by Code, Class, Name)	
	7	GHI Eligibility, Participation, Dates and Options	
		· ·	
	set		
F16	aster Votilist , 🔁 🕮 Words		
	Action		
	Select 6	(F6 - List Deductions Paid by Time Period [by Code, Cla	iss, Name]).

PCG Dist=8991 Rel=13.04.00 12/31/2013 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE _ B X
List Deductions Over a Period of Time	PER0190
Enter date range of deduction payments to be select	ed:
<u>1012013</u> thru <u>12/31/2013</u>	
Enter deduction code(s) to be selected:	
_	
(Leave code blank to print ALL deduction codes.)	
Enter class, if only one should be selected:	
ENTER = Validate F16 = Exit	12.02.00

Step	Action
3	Enter the date range (MM/DD/CCYY) in the Enter date range of deduction payments to be selected fields.
	PCGenesis defaults the beginning and ending dates to the current date and the last date of the calendar year respectively. PCGenesis users may modify these dates as needed.
4	<ul> <li>For a specific deduction(s): Enter up to three deduction codes, or select the drop-down selection icon</li></ul>
5	For a specific Pay Class: Enter the pay class code, or select the drop-down selection icon within the Enter Class, if only one should be selected field. For all Pay Classes: Leave the Enter Class, if only one should be selected field blank.
6	Select Enter.

E PCG Dist=8991 Rel=13.04.00 12/31/2013 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
List Deductions Over a Period of Time	PER0190
Enter date range of deduction payments to be selected:	
1/01/2012 thru 12/31/2013	
Enter deduction code(s) to be selected: 23 I-UNDR 005572	
(Leave code blank to print ALL deduction codes.)	
Enter alocs if only one should be calented: ALL EMPLOYEES	
Enter class, if only one should be selected. ALL EMPLOYEES	
*** ARE SELECTIONS CORRECT? ***	
FNTER = Continue F16 = Reenter	12.82.88
	12.02.00

Step	Action
7	Verify the screen's entries are correct, and select <b>Enter</b> in response to the <i>"***Are Selections correct?***"</i> message.
	If the information is incorrect, select <b>F16</b> (Reenter), make the appropriate modifications, and select <b>Enter</b> .
	"** Processing Request **" and "** Creating Detail Report of Deduction Payments **" briefly display.

PCG Dist=8991 Rel=15.02.00 06/22	2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE									
	Personnel System		PER 05P								
FKey	Reports Menu										
 _1 Print Affordab	le Healthcare Act Worksheet										
5 List Employees' Current Deductions											
6 List Deductions Paid by Time Period (by Code, Class, Name)											
7 GHI Eligibility	7 GHI Eligibility, Participation, Dates and Options										
faster <sup>User</sup> list											

Step	Action
8	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
9	Select <b>F16</b> - Exit) to return to the <i>Personnel System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

REPORT DATE: 12/31/2013 TIME: 13:25	EMPLOYEE DEDUCTION PAYMENT DETAIL 01/01/2013 THRU 12/31/2013	PAGE 952
DEDUCTION 32 - VENDOR 004236	EMPLR FLAG	
** CLASS 21 - PARAPROFESSIONALS	**	
87812 ST5LAIR, SC5TTY	2.50 09/30/2013 N 2.50 10/31/2013 N 25.00 **	
** TOTAL FOR CLASS 21	75.00 **	
** CLASS 23 - CLASSIFIED 10 MONTH	**	
88864 BA9BOSA, AD9LFO	5.00 01/31/2013 N 5.00 02/28/2013 N 5.00 03/29/2013 N 5.00 04/30/2013 N 5.00 05/31/2013 N 5.00 06/28/2013 N 5.00 07/31/2013 N 5.00 08/30/2013 N 5.00 09/30/2013 N 5.00 10/31/2013 N 5.00 **	
88891 PAGMA, LOGAN	5.00 01/31/2013 N 5.00 02/28/2013 N 5.00 03/29/2013 N 5.00 04/30/2013 N 5.00 05/31/2013 N 5.00 06/28/2013 N 5.00 07/31/2013 N 5.00 08/30/2013 N 5.00 09/30/2013 N 5.00 10/31/2013 N 5.00 1/31/2013 N	
** TOTAL FOR CLASS 23	110.00 **	
** TOTAL FOR DEDUCTION 32	5,229.00 **	
*** GRAND TOTAL ALL DEDUCTIONS 4,	400,049.00 ***	

