PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

Revision History

Date	Version	Description	Author
11/29/2023	2.23	23.03.01 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2024 benefit plan and rate screenshot example.	D. Ochala
06/03/2022	2.22	22.02.00 – Define **Annuity Gross** for the employer contribution options.	D. Ochala
03/22/2022	2.21	22.01.00 – Update the field definition for **Mandatory Annuity**.	D. Ochala
07/18/2019	2.20	19.02.00 – Update *Topic 3: Deduction Record Processing* for **Employer Indicator** '2' employer contribution.	D. Ochala
11/07/2016	2.19	16.03.01 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2017 benefit plan and rate screenshot example.	D. Ochala
02/01/2016	2.18	15.04.00 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2016 benefit plan and rate screenshot example.	D. Ochala
07/16/2015	2.17	15.02.00 – Add *Create an ACA1 Description Record* and *Create an ACA2 Description Record*.	D. Ochala
01/08/2015	2.16	14.04.00 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2015 benefit plan and rate screenshot example.	D. Ochala
08/21/2014	2.15	14.03.00 – Added *Description Code Table* '**B**' = Budget System Pay Categories. Add information for **Pay Class Type Code** of '**B**' (Board member).	D. Ochala
12/18/2013	2.14	13.04.00 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2014 benefit plan and rate screenshot example. Updated screen in *Topic 5: Annuity Record Processing*.	D. Ochala
07/25/2013	2.13	13.02.00 – Update '**X**' and '**Y**' Process Type codes.	D. Ochala
11/20/2012	2.12	12.03.01 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2013 benefit plan and rate screenshot example.	D. Ochala
04/06/2012	2.11	11.03.01 – Updated *4A.4.1 – SHBP Benefit Deduction Record* with CY2012 benefit plan and rate screenshot example.	D. Ochala
10/11/2011	2.10	11.03.00 – Updated *Topic 1: Description Record Processing* with new 'S' table for *Rankings for Substitute Pay Rates*.	D. Ochala
05/25/2011	2.9	11.02.00 – Created new Topic 2 for the *Alpha Description Record Processing*. Added documentation for EEO-5 Job Code in the *Alpha Description File*.	D. Ochala
11/29/2010	2.8	10.03.01 – Added *3A.4.1 – SHBP Benefit Deduction Record* CY2011 benefit plan and rate screenshot example.	D. Ochala
07/01/2010	2.7	10.02.00 – Added annuity processing overview.	D. Ochala
11/30/2009	2.6	09.03.01 – Added *3A.4.1 – SHBP Benefit Deduction Record* CY2010 benefit plan and rate screenshot example.	D. Ochala
09/30/2009	2.5	09.03.00 – Added *Annuity Short Description* field to the *Maintaining Annuity Records* screens.	D. Ochala
04/01/2009	2.4	09.01.00 – Added CPI-3rd party contractor information reference. Added button selection feature information and instructions.	C. W. Jones
11/19/2008	2.3	08.03.01 – Added *3A.4.1 – SHBP Benefit Deduction Record* CY2009 benefit plan and rate screenshot example.	C. W. Jones
06/04/2008	2.2	08.02.00 – Added *Procedure 4B* annuity code '4' (Employer-paid employee contribution annuity) information and instructions.	C. W. Jones
03/02/2008	2.1	08.01.00 – Added new *Description/Deduction/Annuity Files Master Menu* to include *F10 (Display/Update Annuity Deduction Control Record)* option, information and instructions. Added *Annuity 3 – Annuity 5* information and instructions.	C. W. Jones
12/19/2007	2.0	07.04.00 –Added revised *Description/Deduction/Annuity Files Menu* screenshots and instructions.	C. W. Jones

Table of Contents

Overview

Description, deduction, benefit plan, and annuity records may be added, modified, and/or deleted. These records identify various items within the description of an employee, and associated deductions and annuities. The PCGenesis coding structure for this information is also school district- and system-specific. Printing the reports provides listings of the school district's or system's records, and identifies records containing errors.

Alpha Description Record Maintenance

The *Alpha Description* file contains the Georgia Health Insurance (GHI), district, and direct deposit bank records that allow the entry of alphanumeric record codes. PCGenesis utilizes this file to expand the number of direct deposit banks from 99 (e.g. 01 - 99) to 1,295 codes, (e.g. 01 - 09, 0A-0Z, 10-19, 1A-1Z, etc. up to ZZ). Note that the *Description* file is limited to codes containing only numeric entries, e.g. class codes, job codes, etc.

This *Alpha Description File* includes the **W-2 Adjustment Code** record type (**W2CD**) for use with earnings history W-2 adjustment records. The three-character *Record Code* key for the **W2CD** type code is defined as *xxy* where *xx* represents a W-2 box number on the W-2 form (01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 16, 17), and *y* represents item codes (A-Z, 0-9). Item codes are needed for W-2 boxes which can contain multiple items. For example, box 12 on the W-2 form can be used to report many different items with different labels.

Teacher Retirement System (TRS) Reporting

Although the description codes may apply to other PCGenesis functions, codes *K (TRS Job Class)*, *P (Compensation Type)*, *R (Reason)*, *X (TRS Pay Reason),* and *Y (TRS Term Reason)* must exist for TRS reporting requirements. Refer to *Appendix A: Teacher Retirement System (TRS) Job Class Description Code Listing* where appropriate.

Description Records

PCGenesis allows maintenance of the following record types:

- **B** - Budget System Pay Categories
- **C** - Pay Class
- **D** - Degree
- **E** - Ethnic
- **I** - Insurance
- **J** - Job Description
- **K** - TRS Job Class
- **L** - Location
- **M** - PSERS/ERS Job Class
- **P** - Compensation Type
- **R** - Pay Reason
- **S** - Rankings for Substitute Pay Rates
- **T** - Termination
- **U** - University/College
- **V** - PSERS/ERS Pay Reason
- **W** - PSERS/ERS Termination Code
- **X** - TRS Pay Reason
- **Y** - TRS Termination Code

Pay Class (**C**) is used primarily to group employees for benefits received, certification, status, and payroll cycle descriptors. PCGenesis **Pay Class Type Codes** include **B** (Board member), **F** (Full-time), **P** (Part-time), **S** (Substitutes), and **3** (Third party contractors).

Third Party Contract Employee Information: Third party contractors must be in a class defined with a **Class Type** of '**3**'. Even though third party contractors are defined in the *Payroll File*, these individuals may not be accessed from any payroll process. For example, a type '**3**' class code cannot be selected when setting up payroll, and third party contractors cannot be accessed from any payroll data entry screen.

A new option is available on the CPI menu for *Display/Update Third Party Contractors*. This option allows the user to maintain third party contractors for CPI. Third party contractors can be added, updated, or deleted from within this CPI module. Third party contractors must be in a class defined with a **Class Type** of '**3**' and these employees are reported in CPI only.

The third party contractor's payroll class codes must exist in the *Description* file for both certified and non-certified employees before using the codes in the creation and the modification of third party contractor employee information.

Board Member Information: Board members must be in a class defined with a **Class Type** of '**B**'. Employees in a **Class Code** defined with a **Class Type** of '**B**' will <u>not</u> be reported to the Georgia Department of Labor on the *Quarterly Wage Report*.

The specifications for the Georgia Department of Labor Quarterly Wage Report state that the following types of employment are NOT subject to unemployment taxes:

- Services performed by government workers who are elected officials or officials in non-tenured major policymaking advisory positions which require less than eight hours of work a week; members of a legislative body or the judiciary; and members of the state National Guard or Air National Guard, except when called to federal duty.

State Health Benefit Plan/Georgia Health Insurance (**SHBP/GHI**) **Reporting Requirements -** *Benefit Plan/Option/Tier File* **and Deduction Records**

The PCGenesis *Benefit Plan/Option/Tier File (BENEDED)* and maintenance program operates on three feature levels. The highest level defines the *Benefit Plan* which records the deduction code, employer contribution amount, deduction flag information, and the dollar amounts associated with each. The second level defines the options and the option descriptions. The third level defines the tiers and their corresponding descriptions and amounts.

The *Benefit Plan/Option/Tier File* contains SHBP rates for multiple years. The rates remain in effect until a PCGenesis release automatically updates the information.

SHBP deduction records should be identified as such in the **Benefit plan code associated with deduction** field for all state health deductions such as **08** (State Health-NonCert) and **09** (State Health-Cert), and all Board member benefit plan deductions. Entering '**SHBP**' in the **Benefit plan code associated with deduction** field for a system deduction identifies the deduction as a Georgia Health Insurance (GHI) deduction.

Note that the Department of Community Health (DCH) governs the Benefit Plan options. Because these options are system-specific, contact the school district's or system's DCH representative for a complete listing of options available for employees. Refer to the most recent GaDOE-PCGenesis memorandum regarding the State Health Benefit Plan (Plan) for additional information and instructions.

3A.4.1. SHBP Benefit Deduction Option and Tier Report – Example provides an example of the *Benefit Plan/Option/Tier File.*

Deduction Codes

Deduction codes range from *00* to *71,* and may contain up to thirty (30) characters per description. If the deduction amount is a percentage of the employee's salary, make an entry in the *Percent* field, not a flat dollar amount. PCGenesis **Deduction Type Codes** include *A (Annuity), C (Credit Union), F (Imputed Income), G (Garnishment),* and *I (Nontaxable Income).*

Imputed Income: Because of the requirement to pay the Federal Insurance Contributions Act (FICA) taxes on imputed income, this income should be included in normal payroll processing throughout the calendar year. The *PCGenesis Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information* contains detailed instructions for processing imputed income.

Annuities: Refer to the section below entitled *Annuity Record Maintenance* for a full discussion of setting up annuities within PCGenesis.

Payroll Withholding Deductions

Enter the Financial Accounting and Reporting (FAR) application's vendor number on the deduction record for all payroll withholding deductions.

Deduction codes 00 (Employee Fringe Benefits), 01 and 02 (Annuity #1 and Annuity #2), 03 (Federal Tax), 04 (State of Georgia Tax), 05 and 06 (Other State Tax), 07 (Non-Qualified Plans- (457), 08 (State Health-NonCert) and 09 (State Health-Cert) are reserved by PCGenesis, and may not be used for system-specific coding.

Reserved Deduction Codes	Description
00	Employee Fringe Benefits
01	Annuity #1
02	Annuity #2
03	Federal Tax
04	State of Georgia Tax
05	Other State Tax (Reserved for future use)
06	Other State Tax (Reserved for future use)
07	Non-Qualified Plans – 457
08	State Health – Non Certified
09	State Health – Certified

Table 1- System Reserved Deduction Codes

Employer Contribution Indicator: The *Employer Contribution Indicator* identifies how PCGenesis handles deductions. These indicators include *0 (No employer contribution), 1 (Contribution is a fixed amount), 2 (Contribution is a percentage of the employee's gross as defined by the Process Types), and 3 (Contribution is a percentage of the employee's contribution).*

Deduction codes 01 – 07, and the 08 (State Health-NonCert) and 09 (State Health-Cert) deduction codes must contain a contribution indicator of zero (0 – None). Special or local codes must not contain a contribution indicator. Annuities must not contain a contribution indicator.

Annuity Record Maintenance

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of *A (Annuity)* on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity calculations.

Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code** 01 and **Deduction Code** 02 are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type** *'A' (Annuity)* deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Procedure 5A. Maintaining the Annuity Deduction Control Record.*

Step 2: Maintain Deduction Records: System **Deduction Code** 01 and **Deduction Code** 02 must be defined as annuities (**Deduction Type** = *'A' (Annuity)*). If any additional annuities have been defined in the *Annuity Deduction Control Record*, then the corresponding deduction code can be set up in *Maintain Deduction Records*. For example, if the *Annuity Deduction Control Record* has defined Annuity deduction #3 to be **Deduction Code** 50, then deduction code 50 can now be added in the *Maintain Deduction Records* screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type** *'A' (Annuity)*. Information about adding deduction codes can be found by following the steps provided in *Procedure 3A. Maintaining Deduction Records.*

Selecting F28 (Help Screen) when offered provides additional assistance with the entry of information.

Step 3: Maintain Annuity Company Records: Annuity company codes range from *01 – 99* and contain the FAR application's vendor number and vendor name. **Annuity Type Codes** include *D (401(K))*, *E (403(B))*, *F (408(K)(6))*, *G (457), and *H (501 (C)(18)(D))*. The employer contribution parameters for the annuity are defined on the Annuity Company Record. Information about adding annuity company records can be found by following the steps provided in *Procedure 5B. Maintaining Annuity Records.*

Employer Contribution Indicator: In addition to other annuity company identifiers, PCGenesis allows for the following employer contribution indicators: **0** (None), **1** (Fixed Amount), **2** (% of Annuity Gross), **3** (% of Employee's Contribution), and **4** (% of Annuity Gross up to a Maximum of Employee Contribution % of Annuity Gross, if Employee % is Less). When an employer contribution is indicated, PCGenesis defaults the **Employer Flag** to '**Y**' on the *Update/Display Deduction Data* screen for the employee. PCGenesis also displays the annuity employer settings in the **Annuity Company** lookup drop down box.

Annuity Gross: For the employer contributions that are a percentage of annuity gross (indicators **2** and **4)**, the annuity gross is determined as follows: If the **Regular Gross Types** field is set to **Y** during the payroll set up, then earnings on **Process Type** codes **D** and **H** and **S** are added to the annuity gross for calculation. If the **Special Gross Types** field is set to **Y** during the payroll set up, then earnings on **Process Type** codes **P** and **Q** are added to the annuity gross for calculation. Earnings on **Process Type** codes **A** and **B** and **X** and **Y** and **Z** are not added to the annuity gross for calculation.

Mandatory Annuity Indicator: The **Mandatory Annuity** flag indicates whether or not the annuity deduction is an elected deferral by the employee. **Elective Deferrals** are amounts contributed to a plan by the employer at the employee's election and which, except to the extent they are designated Roth contributions, are excludable from the employee's gross income. Elective deferrals include deferrals under a 401(k), 403(b), SARSEP and SIMPLE IRA plan.

The **Mandatory Annuity** flag is set to '**N**' when the annuity deduction is voluntarily elected by the employee. The **Mandatory Annuity** flag is set to '**Y**' when the employee is mandated to participate in the deduction by the school district.

Annuity companies defined with '**Y**' in the **Mandatory Annuity** field are considered mandatory annuities. Mandatory annuities are not included in box 12 on the W-2 form. Box 12 on the W-2 form is reserved for 'elective' annuity amounts only.

The following example illustrates how the annuity components are related.

Annuity Deduction Control Record	Maintain Deduction Records Deduction Code	Maintain Annuity Records Annuity Company Code
Define the system deductions which will represent annuities.	The deduction definition functions as a place holder for the Annuity Company Records.	The Annuity Company Record defines the type of annuity and employer contribution parameters.
#1 = 01 (System defined)	01 = Hartford Life Annuities	01 = Hartford Life 403(b)
		02 = Hartford Life 457
		03 = Hartford Life 501(c)
#2 = 02 (System defined)	02 = Valic Annuities	04 = Valic 403(b)
		05 = Valic 457
		06 = Valic 501(c)
#3 = 50	50 = Met Life Annuities	07 = Met Life 403(b)
		08 = Met Life 457
		09 = Met Life 501(c)
#4 = 51	51 = Fidelity Annuities	10 = Fidelity 403(b)
		11 = Fidelity 457
		12 = Fidelity 501(c)
#5 = 52	52 = Principal Mutual Annuities	13 = Principal 403(b) – 2% employer contribution
		14 = Principal 403(b) – 5% employer contribution
		15 = Principal 457 – 2 % employer contribution
		16 = Principal 457 – 5% employer contribution

Example 1, Table 1- Related Annuity Components

The following table continues the example from above and illustrates how the annuities may be defined on the employee Update/Display Payroll Withholding/Direct Deposit screen.

Employee ID	Annuity Slot	Deduction Code	Annuity Company Code	Employee Contribution
47362	#1	01 = Hartford Life Annuities	02 = Hartford Life 457	5% of annuity gross
47362	#2	02 = Valic Annuities	Not used by this employee	
47362	#3	50 = Met Life Annuities	Not used by this employee	
47362	#4	51 = Fidelity Annuities	10 = Fidelity 403(b)	$125.00 flat dollar amount
47362	#5	52 = Principal Mutual Annuities	Not used by this employee	
85421	#1	01 = Hartford Life Annuities	Not used by this employee	
85421	#2	02 = Valic Annuities	Not used by this employee	
85421	#3	50 = Met Life Annuities	Not used by this employee	
85421	#4	51 = Fidelity Annuities	11 = Fidelity 457	$75.00 flat dollar amount
85421	#5	52 = Principal Mutual Annuities	15 = Principal 457 – 2 % employer contribution	2% of annuity gross
35687	#1	01 = Hartford Life Annuities	Not used by this employee	
35687	#2	02 = Valic Annuities	Not used by this employee	
35687	#3	50 = Met Life Annuities	Not used by this employee	
35687	#4	51 = Fidelity Annuities	12 = Fidelity 501(c)	2% of annuity gross
35687	#5	52 = Principal Mutual Annuities	16 = Principal 457 – 5 % employer contribution	3% of annuity gross

Example 1, Table 2- Defining Annuities on the Employee Record

This example illustrates how one deduction code can be set up to represent many different types of annuity calculations. In the example, deduction code 51, Fidelity Annuities, may represent a 403(b), a 457, or a 501(c) annuity. Also note that deduction code 52, Principal Mutual Annuities, may represent a 403(b) with either a 2% employer contribution or a 5% employer contribution.

Topic 1: Description Record Processing

Procedure 1A. Maintaining Description Records

1A.1. Adding a Description Record

Step	Action
1	From the *Business Applications Master Menu*, select **F2** (Payroll System).

The following screen displays:
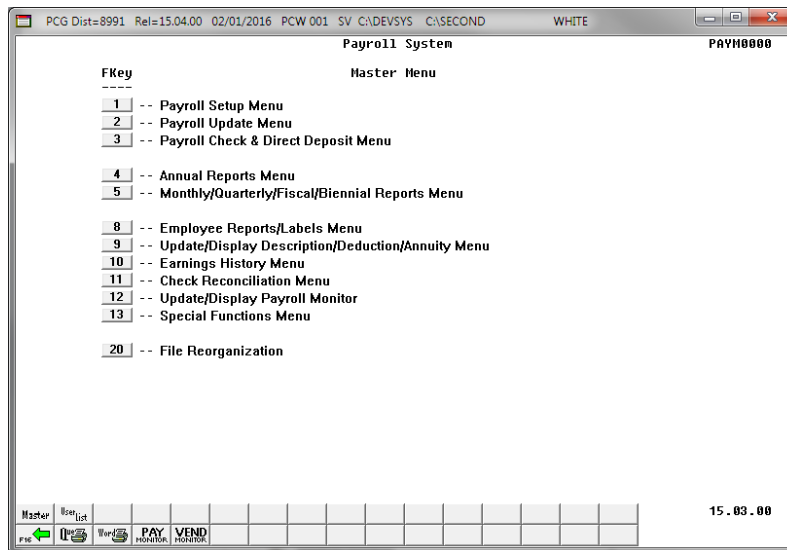
Step	Action
2	Select ___**9**___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
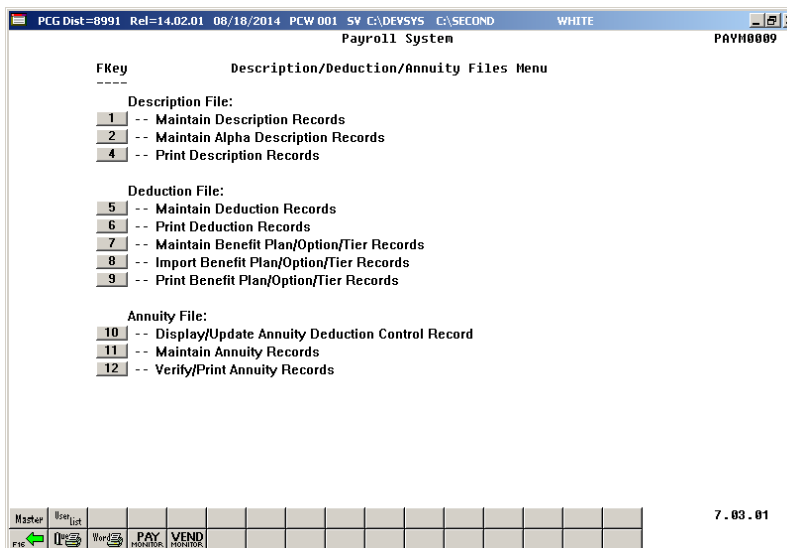
Step	Action
3	Select ⬚ 1 (**F1** - Maintain Description Records).

