

PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

11/29/2023

Section D: Special Functions, V2.17

Revision History

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		Example.		
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		Example.		
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		Example.		
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		Example.		
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		Example.		
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		(SHBP) Open Enrollment File from the ADP Website instructions for CY2015.		
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		6A.3. Benefit Deduction Option and Tier Report – Example with CY2015		
		benefit plan and rate screenshot example.		
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		<i>Example</i> and 6A.3. <i>Benefit Deduction Option and Tier Report – Example</i> with		
		CY2013 benefit plan and rate screenshot example.		
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		<i>Example</i> and 6A.3. <i>Benefit Deduction Option and Tier Report – Example</i> with		
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		for CY2012. Added the State Health Benefit Plan (SHBP) Open Enrollment		
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11/19/2008	2.4	U8.03.01 – Updated active employee Set State Health Deduction information	C. W. Jones	
00/20/2000		and instructions to include all GHI deduction codes.	C W I	
09/28/2008	2.3	U8.05.00 – Keierenced the <u>Payroll System Operations Guide</u> for <i>Topic</i> 8 and	C. W. Jones	
05/20/2022	2.2		C W L	
05/28/2008	2.2	U8.02.00 – Added Overview export and import file SSN information, and	C. W. Jones	
		screenshot examples.		

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Overview

Modify Specific Deduction Amounts: Adjust employee deductions using this procedure when the deduction amount for a specific deduction changes from one amount to another for all employees.

Clear Deduction Amounts for a Specific Deduction for All Employees: Clear current and adjustment deduction amounts for a specific deduction after payroll setup and before performing F4 - Calculate Payroll and Update YTD - Final where appropriate. For payroll reporting purposes however, PCGenesis retains the year-to-date (YTD) information for affected employees.

State Health Benefit Plan/Georgia Health Insurance (SHBP/GHI): To facilitate the SHBP file import, PCGenesis provides instructions for downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP website in *Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website*. During the ADP file import discussed in *Topic 5: Importing the State Health Option and Tier from the DCH File*, PCGenesis automatically imports the option and tier codes for the State Health Benefit Plan deductions for active employees, based upon the employees' enrollments for the new plan year. The **Participate in GHI?** flag must be set to *Y* (*Yes*) for all employees with an SHBP deduction. The **Participate in GHI?** flag must be set to *N* (*N*) for all employees without an SHBP deduction.

The employees' insurance premium amounts are automatically updated for these options and tiers using the procedures in *Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees.* (Note that the premium amounts in the *Benefit Plan/Option/Tier File (BENEDED)* are automatically updated by installing the appropriate PCGenesis release. No manual maintenance is required for updating the *Benefit Plan/Option/Tier File.*)

Employees' option and tier information may also be manually set or modified on the employees' *Personnel* screen. When the option and tier are manually changed on the *Personnel* screen, PCGenesis automatically updates the employee's deduction information with the correct premium amount.

PCGenesis users should note the following guidelines when making manual changes:

- <u>Tier and Option changes:</u> When changing the tier and option on the *Personnel* screen, PCGenesis automatically updates both, the premium amount and the deduction description on the employee's *Deduction* screen.
- <u>Premium Amount changes</u>: If the premium amount is manually set on the employee's *Deduction* screen however, PCGenesis sets neither the tier nor the option information on the *Personnel* screen. Premium changes should NOT be made in this manner.

Department of Community Affairs (DCH) State Health Option and Tier File:

- PCGenesis users should download the Department of Community Health's (DCH's) *Open Enrollment* file via a Web browser by following the instructions in *Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website.*
- Users should import the options and tiers into PCGenesis by following the instructions in *Topic 5: Importing the State Health Option and Tier from the DCH File.*
- After importing the DCH's *Open Enrollment* file into PCGenesis, follow the instructions in *Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees.* This procedure may be initially run in *Trial* mode to verify the premium changes before making the updates permanent by running the procedure in *Final* mode.
- To comply with IRS regulations, if the school district or system pays all or part of an employee's share of a premium only for <u>select</u> employees, the premium share amount must be added to the employees' gross wages. Grossing-up employees' wages and deducting the premium through payroll deduction will correctly report the wages for the employees on their W-2 Statements. Refer to *Topic 7: Grossing-Up Wages for Highly Compensated Employees* where applicable for detailed instructions.
- Refer to the <u>Payroll System Operations Guide</u>, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports for monthly DCH reporting and transmission file processing instructions.

State Health Benefit Plan (SHBP) Open Enrollment Processing Checklist

		Follow these steps in the order presented.
✓	Step	Action
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically <i>YY</i> .03.01, where ' <i>YY</i> ' is the current calendar year.
	2	Print the <i>Benefit Plan/Option/Tier Report</i> for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the employ <u>ee</u> premium amounts for each option and tier are correct. (F2, F9, F9) Refer to <i>PAYROLL: Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report.</i>
	3	 Where appropriate, update the Group Health Insurance (GHI) Table with the correct employ<u>er</u> contribution share. (F2, F13, F3, F7) Refer to <i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables.</i>
	4	Verify the State Health Benefit Plan (SHBP) system deduction setup. (F2, F9, F5) Refer to <i>Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction</i> <i>Setup</i> in this document.
	5	Download the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website.Refer to <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i> in this document.
	6	Import the State Health Option and Tier from the ADP File. (F3, F13, F6) Refer to <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> in this document.
	7	Set the State Health Benefit Plan (SHBP) deduction amounts for active employees. Run the procedure in Trial mode first, but don't forget to run in Final mode second. Enter the date as 01/01/yy where yy is the <u>new</u> year. (F3, F13, F8) Refer to <i>Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts</i> for Active Employees in this document.
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to <i>Topic 7: Grossing-Up Wages for Highly Compensated Employees</i> in this document.

	Follow these steps in the order presented.							
✓	Step	Action						
	9	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the <i>Payroll Trial Register</i> and the <i>Trial Employer Benefit Distribution by Employee</i> reports. (F2, F3, F3)						
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.						

Topic 1: Modify Specific Deduction Amounts

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

The following screen displays:

	PCG Dist=8991 Rel=15.02.00	07/13/2015 PCW 002 SV C	DEVSYS C:\SECOND	WHITE	
		Perso	onnel System		PERMENU
	FKey 1 Person	Mas nel Update Menu	ster Menu		
	4 Enhand 5 Legacy 6 Person	ed Substitute Pay and Lea Leave Menu nel Reports Menu	ve System		
	11 Employ 12 Salary 13 Specia	vee Contract File Export Projection Menu Functions Menu			
	File Re	organization			
M	aster Uset _{list} PAY • US Words PAY MONTOR				15.02.00
ction					
elect 🗾	3 (F13 - Sp	ecial Function	ns).		

The following screen displays:

Ste

2

🔲 PCG Dist=8991 Rel=13.0	04.00 12/18/2013 PCV	V 001 SV C:\DEVS	YS C:\SECON	D	WHITE	_ 8 ×
		Personnel	System			PER13P
FKey		Special Funct	ions Menu			
_1 Mo	dify Specific Deducti	on Amounts				
4 Cle	ar Current Deduction	Amounts For All	Employees	;		
<u>6</u> Imp	ort State Health Opti	on & Tier From [OCH File			
<u>8</u> Set	State Health Deduct	ion Amount For A	Active Emplo	oyees		
<u>9</u> Pay	roll Deduction Expo	rt				
<u>10</u> Loa	d Deduction Import I	File				
Master Userlict						
FIE PAY NOR MONITOR	/END ONITOR					

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Step	Action
3	Select 1 (F1 - Modify Specific Deduction Amounts).

🔲 РСС	Dist=8991 Rel=13.0	4.00 12/18/2013 P	CW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		Modify Specif	in Doduction Amounts		PER0160
		moury specie.	IC Deduction Amounts		
	Enter Deduction	Code for which	h Deduction Amount is to be	changed:	
	01	d Amounts:	New Amounts:		
EN	TER = Validate	F16 = Exit			
					13.03.00

Step	Action
4	Enter the deduction code in the Enter Deduction Code for which Deduction Amount is to changed: field. For example, users may elect to enter the deduction code for GHI Certified in the field.
5	Enter the current deduction amount in the Old Amounts column and the new deduction amount in the New Amounts column. For example, if GHI Certified increased the employee's share of a premium from \$110.00 to \$150.00, enter 110.00 in the "Old Amounts" column and 150.00 in the "New Amounts" column.
6	Verify the entries are correct and select Enter (Validate). <i>Repeat Steps 4 – 6 for <u>each</u> deduction amount, up to ten deductions and amounts.</i>

PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 5V C:\DEVSY5 C:\SECOND	WHITE _ B X
Modify Specific Deduction Amounts	PER 016 0
noully specific beddetion mounts	
Enter Deduction Code for which Deduction Amount is to be char	iged: 26
Old Amounts: New Amounts:	
28.56 29.56	
Deduction to be Modified: VENDOR 002998	
Employer Indicators A	
Employer Indicator. 0	
*** IS DEDUCTION CODE CORRECT? ***	
LITEN - CONCLINE FID - Reenter	13.03.00

Step	Action
7	Select Enter (Continue) in response to the "*** Is Deduction Code Correct? ***" message.
	"***Processing Request ***" briefly displays.
	If the information is incorrect, select F16 to enter the correct information.



Step	Action
8	Verify the total number of employee records is correct and select Enter (To Continue Program).
	If the information is incorrect, verify the employee's deduction information is correct by using the instructions in Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information. If additional assistance is needed, contact the Technology Management Customer Center.

