Georgia Department of Education

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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 16.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 16.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2016 Payroll Completion Instructions

*Install this release **after** completing the March 2016 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the April 2016 payroll.*

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

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

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

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

Contents

Section A: Affordable Health Care Requirements

A1. ACA Reporting Deadlines Extended

Below is a link to the IRS webpage, Affordable Care Act Tax Provisions.

https://www.irs.gov/Affordable-Care-Act/Affordable-Care-Act-Tax-Provisions

Included on the webpage is a link to IRS Notice 2016-4, https://www.irs.gov/Affordable-Care-Act/Individuals-and-Families/The-Affordable-Care-Act-Whats-Trending which includes detailed information regarding **deadline extensions** for the reporting in accordance with Code Sections 6055 and 6056. This notice was released on December 28, 2015.

Please contact your attorney and/or your contracted vendor with any questions regarding the ACA reporting requirements.

A2. PCGenesis Support for ACA Transmission File to the IRS

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

2015 is the first reporting year. The IRS expects employers to make a "good faith effort" to report accurate ACA data. IRS instructions indicate the ACA transmission file is to be populated in **XML format** for submission to the IRS by **June 30, 2016.** Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically. IRS requires files to be in **XML format.** The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB. Multiple file transmissions may be required. The deadline is May 31, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees).

The PCGenesis development team has been working to create the software necessary for electronic file submission to the IRS for ACA reporting. Both the PCGenesis software necessary to create the transmission file and the IRS web portal are still in development. The PCG development team is working through issues with the IRS on the ACA file transmission process.

The ACA transmission file isn't due to the IRS until June 30th and we are working diligently to achieve that deadline. Most of the problems we are having with the file submissions relate to bugs with the IRS processes, which are occurring nationwide. We will be sending out a PCG release with the software updates as soon as we are able, hopefully in the April or May timeframe. Until that time, the PCGenesis school districts do NOT have the software required to submit the ACA transmission files, and there is nothing further to do until another PCGenesis release is issued.

A3. Applying for a TCC ID for the IRS AIR System

The new 1095-C and 1094-C returns due from employers require stringent workforce reporting. Employers must produce these mega-exacting forms for their employees and then file them with the IRS for the first time in Q1 2016.

The AIR system that must accept these files is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new registration process** in order to gain access to the AIR system. Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

Here is the IRS.gov link for registering for the TCC account.

https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals

Step 1. **Apply for e-services IDs.** At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. Please screenshot the answers to these security questions.

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

Advice: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Step 2. **Apply for AIR TCC code.** This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

Section B: Overview of Release

B1. Payroll System

B1.1. Maintain IRS ACA Receipts

The *Maintain IRS ACA Receipts* (F2, F4, F7) option has been added to the *Payroll System - Annual Reports Menu*, shown below.
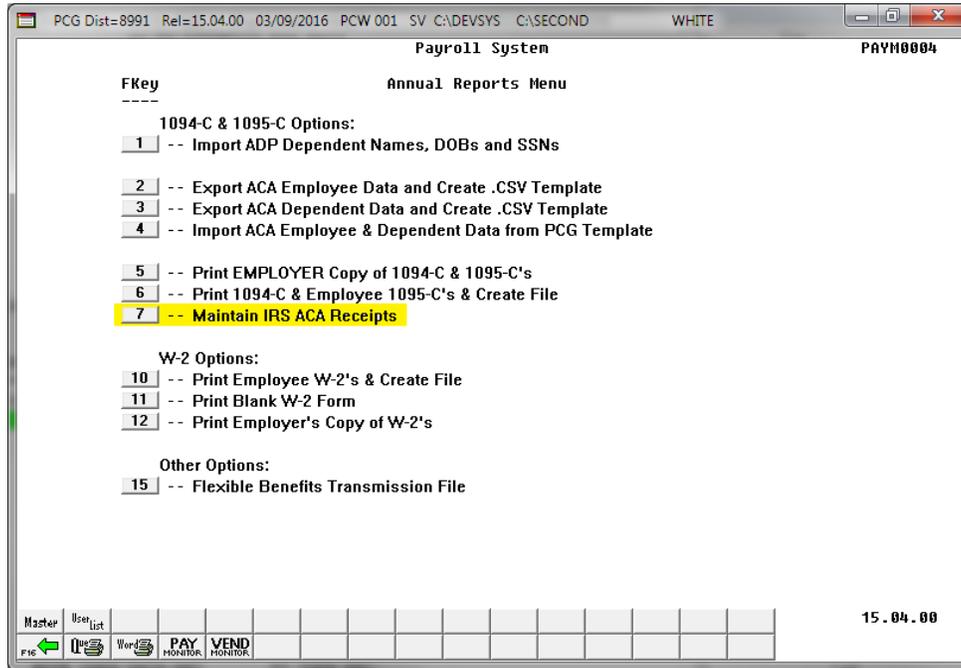
Payroll System – Annual Reports Menu

The *Maintain IRS ACA Receipts* menu option allows users to keep track of ACA XML file submissions to the IRS website. Tracking the file submissions to the IRS is required to ensure that if ACA files are either "accepted with errors" or "rejected", the PCGenesis software will be able to create corrected ACA XML files for submission.

The *Maintain IRS ACA Receipts* module allows the user to print a report listing all of the ACA XML transmission files that have been created within PCGenesis. An example of the *ACA IRS Receipts* report is shown below.

```
REPORT DATE: 03/11/2016  09:42:19              ACA IRS RECEIPTS                           PAGE    2
     PROGRAM: ACAIRSRC


2015  MANIFEST 1094C Request BB1LX 20160310T1234567890Z.xml
      Transmission Status: Y   IRS Receipt Status:  IRS ACA file accepted w/ NO errors   IRS Receipt ID:  1095C-15-12121212

2015  MANIFEST 1094C Request BB1LX 20160310T0034567890Z.xml
      Transmission Status: Y   IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-13131313

2015  MANIFEST 1094C Request BB1LX 20160309T1234567890Z.xml
      Transmission Status: Y   IRS Receipt Status:  IRS ACA file accepted w/ NO errors   IRS Receipt ID:  1095C-15-14141414

2015  MANIFEST 1094C Request BB1LX 20160308T1234567890Z.xml
      Transmission Status: Y   IRS Receipt Status:  Lost receipt ID                      IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160307T085848350z.xml
      Transmission Status: Y   IRS Receipt Status:  IRS ACA file rejected                IRS Receipt ID:  1095C-15-15151515

2015  MANIFEST 1094C Request BB1LX 20160304T153359200Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160302T0034567890Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160301T0034567890Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160224T130837780Z.xml
      Transmission Status: Y   IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-01234567

2015  MANIFEST 1094C Request BB1LX 20160223T1234567890Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160222T1234567890Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160221T1234567890Z.xml
      Transmission Status: N   IRS Receipt Status:  No status defined                    IRS Receipt ID:
```

ACA IRS Receipts Report

B1.2. Export ACA Dependent Data and Create .CSV Template

A problem has been corrected with the *Export ACA Dependent Data and Create .CSV Template* (F2, F4, F3) menu option. Before, when a user executed **F10** to browse for an export file location, and then tried to export <u>dependent</u> data, the system exported employee ACA data instead. This problem has been corrected.