The following screen displays:

```
 PCG Dist=8991  Rel=14.02.01  08/18/2014  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE                    _ |8| X|
                 Payroll Description File - File Maintenance                                     PAY0100

                  Record Type   _
                     Number         0

            Record Type: B = Budget System Pay Categories     2-digits
                         C = Pay Class                        2-digits
                         D = Degree                           2-digits
                         E = Ethnic                           2-digits
                         I = Insurance                        2-digits
                         J = Job Description                  3-digits
                         K = TRS Job Class                    2-digits
                         L = Location                         4-digits
                         M = PSERS/ERS Job Class              2-digits
                         P = Compensation Type                4-digits
                         R = Pay Reason                       2-digits
                         S = Rankings for Substitute Pay Rates 1-digit
                         T = Termination                      1-digit
                         U = University/College               5-digits
                         V = PSERS/ERS Pay Reason             2-digits
                         W = PSERS/ERS Term Code              2-digits
                         X = TRS Pay Reason                   2-digits
                         Y = TRS Term Code                    2-digits




                                     ** Find Mode **
        (ENTER)-Position File    F1-Next     F2-Prev    F13-Add Mode   F16-Exit
  ENTER ✓  F1 ➡  F2 ⬅  F3 🖨  F4    F5    F6    F7    F8  F9 ✏  F10  F11 ▶  F12  CREATE  F15 🔍      14.03.00
                                                                       F13 ⬚
  F16 ⬅  F17    F18 🗑                                                 Help
```

Step	Action
4	Enter the description code in the **Record Type** field, and select ⬚ CREATE F13 (**F13 -** Create New Record). *Third party contractors' payroll class codes must exist in the Description file for both certified and non-certified employees before using either of the codes in the creation and the modification of third party contractor employee information.* *This document provides screenshot examples of the initial entry screen for each record type.*

The following screen displays for **B** (Budget System Pay Categories) records:
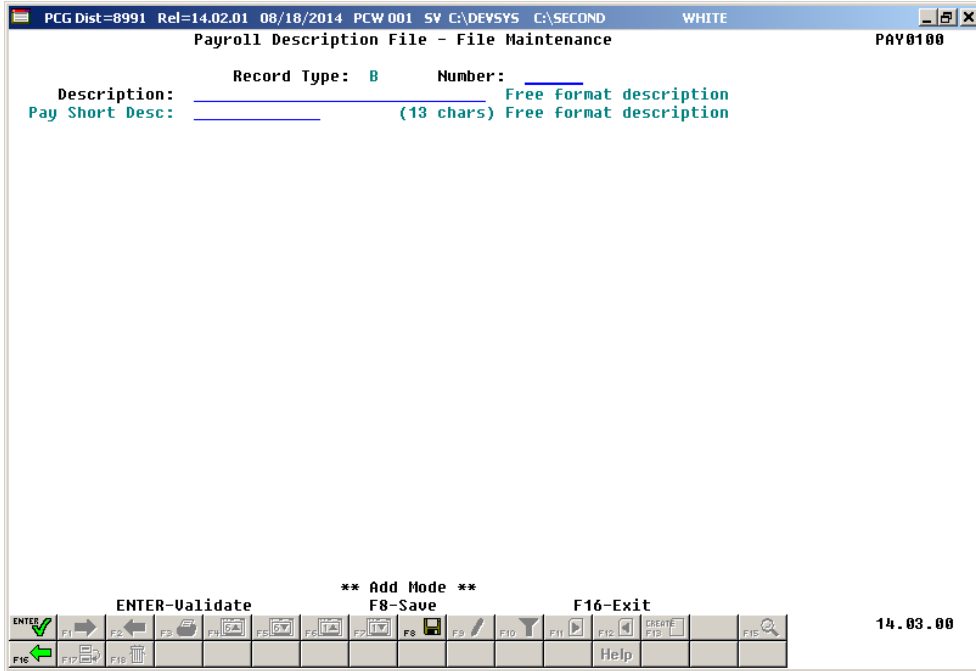
The following screen displays for **C** (Pay Class) records:
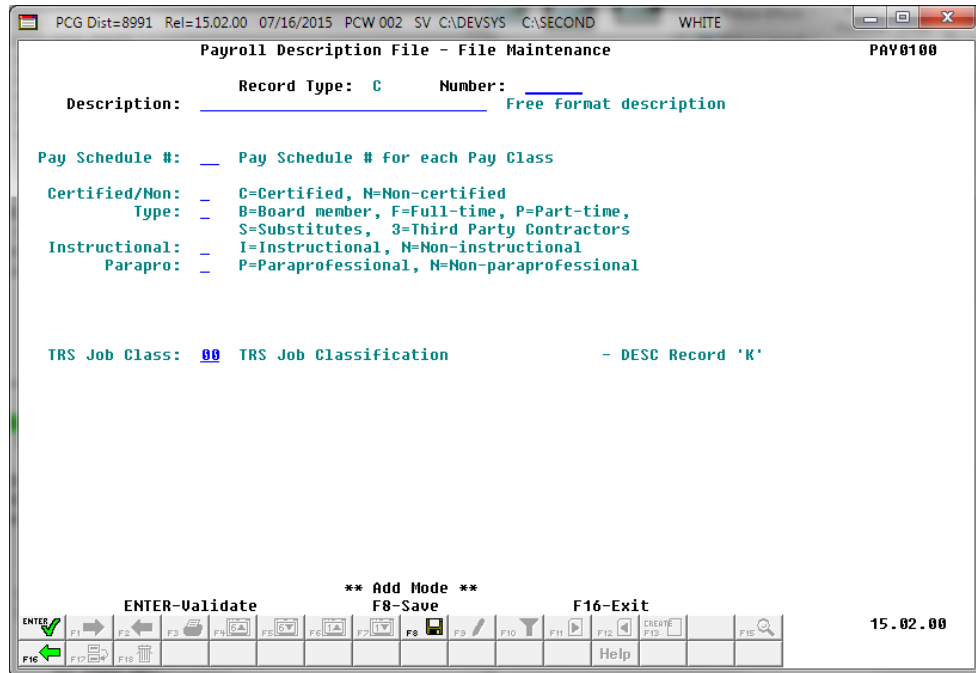
The following screen displays for **D** (Degree) records:
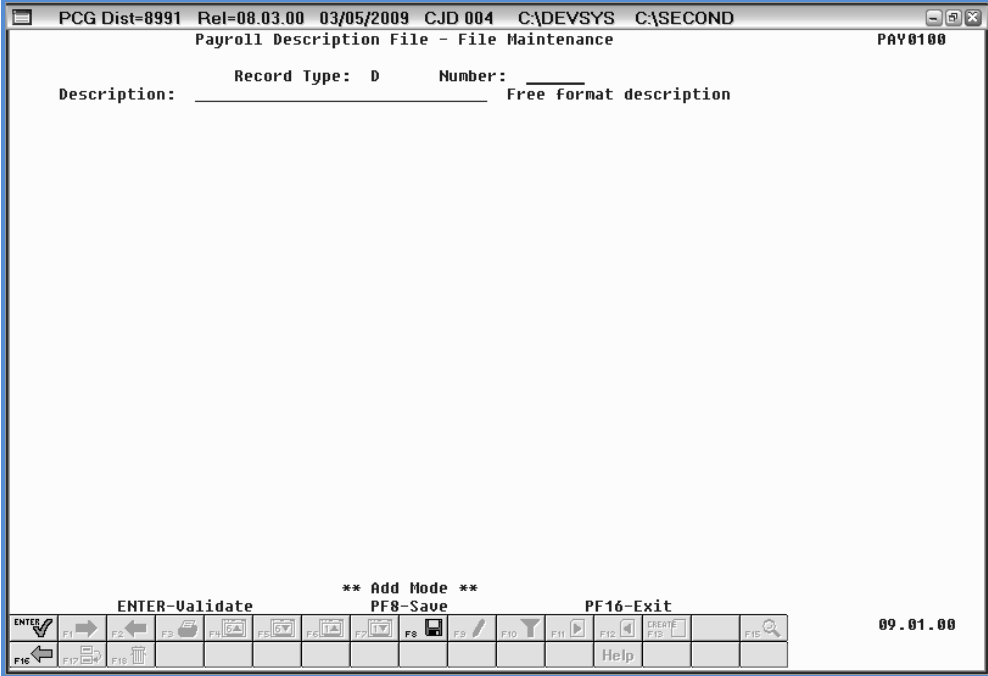
The following screen displays for **E** (Ethnic) records:
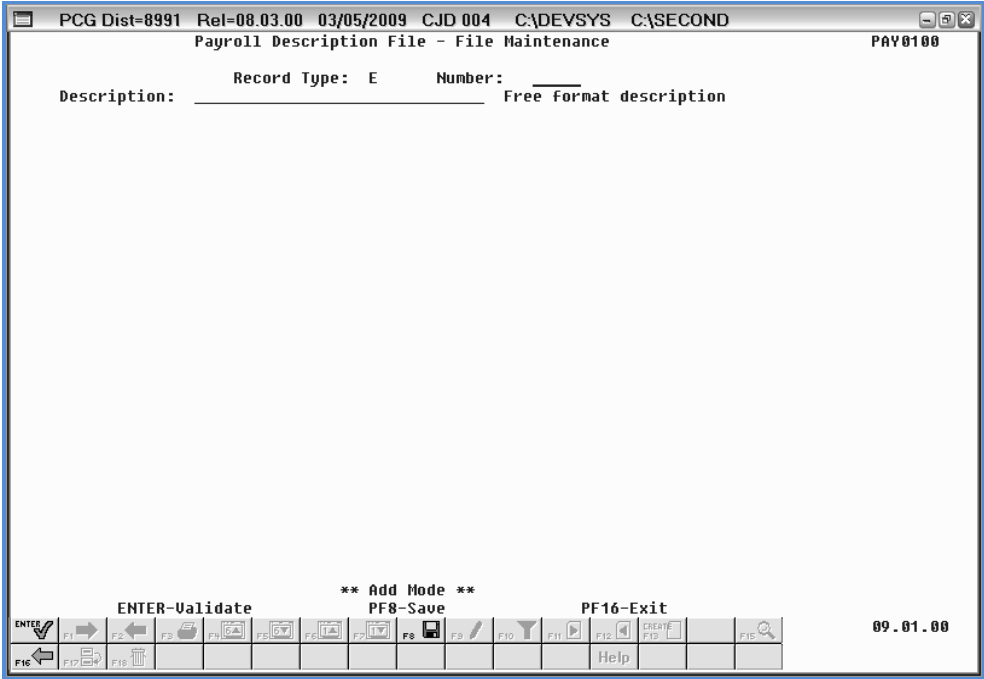
The following screen displays for **I** (Insurance) records:
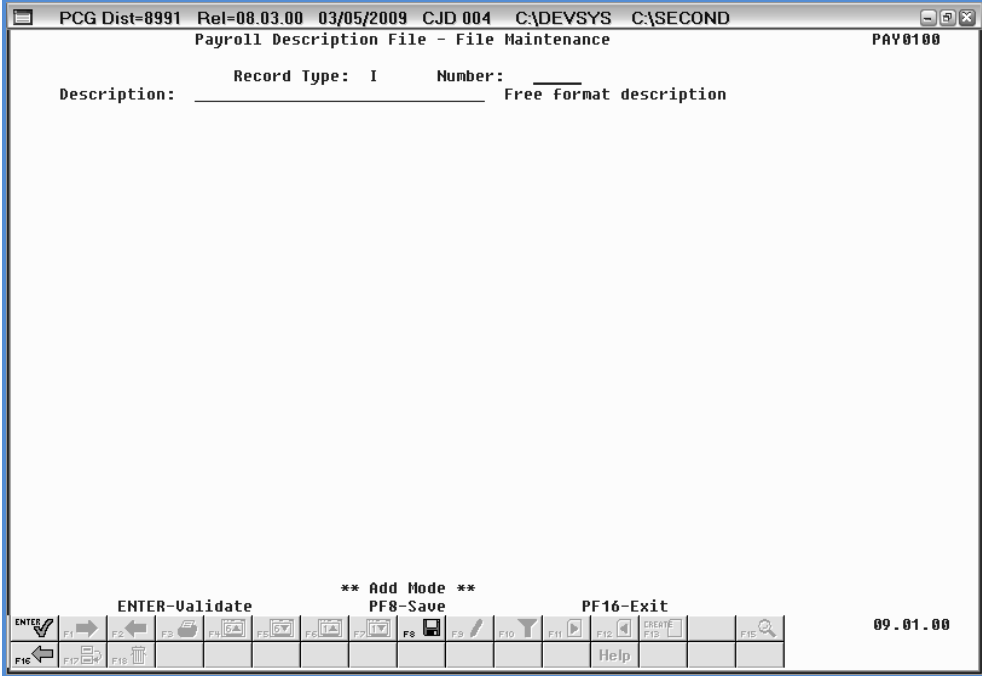
The following screen displays for **J** (Job) records:
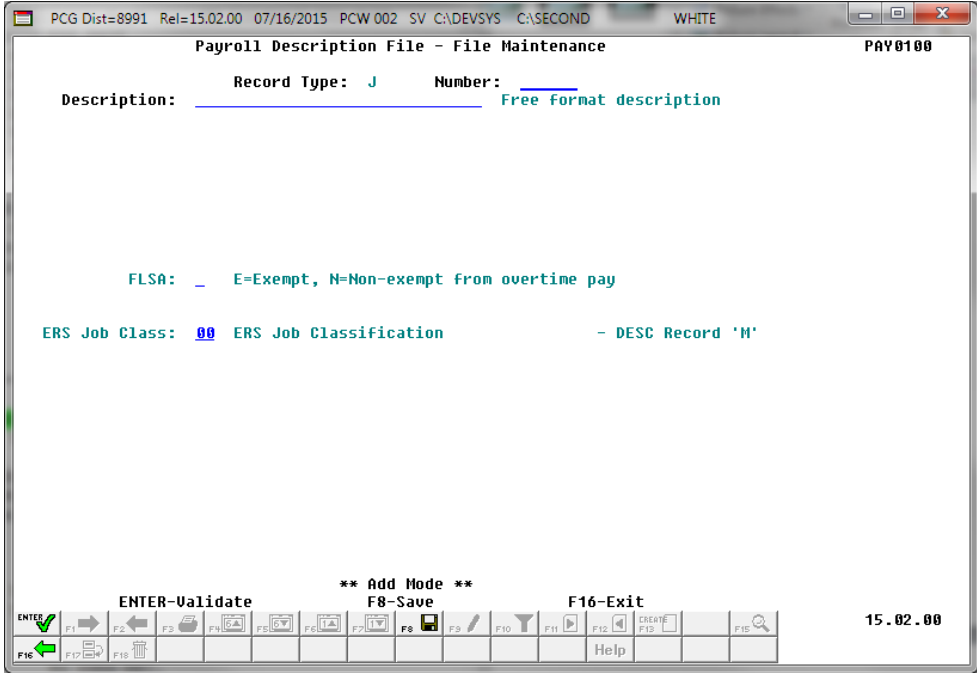
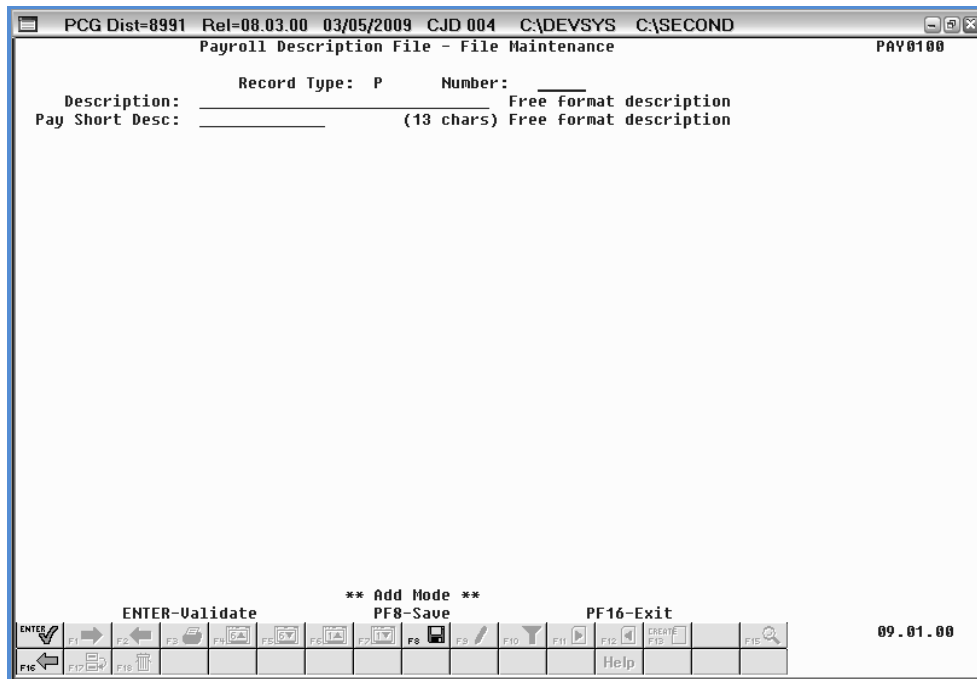The following screen displays for **K** (TRS Job Class) records:
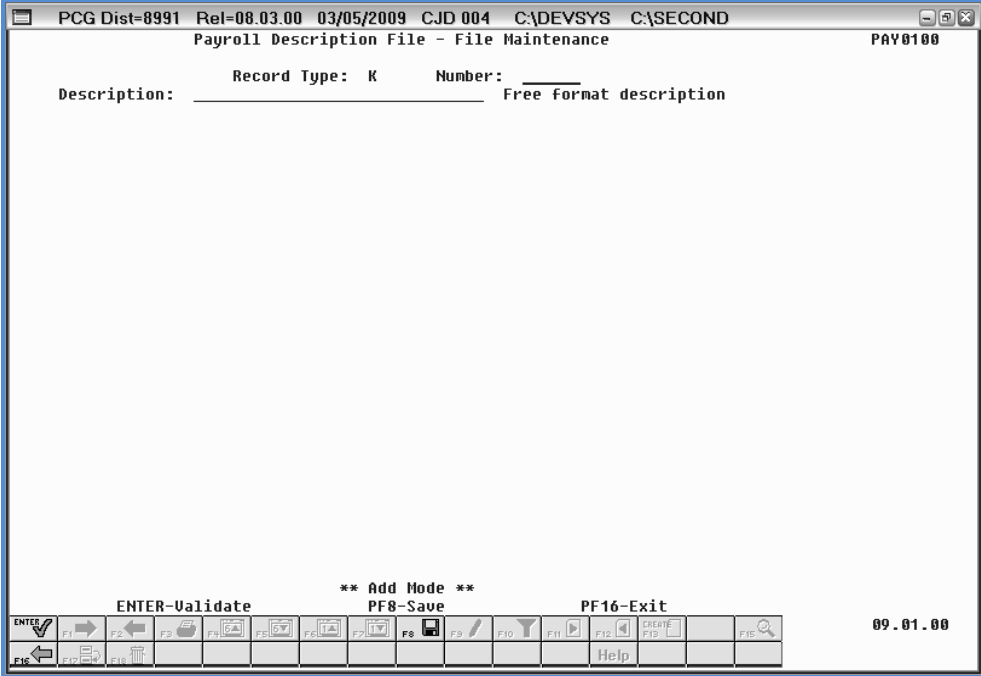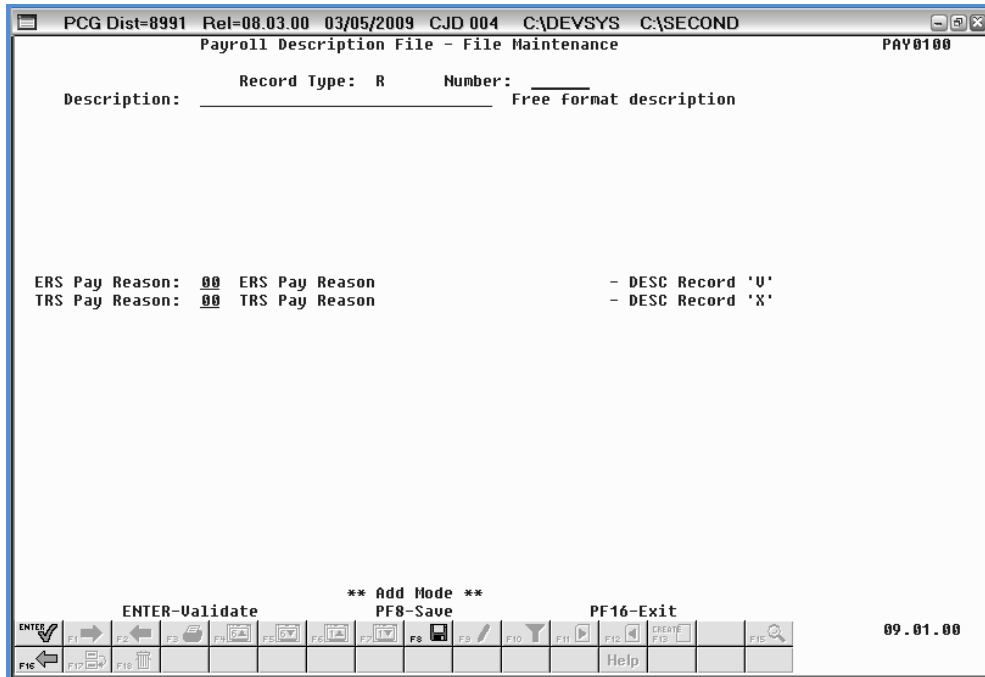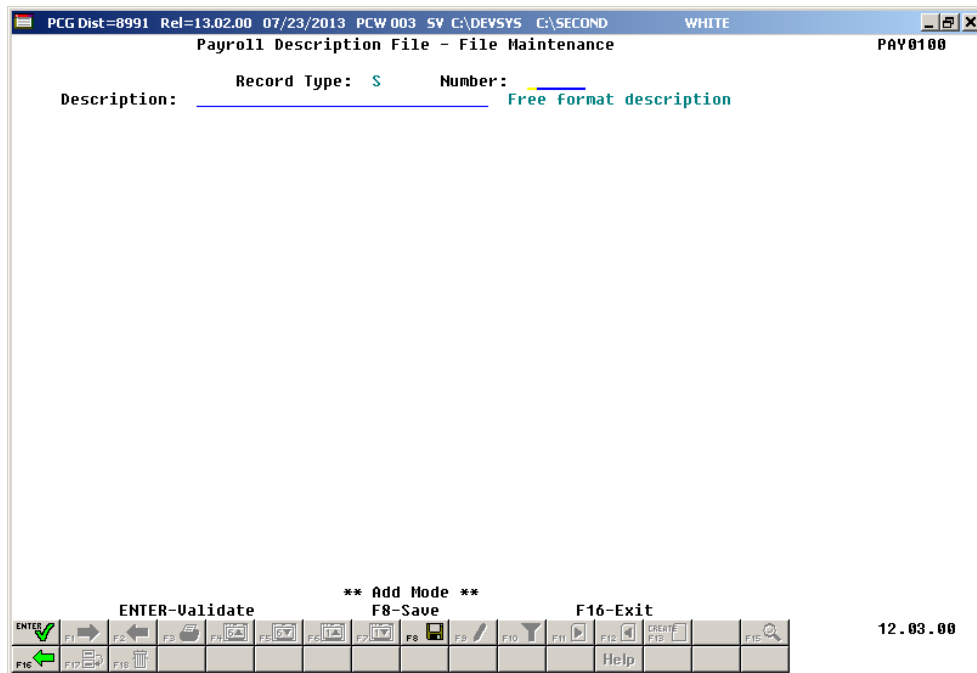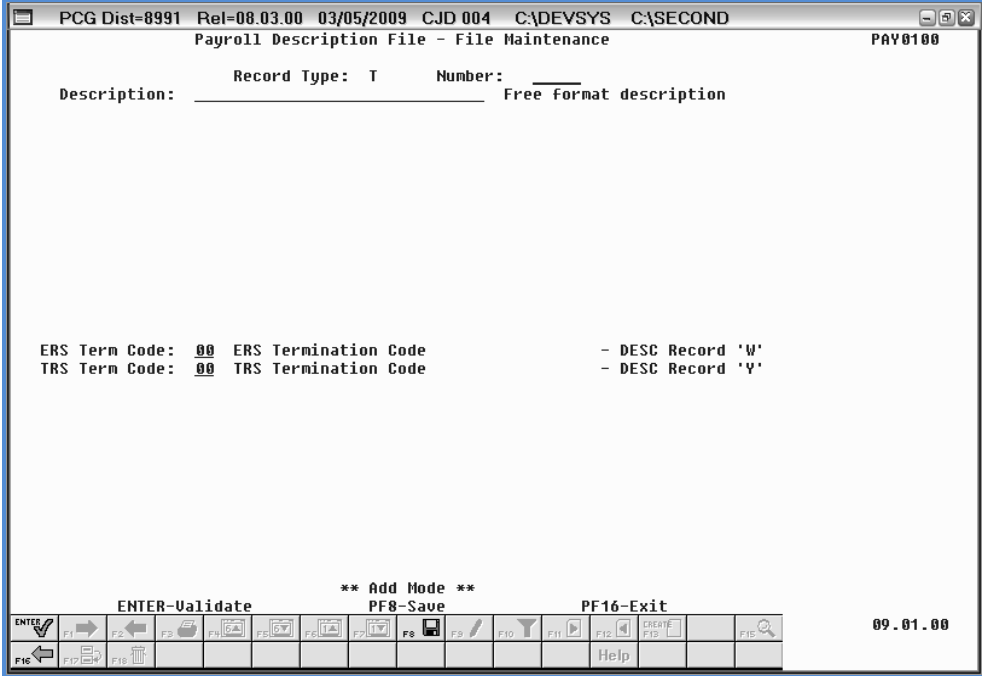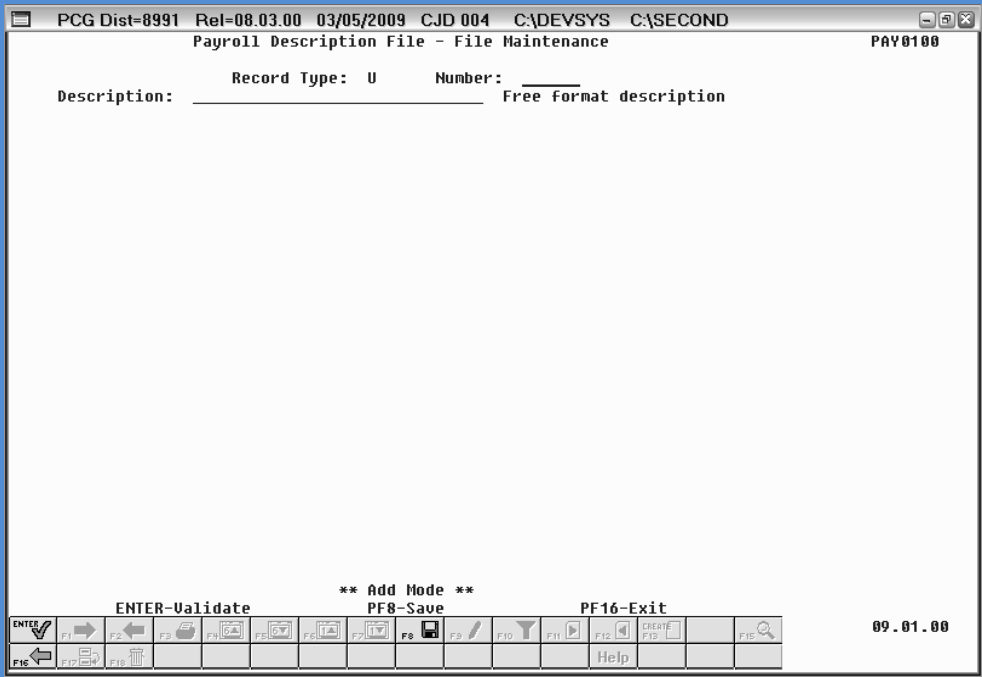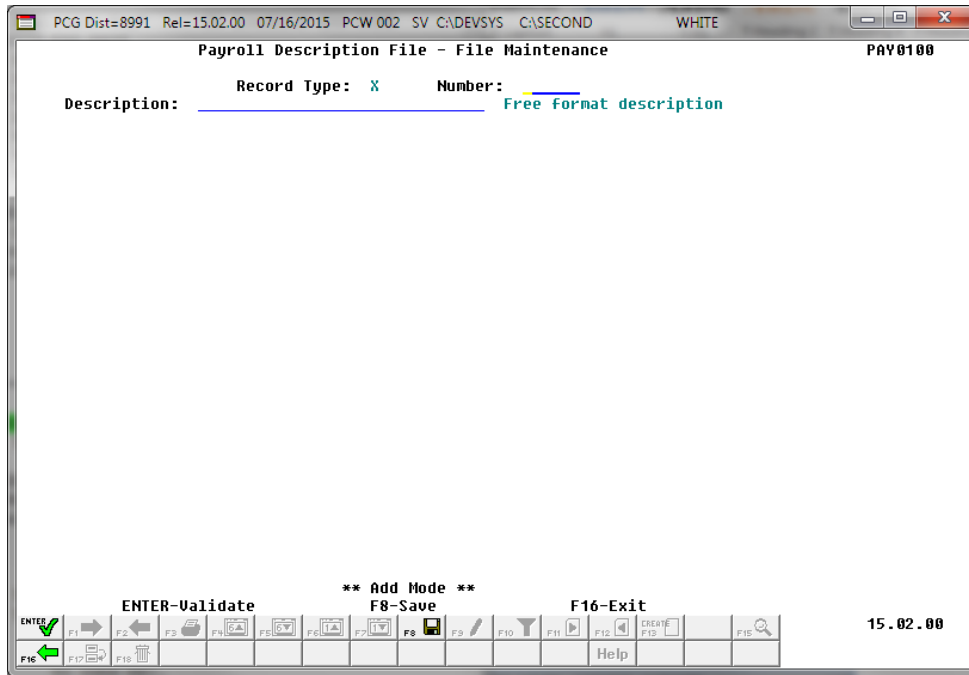