- PCGDISt-0551 Rel-13.04.00 1	2/18/2013 PLW 001 SV L:\DEVSYS L:\SELUND	WHITE	
	rersonnel System		PER13P
FKey	Special Functions Menu		
Modify Sp	ecific Deduction Amounts		
4 Clear Curr	ent Deduction Amounts For All Employees		
6 Import Sta	te Health Option & Tier From DCH File		
8 Set State	Health Deduction Amount For Active Employe	es	
9 Payroll De	eduction Export		
10 Load Ded	uction Import File		
Mactae Userica			

Step	Action
9	Select FIG (F16 - Exit) to return to the <i>Personnel System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 2: Clear Employees' Current Deduction Amount for a Specific Deduction

PCG Dist=8991 Rel=15.02.00 07/	13/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PERMENU
FKey	Master Menu		
<u> </u>	Update Menu		
4 Enhanced 5 Legacy Lea	Substitute Pay and Leave System		
<u> </u>	Reports Menu		
11 Employee 12 Salary Proj	Contract File Export ection Menu		
13 Special Fu	nctions Menu		
20 File Reorga	unization		
Master Userlist			15.02.00

Step	Action
1	Select \underline{MONTOR} (Pay Monitor) to verify payroll has <u>not</u> been set up. After viewing the <i>Payroll</i> Sequence Monitor, select F16 (Exit) to return to the <i>Personnel System – Master Menu</i> .
2	Select 13 (F13 - Special Functions).

The following screen displays:

🔲 PCG Dist	=8991 R	Rel=13.04	4.00 12/18	/2013 F	PCW 001	SV C:\DE	/SYS C	:\SECOM	۱D	Ň	VHITE		_ 8 ×
					P	ersonne:	l Syst	em					PER13P
	FKey				Spec	ial Fun	ctions	Menu					
	1	Mod	ify Specif	c Dedu	ction An	nounts							
	4	Clea	r Current	Deducti	on Amo	unts For /	All Emp	loyees	5				
	6	Impo	ort State H	ealth O	ption &	Tier From	DCH F	ile					
	8	Set S	State Hea	th Dedu	iction A	mount Fo	r Active	Empl	oyees				
	9	Payı	oll Deduc	tion Exp	oort								
	10 Load Deduction Import File												
Master Userlict													
F16	Word 🗃 ዞ	PAY VI	NITOR										

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Step	Action
3	Select 4 (F4 - Clear Current Deduction Amount for All Employees).

E PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
CLEAR CURRENT DEDUCTION AMOUNT FOR ALL EMPLOYEES	PERU18U
VARNING †	
This process will clear the deduction amounts (current & adjustment) for ALL employees who currently have this deduction code.	
If the employee has YTD information, that information will be retained for paycheck reporting purposes. DO NOT RUN THIS PROGRAM DURING THE PAYROLL SEQUENCE.	
Enter the deduction code:	
ENTER = Validate F16 = Exit	13.03.00

Step	Action
4	Review the information on the screen, enter the deduction code in the field, and select Enter (Validate).

PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
CLEAR CURRENT DEDUCTION AMOUNT FOR ALL EMPLOYEES	PER 0180
WARNING!	
This process will clear the deduction amounts (current & adjustment) for ALL employees who currently have this deduction code.	
If the employee has YTD information, that information will be retained for paycheck reporting purposes. DO NOT RUN THIS PROGRAM DURING THE PAYROLL SEQUENCE.	
Enter the deduction code: 26 UENDOR 882998	
*** IS DEDUCTION CODE CORRECT? ***	
ENTER = Continue F16 = Reenter	13.03.00

Step Action	
5 Verify the defaulting vendor information is correct and select Enter (Continue If the information is incorrect, select F16 to enter the correct information. "* Request**" briefly displays.	e). **Processing

The following sc	creen displays:
------------------	-----------------

PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 5V C:\DEV5Y5 C:\SECOND W	HITE _ B X
Clear Current Deduction For All Employees	PER0180
359 EMPLOYEES' CURRENT DEDUCTION AMOUNTS OR ADJUSTMENTS FOR CODE 2 Changed to Zero.	6 WERE
The number of employees affected by this change determines the total in this field.	
PRESS ENTER KEY TO CONTINUE PROGRAM	13.03.00

Step	Action
6	Verify the total number of employee records is correct and select Enter (To Continue Program).
	If the information is incorrect, verify the employee's deduction information is correct by using the instructions in Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information. If additional assistance is needed, contact the Technology Management Customer Center.

-	-				
🔲 PCG Dist=8991	Rel=13.04.00 12/18/	2013 PCW 001 5V C:	DEVSYS C:\SECC	IND WHITE	
		Person	nel system		PER13P
FKey) -	Special F	unctions Men	u	
_1	Modify Specific	Deduction Amounts			
4	🛿 Clear Current D	eduction Amounts F	or All Employee	s	
6] Import State He	alth Option & Tier F	rom DCH File		
8	🛿 Set State Healtl	h Deduction Amount	For Active Emp	loyees	
9	Payroll Deducti	on Export			
10] Load Deduction	Import File			
Master Userlist					
F16 C C C C C C C C C C C C C C C C C C C	PAY VEND				
ction					

Step	Action
7	Select F16 - Exit) to return to the <i>Personnel System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 3: Verify the State Health Benefit Plan (SHBP) Deduction Set Up

Procedure 3A: Verify the State Health Benefit Plan (SHBP) Option and Tier Records

Step	Action
1	Log into PCGenesis.
2	Refer to the <u>Payroll System Operation Guide</u> , Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report to print a listing of the Benefit Plan, options, and tiers.
3	Compare the results of the SHBP Benefit Deduction Option and Tier Report to recent changes from the Department of Community Health (DCH). An example of this report is provided in 3A.1. SHBP Benefit Deduction Option and Tier Report – Example.
4	If DCH changes have been made, wait for a PCGenesis release to be issued with the GHI premium updates. Contact the <i>Technology Management Customer Support Center</i> in order to obtain the PCGenesis release schedule.

3A.1. SHBP Benefit Deduction Option and Tier Report – Example

REPORT D	ATE: 11/13/2023 10:56 BEN	NEFIT DEDUCTI	ON OPTION 2	AND TIER REPOR	T		PAGE 2
Program	ID: PAY27 Report of EMPLOYER	C rates in ef	fect from:	01/01/2024 1	To: 12/31/2024		
Option T	ier Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
88	TRICARE SUPPLEMENT	Short Desc:	TRISUP				
1 9 9	0 SINGLE COVERAGE 0 EMPLOYEE & SPOUSE 4 EMPLOYEE & CHILD(REN) 6 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2013 01/01/2013 01/01/2013 01/01/2013	12/31/9999 12/31/9999 12/31/9999 12/31/9999	SINGLE EESP EECH FAMILY	TRICARE SINGLE TRICARE EESP TRICARE EECH TRICARE FAMILY	TRICARE SGL TRICARE EESP TRICARE EECH TRICARE FAM	60.50 119.50 119.50 160.50
Bl	ANTHEM GOLD	Short Desc:	ANTHEM GO	LD			
1 4 9 9 9 9 9 9 9	0 SINGLE COVERAGE 0 SINGLE COVERAGE TOBACCO SURCHARGE 0 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 1 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 4 EMPLOYEE & CHILD(REN) 5 EMPL & CHILD(REN)/TOBACCO SURCHARGE 6 EMPLOYEE & SPOUSE & CHILD/TOBACCO SURCHARGE 7 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	SINGLE SINGLE/T EESP EESP/T EECH EECH/T FAMILY FAMILY/T	ANTH GOLD SINGLE ANTH GOLD SINGL/T ANTH GOLD EESP/T ANTH GOLD EESP/T ANTH GOLD EECH/T ANTH GOLD EECH/T ANTH GOLD FAMILY ANTH GOLD FAM/T	ANTH G SINGL ANTH G SGL/T ANTH G EESP ANTH G EESP/T ANTH G EECH/T ANTH G FAM ANTH G FAM	188.56 268.56 464.72 544.72 343.04 423.04 619.20 699.20
B2	ANTHEM SILVER	Short Desc:	ANTHEM SI	LVER		-	
1 4 9 9 9 9 9	0 SINGLE COVERAGE 0 SINGLE COVERAGE TOBACCO SURCHARGE 0 EMPLOYEE & SPOUSE 1 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 4 EMPLOYEE & CHILD(REN) 5 EMPL & CHILD(REN)/TOBACCO SURCHARGE 6 EMPLOYEE & SPOUSE & CHILD/TOBACCO SURCHARGE 7 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	SINGLE SINGLE/T EESP EESP/T EECH EECH/T FAMILY FAMILY/T	ANTH SILVER SINGL ANTH SILVER SGL/T ANTH SILVER EESP ANTH SILVER EESP/T ANTH SILVER EECH ANTH SILVER EECH ANTH SILVER FAMIL ANTH SILVER FAM/T	ANTH S SINGL ANTH S SGL/T ANTH S EESP ANTH S EESP/T ANTH S EECH ANTH S EECH/T ANTH S FAM ANTH S FAM/T	125.19 205.19 331.65 411.65 235.32 315.32 441.78 521.78
B3	ANTHEM BRONZE	Short Desc:	ANTHEM BR	ONZE			
1 4 9 9 9 9 9 9	0 SINGLE COVERAGE 0 SINGLE COVERAGE TOBACCO SURCHARGE 0 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 1 EMPLOYEE & CHILD(REN) 5 EMPL & CHILD(REN)/TOBACCO SURCHARGE 6 EMPLOYEE & SPOUSE & CHILD(REN) 7 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	SINGLE SINGLE/T EESP EESP/T EECH EECH/T FAMILY FAMILY/T	ANTH BRNZE SINGLE ANTH BRNZE SGL/T ANTH BRNZE EESP/T ANTH BRNZE EESP/T ANTH BRNZE EECH/T ANTH BRNZE FAMILY ANTH BRNZE FAMILY ANTH BRNZE FAMILY	ANTH B SINGL ANTH B SGL/T ANTH B EESP ANTH B EESP/T ANTH B EECH ANTH B EECH/T ANTH B FAM ANTH B FAM/T	77.69 157.69 231.90 311.90 154.57 234.57 308.78 388.78
B6	ANTHEM HMO	Short Desc:	ANTHEM HM	0			
1 4 9 9 9 9 9 9	0 SINGLE COVERAGE 0 SINGLE COVERAGE TOBACCO SURCHARGE 0 EMPLOYEE & SPOUSE 1 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 4 EMPLOYEE & CHILD(REN) 5 EMPL & CHILD(REN)/TOBACCO SURCHARGE 6 EMPLOYEE & SPOUSE & CHILD(REN) 7 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024 01/01/2024	12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999 12/31/9999	SINGLE SINGLE/T EESP EESP/T EECH EECH/T FAMILY FAMILY/T	ANTH HMO SINGLE ANTH HMO SCL/T ANTH HMO EESP ANTH HMO EESP/T ANTH HMO EECH/T ANTH HMO EECH/T ANTH HMO FAMILY ANTH HMO FAM/T	ANTH H SINGL ANTH H SGL/T ANTH H EESP/T ANTH H EESP/T ANTH H EECH/T ANTH H EECH/T ANTH H FAM ANTH H FAM/T	148.53 228.53 380.66 460.66 274.99 354.99 507.12 587.12

