GaDOE
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 18.04.00 – Calendar Year 2018 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.04.00*.

PCGenesis supporting documentation is provided at:

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

December, 2018 Payroll Completion Instructions

Install this release after completing the December 2018 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2019 payroll.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail 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!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Remote Desktop Connection and PCGenesis Security

The GA DOE is currently working with a security consultation company to explore how security can be improved for the PCGenesis server and data. Specifically, the GA DOE is exploring how to provide better protection against ransomware and mal-ware from infecting the PCGenesis server. After an initial consultation, the security experts advised that PCGenesis' greatest vulnerability was the way individual workstations map the **K:** drive as ***PCGServer*\\PCGenesis$.** Mapping a drive to the PCGenesis server from each individual workstation may provide an access point for ransomware and mal-ware to infect the server by way of an individual user who has inadvertently downloaded a virus.

As an answer to this problem, the security consultants recommend that the PCGenesis application be accessed using a **Remote Desktop Connection.** The recommendation is to utilize **Remote Desktop Connection** instead of mapping the PCGenesis server as a drive on individual workstations. This would add a level of obfuscation and complexity that would help prevent mal-ware from infecting the PCGenesis server.

Therefore, the GA DOE would like to recommend **Remote Desktop Connection** as the preferred method for all users accessing PCGenesis. **Remote Desktop Connection** has several advantages in addition to providing better protection for the PCGenesis server and data. It allows the PCGenesis application to run much faster, and because the application will continue to run even if the network connection goes down, data reliability is also improved.

A1.2. VerraDyne Print Queue Update

The GaDOE is happy to announce a major upgrade of the PCGenesis Print. The DOE has purchased the *VerraDyne Queue Manager* for a cost of $25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Queue Manager* has much in common with the existing PCGenesis print queue because the same company created both systems.

PCGenesis release 18.04.00 delivers an upgrade to the *VerraDyne Queue Manager*. *VerraDyne* version 03.02.11 is now available as shown below.
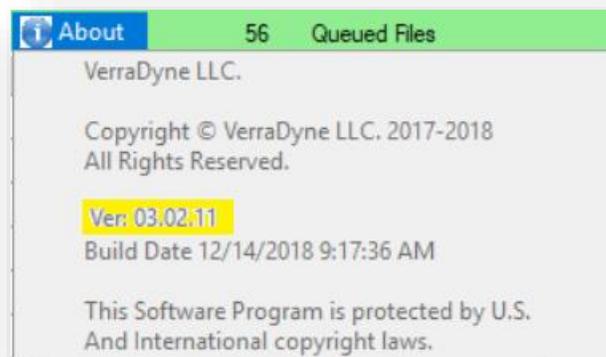
VerraDyne Queue VQueueService

VerraDyne version 03.02.11 fixes a problem with *VQueueService*. The *VQueueService* requires that *SQL Server* is running before the service can be started. Now, if *SQL Server* is not running, *VQueueService* will continually attempt to start for ten minutes and only then will shut down. After shutdown *VQueueService* must be started again manually. But if *SQL Server* is up and running within ten minutes, *VQueueService* will start properly and will stay up. Also, if the connection to *SQL Server* is lost *VQueueService* will shut down automatically. *VQueueService* creates a log file in **K:\Vqueue\tmp** directory called **vspoollog.txt**. If this file exists in the **K:\Vqueue\tmp** directory it means *VQueueService* could not connect to the database. This enhancement will make restarting the *VQueueService* more reliable, especially after the PCGenesis server has been rebooted.

Features of the *VerraDyne Queue Manager*

The *VerraDyne Queue Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print job is running in the background under *Windows Local Services*. Once a print file has been released it is passed to the Windows print queue and is ready for printing.

Unlike our existing PCGenesis print queue, the *VerraDyne Queue Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Queue Manager* uses the FREE version of *Microsoft SQL Server*.

Some of the features of the new *VerraDyne Queue Manager* system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to a specific user, or group of users
- The ability to print reports to a specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

A2. Payroll System

A2.1. 2019 FICA and Federal Income Tax Withholding Updates

The FICA parameters have been updated for calendar year 2019. The FICA wage limit has increased to $132,900.00 for 2019. This release <u>automatically</u> updates the FICA tables into PCGenesis.

The Federal withholding tax parameters have been updated for calendar year 2019. The **Federal Exemption Amount** has been increased to $4,200 from $4,150. This release <u>automatically</u> updates the 2019 Federal withholding tax tables into PCGenesis.

