

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 23.04.01 – Correction to 2024 Georgia State Tax Withholding / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 23.04.01*.

PCGenesis supporting documentation is provided at:

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

January 2024 Payroll Completion Instructions

*Install this release **after** completing the January 2024 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the February 2024 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. Payroll System

A1.1. 2024 Georgia Income Tax Withholding Updates

Unfortunately, the Georgia Department of Revenue issued the updated 2024 G-4 Withholding Allowance Certificate on Dec 27, 2023 which was too late for the PCGenesis December release (see a copy of the updated G-4 form in *Appendix A*). As a result, the PCGenesis development team was not aware of a change to the **Standard Deduction** for filing status ‘B’ (Married Joint, both spouses working). For the January 2024 payroll, any employee using a filing status of ‘B’ was under-withheld because the system used a standard deduction of \$24,000 instead of the correct value of \$12,000 (see *Table A* below). This release applies a program change that assumes all employee’s filing status remains the same as today (valid values prior to 2024), but the ‘B’ category will use the \$12,000 standard deduction instead of \$24,000.

NOTE: Do NOT change any employee filing status at this time; also, continue to enter Head of Household as filing status ‘E’ for new employees and continue to enter Married Filing Separate as filing status ‘D’ for new employees. Even though the filing statuses are not currently aligned to the new G-4 form, the standard deductions will be correct after applying this release. The next PCGenesis release 24.01.00 (to be delivered on March 29th) will automatically change filing status ‘D’ to ‘B’ and filing status ‘E’ to ‘D’ for all employees, to align with the new Georgia G-4 form.

Marital Status	Georgia Filing Statuses Prior to 2024	Before Amt	Georgia Filing Statuses After 2024	After Amt
A	Single	\$12,000	Single	\$12,000
B	Married Joint, both spouses work	\$24,000	Married Separate or Married Joint, both spouses work	\$12,000
C	Married Joint, one spouse working	\$24,000	Married Joint, one spouse working	\$24,000
D	Married Separate	\$12,000	Head of Household	\$12,000
E	Head of Household	\$12,000	N/A	N/A

Table A. Georgia Filing Statuses Before and After 2024 Changes

The Georgia withholding formula and withholding tax parameters have been updated for calendar year 2024. On April 26, 2022, Georgia Governor Brian Kemp signed into law HB 1437, which replaces the current graduated personal income tax with a flat rate of 5.49% effective January 1, 2024, with gradual reductions each year until the flat rate reaches 4.99%, effective January 1, 2029. The new withholding formula provides an annual **Standard Deduction** of \$24,000 for Married Filing Joint and one spouse working (status ‘C’), and \$12,000 for all other statuses. The Georgia annual **Dependent Allowance** is \$3,000 per dependent claimed. The new formula does not use a **Marital Allowance**; even though this field is still available on the employees’ *Update/Display Withholding Data* screen, the Marital Allowance value will be ignored. This release automatically updates the 2024 Standard Deduction for filing status ‘B’ (Married Joint, both spouses working) to \$12,000 in the PCGenesis programming.

Refer to the *State of Georgia Department of Revenue, 2024 Employer’s Withholding Tax Guide* for additional information on Georgia tax withholding formulas and tables.

Section B: Installation Instructions for Release 23.04.01 Software

B1. Perform a PCGenesis Full Backup

Proceed to section B2. *Verify Windows Security Group GENUSERS* in this document if these two conditions are met:

1. The prior evening’s full system backup of the entire **K:** drive was successful.
 - In addition to its current labeling, also label the prior evening’s backup media as “**Data Backup Prior to Release 23.04.01**”.
 - Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

Otherwise, continue with the instructions in section B1. *Perform a PCGenesis Full Backup* if these two conditions are not met.

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 entire K: PCGenesis disk drive or else the backup will not run to completion.
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 23.04.01 ”.
5	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the PCGenesisDB cannot be updated during the release installation. If you run a full backup prior to installing the release and <i>SQL Server</i> has been stopped, the following commands can be executed to restart SQLEXPRESSPCG.</p> <ul style="list-style-type: none"> • The following commands should be entered in the command prompt for <i>Windows</i> or added to the backup bat file to start the services. • NET START MSSQL\$SQLEXPRESSPCG
6	Proceed to B2. <i>Verify Windows Security Group GENUSERS</i> .