The following screen displays for **L** (Location) records:
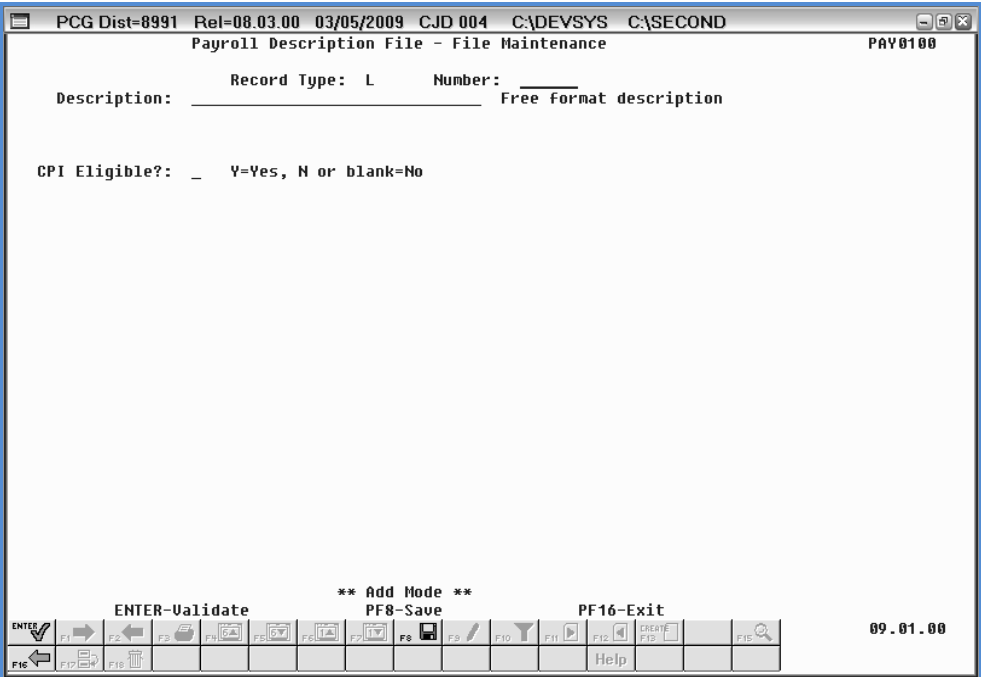
The following screen displays for **M** (PSERS/ERS Job Class) records:
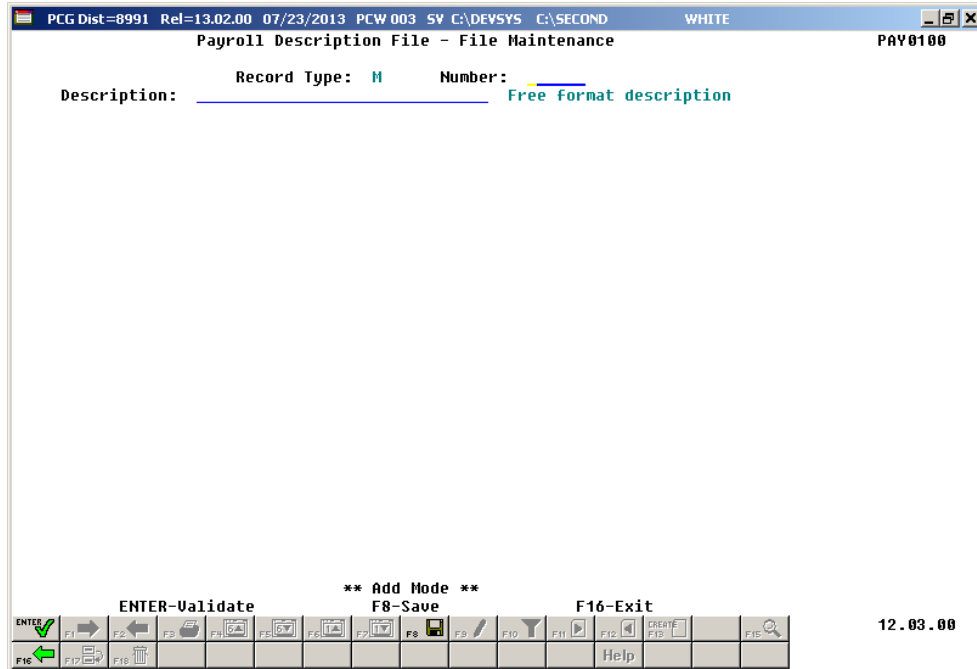
The following screen displays for **P** (Compensation Type) records:

The following screen displays for **R** (Pay Reason) records:

The following screen displays for **S** (Rankings for Substitute Pay Rates) records:

The following screen displays for **T** (Termination Reason) records:

The following screen displays for **U** (University or College) records:

The following screen displays for **V** (PSERS/ERS Pay Reason) records:
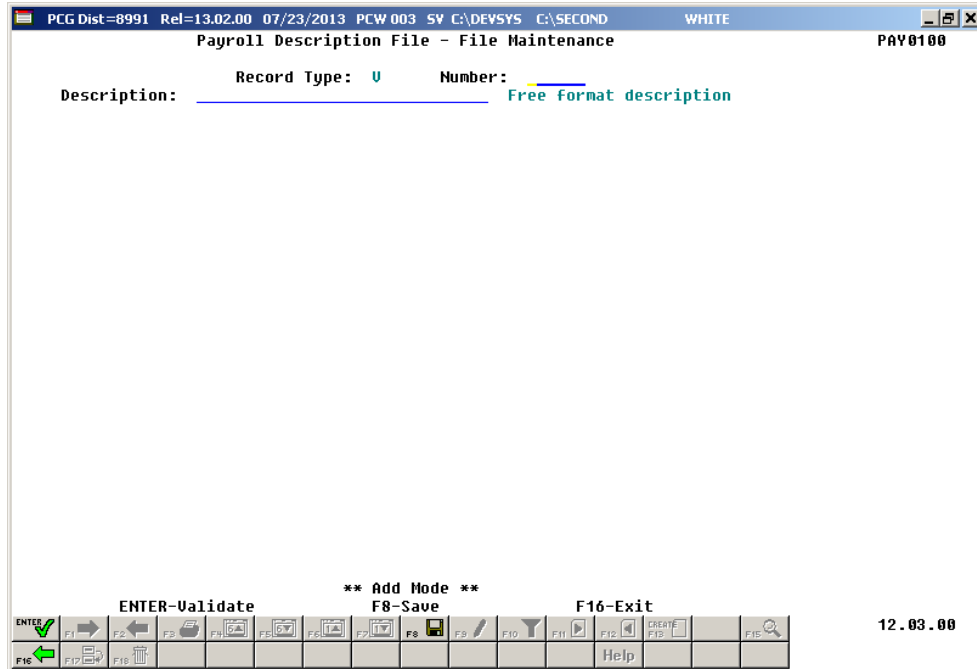
The following screen displays for **W** (PSERS/ERS Term Code) records:
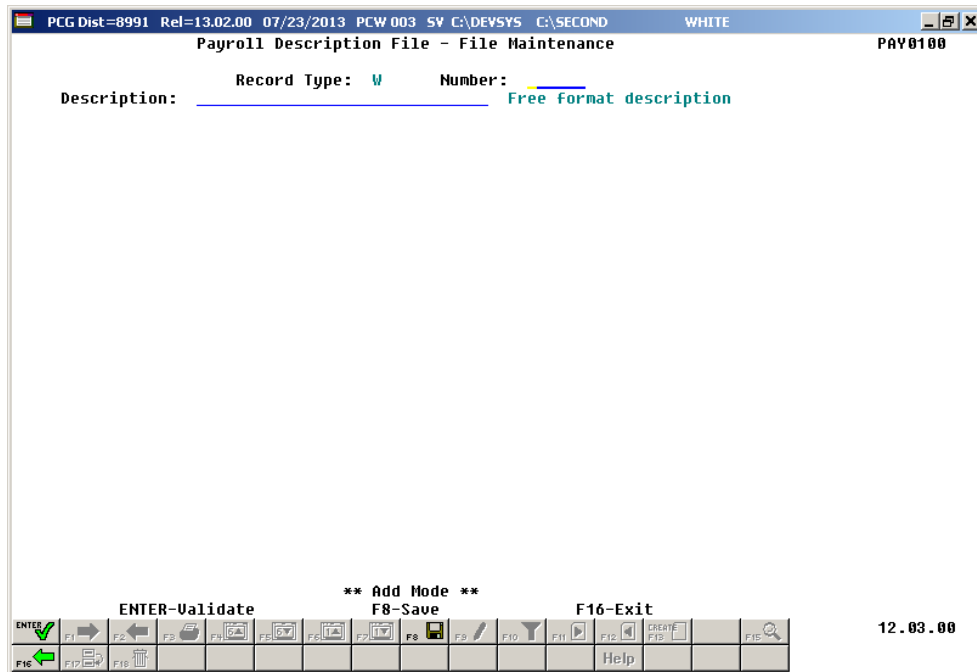
The following screen displays for **X** (TRS Pay Reason) records:

The following screen displays for **Y** (TRS Termination Code) records:

Step	Action
5	**For Record Type 'B' (Budget System Pay Categories) records**:
	Number: Enter a two digit number. Valid values: 01 – 99.
	Description: Enter the 30 character record description.
	Pay Short Desc: Enter the 13 character short description.
	The *PCGenesis Budget System* requires the **Budget System Pay Category** codes to be defined. The **Budget Pay Category** field is available on an employee's *Gross Data* screen and is used in conjunction with a **Budget Flag** value of 'U' on the *Gross Data* account lines.
6	**For Record Type 'C' (Pay Class) records**:
	Number: Enter a two digit number. Valid values: 01 – 99.
	Description: Enter the 30 character pay class description.
	Pay Schedule #: Enter the two digit pay schedule # which defines the payroll cycle and scheduled pay dates for this pay class.
	Certified/Non: Indicate whether the pay class is a certified or non-certified pay class. Valid values: **C** = Certified, **N** = Non-certified.
	Type: Indicate the pay type for the class. Valid values: **B** = Board member, **F** = Full-time, **P** = Part-time, **S** = Substitutes, **3** = Third party contractors.
	Instructional: Indicate whether the pay class is an instructional or non-instructional pay class. Valid values: **I** = Instructional, **N** = Non-instructional
	Parapro: Indicate whether the pay class is a paraprofessional or non-paraprofessional pay class. Valid values: **P** = Paraprofessional, **N** = Non-paraprofessional
	TRS Job Class: Enter the cross-reference to the TRS job class contained on *Description* record 'K' (TRS Job Class). Enter or select the drop-down selection icon ⏷ in the **TRS Job Class** field to choose the employee's 2-digit job class code.
7	**For Record Type 'D' (Degree) records, Type 'E' (Ethnic) records, Type 'I' (Insurance) records, and Type 'Y' (TRS Term Code)**:
	Number: Enter a two digit number. Valid values: 01 – 99.
	Description: Enter the 30 character record description.