A2.2. 2019 Georgia Income Tax Withholding Updates

The Georgia withholding tax parameters have been updated for calendar year 2019. Specifically, the highest tax bracket percentage for all four withholding tables has decreased from 6% to 5.75%. The **Standard Deduction Amount** for *Married Filing Joint Return* has increased from $3,000 to $6,000. The **Standard Deduction Amount** for *Single or Head of Household* has increased from $2,300 to $4,600. The **Standard Deduction Amount** for *Married Filing Separate Return* has increased from $1,500 to $3,000.   This release <u>automatically</u> updates the 2019 Georgia withholding tax tables into PCGenesis.

A2.3. PCGenesis Software ID for 2018 ACA Reporting to the IRS

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2019).* This IRS publication can be viewed at the following link: https://www.irs.gov/pub/irs-pdf/p5164.pdf .

According to *IRS Publication 5164*, Software Developers need a new Software ID for <u>each</u> tax year and each ACA Information Return Type they support. The software information must be updated <u>yearly</u> on the ACA Application for TCC. Annual AATS testing is required for Software Developers.

NOTE: At the time of this release, the PCGenesis development team <u>has recertified the PCGenesis application for ACA reporting</u>.

A2.4. *Applying for a TCC ID for the IRS AIR System*

The IRS system that accepts ACA file transmissions, the AIR system, 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.

NOTE: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2017 should already have <u>two</u> individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must <u>not</u> let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

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. <u>Please screenshot the answers to these security questions</u>.

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.

<u>Advice</u>: 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.

A2.5. Submitting ACA Test Files to the IRS for First-Time Users

The information published below is obtained from *IRS Publication 5164, Test Package for Electronic Filers of Affordable Care Act (ACA) Information Returns (AIR) (Processing Year 2019)*. This IRS publication can be viewed at the following link: https://www.irs.gov/pub/irs-pdf/p5164.pdf .

NOTE: According to *IRS Publication 5164*, transmitters (Georgia school districts and RESAs) are required to complete communication testing to transmit information returns to the IRS only for the first year in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2017 will NOT need to redo the ACA test file submissions in 2018 for 2018 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For ***first-time** users of the PCGenesis ACA software, 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 once.

Why Is Testing Required?

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

- The 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 website 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 ACA 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_2018`**`1113T010101003Z.xml`

2 `1094C_Request_`**`xxxxx_2018`**`1113T010101003Z.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 the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS, Section A2. Uploading Test .xml Files to the IRS Website* 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.

A2.6. Calendar Year 2018 W-2 Transmission File

The specifications for filing forms W-2 electronically (EFW2) have been updated for 2018. A summary of the changes is listed below:

Record Changes

A new Box 12 Code GG money field, Income from Qualified Equity Grants Under Section 83(i), has been added to the:
- RO (Employee Optional) Record in positions 122 - 132
- RU (Total Optional) Record in positions 160 - 174

A new Box 12 Code HH money field, Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year, has been added to the:
- RO (Employee Optional) Record in positions 133 - 143
- RU (Total Optional) Record in positions 175 – 189

Other Changes
- For Tax Year 2018, **AccuWage Online** is available to test your EFW2/EFW2C wage files. AccuWage Download is no longer available. Log into Business Services Online (BSO) to access **AccuWage Online**.
- The Social Security Wage Base for tax year 2018 is $128,400.
- The employer and employee tax rate for Social Security will be withheld at 6.2 percent (up to $7,960.80).

The changes listed above are incorporated into the menu option for *Print Employee W-2's & Create File* (F2, F4, F10).

A2.7. Calendar Year 2018 W-2 Form Processing

Calendar year 2018 Internal Revenue Service (IRS) W-2 forms have not changed from 2017.

The installation of Release 18.04.00 makes calendar year **2019** W-2 forms available for employees terminating and requesting W-2's for calendar year 2019. The 2019 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A2.8. Payroll Gross Data Import

The edits for *Column D*, first and middle name fields have been changed for the *Payroll Gross Data Import* option (F2, F13, F8, F2). Before, a hard error was generated if the first/middle names in *Column D* didn't <u>exactly</u> match the names on the *Payroll File*. Now, the system only edits the first name initial. If the first name initial in *Column D* doesn't match the first name initial on the *Payroll File*, an error is produced. *Column D* can still contain the first and middle names, but only the first initial is edited. This will make it easier for third party vendors to generate *Gross Data Import* files.

A3. Financial Accounting and Reporting (FAR) System

A3.1. Form 1099-MISC NEC Filing Guidance for Tax Year 2018

The IRS has enacted new deadlines for the submission of the 1099-MISC file (F1, F12, F10, F11). The Protecting Americans from Tax Hikes (PATH) Act of 2015 requires Forms 1099-MISC reporting non-employee compensation (NEC) in box 7 to be filed by January 31. This requirement does not affect the due date for Forms 1099-MISC that do not report NEC, which must be filed by March 31 when filed electronically. Therefore, Form 1099-MISC has two possible due dates, depending whether it reports NEC.