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 23.04.01 release.

Operating System Requirements for the PCGenesis Database

1. Prior to release 19.01.00, the PCGenesis document *New Server Installation Checklist* recommended setting up **GENUSERS** as the Windows Server security group for all PCGenesis users, but this requirement was not enforced. Please refer to *Page 2, Step 4* in the following document:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech_A1_New_Server_Install.pdf

Starting with release 19.01.00, the security user group GENUSERS is now required.

2. Please forward this notice to your IT support team and ask them to verify the setup of **GENUSERS** on your PCGenesis Windows Server. If **GENUSERS** is not the current security group for PCGenesis users, please have the IT staff set up **GENUSERS** as directed in the document referenced above.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

B3. Install PCGenesis Release 23.04.01

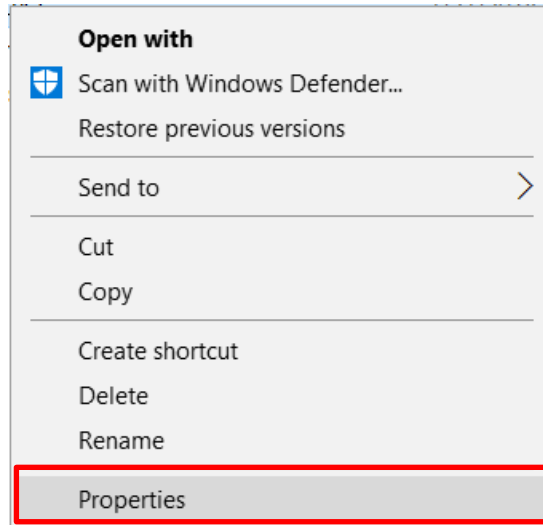
FROM THE PCGENESIS SERVER

Important Note

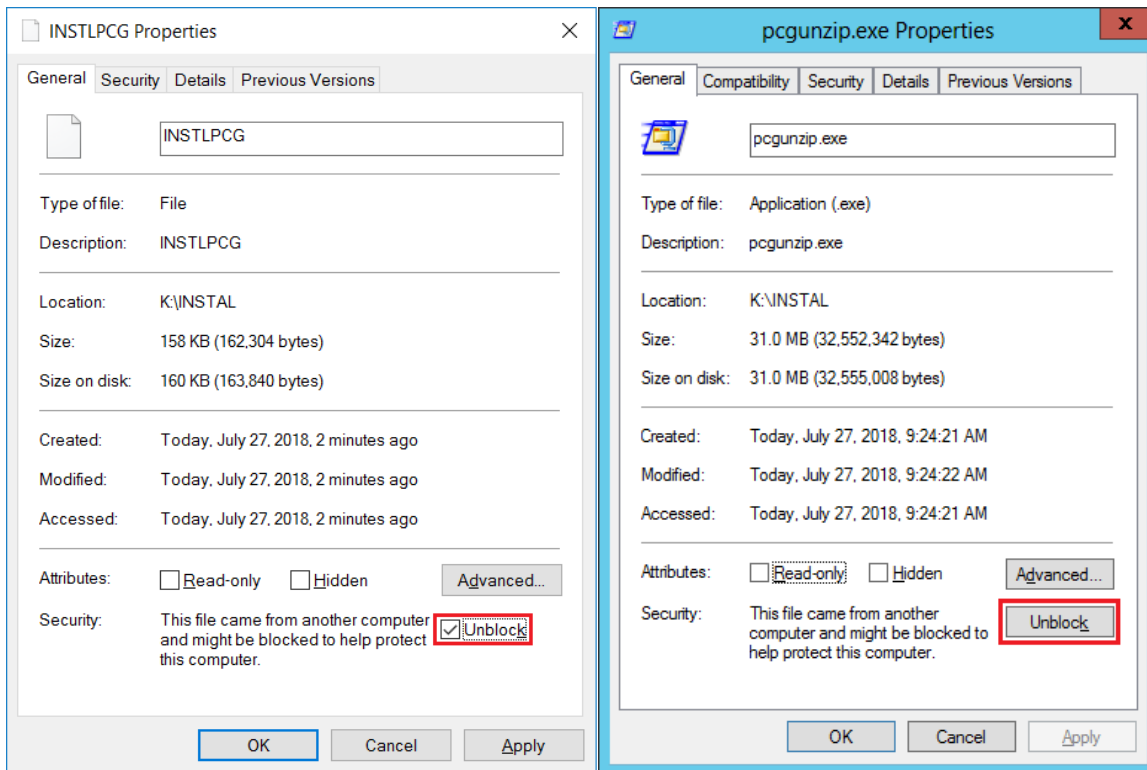
The person installing the PCGenesis release must be a member of the system administrator security group on the PCGENESIS server!

