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 16.01.01 – ACA XML Transmission File Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 16.01.01*.

PCGenesis supporting documentation is provided at:

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

Payroll Completion Instructions

Install this release <u>at any time</u>. This release is not dependent on the status of 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. 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.

A2. Submit Test Files to the IRS

Required Step: Submitting ACA Test Files to the IRS

> **This step must be completed before production ACA files can be submitted to the IRS.**

Transmitters and Issuers must use approved software to perform a communications test with the IRS for ACA reporting. PCGenesis is an approved software package for submission of 1095-C forms. Issuers are only required to successfully complete the communication test <u>once</u>.

Why Is Testing Required?

The purpose of required testing prior to Production is to ensure that:

- IRS can receive and process the electronic information returns.
- Software Developers, Transmitters, and Issuers can send electronic information returns and retrieve Acknowledgments.
- Software Developers, Transmitters, and Issuers use the correct format and electronic filing specifications for the AIR system.

Action Required:

Any PCGenesis School District or RESA that will be submitting ACA XML test transmission files to the IRS must access the GaDOE documentation webstie at:

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

to obtain the instructions for submitting the test files. Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting Test Files to the IRS* for detailed instructions.

PCGenesis supplies the two XML files which are required for testing. The two files have the following naming conventions and can be found in the **K:\SECOND\PERDATA** directory:

1   MANIFEST_1094C_Request_**xxxxx**_20160305T010101101Z.xml

2   1094C_Request_**xxxxx**_20160305T010101101Z.xml

Where: **xxxxx** represents the school district's **TCC ID**.

The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**. Then, the user must follow the instructions in *Section G2. Submitting Test Files to the IRS* of the PCGenesis documentation.

Your site will not be able submit your regular production ACA 1095-C transmission files to the IRS until your TCC ID has passed the communications step.

A3. PCGenesis Support for ACA Transmission File to the IRS

PCG supports printing the IRS forms 1094-C and 1095-C's, and <u>now supports</u> 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 <u>must</u> 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 <u>paper</u> forms to the IRS (only for employers with fewer than 250 employees).

The *Print Employee 1094-C & Employee 1095-C's & Create File* (F2, F4, F6) has been updated to produce the production ACA transmission files necessary for electronic file submission to the IRS for ACA reporting. PCGenesis school districts now have the software required to submit the ACA production transmission files with this release.

The *Maintain IRS ACA Receipts* (F2, F4, F7) menu option has been added to the *Payroll Annual Reports Menu* and allows users to keep track of ACA XML file submissions to the IRS website.

A4. ACA Reporting Deadlines Extended for 2015 Only

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.

Section B: Overview of Release

B1. Payroll System

B1.1. 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: 1) Calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**, (2) to print the employees' **1095-C's**, and (3) to create the ACA transmission files necessary for electronic file submission to the IRS for ACA reporting.

PCG now supports creating the IRS ACA 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 *Print Employee 1094-C & Employee 1095-C's & Create File* (F2, F4, F6) has been updated to produce the production ACA transmission files necessary for electronic file submission to the IRS for ACA reporting. PCGenesis school districts now have the software required to submit the ACA production transmission files with this release.

Also, additional edits have been added to verify the 1095-C data. A fatal error is now printed when an employee is flagged as **1095-C Eligible**, but no coverage options have been selected. Fatal errors will also be printed when invalid Social Security Numbers are encountered.

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 ACA transmission files necessary for electronic file submission to the IRS for ACA reporting. The final screen shows the location of the **two** XML files which must be posted to the IRS website.

```
PCG Dist=6131  Rel=16.01.01  05/11/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                              ACA1095M
                      *** IRS 1094/1095-C XML Electronic File ***

                       ------ Successful Completion ------

          These files must now be uploaded to the IRS AIR website.
          Transmit the file created per instructions.


          ---------- Files Created ----------

          C:\SECOND\PAYACA\1094C_Request_ABCDE_20160511T084717600Z.xml
          C:\SECOND\PAYACA\MANIFEST_1094C_Request_ABCDE_20160511T084717600Z.xml


          ---------- ACA 1095-C File Totals ----------

          Total Number Of 1095-C records =       371








              ENTER or F16 to Exit                                        16.01.00_
```

Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing* for detailed instructions.

