

PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

12/22/2016	Section F: Personnel Update Processing,
	V1.4

Revision History

Date	Version	Description	Author
12/22/2016	1.4	16.04.00 – Update the ACA Employee Data screen with the 'All 12 Mos'	D. Ochala
		field.	
06/14/2016	1.3	16.02.00 – Update the ACA Dependent Data delete dialog box.	D. Ochala
02/04/2016	1.2	15.04.00 – Update the ACA Dependent Data screenshot.	D. Ochala
07/13/2015	1.1	15.02.00 – Add Procedure C: ACA Employee Data and Procedure D: ACA	D. Ochala
		Dependent Data.	
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Overview

The Update/Display Personnel Data, Update/Display ACA Employee Data, Update/Display ACA Dependent Data, Update/Display Emergency Data and Update/Display Educational Data items are available from the Personnel System Update Menu.

The Update/Display Personnel Data screen is also available from the Payroll System – Payroll Update Menu. Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for additional instructions.

Two ACA maintenance screens are available in PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* and *Update/Display ACA Dependent Data*. The purpose of these data entry screens is to facilitate producing IRS forms 1094-C and 1095-C for Affordable Healthcare reporting.

Procedure C: ACA Employee Data and *Procedure D: ACA Dependent Data* in this document provide detailed information about **IRS Form 1095-C** that is required starting in calendar year 2015. These forms will be produced at the same time as the W-2 forms, with a due date of January 31 of the reporting year. The forms and instructions can be found at <u>www.IRS.gov</u>. It is highly recommended that school district officials go to the IRS website and print and read the instructions for the 1094-C and the 1095-C.

The *Update/Display Emergency Data* screen allows the user to input next of kin information, emergency contact information, doctor information, comments, and the employee's e-mail address field.

The *Update/Display Educational Data screen* allows the user to input local and state years of teaching experience, as well as university and/or college degree information.

<u>GHI Change Code/GHI Change Date Fields:</u> The GHI change code and change date fields track employee updates which impact GHI processing. PCGenesis defaults the GHI change code to *MISC* (*Name, Address, Phone, etc.*) for updated employee information. PCGenesis <u>automatically</u> creates a GHI change record when changes are detected in any of the following fields:

- Employee first, middle, or last name fields
- Employee street, county, city, state or zip fields
- Employee telephone number
- Employee e-mail address

PCGenesis exports this information when users create the *GHI Recent Changes to Employee (AUF)* file. Refer to the <u>Payroll System Operations Guide</u>, Section D: Processing Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports for the instructions on performing this procedure.

Screen Print: The screen print feature allows the user to obtain a screen print of selected personnel screens. The screen print feature is available on display/inquiry screens which have the button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the Drop-down selection icon \blacksquare , \blacksquare (F15 – Code Lookup) or \blacksquare (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Setting/Clearing Employee Search Criteria

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

Procedure B: Update/Display Personnel Data

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information for instructions.

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Procedure C: ACA Employee Data

Two ACA maintenance screens are available in PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* and *Update/Display ACA Dependent Data*. The purpose of these data entry screens is to facilitate producing IRS forms 1094-C and 1095-C for Affordable Healthcare reporting.

Below is information which details the **Form 1095-C** that is required starting in calendar year 2015. These forms will be produced at the same time as the W-2 forms, with a due date of January 31 of the reporting year. The forms and instructions can be found at <u>www.IRS.gov</u>. It is highly recommended that school district officials go to the IRS website and print and read the instructions for the 1094-C and the 1095-C.

Form 1095-C: Employer-Provided Health Insurance Offer and Coverage

- Form 1095-C is an employee statement.
- Form 1095-C answers the question of whether the employer met the *Penalty B* threshold as related to the Patient Protection and Affordable Care Act (ACA).
- Form 1095-C: Part II Employee Offer and Coverage, example:

Part II Employee Offer and Coverage													
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter													
equired code)													
15 Employee Share of Lowest Cost Monthly Premium,													
or Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code.													
f applicable)													

The *Update/Display ACA Employee Data* screen allows entry of the employee data required for IRS form 1095-C. Payroll administrators have the ability to enter ACA data using the PCGenesis *Update/Display ACA Employee Data Screen* and the *Update/Display ACA Dependent Data Screen*, or have the ability to mass load the ACA data by importing from a spreadsheet. School district officials need to enter the correct ACA codes for ALL full-time employees as defined by the ACA legislation.

For additional information about the ACA processes supported by PCGenesis, refer to the <u>Payroll</u> <u>System Operations Guide</u>, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports – 1095-C Statement Processing.

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

The Employer Shared Responsibility Provisions under the Affordable Care Act do include penalties related to failure to comply with the employer responsibilities. Detailed information is located at <u>http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act</u>.

PC Genesis and GaDOE Support

It remains the school district's responsibility to determine the appropriate reporting for the **Forms 1094-C and 1095-C**. We encourage school district officials to begin the process of determining the codes by month for all full-time employees and/or contracted individuals. For PCGenesis users, all full-time employees must be <u>manually</u> coded by the payroll administrator in the line items regarding health coverage. It will be the sole responsibility of the LUA officials to determine <u>which</u> individuals are considered full time employees and the correct codes for those full time employees as related to health insurance offers and coverage.

The PCGenesis Help Desk personnel will not be able to assist or advise the school districts as to the correct codes and options for individual employees when preparing these forms. Therefore, we strongly recommend that LUA personnel consult with their HR professionals and/or attorneys.

The Update/Display ACA Employee Data Screen

Careful attention should be paid to the information displayed on the *Update/Display ACA Employee Data* screen. The screen will clearly indicate whether or not an ACA record exists for the **Calendar Year** indicated on the screen, or if the ACA record does exist, whether the employee is ACA eligible or not.

In *Example 1*, an ACA record does <u>not</u> exist for the employee for the **Calendar Year** indicated on the screen and the message "ACA RECORD NOT ON FILE" is displayed.

PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE
Status Active Update/Displ EmpNo 87366 AB3EU, M03TY SSN 999-08-7366 Loc 100 Location Calendar year: <mark>2017</mark>	ay ACA Employee Data Class 000100 Job cd	PER06 1 Classroom teachers 2 teacher 1-3
1095-C Eligible: ACA RECORD NOT ON F	ILE	
EE Shar Offer of coverage code Prem, S PART II, LINE 14 PART	e of Lowest Cost elf-Only Coverage Safe II, LINE 15 PART	harbor code II, LINE 16
ALL 12 MOS		
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOU DEC		
Mode changed to display ACA 1095-C record does NOT exist for emp	loyee	
	18 🔲 F9 🖊 F10 🝸 F11 🕨 F12 🗨	F15 Q 16.94.90
	Deps Emer Edu Help	

Example 1 – ACA Record Not On File

In *Example 2*, an ACA record <u>does exist</u> for the employee for the **Calendar Year** indicated on the screen and, because the **1095-C Eligible** switch is set to '**Y**' (Yes), the message "*Record On File* (*Eligible for 1095-C*)" is displayed.

D P	CG Dist=	8991 Rel=16.	04.00 12/22/2016	PCW 001 SV C:\DE\	SYS C:\SECON	ID	WHITE	- • X
Statu EmpN SSN Cale	is Act: lo 873 999 ndar j	ive 66 AB3EU, I -08-7366 year: <mark>2010</mark>	Upda 103TY Loc 100 Li 1	te/Display ACA ocation 000100	Employee Da	ta Class Job cd	1 CLASSROOM 2 Teacher 1-	PER06 Teachers -3
1095	-C E1:	igible: Y	RECORD ON F	<mark>ILE (Eligible f</mark>	o <mark>r 1095-C)</mark>			
	0f	Fer of cove PART II, LI	erage code INE 14	EE Share of Lo Prem, Self-Onl PART II, LI	west Cost y Coverage NE 15	Safe PART	harbor code II, LINE 16	
ALL	12 M	DS						
	JAN Feb Mar	1E 1E 1F		53.03 53.03 53.03				
	APR MAY	1E 1E		53.03 53.03				
	JUN JUL	1E 1E		53.03 53.03				
	AUG Sep	1E 1E		53.03 53.03				
	OCT Nov	1E 1E		53.03 53.03				
	DEC	1E		53.03				
	F1►X	F2 ¶\$ F3 🖨			F10 F11 F11	F12	F15	16.04.00
F16	F17 = #	F18 📖	10	Deps Line		noib		

Example 2 – Record On File (Eligible for 1095-C)

In *Example 3*, an ACA record <u>does exist</u> for the employee for the **Calendar Year** indicated on the screen and, because the **1095-C Eligible** switch is set to '**N**' (No), the message "*Record On File (Not Eligible for 1095-C*)" is displayed.

PCG Dist=8991 Rel=16.04.00 12/22/2016	PCW 001 SV C:\DEVSYS C:\SECOND	D WHITE	
Status Active Upda EmpNo 88402 HY4TT, SE4 SSN 999-08-8402 Loc 6793 L Calendar year: <mark>2016</mark>	te/Display ACA Employee Dat ocation 006793	a Class 3 SUBSTITUTE Job cd 16 SUBSTITUTE	PER06 TEACHERS TEACHERS
1095-C Eligible: N RECORD ON F	ILE (Not eligible for 1095-	<mark>-C)</mark>	
Offer of coverage code PART II, LINE 14 ALL 12 MOS	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOU DEC			
			47 81 88
	I F2 III F2 III F2 III F2 III F10 II F11 III r ACA Deps Emer Edu	F12 F15 C	10.04.00

Example 3 – Record On File (Not Eligible for 1095-C)

C1: Update/Display ACA Employee Data

	PCG Dist=8991	Rel=15.02.00 06/22/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Personnel System	PERMENU
	FKey	Master Menu	
	1	Personnel Update Menu	
	4 5 6 11 12 13	 Enhanced Substitute Pay and Leave System Legacy Leave Menu Personnel Reports Menu Employee Contract File Export Salary Projection Menu Special Functions Menu 	
	20	File Beorganization	
Mast F16	ter ^{Vser} list 1 (LeS Vords	PAY MENDR	13.04.00
	Action		
	Select	F1 (F1 - Personnel Update Menu).	

	PCG Dist=8991 Re	=15.02.00 06/22/2015 PCW 002 SV C:\DE	VSYS C:\SECOND	WHITE	
		Personne	1 System		PERUPDTP
	FKey 	Personnel	Update Menu		
	2	- Update/Display Personnel Data - Update/Display ACA Employee Data - Update/Display ACA Dependent Data - Update/Display Emergency Data - Update/Display Educational Data			
N	Master ^{User} list 16 W S Words Mor	AY VEND			15.02.00
p	Action				
2	Select 3	(F3 - Update/Display A	CA Employee D	ata).	

🗖 P	CG Dist=8991 Rel=15.02.00 06/22	/2015 PCW 003 SV C:\E	EVSYS C:\SE	COND	WHITE	
	Dis	play ACA Employee Select Employee	Data			PAYFIND
Fil	ter not active				Current Order Emp Number	
	Input:					
Fke	y Name	Empno	SSN	Loc	Cls Cert Pens ContMo	13 Job Stat Mth
	Input Empl	oyee Number or t	lame or	SSN -	Press Enter Key	
	F1-9 = Ch	oose from Selectio	in Above			
	F1 F2 F3 F4 F5 \$trt₩) ▼ ▲ ▼	F6 F7 F8	F9 F10		elp.	13.02.00
F16	F12 F18 V				cip	
	Action					
	Enter the number in	n the Innut fiel	d select		(Enter - Contin	uue) and proc
	5.	i the input her	u, sereer			iuc, and proc
	If the employee mu	nher is unknow	n ontor	th <i>o o</i>	mnlovee's complet	e or partial n
	Social Security Nu	mber in the "I	nput" fi	eld, i	and select Enter .	Entering a c
	partial name in th	e Name field	displays	the	results most close	ely matching

criteria entered. Proceed to Step 4.