After January 31, if you transmit a Form 1099-MISC reporting NEC and other Forms 1099-MISC that do not report NEC together with a single Payer 'A' Record, the IRS may inadvertently treat each form transmitted with the Payer 'A' Record as if it is subject to the section 6721 penalty for failure to file by January 31, even though many of the forms might not be due until March 31. In this case, the IRS may send you a proposed penalty notice, to which you may respond and clarify the content of the transmission in question. If no Form 1099-MISC transmitted with a single Payer 'A' Record reports NEC, the IRS's systems will properly treat all forms in the transmission as due March 31.

Tax Year 2018: If any of your Forms 1099-MISC reporting NEC will be filed after the January 31st due date, separate the transmission of those Forms 1099-MISC from the transmission of any Forms 1099-MISC that do not report NEC and are not due until April 1, 2019. This procedure is for all Form 1099-MISC transmissions submitted after January 31st. Transmitters should anticipate that their transmissions sent after January 31st and include both a Form 1099-MISC reporting NEC and a Form 1099-MISC that does not report NEC with a single Payer 'A' Record, the IRS will treat each form transmitted with the Payer 'A' Record as if it is subject to the section 6721 penalty for failure to file by January 31st.

You can furnish each recipient with a single payee statement reporting all Form 1099-MISC payment types. Two separate recipient statements are not required, even if you report the NEC and non-NEC on two different forms filed with the IRS. Regardless of how you file with the IRS, you are required to furnish the payee statements by the recipient copy due date.

1099-MISC Due Dates		
Form	**IRS Electronic Filing**	**Recipient/Participant Copy**
1099-MISC with Non-Employment Compensation (NEC) (Data in Box 7)	January 31	January 31
1099-MISC (No data in Box 7 for NEC)	March 31	January 31 February 15 for amounts reported in boxes 8 or 14

A3.2. Return Vendor Address Line 2 to Expense Inquiry Screen

The **Vendor Address Line 2** field was inadvertently removed from the *Inquire Expenditure* screen (F1, F3, F1) and from the *Cancel Expenditure* screen (F1, F3, F3) in release 18.02.00. The **Vendor Address Line 2** field has been returned to these screens.

