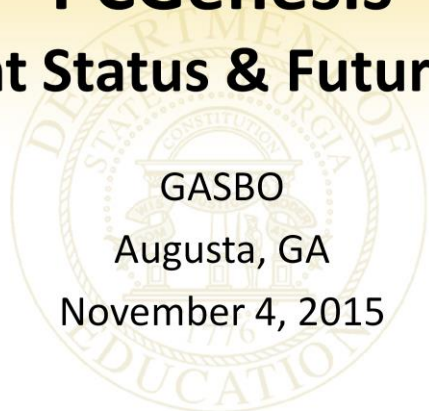


PCGenesis

Current Status & Future Plans



GASBO

Augusta, GA

November 4, 2015



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11/6/2015

Agenda

- **Introduction**
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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PCGenesis

Current Status & Future Plans

PCGenesis Development Team

Steven Roache Senior Manager
Diane Ochala PCGenesis Lead Analyst/Developer
Angela Tennyson PCGenesis Senior Developer



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- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion.

PCGenesis

Sessions/Training at GASBO

- Session 1 – 8:40 *Wed 11/4/2015*
 - PCGenesis Current Status & Future Plans
- Session 2 – 10:00 *Wed 11/4/2015*
 - PCGenesis Recent Enhancements & Changes
- Session 3 – 11:00 *Wed 11/4/2015*
 - PCGenesis Roundtable – System Utilities and Future Needs
- Session 4 – 2:10 *Wed 11/4/2015*
 - PCGenesis Roundtable – Financial and Future Needs
- Session 5 – 9:00 *Thu 11/5/2015*
 - PCGenesis Training – Efficiently Preparing Payroll
- Session 6 – 10:20 *Thu 11/5/2015*
 - PCGenesis Training – The Bells and Whistles of Processing Payroll
- Session 7 – 11:20 *Thu 11/5/2015*
 - PCGenesis Training – The Impact of the Affordable Healthcare Act on PCGenesis
- Session 8 – 12:20 *Thu 11/5/2015*
 - PCGenesis Roundtable – Payroll and Future Needs



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We have a full schedule here at GASBO this year. We have our two standard PCG sessions this morning. We also have three round table sessions and three payroll training sessions tomorrow. Gary Jenkins from Jasper County has kindly offered to do the three training sessions for PCGenesis. And I want to give a big “thank you” to Gary.

PowerPoints Available on Documentation Website

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Release Information

Calendar Year 2015 Release Information

- Release 15.03.00 - Miscellaneous Updates / Installation Instructions
- Release 15.02.00 - Fiscal Year 2015 (FY15) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 15.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2014 Release Information

- Release 14.04.00 - Calendar Year 2014 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 14.03.01 - Calendar Year 2015 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 14.03.00 - Miscellaneous Updates / Installation Instructions
- Release 14.02.00 - Fiscal Year 2014 (FY14) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 14.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2014 PowerPoints

- GASBO November 2014 - PCGenesis Current Status & Future Plans
- GASBO November 2014 - PCGenesis Recent Enhancements and Changes
- GASBO November 2014 - PCGenesis Handling Payroll Issues & Other Advanced Features
- GASBO November 2014 - New PCGenesis Budget System
- GASBO November 2014 - PCGenesis Financial Reporting



Georgia Department of Information Systems

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All of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.

PCGenesis Current Status

- The PCGenesis Development Team:
 - Diane Ochala
 - Angela Tennyson



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PCGenesis Current Status

- The PCGenesis development team reports to:
 - **Steve Roache**, Senior Manager.
 - Steve Roache reports to **Bob Swiggum**, Chief Information Officer.



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The PCG development team reports to two different branches at the DOE.

Angela and I directly report to the IT department. Our direct manager is Steve Roache.

PCGenesis Current Status

- The PCGenesis development team provides updates to:
 - **Amy Rowell**, Director, Financial Review.
 - Amy Rowell reports to **Ted Beck**, Deputy Superintendent of Finance and Business Operations.



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The PCGenesis development team also provides updates to the DOE Financial Review Department, specifically Amy Rowell, the Director of Financial Review. Amy reports to Ted Beck, Deputy Superintendent of Finance and Business who recently replaced Scott Austensen.

PCGenesis Current Status

- In addition to the two developers, we have three help desk personnel.
- The help desk reports to **Chris Rivera**, Help Desk Manager:
 - Eula Braxton
 - Katie Green
 - Cynthia Jones



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PCGenesis also has three help desk personnel who report to Chris Rivera. Eula Braxton, Katie Green, and Cynthia Jones.

PCGenesis User List

- The Ga DOE has created a new e-mail user list for PCGenesis
- This is a discussion forum
- Users can broadcast an e-mail to all PCGenesis users enrolled in the group
- Thank you **Steve Phillips**, Terrell County, for the suggestion at last year's GASBO!



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- This past year, the PCG team has implemented a new e-mail user list for PCGenesis.
- PCGenesis users can use the e-mail list to broadcast e-mails to all users enrolled in the group. The e-mail list can be used as a discussion forum.
- I want to thank Steve Phillips of Terrell County for providing the suggestion for the e-mail list at last year's GASBO. Thank you Steve!

PCGenesis User List

- We already have 104 registered users
- Any user involved with PCGenesis can join:
 - Financial Directors
 - Payroll Administrators
 - IT Specialists



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The PCGenesis e-mail list already has 104 registered users.

Any user involved with PCGenesis can join:

- Financial Directors
- Payroll Administrators
- IT Specialists

PCGenesis User List

- Those PCGenesis districts and RESAs that join the user list will be able to:
 - Share ideas
 - Discuss problems
 - Have many more resources available for gaining insight into PCGenesis operations



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The e-mail list can be used to:

- Share ideas
- Discuss problems
- The list provides many more resources for gaining insight into PCGenesis operations

PCGenesis User List

- Join by sending a blank e-mail to:
join-pcgenesis@list.doe.k12.ga.us
- After joining, users can take advantage of discussion forums by sending e-mails to:
pcgenesis@list.doe.k12.ga.us



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We include instructions for joining the PCGenesis User List when we send out PCGenesis releases, in the Release Installation Instructions.

- Join by sending a blank e-mail to:

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

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

**pcgenesis@list.doe.k12.
ga.us**

Agenda

- Introduction
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Next, we will discuss changes that need to be made to the PCGenesis Runtime Environment.

Support for Windows Server 2016/ Windows 10 Workstations

- Currently:
 - Windows Server 2012 and Windows Server 2016 are NOT Supported
 - Workstation Windows 8 and Windows 10 are NOT Supported
- The Problem:
 - The PCGenesis runtime environment must be upgraded



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- First, let me provide some background information. Currently the PCGenesis system does NOT support the latest Microsoft operating systems of Windows Server 2012 and Windows Server 2016. This is the operating used by your PCGenesis server.
- Also currently, PCGenesis does NOT support the latest Microsoft operating systems of Windows 8 and 10 for the workstations that access the PCGenesis server.
- The problem is that the PCGenesis runtime environment must be upgraded.

Support for Windows Server 2016/ Windows 10 Workstations

- PCGenesis Runtime Environment:
 - MicroFocus AcuCobol version 5.2.1, installed in 2000 is the current version
 - Must upgrade to MicroFocus AcuCobol version Extend 10, published in 2015
 - MicroFocus AcuCobol Extend 10 must be purchased for the DOE and all PCGenesis districts
 - Extend 10 will be backward compatible with earlier versions of Windows Servers (eg 2008)



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- What is the PCGenesis runtime environment? The PCG COBOL code is run on top of a supporting environment; this environment is MicroFocus AcuCobol.
- The PCGenesis software was converted around the year 2000 from running on Wang Laboratories hardware to the currently supported Microsoft Windows environment. At that time, the PCG COBOL code was converted to run using the MicroFocus AcuCobol version 5.2.1. This was in 2000.
- From 2000 until 2015 PCG has continued to run on version 5.2.1. However, with the Microsoft operating systems going forward, this version of AcuCobol will no longer work.
- PCGenesis must be upgraded to use MicroFocus AcuCobol version Extend 10, published in 2015.
- MicroFocus AcuCobol Extend 10 must be purchased for the DOE and all PCGenesis districts.
- Extend 10 will be backward compatible with earlier versions of the Windows Server operating systems, for example version 2003 and 2008.

Support for Windows Server 2016/ Windows 10 Workstations

- Upgrading the PCGenesis runtime is the major project for 2016
 - Requires installing new runtime software at 93 school districts and 12 RESAs
 - Requires modifying PCGenesis processes to utilize the new runtime
 - Requires extensive testing to make sure all PCGenesis processes continue to work
 - Test on old and new Windows Server versions (2003, 2008, 2012, 2016)



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- Upgrading the PCGenesis runtime is the major project for 2016.
- This project will require installing the new MicroFocus AcuCobol software at 93 school districts and 12 RESAs
- This will require modifying PCGenesis processes to utilize the new runtime
- Extensive testing will be required to make sure that all PCGenesis processes continue to work.
- We must test on old and new Windows Server versions (2003, 2008, 2012, and 2016)

Support for Windows Server 2016/ Windows 10 Workstations

- MicroFocus Extend 10 project will take most development resources for 2016
- Upgrade will extend PCGenesis life for at least the next 5 years
- PCGenesis will have access to Extend 10 latest, greatest tools and features, including new and better graphical user interfaces



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- This is a big project! It will require most of PCG's development resources for 2016.
- The good news is that the upgrade will extend the life of PCGenesis for at least the next 5 years and probably longer.
- PCGenesis will also have access to Extend 10's latest, greatest tools and features, including new and better graphical user interfaces.
- For example, it may be possible to introduce 'copy and paste' to all PCGenesis screen input fields!

Agenda

- Introduction
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Keep Up With Legislative Changes

- Federal and State taxes
- W-2 and 1099-R reporting requirements
- Affordable Healthcare (ACA) requirements
- Pensions, including PSERS, ERS, TRS
- State health
- Ga Department of Audits
- Ga Department of Labor (GaDOL)
- Federal EEO-5 reporting



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The PCG development team always has to keep up with the changing legislative environment.

And to that end, we track...

And of course, the biggest legislative change we are dealing with this year is the Affordable Healthcare Act requirements.

Affordable Care Act Support Filing Options

- **Option 1:** Produce ACA Forms and IRS Transmission File using PCGenesis
- **Option 2:** Contract with a 3rd party to handle ACA Reporting



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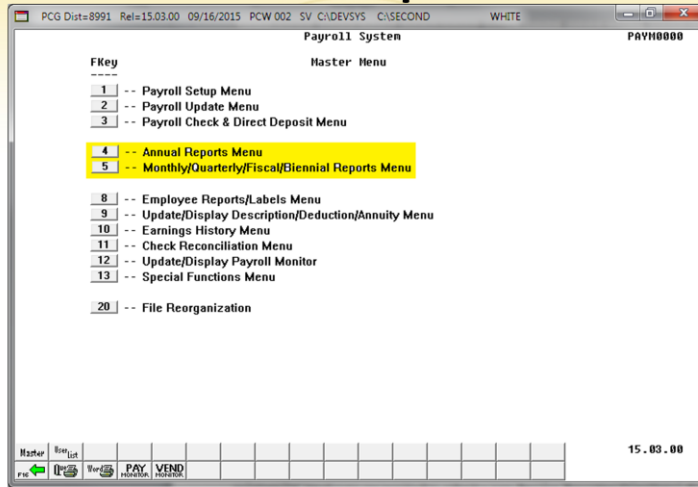
21

PCGenesis administrators will have two options available for supporting the ACA requirements:

Option 1: You will be able to produce the ACA Forms and the IRS Transmission File from PCGenesis

Option 2: Or, you can contract with a 3rd party to handle ACA Reporting

Affordable Care Act Support New Annual Reports Menu



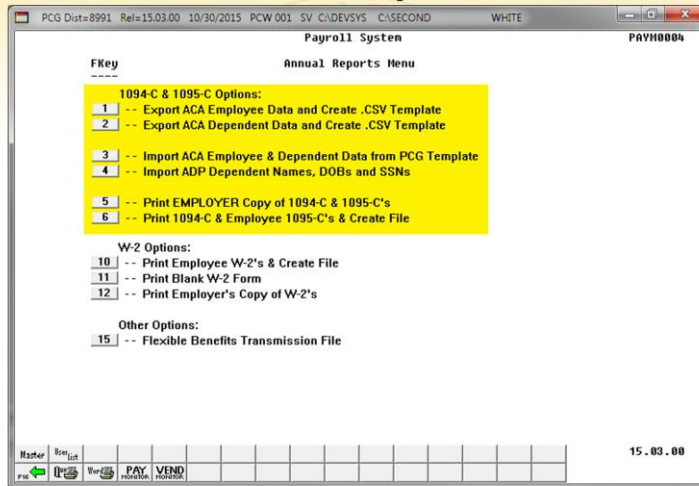
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For systems that plan to use PCGenesis to produce the ACA Forms and the IRS Transmission File, a new *Annual Reports Menu* has been created.

Affordable Care Act Support New Annual Reports Menu



The new *Annual Reports Menu* will contain most of the options required for ACA reporting.

Affordable Care Act Support New Annual Reports Menu

PCG Dist=8991 Rel=15.03.00 10/30/2015 PCW 001 SV CADEVSYS C:\SECOND WHITE

Payroll System PAYH0004

FKey Annual Reports Menu

1094-C & 1095-C Options:

- 1 -- Export ACA Employee Data and Create .CSV Template
- 2 -- Export ACA Dependent Data and Create .CSV Template
- 3 -- Import ACA Employee & Dependent Data from PCG Template
- 4 -- Import ADP Dependent Names, DOBs and SSNs
- 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
- 6 -- Print 1094-C & Employee 1095-C's & Create File

W-2 Options:

- 10 -- Print Employee W-2's & Create File
- 11 -- Print Blank W-2 Form
- 12 -- Print Employer's Copy of W-2's

Other Options:

- 15 -- Flexible Benefits Transmission File

Master Back Print Workbooks PAY VEND
15.03.00

11/6/2015 24

Published in
PCG Release
15.03.00

The option to *Print the Employer Copy* of the 1094-C and the 1095-C's was published in PCG release 15.03.00.

Affordable Care Act Support New Annual Reports Menu

The screenshot shows a window titled "Payroll System" with a menu titled "Annual Reports Menu". The menu items are as follows:

- 1094-C & 1095-C Options:**
 - 1 -- Export ACA Employee Data and Create .CSV Template
 - 2 -- Export ACA Dependent Data and Create .CSV Template
 - 3 -- Import ACA Employee & Dependent Data from PCG Template
 - 4 -- Import ADP Dependent Names, DOBs and SSNs
 - 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
 - 6 -- Print 1094-C & Employee 1095-C's & Create File
- W-2 Options:**
 - 10 -- Print Employee W-2's & Create File
 - 11 -- Print Blank W-2 Form
 - 12 -- Print Employer's Copy of W-2's
- Other Options:**
 - 15 -- Flexible Benefits Transmission File

Annotations on the screenshot:

- A red arrow points from the text "Published in PCG Release 15.03.00" to the menu items 1 through 6.
- Another red arrow points from the text "Scheduled for completion by January 2016" to the menu items 1 through 6.