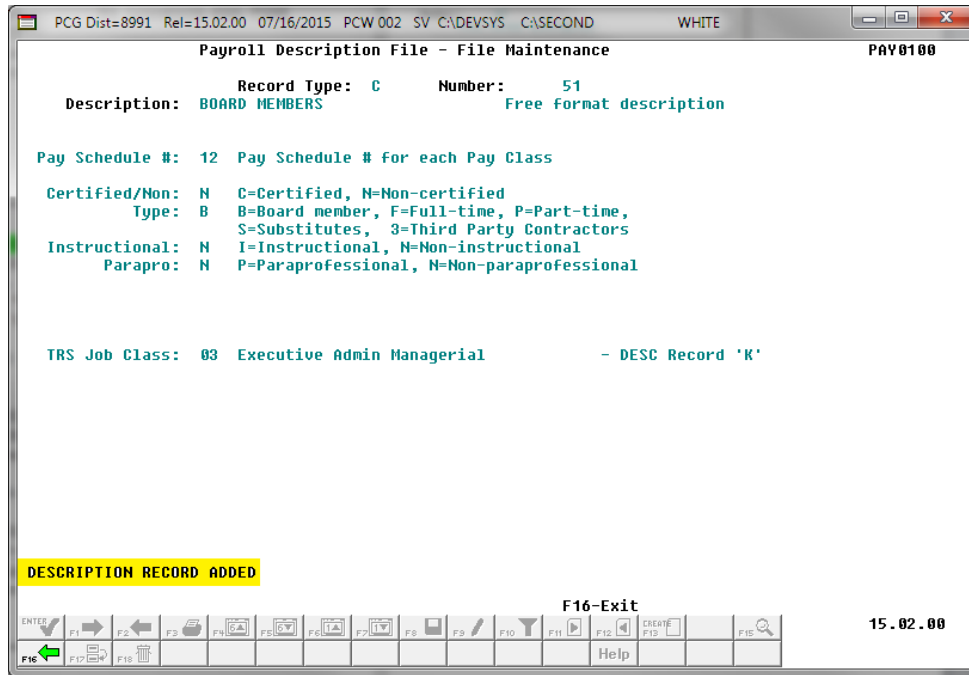| Step	Action
8	**For Record Type 'J' (Job Description) records**: **Number**: Enter a three digit number. Valid values: 01 – 999. **Description**: Enter the 30 character job description. **FLSA**: Indicate the FLSA type for the pay class. Valid values: **E** = Exempt, **N** = Non-exempt from overtime pay **ERS Job Class**: Enter the cross-reference to the ERS/PSERS job class contained on *Description* record '**M**' (PSERS/ERS Job Class). Enter or select the drop-down selection icon ▾ in the **ERS Job Class** field to choose the employee's 2-digit job class code.
9	**For Record Type 'K' (TRS Job Class) records, Type 'M' (PSERS/ERS Job Class), Type 'V' (PSERS/ERS Pay Reason), Type 'W' (PSERS/ERS Term Code), and Type 'X' (TRS Pay Reason) records**: **Number**: Enter a two digit number. Valid values: 00 – 99. **Description**: Enter the 30 character record description.
10	**For Record Type 'L' (Location) records**: **Number**: Enter a four digit number. Valid values: 01 – 9999. **Description**: Enter the 30 character location description. **CPI Eligible?**: Enter whether employees' CPI assignments may be associated with this location code. Valid values: **Y** = Yes this location code may be used in a CPI assignment, **N** = No this location code may <u>not</u> be used in a CPI assignment
11	**For Record Type 'P' (Compensation Type) records**: **Number**: Enter a four digit number. Valid values: 0000 – 9999. **Description**: Enter the 30 character compensation type description. **Pay Short Desc**: Enter the 13 character compensation type short description. The new detailed check stub contains a new section of data entitled ***Current Hours and Earnings***. In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by **Pay Type** before utilizing the new detailed pay check statement. The *Current Hours and Earnings* section on the detailed check stub will list the long pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts. NOTE: The names *Pay Type* and *Compensation Type* are used interchangeably. The codes used to define **Pay Type** on the *Update/Display Gross Data* screen are called **Compensation Type** (code 'P') on the *Maintain Description Records* screen.

Step	Action
12	**For Record Type 'R' (Pay Reason) records**: **Number**: Enter a two digit number. Valid values: 00 – 99. **Description**: Enter the 30 character pay reason description. **ERS Pay Reason**: Enter the cross-reference to the ERS/PSERS pay reason contained on *Description* record 'V' (PSERS/ERS Pay Reason). Enter or select the drop-down selection icon ▾ in the **ERS Pay Reason** field to choose the employee's 2-digit pay reason code. **TRS Pay Reason**: Enter the cross-reference to the TRS pay reason contained on *Description* record 'X' (TRS Pay Reason). Enter or select the drop-down selection icon ▾ in the **TRS Pay Reason** field to choose the employee's 2-digit pay reason code.
13	**For Record Type 'S' (Rankings for Substitute Pay Rates) records**: **Number**: Enter a one digit number. Valid values: 1 – 5. **Description**: Enter the 30 character ranking name.
14	**For Record Type 'T' (Termination Code) records**: **Number**: Enter a one digit number. Valid values: 1 – 9. **Description**: Enter the 30 character termination reason description. **ERS Term Code**: Enter the cross-reference to the ERS/PSERS termination code contained on *Description* record 'W' (PSERS/ERS Termination Code). Enter or select the drop-down selection icon ▾ in the **ERS Term Code** field to choose the employee's 2-digit termination code. **TRS Term Code**: Enter the cross-reference to the TRS termination code contained on *Description* record 'Y' (TRS Termination Code). Enter or select the drop-down selection icon ▾ in the **TRS Term Code** field to choose the employee's 2-digit termination code.
15	**For Record Type 'U' (University) records**: **Number**: Enter a five digit number. Valid values: 00001 – 99999. **Description**: Enter the 30 character university name.
16	Select [ENTER ✓] (**Enter** – Position File).

The following screen displays:

```
PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE

                    Payroll Description File - File Maintenance                   PAY0100

                      Record Type:  C     Number:      17
        Description:  BOARD MEMBERS_____    Free format description


   Pay Schedule #:  12  Pay Schedule # for each Pay Class

    Certified/Non:  N   C=Certified, N=Non-certified
             Type:  F   B=Board member, F=Full-time, P=Part-time,
                        S=Substitutes,  3=Third Party Contractors
    Instructional:  N   I=Instructional, N=Non-instructional
          Parapro:  N   P=Paraprofessional, N=Non-paraprofessional




    TRS Job Class:  03  Executive Admin Managerial         - DESC Record 'K'






  Validation Successful          ** Modify Mode **
              ENTER-Validate            F8-Save            F16-Exit
                                                                                 15.02.00
```

Step	Action
17	Verify *"Validation Successful"* displays, and select ⬜F8⬜ (**F8** – Save Changes).

The following screen displays:

```
 ☐  PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND       WHITE         ☐ ☐ ✕
                     Payroll Description File - File Maintenance                          PAY0100

                       Record Type:  C      Number:      51
           Description:  BOARD MEMBERS                    Free format description


         Pay Schedule #:  12  Pay Schedule # for each Pay Class

          Certified/Non:  N   C=Certified, N=Non-certified
                   Type:  B   B=Board member, F=Full-time, P=Part-time,
                              S=Substitutes,  3=Third Party Contractors
          Instructional:  N   I=Instructional, N=Non-instructional
                Parapro:  N   P=Paraprofessional, N=Non-paraprofessional




          TRS Job Class:  03  Executive Admin Managerial           - DESC Record 'K'






       DESCRIPTION RECORD ADDED

                                                            F16-Exit
   ENTER                                                                                     15.02.00
   ✓   ➡  ⬅  🖶  ⬆  ⬇  ⬆  ⬇  💾  ✎  ▼  ▶  ◀  CREATE         🔍
  F16 ⬅  F17  F18 🗑                                      Help
```

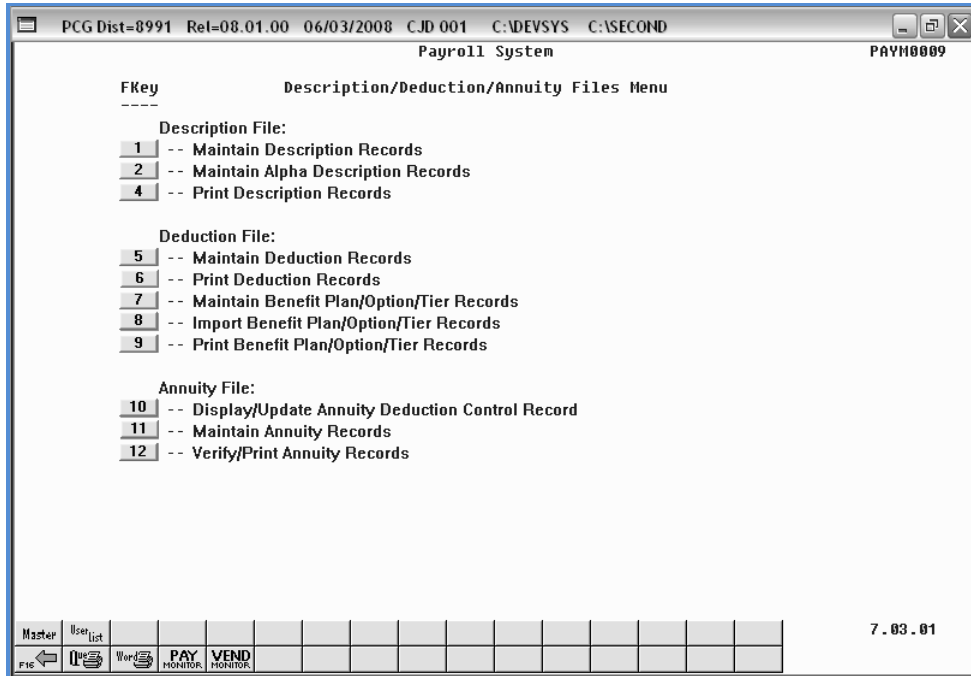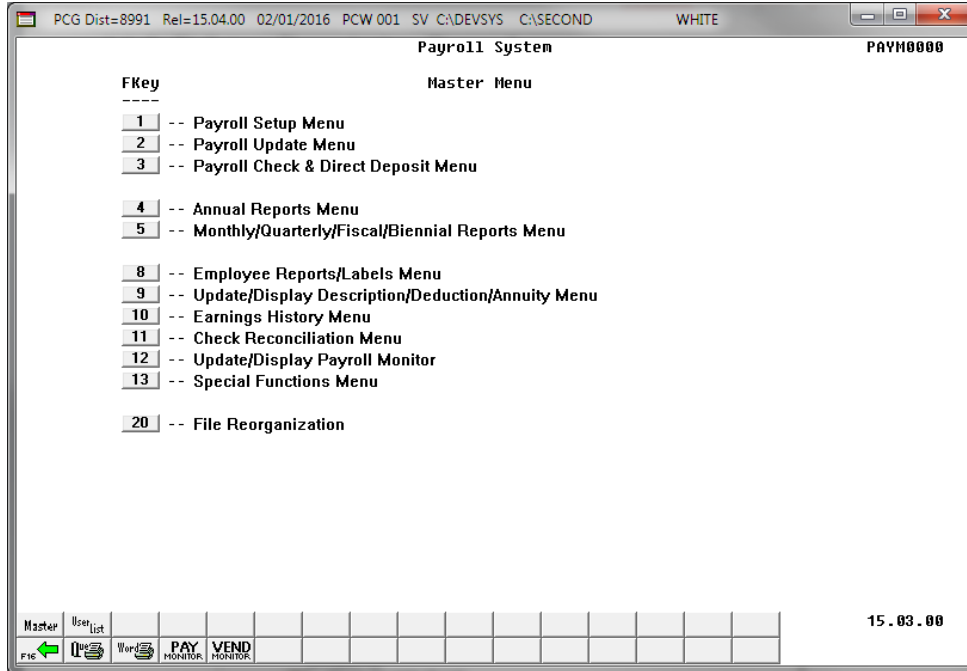| Step	Action
18	Verify *"Description Record Added"* displays, and select [F16 ⬅] (**F16 -** Exit) to the *Payroll Description File – File Maintenance (Find Mode)* screen.

The following screen displays:
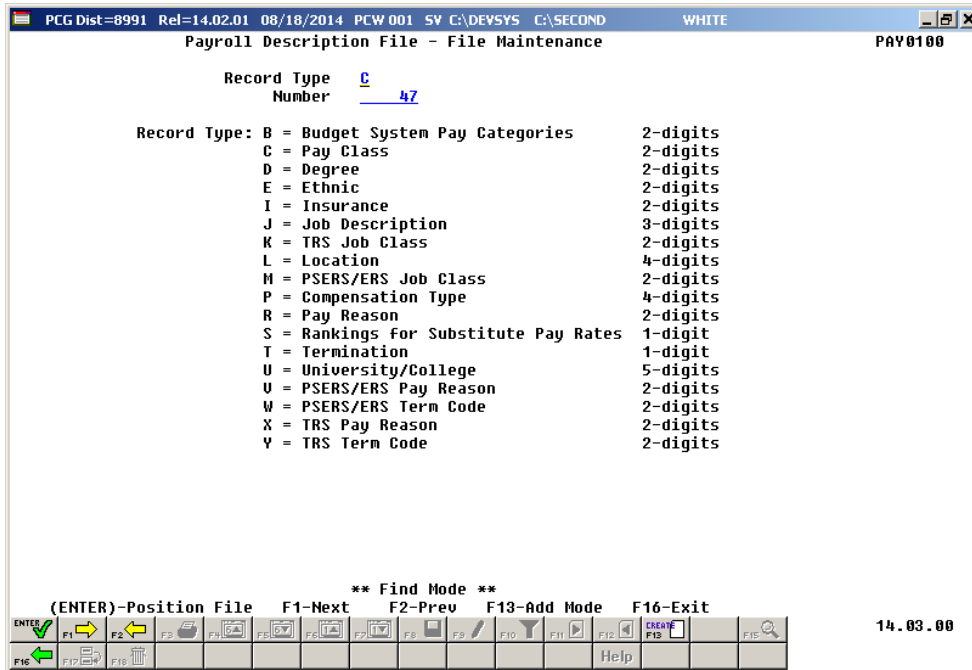
Step	Action
19	Select [F16] (**F16 -** Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:
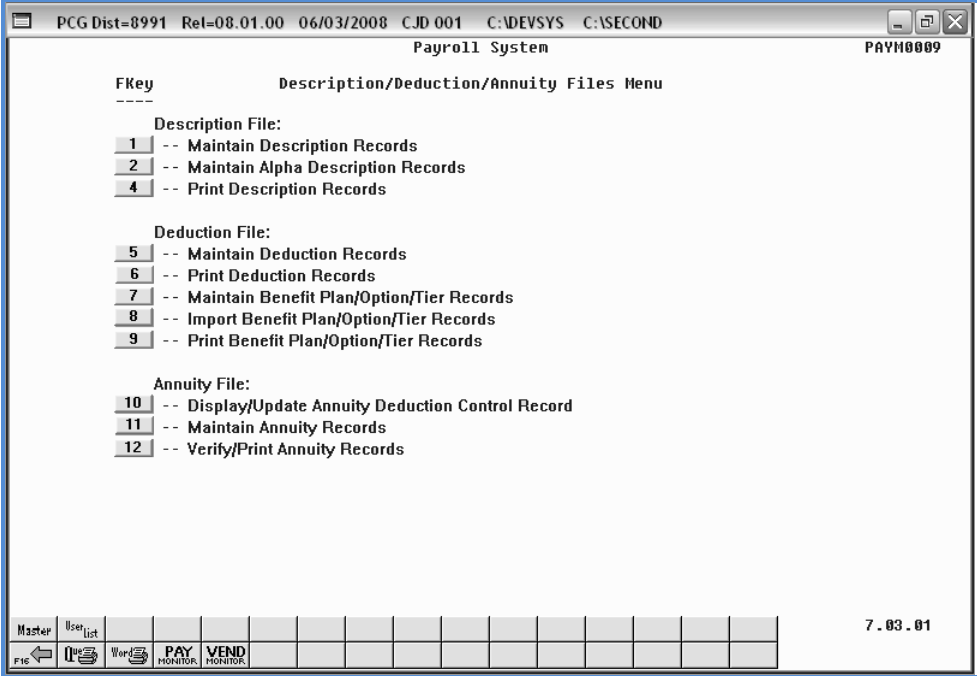
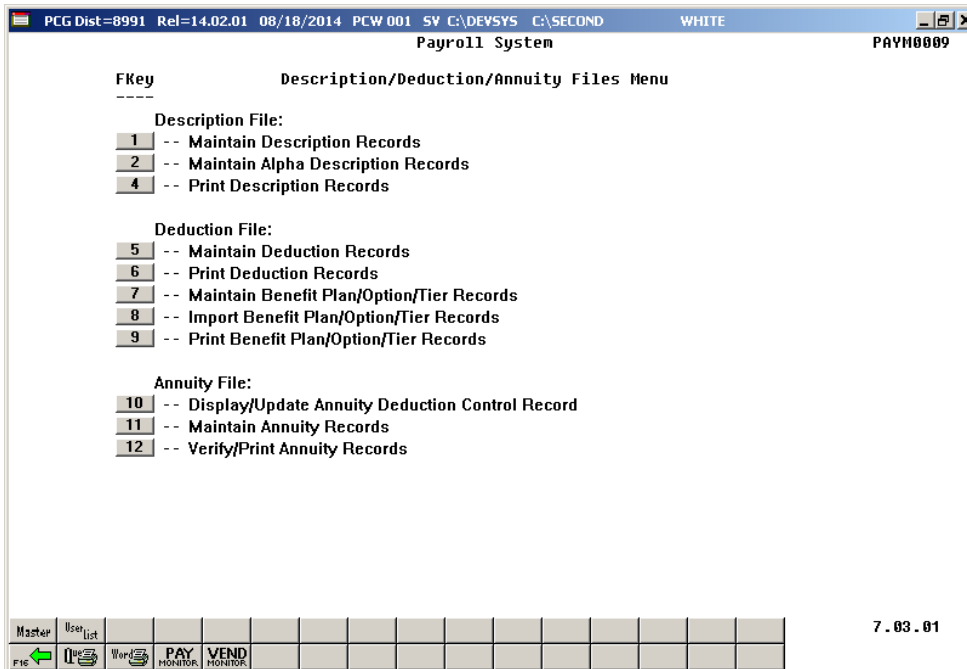| Step	Action
20	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