A4. Budget System

A4.1. New Employee Budget Detail Listing Report

A new report, the *Employee Budget Detail Listing* (F5, F4 or F5), has been added to the *Budget System*. This report lists all employee information in the *Budget System* by employee name or employee number. It looks the same as the *Employee Master Detail Listing* (F2, F8, F11 or F12) in payroll, only it contains the payroll information from the *Budget System* which is used in the budgeting calculations. This report will facilitate reviewing the employee data in the *Budget System*.
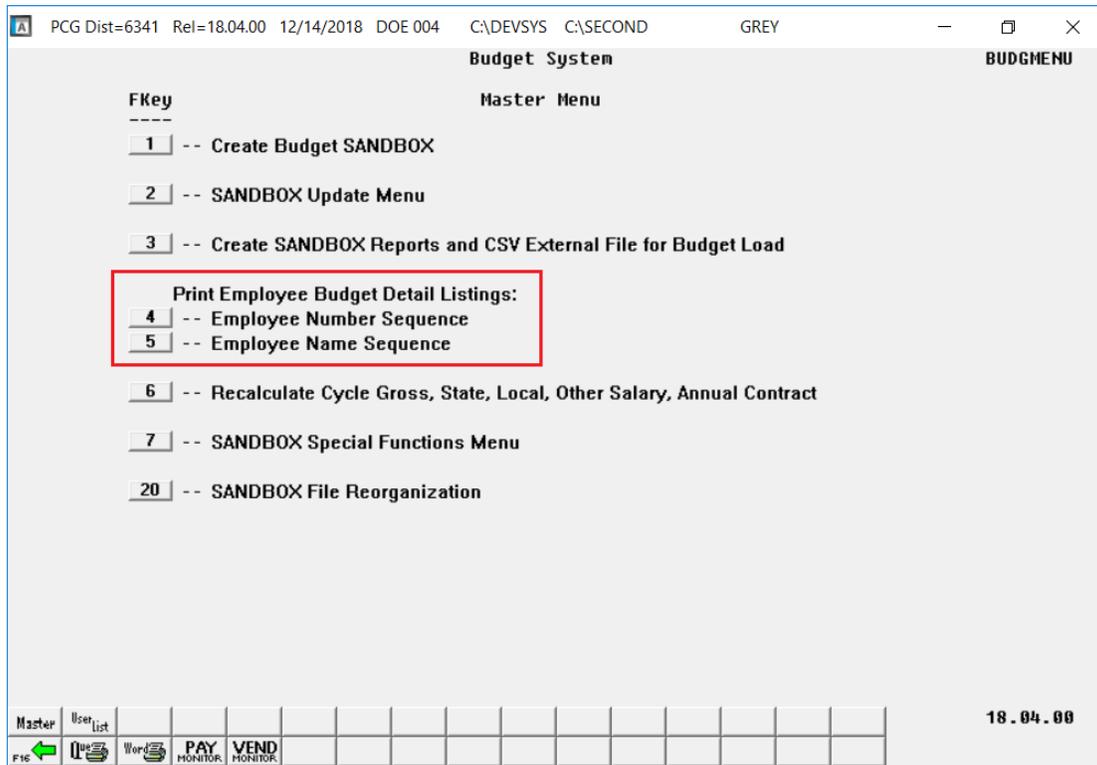
Section B: Installation Instructions for Release 18.04.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 18.04.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release.* In addition to its current labeling, also label the prior evening's backup CD/DVD/USB as **"Data Backup Prior to Release 18.04.00"**. Continue to use the backup CD/DVD/USB in the normal backup rotation.
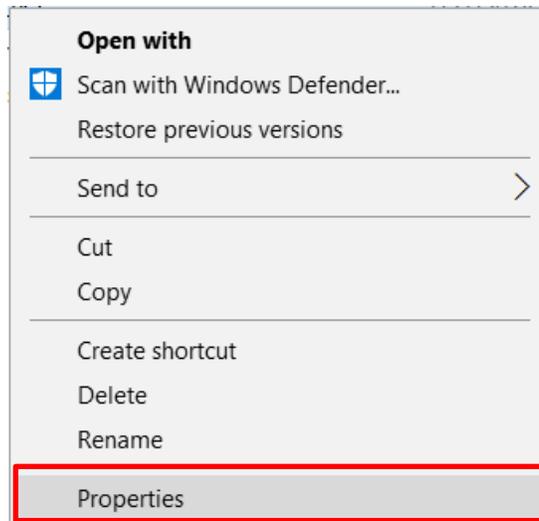
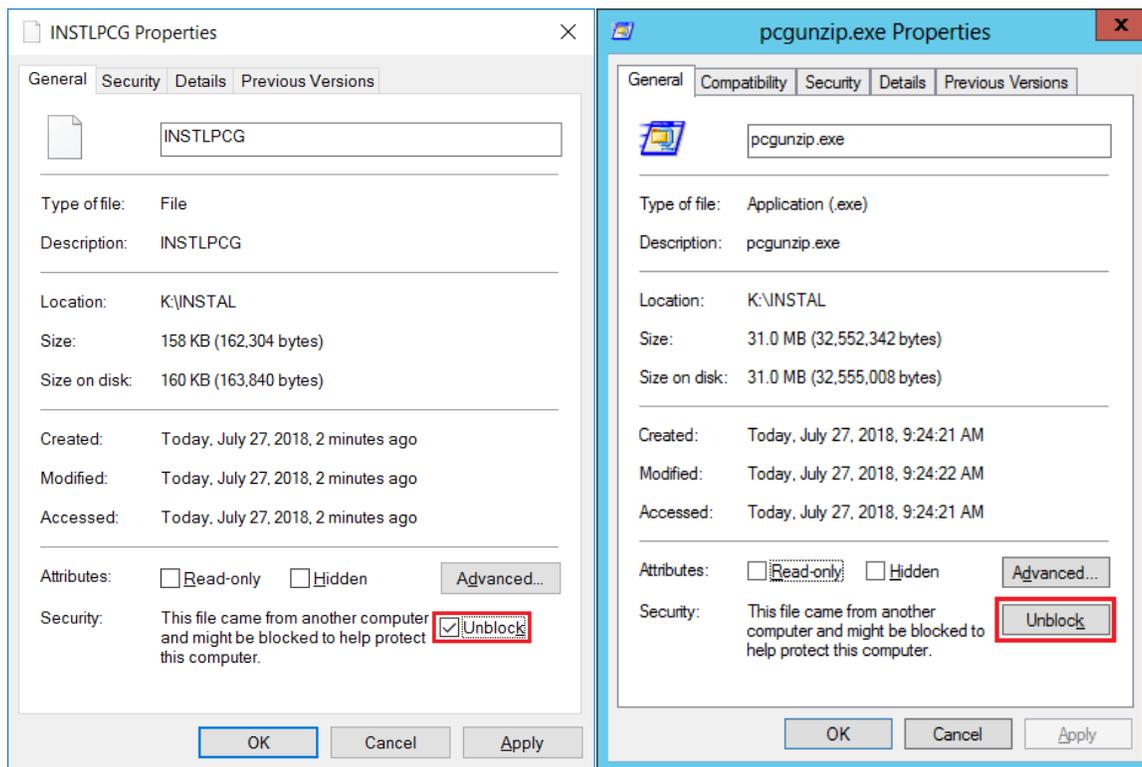| Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion.
	If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup"*, close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup Prior to Release 18.04.00"**.
5	Proceed to *B2. Install PCGenesis Release 18.04.00.*