B1.2. 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.
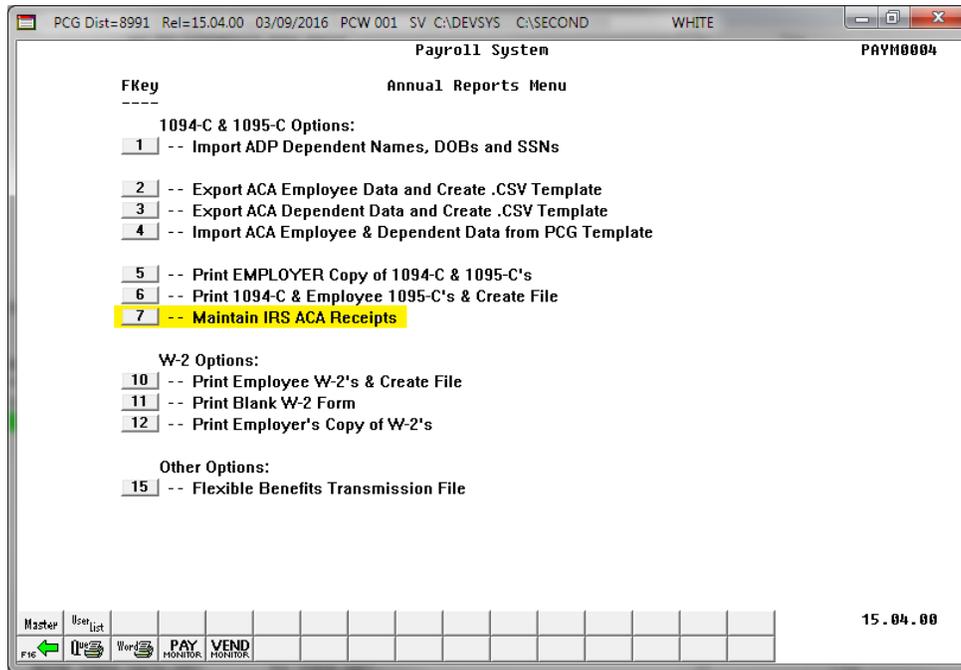
Payroll System – Annual Reports Menu

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 locate the employees who have errors so that their 1095-C forms can be corrected.

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 20160310T1234567891.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 20160310T0034567891.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted with errors     IRS Receipt ID:  1095C-15-13131313

2015  MANIFEST 1094C Request BB1LX 20160309T1234567891.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 20160308T1234567891.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 20160302T0034567891.xml
      Transmission Status: N    IRS Receipt Status:  No status defined                     IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160301T0034567891.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 20160223T1234567891.xml
      Transmission Status: N    IRS Receipt Status:  No status defined                     IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160222T1234567891.xml
      Transmission Status: N    IRS Receipt Status:  No status defined                     IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160221T1234567891.xml
      Transmission Status: N    IRS Receipt Status:  No status defined                     IRS Receipt ID:
```

ACA IRS Receipts Report

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 01/04/2016. 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.

<mark>Please note: The override totals entered on this screen will be printed on the final 1094-C forms submitted to the IRS. <u>Review this screen carefully and verify the accuracy of the numbers shown</u>.</mark>