At the bottom of the screenshot, there is a logo for "GaDOE Georgia Department of Education" and the text "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". The date "11/6/2015" and page number "25" are also visible.

The ACA export and import options, and the option to print the actual 1094-C form and the 1095-C forms are targeted for completion by January 2016, if all goes well.

Affordable Care Act Support New Annual Reports Menu

Payroll System	
FKey	Annual Reports Menu
1094-C & 1095-C Options:	
1	-- Export ACA Employee Data and Create .CSV Template
2	-- Export ACA Dependent Data and Create .CSV Template

- F1 & F2 – typical PCG **export** process
 - F1 will read data on the **ACA Employee Data screen** and create an export file
 - F2 will read data on the **ACA Dependent Data screen** and create an export file
- Create a .csv file so that ACA data can be input on a template by the Payroll Administrator



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The first two options on the *Annual Reports Menu* will be typical PCG export processes.

- F1 will read data on the **ACA Employee Data screen** and create an export file
- F2 will read data on the **ACA Dependent Data screen** and create an export file

Both of these processes will create a .csv file so that the ACA data can be input on a template by the Payroll Administrator.

Affordable Care Act Support New Annual Reports Menu

- 3 -- Import ACA Employee & Dependent Data from PCG Template
- 4 -- Import ADP Dependent Names, DOBs and SSNs

- F3 & F4 – typical PCG **import** process
 - F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
 - F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage
- Payroll Administrators will determine correct ACA codes and mass load the data



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The next two options on the *Annual Reports Menu* will be typical PCG import processes.

- F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
- F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage

Payroll Administrators will determine correct ACA codes for your employees and mass load the data.

Affordable Care Act Support New Annual Reports Menu

- Obtained the *Affordable Care Act (ACA) Compliance Benefits Data Elements and File Layout Guide* (dated 07/30/2015) from ADP
 - Finally received test data file from ADP at the end of October
 - PCGenesis will read ADP file and load dependent names, SSN's, and DOB's but not months of coverage



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The development team has been waiting to receive the ADP file which contains the coverage information for your employees.

We finally received a test data file from ADP at the end of October.

PCGenesis will read the ADP file and load dependent names, SSN's and DOB's but NOT the months of coverage.

Affordable Care Act Support ADP/SHBP File Feed

```
EMPLOYEE_IDENTIFIER,11111,99999999,10001,MEAGAN,L,TEST,F,7/6/1983,,,,,,,,,,,,,
RecordType,Payroll Location Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,
OfferMethod,OfferCoverageStartDate,OfferOpportunityToEnrollStartDate,OfferOpportunityToEnrollEndDate,OfferPlanYearStartDate,OfferPlanYearEndDate,,
EVENT,11111,99999999,10001,Rehire,3/25/2015,Paper,3/25/2015,3/26/2015,1/1/2015,12/31/2015,3/25/2015,,,,,,,,,,,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,OfferPlanCode,OfferPlanDescription,OfferCoverageLevelCode,OfferCoverageLevelDescription,OfferMonthlyEmployeeC
ost,OfferMonthlyEmployeeCost,OfferMinimumEssentialCoverage,OfferMinimumValuePlan,OfferDependentCoverageAvailable,OfferEmployeeOnlyCoverageLevel,OfferWellnessIndica
tor,OfferWaitPeriodIndicator,OfferBasePlanActuarialValue,OfferSelfInsured,OfferSpouseCoverageAvailable,OfferWaivedCoverage,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED000,No Coverage,0,No Coverage,0,0,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,1,Associate Only,123,448,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,2,Associate + Spouse Domestic Partner,269,970,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,3,Associate + Child(ren),243,882,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,PFO 850,4,Family,344,1243,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,1,Associate Only,108,447,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,2,Associate + Spouse Domestic Partner,236,967,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,3,Associate + Child(ren),214,878,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED004,HSA - HDHP 2000,4,Family,301,1240,N,N,Y,N,N,Y,0,,,
RecordType,Payroll Location Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,
OfferMethod,OfferOpportunityToEnrollStartDate,OfferOpportunityToEnrollEndDate,OfferPlanYearStartDate,OfferPlanYearEndDate,,,,,,,,,
EVENT,11111,99999999,10001,AnnualEnrollment,1/1/2016,Email,3/25/2015,3/26/2015,1/1/2015,12/31/2015,,,,,,,,,,,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,OfferEventReason,OfferEventDate,OfferCoverageStartDate,OfferPlanCode,OfferPlanDescription,OfferCoverageLevelCode,OfferCoverageLevelDescriptio
n,OfferMonthlyEmployeeCost,OfferMonthlyEmployeeCost,OfferMinimumEssentialCoverage,OfferMinimumValuePlan,OfferDependentCoverageAvailable,OfferEmployeeOnlyCoverageLe
vel,OfferWellnessIndicator,OfferWaitPeriodIndicator,OfferBasePlanActuarialValue,OfferSelfInsured,OfferSpouseCoverageAvailable,OfferWaivedCoverage
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED000,No Coverage,0,No Coverage,0,0,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED002,PFO 850,1,Associate Only,123,448,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED002,PFO 850,3,Associate + Child(ren),243,882,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED004,HSA - HDHP 2000,1,Associate Only,108,447,N,N,Y,N,N,Y,0,,,
OFFERED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,1/1/2016,MED004,HSA - HDHP 2000,3,Associate + Child(ren),214,878,N,N,Y,N,N,Y,0,,,
RecordType,Payroll Location
Number,SSN,EmployeeID,SelectedCoverageEventReason,SelectedCoverageEventDate,SelectedCoveragePlanCode,SelectedCoveragePlanDescription,SelectedCoverageLevelC
ode,SelectedCoverageCoverageLevelDescription,SelectedCoverageCoverageStartDate,SelectedCoverageCoverageEndDate,SelectedCoverageMonthlyEmployeeCost,SelectedCoverage
MonthlyEmployeeCost,SelectedCoverageWaiverReasonCode,SelectedCoverageWaiverReasonDescription,DependentCoverageDependentIdentifier,DependentCoverageSSN,DependentCov
erageCoverageStartDate,DependentCoverageCoverageEndDate,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,,,,,,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,300001858,123456789,3/25/2015,12/31/2015,,,
SELECTED_COVERAGE,11111,99999999,10001,Rehire,3/25/2015,MED002,Medical Plan,4,Family,3/25/2015,12/31/2015,344,1243,,,400001858,123456789,3/25/2015,12/31/2015,,,
SELECTED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,MED002,Medical Plan,3,Associate + Child(ren),3/25/2015,12/31/2015,344,1243,,,,,,,,,
SELECTED_COVERAGE,11111,99999999,10001,AnnualEnrollment,1/1/2016,MED002,Medical Plan,3,Associate
,3/25/2015,12/31/2015,344,1243,,,400001858,123456789,1/1/2016,12/31/2016,,
RecordType,Payroll Location
Number,SSN,EmployeeID,DependentIdentifier,DependentSSN,DependentFirstName,DependentMiddleName,DependentLastName,DependentRelationship,DependentSpouseIndicator,Depe
ndentBirthDate,DependentDisabled,DependentGender,DependentStatus,,,,,
DEPENDENT,11111,99999999,10001,200001858,999999999,SCOTT,A,TEST,Spouse,Y,3/23/1980,N,M,A,,,,,,,,,
```

The ADP file is a very complicated file. PCG will use the file to load dependent names, SSN's and DOB's but NOT the months of coverage.

Affordable Care Act Support New Annual Reports Menu

- Payroll administrators will enter coverage codes for employees and dependents into PCG
- Enter ACA data using the PCGenesis populated screens and forms, or import from spreadsheet



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PCGenesis administrators will enter ACA data using the PCGenesis screens and forms, or will use the export/import options to mass load data from a spreadsheet.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 10/02/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 88942 AB3EU, ET3AH Class 1 CLASSROOM TEACHERS
 SSN 999-08-5555 Loc 108 Location 000108 Job cd 6 TEACHER VOCATIONAL L
 Calendar year: 2015

1095-C Eligible: Y

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1E	53.02		N
FEB	1E	53.02		N
MAR	1E	53.02		N
APR	1E	53.02		N
MAY	1E	53.02		N
JUN	1E	53.02		N
JUL	1E	53.02		N
AUG	1E	53.02		N
SEP	1E	53.02		N
OCT	1E	53.02		N
NOV	1E	53.02		N
DEC	1E	53.02		N

15.03.00

This is a screenshot of the *Update/Display ACA Employee Data* screen. The data on this screen matches the fields required to print on the IRS form 1095-C for each employee.

Affordable Care Act Support ACA Dependent Data Screen

Status Active			Update/Display ACA Dependent Data		PER07																			
EmpNo	88942	AB3EU, ET3AN	Class	1	CLASSROOM TEACHERS																			
SSN	999-08-5555	Loc	108	Location	000108																			
Calendar year:	2015											Job cd	6	TEACHER UDCATIONAL L										
BIRTH DATE	SPOUSE	NAME	RELATIONSHIP	MONTHS OF COVERAGE																				
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC									
01 888 12 3456	F	(L) AB3EU	WIFE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
1/01/1954	Y	(F) WIFE																						
		(H) H.																						
		(R)																						
02 888 23 0456	H	(L) AB3EU	HARK	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y									
6/01/2015	N	(F) HARK																						
		(H) H.																						
		(R)																						
03 000 00 0000		(L)																						
		(F)																						
		(H)																						
		(R)																						
04 000 00 0000		(L)																						
		(F)																						
		(H)																						
		(R)																						
05 000 00 0000		(L)																						
		(F)																						
		(H)																						
		(R)																						
06 000 00 0000		(L)																						
		(F)																						
		(H)																						
		(R)																						


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- This is a screenshot of the *Update/Display ACA Dependent Data* screen. This screen contains the employee's dependents along with the months that each dependent was covered.
- The data on this screen matches the fields required to print on the IRS form 1095-C for each employee.

Affordable Care Act Support

- Responsibility of the LUA officials:
 - Determine which individuals are considered full time employees, as defined by ACA legislation
 - Including any full-time employees who are **not offered coverage** through SHBP (Variable Rate Employees /Contracted Individuals)
 - Enter the correct ACA codes for **ALL** full time employees



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- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards) who are **not offered coverage** through SHBP.
- These employees would be your variable rate employees or contracted individuals who worked an average of 30 hours per week in the school districts during the look-back assessment period.
- School district officials will need to enter the correct ACA codes for **ALL** full-time employees!!

Affordable Care Act Support

Variable Rate Employees /Contracted Individuals

- The PCGenesis Help Desk personnel can not assist or advise as to ACA laws:
 - Can't help determine if employees are full-time based on ACA definition
 - Can't help determine the correct ACA codes to use for employees
- The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions



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The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions.

The PCG Help Desk can not assist or advise as to the ACA laws.

- The PCG Help Desk can't help determine if employees are full-time based on ACA definitions
- The PCG Help Desk can't help determine the correct ACA codes to use for employees

Affordable Care Act Support

- School districts must consult with:
 - HR professionals
 - School board attorneys
 - Local tax professionals
 - Third party consultants



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School districts must consult with:

- HR professionals
- School board attorneys
- Local tax professionals
- Third party consultants

Affordable Care Act Support

- IRS Instructions for 1094-C and 1095-C:

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

- School district officials must be familiar with the IRS rules!!
- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**



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

- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**

Go to the IRS website, shown above, and print and read the instructions for the 1094-C and the 1095-C.

Affordable Care Act Support

2015

Instructions for Forms 1094-C and 1095-C



Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, and instructions, such as legislation enacted after they were published, go to www.irs.gov/form1094c and www.irs.gov/form1095c.

What's New

2015 filing requirements. All Applicable Large Employer Members (ALE Members) are required to file Forms 1094-C and 1095-C for 2015. For a definition of ALE Member, see the Definitions section.

Form revisions. For 2015, Form 1094-C was revised to move line 19 (is this the Authoritative Transmittal for this ALE Member?) into Part I of the form and to allow for an entry in the "All 12 Months field" in Part III, line 23, column (b) Full-Time Employee Count for ALE Member. Form 1095-C was revised to include a first month of the plan year indicator (plan start month) in Part II and a Part III Covered Individuals Continuation Sheet.

Additional Information

For information related to the Affordable Care Act, visit www.irs.gov/aca/Affordable-Care-Act-Tax-Provisions-Home. For the final regulations under section 6056, Information Reporting by Applicable Large Employers on Health Insurance Coverage Offered Under Employer-Sponsored Plans, see T.D. 9661, 2014-13 I.R.B. 855, at www.irs.gov/irb/2014-13_IRB/ar09.html. For the final regulations under section 6055, Information Reporting on Minimum Essential Coverage, see T.D. 9660, 2014-13 I.R.B. 842, at www.irs.gov/irb/2014-13_IRB/ar08.html. For the final regulations under section 4980H, Shared Responsibility for Employers Regarding Health Coverage, see

employer and to transmit Forms 1095-C to the IRS. Form 1095-C is used to report information about each employee. In addition, Forms 1094-C and 1095-C are used in determining whether an employer owes a payment under the employer shared responsibility provisions under section 4980H. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

Employers that offer employer-sponsored self-insured coverage also use Form 1095-C to report information to the IRS and to employees about individuals who have minimum essential coverage under the employer plan and therefore are not liable for the individual shared responsibility payment for the months that they are covered under the plan.

Who Must File

Applicable Large Employers, generally employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year, must file one or more Forms 1094-C (including a Form 1094-C designated as the Authoritative Transmittal, whether or not filing multiple Forms 1094-C), and must file a Form 1095-C for each employee who was a full-time employee of the employer for any month of the calendar year. Generally, the employer is required to furnish a copy of the Form 1095-C (or a substitute form) to the employee. For information about transition relief for determining status as an Applicable Large Employer for 2015 (allowing an employer to determine the average number of full-time employees based on a period of at least six consecutive months during 2014), see section XV D.3 of the preamble to the final regulations under section 4980H.



TIP For purposes of reporting on Forms 1094-C and 1095-C, an employee in a Limited Non-Assessment Period is not considered a full-time employee during that period.

Each employer has its own reporting obligation related to the health coverage the employer offered (or did not offer) to each of



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This is the first page of the IRS instructions.

The **2015 IRS Instructions for Forms 1094-C and 1095-C** explain all of the codes necessary for completing the forms.

Affordable Care Act Support 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage
 Form 1095-C (2015)
 Department of the Treasury Internal Revenue Service
 OMB No. 1545-2051
 VOID
 CORRECTED
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Part I Employee
 1 Name of employee
 2 Social security number (SSN)
 3 Street address (including apartment no.)
 4 City or town
 5 State or province
 6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)
 7 Name of employer
 8 Employer identification number (EIN)
 9 Street address (including room or suite no.)
 10 Contact telephone number
 11 City or town
 12 State or province
 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage
 14 Offer of Coverage (enter required codes)
 15 Employee Shares of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

	(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 607050M Form 1095-C (2015)

This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.