CY2024 Benefit Plan Rate Updates

Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup

If the school district or system does <u>not</u> contribute to the employee GHI premium, the SHBP deduction code should <u>not</u> be set up to calculate an employer share, and the employer-paid contribution amount should be cleared.

If the school district or system contributes to the employee premium for only <u>selected employees</u>, the premium's amount should be included in the employee's gross wages. This will ensure proper wage reporting to the Department of Audits on the *CS-1 Report*, and for income tax purposes. The deduction for the employee premium should be the regular employ<u>ee</u> share. Also in this case, the SHBP deduction code should <u>not</u> be set up to calculate an employee share. If the school district or system pays a portion of the employee premium for selected employees such as the superintendent and senior officials refer to *Topic 7: Grossing-Up Wages for Highly Compensated Employees*.

Enter an employer-paid amount on the SHBP deduction code(s) if the employer-paid amount is the same for <u>all</u> employees and, if the school district or system pays a portion of the employee premium above and beyond the required employer share as an extra fringe benefit for <u>all</u> employees.

Do not update the following employee information until after the SHBP import has been run: If the employer-paid amount varies for employees, the employees must be set up with a <u>different deduction</u> code for each <u>different employer-paid amount</u>. In this instance, manually clear the normal SHBP deduction (deduction code '08' for Non-Certified employees or deduction code '09' for Certified employees) for these employees and enter another SHBP deduction code with an employer contribution indicator of '1' (Fixed Amount). Enter any remaining portion deducted from the employee's pay as the deduction amount. The <u>employer-paid</u> amount for this deduction and the <u>employee-paid</u> amount must equal the correct premium amount for the GHI Option and Tier selected by the employee.

For SHBP deductions <u>without</u> an employer contribution, the deduction screen should be set up as shown below:

```
PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND
                                                                                                     _ 8 ×
                           PAYROLL DEDUCTION DATA ENTRY
                                                                                               PAY 095
     Deduction code: 08
                                                    Sort:
                                                             6
     Description: STATE HEALTH -NON CERT
Short desc.: HEALTH INS
                                                 Percent:
                                                            .00000
                                                  Vendor:
                                                                11
                                                    GHI-NON-CERT
                           'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
     Deduction type: I
                            'I' = Non-Taxable Insurance
     Fund: 199
                  Fiscal:
                                 Program: 9990 Expense/receipt function: 9000
     Balance #:
                  475
     Benefit plan code associated with deduction: SHBP
                        - Employer Contribution Information
     Employer contribution indicator: 0
                                                  0 = None
                                                  1 = Fixed Amount
                                                  2 = % of Process Type Gross (specified below)
                                                  3 = % of Employee Contribution
     Employer Indicator '2' Process Types:
                                                 s
                                                     D
                                                          н
                                                              A
                                                                  В
                                                                           Y
                                                                               0
                                                                                    Р
                                                                                   N
                                                     Ν
                                                         Ν
                                                             N
                                                                           Ν
                                                 Ν
                                                                  Ν
                                                                      N
                                                                               Ν
     Contribution amount or %:
                                                Object:
                                                                  Balance:
                                  ** Display Mode **
 F2-First
             F5-Next
                        F9-Modify F12-Delete F16-Find Mode
                                                                    F28-Help Screen
                                                                                               12.03.00
```

Step	Action
1	For SHBP deductions <u>without</u> an employer contribution: To clear the employer-paid
	contribution amounts: Refer to the <i>Payroll System Operation Guide</i> , Section F:
	Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Deduction
	<i>Records</i> to enter the payroll deduction record and to verify that the employer's contribution
	indicator for deduction codes '08' (State Health-Non Cert) and '09' (State Health-Cert) is
	'0' (None) .

For SHBP deductions <u>with</u> an employer contribution, the deduction screen should be set up as shown below:

```
EXAMPLE 12:00 12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND
                                                                                                   _ 8 ×
                           PAYROLL DEDUCTION DATA ENTRY
                                                                                              PAY 095
     Deduction code: 08
                                                   Sort:
                                                            6
    Description: STATE HEALTH -NON CERT
Short desc.: HEALTH INS
                                                Percent:
                                                           .00000
                                                 Vendor:
                                                               11
                                                   GHI-NON-CERT
                           'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
     Deduction type: I
                           'I' = Non-Taxable Insurance
     Fund: 199
                  Fiscal:
                                Program: 9990 Expense/receipt function: 9000
     Balance #:
                  475
     Benefit plan code associated with deduction: SHBP
                       - Employer Contribution Information
    Employer contribution indicator: 1
                                                 0 = None
                                                 1 = Fixed Amount
                                                 2 = % of Process Type Gross (specified below)
                                                 3 = % of Employee Contribution
    Employer Indicator '2' Process Types:
                                                s
                                                    D
                                                         н
                                                             Ĥ
                                                                 В
                                                                              0
                                                                                  Р
                                                    Ν
                                                                                  Ν
                                                Ν
                                                         Ν
                                                             Ν
                                                                 Ν
                                                                     N
                                                                          Ν
                                                                              N
   Contribution amount or %:
                                   76.10000 Object: 21000
                                                                             421
                                                                Balance:
                                  ** Display Mode **
 F2-First
             F5-Next
                        F9-Modify F12-Delete F16-Find Mode
                                                                   F28-Help Screen
                                                                                              12.03.00
```

Note that the Employer Contribution Amount will be system specific.

Step	Action
2	For SHBP deductions <u>with</u> an employer contribution: To set up the employer-paid amount of the employee premium: Refer to the <u>Payroll System Operations Guide</u> , Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Deduction Records to enter the payroll deduction record, or to verify that the employer's contribution indicator for deduction codes '08' (State Health-Non Cert) and '09' (State Health-Cert) is '1' (Fixed Amount) and that the account information and contribution amount is entered correctly.
	Note that using a percentage (%) of the employee gross income or of the employee-paid amount will result in incorrect amounts. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.
	Only use this option if the employer pays a portion of the employee's premium for <u>all</u> employees. If the employer pays <u>only</u> a portion of the employee premium for a <u>select group</u> <u>of employees</u> , adjust the employee gross wages to include the premium's amount, and the employee deduction should be the normal employee share.
3	Proceed to Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website, followed by Topic 5: Importing the State Health Option and Tier from the DCH File.

Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website

These instructions work best when using **Google Chrome** version 39.0.2171.71. Also, the **Aspera** plugin needs to be installed for downloads to work correctly.

Step	Action
1	Using Google Chrome (Version 39.0.2171.71 or higher), access: <u>https://shrt.adp.com</u>
2	Verify that the Aspera plug-in is installed in the web browser.

	Welcome to ADP User Login Enter your user ID and password to log in KSHBP.@SHBP
Privacy Legal Requirements	Copyright © 2000-2014, ADP, LLC.

Step	Action
3	Enter the User ID and Password in the User Login fields, and select Login (Log In).

The screenshot examples provided from this point forward are for display purposes only. The responses will be system-specific and will be completely dependent on the user's environment.