```
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                                                                              16.01.00
  F16   F17   F18                                              Help
```

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.

Section C: Installation Instructions for Release 16.01.01 Software

C1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 16.01.01* 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 16.01.01"**. 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 16.01.01"**.
5	Proceed to *C2. Install PCGenesis Release 16.01.01*.

C2. Install PCGenesis Release 16.01.01

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	Right-click **RELINSTL.BAT** and select ***Run as administrator*** 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:
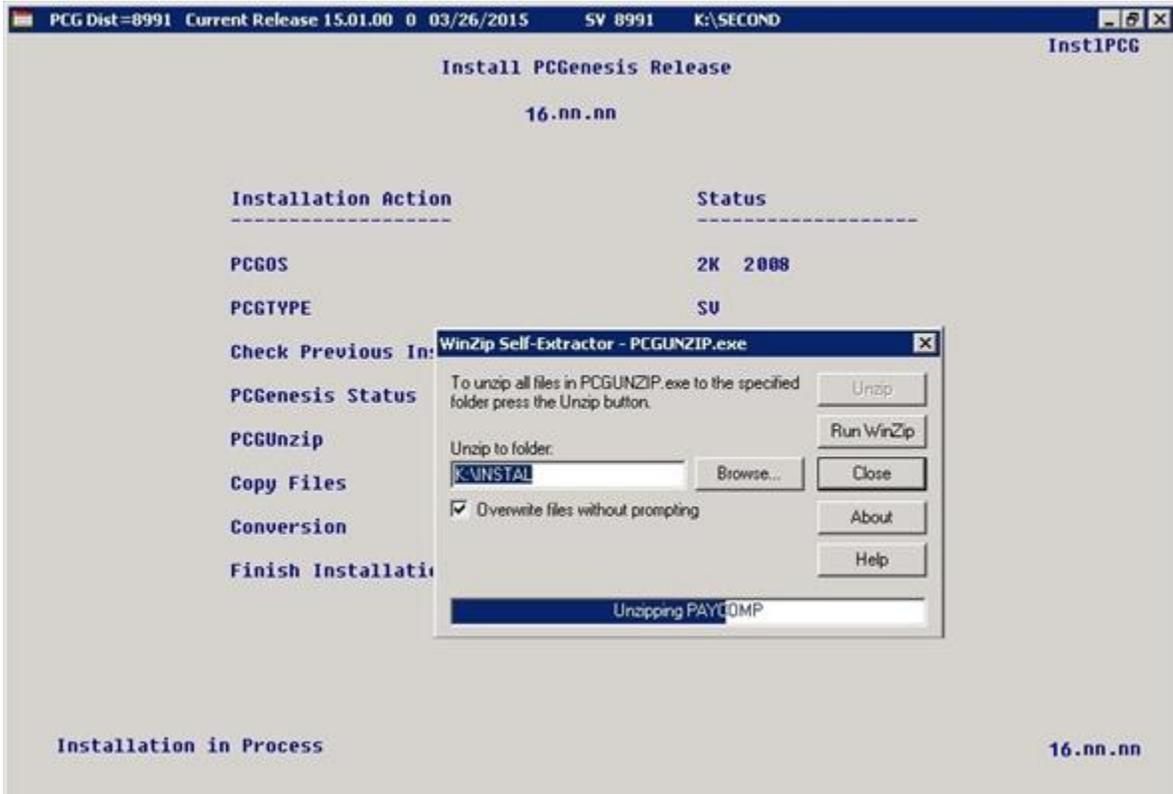
For PCGenesis *Release 16.01.01* successful installations, the following message displays:

```
 ▇  PCG Dist=8991  Current Release 14.04.00  0  03/26/2015      SV 8991     K:\SECOND        _ � 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