The form has three parts

- **Part I** – includes the employee’s name and address information and the employer’s name and address information
- **Part II** – contains the employee’s offer and coverage information
- **Part III** – contains the employee’s dependent information

Affordable Care Act Support 1095-C, Part II Employee Offer and Coverage

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 letter assigned code														
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 9804 Safe Harbor letter code, if applicable														

- Line 14: Offer of Coverage
 - MV is defined as minimum value
 - MEC is defined as minimum essential coverage

Code	Description
1A	Qualifying offer, 12 mos. EE contri < fed poverty
1B	MV offer to EE only. No coverage spouse & depts
1C	MV offer to EE, MEC offer to depts. No cover spouse
1D	MV offer to EE, MEC offer to spouse. No cover depts
1E	MV offer to EE, MEC offer to spouse and depts
1F	MEC not providing MV offered to EE
1G	Offer to EE who was not FT and who self-insured
1H	No offer of coverage
1I	Qualified Offer Transition Relief



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Let's review the 1095-C, **Part II** Employee Offer and Coverage, **Line 14: Offer of Coverage**.

Each employee must be coded for the **Offer of Coverage** for each month of the calendar year.

This screen shows the corresponding drop-down box from the PCGenesis entry screen.

MV is defined as minimum value

MEC is defined as minimum essential coverage

These codes determine what offer of coverage was made to each FULL-TIME employee, if any.

Note: **1H** = No offer of coverage

Affordable Care Act Support

1095-C, Part II Employee Offer and Coverage

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 required code)														
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 504(c)(1) Safe Harbor (enter code, if applicable)														

- Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 - Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
 - Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)



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Let's review the 1095-C, **Part II Employee Offer and Coverage, Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage.**

Each employee must be coded for the **Lowest Cost Monthly Premium** for each month of the calendar year.

- Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
- Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)

Affordable Care Act Support 1095-C, Part II Employee Offer and Coverage

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 required code)														
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)														

- Line 16: Applicable Section 4980H Safe Harbor Code (enter code, if applicable)

Code	Description
2A	Employee not employed during the month
2B	Employee was employed, but not FT
2C	Employee enrolled in coverage offered
2D	Limited non-assessment period (measurement period)
2E	Multiemployer interim rule relief
2F	Form W-2 affordability safe harbor
2G	Federal poverty line affordability safe harbor
2H	Rate of pay affordability safe harbor
2I	Non-calendar year transition relief for EE for mo



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Let's review the 1095-C, **Part II** Employee Offer and Coverage, **Line 16: Applicable Section 4980H Safe Harbor Code**.

Each employee must be coded for the **Safe Harbor Code**, if applicable, for each month of the calendar year.

Generally, these codes determine why an employee was NOT offered coverage.

- **2A** – Employee not employed during the month
- **2B** – Employee was employed, but was not full-time
- **2C** – Employee was enrolled in the coverage offered
- **2D** – Employee was in a measurement period
- Remaining codes are for other safe harbor certifications

If an employee was offered coverage, but waived the coverage, no **Safe Harbor Code** is applicable

Affordable Care Act Support 1095-C, Part III Covered Individuals

Part III Covered Individuals
If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Complete Part III **ONLY** if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage



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Let's review the 1095-C, **Part III** Covered Individuals.

- Complete **Part III** **ONLY** if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage

Affordable Care Act Support 1095-C, Part III Covered Individuals

Part III Covered Individuals															
If Employer provided self-insured coverage, check the box and enter the information for each covered individual. <input type="checkbox"/>															
(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Columns (a) through (e) must be completed for each individual enrolled in the coverage
 - Must include the employee (self) on the list of dependents
- Column (d) or (e) must indicate the months in which the individual was covered

Let's review the 1095-C, **Part III** Covered Individuals.

- This section is completed for each individual enrolled in the healthcare coverage

- This section must include the employee (self) on the list of dependents

- **Part III** also indicates the exact months that the individual was covered, January through December.
- Column (e) is checked if the employee or dependent was covered all 12 months of the year.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 896A0 BL9NK, SHYMANNA Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 008010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	---	---	---	---
FEB	---	---	---	---
MAR	---	---	---	---
APR	1E	53.02	2C	---
MAY	1E	53.02	2C	---
JUN	1E	53.02	2C	---
JUL	1E	53.02	2C	---
AUG	1E	53.02	2C	---
SEP	1E	53.02	2C	---
OCT	1E	53.02	2C	---
NOV	1E	53.02	2C	---
DEC	1E	53.02	2C	---

2C: Employee 15.03.00

Per ACA Deps Emer Edu Help

Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated. Why aren't Jan, Feb, Mar populated?

- Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated.
- In this example, April through December show the **Offer of Coverage** code as:
 - 1E** = Minimum value offer made with minimum essential coverage to employee, spouse, and dependents
- The **Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage** is shown as \$53.02.
- In this example, April through December show the **Safe Harbor** code as:
 - 2C** – Employee was enrolled in the coverage offered

Why aren't Jan, Feb, Mar populated?

Affordable Care Act Support ACA Employee Data Screen

PCG Dist8991 Rel=15.03.00 10/05/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Update/Display Personnel Data PAV 02

Status A -- Active BL9NK, SH9VANN0
 Emp. no. 89640 Pay Loc 108 Location 000108 Class 1 CLASSROOM TEACHERS
 Sex Code H Work Loc 108 Location 000108 Job 4 TEACHER 9-12
 Mar Stat H SSN 999 08 9640 EEO-5 Job 006 Second Teacher
 Ethnic 2 WHITE

NAME First SH9VANN0 Middle _____
 Last BL9NK Suffix _____ Prefix _____
 EEO-5 and CPI Ethnic/Race:
 Hispanic/Latino Ethnicity? Yes No

Address 1364 MAIN STREET Certificate Type B5 Race (Select all that apply)
 Address L2 _____ CS1 Job (From CPI) 114 Yes No Am Indian Alaskan
 City/State SMITH, GA Include on CPI? Yes No Black
 Zip Code 33333 County 160 Sick Bank? Yes No White
 Phone (999)555-0365 Out of State _____ Substitute rank _____
 Cell phone ()000-0000 Override accrue? Yes No Asian
 Adj Lv Elig Date _____
 Lv Reason Max _____
 Hours Per Day 8.000


Spouse SSN _____
 Birth Date 2/01/1959 GHI Elig Date 4/10/2014 TRS DOE Paid ERCON? N
 Hire Date 4/01/2014 GHI Eligible? Y Health ins Flag N
 Rehire Date _____ Hrs/Week 40.00 Participate in GHI? N
 Background Ck _____ GHI 1ST Day Wrk 5/01/2014 GHI Option NC WAIVED
 Date of Death _____ GHI EFF Date 6/01/2014 GHI Tier 00 NO COVERAGE
 Elig for Rehire _____ GHI Final Ded Dt _____ GHI Ded Cd _____
 Term Date _____
 Term Reason NEHP GHI Change Code _____

New Employee hire

The employee wasn't hired until April. Offer of coverage was not made until in April.

Per ACA Deps Emer Edu Help

15.02.00

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11/6/2015

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When we look at the employee's *Update/Display Personnel Data* screen, we see that the employee was not hired until April 1, 2015.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW.001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 89640 BL9NK, SH9UANNH Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 008010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H		2A	--
FEB	1H		2A	--
MAR	1H		2A	--
APR	1E	53.02	2C	--
MAY	1E	53.02	2C	--
JUN	1E	53.02	2C	--
JUL	1E	53.02	2C	--
AUG	1E	53.02	2C	--
SEP	1E	53.02	2C	--
OCT	1E	53.02	2C	--
NOV	1E	53.02	2C	--
DEC	1E	53.02	2C	--

15.03.00

Per ACA Deps Emer Edu Help

Jan, Feb, Mar must be coded by the payroll administrator.

Therefore, Jan, Feb and March must be coded appropriately by the payroll administrator.

Affordable Care Act Support ACA Employee Data Screen

PCG Dist=8991 Rel=15.03.00 10/05/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 89640 BLNKK, SH940000 Class 1 CLASSROOM TEACHERS
 SSN 999-08-9640 Loc 108 Location 000108 Job cd 4 TEACHER 9-12
 Calendar year: 2014

1095-C Eligible: Y

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H	---	2A	---
FEB	1H	---	2A	---
MAR	1H	---	2A	---
APR	1E	53.02	---	---
MAY	1E	53.02	---	---
JUN	1E	53.02	---	---
JUL	1E	53.02	---	---
AUG	1E	53.02	---	---
SEP	1E	53.02	---	---
OCT	1E	53.02	---	---
NOV	1E	53.02	---	---
DEC	1E	53.02	---	---

2A: Employee not employed during the month

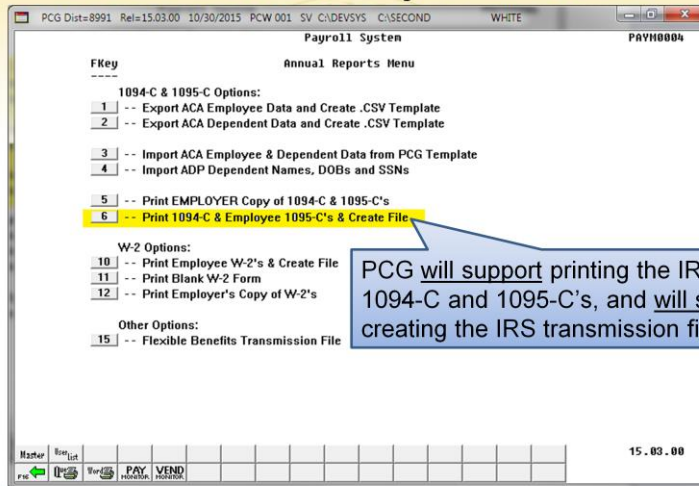
15.03.00

For example:
 Line 14 = 1H - No offer of coverage
 Line 16 = 2A - Employee not employed

For example:

- Line 14 = **1H** - No offer of coverage
- Line 16 = **2A** - Employee not employed

Affordable Care Act Support New Annual Reports Menu



PCG will support printing the IRS forms 1094-C and 1095-C's, and will support creating the IRS transmission file

Affordable Care Act Support 1095-C Printed Forms

- Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms
- For 2015 PCGenesis will only support **non-self-seal forms**
- School districts should contact their forms vendor and purchase pre-printed 1095-C forms
- Check with the PCGenesis Help Desk to ensure the proper forms are purchased



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1095-C Printed Forms

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Affordable Care Act Support 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage
 Form 1095-C
 Department of the Treasury
 Internal Revenue Service
 Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

VOID
 CORRECTED
 OMB No. 1545-2251
2015

Part I Employee

1 Name of employee
 2 Social security number (SSN)
 3 Street address (including apartment no.)
 4 City or town
 5 State or province
 6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer
 8 Employer identification number (EIN)
 9 Street address (including room or suite no.)
 10 Contact telephone number
 11 City or town
 12 State or province
 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

14 Offer of Coverage (enter required codes)
 15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

	(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 607050M Form 1095-C (2015)

This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.

The form has three parts

- **Part I** – includes the employee’s name and address information and the employer’s name and address information
- **Part II** – contains the employee’s offer and coverage information
- **Part III** – contains the employee’s dependent information

Affordable Care Act Support ACA Transmission File to IRS

- 2015 is the first reporting year:
 - IRS expects employers to make a “good faith effort” to report accurate ACA data
 - IRS instructions indicate the ACA transmission file to the IRS is to be populated in **XML format** for submission to the IRS by **March 31, 2016**
 - Deadline is February 28, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees)



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PCG will support creating the IRS transmission file

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- Deadline is February 28, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees)

Affordable Care Act Support ACA Transmission File to IRS

- 2015 is the first reporting year:
 - Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically
 - IRS requires files to be in **XML format**
 - PCGenesis has not historically provided files in an XML format
 - XML format is not ideal for PCGenesis
 - The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB,
 - Multiple file transmissions may be required



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Affordable Care Act Support ACA Transmission File to IRS

IRS XML File Format

```

- <ContactNameGrp>
  <irs:PersonFirstNm>String</irs:PersonFirstNm>
  <irs:PersonMiddleNm>String</irs:PersonMiddleNm>
  <irs:PersonLastNm>String</irs:PersonLastNm>
  <irs:SuffixNm>String</irs:SuffixNm>
</ContactNameGrp>
  <ContactPhoneNum>0000000000</ContactPhoneNum>
</GovtEntityEmployerInfoGrp>
<Form1095CAAttachedCnt>0</Form1095CAAttachedCnt>
<AuthoritativeTransmittalInd>1</AuthoritativeTransmittalInd>
<TotalForm1095CALEMemberCnt>2</TotalForm1095CALEMemberCnt>
<AggregatedGroupMemberCd>0</AggregatedGroupMemberCd>
<QualifyingOfferMethodInd>0</QualifyingOfferMethodInd>
<QlfyOfferMethodTrnstReliefInd>1</QlfyOfferMethodTrnstReliefInd>
<Section4980HReliefInd>0</Section4980HReliefInd>
<NinetyEightPctOfferMethodInd>1</NinetyEightPctOfferMethodInd>
<JuratSignaturePIN>0</JuratSignaturePIN>
<irs:PersonTitleTxt>String</irs:PersonTitleTxt>
<irs:SignatureDt>1957-08-13</irs:SignatureDt>
- <ALEMemberInformationGrp>
  - <YearlyALEMemberDetail>
    <MinEssentialCvrOffrCd>1</MinEssentialCvrOffrCd>
    <ALEMemberFTECnt>0</ALEMemberFTECnt>
    <TotalEmployeeCnt>0</TotalEmployeeCnt>
    <AggregatedGroupInd>0</AggregatedGroupInd>
    <ALESEct4980HTrnstReliefCd>a</ALESEct4980HTrnstReliefCd>
  </YearlyALEMemberDetail>
  - <JanALEMonthlyInfoGrp>

```

Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**



/2015

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PCG will support creating the IRS transmission file

2015 is the first reporting year:

- Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**

Affordable Care Act Support ACA Transmission File to IRS

- ACA filing does NOT use the IRS FIRE system
- ACA filing requires NEW registration with the IRS
- School district officials must complete the ACA Information Return Transmitter Control Code (TCC) Application
- Will receive a TCC in the mail prior to electronically filing Affordable Care Act Information Return (AIR) Forms 1094-C and 1095-C.
- **This process TAKES TIME!!!!**



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Affordable Care Act Support ACA Transmission File to IRS

- Check the IRS ACA website for detailed information
- Search for: Affordable Care Act Information Return (AIR)



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- Will receive a TCC in the mail prior to electronically filing Affordable Care Act Information Return (AIR) Forms 1094-C and 1095-C.
- **This process TAKES TIME!!!!**

Check the IRS ACA website for detailed information on completing the ACA Information Return Transmitter Control Code (TCC) Application
Search for: Affordable Care Act Information Return (AIR)

Affordable Care Act Support Summary

- The GaDOE is working fervently to complete the remaining ACA processes
- However, these are uncharted waters
 - IRS XML File requirements
 - ADP/SHBP file feed interpretation
- Unfortunately, we cannot guarantee the programs will be functional as of a certain date



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The GaDOE is working as hard as possible to complete the remaining ACA processes. However, these are uncharted waters. Unfortunately, we cannot guarantee the programs will be functional as of a certain date.