The *Export ACA Dependent Data and Create .CSV Template* option reads data from the payroll file and from the **Update/Display ACA Dependent Data** screen (F3, F1, F4) and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the **Update/Display ACA Dependent Data** screen.

When the dependent ACA data is exported, the records are created with the designation '**D**' for dependent in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template* (F2, F4, F4), the '**D**' in column '**A**' of the .csv export file indicates that data is being loaded to the **Update/Display ACA Dependent Data** screen, and will create one line per dependent/spouse.

B1.3. Print Employer Copy of 1094-C & 1095-C's

The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F5) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *EMPLOYER Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print a condensed employer copy of the employees' **1095-C's**.

Several problems have been corrected with the 1094-C:

1. **Part II:** More than one **Line 22** option can be selected at a time. For example, if a district has been approved for both box **B**, Qualifying Offer Method Transition Relief <u>and</u> box **C**, Section 4980H Transition Relief, now both boxes can be selected. Before, it was not possible to check more than one box.

2. **Part III**, **column A**: The **Minimum Essential Coverage Offer** can be '**Y**' (yes) or '**N**' (no) or '**B**' for both. Before the system would only accept '**Y**' or '**N**'.

3. **Part II:** If **Line 22**, box **C** is selected, then **Part III**, column **E** can be '**A**' or '**B**'. However if **Line 22**, Box **D** is selected, column **E** should not be considered at all.

Also, a problem has been corrected on the *Employee Counts for 1094-C Error Report*. Before, an incorrect error message was being generated on the *Employee Counts for 1094-C Error Report*. The system generated the following incorrect fatal error for an employee who was rehired in the subsequent calendar year:

"EMPLOYEE BYPASSED BUT ACA1095C RECORD EXISTS. REVIEW PERSONNEL DATA EMPNO: #####   ERROR MUST BE RESOLVED"

For example, when reporting for calendar year 2015, this error would occur when an employee's hire date was 07/31/2006, the termination date was 05/29/2015, but the rehire date was 01/04/20<u>16</u>. The system did not handle a rehire date correctly when it was in the subsequent calendar year. This problem has been corrected.

Another problem has also been corrected on the *Employee Counts for 1094-C Error Report*. Before, an employee who was rehired at a later date, after being terminated in the same reporting year, was not counted as a full time employee correctly on the 1094-C, Part III, Column C, **Total Employee Count**. For example, when reporting for calendar year 2015, an employee who was terminated on 08/31/2015 but was then rehired on 09/01/2015 was not reported correctly as working the entire year. This was generally a problem when both the termination date <u>and</u> the rehire date were in the reporting year, and the termination date was AFTER the rehire date. (In other words, the employee was rehired <u>later</u> in the same reporting year.) This problem has been corrected.

Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown below. This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district to use.