1A.2. Modify a Description Record
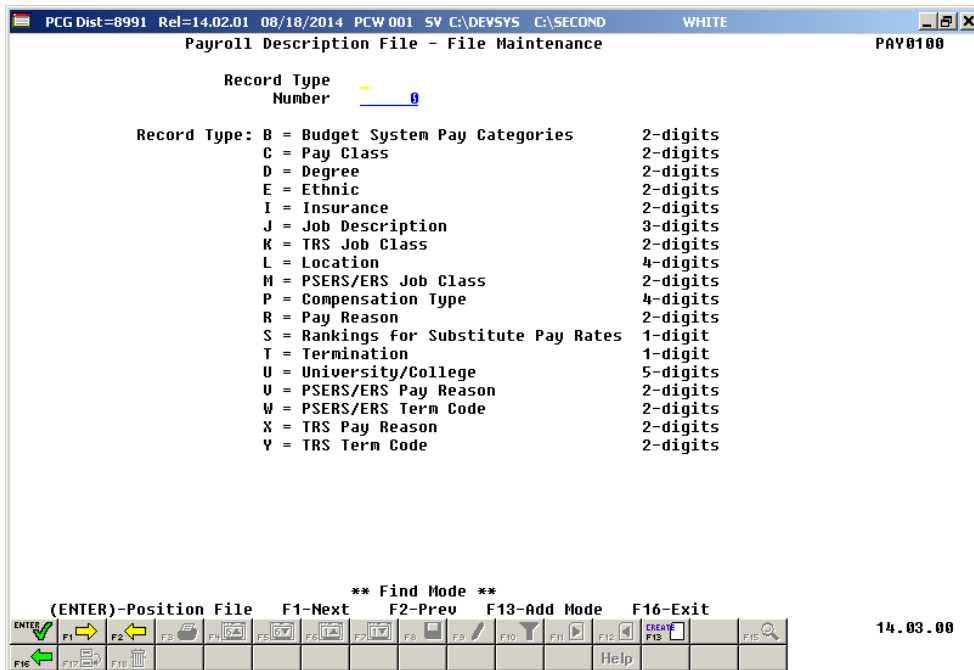

Step	Action
1	Select (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select (**F1** - Maintain Description Records).

The following screen displays:

Step	Action
3	Enter the appropriate information in the **Record Type** and **Number** fields, and select ![ENTER] (**Enter -** Position File).
	*If the description code is unknown, enter the description record type in the **Record Type** field, and select ![F1] (**F1 - Next**).*
	*Select ![F1] (**F1 – Next**) and ![F2] (**F2 – Prev**) to scroll between records.*

The following screen displays (depending upon the **Record Type** selected):

Step	Action
4	Select (**F9 -** Modify).

The following screen displays (depending upon the **Record Type** selected):
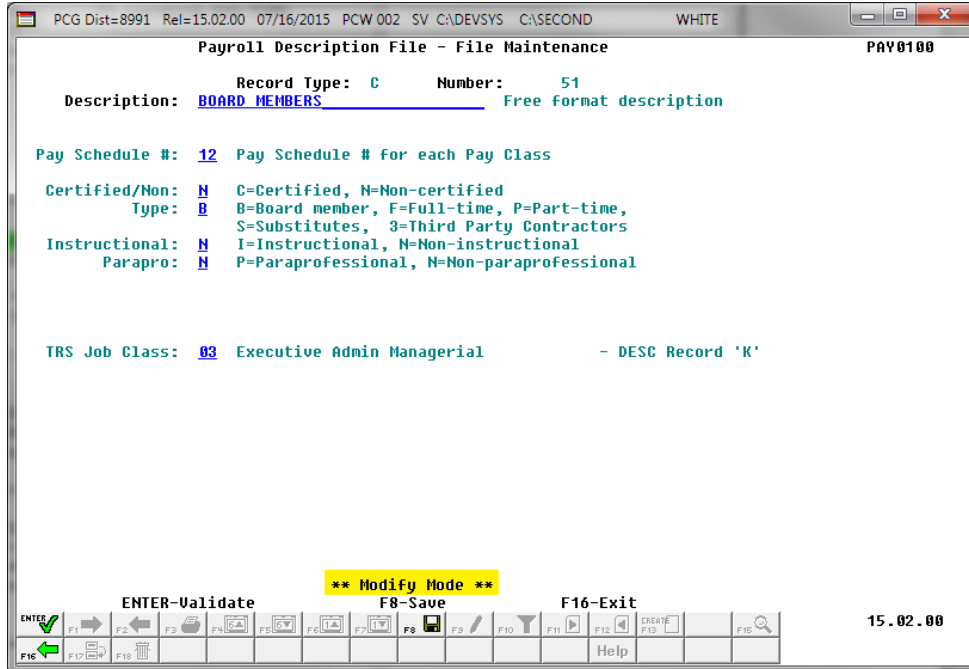
Step	Action
5	Verify *"**Modify Mode***"* displays, and make the appropriate modifications to the fields.
6	Select [ENTER ✓] (**Enter** - Validate).

The following screen displays (depending upon the **Record Type** selected):

Step	Action
7	Verify *"Validation Successful"* displays, and select [F8 💾] (**F8 -** Save).

The following screen displays (depending upon the **Record Type** selected):
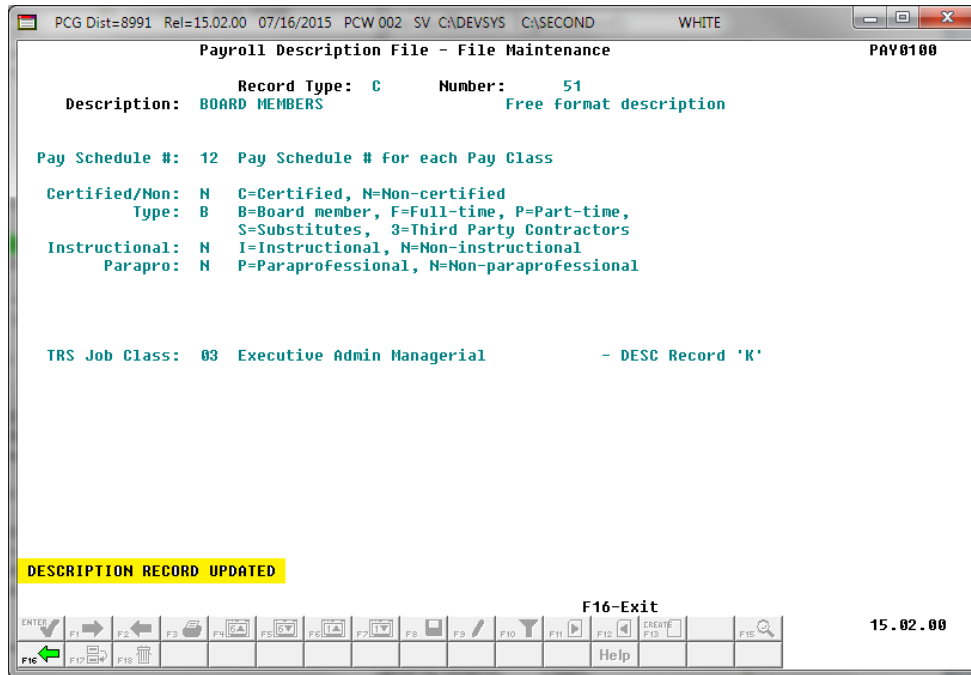
Step	Action
8	Verify *"Description Record Updated"* displays, and select [F16 icon] (**F16 -** Exit) to the *Payroll Description File – File Maintenance (Find Mode)* screen.

The following screen displays:

Step	Action
9	Select F16 (**F16 -** Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
10	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

1A.3. Delete a Description Record

Step	Action
1	Select **9** (**F9** - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select **1** (**F1** - Maintain Description Records).

The following screen displays:

Step	Action
3	Enter the appropriate information in the **Record Type** and **Number** fields, and select [ENTER ✔] (**Enter -** Position File).
	*If the description code is unknown, enter the description record type in the **Record Type** field, and select [F1 →] (**F1 - Next**).*
	*Select [F1 →] (**F1 – Next**) and [F2 ←] (**F2 – Prev**) to scroll between records.*

The following screen displays (depending upon the **Record Type** selected):

Step	Action
4	Select (**F18** – Delete Description Record).

The following screen displays (depending upon the **Record Type** selected):
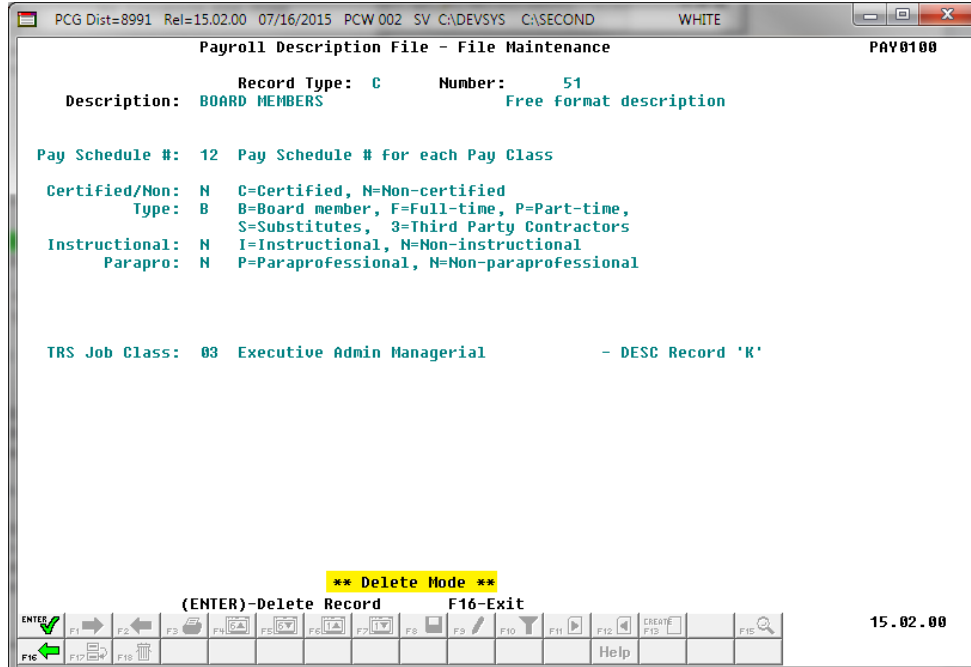
Step	Action
5	Verify *"** Delete Mode **"* displays, and select (**Enter -** Delete Record).

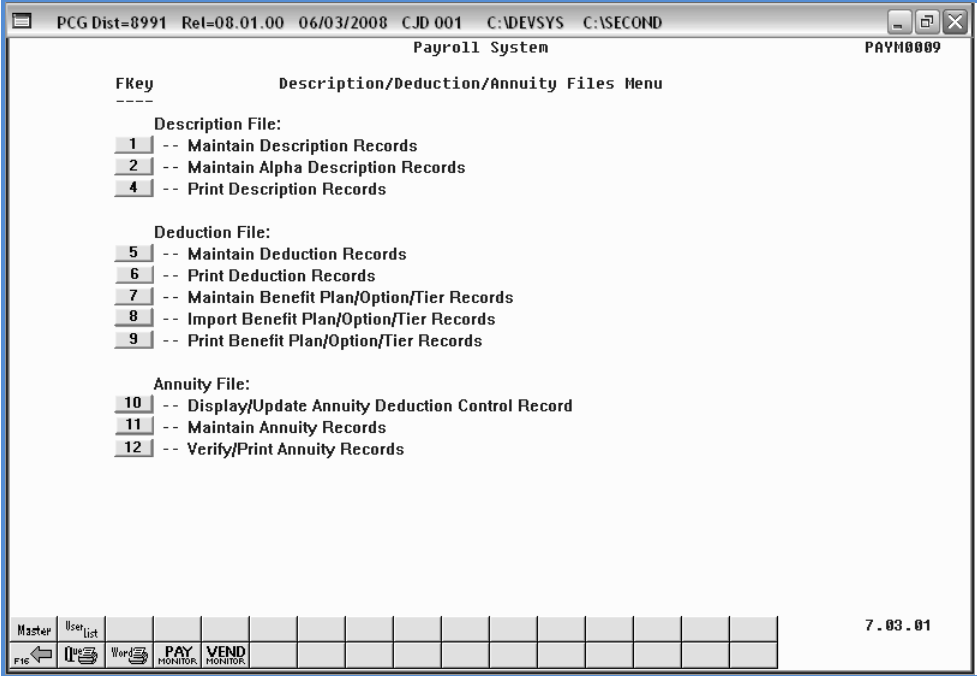The following screen displays (depending upon the **Record Type** selected):

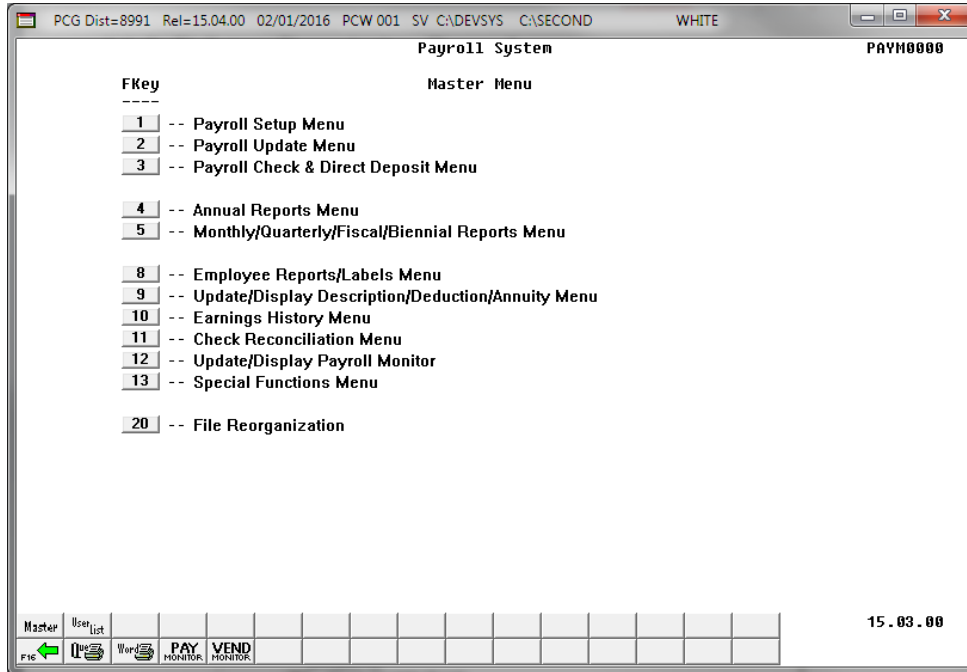| Step	Action
6	Verify *"Previous Record Deleted"* displays, and select [F16] (**F16 -** Exit) to return to the *Payroll Description File – File Maintenance (Find Mode)* screen.

The following screen displays:

```
 ▤ PCG Dist=8991  Rel=14.02.01  08/18/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE            _ ⮾ X
                    Payroll Description File - File Maintenance                            PAY0100

                    Record Type    C
                       Number          50

           Record Type: B = Budget System Pay Categories      2-digits
                        C = Pay Class                         2-digits
                        D = Degree                            2-digits
                        E = Ethnic                            2-digits
                        I = Insurance                         2-digits
                        J = Job Description                   3-digits
                        K = TRS Job Class                     2-digits
                        L = Location                          4-digits
                        M = PSERS/ERS Job Class               2-digits
                        P = Compensation Type                 4-digits
                        R = Pay Reason                        2-digits
                        S = Rankings for Substitute Pay Rates 1-digit
                        T = Termination                       1-digit
                        U = University/College                5-digits
                        V = PSERS/ERS Pay Reason              2-digits
                        W = PSERS/ERS Term Code               2-digits
                        X = TRS Pay Reason                    2-digits
                        Y = TRS Term Code                     2-digits




                              ** Find Mode **
        (ENTER)-Position File    F1-Next    F2-Prev    F13-Add Mode    F16-Exit
   ENTER ✓  ➡   ⬅   ⎙   🖼   6▽  📇   🖭        ✎   ▼   ▶   ◀  CREATE        🔍       14.03.00
   F16⬅  F17  🗑                                                    Help
```

Step	Action
7	Select [F16] (**F16 -** Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:

Step	Action
8	Select ![F16 icon] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

Procedure 1B. Printing the Payroll Description File Report

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ⬚ **4** (**F4 -** Print Description Records).
3	To print the report via the Uqueue Print Manager: Select ⬚ (Uqueue). To print the report via Microsoft® Word: Select ⬚ (MS WORD). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select ⬚ F16 (F16 - Exit) to return to the Payroll System Master Menu, or select ⬚ **Master** (Master) to return to the Business Applications Master Menu.