Affordable Care Act Support Summary

- Accordingly, school districts need to determine whether or not alternatives for your district should be explored
- Districts may require an extension from the IRS
 - For the ACA transmission file
 - For providing the 1095-C printed forms to your employees



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- Accordingly, school districts need to determine whether or not alternatives for your district should be explored
- Districts may require an extension from the IRS
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 - For providing the 1095-C printed forms to your employees

Affordable Care Act Support Summary

- Ultimately, adhering to the IRS reporting requirements is a burden for the employer (school district)
- It will be the school district that has to adhere to any ramifications of failing to comply with the IRS regulations



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- Ultimately, adhering to the IRS reporting requirements is a burden for the employer (school district)
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Questions???

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- **PCGenesis Budget System**
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- User Input



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Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for payroll salaries and employer benefits.



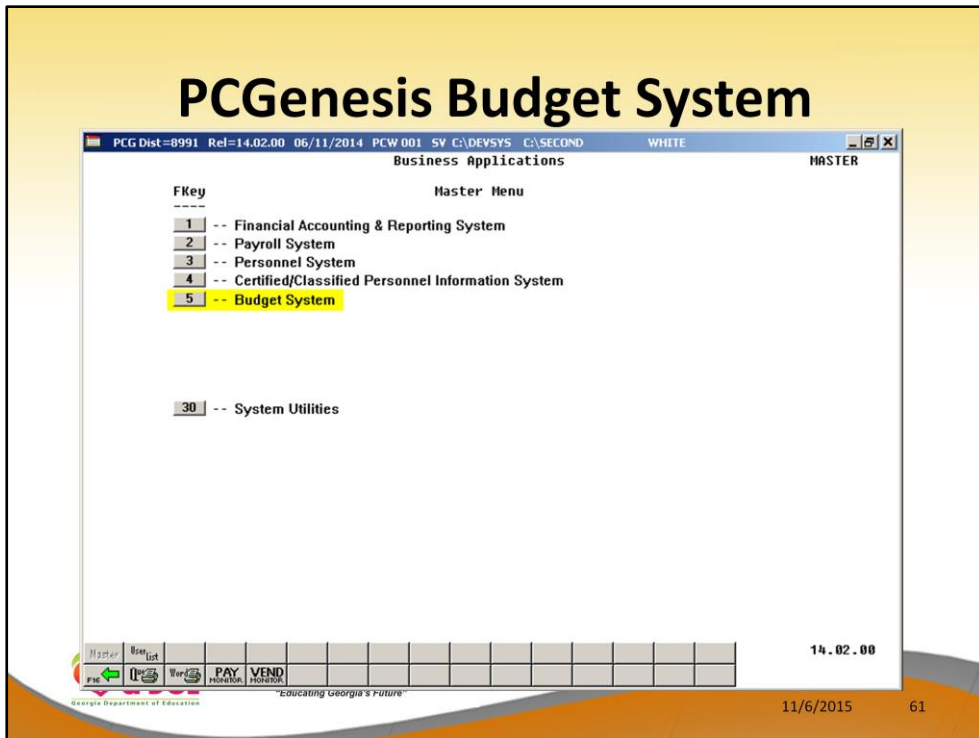
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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

PCGenesis Budget System



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PCGenesis Budget System

- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of employee and system files.
- Once the data is in the “sandbox”, a site can manipulate salary and benefit data:
 - Generate a series of budgeting reports.
 - Create a .csv external file that will be used for loading the budget on the financial side.
 - Use the “sandbox” gross data to load the payroll gross data for the next fiscal year.



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- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the “sandbox”, a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side.
- Once the budget is finalized, a site can use the “sandbox” gross data to load the employee salaries (payroll gross data) for the next fiscal year.
- By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes without affecting their “live” payroll files

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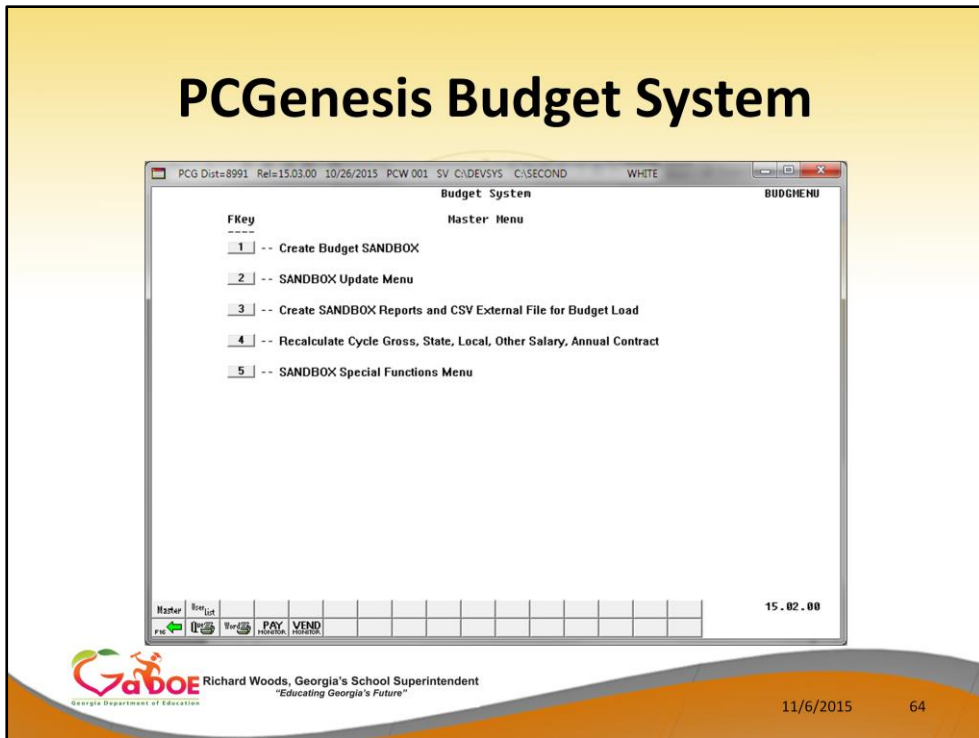
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PCGenesis Budget System

- Every time the user accesses the **F1 Create Budget SANDBOX** option, a new copy of the *SANDBOX* directory is built.
- Payroll file and other accompanying files are copied into the directory *K:\SECOND\SANDBOX*.
- **Budgeting parameters are applied to the data.**
- The *Create Budget SANDBOX* option can be run as many times as desired.
- Each time the user can apply a new set of parameters to the employee data.



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- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data

Budget Flag on Payroll Gross Data Screen

- The **Budget Flag** is a new field defined on the *Update/Display Gross Data* screen for the employee.
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.



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- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Gross Data PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS

Salary sched _____ Cert level _____ Pay step E State yrs 0 Local yrs 7
 Work sched ID _____ Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw _ Budget pay cat 92
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	CHI %	Pay Dist	Pay for Reas	Pay Period End
01.	S				944.27		1.0000			
02.	H	0022	12.950							
03.	H	0022	7.250							
04.	H	0022	7.250							
05.	-									
06.	-									

ACCT	Yr	End	F	Prgn	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Sub	Budget Flag
ACCT 01	14	100	-	1320	2700	18000	8012	-								U
ACCT 02	14	100	-	1320	2700	18000	8012	-								N
ACCT 03	14	604	-	9990	3100	11400	195	1								N
ACCT 04	14	605	-	9990	3100	11400	201	1								N
ACCT 05	00															-
ACCT 06	00															-

TRS & ERS Pens Gross Adj

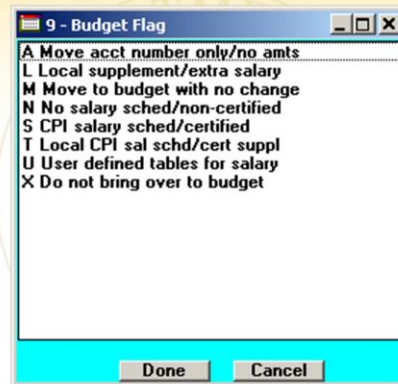
Contract ant 11331.25 Cycle gross 944.27 Total gross 944.27
 Pay sch. # 12 State salary 11331.25 Local salary _____ Cycle 1 Cal Yr
 Pens code 1 OLD PSERS Pens elig date 8/15/2006 Amt% 4.0000 Other _____
 Pens switch Y TRS service ind 0 PV contno 10

Mode changed to update

14.02.00

- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen



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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N').

Budget Flag on Payroll Gross Data Screen

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- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N')

Create Budget SANDBOX

- The *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L'.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.



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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Create Budget SANDBOX

PCGDist=8991 Rel=14.01.00 06/05/2014 PCW001 SV C:\DEV\SVS C:\SECOND WHITE BUDDATE

Create Budget Sandbox

Type S lines (CPI Salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Increase local and state years? Y (Y or N)
 Number of work days for certified employees: 180

Type T lines (Local CPI salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):
 Enter year for salary schedule: 2015 (CCYY)

Type N lines (No salary schedule):
 Salary lines (S, B, Y, Q): Annual amt change 3000.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

Type L lines (Local supplement/extra salary):
 Salary lines (S, B, Y, Q): Annual amt change 1200.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

ENTER = Continue, F16 = Exit 14.02.00

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- **Budget Flag of 'S':** The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
- **Budget Flag of 'T':** The user specifies the CPI local salary schedule year to use, and also specifies the number of work days for certified employees. The local salary schedule is based on **190** days per calendar year.
- **Budget Flag of 'U':** The user specifies the user-defined salary schedule year to use. Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field.
- **Budget Flag of 'L'** (budget as a local supplement/extra salary) or with a **Budget Flag** of **'N'** (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

Create Budget SANDBOX

- Before the *Create Budget SANDBOX* process is run, the user must define:
 - The State CPI Salary Schedule
 - The Local CPI Salary Schedule
 - The User-Defined Salary Schedules



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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Budget Update Menu

- The *Create Budget SANDBOX* process has completed.
- Now, the user can make additional changes to the employees' gross data salary lines from the *Budget Update Menu*.



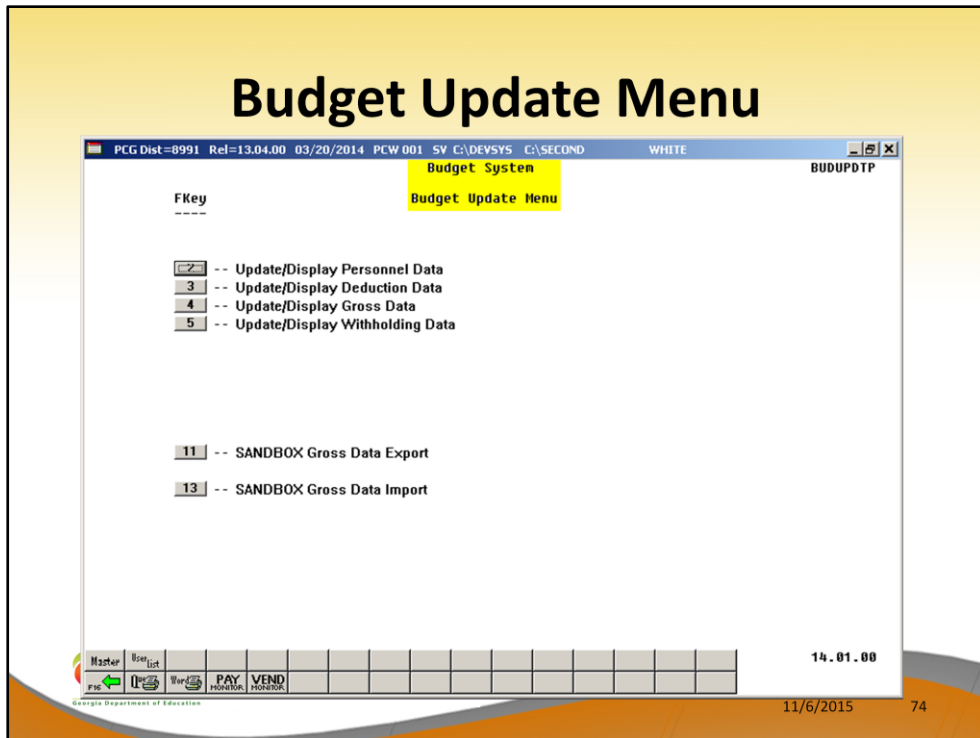
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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
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Budget Update Menu

- This menu allows the user to modify employee information in the *SANDBOX* directory including:
 - personnel data
 - deduction data
 - gross data
 - withholding data



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Budget Update Menu

The screenshot shows a window titled "SANDBOX - Update/Display Gross Data" with a red title bar. The window contains the following information:

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Status Active **SANDBOX - Update/Display Gross Data** PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS

Salary sched Cert level Pay step E State yrs 0 Local yrs 8
 Work sched ID Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw Budget pay cat 99
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	Regular	Overtime	CHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Gross	Gross	Dist	Reas	Period End
01.	S						2443.70		1.0000		
02.	H	0022	19.425								
03.	H	0022	10.875								
04.	H	0022	10.875								
05.											
06.											