Step	Action
1	<p>NOTE: <i>Install this release <u>after</u> completing any vendor check runs. The Vendor Check Monitor must display all ‘Y’ entries, on the first page of this document.</i></p> <p><i>Also, the Vendor Manual/Void Register and Register of Payments (F1, F4, F9) must be run to completion, prior to installing the release.</i></p>
2	<p>NOTE: The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the <i>PCGenesisDB</i> database components contained in this release.</p>
3	<p>Start the SQL Express Service: SQLEXPRESSPCG must be running before starting the release installation. If <i>SQL Server</i> is not running, the <i>PCGenesisDB</i> cannot be updated during the release installation.</p>
4	<p>Verify all users are logged out of PCGenesis.</p>
5	<p>Open Windows® Explorer.</p>
6	<p>Navigate to the K:\INSTAL directory.</p>
7	<p>Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display.</p> <p><i>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.</i></p>
8	<p style="text-align: center;">*** ALERT ***</p> <p>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 / 2019 / 2022 operating system.</p> <p>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!</p> <p>For each of the downloaded files in K:\INSTAL, right-click on the filename and select ‘<i>Properties</i>’.</p>

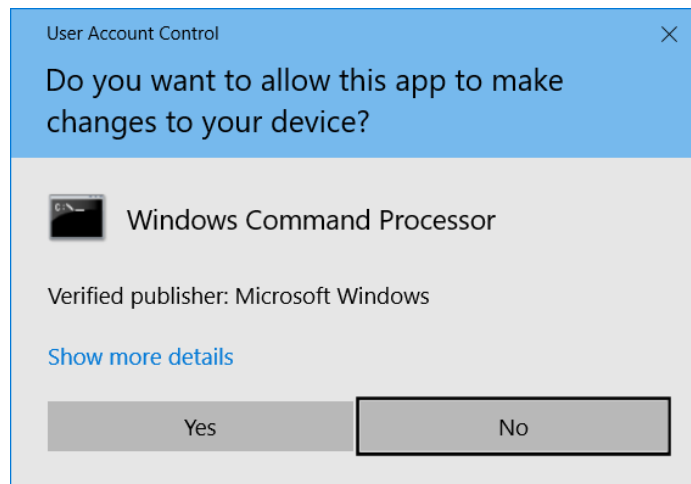
After right-clicking on each file, select the ‘Properties’ option:



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



Step	Action
<p>9</p>	<p>Check the bottom of the ‘<i>Properties</i>’ dialog box to see if the following security warning is displayed:</p> <p><i>“This file came from another computer and might be blocked to help protect this computer.”</i></p> <p>If the option is presented, select <input type="button" value="Unblock"/> (Unblock) or check <input checked="" type="checkbox"/> the box to the left of Unblock.</p> <p>Do this for each of the files in the K:\INSTAL directory.</p>
<p>10</p>	<p>Right-click RELINSTL.BAT and select Run as administrator to perform the installation.</p>
<p>11</p>	<p>If the message “<i>Do you want to allow this app to make changes to your device?</i>” is displayed, select <input type="button" value="Yes"/> (Yes) to continue.</p> <p><i>Next, a release installation status screen will display showing the release steps as they are completed.</i></p>