Please note: The override totals entered on this screen will be printed on the final 1094-C forms submitted to the IRS.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▣ PCG Dist=8991 Rel=15.04.00 03/11/2016 PCW 001 SV C:\DEVSYS  C:\SECOND    WHITE    ─ ◻ ✕ │
│              PRINT 1094-C AND 1095-C's AND CREATE FILE               ACAIRSEX │
│ W-2 YEAR: 2015                                                                 │
│                                                                                │
│   1094-C, PART III, COL A  1094-C, PART III, COL B  1094-C, PART III, COL C  1094-C, PART III, COL E │
│   MINIMUM ESSENTIAL OFFER     TOTAL FULL-TIME EMPS     TOTAL EMP COUNT     SECTION 4980H INDICATOR │
│                                CALCED  OVERRIDE        CALCED  OVERRIDE                │
│   ────────────────────────  ─────────────────────  ─────────────────────  ────────────────────── │
│ JAN           Y                221    _221_          409     _409_              _       │
│ FEB           Y                221    _221_          412     _412_              _       │
│ MAR           Y                221    _221_          414     _414_              _       │
│ APR           Y                221    _221_          416     _416_              _       │
│ MAY           Y                221    _221_          391     _391_              _       │
│ JUN           Y                221    _221_          388     _388_              _       │
│ JUL           Y                221    _221_          399     _399_              _       │
│ AUG           Y                221    _221_          439     _439_              _       │
│ SEP           B                221    _221_          442     _442_              _       │
│ OCT           B                221    _221_          442     _442_              _       │
│ NOV           B                221    _221_          442     _442_              _       │
│ DEC           B                221    _221_          442     _442_              _       │
│                                                                                │
│    TOTAL 1095-C FORMS PRINTED:   223                                           │
│    TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:   _223_                     │
│                                                                                │
│ 1094-C, PART II, LINE 22                                                       │
│  N  A. QUALIFYING OFFER METHOD                                                 │
│  Y  B. QUALIFYING OFFER METHOD TRANSITION RELIEF                               │
│  N  C. SECTION 4980H TRANSITION RELIEF                                         │
│  Y  D. 98% OFFER METHOD                                                        │
│                                                                                │
│        **** The Override Totals will be printed on the final IRS forms ****    │
│                                                                                │
│    ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program │
│ ENTER✓ F1▶ F2◀ F3🖶 F4 F5 F6 F7 F8 F9 F10 F11▶ F12◀         F15🔍     16.01.00 │
│ F16← F17 F18🗑                                       Help                      │
└──────────────────────────────────────────────────────────────────────────────┘
```

Print 1094-C and 1095-C's Screen

After the payroll administrator has entered the override totals and transition relief indicators on *Print 1094-C and 1095-C's Screen*, the PCGenesis system produces the *Employer 1094-C and 1095-C Report*. The first page of the report includes the contents of the IRS form 1094-C. The subsequent pages of the report will print the individual employee 1095-C forms, including the employees' dependent information. Since this is the employer copy of the report, this report prints on plain paper, and is not formatted to print the actual 1095-C pre-printed forms.

B1.4. Print 1094-C & Employee 1095-C's and Create File

The *Print 1094-C & Employee 1095-C's and Create File* (F2, F4, F6) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *Employee Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **IRS Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**, to print the employees' **1095-C** forms, and to produce the transmission file of the ACA data to the IRS.

Please note that the following options are not functional at this time but will be available in a future release: printing the IRS form 1094-C and creating the IRS transmission file of the 1094-C and 1095-C data.

A problem has been corrected with the employee copy of the IRS **1095-C** forms. If the city name, either for the district or the employee, contained more than one word, only the first word would print. For example, if the city name was 'Fort Smith', only 'Fort' printed. This problem has been corrected.

B1.5. Payroll Gross Data Import

A problem has been corrected with the *Payroll Gross Data Import* option (F2, F13, F8, F2). Before, the *Payroll Gross Data Import* was giving an incorrect warning message about employees' **Cycle Gross** fields (CYCLE GR), as follows:

001198   REG GR NOT = CYCLE GR   **Warning** TOT REG GR =   538.92 CYCLE GR =   0.00

This was occurring because the system wasn't storing the line sequence numbers correctly from the gross data import file. This problem has been corrected, and the misleading messages will no longer be generated.

B1.6. Warning Message Added When ERS/TRS Pension Gross Adjustment Field Is Not Zeroes

A pop-up warning message has been added to the *Gross Data* screen (F2, F2, F4) when the **TRS & ERS Pens Gross Adj Amt/%** field is not zeroes. The warning message will alert the payroll administrator that a pension adjustment is set up on the employee's payroll *Gross Data* screen. This will make it easier to identify when employees may be over- or under- withheld for TRS or ERS pension amounts.