Yr End F Prgn Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Budget Flag

ACCT 01	14	100	1320	2700	18000	8012				2443.70		U
ACCT 02	14	100	1320	2700	18000	8012						N
ACCT 03	14	604	9990	3100	11400	195 1						N
ACCT 04	14	605	9990	3100	11400	201 1						N
ACCT 05	00											
ACCT 06	00											

2443.70 1.0000 Sub Budget

TRs & ERS Pens Gross Adj Total gross 2443.70

Amt/% Contract amt 11331.25 Cycle gross 944.27 Cycle 1 Cal Yr

Pay sch. # 12 State salary 11331.25 Local salary

Pens code 1 OLD PSERS Pens elig date 8/14/2006 Amt/% 4.0000 Other Contno 10

Pens switch Y TRS service ind 0 PV contno 10

14.02.00

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- An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

Budget Update Menu

PCG Dist=8991 Rel=14.03.00 11/04/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAV02

Status A -- Active AL2N20, EF2EN
 Emp. no. 87223 Pay Loc 111 Location 000111 Class 2 TEACHERS
 Sex Code E Work Loc 111 Location 000111 Job 2 CLASSROOM TEACHERS
 Mar Stat M SSN 999 08 7223 EEO-5 Job 000 Undefined
 EEO-5 Ethnic 2 WHITE

NAME First EF2EN Middle _____ Prefix _____
 Last AL2N20 Suffix _____

Address 3802 MAIN STREET Certificate Type T4 Race (Select all that apply)
 Address L2 _____ CS1 Job (from CPI) 104 Yes No An Indian Alaskan
 City/State SMITH, GA Include on CPI ? Yes No Black
 Zip Code 33333 County 160 Sick Bank ? Yes No White
 Phone (999)555-2777 Out of State Substitute rank _____ Yes No Asian
 Cell phone (____) 000-0000 Override accrue? _____ Yes No Hawaiian Pacific
 Adj Lv Elig Date _____
 Lv Reason Max _____
 Hours Per Day 8.000

Spouse SSN _____
 Birth Date 7/01/1978 Pens Elig Date _____ TRS DOE Paid ERCON ? _____
 Hire Date 8/01/2009 GHI Eligible ? Yes No Health ins flag Y
 Rehire Date _____ Hrs/Week 40.00 Participate in GHI ? Y
 Background Ck _____ GHI 1ST Day Wrk 8/17/2009 GHI Option B2 BCBS SILVER
 Date of Death _____ GHI Eff Date 10/01/2009 GHI Tier 96 FAMILY
 Term Date _____ GHI Final Ded Dt _____ GHI Ded Cd 9
 Term Reason _____ GHI Change Code MISC Name, Address, Phone, etc.

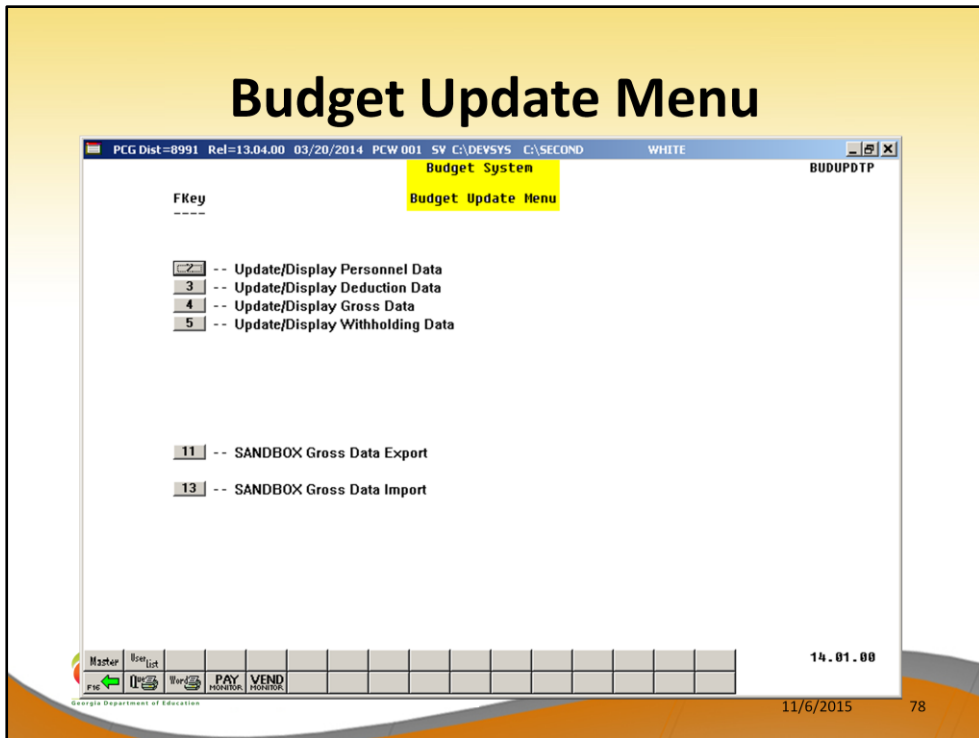
***** TAX DATA *****
 Federal: Mar Stat M Exempt 3 Withholding Code 0 Ant/% 00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 1 Ant/% 15.00
 Tax Switches: Fed State FICA Pension AEIC _____

Mode changed to update

14.03.00

- An example of an employee's *SANDBOX - Update/Display Personnel Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in **Red**, as illustrated on the *SANDBOX - Update/Display Personnel Data* screen.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- *SANDBOX Gross Data Export* is available.
- *SANDBOX Gross Data Import* is available.
 - Export the *SANDBOX* gross data to a .csv file.
 - Make modifications to the spreadsheet.
 - Import the *SANDBOX* gross data back into the PCGenesis budgeting system.
 - When the budget is finalized, import the *SANDBOX* gross data back into the payroll system.



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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- The *SANDBOX* employee information is in the budget “playground” or “sandbox”.
- Any changes made within the budgeting system do not affect the regular, “live” payroll files.
- There is no impact on the current scheduled payroll cycle.



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- Since the *SANDBOX* employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.

SANDBOX Reports

- The user has finished making all necessary changes:
 - The *SANDBOX* employee data has been updated
 - The *SANDBOX* employer rates have been updated
- Now, the user is ready to select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option.



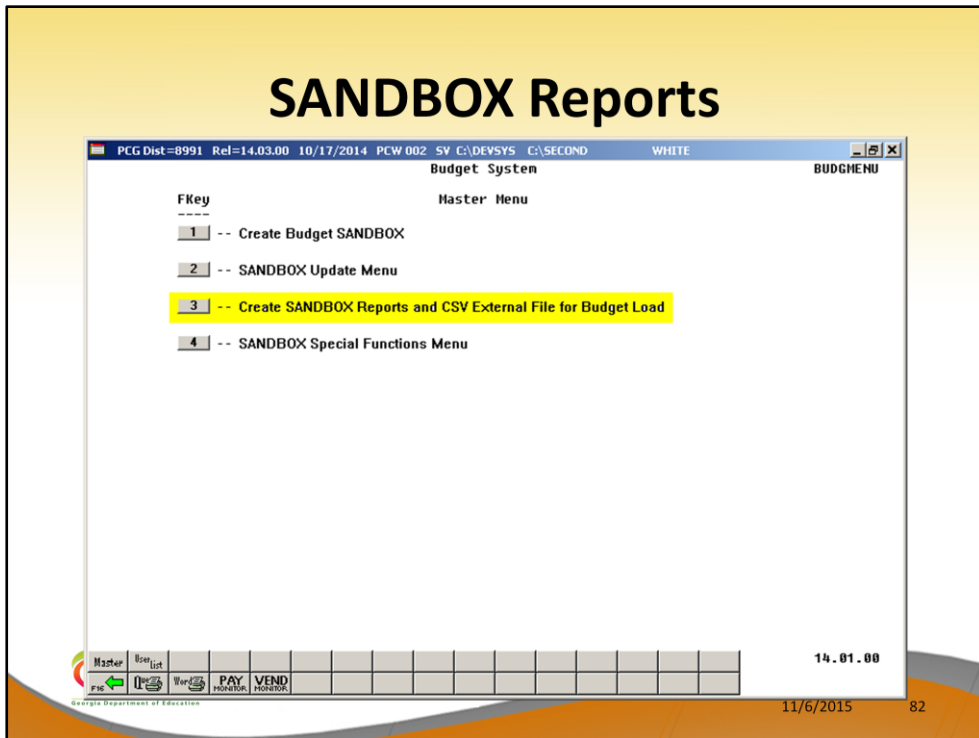
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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports



- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports

- Run the *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again.
- Use different gross data amounts on the employee records each time.
- Run any variety of budget scenarios.
- All of the reports show ANNUAL budgeted amounts.



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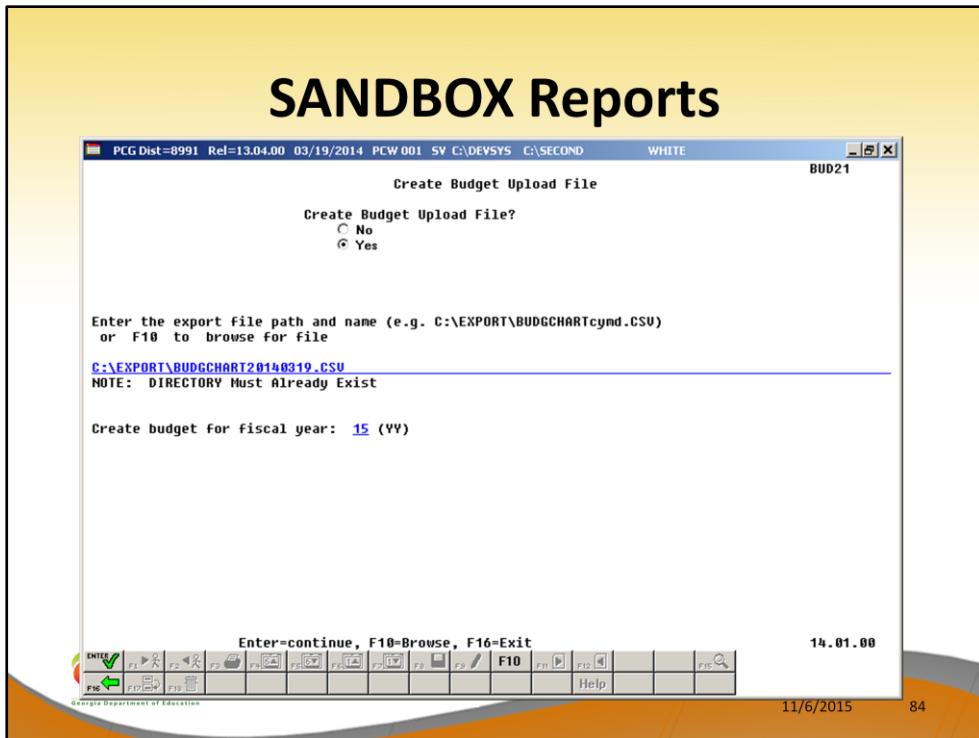
Georgia Department of Education

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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

SANDBOX Reports



- The user can specify the location of the .csv external file
- The user can specify the fiscal year for the budget file, as shown below.

SANDBOX Reports

REPORT ID: PAY20-GROS-BUDG		BUDGET GROSS PAY DISTRIBUTION		FOR 08/26/14		PAGE 1							
REPORT DATE: 11/03/2014													
YR	FND	F	PRGM	FNCT	OBJCT	PCTY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	***** TOTALS *****	*****	*****
										OBJECT	FNCT	FUND	
15	100	0	1011	1000	11000	3050	0	000000	KG TEACHERS STATE SALARIES	416,114.04	416,114.04		
15	100	0	1011	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	22,266.24	22,266.24		
15	100	0	1011	1000	14000	3050	0	000000	KG TEACHER AIDE SALARIES	141,711.72	141,711.72		
15	100	0	1011	1000	16100	3050	0	000000	SALARY: TECHNOLOGY COORD	5,147.52	5,147.52		
15	100	0	1011	1000	17200	3050	0	000000	SALARIES: COUNSELOR	16,141.08	16,141.08		
15	100	0	1013	1000	11000	3050	0	000000	KG LOCAL TEACHER SALARIES	9,647.16	9,647.16		
15	100	0	1013	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	330.00	330.00		
15	100	0	1013	1000	17200	3050	0	000000	SALARIES: COUNSELOR	366.72	366.72		



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Gross Pay Distribution by Account for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20-BENE-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014
 YR FND F 22000 ***** 22000 ***** 21000 ***** 21000 *****

PRGM	FNCT	OBJCT	CTY	B	ADDT'L	SALARY	GROSS	FICA	EMPLOYER	MED	EMPLOYER	PENSION	PENSION				(OBJECT)						
ACCOUNT	DESCRIPTION							QA	SDI+HI	AMT	HI	GROSS	(OBJECT)	GROSS	AMOUNT	C	GHI	AMT	N	GHI	AMT	SHR/EMPL	
15	100	0																					
1011	1000	11000	3050	0	000000	416,114.04	380,277.36							416,114.04									
							29,089.44						TRF	54,719.16		68,040.00							
1011	1000	11800	3050	0	000000	22,266.24	19,806.84							22,266.24									
							1,515.00						TRF	2,928.00		5,670.00							
1011	1000	14000	3050	0	000000	141,711.72	128,749.92							141,711.72									
							9,849.24						TRF	18,634.80					50,080.80				
1011	1000	16100	3050	0	000000	5,147.52	4,890.48							5,147.52									
							374.16						TRF	676.92					7,154.40				
1011	1000	17200	3050	0	000000	16,141.08	14,177.76							16,141.08									
							1,084.68						TRF	2,122.56		3,779.64							
1013	1000	11000	3050	0	000000	9,647.16	8,632.92							9,647.16									
							662.04						TRF	1,268.64									
1013	1000	11800	3050	0	000000	330.00	293.40							330.00									
							22.20						TRF	43.44									
1013	1000	17200	3050	0	000000	366.72	322.08							366.72									
							24.24						TRF	48.24									



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution for FICA, pensions, and GHI for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20EMP-BUDG **BUDGET** GROSS PAY DISTRIBUTION FOR 08/26/14 PAGE 16
 REPORT DATE: 11/03/2014

LOC	EMP	NAME	AMOUNT	ACCOUNT
*** TOTAL BY FUNCTION			105,793.56	**
*** TOTAL BY PROGRAM			105,793.56	***
*** TOTAL BY FUND/FISC			105,793.56	****
*** TOTAL BY OBJECT				*
9030	89792	BE9SMELL, SUSDAY	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	89726	EL3AS, VA3GHN	12,761.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88435	LE6TZ, LI6COLN	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	88377	HIGTON, WE3EJUN	12,106.68	15 602 0 9990 3100 18400 3050 0 000000
9030	88908	MUSLIGAN, CLYVELAND	12,167.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88431	ULZICH, NU2	23,297.88	15 602 0 9990 3100 18400 3050 0 000000
9030	89837	VO4T, HA4LAN	11,912.52	15 602 0 9990 3100 18400 3050 0 000000
9030	88422	WE3THERS, LA3ERNE	6,459.96	15 602 0 9990 3100 18400 3050 0 000000
*** TOTAL BY OBJECT			98,722.32	*
*** TOTAL BY FUNCTION			98,722.32	**
*** TOTAL BY PROGRAM			98,722.32	***
*** TOTAL BY FUND/FISC			98,722.32	****
*** TOTAL BY OBJECT				*
9030	88470	CASIWELL, ER30L	13,675.20	15 603 0 9990 3100 18400 0111 0 000000
9020	87915	CH6PA, HIGKEY	21,949.92	15 603 0 9990 3100 18400 0111 0 000000
9030	88641	RNS7SON, SHENIKA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
9020	87586	QY7EN, LA7CHA	12,179.98	15 603 0 9990 3100 18400 0111 0 000000
9030	89527	ST2RKEY, CL2RISA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
*** TOTAL BY OBJECT			73,295.16	*
*** TOTAL BY FUNCTION			73,295.16	**
*** TOTAL BY PROGRAM			73,295.16	***
*** TOTAL BY FUND/FISC			73,295.16	****
*** GRAND TOTAL			8,779,050.48	*****