Displ Se	ay ACA Employee Data lect Employee							PAYFI	IND
Filter set: Status			C	urren Name	t Ord	er			40
Fkey Name	Empno SS	N Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter AB3EU, ET3AN	88942 999-0	8-5555 108	1	C	2	10	6	Α	
AB3EU, MO3TY	87742 999-0	8-7742 2050	18	N	0	12	42	Α	
2 AC9ER, NU9IA	88120 999-0	8-8120 8012	14	N	2	12	31	A	
3 AD20CK, AL20NZ0	88175 999-0	8-8175 100	2	N	2	10	14	A	Y
	87557 9994	8-7557 201	1	L N	2	10	3	Å	
	03328 333-0 89416 999-0	0-3320 0733	3 1	n C	2	10	10	A 4	
7 AG9ILERA, D090VAN	89664 9994	8-9664 201	1	c	2	10	3	Â	
8 AL2NZO, WA2D	89623 999-0	8-9623 195	2	Ň	2	10	10	A	
9 AL3CEA, DU3TI	88966 999-0	8-8966 100	1	С	2	10	3	Α	
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection Al	10 Records ee Filter ove							
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo Order changed to Alpha DMTEV F1 F2 F3 F4 F5 F15 F15 F15 F2 F3 F4 F5 F15 F15 F15 F15 F15 F00 ▼	ord Found Above n = Previous/Nex1 ch, F18-Clear Employ se from Selection Al F6 F7 F8 F9	10 Records ee Filter ove	lp		F15			13.02	2.00
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = Choo Order changed to Alpha ENTE F1 F2 F3 F4 F5 F1 F2 F3 F4 F5	ord Found Above n = Previous/Nex1 ch, F18-Clear Employ se from Selection Al F6 F7 F8 F9 0 0 select the Fun	10 Records ee Filter ove	corr	espo	F15 C	g to t	he e	13.02 empl	2.00 loyee
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = ChooOrder changed to AlphaENTERF1F2F3F4F5F16SETN#F18F000F000F000ActionSelect Enter(Enter) and select	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection At F6 F7 F8 F9 or select the Fun ter).	10 Records ee Filter ove	corr	espo	ndin	g to t	he e	13.02 empl	2.00 loyee
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = ChooOrder changed to AlphaImiteF1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5F6F1F2F3F4F5ActionSelectEnter(Enter)and selectImiteEnterTo sort by Name:Select	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection At F6 F7 F8 F9 or select the Fun ter). Name (Nat	18 Records ee Filter ove	corr	respo	ndin	g to t	he e	13.02 empl	2.99 loyee
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = ChooOrder changed to AlphaINTEGER F1-9 = ChooActionSelect Enter (Enter)and select INTEGER (Enter)To sort by Name: SetTo sort by Employee	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection At F6 F7 F8 F9 or select the Fun ter). lect Name (Nat Number: Select	18 Records ee Filter ove 10 T He ction key ne). Empno (12)	corr	espo no).	ndin	g to t	he e	13.0: empl	2.99 loyee
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = ChooOrder changed to AlphaINTEGE F1 F2 F3 F4 F5F1 F2 F3 F4 F	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection At F6 F7 F8 F9 or select the Fun ter). lect Name (Nat Number: Select urity Number: St	18 Records ee Filter ove 10 T He ction key ne). Empno (I elect SSI	corr Empr	respo no). (SSN)	ndin	g to t	he e	13.02 empl	2.99 loyee
FKEY = Rec or PgUp/PgD F16-new sear F1-9 = ChooseOrder changed to AlphaEnterF1F2F3F4F5F0F1F2F3F4F5F1F3F4F5To sort by Name:SetTo scroll between page	ord Found Above n = Previous/Next ch, F18-Clear Employ se from Selection At F6 F7 F8 F9 or select the Fun ter). lect Name (Nau Number: Select urity Number: Solect ges: Select the P	18 Records ee Filter ove 10 T 10 T </td <td>corr Empr (n key</td> <td>respo no). SSN/ rs on</td> <td>ndin).</td> <td>g to t</td> <td>he e</td> <td>13.02 empl</td> <td>2.00 loyee</td>	corr Empr (n key	respo no). SSN/ rs on	ndin).	g to t	he e	13.02 empl	2.00 loyee

If an ACA record already exists for the employee's Social Security Number, the following screen displays:

PCG Dist=8991 Rel=15.04.00 02/03/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Update/Display ACA Employee Data	PER 06
EMPNO 054545 already has ACA record for SSN 999087893. Use EMPNO 087893 instead —	
Press Enter Key to Continue Program	
Action	

Step	Action
5	When multiple employee ID numbers exist for the same Social Security Number:
	PCGenesis allows <u>one</u> employee ACA record to be created per Social Security Number. Therefore, if an employee ID number is entered and if an ACA record already exists for the employee's Social Security Number, a screen will be displayed with the message, <i>"EMPNO xxxxxx already has ACA record for SSN ##################################</i>
	If the ACA data should be entered under the other employee ID number, the employee and dependent ACA data must first be deleted from the existing employee ID. To move the ACA data, go to the <i>Update/Display ACA Employee Data</i> screen and use F18 to delete all of the employee's ACA data for the Calendar Year. Then, create the employee and dependent ACA data using the preferred Employee ID number.
	To delete the existing ACA data, follow the procedures in section <i>C2: Delete ACA Employee Data.</i>

Stop

Statu Emph SSN Cale	CG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV CADEVSYS CASECOND WHITE s Active Update/Display ACA Employee Data PER06 lo 87366 AB3EU, M03TY Class 1 CLASSROOM 999-08-7366 Loc 100 Location 000100 Job 2 TEACHER ndar year: 2016 2 TEACHER 1-3
1095	-C Eligible: Y RECORD ON FILE (Eligible for 1095-C) EE Share of Lowest Cost Offer of coverage code Prem, Self-Only Coverage Safe harbor code PART II, LINE 14 PART II, LINE 15 PART II, LINE 16
ALL	12 MOS JAN FEB MAR APR MAY JUN JUN JUL AUG SEP OCT NOU DEC
	F1 F2 F2 F3 <
)	Action
6	Select F9 (F9 – Switch to Update Mode).

PCG Dist=8991 Rel=16.04.00 12/22/20	16 PCW 001 SV C:\DEVSYS C:\SECONI	D WHITE	
Status Active Up EmpNo 87366 AB3EU, MO3TY SSN 999-08-7366 Loc 100 Calendar year: <mark>2016</mark>	date/Display ACA Employee Dat Location 000100	a Class 1 CLASSROOM TE Job cd 2 TEACHER 1-3	PER06 Achers
1095-C Eligible: Y RECORD ON	FILE (Eligible for 1095-C)		
Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	
ALL 12 MOS		_	
JAN Feb Mar		=	
APR May		—	
JUN JUL		—	
		Ξ	
NOV DEC			
		_	
Mode changed to update			
	F>III F8 F9 F10 F11 Per ACA Deps Emer Edu	F12 F15 C	16.04.00
Action			

Step	Action
7	Verify "Mode changed to update" displays.
	Although these instructions refer primarily to the entry of information, if the fields already contain information, or are automatically populated with information during the selection of a PF key, verify the fields' entries are correct for the employee. If the information is incorrect, make the appropriate modifications to the field entries.
8	Verify the Calendar Year field.
	The system defaults the Calendar Year field based upon the current date. If the current month is January through June, the Calendar Year field defaults to the current year minus one. If the current month is July through December, the Calendar Year field defaults to the current year.
	Select FID (F11 – Go to next calendar year) to display the <i>ACA Employee Data</i> for the next calendar year. Select FI2 (F12 – Go to previous calendar year) to display the <i>ACA Employee Data</i> for the previous calendar year.

Step	Action						
9	Enter the 1095-C Eligible field. The 1095-C Eligible field on the <i>Update/Display ACA Employee Data</i> screen indicates to the system whether the employee is considered full-time based upon IRS ACA regulations.						
	A 'Y' (Yes) value in the 1095-C Eligible field indicates that the employee is considered full-time based upon IRS ACA regulations and therefore the system will print a 1095-C for the employee.						
	A 'N' (No) value in the 1095-C Eligible field indicates that the employee is <u>not</u> considered full-time based upon IRS ACA regulations and therefore that the system will <u>not</u> print a 1095-C for the employee.						
	Valid values:						
	Y – Print a 1095-C for the employee N – Do not print a 1095-C for the employee						
10	Data can be entered on the <i>Update/Display ACA Employee Data</i> screen by keying in data for Offer of Coverage Codes , Employee Share of Lowest Cost Premium fields, and the Safe Harbor Codes by either of the following methods:						
	• ALL 12 MOS (All 12 months) – Enter the data <u>once</u> in the ALL 12 MOS row						
	and select (ENTER) to populate the JAN through DEC (January through December) rows with the same value.						
	OR						
	• Enter data for each month JAN through DEC (January through December) rows individually.						
	The data may be entered in <u>either</u> the ALL 12 MOS (All 12 months) row or the JAN through DEC rows, but not both.						
	If the JAN through DEC rows are already populated and the user would like to use the ALL 12 MOS row to populate the months with different values, the individual JAN through DEC rows must be cleared first. Then, the user can enter the data <u>once</u> in the						
	ALL 12 MOS row and select (ENTER) to populate the JAN through DEC (January through December) rows with the same value.						
Complete States through DEC	<i>eps 11 - 13</i> by entering data in <u>either</u> the ALL 12 MOS (All 12 months) row or the JAN C (January through December) rows, but not both.						
11	Enter the code or select the drop-down selection icon in the Offer of Coverage Code field to choose the employee's correct offer of coverage code based upon IRS regulations. Enter the Offer of Coverage Code for all 12 months.						
	The Offer of Coverage fields print on the employee's 1095-C form in Part II, Line 14 for each of the 12 months of the calendar year. Review IRS regulations for determining the correct codes for the employee.						