B2. Install PCGenesis Release 18.04.00

FROM THE PCGENESIS SERVER

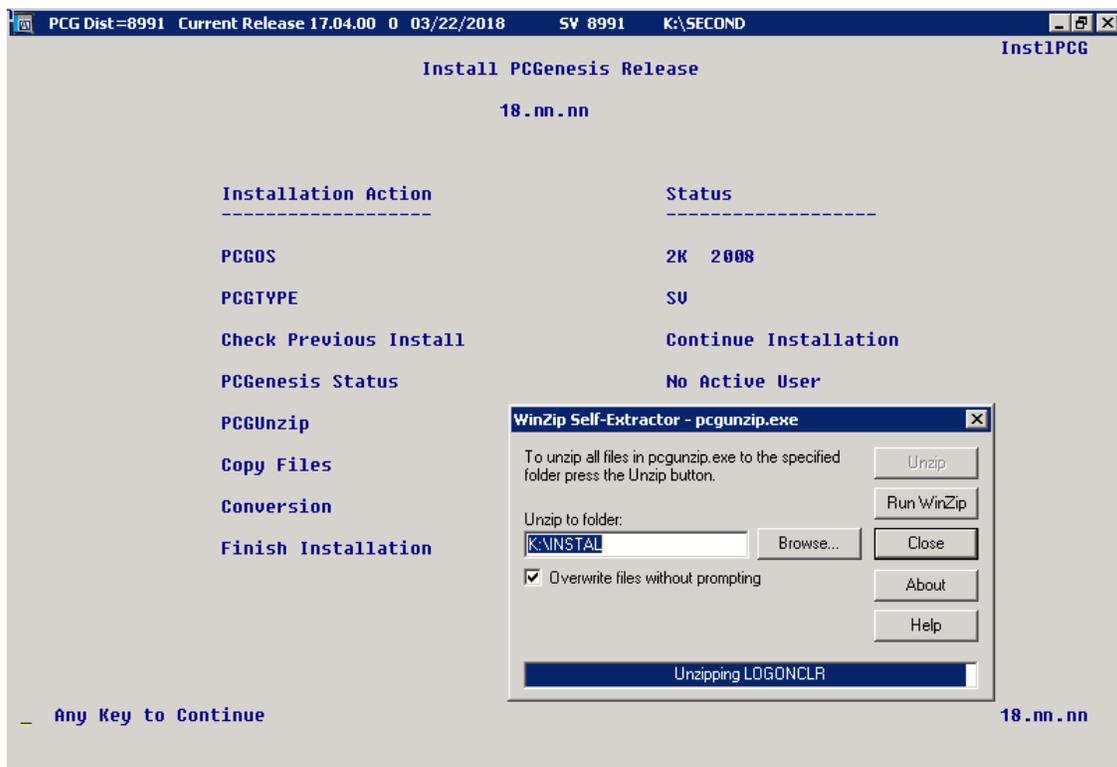| Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
5	***** ALERT ***** After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 operating system. To check whether the files have been blocked, **right-click** on each of the downloaded files and select **Properties**. If you see a security message at the bottom, as shown below, you will need to click the '**Unblock**' button. This is a very important step! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

After right-clicking on each file, select the '*Properties*' option:

Depending on the version of the Windows operating system, the following screen displays:

Step	Action
6	Check the bottom of the '*Properties*' dialog box to see if the following **security** warning is displayed: "*This file came from another computer and might be blocked to help protect this computer.*" If the option is presented, select ☐ Unblock (**Unblock**) or check ☑ the box to the left of **Unblock**. Do this for each of the files in the **K:\INSTAL** directory.
7	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 18.04.00* successful installations, the following message displays:
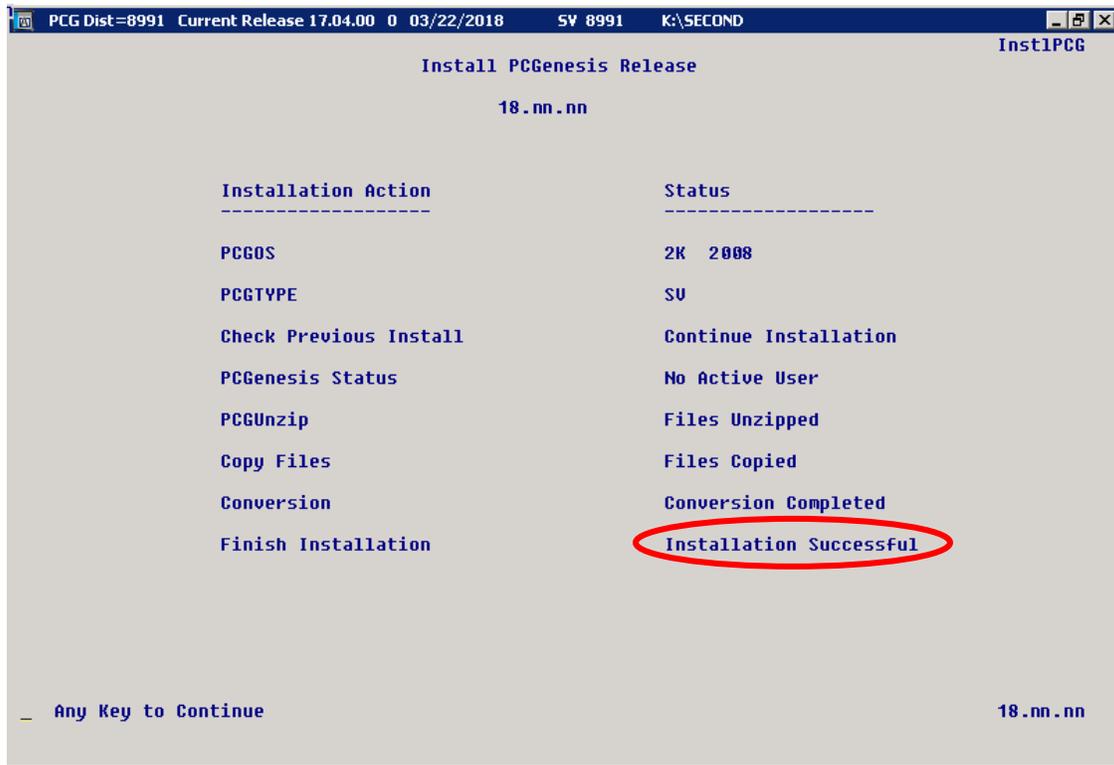
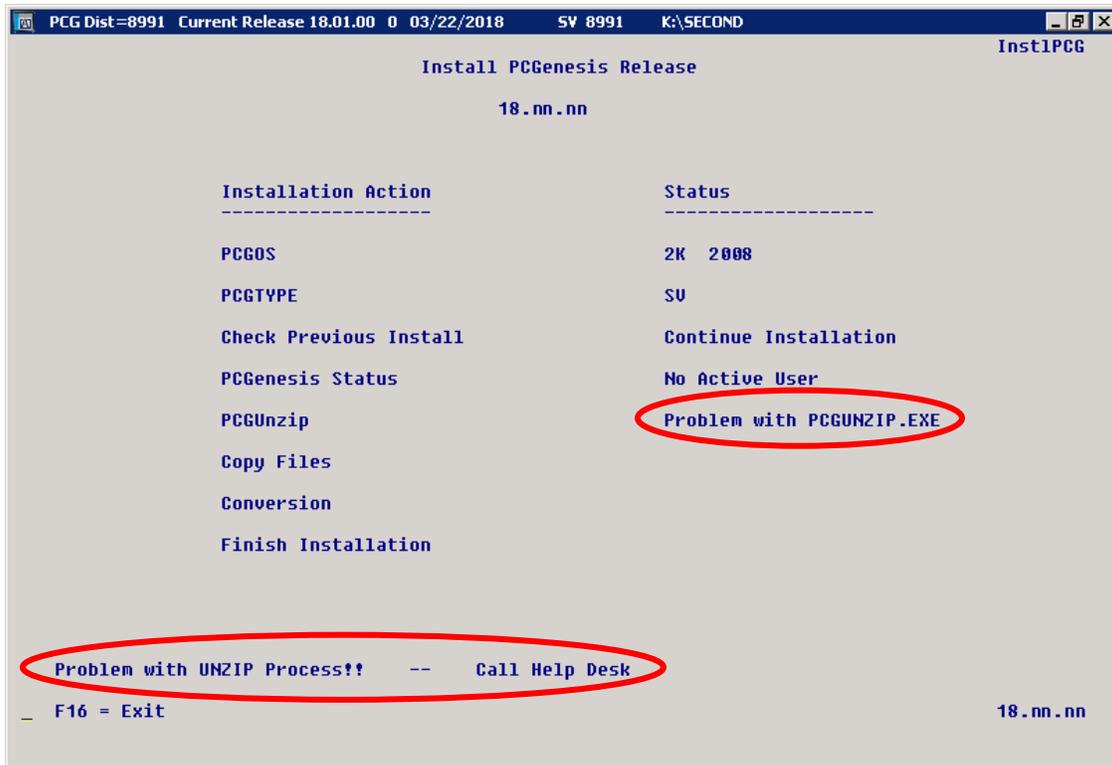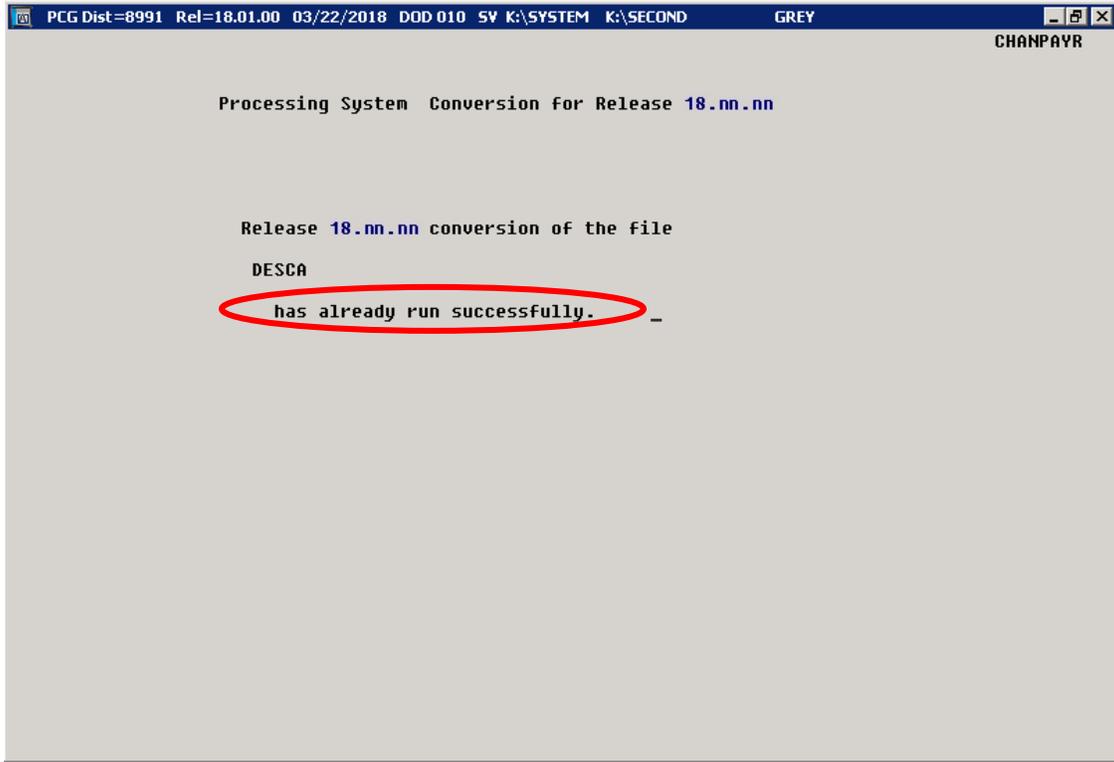| Step	Action
8	Select **Enter** to close the window.
9	**If the installation was successful:** Proceed to *B3. Verify Release 18.04.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 10.*