Step	Action
4	Select the appropriate SHARES directory. In the example above, 63332_Coffee_BOE (63332_Coffee_BOE) is selected.

		a Disaggaging Jung U. K. Ubthag, Vehist ada gara (asowag (ab asog (0E0		لے
	Automatic Dat	a Processing, Inc.[OS][https://snrt.adp.com/browse/snares/950		2
SINGLE HILL	EABP ealth Benefit Plan orgia Department of Community Health		Home	KSHBP @SHBI
HARES	offee BOE	63332_Coffee_BOE		
— 63333 <u>-</u> С	Coffee_BOE	Name: Search sub-folders Search	Advanced	
Additiona State_Of	al_SHRT_Ins f_Georgia	Bookmark Download Dupload	Sort Type	
CTIVITY		Name	Size Last Mod	ified
My Activit	ty	C E From_ADP	2014-12-	02 16:04:58
= All Activit	ÿ	To_ADP	2014-12-	02 14:33:46
) 2011-2014 VARNING: Th ubject to crin rotection aga ystem may b	Aspera Inc., ADP LLC is computer system is ninal prosecution. All a sinst unauthorized acc pe monitored in accord	, ; : the property of ADP and may be accessed only by authorized users. Unauthorized us access through the use of this system may be monitored for all lawful purposes, incluc ess, and to verify security procedures, survivability and operational security. All inforr dance with applicable law.	se of this system is strictly pro ding ensuring the use is author mation including personal infor	hibited and may rized, to facilitate rmation sent ove
	_		_	

Biep	ACTION 1
5	Open the From_ADP directory.
	To select the directory: Enter I in the check box to the left of the directory and click
	the directory folder icon ().
	To deselect the download directory: Verify that a does NOT appear in the check box
	to the left of the directory (\square).

🔏 SHBP	×					06) 🗴
← ⇒ C	🔒 Automatic Dat	ta Processing, Inc [US] h	https:// <mark>shrt.adp.com</mark> /brow	/se/shares/951?path=%2FFro	m_ADP		☆ =
SI ADivision of the Ge	EBP ealth Benefit Plan orgis Department of Community Health				Home	K SHBP @ SH	IBP 🔻
SHARES	Coffee_BOE	63333_Coffee	e_BOE > From_ADP				
Additiona	Coffee_BOE al_SHRT_Ins f_Georgia	Name:	ownload	sub-folders Search Advance	a Sort Type		Ŧ
ACTIVITY		Name			Size Last Moc	lified	
III My Activity III All Activity		Parent Director Open_Enrollmer	nt_2015		2014-12-	01 09:56:21	ົ
© 2011-2014 WARNING: Th subject to crir protection aga system may b	Aspera Inc., ADP LLC iis computer system ii ninal prosecution. All ainst unauthorized acc re monitored in accor	, s the property of ADP and may access through the use of this cess, and to verify security pro dance with applicable law.	y be accessed only by authorize system may be monitored for ocedures, survivability and oper	ed users. Unauthorized use of this sy all lawful purposes, including ensurin ational security. All information inclu	stem is strictly pro g the use is autho ding personal info	hibited and ma rized, to facilita rmation sent ov	y be te ver this
tep	Action						
6	Open the 0	pen Enrollment	ccvv directory				

6	Open the Open_Enrollment_ccyy directory.
	To select the directory: Enter <i>in the check box to the left of the directory and click</i>
	the directory folder icon (–).
	to the left of the directory ()

SHBP ×) X
← → C 🔒 Automatic Dat	a Processing, Inc [US] https://shrt.adp.com/browse/shares/951?path=%2FF	rom_ADP)	☆:
SHBP State Health Benefit Plan Abulan d the Gerga Department of Community Health		ł	Home KSHBP@SH	BP ▼
SHARES 63332_Coffee_BOE 63333_Coffee_BOE	63333_Coffee_BOE > From_ADP Name: Search sub-folders Search Advance	ced		
Additional_SHRT_Ins State_Of_Georgia	Bookmark Download	Sort	Туре	•
ACTIVITY	Name	Size Lá	ast Modified	
My Activity	Parent Directory			
	SHDAUPDT_63413_20141128_2014_1128_122624.txt	216 КВ 20	014-12-01 09:56:21	\odot
© 2011-2014 Aspera Inc., ADP LLC WARNING: This computer system is subject to criminal prosecution. All a protection against unauthorized acc system may be monitored in accord	, the property of ADP and may be accessed only by authorized users. Unauthorized use of this access through the use of this system may be monitored for all lawful purposes, including ensu ass, and to verify security procedures, survivability and operational security. All information in ance with applicable law.	system is st ring the use Cluding perso	trictly prohibited and ma is authorized, to facilita conal information sent ov	y be te rer this

Step	Action
7	Select the correct Open Enrollment Download File as specified by SHBP.
	To select the download file: Enter <i>in the check box to the left of the file.</i>
	To deselect the download file: Verify that a does NOT appear in the check box to the
	left of the file (\square).

🚷 SHBP	×	2			l- 0	X
← → C'	🔒 Automatic Dat	<mark>a Processing, Inc [US]</mark> https://shrt.adp.com/browse/shares/951?path=%2FFr	om_Al	DP		☆ =
	EABP			Home	K SHBP@SHI	BP ▼
SHARES 63332_(63333_(63333_(Coffee_BOE Coffee_BOE	63333_Coffee_BOE > From_ADP Name: Search sub-folders Search Advance	ed			
State_O	f_Georgia	🛛 Bookmark 🔍 😱 Download 🔪 🕞 Upload	Sor	t Type		•
ACTIVITY		✓ Name	Size	Last Modi	fied	
📕 My Activi	ty	Parent Directory				
:= All Activit	Ey	SHDAUPDT_63333_20141128_2014_1128_122624.txt	216 KB	2014-12-0	01 09:56:21	\odot
© 2011-2014 WARNING: Tł subject to crin protection ag system may l	Aspera Inc., ADP LLC his computer system is minal prosecution. All ainst unauthorized acc be monitored in accord	, the property of ADP and may be accessed only by authorized users. Unauthorized use of this s access through the use of this system may be monitored for all lawful purposes, including ensur ess, and to verify security procedures, survivability and operational security. All information inc lance with applicable law.	system is ing the u luding p	s strictly proh use is authori ersonal inform	hibited and may ized, to facilitat mation sent ov	/ be :e er this
tep	Action					
8		Download				

Select the Download (Download) button.

SHBP ×				X
← → C 🔒 Automatic D	ata Processing, Inc [US] https://shrt.adp.com/browse/shares/951?path=%2FFrom_	_ADP	5	☆ =
SHBP State Health Benefit Plan A Dision of the Georgia Department of Community Health		Ho	ome KSHBP@SHE	ŀP ▼
SHARES 63332_Coffee_BOE 63333_Coffee_BOE Additional_SHRT_Ins State Of Georgia	63333_Coffee_BOE > From_ADP Name: Search Sub-folders Search Advanced Bookmark Download Qupload	Sort [Туре	T
ACTIVITY	 Name Parent Directory SHDAUPDT_63333_20141128_2 Use my choice for all connections with this host 	×	t Modified	•
© 2011-2014 Aspera Inc., WARNING: This computer syster subject to oriminal prosecution. / protection against unauthorized system may be monitored in acc	elect Allow to confirm a Allow Dem- be Aspera Connect. In is the property of ADP and may be accessed only by authorized users. Unauthorized use of this system All access through the use of this system may be monitored for all lawful purposes, including ensuring the access, and to verify security procedures, survivability and operational security. All information including ordance with applicable law.	y m is stri ne use is g persor	ictly prohibited and may s authorized, to facilitate nal information sent ove	be e er this

Step	Action
9	To confirm the Aspera Connect, select the Allow (Allow) button.
	If you check the box (\square) in the security pop-up and click Allow , you should not have to perform this task the next time you download a file; however, if prompted in the future, just check the box (\square) in the grey dialog box.

← → C 🔒 Automatic Data	Processing, Inc [US] https://shrt.adp.com/browse/shares/951?path=%2FFro	m_ADP ☆ =
SHBP State Health Benefit Plan ADvisor of the Georgia Department of Community Health	🕞 Transfers - Aspera Connect	Home KSHBP@SHBP v
SHARES 63332_Coffee_BOE 63333_Coffee_BOE	<pre>SHDAUPDT_63333_20141128_2014_1128_122624.txt Done </pre>	◎ ⊗
Additional_SHRI_Ins State_Of_Georgia ACTIVITY My Activity	SHDAUPDT_63333_20141128_2014_1128_122624.btt	ype ▼ t Modified
© 2011-2014 Aspera Inc., ADP LLC, WARNING: This computer system is	To locate the downloaded file, select the Open Folder icon.	4-12-01 09:56:21 ⊙
subject to criminal prosecution. All a protection against unauthorized acce system may be monitored in accord.	c .s n ©	authorized, to facilitate al information sent over this ear List

Step	Action
10	A Transfers window will appear showing the status of the download. When the file has downloaded successfully, the status appears as Done . The file will appear in the Downloads folder specified in your profile. Do not close the window until you see the word Done and until you complete the next step.
	Once the download is complete, verify the status as Done .
	To locate the downloaded file, select (Open Folder) icon.



Step	Action
11	Verify the directory path and file name of the downloaded file.
	Typically, the file is downloaded to the user's desktop .
	Record the directory path and file name for use in <i>Topic 5</i> .
12	Close the Web browser.
13	Proceed to Topic 5: Importing the State Health Option and Tier from the DCH File.