Step	Action
12	Enter the EE Share of Lowest Cost Prem, Self-Only Coverage fields.
	The EE Share of Lowest Cost Prem, Self-Only Coverage fields print on the employee's 1095-C in Part II, Line 15 for each of the 12 months of the calendar year, if applicable.
	Enter line 15 only if the coverage offered to the employee provided minimum value and code 1B , 1C , 1D , or 1E is entered for the Offer of Coverage Code . Enter the amount of the employee share of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee. Enter the amount including any cents. If the employee is not required to contribute any amount towards the premium, enter "0.00".
	If the employer did not offer health coverage, or it offered health coverage that was not minimum essential coverage or did not provide minimum value, do not complete this line.
	Review IRS regulations for a complete explanation of these fields.
13	Enter the code or select the drop-down selection icon in the Safe Harbor Code field to choose the employee's correct safe harbor code based upon IRS regulations. Enter the Safe Harbor Code for all 12 months.
	The Safe Harbor fields print on the employee's 1095-C form in Part II, Line 16 for each of the 12 months of the calendar year. Review IRS regulations for determining the correct codes for the employee.
14	Select (Enter).
	Select F3 – Print this data) to obtain a screen print of the <i>Update/Display ACA Employee Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

Step

15

PART II, LINE 14 PART II, LINE 15 PART II, LINE 16 L1 12 MOS	Offer	· of coverage code	EE Share of Lowest Cost Prem, Self-Only Coverage	Safe harbor d	code	
L 12 MOS JAN 1E 53.03 HEB 1E 53.03 APR 1E 53.03 APR 1E 53.03 JUL 1E 53.03 JUL 1E 53.03 AUG 1E 53.03 SEP 1E 53.03 OCT 1E 53.03 DEC 1E 53.03 NOU 1E 53.03 HI 53.03 DEC 1E 553.03 DEC 1E 5555 DEC 1E 55555 DEC 1E 5555555555555555555555555555555555	PAF	RT II, LINE 14	PART II, LINE 15	PART II, LINE	16	
JAN 1E 53.63	LL 12 MOS	_		_		
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H ^P H <u>1E</u> <u>53.03</u> MAY <u>1E</u> <u>53.03</u> JUN <u>1E</u> <u>53.03</u> JUL <u>1E</u> <u>53.03</u> AUG <u>1E</u> <u>53.03</u> OCT <u>1E</u> <u>53.03</u> NOU <u>1E</u> <u>53.03</u> DEC <u>1E</u> <u>53.03</u> DEC <u>1E</u> <u>53.03</u> DEC <u>1E</u> <u>53.03</u> DEC <u>1E</u> <u>53.03</u> 16.84.89	MAR	<u>1E</u>	<u>53.03</u>	_		
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Nou <u>1E</u> <u>53.03</u> DEC <u>1E</u> <u>53.03</u> Lidations passed. Save your changes.	OCT	<u>1E</u>	<u>53.03</u>	_		
Lidations passed. Save your changes. $f_{F1} \stackrel{\times}{\succ} \stackrel{F2}{\leftarrow} \stackrel{+2}{\leftarrow} $	NOU	11	<u>53.03</u>	_		
Lidations passed. Save your changes. $f_{F1} \rightarrow \mathcal{R}_{F2} \rightarrow \mathcal{R}_{F3} \oplus \mathcal{R}_{F3}$ $F_{F0} \oplus \mathcal{R}_{F3}$ $F_{F1} \oplus \mathcal{R}_{F3}$ $F_{F2} \oplus \mathcal{R}_{F3}$ $F_{F2} \oplus \mathcal{R}_{F3}$ $F_{F2} \oplus \mathcal{R}_{F3}$ $F_{F1} \oplus \mathcal{R}_{F3}$ $F_{F2} \oplus \mathcal$	DEC	<u>1</u> E	53.03	—		
Lidations passed. Save your changes. $f_{1} \triangleright R_{12} \triangleleft R_{2} \downarrow R_{2} \blacksquare F_{2} \blacksquare F_{2} \square F_{2}$						
Lidations passed. Save your changes. $f_{p1} \stackrel{\wedge}{\sim} \stackrel{\times}{s_2} \stackrel{\prec}{\prec} \stackrel{\times}{r_s \stackrel{\oplus}{=}} \stackrel{\sim}{r_s \stackrel{\to}{=}} \stackrel{\sim}{r_s \stackrel{\to}{=}} \stackrel{\sim}{r_s \stackrel{\oplus}{=}} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\oplus}{=}} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\oplus}{=}} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\oplus}{=} \stackrel{\sim}{r_s \stackrel{\to}{=} \stackrel{\sim}{r_s \stackrel{\to}{r_s \stackrel{\to}{$						
Indications passed. Save your changes. $r_1 \ge k_1 = r_2 \le k_1 = r_3 $ $r_2 \le k_1 = r_2 \le k_1 = r_2 \le r_1 \le r_2 \le k_1 = r_2 \le r_1 \le r_2 \le r_2 \le r_1 \le r_2 \le$						
$\begin{bmatrix} r_1 & k \\ r_2 & k \\ r_3 & k \\ r_5 & k \\ r_$	lidations	passed. Save your c	nanges.		0 44 Ph	00
FIG FIG Per ACA Deps Emer Edu Help	F1 ► X F2 F1 F1	👯 F3 🖨 F4 🖾 F5 🖾 F6	💷 F7 🔽 F8 🖬 F9 😚 F10 📱 F11 🕨	F12	F15 🔍 ID.04.	00
	F17 F18	∰ F	Per ACA Deps Emer Edu	Help		
	1 1					

Step

16

atus Active mpNo 87366 SN 999-08 alendar yea 095-C Eligi	e Upo AB3EU, MO3TY 3-7366 Loc 100 ar: <mark>2016</mark> Lble: <u>Y</u> RECORD ON	late/Display ACA Employee Dat Location 000100 FILE (Eligible for 1095-C)	a Class 1 CLASSROOM Job cd 2 TEACHER 1-	PER06 TEACHERS 3	
Offer PAF	• of coverage code RT II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16		
ALL 12 MOS	_		_		
JAN FEB Mar Apr Jun Jun Jun Jun Jun Sep Oct Nou Dec	1E 1E 1E 1E 1E 1E 1E 1E 1E	53.03 53.03 53.03 53.03 53.03 53.03 53.03 53.03 53.03 53.03 53.03 53.03			
ata saved [™] F1 ► Å F2 [™] F1 [™] F18	1 2 F3 3 F4 5 7 5 7 7 5 1	FP FS FS FS FS FII Per ACA Deps Emer Edu	F12 I F15 Q	16.04.00	
Actio	n				
Verify	y "Data saved"	displays, and select	(F16 – Exit)	to the Display/U	Update



Step	Action
17	Select FIG – Exit) to return to the <i>Personnel System</i> – <i>Personnel Update Menu</i> .

	PCG Dist=8991 Rel=15.02.00 06/25/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Personnel System	PERUPDTP
	FKey Personnel Update Menu	
	 2 Update/Display Personnel Data 3 Update/Display ACA Employee Data * Update/Display ACA Dependent Data 5 Update/Display Emergency Data 6 Update/Display Educational Data 	
Prog	gram PER06 completed	
Mast. F16	BP User Image: Constraint of the second sec	15.02.00
p	Action	
8	Select FIG (F16 - Exit) to return to the <i>Personnel System Maste</i> (Master) to return to the <i>Business Applications Master Menu</i> .	er Menu, or select

C2: Delete ACA Employee Data

🗖 P	PCG Dist=8991	Rel=15.02.00	06/22/2015	PCW 002	SV C:\DEVSYS	C:\SECOND	WHITE	- • ×
				P	ersonnel :	System		PERMENU
	FKeg	<u>,</u>			Master M	enu		
	1	Person	nel Update	Menu				
	4 5 6	Enhanc Legacy Person Employ	ed Substitu Leave Mer nel Reports ee Contract	te Pay and u Menu File Expo	d Leave Sys Int	tem		
	12	Salary∣ Special	Projection N Functions	vlenu Menu				
	20	File Re	organizatio	n				
Master F16	Userlist	PAY VEND						13.04.00
	Action							
	Select	F1 (F	1 - Pers	onnel U	Jpdate N	Ienu).		

	PCG Dist=8991	Rel=15.02.00 06	/22/2015 PCW 002 SV (C:\DEVSYS C:\	SECOND	WHITE	
			Pers	onnel Syste	m.		PERUPDTP
	FKe	y .	Person	nel Update	Menu		
	2 3 4 5 6	Update/Di Update/Di Update/Di Update/Di Update/Di	splay Personnel Data splay ACA Employee I splay ACA Dependent splay Emergency Data splay Educational Dat	Data Data a a			
M	laster ^{Uset} list s (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	PAY VEND MONITOR MONITOR					15.02.00
ep	Action						
2	Select	<u>3</u> (F3 -	Update/Displa	y ACA E	mployee D	ata).	

	PCG Dist=8991 Rel=15.02.00 (06/22/2015 PCW 003 SV C:\D	EVSYS C:\SECOND	WHITE	
		Display ACA Employee Select Employee	Data		PAYFIND
Fi	ilter not active			Current Order Emp Number	
	Input:				
FI	key Name	Empno	SSN Loc	Cls Cert Pens ContMo	13 Job Stat Mth
	Input E F16 to	imployee Number or N Exit, F18 Clear emplo	ame or SSN - yee filter	Press Enter Key	
	F1-9 =	Choose from Selectio	n Above		
ENTER					12 82 88
F16	FI F2 F3 F4 SET 11 F2 F3 F4 F12	F5 F6 F7 F8 F	19 F10 1	Help	13.02.00
	Action				
	Acuon			-	
	Enter the numbe	r in the Input field	d, select	🗹 (Enter - Contin	ue), and proc
	5.	_			_
	If the employee r	umber is unknown	n, enter the e	employee's complet	e or partial na
	Social Security	Number in the "In	nput" field,	and select Enter.	Entering a co
	partial name in	the Name field a	lisplays the	results most close	ely matching a

criteria entered. Proceed to Step 4.