### 3A. Employee Deduction Payment Detail Report – Example

## *Topic 4: Printing the Georgia Health Insurance (GHI) Eligibility Data Settings Report [Eligibility, Participation, Dates and Options]*

	Personnel System	PERMENU
FKey	Master Menu	
Personne	el Update Menu	
4 Enhancer 5 Legacy L	d Substitute Pay and Leave System eave Menu J. Denete Menu	
11 Employe 12 Salary Pr 13 Special F	e Contract File Export rojection Menu Functions Menu	
20 File Reor	ganization	
Master Userlist		15.02.00
Action		

Ste

1

	PCG Dist=8991	Rel=15.02.00 (	06/22/2015 PCW 002	2 SV C:\DEVSYS	C:\SECOND	WHITE	
				Personnel S	ystem		PER05P
	FKey 	) -		Reports M	lenu		
	1	Print Affa	rdable Healthcare	e Act Workshee	t		
	5	] List Emp	loyees' Current D	eductions			
	6	List Ded	uctions Paid by Ti	me Period (by	Code, Class, Name	)	)
	7	] GHI Eligi	bility, Participatio	n, Dates and O	ptions		
M	aster <sup>User</sup> list						
		PAY VEND					
F16	;(	MONITOR MONITOR					
Fie	Action	MONITOR MONITOR		<u> </u>			

Step

3

PCG Dist=8991 Rel=16.03.00 09/21/2016 PCW 001 SV C:\DEVSYS 0	C:\SECOND	WHITE	
GHI Eligibility, Participation,	Dates and Optior	ns Report	PAY16PRT
Enter Criteria for Rec	ord Selection		
Report employees with the following status codes: (A=Active, I=Inactive, T=Terminated)	<u>A</u> T _		
Sort report by Name	x		
Location/Name	2		
Location/Class/Name Employee Number	-		
	-		
Enter Pay Location (Leave Diank to print HLL):			
Enter Pay Class (Leave blank to print ALL):	—		
'X' To omit substitute classes:	<u>x</u>		
Enter=Continue E16=Exit Without Printing			
		EIS Q	16.02.00
1			
Action			
Enter A (Active) I (Inactive) and/or T	(Torminated)	in the Donort	amplayoog with
Efficiency $\mathbf{A}$ (Active), $\mathbf{I}$ (mactive), $\operatorname{and}(0 \mathbf{I})$	(Terminated)	in the <b>Keport</b>	employees with
tollowing status codes field(s).			
PCC on asis will accept any combination of	these codes	Spaces will also	be accorted if th

*PCGenesis will accept any combination of these codes. Spaces will also be accepted if the user populates at least one of the remaining fields with a status code. PCGenesis defaults to "A, I". Sample entries: All employees: AIT, Active employees: A, Inactive employees: I, Terminated employees: T* 

- 4 Enter X in the Sort report by fields to define the sort order. Only one option may be selected at a time. *PCGenesis defaults to the selection of "Name"*.
  - 5 For a specific Pay Location: Enter the pay location, or select the drop-down selection icon within the Enter Pay Location field.
    - For all Pay Locations: Leave the Enter Pay Location field blank.
- 6 For a specific Pay Class: Enter the pay class, or select the drop-down selection icon vitin the Enter Pay Class field.

**For all Pay Classes:** Leave the **Enter Pay Class** field blank.

Step	Action
7	<b>To omit Substitute employees:</b> Enter <b>X</b> in the <b>'X' to omit substitute classes</b> field. <i>PCGenesis defaults to ''X'' (Omit Substitutes).</i>
8	Select (Enter).
	"** Processing Request **" briefly displays.