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Gross Pay Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYPR03-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	***** 21000 ***** 21000 *****		(OBJECT) PEN EMPR SHR/EMPL
			OASDI GROSS AMT	HI GROSS AMT			C GHI AMT	N GHI AMT	
ADGER, TAE 88127		13,827.96	13,827.96 857.28	13,827.96 200.52	TRS	13,827.96 1,818.36			
ADGM, SA3 89094		56,357.04	48,155.04 2,985.60	48,155.04 698.28	TRS	56,357.04 7,410.96	11,340.00		
ALLENZO, EFZEN 87223		32,466.12	26,058.60 1,615.68	26,058.60 377.88	TRS	32,466.12 4,269.24	11,340.00		
ARZCON, AL2SA 89823		9,837.12	9,837.12 609.96	9,837.12 142.68					
ARMIS, REMNALDO 89253		16,959.96	16,959.96 1,051.56	16,959.96 245.88	TRS	16,959.96 2,230.20			
ARSTAD, TASHINA 88944		60,669.12	59,127.36 3,665.88	59,127.36 857.40	TRS	60,669.12 7,977.96			
ASSCRAFT, JASIKIA 89068		36,499.92	35,002.68 2,170.20	35,002.68 507.48	TRS	36,499.92 4,799.76			
ASSEW, DASTON 87468		51,377.04	48,087.84 2,981.40	48,087.84 697.32	TRS	51,377.04 6,756.12	11,340.00		

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYR0102-BUDG
 REPORT DATE: 06/18/2014 14:30

BUDGET Distribution of Benefits
 Detail Items by Account for Period 06/17/2014

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Empno	Name	Yr	Fnd	F	Prgr	Prct	Objct	Fcty	B	Addr'l	Ded	Cd	Ded	Company	Amount	
Account Total																3,982.08
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	1	06			1,287.36	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	8				913.20	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	12				83.64	
Account Total																2,284.20
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	1	06			514.56	
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	8				913.20	
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	12				33.48	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	1	06			622.92	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	8				913.20	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	12				40.44	
89988	STWALL, HILDI	14	607	0	9990	3100	18400	0103	0	000000	1	06			379.68	
89988	STWALL, HILDI	14	607	0	9990	3100	18400	0103	0	000000	8				913.20	
Account Total																4,330.68
88229	UPCHN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	1	06			1,124.04	
88229	UPCHN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	12				73.08	
Account Total																1,197.12
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	1	06			564.24	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	8				913.20	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	12				36.72	
89306	LETESQUE, THTD	14	608	0	9990	3100	18400	0109	0	000000	1	06			481.36	
89306	LETESQUE, THTD	14	608	0	9990	3100	18400	0109	0	000000	8				913.20	
89306	LETESQUE, THTD	14	608	0	9990	3100	18400	0109	0	000000	12				44.28	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	1	06			512.16	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	8				913.20	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	12				33.24	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	1	06			481.36	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	8				913.20	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	12				44.28	
Account Total																6,250.44
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	1	06			1,154.52	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	8				913.20	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	12				75.00	
Account Total																2,142.72
Account Distribution Total															1,226,171.86	



- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYDR100-SUBG		BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT		PAGE 8						
REPORT DATE: 06/18/2014		BY ACCOUNT FOR 06/17/14								
ANNUITY CO. #: 04 VANGUARD FIDUCIARY TRUST CO		CONTRIBUTION TYPE: 2		1 = FIXED AMOUNT						
VENDOR #: 1581 VENDOR 001581		EMPLOYER OBJECT: 28000		2 = % OF ANNUITY GROSS						
		EMPLOYER BLMC: 0421		3 = % OF EMPLOYEE CONTRIBUTION						
				4 = % OF ANNUITY GROSS, W/ MAX						
YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
14	604	0	9990	3100	19000	8010	0	000000	SCHOOL NTR DIRECTOR SAL	2,544.52
FUND TOTAL 14-604-0										2,544.52
14	605	0	9990	3100	18400	0198	0	000000	DCHS LR WORKERS SALARY	2,874.60
14	605	0	9990	3100	19100	0198	0	000000	DCHS LR MGR SALARY	1,287.36
14	605	0	9990	3100	19110	0198	0	000000	DCHS LR ASST MANAGER SALARY	736.92
FUND TOTAL 14-605-0										4,898.88
14	606	0	9990	3100	18400	0199	0	000000	EMES LR WORKERS SALARY	1,166.64
14	606	0	9990	3100	19100	0199	0	000000	EMES LR MGR SALARY	1,287.36
FUND TOTAL 14-606-0										2,454.00
14	607	0	9990	3100	18400	0103	0	000000	KES LR WORKERS SALARY	1,517.16
14	607	0	9990	3100	19100	0103	0	000000	KES LR MGR SALARY	1,124.04
FUND TOTAL 14-607-0										2,641.20
14	608	0	9990	3100	18400	0109	0	000000	DCHS LR WORKERS SALARY	2,439.12
14	608	0	9990	3100	19100	0109	0	000000	DCHS LR MGR SALARY	1,287.36
FUND TOTAL 14-608-0										3,726.48
14	609	0	9990	3100	18400	0111	0	000000	EYES LR SALARIES	1,148.88
14	609	0	9990	3100	19100	0111	0	000000	EYES LR MGR SALARY	1,154.52
FUND TOTAL 14-609-0										2,303.40
ANNUITY CO. TOTAL										749,871.03

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Account for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYDR101-BUDG REPORT DATE: 06/18/2014		BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT BY EMPLOYEE FOR 06/17/14		PAGE 14
DEDUCTION #:	STATE HEALTH -NON CERT	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT	
VENDOR #:	GHI-NON-CERT	EMPLOYER OBJECT: 21000	EMPLOYER BLNC: 0421	2 = % OF PROC TYPE GROSS
				3 = % OF EMPLOYEE CONTRIBUTION
EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.	
88657	REEVES, OLISIE	913.20	999-08-8657	
89533	ROALEY, CARLO	913.20	999-08-9533	
88901	RO4Y, DAALIAN	913.20	999-08-8901	
89372	ROBINETTE, MYSES	913.20	999-08-9372	
89267	ROBERT, MEGANIA	1,826.40	999-08-9267	
89295	SALTERFIELD, ROZAL	913.20	999-08-9295	
88618	SAVDANA, PATLENE	913.20	999-08-8618	
88271	SCREIBER, NOZM	913.20	999-08-8271	
88347	SCLES, CEGILLE	913.20	999-08-8347	
89194	SCOTCINGS, CRILEO	913.20	999-08-9194	
88458	SCYUNGACHER, RO7	913.20	999-08-8458	
89311	SIZK, TOZA	913.20	999-08-9311	
88933	SI4SON, SHALA	1,826.40	999-08-8933	
89807	SKELTON, BRATTANNEY	913.20	999-08-9807	
89101	SL4DGE, ADAMUSTUS	913.20	999-08-9101	
87372	SM4LLS, MYSES	1,826.40	999-08-7372	
89367	STZEN, DEZERA	913.20	999-08-9367	
88167	STZEN, WIZTON	913.20	999-08-8167	
89988	STEVALL, MINDI	913.20	999-08-9988	
89011	STENFIELD, BRADLY	913.20	999-08-9011	
87811	STENFIELD, YEEEN4	913.20	999-08-7811	
88012	T4S, BEEB	913.20	999-08-8012	
89542	TH4P, ED4SIS	913.20	999-08-9542	
88695	VEZNCN, FAZING4H	913.20	999-08-8695	
89837	VO4T, HAALAN	1,826.40	999-08-9837	
87846	W4JDR0P, V4NCE	913.20	999-08-7846	
89269	W4GONER, H444LL4	913.20	999-08-9269	
88696	W4SC0RN, C4MMEN	1,826.40	999-08-8696	
DEDUCTION TOTAL CONTRIBUTION AMOUNT		200,903.11		

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Employee for the Budget Sandbox.

SANDBOX Reports

- The budget is complete, when the user is satisfied with the budget reports.
 - Print the final budget reports.
 - Use the .csv external file to load the budget into the financial system.
 - Import the *SANDBOX* gross data into the payroll system.



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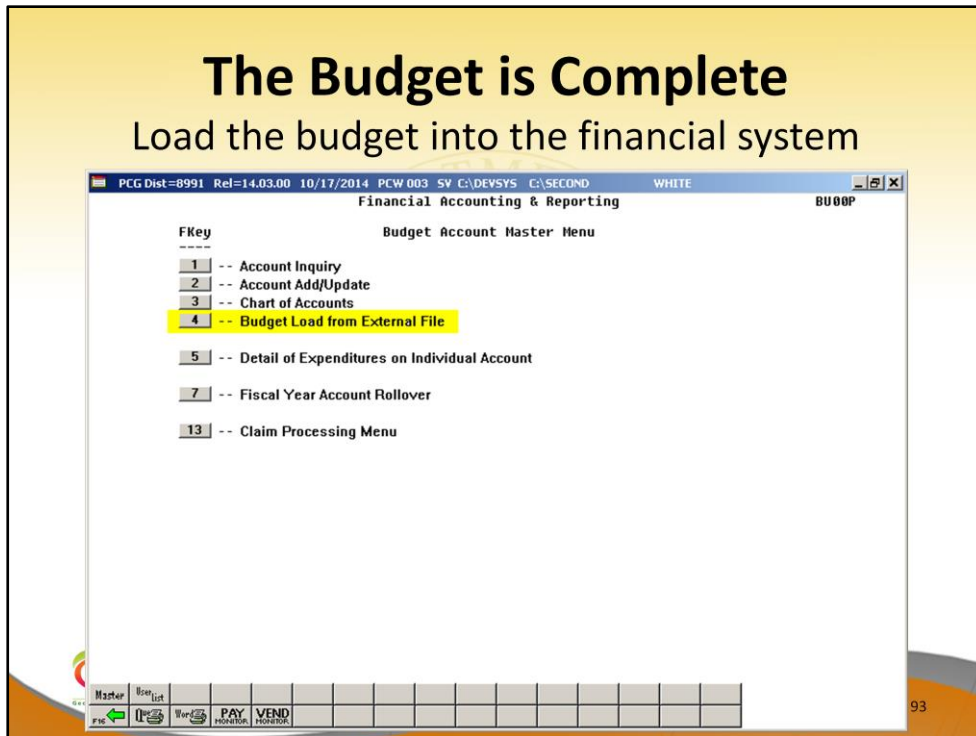
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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The Budget is Complete

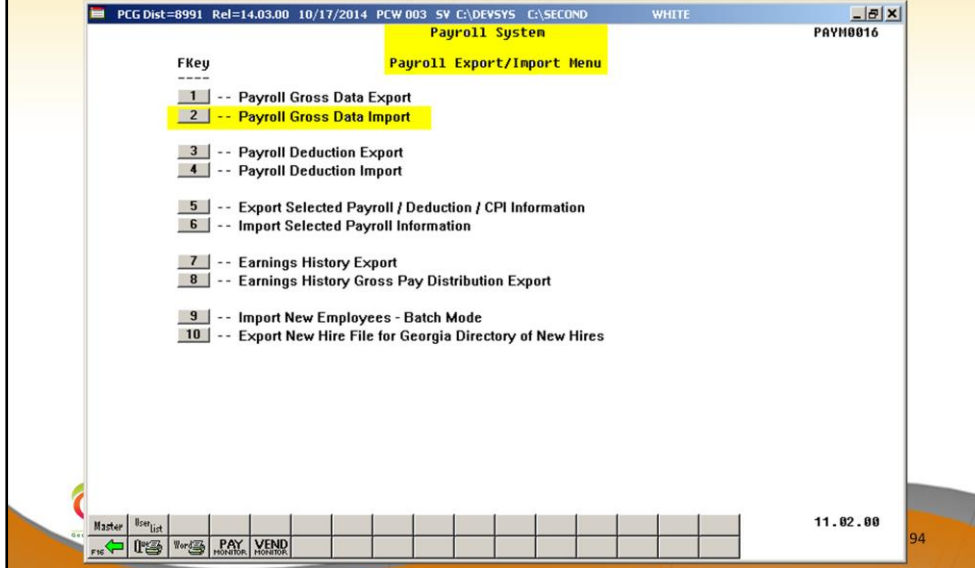
Load the budget into the financial system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

The Budget is Complete

Import *SANDBOX* gross data into the payroll system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- **Getting Ready for 2016 GHI**
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
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- User Input



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Getting Ready for 2016 GHI

- GHI options B1, B2, B3, B6, H1, H2, and K1 are the same
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- Many GHI premium rates have changed for 2016.



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The GHI options B1, B2, and B3 are still available for BCBS Gold, Silver and Bronze plans.
The GHI option B6 has been added for BCBS HMO.
The GHI option H1 has been added for United HealthCare HMO.
The GHI option H2 has been added for United HealthCare HDHP.
The GHI option K1 has been added for Kaiser HMO.

Almost all GHI premium amounts have changed for 2016.

Getting Ready for 2016 GHI

The screenshot shows a personnel data window with a 'PCG Select GHI Code' dialog box open. The dialog box contains a table of GHI options:

Opt	Tier	Long Description	Short Desc
B8		TRICARE SUPPLEMENT	TRISUP
B1		BCBS GOLD	BCBS GOLD
B2		BCBS SILVER	BCBS SILVER
B3		BCBS BRONZE	BCBS BRONZE
B6		BCBS HMO	BCBS HMO
H1		UHC HMO	UHC HMO
H2		UHC HDHP	UHC HDHP
K1		KAISER HMO	KAISER HMO
NC		NO COVERAGE OR COVERAGE WAIVED	WAIVED
NE		NOT ELIGIBLE FOR COVERAGE	NOT ELIGIBLE

A callout box points to 'GHI Option B1' in the list, which is 'BCBS GOLD'. The background window shows personnel data for 'ETZAN, AB3EU' with various fields like Status, Emp. no., Pay Loc, Work Loc, SSN, Address, and City/State.

This is a complete list of the 2016 GHI options.

Blue Cross/Blue Shield, United Healthcare, Kaiser and TriCare Supplement make up the available options for employees.

Getting Ready for 2016 GHI

The screenshot displays a personnel data window with the following fields:

- Status: Active
- Emp. no.: 88942
- Sex Code: F
- Mar Stat: M
- Address: 2072 MAIN STREET
- City/State: SMITH, GA
- Zip Code: 33333
- Phone: (999)555-1058
- Pay Loc: 302
- Work Loc: 302
- SSN: 999 08 8992
- Location: 000302
- Class: 1A
- Job: 11A
- Job: 816
- EEO-5: Service Worker
- EEO-5: WHITE
- Certificate Type: 80
- CS1 Job (From CPI): 110
- Include on CPI: Y
- Sick Bank: N
- Substitute rank: -
- Race: No
- Hispanic/Latino Ethnicity: No
- TRs DOE Paid ERCON: -
- Health ins Flag: Y
- Participate in GHI: Y
- GHI Option: B1
- GHI Tier: 90
- GHI Ded Cd: 8

The 'PCG Select GHI Code' dialog box is open, showing a table of options:

Opt Tier	Long Description	Short Desc
B1 10	SINGLE COVERAGE	SINGLE
B1 40	SINGLE COVERAGE TOBACCO SURCHARGE	SINGLE/T
B1 90	EMPLOYEE & SPOUSE	EESP
B1 91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	EESP/T
B1 94	EMPLOYEE & CHILD(REN)	EECH
B1 95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	EECH/T
B1 96	EMPLOYEE & SPOUSE & CHILD(REN)	FAMILY
B1 97	EMPL & SPOUSE & CHILD/TOBACCO SURCHAR	FAMILY/T

A callout box labeled 'GHI Tier from Benefit File' points to the 'GHI Tier' field in the main window, which is currently set to '90'.