Enroll2012.csv - Notepad			
<u>File E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp			
"Report_Record"			▲
"89990SHBP999087069	PA4RIS	DI4LON	M
"89990SHBP999087070	PR3SSLEY	JAJI	
"89990SHBP999087071	SC2REIBER	TH2NH	L
"89990SHBP999087072	WH9ATLEY	JE9LENE	P
"89990SHBP999087073	BU8DEN	FR8NCES	J
"89990SHBP999087074	HE7M	M3LL7E	S
"89990SHBP999087075	LA6GHLIN	EL8ZA3ETH	D
"89990SHBP999087076	MC5REGOR	M9L07Y	
"89990SHBP999087077	OG4 E	TO5D	R
"89990SHBP999087078	BE3MAN	CE4ES0INA	
"89990SHBP999087079	BOZIE	KA1HLE8N	в
"89990SHBP999087080	BR9SCOE	NA7MA	Α 🗌
"89990SHBP999087081	PA8IS	JE8NI5ER	D
"89990SHBP999087082	SN7WDEN	SA3A	E
"89990SHBP999087083	WAGEFIELD	SU2AN	E
"89990SHBP999087084	BA5KSDALE	MA8ION	E
"89990SHBP999087085	BE4ULIEU	PA3RI6IA	A

4A. Downloaded Open Enrollment File – Example

NOTE: Do <u>NOT</u> edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change. If editing the file is required, use Notepad to make changes. In order to be a valid import file, the file should look as shown above.

Topic 5: Importing the State Health Option and Tier from the DCH File

Importing the SHBP option and tier information from the ADP website into PCGenesis processes the SHBP downloaded file. This procedure sets the GHI Option and Tier in the employees' personnel information. Using this function will save the time-consuming steps of manually editing employees' information to make the deduction change. PCGenesis users must perform this function after open enrollment is complete.

NOTE: Do <u>NOT</u> edit the open enrollment file in Microsoft Excel[®]. Editing the file in Excel causes the formatting of the file to change. If editing the file is required, use Notepad to make changes. In order to be a valid import file, the file should look as shown above.

PCG Dist	t=8991 Rel=15	.02.00 07/13/2015	PCW 002 SV C:\DEVSY	S C:\SECOND	WHITE	
			Personnel	System		PERMENU
	FKey 		Master	Menu		
	<u>1</u> P	ersonnel Update	e Menu			
	4 E 5 L 6 P	nhanced Substit egacy Leave Me ersonnel Report	ute Pay and Leave Sy :nu s Menu	stem		
	11 E 12 S 13 S	mployee Contrac alary Projection pecial Functions	ct File Export Menu : Menu			
	20 F	le Reorganizatio	on			
Mastar User,	1 1					15.02.00
	Word PAY MONITOR	MONITOR				
Acti	ion					
Sele	ct 13	(F13 - Spec	cial Functions).			

Ste

📒 PCG Dist=8991 Rel=13.04.00 1	12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Personnel System		PER13P
FKey	Special Functions Menu		
 1 Modify Sp	pecific Deduction Amounts		
4 Clear Cur	rent Deduction Amounts For All Employees		
6 Import Sta	ate Health Option & Tier From DCH File		
8 Set State	Health Deduction Amount For Active Employees		
9 Payroll D	eduction Export		
10 Load Ded	uction Import File		
Master ^{User} list			
Action			
Select 6 (F6 - Im	port Health Option and Tier f	from DCH File)	

The following screen displays:

	PCG Dist=8991 Rel=16.02.00 05/19/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		PERPI271
	Import State Health Option And Tier From DCH File	
	This process will update the GHI Option and Tier for all employees included in the open enrollment or monthly change file provided by the Department of Community Health.	
	Select Optional Field to Update:	
	_ County of Residence	
	Enter the import file path and name OR F10 to Browse for file	
	<u>C:\TEMP\ARCHIVE.TXT</u>	
	Estar-Pontinus or E16-Evit	
ENTE		16.02.00
F16		

Georgia Department of Education November 29, 2023 • 11:36 AM • Page 30 of 49 All Rights Reserved.

Step	Action
3	To update DCH-provided County of Residence information: Enter Y (Yes) in the County of Residence field.
4	Enter the import file name in the Enter the import file path field, or select F10 (F10 - to Browse for file) to locate the file manually.
	Verify the file name displays from <i>Topic 4</i> , <i>Step 11</i> in the file name field.
5	Select $\underbrace{\texttt{Enter}}(\texttt{Enter}) \underbrace{\texttt{twice}}_{\texttt{twice}}$. When the downloaded file's date differs from the current date, a "This File has a date of <i>MM/DD/CCYY</i> – Do you want to use this?" dialog box displays after selecting Enter for the first time. In this instance, verify the file's date is correct and select $\underbrace{\texttt{Yes}}(\texttt{Yes})$. If the information is incorrect, select $\underbrace{\texttt{No}}(\texttt{No})$ and return to Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website for the instructions to download a more recent file. When selecting Enter , PCGenesis validates the information and produces a <u>report</u> of its findings. If errors are detected an exceptions report will also be generated.

If the downloaded file's date differs from the current date, the following dialog box displays:

PCG Dist	=8991	Rel=16.02.00	05/19/2016	PCW 001	SV C:\D	EVSYS	X
2	This F Do yo	ile has a date of u want to use t	f 02/01/2016 his?				
				<u>Y</u> e	s		No



For a successful file import, a screen similar to the screenshot example below displays:

For errors, a screen similar to the screenshot example below displays:

PCG Dist=8991 Rel=15.04.00 02/01/2016 PCW 001 SV CADEVSYS CASECOND WHITE	
-	PERPI271
GHI Import file completed with errors. Review print files.	
File Id: C:\PCG\SHDAUPDT_67912_20151208.txt	
Total Records Input: 4	
Total Errors: 1 Total Records Updated: 3	
Total Warnings 0	
Enter or F16 = Continue	15.04.00

Step	Action
6	If there are errors: For example, the option and tier selected by the employee and supplied by DCH, could not be loaded into PCGenesis because no employee record matching the <i>SSN</i> and a GHI Eligible? flag of $Y(Yes)$ could be found. Usually this occurs when the employee was terminated between the time that the files were submitted to the DCH, and when they were received by the district for open enrollment processing. The GHI Eligible? flag is automatically set to $N(No)$ when an employee is terminated.
	The wording for the " <i>ERROR - No Update Performed - No Participating Record</i> " message is generated because the data supplied by DCH has an SSN, but a corresponding employee number does not exist in PCGenesis. Because school districts and systems may terminate an employee several times under different employee numbers and an employee can have multiple PCGenesis active employee records, PCGenesis locates the "best" payroll record by SSN until the [first] record containing a GHI Eligible? flag of " Y " is found. PCGenesis attempts to update the option and tier on that payroll record.
	If no payroll record is found which contains a GHI Eligible? flag of " Y ", PCGenesis generates the error message. If the employee was terminated since the enrollment eligibility data file was submitted to the DCH, the error may be fixed by removing the offending row from the DCH import file. Do NOT make changes to the DCH file using Microsoft Excel. Instead use a text editor to make the necessary changes to the DCH import file.
	An error may also be indicated if the employee has an active payroll/personnel record and is eligible for GHI participation, but the employee's GHI Eligible? flag is " N ". The error indicates that the employee's GHI Eligible? flag is not set correctly and the GHI Eligibility indicator must be manually set by following the instructions in <u>Payroll System Operations</u> <u>Guide</u> , Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information. It would be faster to manually update the option and tier on the Display/Update Personnel Data screen instead of rerunning the upload and deduction set procedure.
	If there are errors, update the employee information as indicated on the Exceptions Report and proceed to Step 8.
7	If there are no errors: If the employer-paid amount is the same for all employees and if the school district or system pays a portion of the employee premium for selected employees such as the superintendent and senior officials, or pays a portion of the employee premium above and beyond the required employer share as an extra fringe benefit, the amount should be added to the employee gross wages and the regular employee deduction should be taken. By adding the amount to the gross wages, the information on the <i>CS-1 Report</i> is subsequently correct. Additionally, PCGenesis correctly calculates the amount for income tax purposes.
	Refer to Topic 7: Grossing-Up Wages for Highly Compensated Employees for instructions.
8	Select Enter (Continue).

PLGD	ist=8991 Rel=13.04.00 1	12/18/2013 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
		Personnel System		PER13P
	FKey	Special Functions Menu		
	Modify Sp	ecific Deduction Amounts		
	4 Clear Cur	rent Deduction Amounts For All Employees		
	6 Import Sta	ate Health Option & Tier From DCH File		
	8 Set State	Health Deduction Amount For Active Employees		
	9 Payroll D	eduction Export		
	_10 Load Ded	uction Import File		
actor User	liet l			

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 F16 (F16 - Exit) to return to the <i>Personnel System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .
11	Review the State Health Benefit Plan Changes Report and the State Health Benefit Plan Import Exception Report.
	State Health Benefit Plan Import Exception Report:
	Review Section 5B.1. Problem/Cautionary Warning/Action Table in this document as an aid in resolving messages generated on the report.
12	Proceed to Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees.

					-Before				-After		
Empno	Name	CERT	OPTN	TIER	Participate	County	OPTN	TIER	Participate	County	
86424	AI9SWORTH, CO9NELL	Y	В3	10	Y	160	B2	96	Y	160	
88 966	AL3CEA, DU3TI	Y	В6	96	ч	160	B3	10	Y	160	
88389	AL4RECHT, KE4NITH	Y	B6	96	Y	160	B6	96	Y	160	
89386	AN7ERS, AU7USTINE	Y	NC	00	N	160	B6	90	Y	160	
	Total Records In: Total Errors: Total Records Updated:	4 0 4									
	Total Warnings:	0									

5A. State Health Benefit Plan Changes Report – Example

The State Health Benefit Plan Import Exception Report contains records processed, errors, records updated, and warning error totals.