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

Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *C3. Verify Release 16.01.01 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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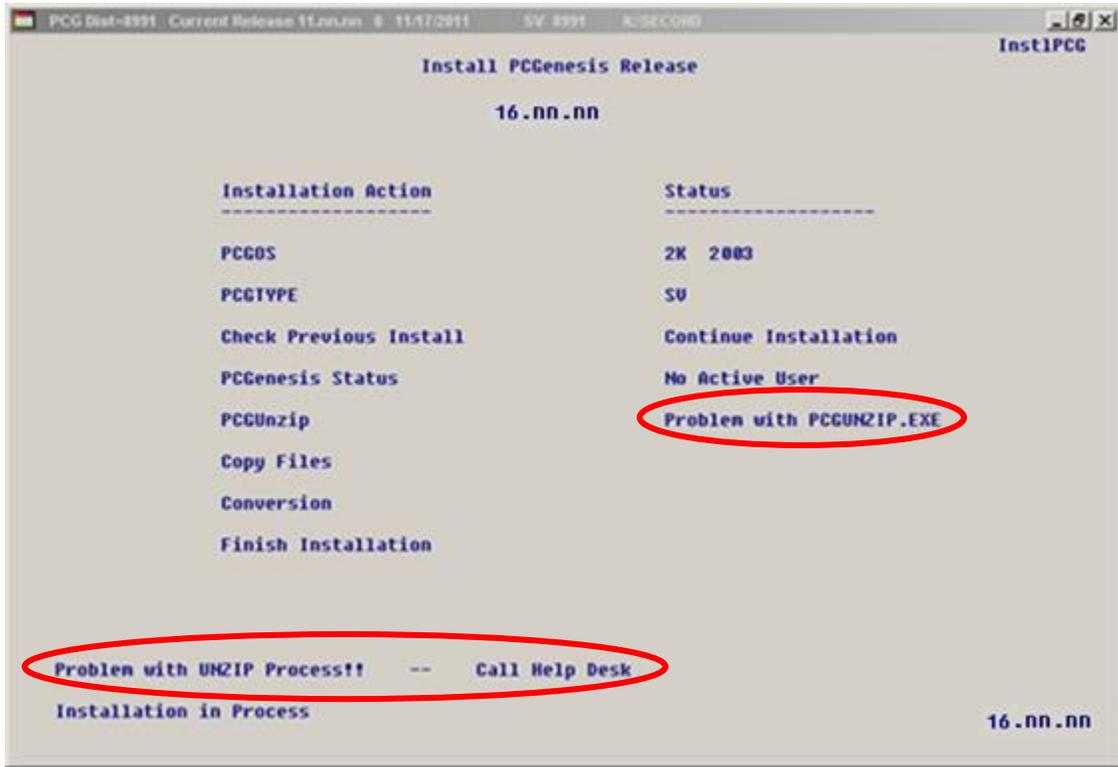
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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

```
 PCG Dist=7891  Current Release 16.01.00  O  03/14/2016      SV 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.  _