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- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.

Getting Ready for 2016 GHI

How to Install 2016 GHI

- 1) Install PCGenesis Release 15.03.01. This release will automatically upload the new 2016 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Option & Tier from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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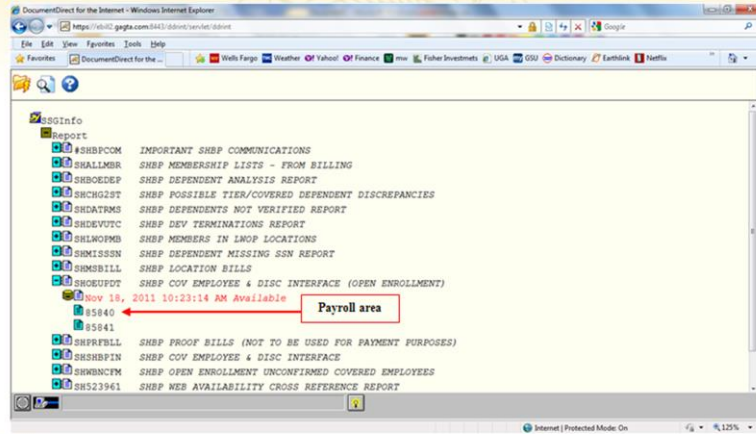
Several steps are necessary to get ready to process GHI in 2016. Before your December payroll, you will be able to install the 15.03.01. This release will contain the 2016 GHI premiums. The new premiums will be uploaded automatically by the release.

After open enrollment is completed, the new employee GHI elections must be downloaded from the DCH website before the enrollment data can be imported into the PCG personnel screen.

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2016 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



The most difficult part of this process is downloading the enrollment data from DCH. It seems that every year the DCH website changes and honestly, I don't know what to expect this year with the new ADP interface.

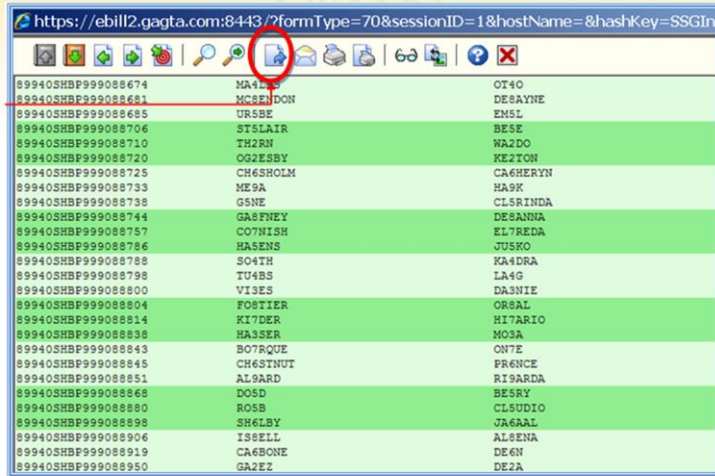
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

In this example, the correct file was SHOEUPDT dated November 18, 2011.

Select the correct file.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=8&hashKey=SSGI

89940SHBP999088674	MALES	OT40
89940SHBP999088681	MCSENDON	DESAYNE
89940SHBP999088685	URSBE	EMSL
89940SHBP999088706	STSLAIR	BESSE
89940SHBP999088710	THORN	WALDO
89940SHBP999088720	OGZESBY	KEZTON
89940SHBP999088725	CHESHOLM	CACHERYN
89940SHBP999088733	ME9A	HASK
89940SHBP999088738	GSNE	CLSRINDA
89940SHBP999088744	GARFNEY	DESANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HASENS	JUSKO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	FOSTIER	OR8AL
89940SHBP999088814	KITDER	HI7ARIO
89940SHBP999088838	HASER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CHESTNUT	FRANCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DO5D	BESRY
89940SHBP999088880	RO5B	CLSUDIO
89940SHBP999088898	SH6LBY	JAG6AL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GAZEZ	DE2A

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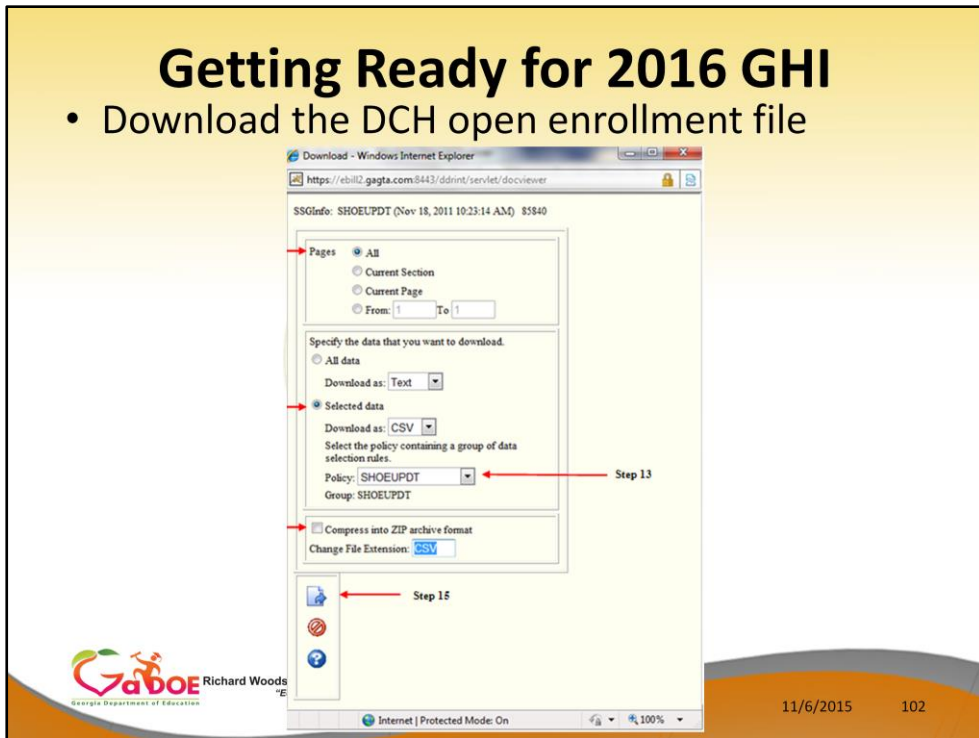
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The open enrollment file is displayed.

Select the download icon.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



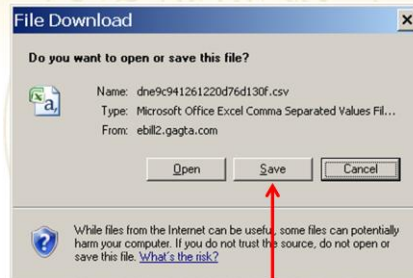
The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
 - Download as CSV
 - Policy SHOEUPDT
- Do NOT compress the file

Then select the download icon.

Getting Ready for 2016 GHI

- Download the DCH open enrollment file



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Select SAVE to save the file to your C drive.

Getting Ready for 2016 GHI

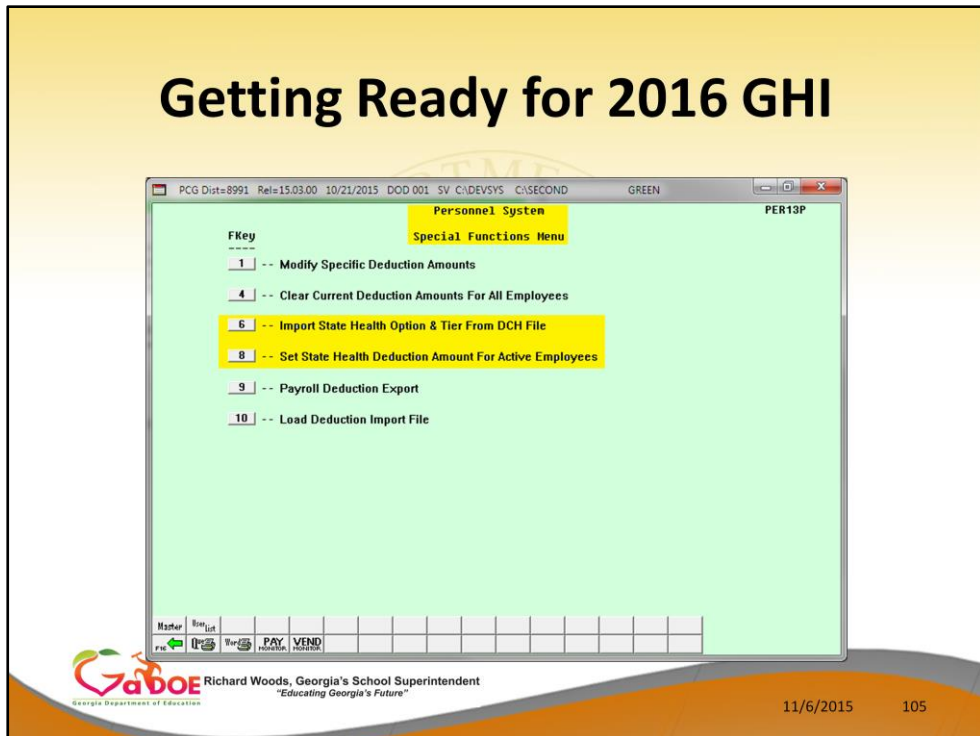
- Download the DCH open enrollment file

```
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3T L
"89990SHBP999087071 SC2REIBER TH2NH J
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BUSDEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y R
"89990SHBP999087077 O64E TO5D
"89990SHBP999087078 BE3MAN CE4ES0INA B
"89990SHBP999087079 BO2IE KA1HLE8N A
"89990SHBP999087080 BR9SCOE NA7MA D
"89990SHBP999087081 PA8IS JE8NISER E
"89990SHBP999087082 SN7WDEN SA3A E
"89990SHBP999087083 WAGEFIELD SU2AN E
"89990SHBP999087084 BASKDALE M810N E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change.

Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make any changes using NOTEPAD.

Getting Ready for 2016 GHI



Now the final two steps of the GHI Open Enrollment process:

- 1) Import State Health Option & Tier from DCH File = F6
- 2) Set State Health Deduction Amount For Active Employees = F8

You must execute BOTH of these steps!!!

Getting Ready for 2016 GHI

Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)



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Personnel and deduction screens must be updated for the December payroll with the new options that the employee selected during open enrollment.

The file downloaded from SHBP can be imported into PCGenesis.

Getting Ready for 2016 GHI Open Enrollment – Import GHI Option and Tier Elections

```
PCG Dist=0991  Rel=12.03.00  10/16/2012  DOD 001  C:\DEVSYS  C:\SECOND  GREEN  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