	Display ACA Employee Select Employee	e Data							PAYF	IND
Filter set: Status				I	Curren Name	t Ord	ler			40
Eurrent Ekeu Name	Empno	SSN	Loc	C15	Cert	Pens	ContMo	Job	Stat	та Mth
Enter AB3EU, ET3AN	88942	999-08-5555	108	1	C	2	10	6	A	men
1 AB3EU, MO3TY	87742	999-08-7742	2050	18	N	0	12	42	Α	
2 AC9ER, NU9IA	88120	999-08-8120	8012	14	N	2	12	31	Α	
3 AD20CK, AL20NZ0	88175	999-08-8175	100	2	N	2	10	14	Α	Y
4 AD4IR, HE4MA	87557	999-08-7557	201	1	C	2	10	3	Α	
5 AD9ISON, BR9CE	89928	999-08-9928	6793	3	N	0		16	Α	
6 AD9MSON, MA9AGARET	89416	999-08-9416	195	1	С	2	10	8	A	
7 AG9ILERA, D090VAN	89664	999-08-9664	201	1	C	2	10	3	A	
8 AL2NZU, WA2D	89623	999-08-9623	195	2	N	2	10	10	A	
ALJULA, DUJII	00500	222-00-0200	100		L	2	10	э	м	
FKEY or PgU F16-new F1-9 = Order changed to Alpha	= Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select:	e s/Next 10 Re Employee Fil ion Above	ecords Lter				- 1			
FKEY or PgU F16-new F16-new F19 = Order changed to Alpha Imite F1 F2 F3 F4 F16 F177 F16 F07 F08 F007 F007 Action Action Action Action Action	= Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8	e 5/Next 10 Re Employee Fil ion Above F9 _{F10} T	ecords Lter He	Ip		F15	<u>्</u>		13.0	2.00
FKEY or PgU F16-new F1-9 = Order changed to Alpha FI = F2 F3 F4 FI F3 F4 FI F3 F4 FI F3 F4 F1 F2	= Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 m▼	e 5/Next 10 Re Employee Fil ion Above F9 FIO T FUNCTION	ecords Lter He	lp COTI	respo	ndir	a j	he e	13.0	2.00 lovee
FKEY or PgU F16-new F1-9 = Order changed to Alpha ENTER F1 F2 F3 F4 F15 F15 F15 F15 F15 F15 F15 F15 F15 F15	F Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 m▼ ■ ■ ■ ter) or select the (Enter).	F9 F0 T	ecords iter He	IP COTI	respo	ndir	a la	he e	13.0 emp]	2.99 loyee
FKEY or PgU F16-new F1-9 = Order changed to Alpha FT F2 F3 F4 FF F3 F4 F5 F4 F5 F3 F4 F5 F4 F5 F4 F5 F4 F5 F4 F5 F4 F5 F4 F5 F4 F5 F4	F Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 m▼ ■ ■ ■ ter) or select the (Enter). Select Name	F9 F10 T F10	ecords iter	lp corr	respo	P 15	ng to t	he e	13.0	2.99 loyee
FKEY or PgU F16-new F1-9 =Order changed to AlphaImage F1F2F3F4Image F1F1F2F3Image F1F1F2F3Image F1F1F2F3Image F1F1F2F3Image F1F1F2F3Image F1F1F2F3Image F1F1F2F3Image F1F3F4Image F1F3F4Image F1F3Image F3F3Image F3F3Image F3F3Image F3F3Image F3F3Image F3F3Image F3F3Image F3F3Image F3F3	■ Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 Image: A second	F9 F10 T F9 F10 T F9 F10 T F0 T F0 T F0 T F0 T F0 T F0 T F0 T F	He He key	lp corr	respo no).	ndir	ng to t	he c	13.0	2.99 loyee
FKEY or PgU F16-new F1-9 =Order changed to AlphaImage F1F2F3F4Image F1F3F4Image F3F4F4Image F3F4Image F3F4Image F3F3Image F3F4Image F3F4Image F3F4Image F3F4Image F3F4 <td>■ Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 www Image: Select the (Enter). Select Select Name yee Number: Se Security Numbe</td> <td>F9 F10 T F9 F10 T F9 F10 T F0 T F0 T F0 T F0 T F0 T F0 T F0 T F</br></br></br></td> <td>he he he he he he he he he he he he he h</td> <td>corr</td> <td>respo no). (SSN)</td> <td>ndir</td> <td>ng to t</td> <td>he e</td> <td>13.0</td> <td>2.00 loyee</td>	■ Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 www Image: Select the (Enter). Select Select Name yee Number: Se Security Numbe	F9 F10 T F9 F10 T F9 F10 T F0 T F0 T F0 T F0 T 	he he he he he he he he he he he he he h	corr	respo no). (SSN)	ndir	ng to t	he e	13.0	2.00 loyee
FKEY or PgU F16-new F1-9 =Order changed to AlphaENTERF1F2F3F4F1F2F3F4 $rder$ PrePrePrePrePreNoActionSelectEnter(Enter and selectTo sort by Name: To sort by Employ To sort by Social To scroll between	■ Record Found Above p/PgDn = Previous search, F18-Clear I Choose from Select: F5 F6 F7 F8 Image: Select the (Enter). Select Name yee Number: Se Security Numbe a pages: Select t	F9 F10 T F9 F10 T F9 F10 T F9 F10 T F9 F10 T F0 T	he Records He He Key (E SSN (PgDr	corr	respo no). (SSN) vs on	ndir).	ng to t	he e	13.0	2.99 loyee

EmpNo 88402 HY4TT, SE4 SSN 999-08-8402 Lo Calendar year: <mark>2016</mark>	c 6793 Location 006793	Class Job cd	3 SUBSTITUTE 16 SUBSTITUTE	TEACHERS
1095-C Eligible: Y REC	ORD ON FILE (Eligible for 1095-C)			
Offer of coverage PART II, LINE 1	EE Share of Lowest Cost code Prem, Self-Only Coverage 4 PART II, LINE 15	Safe PART	harbor code II, LINE 16	
ALL 12 MOS				
JAN 1E FEB 1E MAR 1E APR 1E JUN 1E JUN 1E JUL 1E AUG 1E SEP 1E OCT 1E NOU 1E DEC 1E	53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02 53.02			
	rs V ro V	F12 Help	FIS Q	16.04.00
Action				

PCG Dist=8991 Rel=16.04.00 12/22/201	6 PCW 001 SV C:\DEVSYS C:\SECON	D WHITE	
Status Active Upd EmpNo 88462 HY4TT, SE4 SSN 999-08-8402 Loc 6793 Calendar year: 2016	late/Display ACA Employee Dat Location 006793	ta Class 3 SUBSTITUTE Job cd 16 SUBSTITUTE	PER 06 Teachers Teachers
1095-C Eligible: Y RECORD ON	FILE (Eligible for 1095-C)		
Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	
ALL 12 MOS		_	
JAN <u>1E</u> FEB <u>1E</u> MAR <u>1E</u> APR <u>1E</u> MAY <u>1E</u> JUN 1E	<u>53.62</u> <u>53.62</u> <u>53.62</u> <u>53.62</u> <u>53.62</u> 53.62	 	
JUL 1E AUG 1E SEP 1E OCT 1E NOV 1E	<u>53.02</u> <u>53.02</u> <u>53.02</u> <u>53.02</u> <u>53.02</u> <u>53.02</u>	=	
VEC <u>TE</u> Mode changed to update	<u> </u>	_	
ENTER F1 ▶ ℜ F2 ◀ ℜ F3 ♣ F4 ♣ F5 € F6 F16 ♣ F17 ♣ F18 ♣<	Fr Fr<	F12 F15 F15 F15 F15 F15 F15 F15 F15	16.04.00

Step	Action
6	Verify "Mode changed to update" displays.
7	Verify the Calendar Year field.
	The system defaults the Calendar Year field based upon the current date. If the current month is January through June, the Calendar Year field defaults to the current year minus one. If the current month is July through December, the Calendar Year field defaults to the current year.
	Select FID (F11 – Go to next calendar year) to display the <i>ACA Employee Data</i> for the next calendar year. Select FI2 (F12 – Go to previous calendar year) to display the <i>ACA Employee Data</i> for the previous calendar year.
8	To delete the record, select F18 – Delete ACA Data).
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display ACA Employee Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

The dialog box displays:

Step 9

Delete ACA data for the employee? NOTE: Dependent ACA data will also be deleted for this employee.
<u>Y</u> es <u>N</u> o
ction

(Yes) to delete the employee's ACA data. The following screen displays:

Select

<u>Y</u>es

PCG Dist=8991 Rel=16.04.00 12/22/2 tatus Active Up EmpNo 88462 HY4TT, SE4 SSN 999-68-8462 Loc 6793	016 PCW 001 SV C:\DEVSYS C:\SECON date/Display ACA Employee Dat Cocation 006793) WHITE a Class 3 SUBSTITUTE Job cd 16 SUBSTITUTE	PERØ6 TEACHERS TEACHERS
Calendar year: 2016 1095-C Eligible: _ ACA RECO Offer of coverage code	RD NOT ON FILE EE Share of Lowest Cost Prom Salf-Only Couerage	Safe harbor code	
PART II, LINE 14	PART II, LINE 15	PART II, LINE 16	
ALL 12 MUS		—	
FEB		Ξ	
MAR APR		_	
		Ξ	
JUL		—	
AUG SEP		_	
OCT Nov		—	
DEC		Ξ	
ACA 1895-C record does NOT exi Data deleted	st for employee		
	Per ACA Deps Emer Edu	F12 F15 C	16.04.00
16 V F17 PT F18 P			

Step	Action
10	Verify " <i>Data deleted</i> " displays and verify the 1095-C Eligible field is blank. Select F16 (F16 – Exit) to the <i>Display/Update ACA Employee Data - Select Employee</i> screen.



Step	Action
11	Select F16 – Exit) to return to the <i>Personnel System</i> – <i>Personnel Update Menu</i> .

E F	PCG Dist=8991 Rel=15.02.00 06/25/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Personnel System	PERUPDTP
	FKey Personnel Update Menu	
	 2 2 2 2 3 3	
Progr	ram PER06 completed	
Master F16	User PAY VEND Image: Constraint of the second s	15.02.00
p	Action	
2	Select FIG (F16 - Exit) to return to the <i>Personnel System Maste</i> (Master) to return to the <i>Business Applications Master Menu</i> .	er Menu, or select

Procedure D: ACA Dependent Data

Two ACA maintenance screens are available in PCGenesis on the *Personnel Update Menu*: *Update/Display ACA Employee Data* and *Update/Display ACA Dependent Data*. The purpose of these data entry screens is to facilitate producing IRS forms 1094-C and 1095-C for Affordable Healthcare reporting.

Below is information which details the **Form 1095-C** that is required starting in calendar year 2015. These forms will be produced at the same time as the W-2 forms, with a due date of January 31 of the reporting year. The forms and instructions can be found at <u>www.IRS.gov</u>. It is highly recommended that school district officials go to the IRS website and print and read the instructions for the 1094-C and the 1095-C.

Form 1095-C: Employer-Provided Health Insurance Offer and Coverage

- Form 1095-C is an employee statement.
- Form 1095-C answers the question of whether the employer met the *Penalty B* threshold as related to the Patient Protection and Affordable Care Act (ACA).
- Form 1095-C: Part III Covered Individuals:
 - Complete Part III ONLY if the employee <u>enrolled</u> in the employer-sponsored health coverage.
 - Columns (a) through (e) must be completed for each individual enrolled in the coverage, **including the employee himself**.
 - Column (d) or (e) must indicate the months in which the individual was covered.

art III Covered Individuals If Employer provided self-insure	d coverage, check th	e box and enter th	e informatio	on for e	ach co	vered ir	ndividua	al. 🗌							
(a) Name of asymptotic individual(a)	(b) CON	(c) DOB (If SSN is	(d) Covered					(e)	Months	of Covera	ige				
(a) Name of covered individual(s)	(b) 55N	not available)	all 12 months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
,															
)															

The *Update/Display ACA Dependent Data* screen allows entry of the employee data required for IRS form 1095-C. The data on the *Update/Display ACA Dependent Data* screen will be populated from the SHBP/ADP file-feed. For **GHI-eligible employees** who are <u>offered</u> coverage through SHBP, districts will receive a file-feed from SHBP/ADP. This transmission file from SHBP/ADP will contain the necessary information to populate the *Update/Display ACA Dependent Data* screen for those GHI-eligible employees. The transmission file contains those GHI-eligible employees' dependent information.

The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis reads the ADP file and loads <u>dependent</u> names, SSN's and date of births but <u>NOT</u> the months of coverage. PCGenesis will <u>NOT</u> read the ADP file to load **Offer of Coverage Codes**, **Safe Harbor Codes**, or months of coverage for employees or dependents.

For additional information about the ACA processes supported by PCGenesis, refer to the <u>Payroll</u> <u>System Operations Guide</u>, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports – 1095-C Statement Processing.

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

<u>NOTE</u>: Data can't be entered on the *Update/Display ACA Dependent Data* screen until the <u>employee</u> ACA data is created on the *Update/Display ACA Employee Data* screen. The **1095-C Eligible Flag** on the *Update/Display ACA Employee Data* screen must be set to '**Y**' before any dependent data can be entered into the system for the employee. A **1095-C Eligible Flag** of '**Y**' indicates to the system that the employee is full-time for ACA, that the employee will receive an IRS form 1095-C, and that the employee is eligible to report dependents on IRS form 1095-C.

The Employer Shared Responsibility Provisions under the Affordable Care Act do include penalties related to failure to comply with the employer responsibilities. Detailed information is located at http://www.irs.gov/Affordable-Care-Act/Employers/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act.