A problem message displays if an error occurred:

```
PCG Dist=8991  Current Release 18.01.00  0  03/22/2018      SV 8991    K:\SECOND              _ 8 X
                                                                                        Inst1PCG
                              Install PCGenesis Release

                                    18.nn.nn


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

            PCGOS                                     2K   2008

            PCGTYPE                                   SV

            Check Previous Install                    Continue Installation

            PCGenesis Status                          No Active User

            PCGUnzip                                  Problem with PCGUNZIP.EXE

            Copy Files

            Conversion

            Finish Installation




        Problem with UNZIP Process!!     --    Call Help Desk
     _  F16 = Exit                                                          18.nn.nn
```
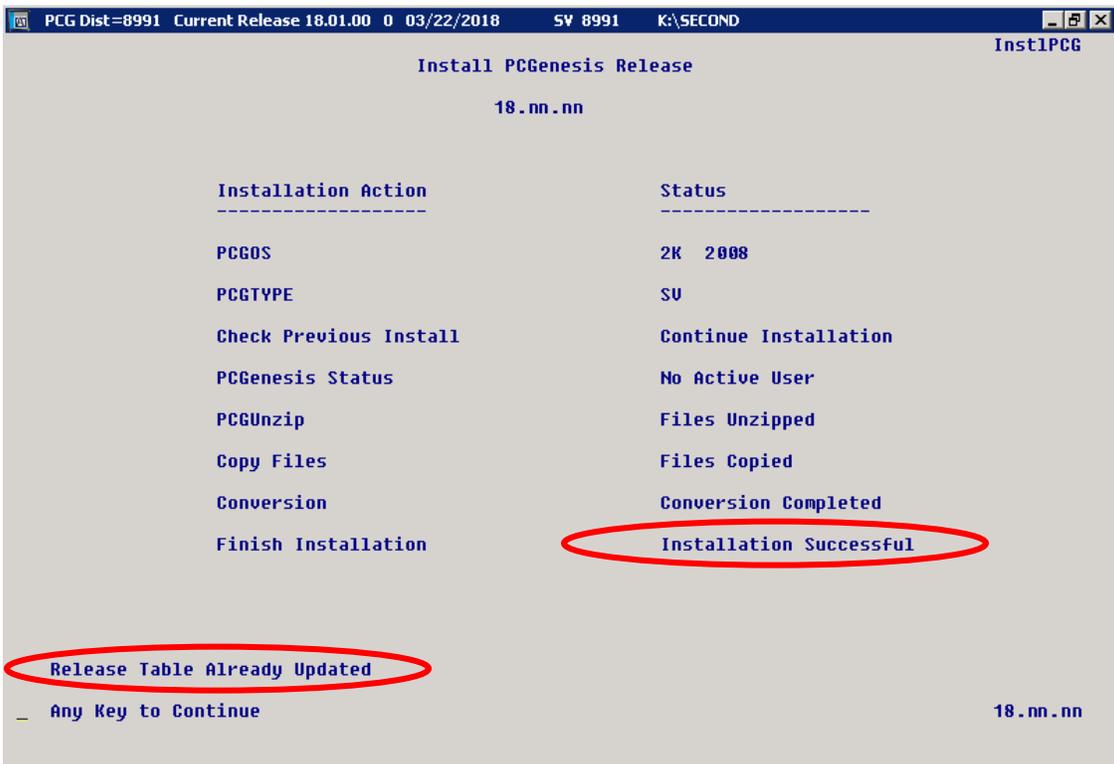
Step	Action
10	Select **F16** to close the window.
11	Return to the *MyGaDOE* Web portal, and detach the files again.
12	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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

```
 PCG Dist=8991  Rel=18.01.00  03/22/2018  DOD 010  SV K:\SYSTEM  K:\SECOND        GREY              _ 8 X
                                                                                           CHANPAYR


          Processing System  Conversion for Release 18.nn.nn




          Release 18.nn.nn conversion of the file

           DESCA

             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=8991  Current Release 18.01.00  0  03/22/2018      SV 8991    K:\SECOND              _ 8 X
                                                                                          Inst1PCG
                            Install PCGenesis Release

                                  18.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                                               18.nn.nn
```