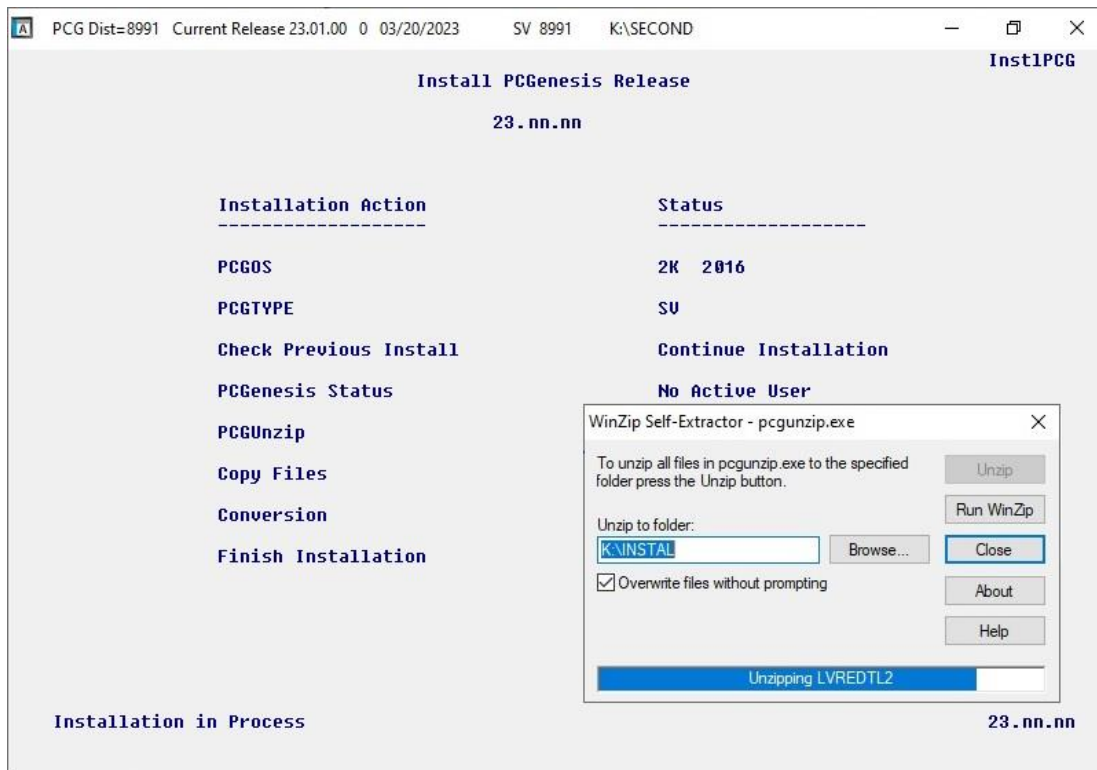


If a *Vendor Check Run* is in progress prior to installing the release, the following two screens will display:



Step	Action
12	<p><u>If a Vendor Check Run is in progress:</u> The release installation will abort with the messages shown in the screenshots above.</p> <p>Press ENTER and then select F16 to close the release installation window.</p> <p><i>Contact the school district’s Financial Director and request that the Vendor Check Run be completed successfully. Verify that the Vendor Check Monitor displays all ‘Y’ entries, as shown on the first page of this document.</i></p>
13	<p><u>Once the Vendor Check Run is completed:</u> Return to <i>Step 10</i> and try to install the release again.</p>

If no errors are encountered, a screen will display showing the progress of the installation:



For PCGenesis Release 23.04.01 successful installations, the following message displays:



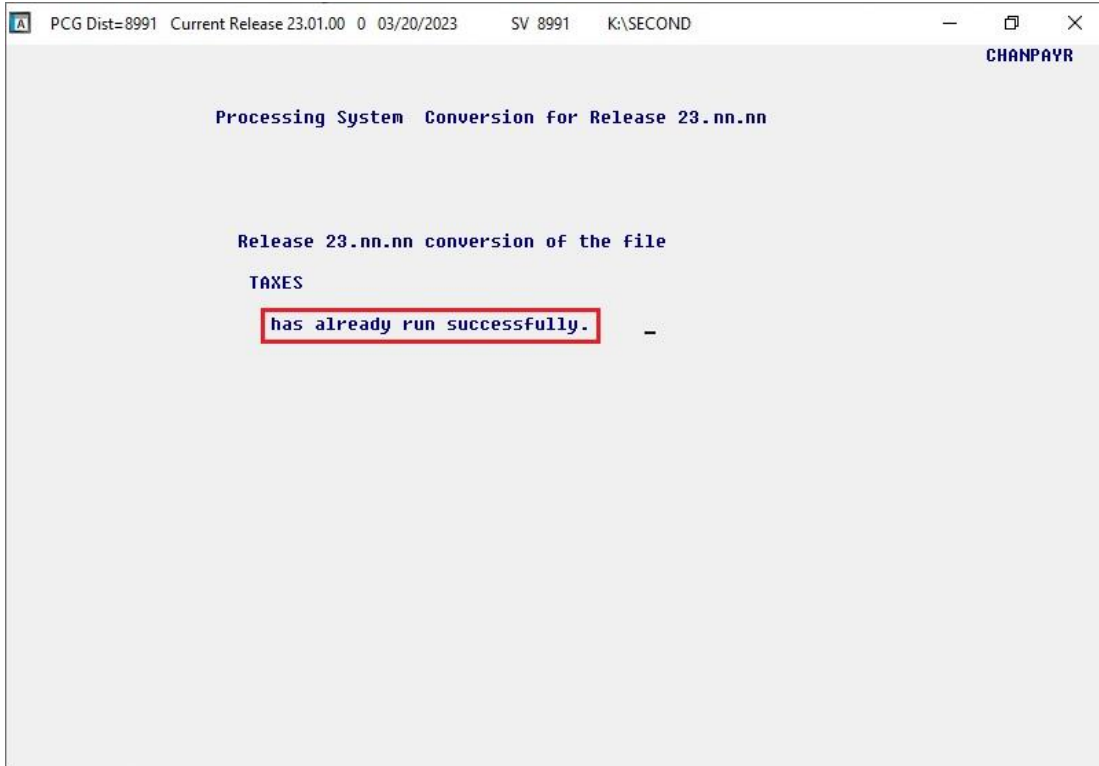
Step	Action
14	Select Enter to close the window.
15	<p>If the installation was successful: Proceed to B4. <i>Verify Release 23.04.01 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 16.</p>

A problem message displays if an error occurred:

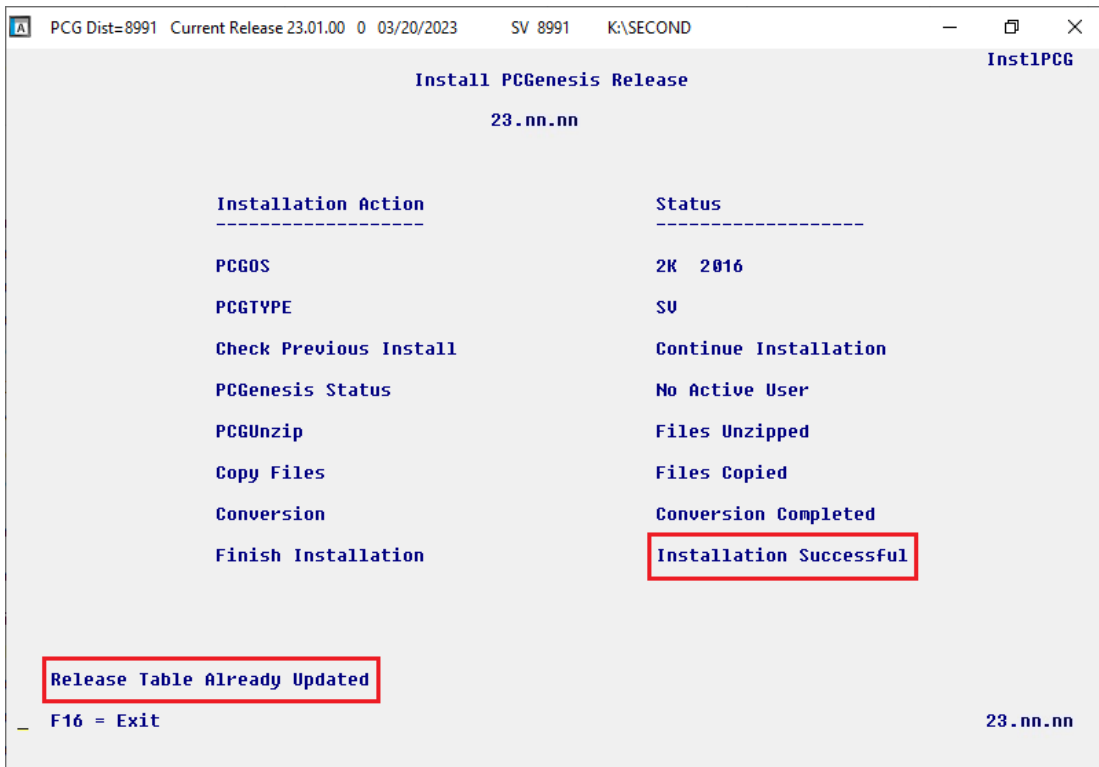


Step	Action
16	Select F16 to close the window.
17	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
18	<i>Contact the Technology Management Customer Support Team for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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



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:



Step	Action
19	Proceed to <i>B4. Verify Release 23.04.01 Was Successfully Installed.</i>

B4. Verify Release 23.04.01 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:

```

PCG Dist=8991 Rel=23.04.01 02/02/2024 DOD 001 SV K:\SYSTEM K:\SECOND WHITE
DEFNRELH


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

DOE 22.01.00 03/20/2022
DOE 22.02.00 07/05/2022
DOE 22.03.00 09/28/2022
DOE 22.03.00 09/28/2022
DOE 22.04.00 12/21/2022
DOE 23.01.00 03/30/2023
DOE 23.02.00 06/23/2023
DOE 23.03.00 09/29/2023
DOE 23.04.00 12/20/2023
DOE 23.04.01 02/02/2024


.NET Framework 3.5: N   SQL SERVER EXPRESS 2012: N
.NET Framework 4.5: Y   SQL SERVER EXPRESS 2016: Y   SQL MANAGEMENT STUDIO 2016: Y

Press <ENTER> or F16 to Exit

ENTER ✓
F16 ←
21.03.00
    
```

Step	Action
4	Verify Release 23.04.01 displays. <i>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 23.04.01 displays. If Release 23.04.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select  (Enter).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 23.04.01 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 entire K: PCGenesis disk drive or else the backup will not run to completion.
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 23.04.01 ”.
5	Restart the SQL Express Service (SQLEXPRESSPCG). After waiting <u>at least two minutes</u> , restart the VQueueService in  View local services (View local services).

Section C: After PCGenesis Release 23.04.01 Has Been Installed

C1. Verify Contents of the End-of-November Backup

This step is very, very important! The PCGenesis development team wants to ensure that all school districts are creating a backup of the PCGenesis data, including the contents of the **PCGSQldb** database directories as well as the **SECOND** data. Our concern is that school districts do not have a good backup of the database data, in which case you may not realize that you have an incomplete backup and *a critical problem*. School districts are under increasing pressure from hackers and malware attacks and therefore, it is nothing short of imperative that you can recover your PCGenesis data in case of an attack, or other data center catastrophe. To that end, please follow the steps below.