1B.1. Payroll Description File Report – Example

```
REPORT DATE: 07/16/15  11:31:41                    PAYROLL DESCRIPTION FILE                              PAGE    3
         PROGRAM: DESCFILE                                                          RETIREMENT
                                                        --------CLASS----------  -----ERS/TRS-----
   TYPE  CODE    DESCRIPTION                SHORT DESC   SCH CERT TYPE INSTR PARA   JOB   TERM  REAS     FLSA  CPI

     C   000010  MAINTENANCE                             12   N    F    N    N      06
     C   000011  CUSTODIANS                              12   N    F    N    N      06
     C   000012  BUS DRIVERS                             12   N    F    N    N      06
     C   000013  SUBSTITUTE BUS DRIVERS                  12   N    S    N    N      06
     C   000014  MECHANICS                               12   N    F    N    N      06
     C   000015  LUNCHROOM WORKERS                       12   N    F    N    N      06
     C   000016  SUBSTITUTE LUNCHROOM WORKERS            12   N    S    N    N      06
     C   000017  BOARD MEMBERS                           12   N    F    N    N      03
     C   000018  CUSTODIAN PARTTIME                      12   N    P    N    N      06
     C   000019  BUS MONITOR                             12   N    P    N    N      06
     C   000020  PROF. DEV. STIPENDS                     12   C    F    I    N      04
     C   000021  SUBSTITUTE CUSTODIAN                    12   N    S    N    N      06
     C   000022  SPEECH THERAPIST                        12   C    P    N    N      04
     C   000023  DEPT OF PUBLIC SAFETY                   12   N    F    N    N      04
     C   000024  NURSES                                  12   N    F    N    N      04
     C   000025  HEADSTART TEACHERS                      12   N    F    I    P      00
     C   000026  HEADSTART ADMINISTRATION                12   N    F    I    N      04
     C   000027  SUB MAINTENANCE WORKER                  12   N    S    N    N      06
     C   000028  OTHER CERTIFIED 12 MONTH EMPL           12   C    F    I    N      00
     C   000029  OTHER CLASSIFIED 12 MONTH EMPL          12   N    F    N    N      05
     C   000030  OTHER CERTIFIED PARTTIME EMPL           12   C    P    I    N      00
     C   000031  OTHER CLASSIFIED PARTTIME EMPL          12   N    P    I    P      02
     C   000032  TECHNOLOGY INTERN                       12   N    P    N    N      05
     C   000033  MAINTENANCE INTERN                      12   N    P    N    N      06
     C   000050  certified third party contract               C    3    I    N      00
     C   000060  3RD PARTY CONTRACTOR - CERT                   C    3    I    P      00


     D   000001  BACHELORS DEGREE
     D   000002  MASTERS DEGREE
     D   000003  EDUCATION SPECIALISTS
     D   000004  DOCTORATE
     D   000005  ASSOCIATE DEGREE
     D   000006  HIGH SCHOOL OR GED
     D   000007  VOCATIONAL
     D   000008  UNSPECIFIED


     E   000001  AMERICAN INDIAN/ALASKAN NATIVE
     E   000002  WHITE
     E   000003  HISPANIC
     E   000004  BLACK
     E   000005  ASIAN
     E   000006  MULTI-RACIAL
     E   000099  UNKNOWN
```

Topic 2: Alpha Description Record Processing

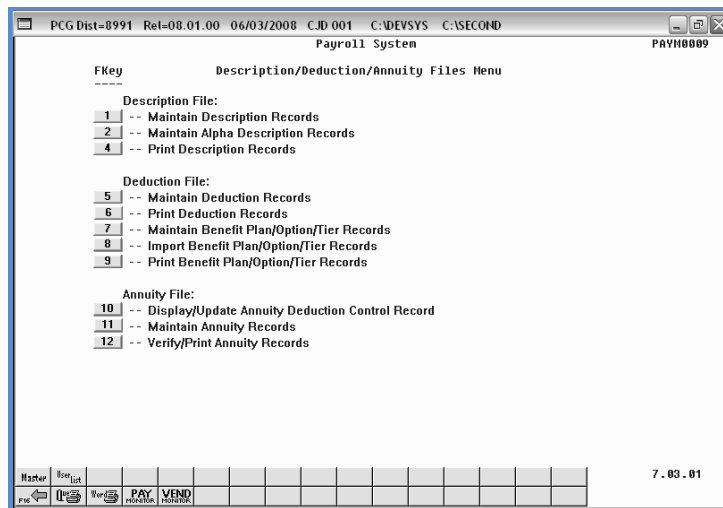## *Procedure 2A. Maintaining Alpha Description Records*

2A.1 Creating Alpha Description Records

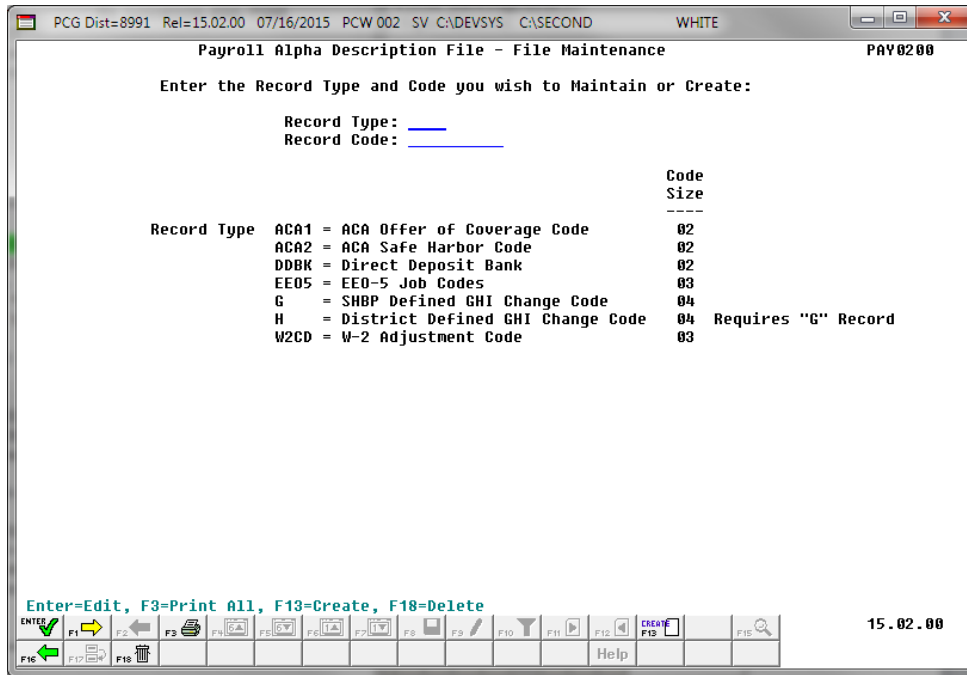### *2A.1.1. Create a Direct Deposit Bank (DDBK) Description Record*

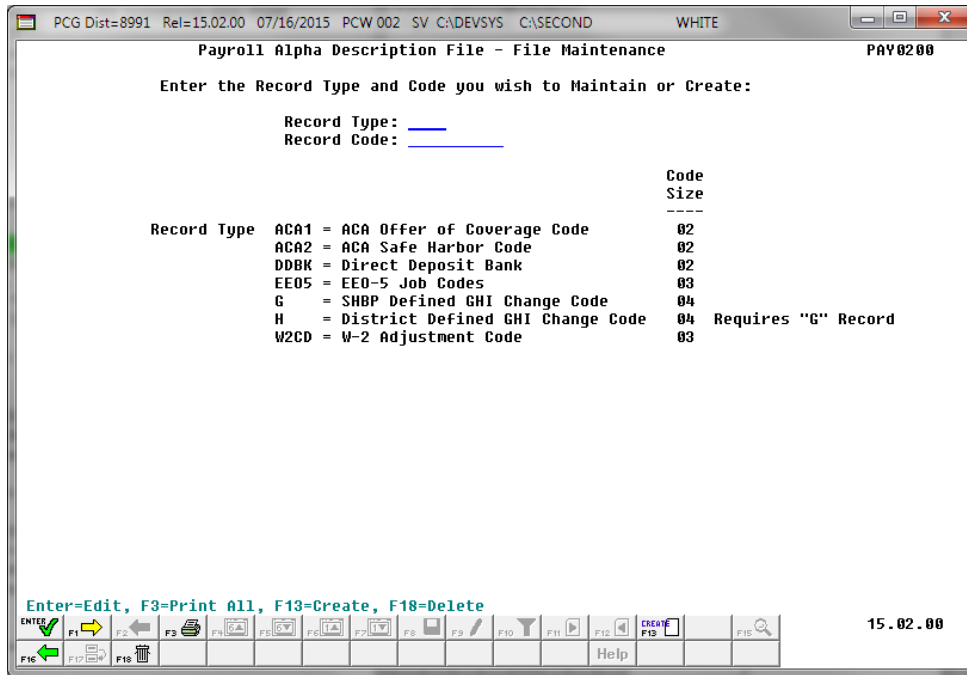| Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___2___ (**F2 -** Maintain Alpha Description Records).

The following screen displays:

Step	Action
3	Enter **DDBK** (Direct Deposit Bank) in the **Record Type** field, and the corresponding code in the **Record Code** field.
	*'DDBK' records require the entry of two-character alphanumeric codes in the **Record Code** field.*
	To search for existing records, enter the "Record Type" code, and select F1 *(F1 – Next Description Record).*
4	Select (**F13 –** Create New Description Record).

The following screen displays:

Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field.
6	Enter the bank routing number up to nine (9) digits in the **Routing number** field.
7	Select [ENTER] (**Enter**).

The following screen displays:

Step	Action
8	Verify *"Record Validated Successfully – F8 to Save"* displays, and select F8 (**F8** – Save Changes).

The following screen displays:

Step	Action
9	Verify *"Record Added Successfully"* displays, and select F16 (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:

Step	Action
10	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

2A.1.2. Create an EEO-5 Job Code (EEO5) Description Record

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___2___ (**F2 -** Maintain Alpha Description Records).

The following screen displays:

```
 ┌──┐ PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND      WHITE        ┌─┬─┬─┐
 │  │                                                                                           └─┴─┴─┘
 │         Payroll Alpha Description File - File Maintenance                          PAY0200
 │
 │         Enter the Record Type and Code you wish to Maintain or Create:
 │
 │                        Record Type: ____
 │                        Record Code: _____
 │
 │                                                              Code
 │                                                              Size
 │                                                              ----
 │         Record Type  ACA1 = ACA Offer of Coverage Code        02
 │                      ACA2 = ACA Safe Harbor Code              02
 │                      DDBK = Direct Deposit Bank               02
 │                      EEO5 = EEO-5 Job Codes                   03
 │                      G    = SHBP Defined GHI Change Code      04
 │                      H    = District Defined GHI Change Code  04   Requires "G" Record
 │                      W2CD = W-2 Adjustment Code               03
 │
 │
 │
 │
 │
 │
 │
 │
 │   Enter=Edit, F3=Print All, F13=Create, F18=Delete
 │  ENTER   F1      F2      F3      F4      F5      F6      F7      F8      F9   F10  F11  F12  CREATE     F15        15.02.00
 │                                                                                              F13
 │  F16     F17     F18                                                                   Help
 └───────────────────────────────────────────────────────────────────────────────────────────────────
```

Step	Action
3	Enter **EEO5** (EEO-5 Job Codes) in the **Record Type** field, and the corresponding code in the **Record Code** field.
	*'EEO5' records require the entry of three-character alphanumeric codes in the **Record Code** field.*
	To search for existing records, enter the "Record Type" code, and select ▭ (F1 *– Next Description Record).*
4	Select ▭ (**F13 –** Create New Description Record).

The following screen displays:
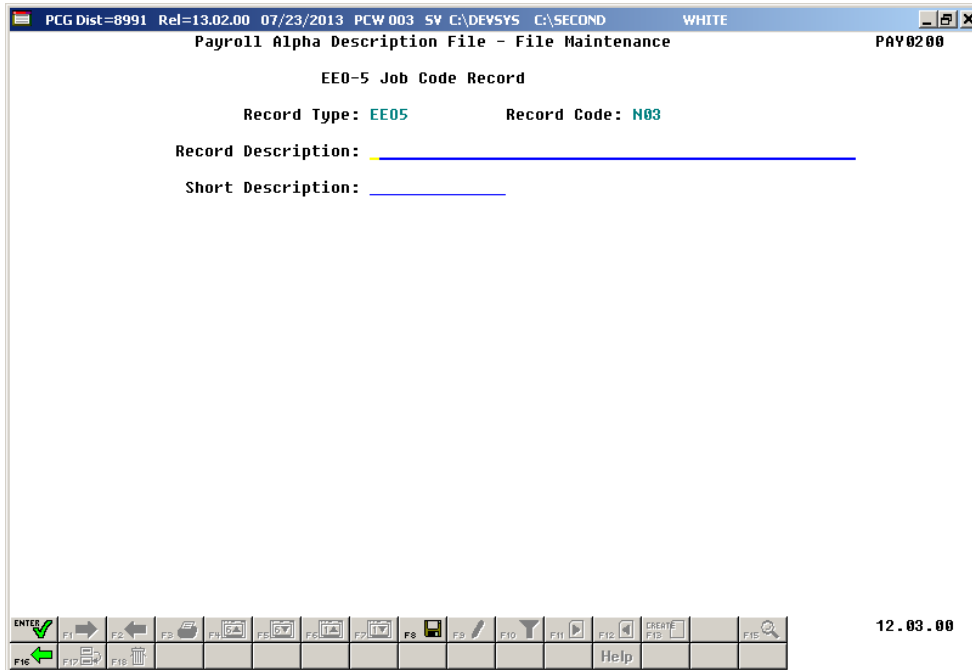
Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field.
6	Enter the record's short description up to fourteen (14) characters in the **Short Description** field.
7	Select [ENTER] (**Enter**).

The following screen displays:

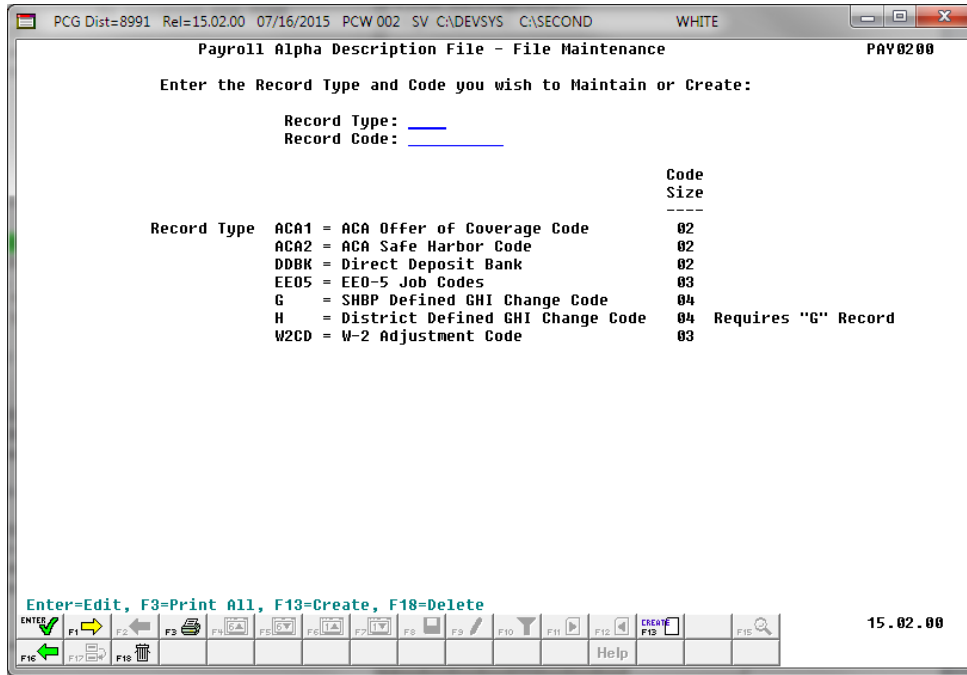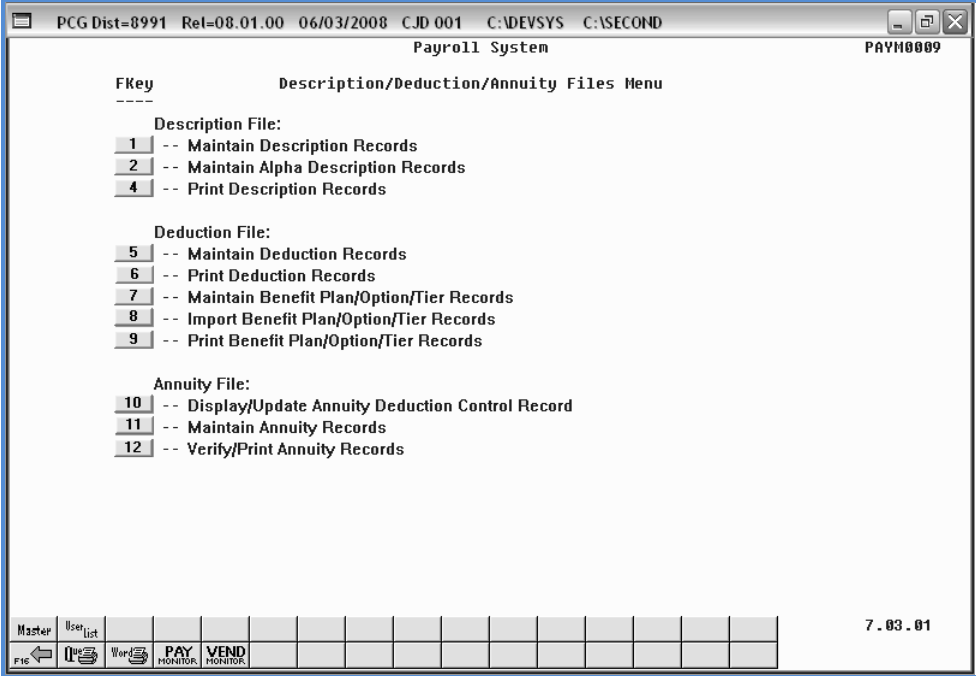| Step	Action
8	Verify *"Record Validated Successfully – F8 to Save"* displays, and select [F8 💾] (**F8** – Save Changes).

The following screen displays:

```
PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND      WHITE          [_][□][X]

              Payroll Alpha Description File - File Maintenance                    PAY0200

       Enter the Record Type and Code you wish to Maintain or Create:

                   Record Type: EE05
                   Record Code: A02

                                                         Code
                                                         Size
                                                         ----
       Record Type  ACA1 = ACA Offer of Coverage Code     02
                    ACA2 = ACA Safe Harbor Code           02
                    DDBK = Direct Deposit Bank            02
                    EE05 = EEO-5 Job Codes                03
                    G    = SHBP Defined GHI Change Code   04
                    H    = District Defined GHI Change Code  04  Requires "G" Record
                    W2CD = W-2 Adjustment Code            03




 Record Added Successfully
 Enter=Edit, F3=Print All, F13=Create, F18=Delete
 ENTER✓ F1➡  F2⬅  F3🖨 F4 F5  F6 F7  F8 💾 F9 ✏ F10 F11 ▶ F12 CREATE F13    F15 🔍            15.02.00
 F16⬅ F17 F18 🗑                                                      Help
```

Step	Action
9	Verify *"Record Added Successfully"* displays, and select [F16 ⬅] (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:
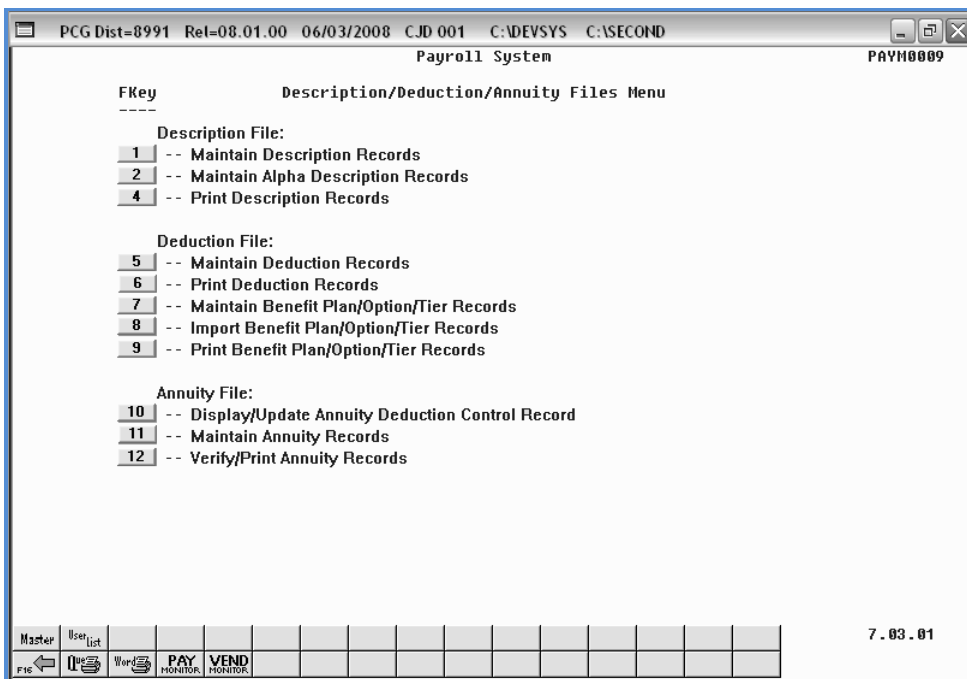