D1: Update/Display ACA Dependent Data

Note: According to IRS specifications, dependent coverage data (Part III, columns (a) through (e) on IRS form 1095-C) must be completed for each individual enrolled in the coverage, **including the employee himself**.

D PC	G Dist=8991	Rel=15.02.00 06/22/2015 P	CW 002 SV C:\DEVS	YS C:\SECOND	WHITE	
			Personne:	L System		PERMENU
	FKey		Master	Menu		
	1	Personnel Update M	enu			
	4	Enhanced Substitute Legacy Leave Menu	e Pay and Leave S	ystem		
	 11	Personnel Reports M Employee Contract F	file Export			
	12	Salary Projection Me	enu			
		opecial functions M	CIIU			
	20	File Reorganization				
Master	^{User} list (145) Vord S	PAY VEND MONITOR				13.04.00
	Action					

1	Select F1 (F1 - Personnel Update Menu).					
	PCG Dist=8991 Re	el=15.02.00 06/22/2015 PC	W 002 SV C:\DEVSYS	C:\SECOND	WHITE	
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			Personnel Sys	tem		PERUPDTP
	FKey 		Personnel Updat	e Menu		
	3 - 4 - 5 - 6 -	 Update/Display Pers Update/Display ACA I Update/Display ACA I Update/Display ACA I Update/Display Educ Update/Display Educ 	onnel Data Employee Data Dependent Data gency Data ational Data			
M	flaster ^{User} List 16 CP (Lies Words) M	PAY VEND MONITOR				15.02.00
p	Action					
2	Select 4	• (F4 - Update	Display ACA	Dependent I	Data).	

Update/	Display ACA Dependent D Select Employee	ata			PAYFIND
Filter not active			Current Or Emp Numbe	der Pr	
Input:					40
Fkey Name	Empno SS	N Loc	Cls Cert Pens	; ContMo ,	Job Stat Mth
Input Empl	oyee Number or Name	or SSN -	Press Enter Ke	'y	
F16 to Exi F1-9 = Ch	t, F18 Clear employee f oose from Selection Abo	ilter ve			
	F6 F7 F8 F9 F10	Т	Elp F1	<u>.a</u>	13.02.00
Action					
Enter the number in	n the Input field, se	lect	🖊 (Enter -	Continu	ie), and proc
5.					
If the employee num	ıber is unknown, en	ter the e	mployee's co	omplete	or partial n
$\mathbf{C} = \begin{bmatrix} \mathbf{I} & \mathbf{I} \\ \mathbf{C} \end{bmatrix} \begin{bmatrix} \mathbf{I} & \mathbf{I} \\ \mathbf{I} \end{bmatrix} \begin{bmatrix} \mathbf{I} \\ \mathbf{I} \end{bmatrix} \begin{bmatrix} \mathbf{I} \\ \mathbf{I} \end{bmatrix} \begin{bmatrix} \mathbf{I} \\ \mathbf{I} \end{bmatrix}$	and an in all with a	,			r

criteria entered. Proceed to Step 4.

	07/09/2015 PCW 001 SV C: ate/Display ACA Deper	DEVSYS C:\SEC	OND	-	WHITE				PAYF	IND
Filter not active Current Fkey Name Enter AB3EU, ET3AN 1 AB3EU, MO3TY 2 AB4EY, LE4NARDO 3 AB4EY, LI4LIAM 4 AC9ER, MO9AMMED 5 AC9ER, NU9IA 6 AD2ER, TA2 7 AD2ER, ZA2A 8 AD20CK, AL20NZO 9 AD20CK, FR2DDA	Select Employee <u>Empno</u> 88942 87742 87893 89093 89093 89320 88120 88127 89327 88175 89375	SSN 999-08-5555 999-08-7742 999-08-7833 999-08-9033 999-08-9320 999-08-8120 999-08-8127 999-08-8127 999-08-8175 999-08-9375	Loc 108 2050 201 201 2050 8012 108 6790 100 2050	Cls (1 18 9 1 3 14 1 3 2 16	Irren lame C N N C N N C N N N N	t Ord 2 2 2 2 0 2 2 0 2 0 2 0	er 10 12 10 10 10 10 12 10 10 10	Job 6 42 27 3 16 31 6 16 14 36	Stat A T I A T I A I	13 Mth
FKEY or Pg F16-ne F1-9 Order changed to Alpha ENTEY F1 F2 F3 F4 F16 F19 F10 F1000000000000000000000000000000000000	= Record Found Above Jp/PgDn = Previous w search, F18-Clear F = Choose from Select: F5 F6 F7 F8 rom▼	2 5/Next 10 Re imployee Fil ion Above F9 ro ▼	cords ter Hel	D		F15	2		13.0	12 . 00
Action		-	_							
Action Select Enter (Er	ter) or select the	Function	key (corre	espo	ndin	ig to t	he e	emp	loyee's
Action Select Enter (Er and select To sort by Name	ter) or select the (Enter). : Select Name	Function	key (corre	espo	ndin	ig to t	he e	emp	loyee's
Action Select Enter (Er and select To sort by Name To sort by Emplo	ter) or select the (Enter). : Select Name ovee Number: Se	Function (Name). lect Empr	key (corre	espo	ndin	ıg to t	he e	emp	loyee's
Action Select Enter (Er and select To sort by Name To sort by Emplo	ter) or select the (Enter). : Select Name oyee Number: Se Security Numbe	Function (Name). lect Empr	key o (E SSN	corre mpn	espo o).	ndin	ig to t	he e	emp	loyee's
Action Select Enter (Er and select To sort by Name To sort by Emplo To sort by Socia To scroll betwee	ter) or select the (Enter). : Select Name oyee Number: Se Security Number n pages: Select t	Function (Name). lect Empr r: Select he PgUn/	key o (E SSN	corre mpn (S keys	espo o). SSN,	ndin).	ig to t	he e	emp	loyee's

If an ACA record already exists for the employee's Social Security Number, the following screen displays:

PCG Dist=8991 Rel=15.04.00 02/03/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Update/Display ACA Dependent Data	PER07
EMPNO 054545 already has ACA record for SSN 999087893. Use EMPNO 087893 instead	
Press Enter Key To Continue Program	

Step	Action
5	When multiple employee ID numbers exist for the same Social Security Number:
	PCGenesis allows <u>one</u> employee ACA record to be created per Social Security Number. Therefore, if an employee ID number is entered and if an ACA record already exists for the employee's Social Security Number, a screen will be displayed with the message, <i>"EMPNO xxxxxx already has ACA record for SSN ##################################</i>
	If the ACA data should be entered under the other employee ID number, the employee and dependent ACA data must first be deleted from the existing employee ID. To move the ACA data, go to the <i>Update/Display ACA Employee Data</i> screen and use F18 to delete all of the employee's ACA data for the Calendar Year. Then, create the employee and dependent ACA data using the preferred Employee ID number.
	To delete the existing ACA data, follow the procedures in section <i>C2: Delete ACA Employee Data.</i>

C: 01	alend SSN BIRT 999 11/0	lar 14 [08 11/1	year: 0ATE 6424 1988	: 2015 SEX Spouse F N	(L) (F) (M) (B)	NAME RELATIONSH AI9SWORTH CO9NELL SELE	IP		JAN N	FEB N	MAR N	I Apr N	10NTI MAY N	is of Jun N	T COL JUL N	VERAI AUG Y	GE SEP Y	OCT Y	NOV Y	DE Y
02	999 12/1	89 571	8787 1986	M Y	(L) (F) (M) (R)	AI9SWORTH RA8LP7 SPOUSE			N	N	Ν	N	N	N	N	Y	Y	Y	Y	Y
03	000	00	0000		(L) (F) (M) (R)															
64	000	00	0000		(L) (F) (M) (R)															
05	000	00	0000		(L) (F) (M) (R)															
ENTE	F1	►¥ E>	F2 ◀発	F3 🖨 F4	бА г	Fs 🚺 F7		F9 I	/ F10	T Fi		F12 🛃			F	15 Q			15.	84 .

Step	Action
6	Select F9 – Switch to Update Mode).

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01	SSN BIF <mark>999</mark>	1 RTH DATE 08 <u>642</u>	SE SPOU 4 E	X SE (L)	NAME Relatio <u>Ai9swor</u>	NSHIP TH		JAN <u>N</u>	FEB N	MAR <u>N</u>	I Apr <u>N</u>	Monti May <u>N</u>	HS OF Jun <u>N</u>	COU JUL <u>N</u>	JERA(Aug <mark>y</mark>	GE SEP <u>Y</u>	OCT Y	NOV Y	DEC
	11/	<u>'01/1988</u>	<u>.</u> <u>N</u>	(F) (M) (R)	CO9NELL SELF		_												
02	<u>999</u> 12/	<u>89</u> 878 15/1986	Z <u>M</u> . Y	(L) (F) (M) (R)	AI9SWOR RA8LP7 SPOUSE	TH		М	N	N	M	M	M	M	¥	¥	¥	¥	¥
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04	<u>00(</u>	<u>00 000</u>	<u>. </u>	(L) (F) (M) (R)				-	-	-	-	-	-	-	-	-	-	-	-
05	<u>00(</u>	<u>) 00 000</u>	<u>. </u>	(L) (F) (M) (R)				-	-	-	-	-	-	-	-	-	-	-	-
MO ENT F16	de c ∛∕	:hanged _{F1} ▶ X _{F2} ◀ F12 ➡ F18 1	to upda I& r₃ 🎒 IB	<mark>те</mark> F464 F	Fe IA	F7	F8 🖬 F9	SS F10 ner E	¶ ⊧ du	" Þ	F12 🖣 Help			F1	<u>د</u> کر			15.0	94.00

Step	Action
7	Verify "Mode changed to update" displays.
	NOTE: Data can't be entered on the <i>Update/Display ACA Dependent Data</i> screen until the <u>employee</u> ACA data is created on the <i>Update/Display ACA Employee Data</i> screen, otherwise the message "ACA record must exist for employee before dependents can be added" is displayed.
	The 1095-C Eligible Flag on the <i>Update/Display ACA Employee Data</i> screen must be set to ' Y ' before any dependent data can be entered into the system for the employee, otherwise the message "1095-C Eligible Flag must be 'Y' before dependents can be added" is displayed.
	Although these instructions refer primarily to the entry of information, if the fields already contain information, or are automatically populated with information during the selection of an Fkey, verify the fields' entries are correct for the employee. If the information is incorrect, make the appropriate modifications to the field entries.

Step	Action
8	Verify the Calendar Year field.
	The system defaults the Calendar Year field based upon the current date. If the current month is January through June, the Calendar Year field defaults to the current year minus one. If the current month is July through December, the Calendar Year field defaults to the current year.
	Select $\mathbf{F11} = \mathbf{G}$ (F11 – Go to next calendar year) to display the <i>ACA Dependent Data</i> for the next calendar year. Select $\mathbf{F12} = \mathbf{G}$ (F12 – Go to previous calendar year) to display the <i>ACA Dependent Data</i> for the previous calendar year.
9	Enter the dependent's social security number in the SSN (Social Security Number) field.
10	Enter the dependent's date of birth (MM/DD/CCYY) in the Birth Date field.
	The Birth Date field is optional if the dependent's social security number has been entered in the SSN field.
11	Enter F (Female) or M (Male) in the Sex Code field to identify the dependent's gender. <i>The</i> Sex Code <i>is an optional field</i> .
12	Enter N (Not the spouse) or Y (Spouse) in the Spouse field to identify whether or not the dependent is a spouse.
	The Spouse Code is an optional field.
13	Enter the dependent's last name, up to twenty (20) characters in the NAME (L) field. <i>The last name field is a required field</i> .
14	Enter the dependent's first name, up to fifteen (15) characters in the NAME (F) field. <i>The First name is a required field</i> .
15	Enter the dependent's middle name or middle initial, up to fifteen (15) characters in the NAME (M) field.
	The Middle name or initial is an optional field.
16	Enter the dependent's relationship to the employee, up to fifteen (15) characters, in the RELATIONSHIP (R) field.
	The Relationship is an optional field.