Step	Action
1	<p>Verify you have a weekly full backup of K: that you retain for at least 4 weeks.</p> <p>Include a full backup of K:*.* in the site’s standard server backup process</p> <ul style="list-style-type: none"> ▶ Recommend full backup of K:*.* <u>every night</u> if possible <ul style="list-style-type: none"> • Minimum of one full backup of K:*.* every week (Required) • Retain at least 4 weeks of K:*.* (Required)
2	<p>Verify you have a daily data backup of K:\SECOND*. * and K:\PCGSQldb*. * that you retain for at least 4 weeks</p> <p>Daily data backup of K:\SECOND*. * <u>and</u> K:\PCGSQldb*. * (Required)</p> <ul style="list-style-type: none"> • Use of CD, DVD, or USB is recommended • Nightly backup following each work day • Nightly media may remain under control of PCG administrator • Proper security and offsite storage measures (Required) • Retain daily backups of K:\SECOND*. * <u>and</u> K:\PCGSQldb*. * for 4 weeks (Required) • Retain one daily backup each month of K:\SECOND*. * and K:\PCGSQldb*. * for at least one year (Required)
3	<p>Request your IT representative obtain the November 30th backup of PCGenesis data. Obtain either the weekly full backup of K: or the daily data backup of K:\SECOND*. * and K:\PCGSQldb*. *, but make sure it is the end-of-<u>November 2023</u> backup.</p>

Step	Action
4	<p>Verify that this file exists on the November 30th, 2023 backup: For Windows Server 2012, 2016, 2019, or 2022: K:\PCGSQldb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf</p> <p>If this file does not exist on your backup media, you will <u>not</u> be able to recover all your PCGenesis data!!!</p>
5	<p>Verify that this directory exists on the November 30th, 2023 backup, including all subdirectories and files within this directory: K:\SECOND</p>
6	<p>If you do not have both PCGenesisDB.mdf and K:\SECOND, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation.</p> <p>Follow this link to the <i>PCGenesis Technical System Operations Guide</i>: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx</p> <p>Review the information in <i>Section B: PCGenesis Backup / Reorganization / Restore</i>.</p>
7	<p>If your district's backup procedures needed to be remediated, create a new backup by following the instructions in <i>Step 6</i> and then start this procedure over again at <i>Step 1</i> to verify the backup.</p>

Appendix A: State of Georgia 2024 G-4 Withholding Allowance Certificate

PRINT **CLEAR**

Form G-4 (Rev. 12/27/23)



2411004014

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME	1b. YOUR SOCIAL SECURITY NUMBER
2a. HOME ADDRESS (Number, Street, or Rural Route)	2b. CITY, STATE AND ZIP CODE

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8

3. MARITAL STATUS

Enter letter below on Line 7.

- A. Single
- B. Married Filing Separate or Married Filing Joint, both spouses working
- C. Married Filing Joint, one spouse working
- D. Head of Household

4. DEPENDENT ALLOWANCES

5. GEORGIA ADJUSTMENTS ALLOWANCE
(See instructions for details. Worksheet below must be completed)

6. ADDITIONAL WITHHOLDING \$

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES (Must be completed for step 5)

A. Federal Estimated Itemized Deductions (If Itemizing Deductions).....	\$ <input type="text"/>
B. Georgia Standard Deduction (enter one):	\$ <input type="text"/>
Single/Head of Household	\$12,000
Married Filing Joint	\$24,000
Married Filing Separate	\$12,000
C. Subtract Line B from Line A (If zero or less, enter zero)	\$ <input type="text"/>
D. Allowable Georgia Adjustments to Federal Adjusted Gross Income	\$ <input type="text"/>
E. Add the Amounts on Lines C and D	\$ <input type="text"/>
F. Estimate of Taxable Income not Subject to Withholding	\$ <input type="text"/>
G. Subtract Line F from Line E (if zero or less, stop here).....	\$ <input type="text"/>
H. Divide the Amount on Line G by \$3,000. Enter total here and on Line 5 above	<input type="text"/>

(This is the number of Georgia Adjustments Allowances you can claim. If the remainder is over \$1,500 round up)

7. LETTER USED (Marital Status A, B, C or D) TOTAL ALLOWANCES (Total of Lines 4 - 5)
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 4 - 7 if claiming exempt) Read the Line 8 instructions on page 2 before completing this section.

- a) I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia income tax liability this year. Check here
- b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is . My spouse's (servicemember) state of residence is . The states of residence must be the same to be exempt. Check here