Date: Program:	02/01/2016 09:55 PERPI271	State Health Benefit Plan Import Exception Report	Page 1
SSN or Empno	N ame	Exception Message	Import Data Values
	Total Records In: Total Errors: Total Records Updated:	4 0 4	
	Total Warnings:	0	

5B. State Health Benefit Plan Import Exception Report – Example

In addition to the message in the screenshot example, PCGenesis will also display the "Error – No Update Performed – Missing PAYROLL Record" message when no employee information is found for an SSN.

The final page of the report contains records processed, errors, records updated, and warning error totals.

Date: Program:	02/01/2016 09:49 PERPI271		State Health Benefit Plan Import Exception Report	Page 1
SSN or				
Empno	Name		Exception Message	Import Data Values
999994747			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/96
999997257			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/10
999991917			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/96
999992484			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/90
999991280			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/96
999994541			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/91
999990569			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/94
999998731			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/94
999993845			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/94
999994016			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/96
999992286			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/94
999993488			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/10
999998813			ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/10
	Total Records In:	13		
	Total Errors:	13		
	Total Records Updated:	0		
	Total Warnings:	0		

5B.1. Problem/Cautionary Warning/Action Table

Although the message types displayed depend on the file's data, the following table lists resolutions to a few of the potential error messages.

Problem/Cautionary Warning	Action
SHBP reports data for an SSN not recorded in	Check with DCH/SHBP to verify the employee's
your payroll file.	employment by the school district or system.
	Where appropriate, correct the Payroll records.
Mismatch between the PCG Payroll and	Correct by editing the employee's Personnel
Personnel files and the employee's personnel	record and saving the changes in PCGenesis. In
information is missing.	this instance, reenter the employee's GHI
	eligibility, plan, option, and other information
	such as emergency contact information.
Personnel data cannot be updated because the	When terminating employees, PCGenesis
employee is coded as ineligible for SHBP.	automatically codes the employee as ineligible
	for GHI. If DCH/SHBP returns data for this type
	of employee, no updates occur and the employee
	records will display on the State Health Benefit
	Plan Import Exception Report.
Invalid county – Warning	When selecting the County of Residence update
	option during the DCH file import, the SHBP-
	provided county information will be validated in
	PCGenesis. Verify and correct the information
	where appropriate.

Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees

Setting the SHBP deduction amounts for active employees excluding substitutes, sets the SHBP employee deduction amount based on the GHI options and tiers. PCGenesis performs this function for SHBP deductions that were set manually in PCGenesis or were included in the *SHBP Open Enrollment File Import* from the Department of Community Health (DCH). Using this function will save the time-consuming steps of editing employee payroll information to make the deduction change and should be used <u>after Open Enrollment</u>.

When performing the function in *Trial* mode, PCGenesis automatically produces a report of pending modifications to affected employees' deductions. If not selecting the *Trial* mode, PCGenesis produces a report of the deduction modifications.

PCG Dist=8991 Rel=15.02	00 07/13/2015 PCW 002 SV C:\DEVSYS C:\SECOND	WHITE	
	Personnel System		PERMENU
FKey	Master Menu		
_1 Pers	onnel Update Menu		
<u>4</u> Enha 5 Lena	anced Substitute Pay and Leave System		
6 Pers	onnel Reports Menu		
11 Ema	Jauge Contract Elle Export		
12 Sala	ry Projection Menu		
13 Spe	cial Functions Menu		
20 File	Deorganization		
	ricorganization		
Master Userlist			15.02.00
FIG CONTOR WORLD RAY NO	NDR		
Action			
	PAY		
To verify payro	I has been set up: Select MONITOR	(Pay Monitor). V	erity or enter Y (
the Setup payro	Il for new pay period field. Seled	ct Enter (Validate)), and F8 (Update
1			

Step

PCG Dist=8	991 Rel=13.04.00 1	2/18/2013 PCW 001 5	V C:\DEVSYS C:\SEC	DND WHI	TE	_ @ ×
		Per	sonnel System			PER13P
F	Key 	Specia	l Functions Men	u		
	1 Modify Sp	cific Deduction Amo	unts			
	4 Clear Curr	ent Deduction Amoun	ts For All Employe	es		
	6 Import Sta	e Health Option & Tie	er From DCH File			
	8 Set State H	lealth Deduction Amo	unt For Active Emp	loyees		
	9 Payroll De	duction Export				
	10 Load Dedu	ction Import File				
Martan User, .			1 1 1			
F16 10 100 Wo						

Select **8** (**F8** - Set State Health Deduction Amount for Active Employees).

The following screen displays:

The following screen displays:	
--------------------------------	--

Step

3

PCG Dist=8991	Rel=18.04	4.00 12/1 Set Sta ial mod duce pr lit pre t deduc lowing	7/2018 PG te Heal (e to ve emium a mium ac tions t SHBP sy	CG 001 SV (All Subs rify cha mount by cording to rates ystem ded	C:\DEVSYS tion Amo titutes nges pri normal to emplo in effeo uctions	C:\SECOND are ski lor to u employe oyee's p ct on: will be) Active pped) pdating r paid s r paid s ay schee 1/01/20 modifie	WHITE Employees Share? Y Jule? N 19 19	proce	-	D PER 615	× 50	
	De	d Code 8 9	Ded C State State	Desc HEALTH HEALTH	-NON CEI Cert	Empi RT	lr Ind V V	Emplr A 76.	mt 25 10	}			SHBP-identified deductions
TER = Valid	ate	PF16 =	Exit	F8				F	-15 Q		17.01	. 88	

Georgia Department of Education November 29, 2023 • 11:36 AM • Page 39 of 49 All Rights Reserved.

Step	Action
4	To run in Trial mode: Enter Y (Yes) in the Trial mode to verify changes prior to updating? field.
	If the function has already been run and the results have been verified, enter N (No) in the field to run the process in Final mode.
5	Enter the appropriate response in the Reduce premium amount by normal employer paid share? field.
	SHBP-identified deduction codes were identified as such using the instructions provided in <u>Payroll System Operations Guide</u> , Section F: Description/Deduction/Annuity File Processing. The "Benefit plan code associated with deduction" switch within the deduction record has been identified as "SHBP". Enter N (No) if employee-paid premium amounts should not be adjusted.
6	If N (No) was entered in Step 5: Enter the appropriate response in the Split premium according to employee's pay schedule? field.
	When the school district or system has more than one payroll, the option to split the normal premium according to each employee's pay period is available. Enter N (No) to deduct the full premium amount in one payroll per month. Enter Y (Yes) to split the premium between pay periods. If the school district or system pays bi-weekly or weekly, PCGenesis divides the premium by twenty-six (26) for biweekly payrolls and by fifty-two (52) for weekly payrolls respectively.
	If the school district or system has an employer-paid portion that applies to all employees, splitting the premium is not currently an option in PCGenesis. Contact the Technology Management Customer Support Center for additional assistance with this matter.
7	Enter the date (MM/DD/CCYY) in the Set deductions to rates in effect on field. The effective date allows PCGenesis to retrieve and use the rates from the benefit deduction file in effect for the date selected. Although PCGenesis defaults to the current date, enter the appropriate date, such as the next payroll period's date or the new calendar year's beginning date in most cases. For example, the December payroll withholds the premiums for January SHBP coverage, so when setting up for the December payroll, specify the date field as 01/01/CCYY, where CCYY is the <u>new</u> calendar year.
8	Verify the (Certified) and (Classified) benefit plan entries are correct.
	These entries default from the Benefit configuration record. If the information is incorrect, refer to the results of the Benefit Deduction Option and Tier Report to determine the discrepancy. Follow the steps necessary to correct the error(s) before attempting to add the deduction information to PCGenesis. (This report will be generated and printed in Steps 13 - 16.)

Step	Action
9	Select Enter) to validate.
	<i>Error messages display where appropriate, as in the case of rates not being found for a specific date. In this instance, correct the errors, and repeat the procedure beginning at Step 1.</i>
	PCGenesis users should bypass <u>cautionary</u> messages at the user's discretion.

PCG Dist=8991 Rel=:	16.02.00 05/19/2016 PCW 001 SV C:\DEVSYS C:\SEC	OND WHITE	
	Set State Health Deduction Amount Fo (All substitutes are sk	r Active Employees tipped)	PER0150
	Trial mode to verify changes prior to Reduce premium amount by normal employ Split premium according to employee's	updating? Y er paid share? N pay schedule? N	
The f	Set deductions to rates in effect on: Following SHBP system deductions will b	1/01/20nn me modi d by this process:	
	Ded Code Ded Desc En 8 Noncertified Merit 9 Certified Merit 42 Board Member Merit	ıplr In Emplr Amt N N	
	GHI premiums for a new call <u>December of the prior calene</u> setting up for the December date of 01/01/2024 should be	endar year are withhe <u>dar year</u> . For exampl 2023 payroll, an effe e used in this process	eld in e, if ctive s.
8-Process PF16	5-Reenter	FIS Q	16.02.00

Step	Action
10	Select F8 (F8) to process.
	"* * * Processing Request * * *" briefly displays.
	For errors and cautionary messages: Verify the dates entered are correct and refer to the SHBP Benefit Deduction Option and Tier Report to verify all benefit plan options and tiers have been entered. If the information is incorrect, refer to the results of the Benefit Deduction Option and Tier Report to determine the discrepancy. Follow the steps necessary to correct the error(s) before attempting to add the deduction information to PCGenesis. (This report will be generated and printed in Steps 13 - 16.)
	Although PCGenesis permits bypassing cautionary messages, consider correcting as many records as possible to ensure data quality.