Step	Action
17	Enter the Months of Coverage fields for January (JAN) through December (DEC). The Months of Coverage fields on the <i>Update/Display ACA Dependent Data</i> screen indicate to the system whether the dependent was covered by the employee's healthcare plan at any time during the calendar year. Enter the Months of Coverage field for all 12 months.
	Valid values:
	\mathbf{Y} – The dependent was covered by the employee's healthcare plan \mathbf{N} – The dependent was <u>not</u> covered by the employee's healthcare plan
18	Select (Enter).
	Select $\mathbf{F3} \rightarrow \mathbf{F3}$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display ACA Dependent Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

Step

SSN SEX NAME BIRTH DATE SPOUSE RELATIONSHIP JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOU DEC 01 999 88 6424 11/01/1988 N N N </th <th>catus Hettive EmpNo 86424 AI9SWORTH, SSN 999-08-6424 Calendar year: <mark>2015</mark></th> <th>Update/Display HCH Depa , CO9NELL Loc 5050 Location 005050</th> <th>endent</th> <th>c vat</th> <th>a</th> <th>Clas Job</th> <th>s cd</th> <th>3 1 13 (</th> <th>IO MO Class</th> <th>). TI Srooi</th> <th>EACHI 1 tei</th> <th>ERS Achei</th> <th>PERI</th> <th>97</th>	catus Hettive EmpNo 86424 AI9SWORTH, SSN 999-08-6424 Calendar year: <mark>2015</mark>	Update/Display HCH Depa , CO9NELL Loc 5050 Location 005050	endent	c vat	a	Clas Job	s cd	3 1 13 (IO MO Class). TI Srooi	EACHI 1 tei	ERS Achei	PERI	97
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04 000 00 000 (L) (M) (R) 05 000 0000 (L) (M) (R) 05 000 0000 (B) (R) Validations passed. Save your changes. Intervent product of the product	3 <u>000 00 0000 </u>	(L)	-	-	-	-	-	-	-	-	-	-	-	-
05 000 00 0000 (L) (F) (M) (R) Validations passed. Save your changes. ^{MN} r₁ ▶ Å r₂ ◀ Å r₂ ∰ r⊮EA r₅EV r∈EA r₂ [V] r∈ ■ r₅ 60° rю V rn ▶ r₂ ◀ r∈ Q 15.04.00 ref ▶ r₂ ➡ Å r₂ ◀ Å r₂ ∰ r EV r∈ A CA Deps Emer Edu Help	4 <u>000 00 0000 </u>	(L)	-	-	-	-	-	-	-	-	-	-	-	-
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19 Verify "Validations passed. Save your changes." displays and select **F8** – Save changes).

PCG Dist=8991 Status Active EmpNo 86424 A SSN 999-08- Calendar year	Rel=15.04.00 02/03/2016 PCW 001 Update/Display A I9SWORTH, CO9NELL 6424 Loc 5050 Location : 2015	SV C:\DEVSYS ICA Dependent 005050	C:\SECOND t Data	Class Job cd	WHITE 3 10 MO 13 CLASS	. TEACHERS Room teach	PER 07 ERS
SSN BIRTH DATE 01 <u>999 08 6424</u> <u>11/01/1988</u>	SEX NAME SPOUSE RELATIONSHIP E (L) A19SWORTH M (F) CO9NELL (M)	JAN N 	FEB MAR <u>N</u> N	Monti Apr May <u>N N</u>	HS OF COV Jun Jul <u>N</u> N	ERAGE Aug sep oc Y Y Y	T NOV DEC <u>Y</u> Y
62 <u>999 89 8787</u> <u>12/15/1986</u>	M (L) <u>A19SWORTH</u> <u>Y</u> (F) <u>RA8LP7</u> (M) (R) <u>Spouse</u>	<u> </u>	ЫЙ	ЫИ	<u>N N</u>	Y Y Y	<u>v</u> v
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Action							
Verify Depend	"Data saved" display dent Data - Select Emp	s, and sel	ect <u>F15</u> en.	(F	16 – E	xit) to th	ne Display/



Step	Action
21	Select F16 – Exit) to return to the <i>Personnel System</i> – <i>Personnel Update Menu</i> .

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	Action									
	Select L	•••• (F r) to retu	16 - Exitern to the	to retu Busine	ırn to th ss Appl	ne Perso ication	onnel Sy s Maste	ystem N er Menu	laster N	<i>lenu</i> , or sele

D2: Delete ALL ACA Dependent Data

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					Personnel S	System			PERMENU
	FKey 	1			Master Mo	enu			
	1	Person	nel Update	Menu					
	4 5 6	Enhanc Legacy Person	ed Substitu Leave Mer nel Reports	ite Pay an iu : Menu	nd Leave Sys	tem			
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Maste F16	er ^{User} list D (Duess Words)	PAY VEND						_	13.04.00
	Action								
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р	Action						
2	Select	4 (F 4 -	Update/Displa	ay ACA I	Dependent I	Data).	

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Filter not activ	Je				Currei Emp I	nt Order Number		
	Input:							40
Fkey Name		Empno	SSN	Loc	Cls Cert	Pens Cont	:Mo Job \$	Stat Mth
	Input Employee F16 to Exit, F	Number or N 18 Clear emplo	ame or S yee filter	SN -	Press Ento	er Key		
	F1-9 = Choose	e from Selectio	n Above					
ENTER F1 F2 F3	3 F4 F5 F6	6 F7 F8 F	9 F10			FIS Q		13.02.00
F16 F17 H F18 🐼	PGUPA PGDNV			Hel	lp			
Action								
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Enter the 5.	number in th	e Input fiel	d, select		□ (Ente	r - Cont	inue),	and proc
If the emp	oloyee numbe	r is unknowi	n, enter t	he en	nployee	's compl	ete or	partial n
If the emp Social Sec	oloyee numbe curity Numbe	r is unknown er in the "In	n, enter t nput" fie	he en eld, a	nployee nd selec	's compl ct Enter	ete or . Ente	partial n ering a c

criteria entered. Proceed to Step 4.

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l f	4 AC9ER, MO9AMMED 5 AC9ER, NU9IA	89320 999-08-9320 88120 999-08-8120	2050 2050 8012	3 14	N N	0 1 2 1	10 12	16 31	I A			
	6 AD2ER, TA2 7 AD2ER 7626	88127 999-08-8127 89327 999-08-9327	/ 108 / 6790	1 3	C N	2 1 0 1	10 10	6 16	Т			
ļ	8 AD20CK, AL20NZ0	88175 999-08-817	100	2	N	2 1	10	14	Å	Y		
1	9 AD2UCK, FR2DDA	89375 999-08-937	2050	16	N	U	10	36	1			
ENTER F16	F1 F2 F3 F4 F5 F6 StTh## F10 P00F▲ P00F▲ P00N▼ Action	F7 F8 F9 F10 T	He	lp		F15		1	13.02	2.00		
	Select Enter (Enter) or	select the Functio	n key	corre	spor	nding	to th	e ei	mpl	oyee'		
	and select (Enter).	U		1	U			1	5		
	To sort by Name: Select	Name (Name).										
	To sort by Employee Number: Select Empno (Empno).											
	To sort by Social Securit	ty Number: Select	SSN	1 (S	SSN)							
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55 BI 01 99 11	N RTH 9 08 /01/	DATE 6424 1988	SEX SPOUSE F N	(L) (F) (M) (R)	NAME RELATIONSHIP AI9SWORTH CO9NELL SELF		JAN N	FEB N	MAR N	I APR N	May N	JUN JUN N	F CU JUL N	VERA AUG Y	GE – SEP Y	OCT Y	NOV Y	DE Y
02 99 12	989 /15/	8787 1986	M Y	(L) (F) (M) (R)	AI9SWORTH Ra8lp7 Spouse		N	N	N	N	N	N	N	Y	Y	Y	Y	Y
03 00	0 00	0000		(L) (F) (M) (R)														
04 00	0 00	0000		(L) (F) (M) (R)														
05 00	0 00	0000		(L) (F) (M) (R)														
	F1 -	F 2 € F10 ∰	F3 🖨 F4	F 9	Feita F2IV Per ACA	F8 F9 F9 Deps Eme	F10 F10 F10	1 F1	, Þ	F12 🖣 Help			F	15 Q			15.	04.
	A	ction																

	PCG	i Dist=8991	Rel=15.04	4.00 0	2/03/201	6 PCW 00	1 SV C:	DEVS	/s (C:\SEC	COND			WHIT	E					x c
Sta Em SS	itus ipNo N	Active 86424 Al 999-08-6	19SWORTH 5424	U H, CO Loc	pdate/ 9NELL 5050	Display Locatio	ACA DO n 0050!	epend 50	lent	Dat	ta	Clas Job	ss cd	3 1 13 0	0 MC). TE Sroot	EACHI 1 tei	ERS Ache	PER:	37
01	SSN BIR1 <u>999</u> 11/0	1ar year: [H DATE <u>08 6424</u> <u>31/1988</u>	SPOUSE SPOUSE N	E (L) (F) (M)	NAME Relat <u>A19Sw</u> Co9ne	IONSHIP Orth Ll		- J	ian <u>N</u>	FEB <u>N</u>	MAR <u>N</u>	M APR <u>N</u>	10nti May <u>N</u>	HS OF Jun <u>N</u>	COU JUL <u>N</u>	JERA(AUG <u>Y</u>	SE SEP <u>Y</u>	OCT Y	NOV <u>Y</u>	DEC Y
02	<u>999</u> 12/1	<u>89</u> 8787 15/1986	M Y	(R) (L) (F) (M) (R)	SELF A19SW RA8LP SPOUS	<u>orth</u> 7 E			М	M	M	N	M	N	M	¥	¥	¥	¥	¥
03	<u>000</u>	<u>00 0000</u>	Ξ	(L) (F) (M) (R)				_	-	-	-	-	-	-	-	-	-	-	-	-
64	<u>000</u>	<u>00 0000</u>	_	(L) (F) (M) (R)				_	-	-	-	-	-	-	-	-	-	-	-	-
05	<u>000</u>	<u>90 0909</u> 	Ξ	(L) (F) (M) (R)				_	-	-	-	-	-	-	-	-	-	-	-	-
	e ct Fi Fi Fi	nanged to ▶ 关 F2 ◀ 关 □ □ F18 節	F3 🚭 F4		56 T F6	er ACA	F8 🖬 Deps	F3 66 Emer	F10 Ed	<mark>Г</mark> F1 U	, 🕨	F12 🛃 Help		_	FI	<u>a</u>			15.	34.00

Step	Action
6	Verify "Mode changed to update" displays.
7	Verify the Calendar Year field. The system defaults the Calendar Year field based upon the current date. If the current month is January through June, the Calendar Year field defaults to the current year minus one. If the current month is July through December, the Calendar Year field defaults to the current year. Select FID (F11 – Go to next calendar year) to display the <i>ACA Dependent Data</i> for the next calendar year. Select FI2 (F12 – Go to previous calendar year) to display the
8	ACA Dependent for the previous calendar year. To delete the record, select F15 (F18 – Delete ACA Data). Select F26 (F3 – Print this data) to obtain a screen print of the Update/Display ACA Dependent Data screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The dialog box displays:



Step	Action
9	Select Yes (Yes) to delete the employee's ACA dependent data. Note: If Yes is selected, <u>ALL</u> dependents will be deleted for the employee. To delete only <u>one</u> of many dependents, simply space out all of the data fields related to the dependent to be deleted, and select $\mathbb{P} \oplus \mathbb{P}$ (F8 – Save).