D PCG	6 Dist=8991	Rel=15.0	2.00 06/22/	2015 PCW 00	2 SV C:\DE	VSYS C:\	SECONE	)	W	/HITE			x
					Person	nel Syst	tem					PER05P	
	FKey				Repor	ts Menu	J						
	1	Prii	nt Affordabl	e Healthcar	e Act Work	sheet							
	5 List Employees' Current Deductions												
	6 List Deductions Paid by Time Period (by Code, Class, Name)												
	_7	GH	l Eligibility	, Participatio	on, Dates a	and Optic	ns						
Master U	<sup>ser</sup> list												
F16 🗭 🛈	lis Vors	PAY N	IONITOR										

Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
10	Select <b>F16</b> ( <b>F16</b> - Exit) to return to the <i>Personnel System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 4A. GHI Eligibility Current Data Settings Report - Employee Name Sequence - Example

The final page of the report identifies employee totals by type, and overall employee totals.

REPORT DATE: 09/21/2016 GHI ELIGIBILITY CURRENT DATA SETTINGS PAGE 1 PROGRAM: PAY16PRT ** EMPLOYEE NAME SEQUENCE **												
EMP NUM EMPLOYEE NAME	STATUS	CLASS	WRK LOC	GHI PART	GHI ELIG	ELIGIBLE DATE	COVERAGE EFFECTIVE	COVERAGE END DATE	OPTN 1	TIER	PREM. COUNTY AMOUNT NUM AND NAM	E
87893 AB4EY, LE4NARDO	A	09	8010	Y	Y	11/15/1995	12/01/1995		B3	96	260.40 160 Out of	State
89957 AD4IR, CE4ESTA	I	19	8012	N	N						160 Out of	State
89416 AD9MSON, MA9AGARET	I	19	8012	N	N						160 Out of	State
89589 AL4RECHT, CA4MELO	А	08	8010	Y	Y				B6	94	240.05 160 Out of	State
89865 ALSARO, DESON	I	18	8010	N	N						160 Out of	State
87431 AM2ROSE, NU2	А	01	0195	Y	Y	8/01/2014	9/01/2014		B1	10	158.79 160 Out of	State
88574 AP3NTE, BE3U	A	01	0195	Y	Y	8/01/2005	9/01/2005		B3	97	340.40 160 Out of	State
87374 AP3NTE, RE3D	A	01	0108	N	Y	12/08/2015	2/01/2016		NC		160 Out of	State
89007 AR2ENAULT, KI2	I	01	0201	N	N						160 Out of	State
87423 AR2GON, MA2YBELLE	A	01	0195	Y	Y	8/08/2006	10/01/2006		B3	90	195.96 160 Out of	State
88623 AR2GON, WA2D	A	02	0195	Y	Y	9/01/2015	10/01/2015		B3	10	66.28 160 Out of	State
89929 ARSEDONDO, EL8	I	01	0101	N	N						160 Out of	State
89968 AS9BY, EL9Z	A	30	0100	N	N				NE		160 Out of	State
87568 AS9BY, JO9NSIE	I	05	8010	N	N						160 Out of	State
87343 AV2LOS, AZ2LEE	A	15	0195	N	Y	8/10/2015	10/01/2015		NC		160 Out of	State
89743 AV2LOS, LE2ISHA	A	01	0100	N	Y	9/01/2014	10/01/2014		NC		160 Out of	State
88447 BA2LEY, RE2NA	A	01	0201	Y	Y	8/08/2011	10/01/2011		B2	95	277.12 160 Out of	State
89958 BA3N, MI3AH	A	01	0201	Y	Y	8/01/2007	10/01/2010	10/01/2010	B3	97	340.40 160 Out of	State
REPORT DATE: 09/21/2016 PROGRAM: PAY16PRT		GH	II ELIO	GIBIL EMPL	ITY C OYEE	URRENT DATA NAME SEQUEN	SETTINGS				PAGE	23
EMP			WRK	GHI	GHI	ELIGIBLE	COVERAGE	COVERAGE			PREM. COUNTY	
NUM EMPLOYEE NAME	STATUS	CLASS	LOC	PART	ELIG	DATE	EFFECTIVE	END DATE	OPTN :	TIER	AMOUNT NUM AND NAM	1E
** TOTAL ACTIVE EMPLOYEES ** TOTAL INACTIVE EMPLOYE	ES	371 * 179 *	*									
** TOTAL EMPLOYEES		550 *	*									

In the screenshot examples, Active (A), Inactive (I) employee information by Name was requested.