Step	Action
10	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

2A.1.3. Create a Georgia Health Insurance Change Code (G) Description Record
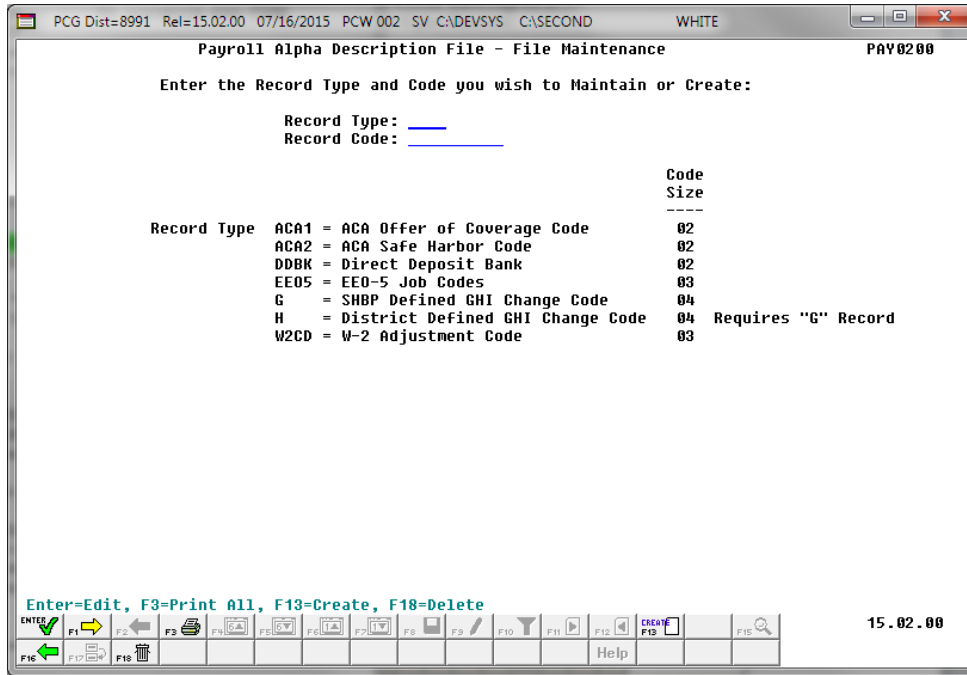

Step	Action
1	Select ⬚ **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

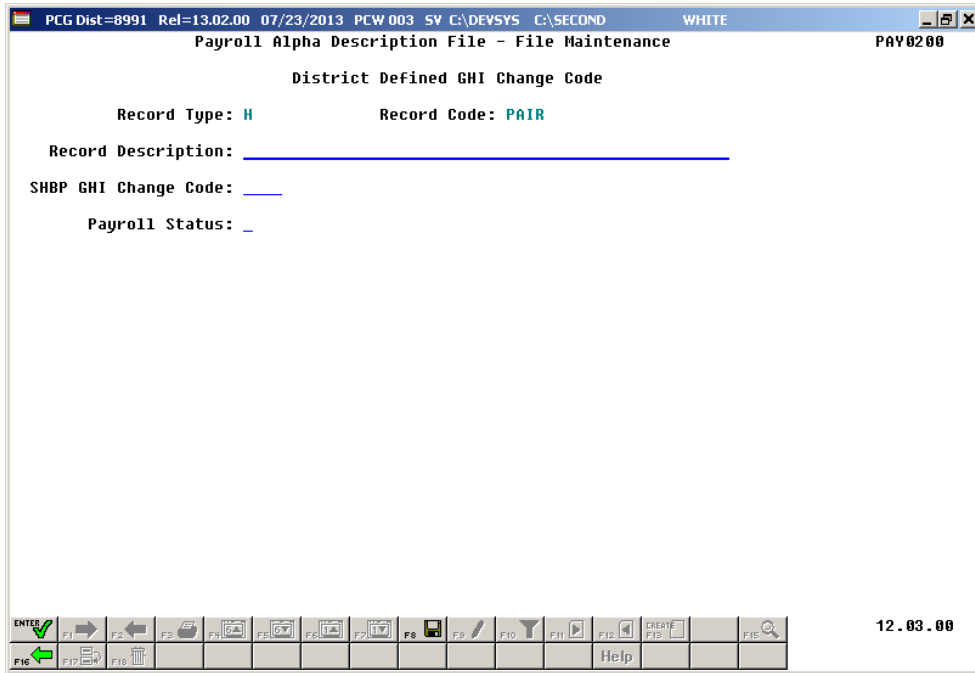| Step	Action
2	Select [2] (**F2 -** Maintain Alpha Description Records).

The following screen displays:

```
PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND      WHITE        _ □ X
              Payroll Alpha Description File – File Maintenance                   PAY0200

          Enter the Record Type and Code you wish to Maintain or Create:

                        Record Type: ____
                        Record Code: _____

                                                              Code
                                                              Size
                                                              ----
          Record Type  ACA1 = ACA Offer of Coverage Code        02
                       ACA2 = ACA Safe Harbor Code              02
                       DDBK = Direct Deposit Bank               02
                       EEO5 = EEO-5 Job Codes                   03
                       G    = SHBP Defined GHI Change Code       04
                       H    = District Defined GHI Change Code   04   Requires "G" Record
                       W2CD = W-2 Adjustment Code               03





    Enter=Edit, F3=Print All, F13=Create, F18=Delete
    ENTER                                                          CREATE                    15.02.00
    [F1][F2][F3][F5][F6][F7][F8][F9][F10][F11][F12][F13][F15]
    [F16][F17][F18]                                         Help
```

Step	Action
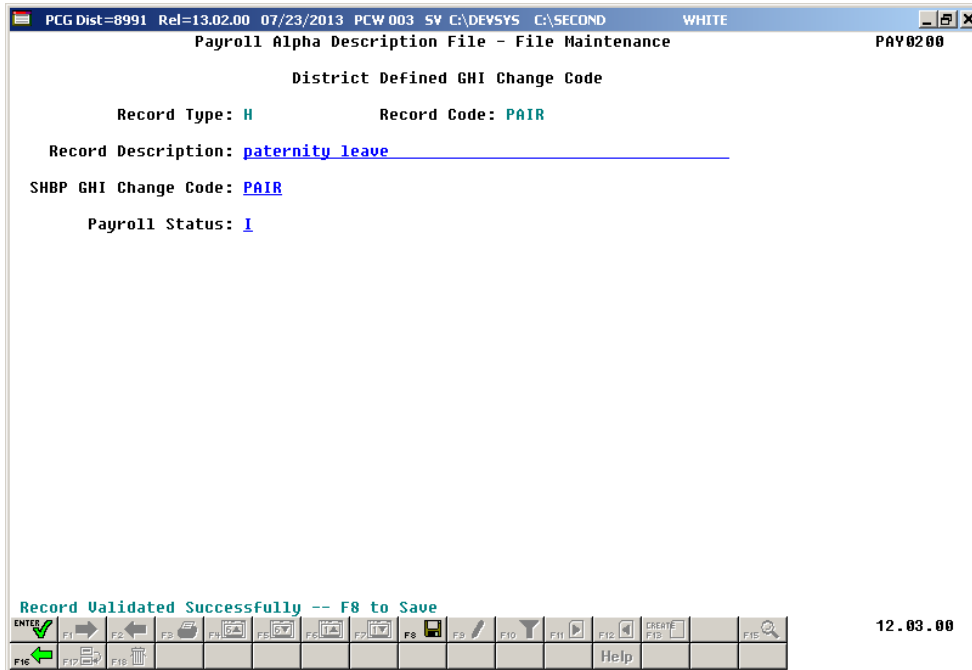| **3** | Enter **G** (SHBP Defined GHI Change Code) in the **Record Type** field, and the corresponding code in the **Record Code** field.

*'G' records require the entry of four-character alphanumeric codes in the **Record Code** field.*

To search for existing records, enter the "Record Type" code, and select [F1 →] *(F1 – Next Description Record).* |
| **4** | Select [CREATE F13] (**F13 –** Create New Description Record). |

The following screen displays:

Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field, and select $\boxed{\text{ENTER} \checkmark}$ (**Enter**).

The following screen displays:

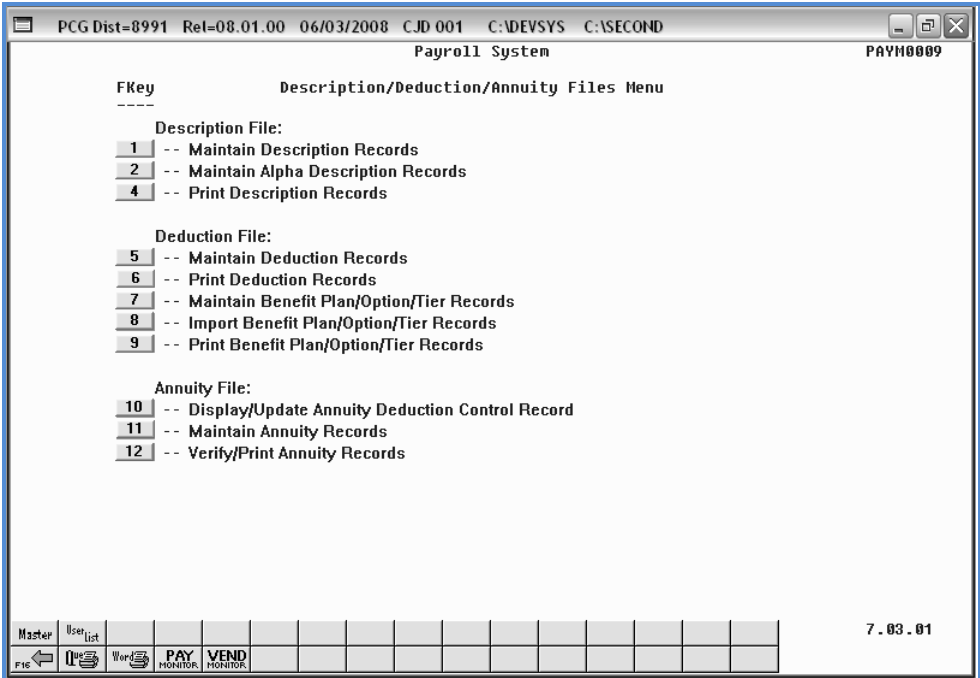| Step	Action
6	Verify *"Record Validated Successfully – F8 to Save"* displays, and select [F8 💾] (**F8** – Save Changes).

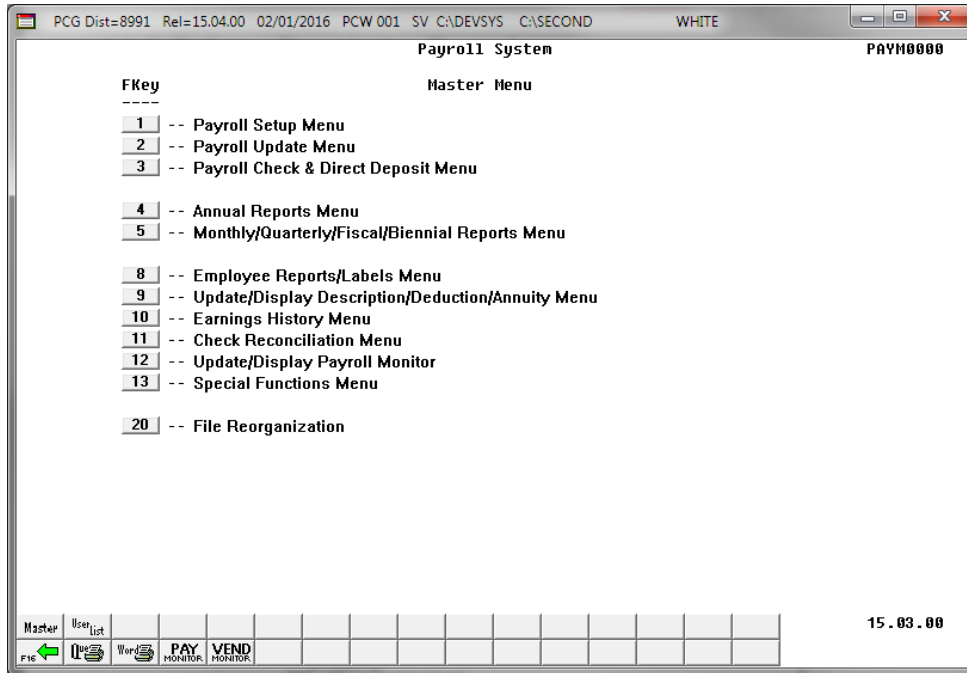The following screen displays:

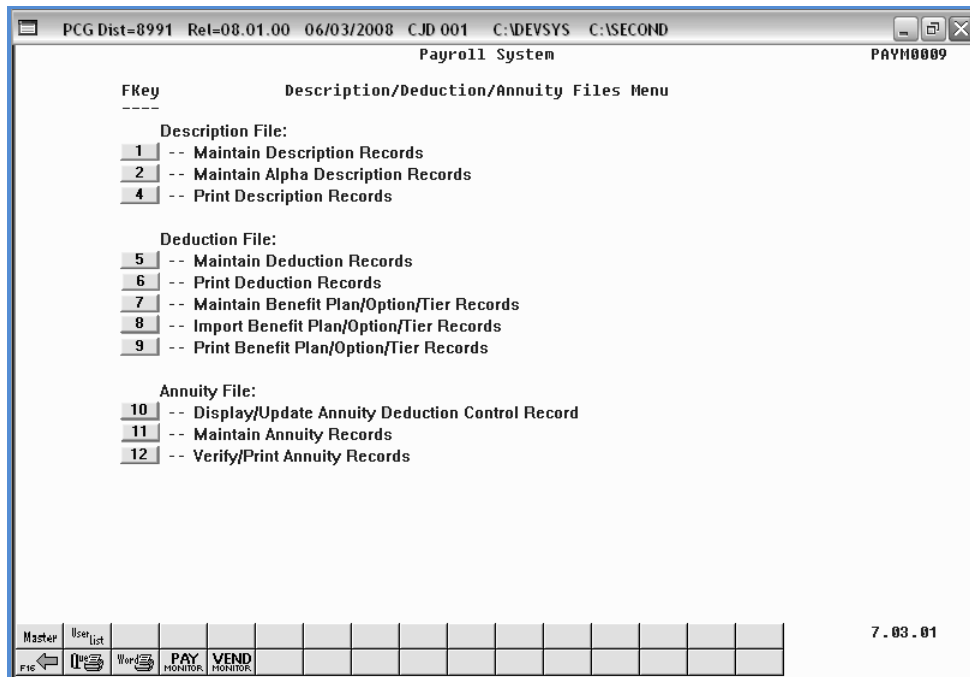| Step	Action
7	Verify *"Record Added Successfully"* displays, and select [F16 ⬅] (**F16** – Exit) to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
8	Select ![F16](F16 - Exit) to return to the *Payroll System Master Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu*.

2A.1.4. Create a District Defined GHI Change Code (H) Description Record
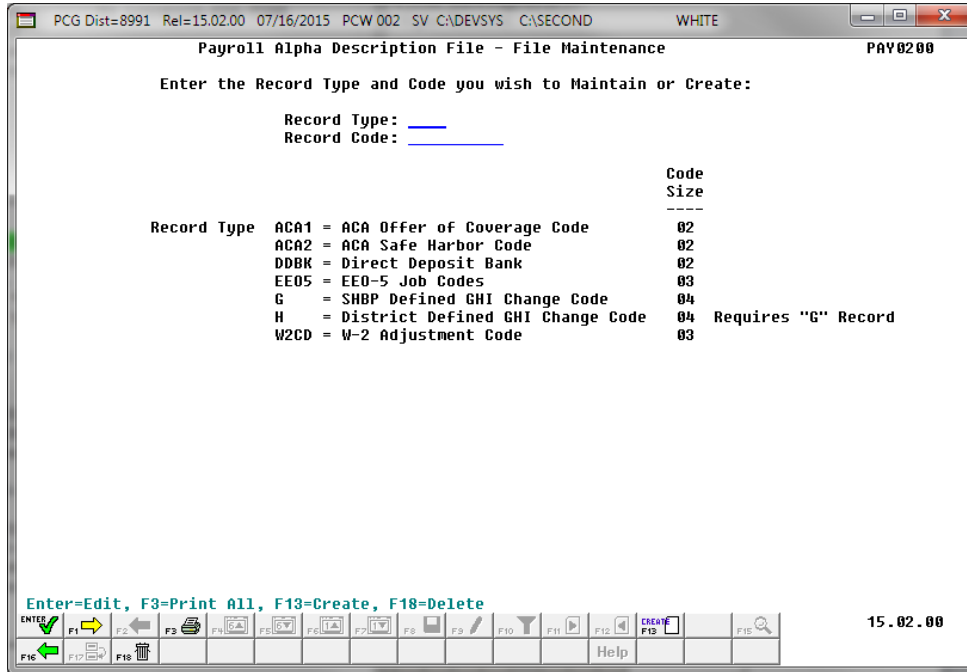

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ⬚ 2 (**F2 -** Maintain Alpha Description Records).

The following screen displays:

```
 PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND       WHITE
              Payroll Alpha Description File - File Maintenance                  PAY0200

       Enter the Record Type and Code you wish to Maintain or Create:

                        Record Type: ____
                        Record Code: _____

                                                          Code
                                                          Size
                                                          ----
              Record Type  ACA1 = ACA Offer of Coverage Code      02
                           ACA2 = ACA Safe Harbor Code            02
                           DDBK = Direct Deposit Bank             02
                           EEO5 = EEO-5 Job Codes                 03
                           G    = SHBP Defined GHI Change Code    04
                           H    = District Defined GHI Change Code 04  Requires "G" Record
                           W2CD = W-2 Adjustment Code             03



  Enter=Edit, F3=Print All, F13=Create, F18=Delete
 ENTER                                                         CREATE              15.02.00
     F1   F2   F3   F4   F5   F6   F7   F8   F9   F10  F11  F12  F13         F15
  F16   F17  F18                                              Help
```

Step	Action
3	Enter **H** (District Code) in the **Record Type** field, and the corresponding code in the **Record Code** field.
	*'H' records require the entry of four-character alphanumeric codes in the **Record Code** field, and a corresponding 'G' record.*
	To search for existing records, enter the "Record Type" code, and select F1 ⬚ *(F1 – Next Description Record).*
4	Select ⬚ CREATE F13 (**F13 –** Create New Description Record).

The following screen displays:

Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field.
6	Enter the code or select the drop-down selection icon ▼ in the **GHI Code** field.
7	Enter the payroll status code in the **Payroll Status** field. *Valid entries include 'A' (Active, 'I' (Inactive) and 'T' (Terminated).*
8	Select ENTER✓ (**Enter**).

The following screen displays:
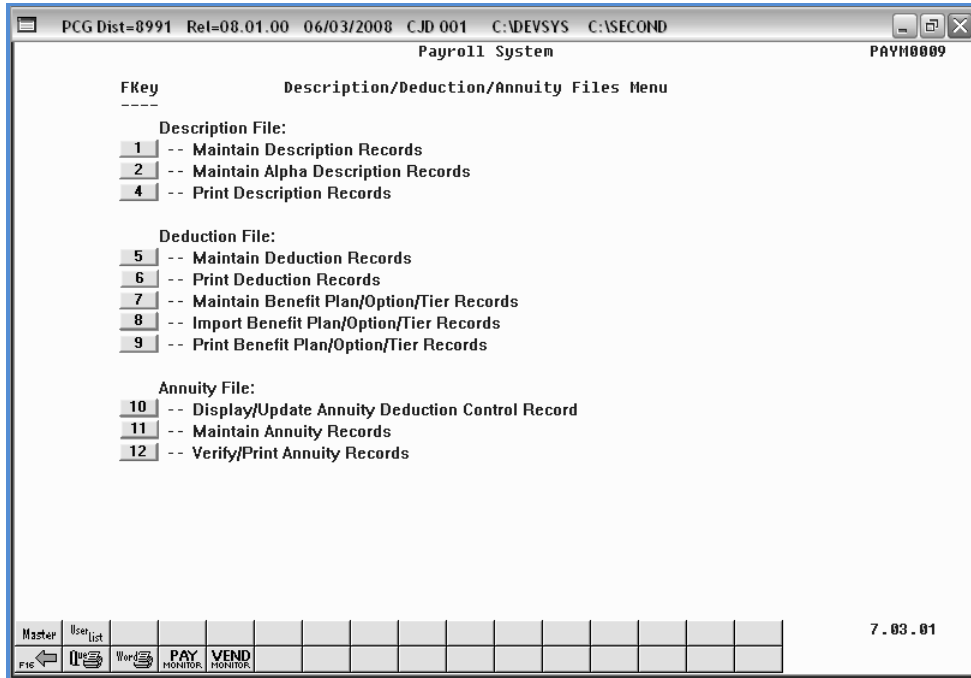

Step	Action
9	Verify *"Record Validated Successfully – F8 to Save"* displays, and select (**F8** – Save Changes*)*.