The following screen displays:

Step

10

SSN Caler	<mark>99</mark> ndar	9- <mark>08-6</mark> year:	424 <mark>2015</mark>	Loc	5 05	0 Loc	ation	n 005	05 0				Job	cd	13	CLAS	SROOI	M TE	ACHE	RS	
422 BIF	N RTH	DATE	SEX SPOUSE		NAMI Reli	E Ation	ISHIP			JAN	FEB	MAR	APR	Monti May	IS OI Jun	F CO JUL	AUG	GE - SEP	OCT	NOV	DEC
"	_ 00		_	(E) (F) (M) (R)				_		-	-	-	-	-	-	-	-	-	-	-	-
2 <u>00(</u>	<u>0 00</u>	<u>0000</u>	Ξ	(L) (F) (M) (R)						-	-	-	-	-	-	-	-	-	-	-	-
03 <u>00(</u>	<u>0 00</u>	<u> </u>	_	(L) (F) (M) (R)						-	-	-	-	-	-	-	-	-	-	-	-
)4 <u>00(</u> 	<u>0 00</u>	<u>0000</u>	Ξ	(L) (F) (M) (R)						-	-	-	-	-	-	-	-	-	-	-	-
)5 <u>00(</u> 	<u>0 00</u>	<u> </u>	_	(L) (F) (M) (R)						-	-	-	-	-	-	-	-	-	-	-	-
	<mark>dele</mark> F1 ▶ X	<mark>ted</mark> そ _{F2} ▲炎	F3 🖨 F4	F		_{F6} 1▲ Per	F7	F8 Dep:	3 _{F9} 6 s Em	er E	¶ du	Þ	F12 Help			F	<u>, Q</u>			15.	94.00

Verify "Data deleted" displays and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to the Display/Update ACA Dependent Data - Select Employee screen.

🗖 PC	G Dist	=8991	Rel=15	5.02.00	07/10/2	2015 PC	CW 001	1 SV C	\DEVSY	'S C:\SE	COND		WHI	TE			- 0	X
				Upd	late/D	ispla Sele	y ACA ct Er	Deper Distance	ndent e	Data							PAYE	IND
Filt	ter s	et: S	tatus	;									Curre Name	nt Or	der			
Fkey 1	y Na AB	me 3EU, E	I T3AN	nput:			E	impno 88942	999-	SSN 08-5555	Loc i 108	C14 1	5 Cert C	Pens 2	ContMo 10	Job 6	Stat A	13 Mth
			I F F	nput 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose fi	umber Clea rom S	or or or elect:	Name Loyee ion A	or filte bove	SSN - r	Pres	s Ent	er Ke <u>j</u>	y			
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10				F15	Q		13.0	2.00
F16	SET 10 #	F18 🐼		P GUP	PGDN V						1	lelp						

Step	Action
11	Select FIG – Exit) to return to the <i>Personnel System</i> – <i>Personnel Update Menu</i> .

	PCG Dist=8991 Rel=15.02.00 07/10/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Personnel System	PERUPDTP
	FKey Personnel Update Menu	
	 2 Update/Display Personnel Data 3 Update/Display ACA Employee Data 4 Update/Display ACA Dependent Data 2 Update/Display Emergency Data 6 Update/Display Educational Data 	
Pro	gram PER07 completed	
Mast F16	Herr User Marcon Marcon	15.02.00
	Action	
	Select F16 (F16 - Exit) to return to the <i>Personnel System N</i> (Master) to return to the <i>Business Applications Master Menu</i>	<i>Master Menu</i> , or selec

Procedure E: Update/Display Emergency Data

Step	Action	
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel Sys	tem).
Ĩ	PCG Dist=8991 Rel=15.02.00 06/22/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	x
	Personnel System PERMEN	,
	FKey Master Menu	
	1 Personnel Update Menu	
	 4 Enhanced Substitute Pay and Leave System 5 Legacy Leave Menu 6 Personnel Reports Menu 	
	11 Employee Contract File Export12 Salary Projection Menu13 Special Functions Menu	
	20 File Reorganization	
	Master User User Master Instrumentation Instrumentation </th <th>90</th>	90
Step	Action	
2	Select F1 (F1 - Personnel Update Menu).	

	-	Personnel System	PERUPDTP
	FKey	- Personnel Update Menu	
	Image: Constraint of the second state 3 Update/I 4 Update/I 5 Update/I 6 Update/I	Display Personnel Data Display ACA Employee Data Display ACA Dependent Data Display Emergency Data Display Educational Data	
F	Aaster Userlist PAY VEND		15.02.00
	Action		

Display/Up Sel	date Personnel Data ect Employee	PAYFIND	
ter not active		Current Order Emp Number	
Input:			
y Name	Empno SSN	Loc Cls Cert Stat	
Input Employee PF16 to Exit, P PF1-9 = Choose	Number or Name or F18 Clear employee fil from Selection Above	SSN - Press Enter Key Iter	
F1 F2 F3 F4 F5 F6 \$\$r\$5533 res res	F7 F8 F9 F10	Help	08.02.00
ion			
		ENTER 2	

Step

4

If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 5.

	PCG Dist=8991 Rel=08.01.00 05/13/2008 CJD 002 C:\DEVSYS C:\SECOND
	Display/Update Personnel Data PAYFIND Select Employee
	Filter not active Current Order
	Name Fkey Name Enter ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8994 8012 7 N I 1 ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8994 8012 4 C A 2 ACCDTENTALLYFELL, AMMILIA X 89311 999-08-9311 193 6 N A 3 ADAMS, ADAM 89081 99-08-9361 193 4 C T 4 ADDEDWRONG, ALYSSA 89368 999-08-9368 193 4 C A 5 ADDEDWRONG, ALYSSA 501 999-08-9368 193 4 C A 6 ADDISON, ADDIE 89410 99-08-9368 193 4 C T 7 ALBERTSON, ALBERT 8972 99-08-9368 193 4 C A 8 ALGORYTHEM, ANNIE 89423 99-08-9423 202 4 C A 9 ALLTHUMBS, ALBERTA 89621 99-08-9621 193 4 C A
	PFKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records PF16-new search, PF18-Clear Employee Filter PF1-9 = Choose from Selection Above
	Order changed to Alpha INTEG F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F15 F6 F7 F8 F9 F10 F15 F15 F15 F6 F7 F8 F9 F10 F15 F15<
Step	Action
5	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select (Enter). To sort by Name: Select Name (Name). To sort by Employee Number: Select Empno (Empno). To sort by Social Security Number: Select SSN (SSN). To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either $row (Page Up)$ or $row (Page Down).$

P	CG Dist=8991 Rel=15.02.00 07/10/2015	PCW 001 SV C:\DEVSYS C:\SECOND	W	HITE	- O X
		Update/Display Emergency Data			PER02
Emplo	yee: 88942 AB3EU, ET3AN	Spouse: DAN	IIEL I	AB3EU	
	Next of kin:	Relationship Phone:	000	0000	
	Emergency:	Relationship Phone:	000	0000	
	Doctor:	Phone :	000	0000	
	Comments:				
	t = Validate, F8 = Update Reco <u>p1 ▶ & p2 ↓ </u> F3 → p4 → p5 → p5 → p6 → p6 → p6 → p6 → p6 → p6	rd, F16 = Exit without Changes		F15 Q	15.02.00
×					
	Action				

🗎 PC	G Dist=8991 Rel=13.01.00 03/15/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE Update/Display Emergency Data	PER 02	
Employ	Jee: 88942 AB3EU, ET3AN D Spouse:		
	Yext of kin: Kelationsnip Phone:		
	Emergency: Relationship Phone:		
	Doctor: Phone:		
	Comments:		
Emplo	oyee e-mail: <u>EAB3EU@DISTRICT.COM</u>		
ENTER	= Validate, F8 = Update Record, F16 = Exit without Changes		
		13.01.00	
	Action		
	Verify "Mode changed to update" displays.		
	Although these instructions refer primarily to the entry of informat	ion, if the fields	already
	contain information, or are automatically populated with information	ion during the so	election
	of a PF key, verify the fields' entries are correct for the employee.	If the information	on is
	incorrect, make the appropriate modifications to the field entries.		
	Enter the spouse's name in the Spouse field.		
I	Enter the name of a next of kin in the Next of kin field.		
0	Enter the relationship of the next of kin in the Relationship field.		
1	Enter the phone number for the next of kin in the Phone field.		
2	Enter the name of someone who should be contacted in case of emo	ergency in the	
	Emergency neia.		
3	Enter the relationship of the emergency contact in the Relationship	o field.	
4	Enter the phone number for the emergency contact in the Phone field	eld.	
5	Enter the name of name of the employee's doctor in the Doctor field	d.	

Step	Action
16	Enter the phone number for the employee's doctor in the Phone field.
17	Enter any desired comments in the Comments field.
18	Enter the employee's e-mail address in the Employee e-mail field. The e-mail address must contain one '@' sign.
19	Select EXEC (Enter). Select F3 – Print this data) to obtain a screen print of the <i>Update/Display</i> <i>Emergency Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

🔲 PCG Dist	=8991 Rel=13.01.00 03/15/2013 PCW 001 C:\D	EVSYS C:\SECOND	WHITE	
	update/visp	tay Emeryency Vata		rekuz
Employee:	88942 AB3EU, ET3AN D	Spouse:		
Next	of kin:	_ Relationship Phone:		
Eme	rgency:	Relationship Phone:		
	Doctor:	Phone:		
Ca	mments:			
Employee	e-mail: EAB3EU@DISTRICT.COM			
Validation	s passed. Save your changes.			
	Alate F8 = lindate Record, F16 = Exim	t without Changes		
		FIO FIT FIT FIT HEID	FIS	13.01.00
		FIO T FIT FIZ HELP	FIS	13.01.00
	tion	vour changes, " dis	plays and select	13.01.00

	Upd	late/Display Emergency Data	PER 02
Employee: 88942 AB3	EU, ET3AN	Spouse: <u>DANIEL AB3EU</u>	
Next of kin: _		Relationship Phone: <u>000</u> _ <u>0000</u>	
Emergency: _			
Doctor: _		Phone: <u>000</u>	
Comments: _			
Data saved			
ENTER = Validate, F	8 = Update Record, F	F16 = Exit without Changes	15.02.00
	Per ACA	A Deps Emer Edu Help]
	Per ACA	A Deps Emer Edu Help	