C:\TEMP\ARCHIVE.CSV

Enter=Continue  or  F16=Exit  12.03.00
```



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Use F10 to browse for the file.

Importing the County is optional.

Using this process only enters the **option** and **tier** from the imported file to the personnel screen. It does NOT update any amounts on the deduction screen.

Getting Ready for 2016 GHI

Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (**F8**)



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After the correct option and tier is entered (or imported) on the personnel screen for each employee, the premium can be updated on the deduction screen using this procedure.

The premium was not updated with the prior import, so this procedure must also be completed.

Getting Ready for 2016 GHI

Set GHI Deduction Amounts

PCG Dist=8991 Rel=15.03.00 10/21/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE PER0150

Set State Health Deduction Amount For Active Employees
(All substitutes are skipped)

Trial mode to verify changes prior to updating? Y
Reduce premium amount by normal employer paid share? N
Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 1/01/2016

The following SHBP system deductions will be modified by this process:

Ded Code	Ded Desc	Emplr Ind	Emplr Ant
8	ST HEALTH NON-CERT-125	N	
9	STATE HEALTH CERT. -125	N	

ENTER = Validate PF16 = Exit

13.03.00

Before running this procedure, the new option and tier choices should be entered on the personnel screen. It is also important to have the correct GHI deduction code entered on the personnel screen.

This procedure should be run in trial mode first. The trial mode will not update the deduction screen, but a report will be produced that contains all of the changes that will be made.

Review the report to make sure it is correct and then run the update again with the **trial mode flag** switched to **N**. **This will update all of the employee premiums on the deduction screen** to match the premiums set in the GHI Plan/Option/Tier maintenance file.



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Getting Ready for 2016 GHI

Set GHI Deduction Amounts

REPORT DATE: 10/27/2009 10:17

SHBP DEDUCTION UPDATE REPORT

Program ID: PER0150

*** TRIAL MODE - NO UPDATES ***

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, BO4IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EMARSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARV, PASULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIN	8010	55	12	09	NE	00	0.00	Y	0.00	Y
087836	OR2ELAS, COZEMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, O22E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.00	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL40N	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, OO3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00	Y	0.00	Y
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y



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Verify the enrollment data and premium data on this report before running the process in FINAL mode.

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PCGenesis and Third Party Vendors

- Extend the capabilities of PCGenesis!
- At least 25 PCGenesis sites interface with third party software



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PCGenesis can be brought into the modern era by interfacing with third party software.

PCGenesis and Third Party Vendors

- Interface with third parties allows:
 - Employee web access to payroll checks and direct deposits, W-2's, emergency contact data, etc.
 - No longer necessary to print and mail employee direct deposits
 - Paperless workflow management for purchase orders and invoicing
 - No longer necessary to print and mail vendor purchase orders – can fax or e-mail instead
 - E-file historical payroll and financial documents and burn the paper copies!



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PCGenesis and Third Party Vendors

- PCGenesis produces text-only output:
 - Payroll checks and direct deposit notices
 - Manual payroll checks
 - Employee W-2's, Vendor 1099-R's
 - Purchase orders
 - QWORD print option for text-only output of other reports



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Text-only output allows third parties to intercept PCGenesis output.

PCGenesis and Third Party Vendors

The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window displays a list of files with columns for "Del", "Rec", "User", "File", "Size", "Time", and "Date". The file "C:\SECOND\BDDPRT\YIDR0001" is selected. Below the list, there are several buttons and options: "Open in MSWORD", "Print-Save", "Browse", "User", "Sort", "Refresh", "New MSWORD", "Print-Delete", "MSWord", "Print", "Label", "3rd Party", "Save User Options", "Labels", "Delete Selected", and "3rd Party". A callout box points to the "3rd Party" option in the "Delete Selected" menu, stating: "'3rd Party' prints without printer control characters".

Del	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	001	DDD	C:\SECOND\BDDPRT\VEIETR0002	167K	10:19	10/22/2013
<input type="checkbox"/>	002	DDD	C:\SECOND\BDDPRT\VEIETR0002	142K	10:19	10/22/2013
<input type="checkbox"/>	003	DDD	C:\SECOND\BDDPRT\VEIETR0002	906	10:19	10/22/2013
<input type="checkbox"/>	004	DDD	C:\SECOND\BDDPRT\PRINT0002	581K	09:49	10/22/2013
<input type="checkbox"/>	005	DDD	C:\SECOND\BDDPRT\PRINT0001	677K	09:47	10/22/2013
<input checked="" type="checkbox"/>	006	DDD	C:\SECOND\BDDPRT\YIDR0001	215K	09:42	10/22/2013
<input type="checkbox"/>	007	DDD	C:\SECOND\BDDPRT\YIDR0000	247K	09:42	10/22/2013
<input type="checkbox"/>	008	DDD	C:\SECOND\BDDPRT\VPCN0001	2K	09:32	10/18/2013
<input type="checkbox"/>	009	DDD	C:\SECOND\BDDPRT\VPCN0000	2K	09:31	10/18/2013
<input type="checkbox"/>	010	DDD	C:\SECOND\BDDPRT\LVSM0001	373K	15:44	10/17/2013
<input type="checkbox"/>	011	DDD	C:\SECOND\BDDPRT\LVSM0000	541	15:44	10/17/2013
<input type="checkbox"/>	012	DDD	C:\SECOND\BDDPRT\VBAL0000	3967K	13:30	10/01/2013
<input type="checkbox"/>	013	DDD	C:\SECOND\BDDPRT\PRINT0000	53	13:25	10/01/2013

*** End of list ***

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A new feature added to QWORD allows reports to be generated without printer control characters. This text-only output allows third parties to intercept PCGenesis output.

Agenda

- Introduction
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Enhanced Substitute Pay and Employee Leave Implementation

- 40 districts are up and running on the new leave system, about a third of our user base
- Using the new leave system is **OPTIONAL**
- Phased implementation over the client base
- Call the help desk to get on the wait list
- In the mean time, review the leave documentation



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- Currently, we have **NO** districts on the wait list for the Enhanced Substitute Pay and Employee Leave System.

Enhanced Substitute Pay and Employee Leave Processing Documentation

The screenshot shows a web browser window displaying the 'Personnel System Operations Guide' for the Georgia Department of Education. The browser's address bar shows the URL: <http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx>. The page features a navigation menu with links for Home, Students, Parents, Teachers, Business & Industry, and Contact Us. Below the menu, the breadcrumb trail reads: Georgia Department of Education > Technology Services > PCGenesis > Personnel System Operations Guide. A left-hand navigation pane lists various categories, with 'PCGenesis' selected. The main content area is titled 'Personnel System Operations Guide' and contains a list of sections:

- Section A: Leave Processing
 - PCGenesis Leave Import.xlt Template
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
- Section D: Special Functions
- Section E: Enhanced Substitute Pay and Employee Leave Processing
 - Topic 1: Leave Setup
 - Topic 2: Leave Payroll Processing
 - EnhancedLeaveImport.xlsx Template
 - Topic 3: Leave Periodic Processing
 - Topic 4: Leave Reporting
 - Topic 5: Leave History Processing

The entire list for Section E is enclosed in a red rectangular box. The footer of the page includes the Georgia Department of Education logo, the date 11/6/2015, and the page number 118.

Documentation for the *Enhanced Substitute Pay and Employee Leave System* is available in the Personnel System Operations Guide.

Enhanced Substitute Pay and Employee Leave Implementation

- New leave is turned on by the DOE
- Training is over the phone using LanDesk
- Two training sessions, generally two hours each
- Session I – setting up leave parameters and getting ready for conversion
- Session II – learning the processes



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Enhanced Substitute Pay and Employee Leave Implementation

PCG Dist=8991 Rel=12.03.00 10/25/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN PAYTAXES

**** Payroll Control Information ****

System #: 8991 Name: SMITH CITY BOARD OF EDUCATION
Address: 102 MAIN STREET
City/State: SMITH, GA Zip code: 33333

Withholding fund: 199 State name: GEORGIA SS system #/non-teaching: 0000
Payroll year: 2012 County ID: 160 Out of State SS system #/teaching: 0000
Payroll bank: BK08 FNB 008 OF SMITH CITY

Enable enhanced substitute pay & leave system? (Y/N): Y System sick bank balance 0.00

Enable direct deposit for current payroll run? (Y/N): Y

Old (non-NACHA) direct deposit:
Issue banks checks rather than wire xfer? (Y/N): N

Use NACHA direct deposit? (Y/N): Y
Carriage return at end of record? (Y/N): Y
Last data block filled with 9's? (Y/N): Y
Include bank offset debit record? (Y/N): Y
Inmed Dest: Routing num 999888779 Name NACH DEST BANK
Inmed Orig: Routing num 999888669 Name NACH ORIG BANK

Pay statement options:
Print SSH on checks? (Y/N): Y Print leave on checks? (Y/N): Y
Print DD account on stub?:
 Print entire DD account
 Print last 4 digits of DD account
 Do not print DD account (all **)

ENTER=Update, F16=Exit 12.03.00

Districts can't implement without approval from the DOE



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The new leave system must be turned on by the DOE. This allows districts to be trained on the new system properly.

Enhanced Substitute Pay and Employee Leave Implementation

- The new system requires converting existing PCG leave data to the new leave history file

The image displays two side-by-side screenshots of a payroll system interface. The left window, titled 'Update/Display Balance and YTD Leave Data', shows the current leave balances for Employee 88582 BEHNSTEIN, BL31R. The right window, titled 'Display Employee Leave Balances', shows a detailed history of leave taken, including SICK LEAVE and VACATION, with columns for Begin Bal, Advance, Adjust, YTD Taken, Cur Taken, and End Bal. A large red arrow points from the left window to the right window, indicating the conversion of existing PCG leave data to the new leave history file.

The new system requires converting existing PCG payroll leave data to the new *Leave History File*

The Leave History File retains a permanent record of employees' leave history.

Display Leave Balances

PCG Dist=0991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

Employee number: 89375 AD20CK, FR2DDA Class code: 12 Contract months: 12
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

F14 displays the employee's leave balances for the current plan year. This is the *Leave Balances Summary Screen*.

Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay
Leave Balances Summary Screen

Employee number: 89375 AD20CR, FR2DDH Class code: 12 Contract months: 12
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

Leave type summary line

For leave types which track a balance:
Ending balance = Beginning balance + Advances + Adjustments – Leave Taken

The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

Leave Type code information is summarized under reason code '00' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance. Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

Display Leave Balances

The screenshot displays the 'Input Employee Leave and Substitute Pay Leave Balances Summary Screen' for Employee number 89375, Plan year 2013, and Class code 12. The table shows leave balances for various reasons, including SICK, PERSONAL, OTHER, and VACATION. Callouts indicate that function key buttons (F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14) are used to drill down to leave detail data, and a breakdown of reasons for leave taken is provided.

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
.01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
.05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
.08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	11.0000
		75 VACATION				16.0000	.0000	

Function key buttons: ENTER = Continue, F16 = Exit, F17 = Print Screen

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: *YTD Taken* (stored on the *Leave History File*), and *Current Taken* (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed. The leave reasons provide a breakdown of the **YTD Taken** and **Cur Taken** categories on the summary line by leave reason.

YTD Taken is leave already on the *Leave History File*.

Cur Taken is leave on the *Current Leave Input File* or, in other words, the leave being entered for the current payroll period.

The **F-key buttons** next to the Leave Type summary line allow the user to drill down to the detail data associated with each leave type.

In this example, we will use F1 to drill down to the sick leave detail data.

Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN LUHF IND

Display Employee Leave Balances
Leave Detail Screen

Employee number: 88711 AL2REB, JEFFREY Class code: 07 Contract months: 10
 Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK	BEG BAL	8/03/2012	8/03/2012	20.5000			
HST	99	SICK BANK	LV TAKEN	10/05/2012	10/31/2012		1.0000		
HST	01	SICK	LV TAKEN	10/23/2012	11/30/2012		1.0000		
HST	11	PERSONAL	LV TAKEN	11/15/2012	12/20/2012		.5000		
HST	01	SICK	LV TAKEN	11/28/2012	12/20/2012		1.0000		
HST	01	SICK	LV TAKEN	1/16/2013	2/28/2013		1.0000		
HST	01	SICK	LV TAKEN	2/15/2013	3/29/2013		.5000		
HST	11	PERSONAL	LV TAKEN	3/28/2013	4/30/2013		.5000		
HST	11	PERSONAL	LV TAKEN	5/03/2013	5/31/2013		1.0000		

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
20.5000	.0000	.0000	6.5000	.0000	14.0000

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items.

Summary data for the **Leave Type** is listed across the bottom of the screen.

Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND
 Leave Detail Screen
 Employee number: 89236 BA5FIELD, JOSEFINE
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days
 Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFD

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record
 CUR = Current Leave Input Record

Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND
 Leave Detail Screen
 Employee number: 89236 BASFIELD, JOSEFINE
 Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal 1.2500 Advance 1.2500 Adjust .0000 YTD Taken 1.0000 Cur Taken 1.2500 End Bal .2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

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Leave Detail Screen: The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

Use **F16** to exit back to the *Input Employee Leave and Substitute Pay* screen.

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- **Detailed Paycheck Stub and MICR Printing**
- User Input



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New Payroll Statement

- The new check has been in production for many years with excellent results.
- There are NO BUGS!
- Larger size: 8 ½ x 14 with check in the middle for **self-seal**.
- Normal size: 8 ½ x 11 with check at the bottom for **non-self-seal**.
- MICR printing only.



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1. A new pay statement is available to PCGenesis users. However, the old pay statement will continue to be supported. PCG users will have the ability to either continue using the old pay check stub, or to start using the new pay check stub.
2. The new payroll statement has been designed to be 8.5 x 14 for self-seal checks, and 8.5 x 11 for non-self-seal checks. The non-self-seal will fit in a standard No. 9 double window envelope.
3. The new check design will support MICR printing only, and signature card printing.

New Payroll Statement

- Print earnings detail from *Gross Data* screen.
- Allow more room for employee deductions.
- Print federal and state tax filing status and number of dependents.
- Print employer contributions.
- Print multiple ACH accounts
- Print leave data



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Georgia Department of Education

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1. We highly recommend converting to the detailed pay check stub to take advantage of the many enhancements available.
2. You can:
 1. Print detailed earnings information from the Gross Data screen
 2. Have much more room for employee deductions
 3. Print federal and state tax filing statuses and number of dependents
 4. Print employer contributions
 5. Print multiple ACH accounts
 6. Print detailed leave data
 7. Also, with MICR, you don't have to worry about printer jams eating check numbers because blank check stock is used and PCG prints the check numbers

New Payroll Statement

Employee Information				Company Information							
Employee ID	88464	ADRIAN, JOSUE		SMITH CITY BOARD OF EDUCATION	8991						
SSN	999-08-8464	3559 MAIN STREET		102 MAIN STREET							
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333							
Loc/Class	0101 / 17			(404) 444-4444							
General Information				Net Pay Distribution							
Check No	010161	Fed	GA	Account Type	Account Number	Amount					
Check Date	09/28/2012	Marital Allowances	00								
		Add Pct									
		Add Amt									
Contract Fiscal-To-Date				16,476.92	Check No	010161	Total Net Pay	2,162.72			
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY											
Paycheck Summary											
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay		
Current		2781.88		200.00	16476.92	16776.92	2754.88	619.16	2162.72		
YTD		16576.92							13682.46		
Current Hours and Earnings											
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt					
Basic Salary			2,781.88			2,781.88			2,781.88		
Extended Year Supplement					70.22				70.22		
Purlough					-56.51				-56.51		
Extracurricular Supplement			100.00						100.00		
Total			2,781.88			2,781.88			2,685.88		
Paid Time Off											
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD	
SICK LEAVE	2.00	26.50		PD SICK II	1.00	13.00		FICA	212.82	1283.40	
PERSONAL	1.00					2.00					
VACATION	2.00	5.00		VACATION II	3.00	15.00					
LMOP				LMOP II							
OTHER	.50			OTHER II	1.50						
PROP.	3.00			STAFF DEVII	2.50						
Total									212.82	1283.40	
Employer Paid Benefits											
Taxes/Pension				Before-Tax Deductions				After-Tax Deductions			
Description	Current	YTD		Description	Current	YTD	Description	Current	YTD		
SOC. SEC.	192.48	765.32					LOC FUND	25.00	235.00		
MEDICARE	40.34	243.24					PAGE DUES	14.58	114.58		
GA. STATE TAX	127.58	652.62									
FEDERAL TAX	239.18	1098.70									
Total	579.58	2754.88		Total			Total	39.58	339.58		

Top Half of Check



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The top half of the check...

New Payroll Statement

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333
(404)444-4444

Date: 09/28/2012
No. **010161**
PAYROLL

ATLANTA BANK
ATLANTA, GA 30300

Amount
\$ *****2,162.72

VOID AFTER 90 DAYS

TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100

Pay To The Order Of: AGUILERA, JOJUE

C010161C B610001111B37 262 736C

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

C 0101 17

AGUILERA, JOJUE
2559 MAIN STREET
SMITH, GA 33333

Bottom
Half of Self
Seal Check



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The bottom half of the check...

Agenda

- Introduction
- PCGenesis Runtime Software - MicroFocus
- Affordable Care Act Reporting
- PCGenesis Budget System
- Getting Ready for 2016 GHI
- 3rd Party Printing, Allowing Employee Self-Service Web Interface
- Enhanced Substitute Pay and Employee Leave System
- Detailed Paycheck Stub and MICR Printing
- **User Input**



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Future Plans

Help us focus our efforts

- What major feature/function do you need?
- We welcome your input/requests in writing
- Complete the '**Comments and Requests**' today
- Provide your input during the discussions



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- In order for the PCGenesis development team to focus our efforts, we would greatly appreciate your input.
- We welcome your requests in writing – you can complete the 'Comments and Requests' forms today.
- We also welcome your input during the roundtable discussions which are on the GASO schedule.

User Input

Please Attend the Roundtables!!



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Again, please attend the roundtables!

Site Recommendations

- Upgrade any server > 3-5 years old
- Implement “Terminal Server” Access!!!!
- Full system backup of K:*.* (Retain 3 weeks)
- Backup data to CD/DVD/USB nightly
- Document restore procedures from backup

- Add PCGREorg.bat to scheduled tasks
- 2008 Server (64 bit) is OK
- **Do Not Install 2012 Server or Windows 8**



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PCGenesis Documentation



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



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PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



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Questions?



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Thank you for attending!



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