Also, a warning message has been added to the *Calculate Payroll and Print Exceptions* report (F2, F3, F2). The warning "WARNING - TRS/ERS PENSION GR ADJ EXISTS" will print for any employee with a value in the **TRS/ERS Pens Gross Adj/Amt/%** field.
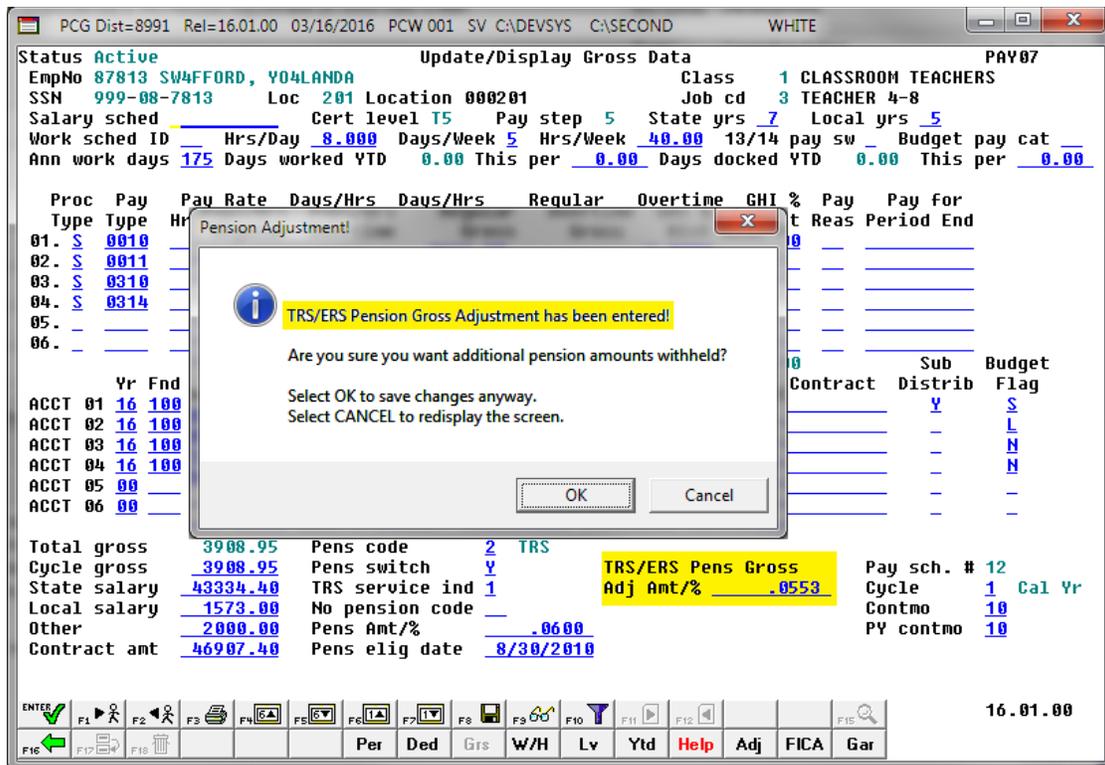

Update/Display Gross Data Screen with Pension Adjustment Warning

B2. Personnel System

B2.1. Update/Display Affordable Care Act (ACA) Employee Data

The *Update/Display ACA Employee Data* (F3, F1, F3) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage.

A problem has been corrected with the *Update/Display ACA Employee Data* (F3, F1, F3) screen. When deleting employee ACA data on the *Update/Display ACA Employee Data* screen, PCGenesis will now also delete the dependent ACA data as well. Employee ACA data can be deleted by selecting **F9** to modify the employee ACA data, then by selecting **F18** to delete the employee data. The following warning message is displayed when deleting ACA data for the employee:
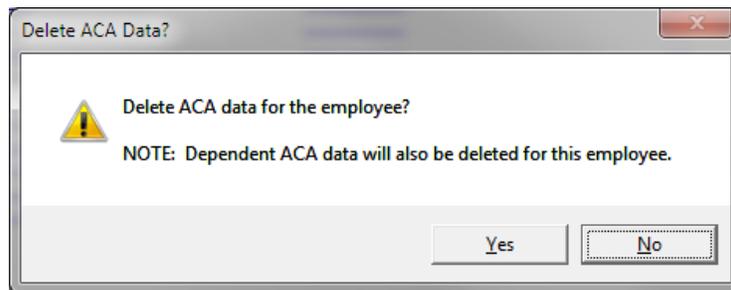
If the employee data is being deleted, the dependent data must be deleted as well, otherwise dependent data will remain on the file when the corresponding employee data doesn't exist anymore. This problem has been corrected.
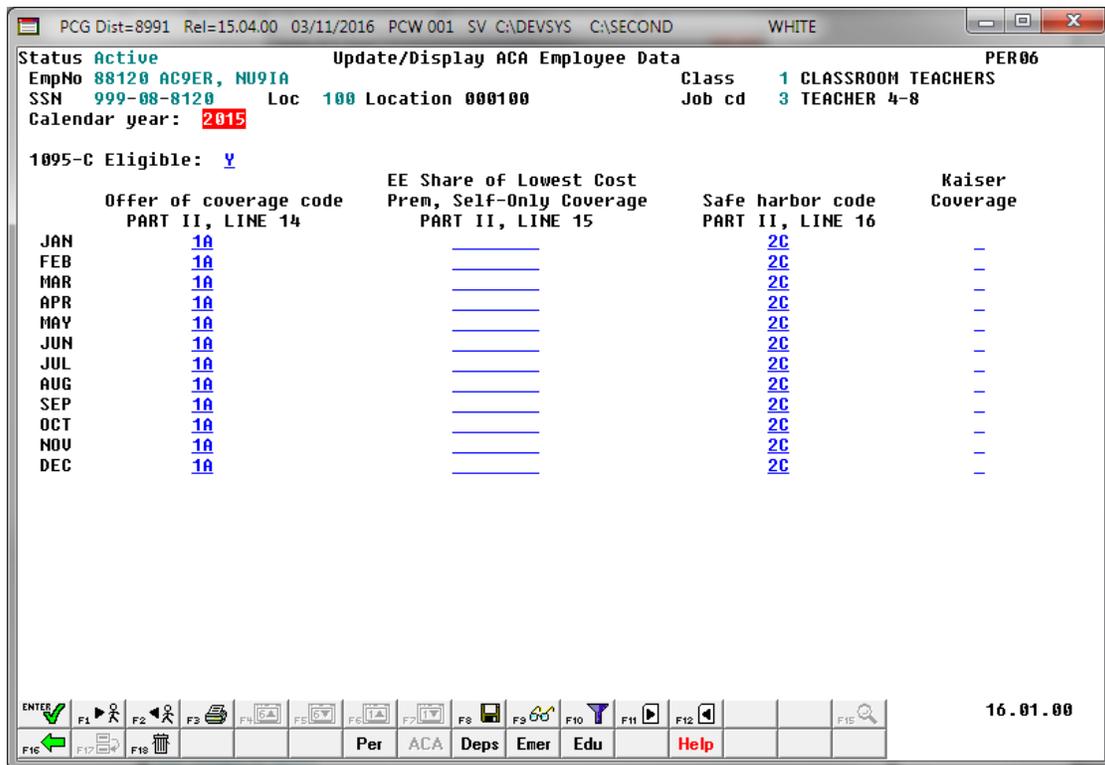
PCGenesis Update/Display ACA Employee Data Screen

B2.2. Print Affordable Healthcare Act Worksheet

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) has been enhanced to offer two different options when printing the worksheet. Before, the worksheet would only print employees who received a paycheck but did <u>not</u> have an SHBP deduction taken on the check for any of the 12 months of the year. This was helpful for identifying employees who were not enrolled in SHBP for the entire year. However, employees who <u>were enrolled</u> in SHBP for the entire year were not printed. The process has been enhanced to allow <u>all</u> employees eligible for a 1095-C to print on the report. This will facilitate coding <u>all</u> employees with the correct **1095-C Eligibility** value, the **Offer of Coverage Code** value, the **Lowest Premium** amount, and the **Safe Harbor Code** value, as related to health insurance offers and coverage.

The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) is available on the *Personnel System Reports Menu*. The worksheet is a tool that districts can use to identify employees who may need to be coded for the Affordable Care Act IRS 1095-C form. The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments. If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**. The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen (F3, F1, F3). An example of the entry screen is shown below.

Print Affordable Healthcare Act Worksheet

B2.3. Enhanced Employee Leave System – Display Leave Balances

A problem has been fixed with the *Display Leave Balances* (F3, F4, F4, F1) in the *Enhanced Substitute pay and Leave System*. Before when an employee was changed from a teacher pay class code to a substitute pay class code, the employee's leave history could no longer be accessed. Now, the *Display Employee Leave Balances* screen has been updated to allow the old leave history data to be displayed for a substitute employee.

B2.4. Employee Leave Summary Reports

A problem has been fixed with the *Employee Leave Summary Report* (F3, F4, F3, F1 or F5 or F9). Before, when selecting a <u>single</u> employee for printing, no records would be found. This problem has been fixed, and now a single employee can be printed successfully on the *Employee Leave Summary Report*.

Also, before when an employee was changed from a teacher pay class code to a substitute pay class code, the employee's leave history could no longer be accessed. Now, the *Employee Leave Summary Report* has been updated to allow the old leave history data to be printed for a substitute employee.

B2.5. Employee Leave Detail Reports

A problem has been fixed with the *Employee Leave Detail Report* (F3, F4, F3, F2 or F6 or F10). Before, when selecting a <u>single</u> employee for printing, no records would be found. This problem has been fixed, and now a single employee can be printed successfully on the *Employee Leave Detail Report*.

Also, before when an employee was changed from a teacher pay class code to a substitute pay class code, the employee's leave history could no longer be accessed. Now, the *Employee Leave Detail Report* has been updated to allow the old leave history data to be printed for a substitute employee.

B3. PCGenesis Budget System

B3.1. PCGenesis Budgeting System Overview

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 new PCGenesis budgeting system is now available to all PCGenesis users. Using the new budgeting system is optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like.
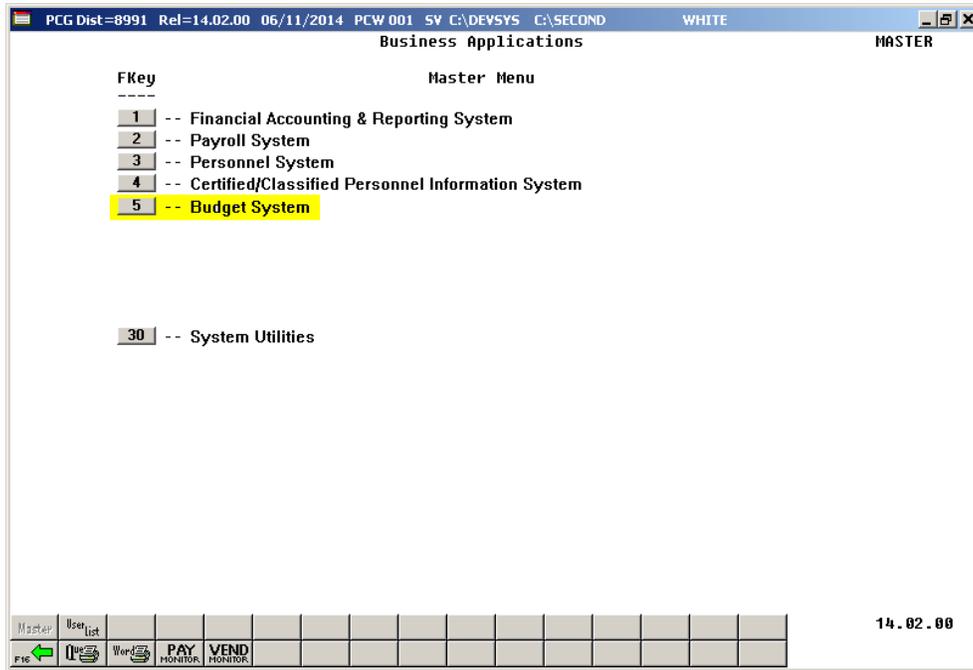
PCGenesis Business Applications Menu

The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that 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. 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.

A full description of the new PCGenesis Budget System is available on the PCG documentation website located at:

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Budget-System-Operations-Guide.aspx

B3.2. Create Budget SANDBOX

A new report has been added to the *Create Budget SANDBOX* option (F5, F1). When budgeting, the user defines the parameters for the **Budget Flag** values on the *Create Budget Sandbox Control Screen*. The budgeting parameters are applied to the employee salary data. These *Control Screen* parameters are dependent on the **Budget Flag** fields defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

A new report, the *Create Budget SANDBOX Report*, shown below, has been added to the *Create Budget* process. The new report documents how gross data salary amounts are computed when creating the budget *SANDBOX* payroll file. This will facilitate understanding how the system calculates new salaries in the budget *SANDBOX* directory.