- ru	Dist=8991 Rel:	=13.01.00	03/14/2	2013 PCW	V 002 (C:\DEVSYS C:\SE	COND		WHITE	:			_ 8 ×
		D	isplay,	/Update Select	Persor Employe	nnel Data e							PAYFIND
Filte	r set: Clas	s,Statu	s						Currer Name	nt Oro	ler		
		Input:											
Fkey 1	Name BE7M, KR7S				Empno 89730	SSN 999-08-9730	Loc 302	C1s 5	Cert C	Pens 2	ContMo 10	Job 105	Stat A
		Input F16 to	Employo Exit,	ee Numb F18 Cl	er or ear emp	Name or S Doyee filter	SSN -	Pres	5 Ente	er Key	,		
		E4 0	- Choor	se from	Select	ion Above							
		F 1-9	- 6100										
ENTER 2		F 1-9	- 6100		1 50			_			~		10 80 88
	F1 F2 F3	F4	F5	F6 F7	F8	F9 F10 T	He	2lp	_	FIE	2		12.03.00
	F1 F2 F3	F4	F5	F6 F7	F8	F9 F10	He	:lp		FID	<u>व</u>		12.03.00
ENTER F16 \$2 F17	F1 F2 F3	F4	F5	F6 F7	F8	F9 F10	He	÷lp		FIE			12.03.00

	PCG Dist=8991 Rel=15.02.00 07/10/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Personnel System	PERUPDTP
	FKey Personnel Update Menu	
	 2 Update/Display Personnel Data 3 Update/Display ACA Employee Data 4 Update/Display ACA Dependent Data Update/Display Emergency Data 6 Update/Display Educational Data 	
Proj	gram PER07 completed	15 00 00
Mast	er UserList	15.02.00
F16		
	Action	
6	Select FIG (F16 - Exit) to return to the <i>Personnel System Maste</i> (Master) to return to the <i>Business Applications Master Menu</i> .	r Menu, or select

Procedure F: Update/Display Educational Data

Step	Action	
1	From the Business Applications Master Menu, select 3 (F3 - Perso	onnel System).
	PCG Dist=8991 Rel=15.02.00 06/22/2015 PCW 002 SV CADEVSYS CASECOND WHITE	
	Personnel System	PERMENU
	FKey Master Menu	
	1 Personnel Update Menu	
	 4 Enhanced Substitute Pay and Leave System 5 Legacy Leave Menu 6 Personnel Reports Menu 	
	11 Employee Contract File Export 12 Salary Projection Menu 13 Special Functions Menu	
	20 File Reorganization	
	Master Uset List Montrol Montro Montrol Montro <th< th=""><th>13.04.00</th></th<>	13.04.00
Step	Action	
2	Select F1 (F1 - Personnel Update Menu).	

				Pe	rsonnel	System			PERUPDTP
	FKe	y 		Pers	onnel Up	date Menu	1		
	3 3 4 5 6		'Display Per 'Display AC, 'Display AC, 'Display Em 'Display Ed	rsonnel Da A Employe A Depende Gergency I Jucational	ata ee Data ent Data Data Data				
Mast F16	er ^{User} list Ures Words	PAY VEND MONITOR MONITOR							15.02.00
	A								
	Action								

PCG Dist=8	991 Rel=08.01.00 0	5/13/2008 CJD 002	C:\DEVS	YS C:\	SECOND		_ P ×
	Display	/Update Personne Select Employee	l Data		PAY	FIND	
Filter not a	active				Curre Emp	ent Order Number	
	Input:			-			
Fkey Name		Empno	SSN	Loc	Cls Cert	: Stat	
	Input Employ PF16 to Exit PF1-9 = Cho	ee Number or N , PF18 Clear emp ose from Selecti	ame or loyee fil on Above	SSN - lter	Press Ent	er Key	
F1 F2 F1 F2 F1 F12 F13	F3 F4 F5 Image: Property and	F6 F7 F8 F	9 F10 T	He	:lp	FIS Q	08.02.00
ction							
ntar tha	number in th	Input field		ENTE	V	ator C	ontinuo) and
		= mput nett	1, 50100	-t <u> </u>			munue), and
the emp	oloyee number curity Numbe	r is unknown er in the "Ir	, enter iput" j	r the c field,	employ and se	ee's com elect Ent	plete or part er. Enterin

Step

4

criteria entered. Proceed to Step 5.

	PCG Dist=8991 Rel=08.01.00 05/13/2008 CJD 002 C:\DEVSYS C:\SECOND
	Display/Update Personnel Data PAYFIND Select Employee
	Filter not active Current Order
	Name Empro SSN Loc Clis Cert Stat Enter ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8994 8012 7 N I 1 ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8994 8012 7 N I 2 ACEDTHETEST, ABIGAIL 89311 999-08-9311 193 6 N A 3 ADAMS, ADAM 89081 999-08-9368 6195 4 C A 4 ADDEDWRONG, ALYSSA 89368 999-08-9368 193 4 C A 5 ADDEDWRONG, ALYSSA 501 999-08-9368 193 4 C A 6 ADDISON, ADDIE 89410 999-08-89712 193 4 C A 7 ALBERTSON, ALBERT 89923 999-08-8972 193 12 N A 8 ALGORYTHEM, ANNIE 89423 999-08-921 193 4 C A 9 ALLTHUMBS, ALBERTA 89621
	PF1-9 = Choose from Selection Above Order changed to Alpha Image: Alpha Image: Alpha Image: F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 <t< td=""> F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F2 F3 F4 F5 F6 F7 F8 F9 F0<t< td=""> F1 F2 F3 F4 F3 F3 F4 F3 F4 F3 F3 F4 F3<!--</th--></t<></t<></t<></t<></t<></t<></t<></t<>
Step	Action
5	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select (Enter). To sort by Name: Select Name (Name). To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select (SSN).
	To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select
	either $PGUP \blacktriangle$ (Page Up) or $PGDN \checkmark$ (Page Down).

P	CG Dist=8991 Rel=15.02.00 07/10/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Update/Display Educational Data	PER 03
Empl	oyee: 88942 AB3EU, ET3AN	
Yea	LOCAL(IN) LOCAL(OUT) State rs of Teaching Experience: 1.00 2.00 3.00	
Uni	versity/College Degree Degree date 1 University of Georgia 5 ASSOCIATE DEGREE 5 14 4 Kennesaw State University 1 BACHELORS DEGREE 5 15 7 Georgia Regents University 2 MASTERS DEGREE 5 17 7 Georgia Regents University 4 DOCTORATE 5 18 00 00 00 00 00 00 00 00 00 0	
	F8 = Update Record, F16 = Reenter Data $r_2 \triangleright \stackrel{\circ}{\times} r_2 \stackrel{\circ}{\twoheadrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow} r_1 \stackrel{\circ}{\longrightarrow} r_2 \stackrel{\circ}{\longrightarrow$	15.02.00
	Action	
5	Select F9 – Switch to Update Mode).	

The following screen displays:

Step

7

PCG Dist=8991 Rel=15.0.	2.00 07/10/2015 PCW 00	01 SV C:\DEVSYS C:\SECOND	WHITE		
	Updato	e/Display Educational Data		PER03	
Employee: 88942 AB3E	U, ET3AN				
Years of Teaching E	LOC xperience: <u>1.0</u>	AL(IN) LOCAL(OUT) State 0 <u>2.003.00</u>			
University/College 	of Georgia tate University gents University gents University	Degree <u>5</u> ASSOCIATE DEGREE <u>1</u> BACHELORS DEGREE <u>2</u> MASTERS DEGREE <u>4</u> DOCTORATE o bottom in Ascending Date	Degree date <u>5</u> 14 <u>5</u> 15 <u>5</u> 17 <u>5</u> 18 <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u> <u>00</u>		
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Action					
Verify "Mod	de changed to u	update" displays.			
Although the contain info of a PF key, incorrect, m	ese instructions rmation, or are verify the fields ake the appropi	refer primarily to the e automatically populate s' entries are correct fo riate modifications to th	entry of informat ed with informat or the employee. he field entries.	ion, if the fields ion during the s If the informati	alread electior ion is

8	Enter the number of years of local teaching experience within the school system in the
	Local (In) field.

9 Enter the number of years of local teaching experience outside the school system in the Local (Out) field.

10 Enter number of years of state teaching experience (excluding local) in the State field.

Complete Steps 11 - 14 for each University/College entered in Step 11.

11 Enter the code or select the drop-down selection icon \blacksquare of a university or college attended in the University/College field. This code must match a type "U" record in the Payroll Description File.
Step	Action
12	Enter the code or select the drop-down selection icon \blacksquare of a degree earned at the associated University/College in the Degree field. This code must match a type " D " record in the <i>Payroll Description File</i> .
13	Enter the date (month and year) the degree was conferred from the associated university or college in the Degree Date field.
14	If there are additional University/College degrees: Select the Tab key to access the next University/College field and repeat this procedure at <i>Step 11</i> .
15	Select EXEC (Enter). Select F3 – Print this data) to obtain a screen print of the <i>Update/Display</i> <i>Educational Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

Years of Teaching Experience:	LOCAL(IN) LOCAL(OUT) State 1.00 2.00 3.00		
University/College 1 University of Georgia 4 Kennesaw State Universi 7 Georgia Regents Universi ** Degrees must be entered from	Degree <u>5</u> ASSOCIATE DEGREE ty <u>1</u> BACHELORS DEGREE ity <u>2</u> MASTERS DEGREE ity <u>4</u> DOCTORATE <u></u>	Degree date 5 14 5 15 5 17 5 18 00 00 00 00 00 00 00 00 00 0	
alidations passed. Save your cham	ges .		

16	Verify "Validations passed. Save your changes." displays and select $[F8 - Save changes]$.

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	PER Update/Display Educational Data	03
Em	ployee: 88942 AB3EU, ET3AN	
Y.	LOCAL(IN) LOCAL(OUT) State ears of Teaching Experience: <u>1.00 _2.00 _3.00</u>	
	Degree Degree Degree 1 University of Georgia 5 ASSOCIATE DEGREE 5 14 4 Kennesaw State University 1 BACHELORS DEGREE 5 15 7 Georgia Regents University 2 MASTERS DEGREE 5 17 7 Georgia Regents University 4 DOCTORATE 5 18	
*	* Degrees must be entered from top to bottom in Ascending Date Sequence **	
	a saved ENTER = Ualidate, F16 = Exit without Changes $r_1 \searrow x_1 \longrightarrow r_2 x_2 \longrightarrow r_3 \bigoplus r_3 \bigoplus r_5 \bigoplus r_1 \bigoplus r_1 \bigoplus r_1 \bigoplus r_1 \bigoplus r_2 \bigoplus r_3 \bigoplus r_3 \bigoplus r_1 \bigoplus r_2 \bigoplus r_1 \bigoplus r_2 \bigoplus r_1 \bigoplus r_2 \bigoplus r_2 \bigoplus r_3 \bigoplus r_1 \bigoplus r_2 $	02.00
	Action	
	Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to Educational Data - Select Employee screen	the Display/U

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F16	SET to g	F18 🐼		PGUP								Help						

Step	Action
18	Select FIG – Exit) to return to the <i>Personnel System</i> – <i>Personnel Update Menu</i> .

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	Action					
2	Select FIG (I (Master) to ret	516 - Exit) to re urn to the <i>Busin</i>	eturn to the	Personnel ations Mas	System Maste ster Menu.	r Menu, or selec