E	PCG Dist=8991 Rel=12.04.00 12/14/2012 PCW 001 C:\	DEVSYS C:\SECOND	WHITE	_ & ×
	Cat Ctata Harlth Raduation Accust	Fou Asting Foolenses		PER0150
	set state Health Deduction Hmount	FOR HEELVE EMPLOYEES		
	000295 EMPLOYEE DEDUCTION	IS WOULD BE UPDATED.		
F				
PR	ESS ENTER KEY TO CONTINUE PROGRAM			
_				
	Action			

Step	Action
11	Select Enter (to Continue Program).
	If selecting "Trial" in Step 4, repeat this procedure beginning at Step 2. Enter N (No) in the Trial mode to verify changes prior to updating? field at Step 4.

🔲 P	CG Dist	=8991	Rel=1	3.04.00	12/18	/2013	PCW 0	01 SV	C:\DEV	SYS C	\SECO	٩D	٧	/HITE			
								Pers	onnel	. Syst	em					PER	13P
		FKey	,				Sp	ecial	Func	tions	Menu						
		1	M	lodify	Specifi	c Ded	uction	Amou	nts								
	Clear Current Deduction Amounts For All Employees																
	6 Import State Health Option & Tier From DCH File																
		8	s	et Stat	e Heal	th Deo	luction	n Amou	int For	Active	Empl	oyees					
	9 Payroll Deduction Export																
	10 Load Deduction Import File																
Master	^{User} list																
F16	1°3	Wor 🕞	PAY	MONITOR													

Step	Action
12	Select Master (Master) to return to the Business Applications Master Menu.
13	From the Business Applications Master Menu, select 2 (F2 – Payroll System Master Menu).
14	From the <i>Payroll System Master Menu</i> , select 9 (F9 – Update/Display Description/Deduction/Annuity Menu).
15	On the (F9 – Print Benefit Plan/Option/Tier Records).
16	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.
17	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

6A. (Trial Mode – No Updates) – Errors Encountered - Example

If errors are encountered, specific error messages displays for affected records. In our example, the correction was made by modifying the employee's GHI option and tier and deduction information. The final page of the report lists the number of employee records updated and the number of errors and/or exceptions (cautions) encountered where appropriate.

PURT D	HIE:10/21/2008 09:24		2HBb	DEDOCITO	N UPDHI	E REPOR			PHGE 1
ogram	ID: PER0150		*** TR	IAL MODE	- NO UP	DATES *	**		
np		Work	Pa	av Ded	Plan	Plan	01d 01d	New	New
um	Employee Name	Loc	Class Peri	iods Code	Option	Tier	Amount Flg	Amount	t Flg
87742	AB4EY, LE4NARDO	3052	81	12 09	03	30	0.00	0.00	0
ERROR	** SHBP Option/Tier 03/30) not found i	n Benefit	deductio	n file				
87983	AC9ER, NU9IA	8199	73	12 08	03	50	0.00	0.00	0
ERROR	*** SHBP Option/Tier 03/50) not found i	n Benefit	deductio	n file				
89279	AD2ER, ZA2A	6184	81	12 89	58	10	73.26 Y	81.10	0 Y
88042	AD2OCK, AL2ONZO	8299	61	12 09	03	20	0.00	0.00	0
FRROR	** SHBP Option/Tier 03/20) not found i	n Benefit	deductio	n file				

PCG Dist=8991 Rel=15.04.00 02/01/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHI	
Update/Display Personnel Data Status A Active AB3ELL M03TY	PAY 02
Emp. no. 87742 Pay Loc 8050 Location 008050 Class 5 NO	INCERTIFIED SUBST
Sex Code <u>F</u> Work Loc <u>8050</u> Location 008050 Job <u>19</u> SU	IBSTITUTE TEACHER
Mar Stat <u>M</u> SSN <u>999</u> <u>08</u> <u>7742</u> EEO-5 Job <u>000</u> Un	defined
Ethnic <u>4</u> BL	ACK
NAME First MOSTY MiddleEE	0-5 and CPI Ethnic/Race:
Last <u>AB3EU Suttix Pretix Hi</u>	spanic/Latino Ethnicity? 7 Yes No
Address <u>3299 MAIN STREET</u> Certificate Type <u>PBT</u> Ra	ce (Select all that apply)
Address L2 CS1 Job (from CPI) 000	🖯 Yes 🖲 No Am Indian Alaskan
City/State <u>SMITH</u> , <u>GA</u> Include on CPI ? <u>N</u>	Yest No Black
21p CODE <u>333333</u> COUNTY <u>100</u> SICK BANK ? <u>N</u> (Yes No White
riune (<u>999)222-2331</u> Out OF State Substitute raik _ S	Yes No Hawaijan Pacific
Spouse SSN Lv Reason Max	
Birth Date Hours Per Day	_
Hire Date Pens Elig Date	
Rehire Date GHI Eligible ? Y TRS DOE Paid	ERCON ? _
Background Ck Hrs/Week <u>40.00</u> Health ins fl	.ag <u>Y</u>
Date of Death GHI 1ST Day Wrk Participate i	n GHI ? <u>Y</u>
Elig for Rehire GHI Eff Date GHI Option 03	
Term Date GHI Final Ded DC GHI Tier 30	EESP
Term Keason GAT Change Code GAT Ded Cd <u>8</u>	<u>.</u>
***** TAX DATA *****	
Federal: Mar Stat M Exempt 0 Withholding Code 0	Amt/% .00
State: Mar Stat C Allowance Mar 0 Dep 0 Withholding Code 0	Amt/%
Tax Switches: Fed <u>N</u> State <u>N</u> FICA <u>Y</u> Pension <u>N</u> AEIC	
	FIS Q 15.02.00
Fig	ICA Gar

6B. (Live Mode – Employee Updates) – Error Free – Example

REPORT D Program	ATE:02/01/2016 11:04 ID: PER0150		9 *** LI	HBP DEDU VE MODE	JCTION - EME	UPDATE PLOYEES	E REPO UPDAT	RT ED ***				PAGE	1
Emp		Work		Pay	Ded	Plan	Plan	Old	Old	New	New		
Num	Employee Name	Loc	Class	Periods	Code	Option	Tier	Amount	Flg	Amount	Flg		_
087893	AB4EY, LE4NARDO	5050	04	12	08	NE	00	0.00		0.00			_
088728	AD9ISON, IS9IAH	5050	13	12	08	B3	10	56.28	N	66.28	N		
08 632 8	AD9ISON, TR9CEY	6000	11	12	08	NE	00	0.00		0.00			
088464	AG9ILERA, JO9UE	0194	13	12	08	NC	00	0.00		0.00			
086424	AI9SWORTH, CO9NELL	5050	03	12	09	B2	96	369.74	N	369.74	N		
088824	AI9SWORTH, XA9IER	0195	04	12	08	B3	10	56.28	N	66.28	N		
088966	AL3CEA, DU3TI	5050	03	12	09	B3	10	56.28	N	66.28	N		
087189	AL4RECHT, CH4RELLE	8012	06	12	08	B3	90	190.96	N	195.96	N		
088389	AL4RECHT, KE4NITH	0194	03	12	09	B6	96	440.44	N	440.44	N		
087928	AL9ARD, BR9CE	8012	06	12	08	NE	00	0.00		0.00			
089386	AN7ERS, AU7USTINE	6001	03	12	09	B6	90	325.99	N	330.99	N		
088072	AN 9REW, JE9LENE	8012	06	12	08	NC	00	0.00		0.00			
087633	APSLEGATE, SHSQUANA	0101	03	12	09	B2	10	109.33	N	105.33	N		
087807	AR2ENAULT, EL2IN	0195	13	12	08	B2	10	109.33	N	105.33	N		
087568	AS9BY, JO9NSIE	6000	11	12	08	NC	00	0.00		0.00			
087343	AVZLOS, AZZLEE	8014	32	12	08	83	97	340.40	N	340.40	N		
088967	AYZES, VIZENTE	0195	03	12	09	82	94	197.12	IN	197.12	IN		
089095	BAZCLAY, BUZ	5050	30	12	09	NE	00	0.00		0.00			
088447	BAZLEY, REZNA	8014	36	12	09	NE	00	0.00		0.00			
087558	BASN, FREDERIC	6001	04	12	08	NC	00	0.00		0.00			
086358	BA3N, ZA3E	6000	11	12	08	NC	00	0.00		0.00			
089236	BASFIELD, JUSEFINE	0194	04	12	08	83	10	56.28	N	66.28	N		
08/204	BASGEII, DASN	5050	03	12	09	83	91	2/5.96	IN	2/5.96	N		
000330	DA (NHARI, AR /LL DA ONI MICCUEI	0105	11	12	00	D2	00	107.12	37	107.12	37		
000301	DAGON, FILCHEL	0155	03	12	0.9	D2	24	260 40	N	260.40	N		
00/101	DAGON, ILGELIE DAGTU FDON	0104	0.3	12	0.9	D3 D1	90	200.40	N	200.40	N		
000353	DAGIN, ERGN	0101	22	12	0.9	82	94	197 12	M	197 12	N		
086464	BASE, ENSKI	0195	0.2	12		NC	00	107.12	14	137.12	14		
000622	BASBOIR, BOSCE	0195	0.3	12		20	66	260.40	м	260.40	м		
088432	BASBOOK, DESNI	5050	17	12	0.9	BG	10	130 58	N	130 58	N		
088320	BASM MOSAMMED	0194	03	12	09	82	96	369 74	N	369 74	N		
087503	BE2AV BI2LT	8010	27	12	0.8	NE	00	0 00		0.00			
086503	BE2LEY BI2LT	0195	13	12	08	B2	96	369 74	N	369 74	N		
086511	BE2UCHAMP CA2LEE	0101	0.3	12	0.9	B3	10	56.28	N	66.28	N		
088278	BE3MAN NO3UKO	0101	0.3	12	0.9	B3	10	56.28	N	66.28	N		
087301	BE4ERRA, TE4PLE	0195	03	12	0.9	NC	00	0.00		0.00			
088739	BEGAVIDES, ROGY	0101	03	12	0.9	B3	10	56.28	N	66.28	N		
088187	BEGTY, FRGTZ	5050	03	12	0.9	NE	00	0.00		0.00			
088538	BE7EDICT, DO7NETTA	5050	03	12	0.9	B6	96	440.44	N	440.44	N		
089720	ZE9EDA, LO9D	8010	02	12	08	B3	94	130.74	N	130.74	N		
	NUMBER OF ERRORS ENCOUNTERED	0											
	NUMBER OF EMPLOYEES UPDATED	491											