```
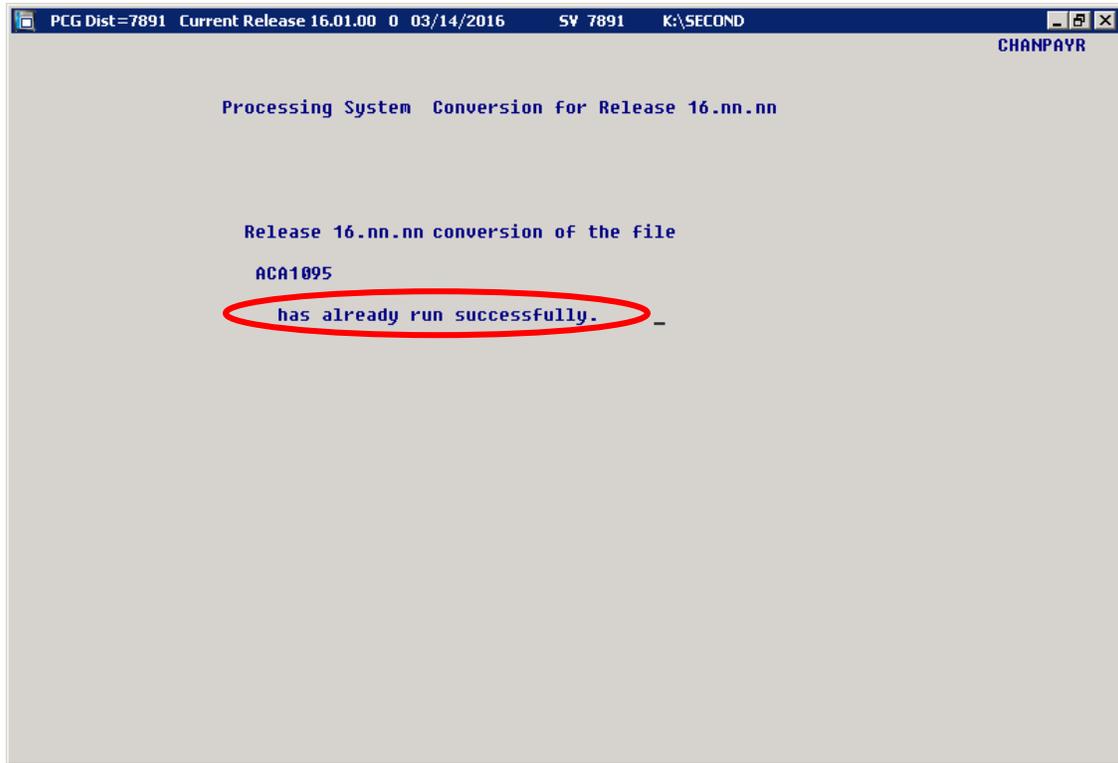
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

```
 PCG Dist=7891  Current Release 16.01.00  O  03/14/2016      SV 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
```
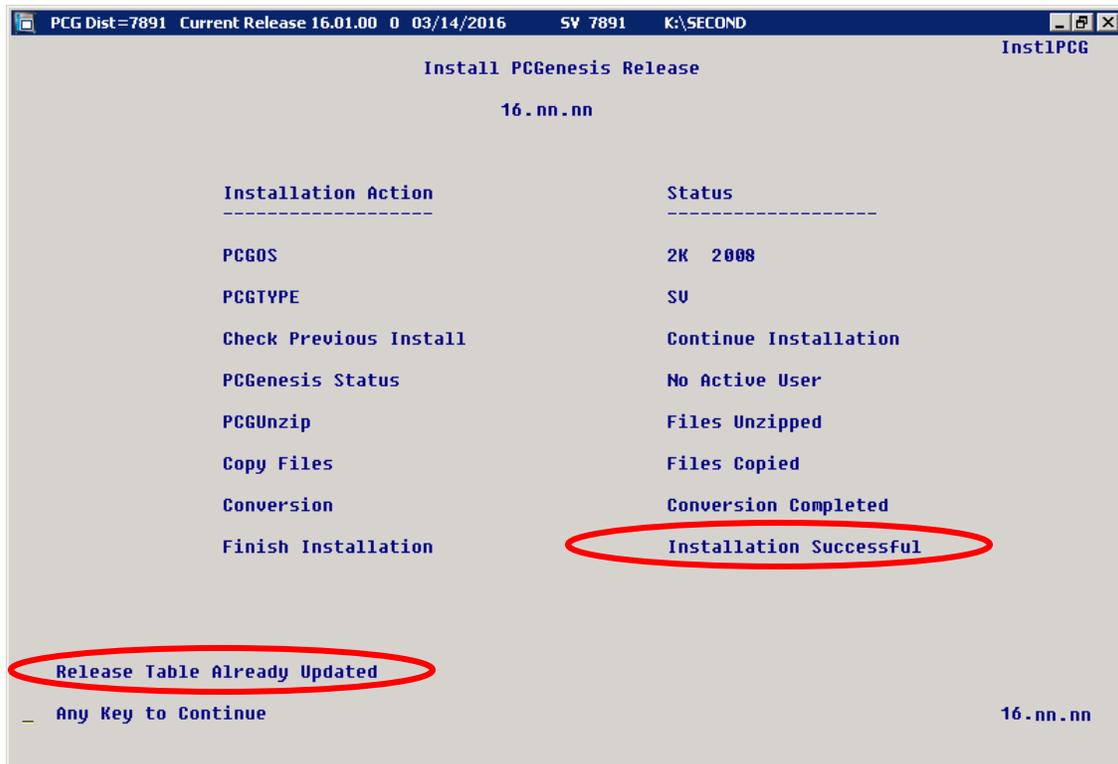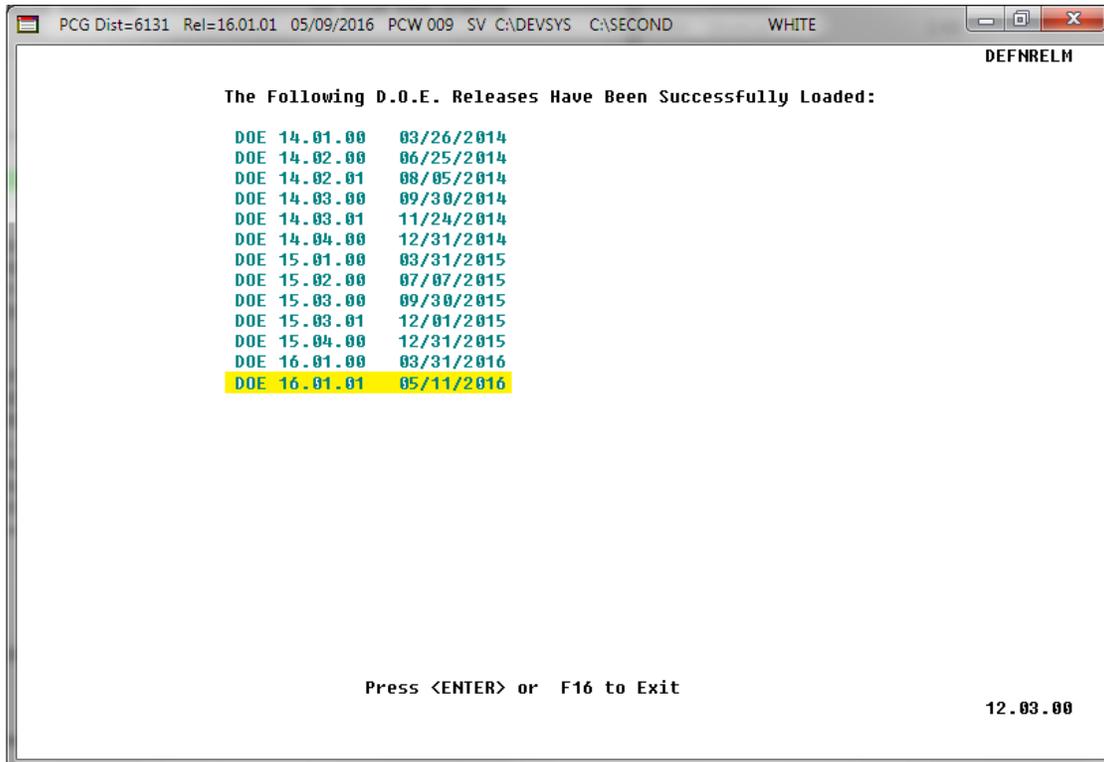
Step	Action
11	Proceed to *C3. Verify Release 16.01.01 Was Successfully Installed.*

C3. Verify Release 16.01.01 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=6131  Rel=16.01.01  05/09/2016  PCW 009  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
                 DOE 16.01.01    05/11/2016




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

Step	Action
4	Verify **Release 16.01.01** 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 16.01.01** displays.* *If Release 16.01.01 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 16.01.01 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 16.01.01"**.