```
REPORT ID:  BUDCLR02                      CREATE BUDGET SANDBOX REPORT                                          PAGE    1
REPORT DATE:  03/11/2016

87378    TR7YLOR, GA7A                  11   CUSTODIANS                      CLASS

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
   U                      06                               28,391.22        23,477.36     1,956.45        215        01  BUDG CAT 01

     Proc Type      Account                                 Pay Rate   Reg Hrs  Ovt Hrs    Reg Gross   Ovt Gross   Bud Flg
        S          16 100 0 9990 2600 18600 0108 1 000000                                  1,956.45                  U
        H          16 100 0 9990 2600 18601 0108 1 000000     10.64                                                  N
        D          16 100 0 9990 2600 18600 0108 1 000000     85.12                                                  N
----------------------------------------------------------------------------------------------------------------------------------

87385    CY8, IL8A                      01   CLASSROOM TEACHERS              CERT

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
   S                      10          T4         7          42,113.00        39,896.53     3,324.71        180
   U                      10                               26,568.16        18,393.34     1,532.78        180        02  BUDG CAT 02

     Proc Type      Account                                 Pay Rate   Reg Hrs  Ovt Hrs    Reg Gross   Ovt Gross   Bud Flg
        S          16 100 0 1051 1000 11000 0100 1 000000                                  2,958.99                  S
        S          16 100 0 2111 1000 11000 0100 1 000000                                    365.72                  S
        S          16 100 0 1053 1000 11000 0100 1 000000                                  1,364.17                  U
        S          16 100 0 2113 1000 11000 0100 1 000000                                    168.61                  U
        D          16 100 0 1051 1000 11000 0100 1 000000      1.91                                                  N
        D          16 100 0 2111 1000 11000 0100 1 000000    197.27                                                  N
        D          16 100 0 1053 1000 11000 0100 1 000000     24.38                                                  N
        D          16 100 0 2113 1000 11000 0100 1 000000      7.82                                                  N
        D          16 100 0 9990 2400 19100 0100 1 000000       .97                                                  N
        S          16 100 0 9990 2400 19100 0100 1 000000                                     29.17                  N
----------------------------------------------------------------------------------------------------------------------------------

87393    LU8WIG, ER8N                   01   CLASSROOM TEACHERS              CERT

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
   T                      11          B4         L1          3,158.00         3,074.89       256.24        185
   S                      11          B4         L1         31,586.00        29,923.58     2,493.63        180
   U                      11                               39,208.09        30,914.07     2,576.17        205        03  BUDG CAT 03

     Proc Type      Account                                 Pay Rate   Reg Hrs  Ovt Hrs    Reg Gross   Ovt Gross   Bud Flg
        S          16 100 0 1011 1000 11000 0195 1 000000                                  2,493.63                  S
        S          16 100 0 1013 1000 11000 0195 1 000000                                    147.50                  L
        S          16 100 0 1021 1000 11000 0195 1 000000                                    256.24                  T
        S          16 100 0 1021 1000 11800 0100 1 000000                                  2,576.17                  U
----------------------------------------------------------------------------------------------------------------------------------