6C. Benefit Deduction Option and Tier Report – Example

Program ID: PAY27 Repo				FRGL 1
	rt of EMPLOYEE rates in es	ffect from: 01/01/2021	To: 12/31/2021	
Option Tier Description	From Date	To Date Short Desc	Deduction Desc PayChk Desc	Prem Amt
88 TRICARE SUPPLEMENT	Short Desc:	TRICARE		
10 SINGLE COVERAGE 90 EMPLOYEE & SPOUSE 94 EMPLOYEE & CHILD(REN) 96 EMPLOYEE & SPOUSE & CHILD(01/01/2017 01/01/2017 01/01/2017 01/01/2017 01/01/2017	12/31/9999 SINGLE 12/31/9999 EESP 12/31/9999 EECH 12/31/9999 FAMILY	TRICARE SINGLE TRICARE SGL TRICARE EESP TRICARE EESP TRICARE EECH TRICARE EECH TRICARE FAMILY TRICARE FAM	60.50 119.50 119.50 160.50
B1 ANTHEM GOLD	Short Desc	ANTHEM GOLD		
 SINGLE COVERAGE SINGLE COVERAGE TOBACCO SU EMPLOYEE & SPOUSE EMPLOYEE & SPOUSE/TOBACCO EMPLOYEE & CHILD (REN) EMPL & CHILD (REN) / TOBACCO EMPLOYEE & SPOUSE & CHILD (EMPL & SPOUSE & CHILD // TOBACCO 	CHARGE 01/01/2021 01/01/2021 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 CCO SURCHARGE 01/01/2021	2/31/9999 SINGLE 12/31/9999 ESP 12/31/9999 EESP 12/31/9999 EESP/T 12/31/9999 EECH/T 12/31/9999 EECH/T 12/31/9999 FAMILY/T 12/31/9999 FAMILY/T	ANTH GOLD SINGLE ANTH G SINGL ANTH GOLD SINGL/T ANTH G SGL/T ANTH GOLD EESP ANTH GOLD EESP/T ANTH G EESP ANTH GOLD EECH/T ANTH G EECH/ ANTH GOLD EECH/T ANTH G EECH/ ANTH GOLD FAMILY ANTH GOLD FAMILY ANTH G FAM	175.68 255.68 436.33 T 516.33 320.11 T 400.11 580.76 660.76
B2 ANTHEM SILVER	Short Desc:	ANTHEM SILVER		
10 SINGLE COVERAGE 40 SINGLE COVERAGE TOBACCO SU 90 EMPLOYEE & SPOUSE 91 EMPLOYEE & SPOUSE/TOBACCO 94 EMPLOYEE & CHILD(REN) 95 EMPL & CHILD(REN)/TOBACCO 96 EMPLOYEE & SPOUSE & CHILD/ 97 EMPL & SPOUSE & CHILD/TOBA	RCHARGE 01/01/2021 SURCHARGE 01/01/2021 01/01/2021 01/01/2021 SURCHARGE 01/01/2021	2/31/9999 SINGLE 2/31/9999 ESP 2/31/9999 ESP 2/31/9999 EESP/T 2/31/9999 EECH/T 2/31/9999 EECH/T 2/31/9999 FAMILY 2/31/9999 FAMILY/T	ANTH SILVER SINGL ANTH S SINGL ANTH SILVER SGL/T ANTH S SGL/T ANTH SILVER EESP ANTH S EESP ANTH SLVER EESP/T ANTH S EESP/ ANTH SILVER EECH ANTH S EECH ANTH SILVER EECH/T ANTH S EECH/ ANTH SILVER FAMIL ANTH S FAM/T ANTH SILVER FAM/T ANTH S FAM/T	114.32 194.32 307.47 1 387.47 215.80 T 295.80 408.95 488.95
B3 ANTHEM BRONZE	Short Desc:	ANTHEM BRONZE		
 SINGLE COVERAGE SINGLE COVERAGE TOBACCO SU EMPLOYEE & SPOUSE EMPLOYEE & SPOUSE/TOBACCO EMPLOYEE & CHILD (REN) EMPL & CHILD (REN)/TOBACCO EMPLOYEE & SPOUSE & CHILD (FMPL & SPOUSE & CHILD/TOBA 	01/01/2021 RCHARGE 01/01/2021 01/01/2021 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021	12/31/9999 SINGLE 12/31/9999 SINGLE/T 12/31/9999 EESP/T 12/31/9999 EESP/T 12/31/9999 EECH/T 12/31/9999 FECH/T 12/31/9999 FAMILY/T	ANTH BRNZE SINGLE ANTH B SINGL ANTH BRNZE SGL/T ANTH B SGL/T ANTH BRNZE EESP ANTH B EESP ANTH BRNZE EESP/T ANTH B EESP/ ANTH BRNZE EECH ANTH B EECH ANTH BRNZE FAMILY ANTH B FAM ANTH BRNZE FAMILY ANTH B FAM	76.58 156.58 228.22 151.64 1231.64 303.28 383.28
B6 ANTHEM HMO	Short Desc	ANTHEM HMO		
 SINGLE COVERAGE SINGLE COVERAGE TOBACCO SU EMPLOYEE & SPOUSE/TOBACCO EMPLOYEE & SPOUSE/TOBACCO EMPLOYEE & CHILD(KEN) EMPL & CHILD (KEN) / TOBACCO EMPL & CHILD (KEN) / TOBACCO EMPLOYEE & SPOUSE & CHILD(EMPL & SPOUSE & CHILD/TOBA 	RCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 SURCHARGE 01/01/2021 CCO SURCHARGE 01/01/2021 O1/01/2021 01/01/2021	2/31/9999 SINGLE 2/31/9999 ESP 2/31/9999 EESP/T 2/31/9999 EESP/T 2/31/9999 EECH/T 2/31/9999 FAMILY 2/31/9999 FAMILY/T	ANTH HMO SINGLE ANTH H SINGL ANTH HMO SGL/T ANTH H SGL/T ANTH HMO EESP ANTH H EESP ANTH HMO EESP/T ANTH H EESP/ ANTH HMO EECH/T ANTH H EECH/ ANTH HMO FAMILY ANTH H FAM ANTH HMO FAMILY ANTH H FAM	143.03 223.03 367.76 7 447.76 264.61 7 344.61 409.34 569.34

CY2021 Benefit Plan Rate Updates

Topic 7: Grossing-Up Wages for Highly Compensated Employees

IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits, located at <u>http://www.irs.gov/pub/irs-pdf/p15b.pdf</u> requires employees receiving extra benefits (benefits beyond what regular employees receive), to have those benefits recorded as wages. The following is a quote from IRS Publication 15-B: *"If your plan favors highly compensated employees as to eligibility to participate, contributions, or benefits, you must include in their wages the value of taxable benefits they could have selected."*

To comply with this regulation, if the school district or system pays all or part of an employee's share of a premium only for <u>select</u> employees, add the premium amount to the employees' gross wages, and take the deduction for the benefit through payroll processing. Grossing-up employees' wages and deducting the premium through payroll deduction will correctly report the wages for the employees on their W-2 Statements.

If paying all or a portion part of an employee's share of a premium for <u>all</u> participating employees, it is not necessary to gross-up the wages. In this instance, the employer contribution flag on the deduction screen should be set to Y(Yes). Employees' wages should be grossed-up only if the employer contributes for a select group of employees.

Example: The school district or system pays all health insurance premiums for the superintendent, but all other employees pay the regular employee's share. The superintendent's monthly salary is \$10,000.00 and the employee's share for the insurance is \$400.00. To report this information correctly, increase the superintendent's monthly gross pay to \$10,400 per month and enter the employer share premium on the superintendent's deduction screen. PCGenesis will in turn deduct the premium from the employee's gross pay when running payroll. If the *SEC125 flag* on the deduction screen is marked with 'Y' (Participating in section 125), PCGenesis deducts the premium pre-tax, and subsequently, there is no affect on the superintendent's net pay.

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure B: Updating/Displaying Deduction Data for the instructions to change employees' premiums. Procedure C: Updating/Displaying Gross Data of the same document provides the instructions to change employees' gross pay.

Topic 8: Exporting the Payroll Deduction Export File from PCGenesis

Refer to the <u>Payroll System Operations Guide</u>, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8B: Payroll Deduction Data Export and Import File Processing for instructions.

Topic 9: Importing the Deduction File into PCGenesis (Not for use with the State Health Benefit Plan)

Refer to the <u>Payroll System Operations Guide</u>, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8B: Payroll Deduction Data Export and Import File Processing for instructions.