Step	Action
13	Proceed to *B3. Verify Release 18.04.00 Was Successfully Installed.*

B3. Verify Release 18.04.00 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:

Step	Action
4	Verify **Release 18.04.00** 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 18.04.00** displays.* *If Release 18.04.00 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.

B4. Perform a PCGenesis Full Backup After Release 18.04.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion. If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup"*, close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup After Release 18.04.00"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting at least two minutes, restart the **VQueueService** in (**View local services**).

Section C: After PCGenesis Release 18.04.00 Has Been Installed

C1. Calendar Year 2018 Year-End Closing Procedures Checklist

✓	Step	Action
**Contact the Technology Management Customer Support Center for assistance as needed.**		
*Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.*		
*AFTER the last Calendar Year 2018 payroll. BEFORE the first Calendar Year 2019 payroll.*		
*PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule*		
	1	Set up the Pay Schedules for the new calendar year. (F2, F13, F1) *Do not set up for payroll before performing this procedure.*
*PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record*		
	2	Change the payroll year in the Payroll Identification record. (F2, F13, F3, F9) *Do not set up for payroll before performing this procedure.*
*PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables*		
	3	Where appropriate, update the Federal Income Tax (FIT) Tables. (F2, F13, F3, F1)
	4	Where appropriate, update the FICA/Medicare (OASDI) Tax Table. (F2, F13, F3, F2)
	5	Where appropriate, update the Employee's Retirement System (ERS) Table is correct. (F2, F13, F3, F3)
	6	Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table. (F2, F13, F3, F5)
	7	Where appropriate, update the Group Health Insurance (GHI) Table. (F2, F13, F3, F6)
	8	Where appropriate, update the State Income Tax (SIT) Table. (F2, F13, F3, F7)
*PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing, Procedure B: Resetting Year-to-Date (YTD) Amounts to Zero*		
	9	Reset employee calendar year-to-date amounts to zero. (F2, F13, F5, F1)

PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing and Topic 4: Processing Annual Reports - 1095-C Statement Processing		
	10	Process calendar year 2018 W-2 statements. (F2, F4) *<u>Do not set up for January payroll until all W-2s are verified.</u> It may be necessary to run another December payroll to make W-2 corrections.*
	11	Process calendar year 2018 1095-C statements. (F2, F4)
FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.		
	12	Process calendar year 2018 Form 1099-MISC statements. (F1, F12, F10)

Appendix A: Supported 1095-C Form - Example