87396    NA5LOR, FR5EMAN                09   CLERICAL                       CLASS

     Proc Type      Account                                 Pay Rate   Reg Hrs  Ovt Hrs    Reg Gross   Ovt Gross   Bud Flg
        S          16 100 0 9990 2400 14200 0201 1 000000                                  1,912.74                  N
        S          16 100 0 9990 2100 14600 0201 1 000000                                     50.00                  N
```

Create Budget SANDBOX Report

Section C: Installation Instructions for Release 16.01.00 Software

C1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 16.01.00* before performing any work in PCGenesis for the day, proceed to *C2. Install PCGenesis Release.* In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as **"Data Backup Prior to Release 16.01.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
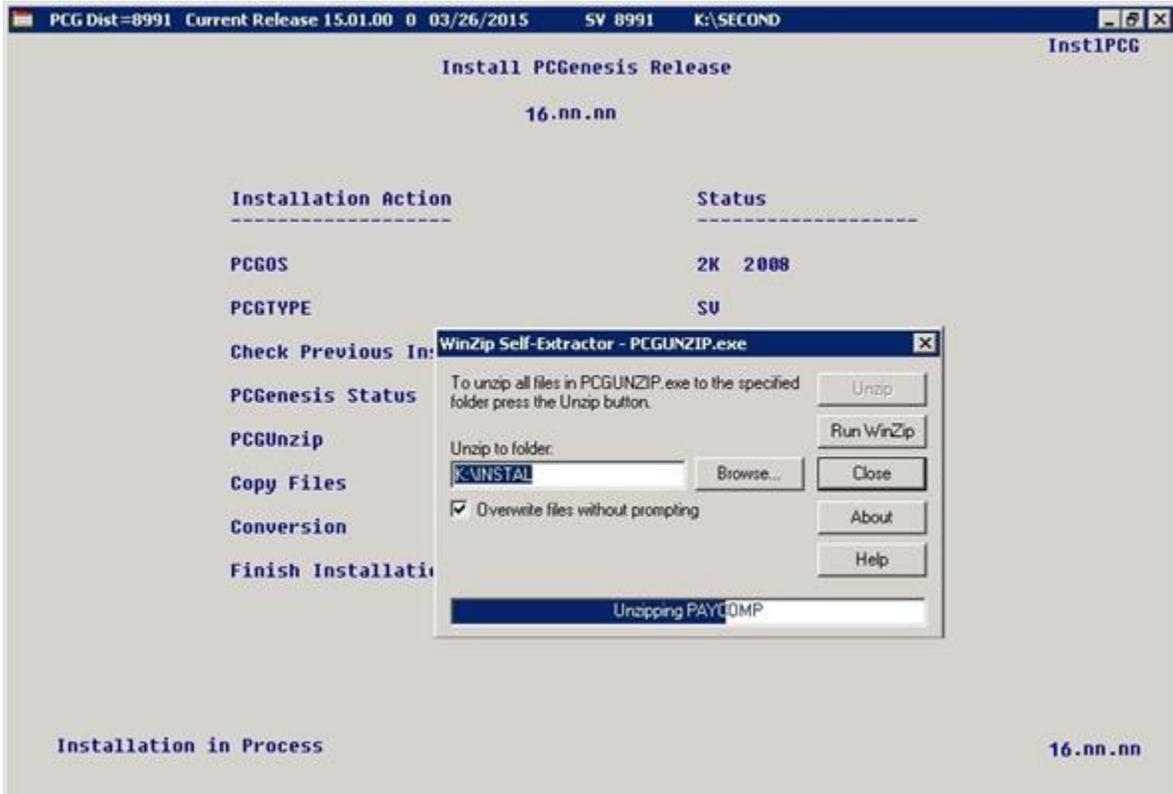
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 16.01.00"**.
5	Proceed to *C2. Install PCGenesis Release 16.01.00.*

C2. Install PCGenesis Release 16.01.00

FROM THE PCGENESIS SERVER

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
5	Double-click **RELINSTL.BAT** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 16.01.00* successful installations, the following message displays:
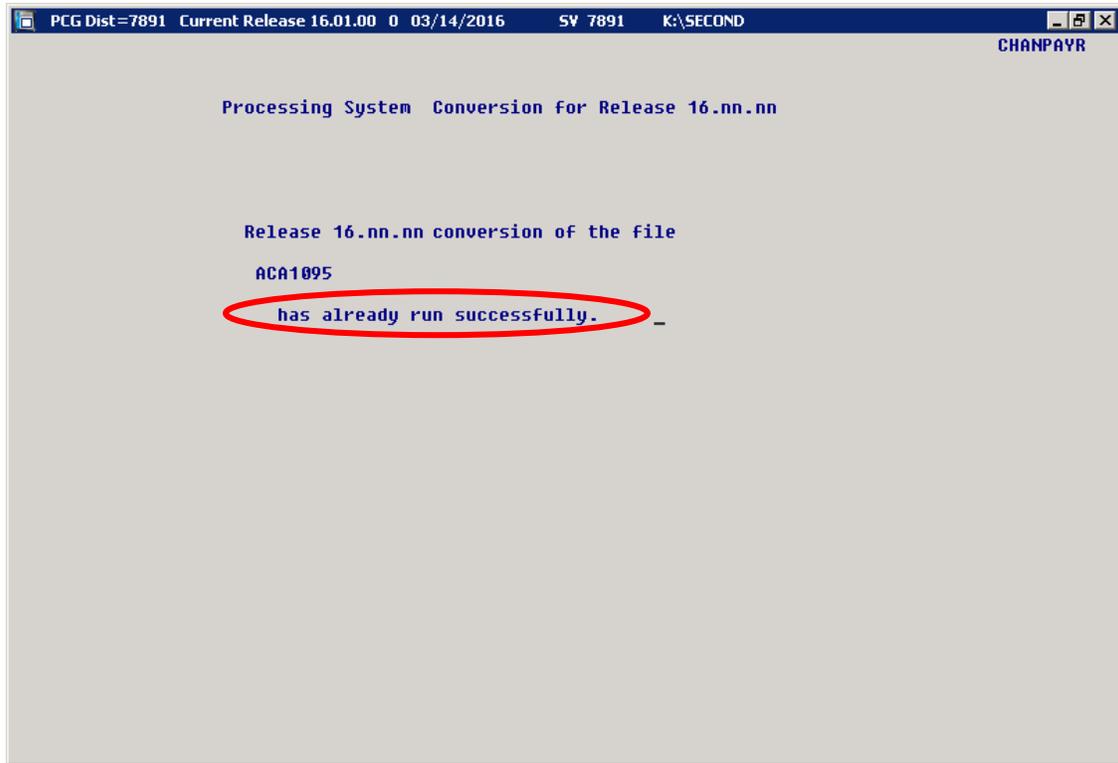

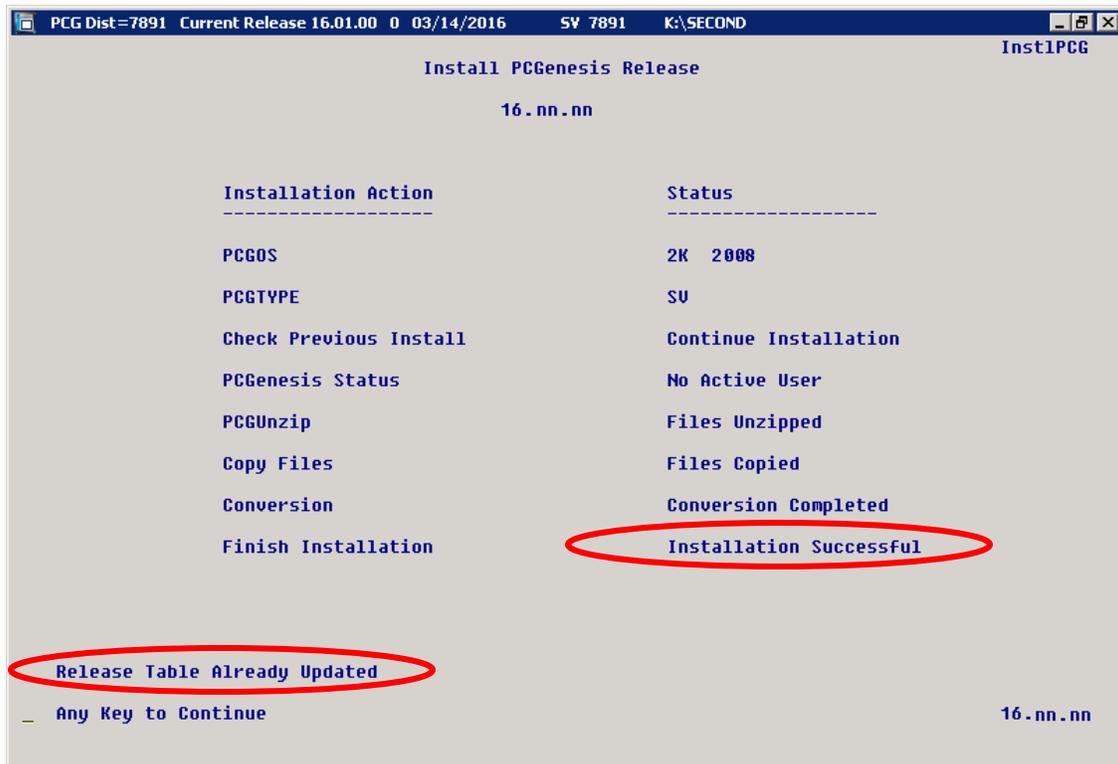| Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *C3. Verify Release 16.01.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:
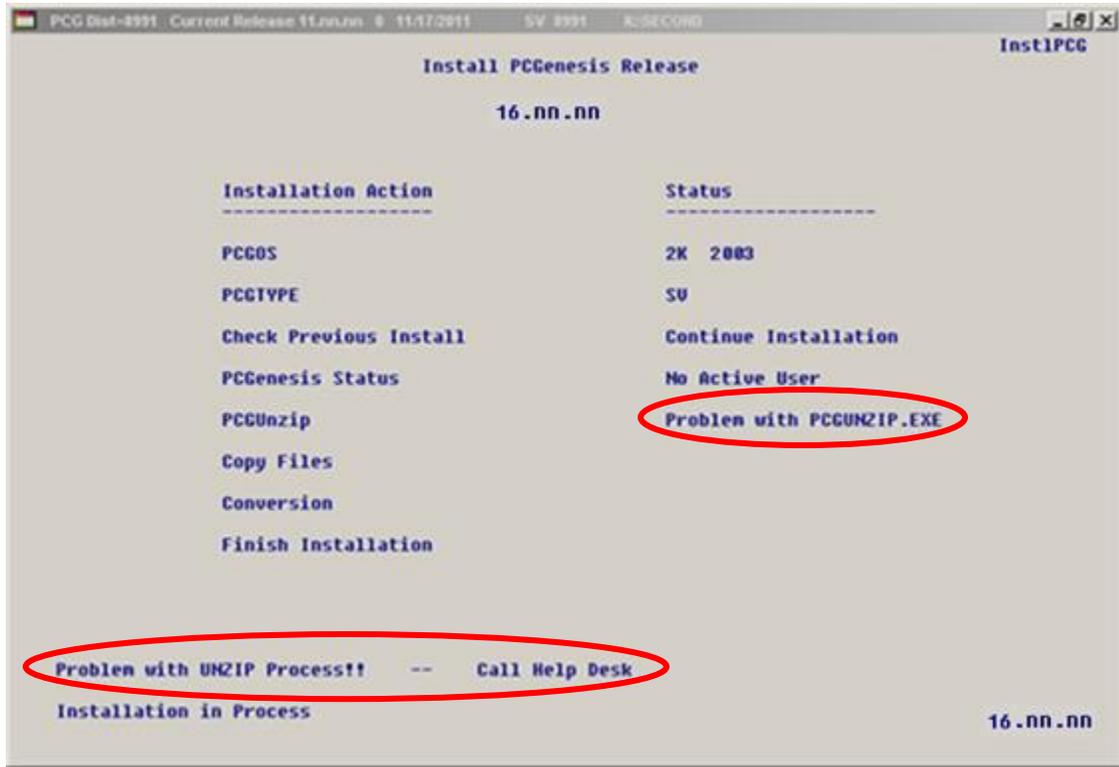
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:

```
 PCG Dist=7891  Current Release 16.01.00  0  03/14/2016      SY 7891     K:\SECOND                _ 8 X
                                                                                          CHANPAYR


              Processing System  Conversion for Release 16.nn.nn



              Release 16.nn.nn conversion of the file

              ACA1095

                   has already run successfully.       _
```

A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
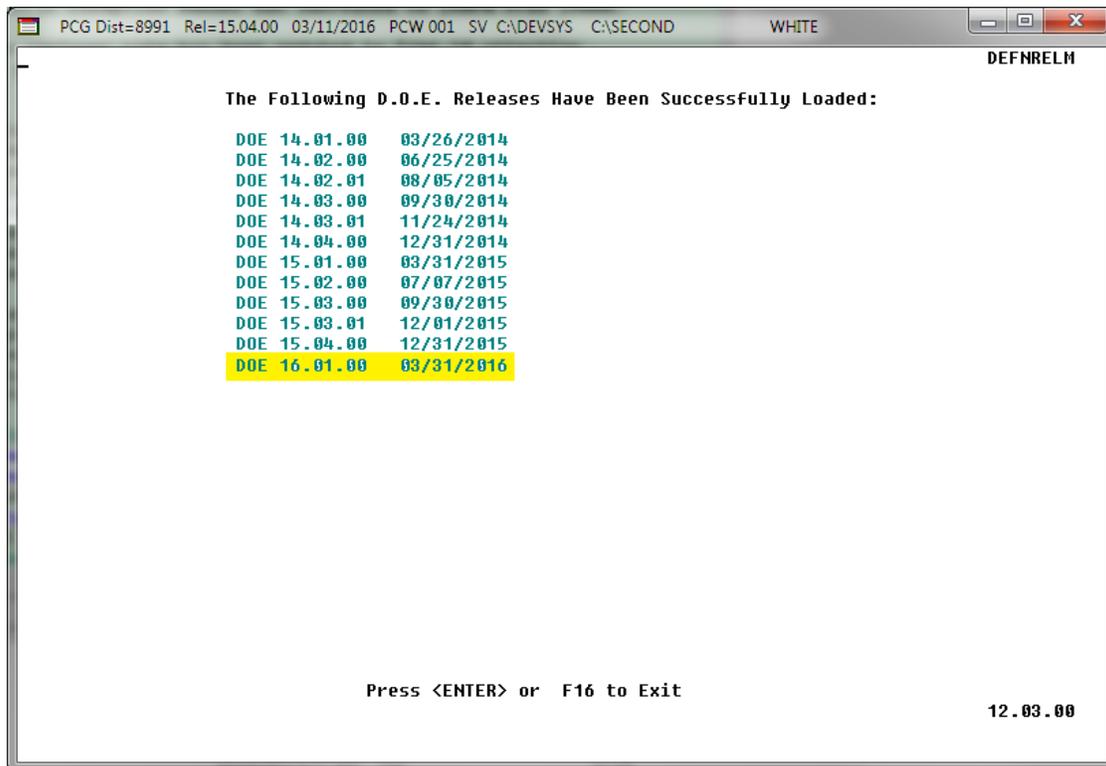
```
 PCG Dist=7891  Current Release 16.01.00  0  03/14/2016      SY 7891     K:\SECOND                _ 8 X
                                                                                          Inst1PCG
                            Install PCGenesis Release

                                  16.nn.nn


              Installation Action                    Status
              -------------------                    -------------------

              PCGOS                                  2K  2008

              PCGTYPE                                SV

              Check Previous Install                 Continue Installation

              PCGenesis Status                       No Active User

              PCGUnzip                               Files Unzipped

              Copy Files                             Files Copied

              Conversion                             Conversion Completed

              Finish Installation                    Installation Successful



       Release Table Already Updated

    _  Any Key to Continue                                           16.nn.nn
```

Step	Action
11	Proceed to *C3. Verify Release 16.01.00 Was Successfully Installed.*

C3. Verify Release 16.01.00 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu,* select ___30___ (**F30** - System Utilities).
3	From the *System Utilities Menu,* select ___17___ (**F17 -** Display Current Release Number).

The following screen displays:

```
PCG Dist=8991  Rel=15.04.00  03/11/2016  PCW 001  SV  C:\DEVSYS   C:\SECOND        WHITE
                                                                                  DEFNRELM

            The Following D.O.E. Releases Have Been Successfully Loaded:

            DOE 14.01.00   03/26/2014
            DOE 14.02.00   06/25/2014
            DOE 14.02.01   08/05/2014
            DOE 14.03.00   09/30/2014
            DOE 14.03.01   11/24/2014
            DOE 14.04.00   12/31/2014
            DOE 15.01.00   03/31/2015
            DOE 15.02.00   07/07/2015
            DOE 15.03.00   09/30/2015
            DOE 15.03.01   12/01/2015
            DOE 15.04.00   12/31/2015
            DOE 16.01.00   03/31/2016




                         Press <ENTER> or  F16 to Exit
                                                                          12.03.00
```

Step	Action
4	Verify **Release 16.01.00** displays.
	*The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as **DOE 16.01.00** displays.*
	If Release 16.01.00 does not display, contact the Technology Management Customer Support Center *for assistance.*
5	Select **Enter**.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

C4. Perform a PCGenesis Full Backup After Release 16.01.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup After Release 16.01.00"**.

Appendix A: Supported 1095-C Form - Example

Appendix B: Supported 1094-C Form - Example

Form **1094-C**

Department of the Treasury
Internal Revenue Service

☐ CORRECTED

OMB No. 1545-2251

Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns

▶ Information about Form 1094-C and its separate instructions is at www.irs.gov/form1094c.

20**15**

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)

2 Employer identification number (EIN)

3 Street address (including room or suite no.)

4 City or town

5 State or province

6 Country and ZIP or foreign postal code

7 Name of person to contact

8 Contact telephone number

9 Name of Designated Government Entity (only if applicable)

10 Employer identification number (EIN)

11 Street address (including room or suite no.)

12 City or town

13 State or province

14 Country and ZIP or foreign postal code

15 Name of person to contact

16 Contact telephone number

17 Reserved . . . .

18 Total number of Forms 1095-C submitted with this transmittal . . . . ▶

For Official Use Only

Part II ALE Member Information

19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions . . . . ▶ ☐

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member . . . . ▶

21 Is ALE Member a member of an Aggregated ALE Group? . . . . ☐ Yes ☐ No
If "No," do not complete Part IV.

22 Certifications of Eligibility (select all that apply):
☐ A. Qualifying Offer Method ☐ B. Qualifying Offer Method Transition Relief ☐ C. Section 4980H Transition Relief ☐ D. 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

▼
Signature

▼
Title

▼
Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Form **1094-C** (2015)

L1094C

120116

36-1004130

Form 1094-C (2015)

Page 2

Part III **ALE Member Information— Monthly**

	(a) Minimum Essential Coverage Offer Indicator		(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
	Yes	No				
23 All 12 Months	☐	☐			☐	
24 Jan	☐	☐			☐	
25 Feb	☐	☐			☐	
26 Mar	☐	☐			☐	
27 Apr	☐	☐			☐	
28 May	☐	☐			☐	
29 June	☐	☐			☐	
30 July	☐	☐			☐	
31 Aug	☐	☐			☐	
32 Sept	☐	☐			☐	
33 Oct	☐	☐			☐	
34 Nov	☐	☐			☐	
35 Dec	☐	☐			☐	

L1094CP2

36-1004130

120216

Form **1094-C** (2015)

Form 1094-C (2015)

Part IV Other ALE Members of Aggregated ALE Group

Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were members at any time during the calendar year).

12031.5

Page 3

	Name	EIN		Name	EIN
36		51			
37		52			
38		53			
39		54			
40		55			
41		56			
42		57			
43		58			
44		59			
45		60			
46		61			
47		62			
48		63			
49		64			
50		65			

L1064CP3

36-1004130

Form **1094-C** (2015)