The following screen displays:
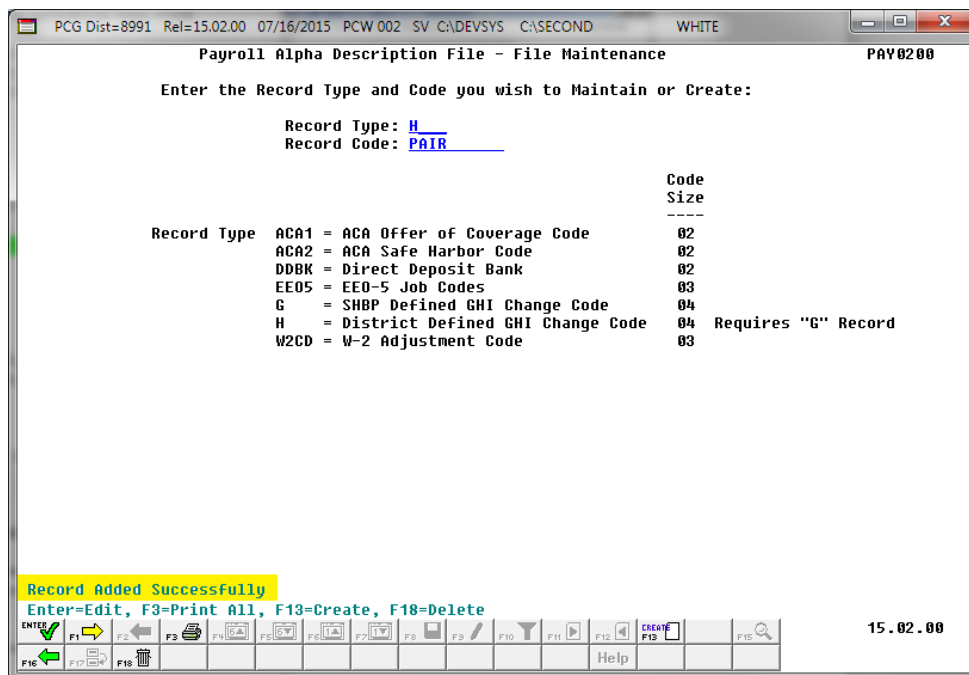
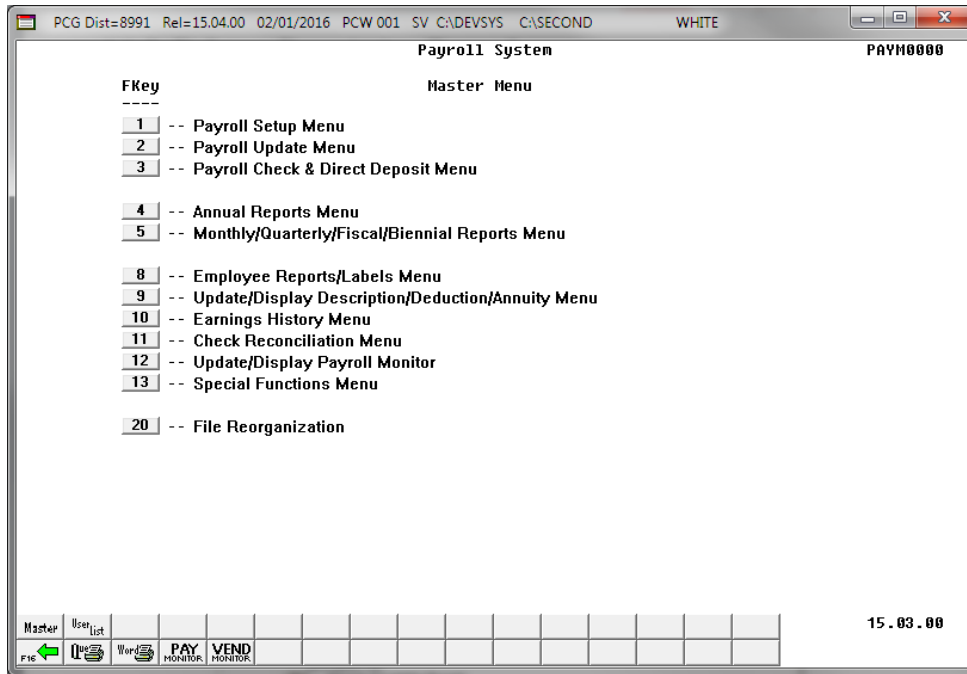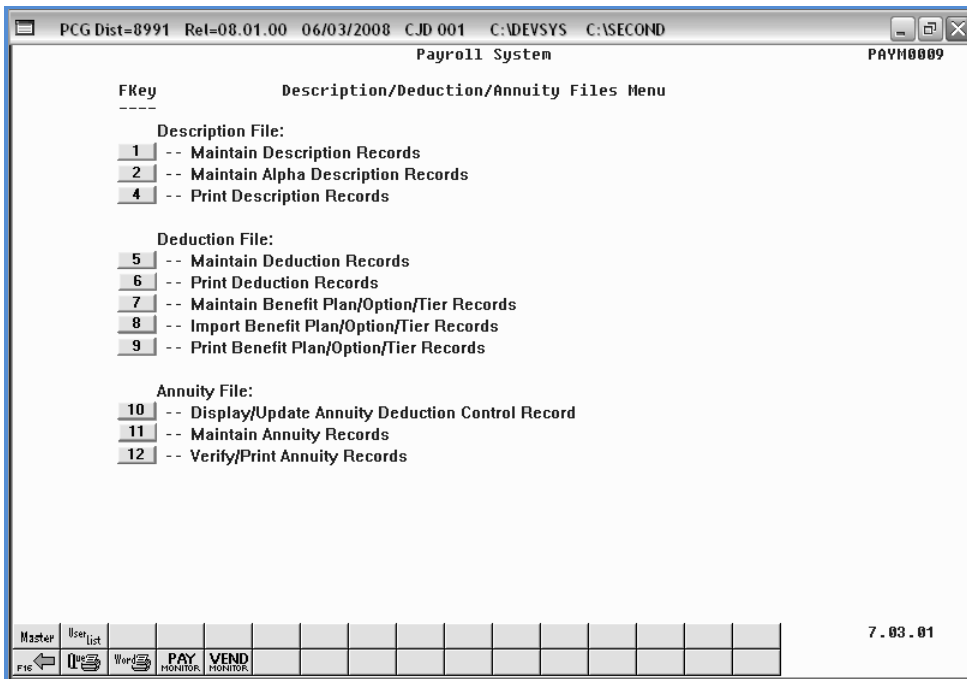| Step	Action
10	Verify *"Record Added Successfully" displays,* and select [F16] (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
11	Select [F16] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

2A.1.5. Create a W-2 Adjustment Code (W2CD) Description Record
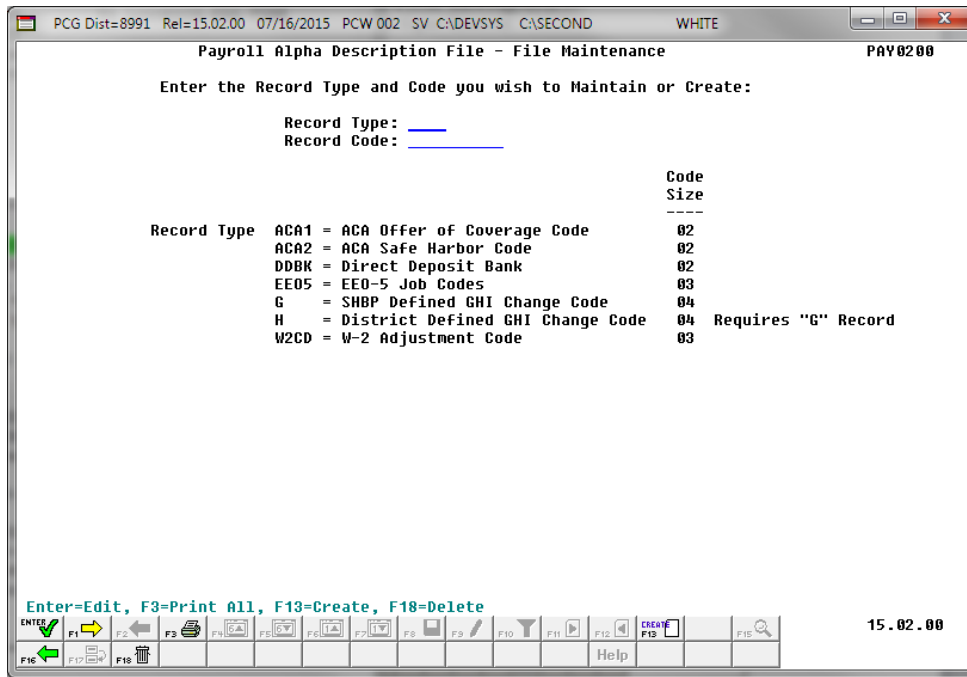

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___2___ (**F2 -** Maintain Alpha Description Records).

The following screen displays:

Step	Action
3	Enter **W2CD** (W-2 Adjustment Code) in the **Record Type** field, and the corresponding code in the **Record Code** field.
	*'W2CD' records require entries in the **Record Code** field in the format 'xxy' where xx = W2 Box (01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 16, 17, 18, or 19, and where y = Box codes (A-Z, 0-9).*
	To search for existing records, enter the "Record Type" code, and select ___F1⇨___ (F1 – Next Description Record).
4	Select ___CREATE F13___ (**F13 –** Create New Description Record).

The following screen displays:
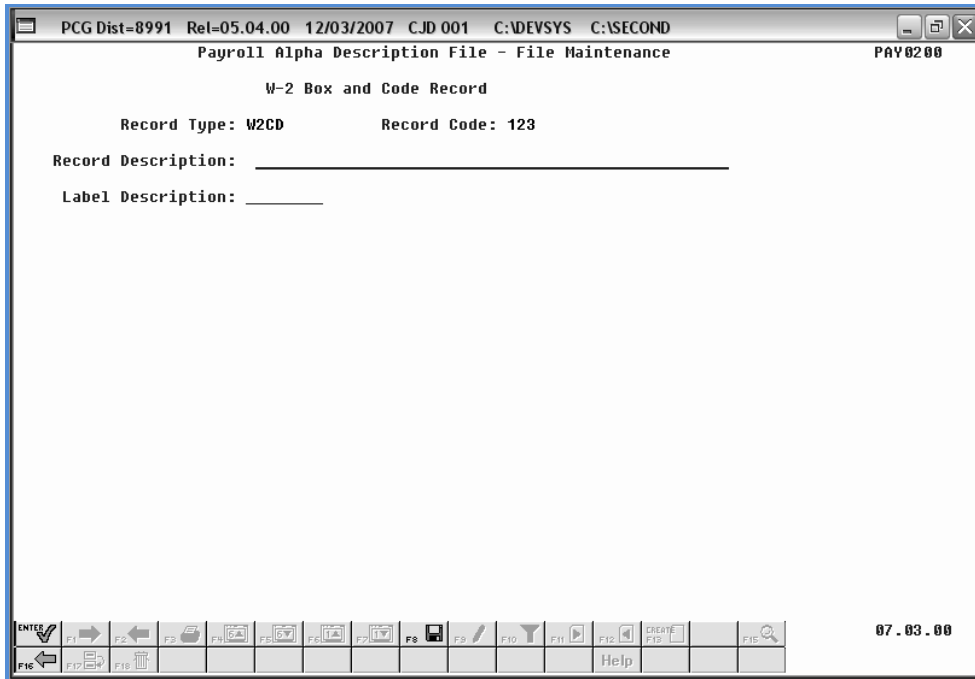
Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field.
6	Enter the bank routing number up to nine (9) digits in the **Routing number** field.
7	Select (**Enter**).

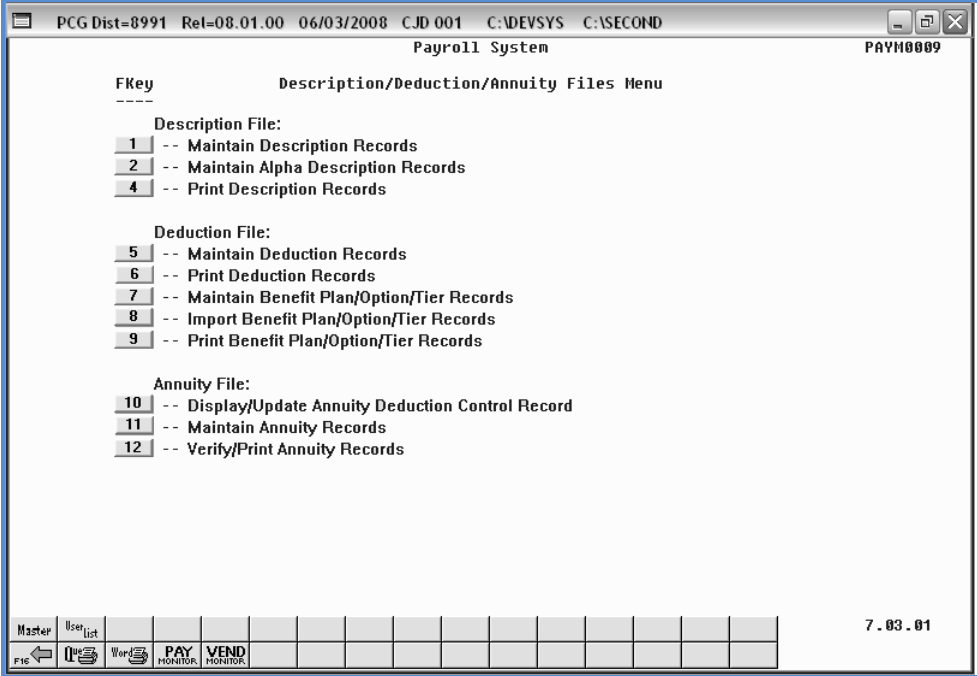The following screen displays:

Step	Action
8	Verify *"Record Validated Successfully – F8 to Save"* displays, and select (**F8** – Save Changes).

The following screen displays:

```
 PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND        WHITE

               Payroll Alpha Description File - File Maintenance                    PAY0200

          Enter the Record Type and Code you wish to Maintain or Create:

                         Record Type: W2CD
                         Record Code: 010

                                                       Code
                                                       Size
                                                       ----
           Record Type  ACA1 = ACA Offer of Coverage Code       02
                        ACA2 = ACA Safe Harbor Code             02
                        DDBK = Direct Deposit Bank              02
                        EEO5 = EEO-5 Job Codes                  03
                        G    = SHBP Defined GHI Change Code     04
                        H    = District Defined GHI Change Code 04   Requires "G" Record
                        W2CD = W-2 Adjustment Code              03


 Record Added Successfully
 Enter=Edit, F3=Print All, F13=Create, F18=Delete
                                                                                15.02.00
```
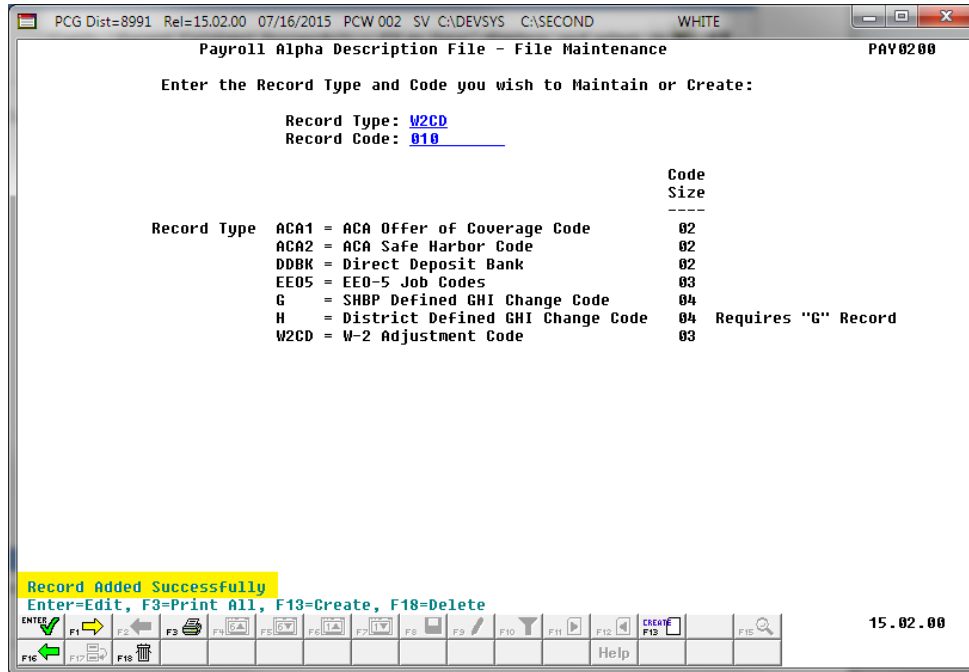
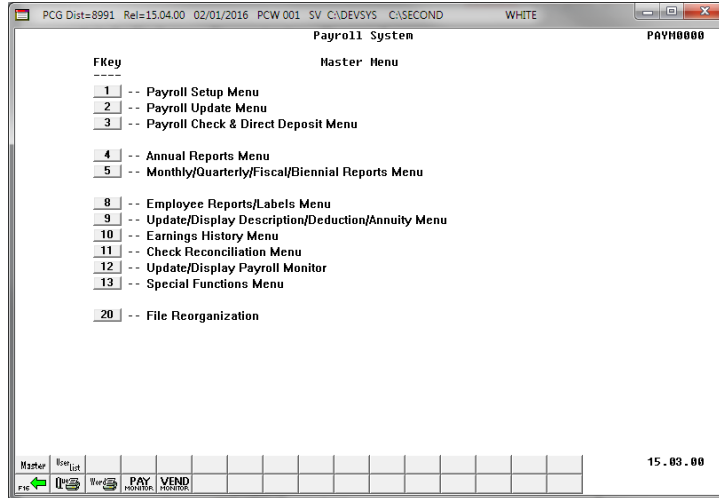| Step	Action
9	Verify *"Record Added Successfully"* displays, and select (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

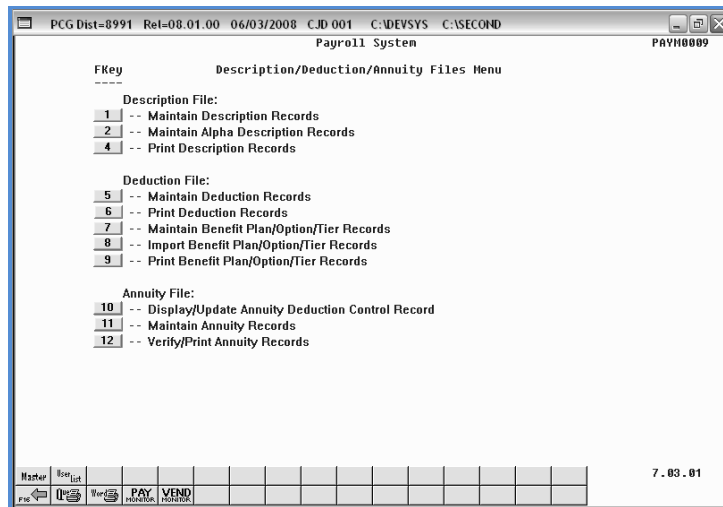| Step	Action
10	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

2A.1.6. Create the Affordable Care Act (ACA1 and ACA2) Description Records
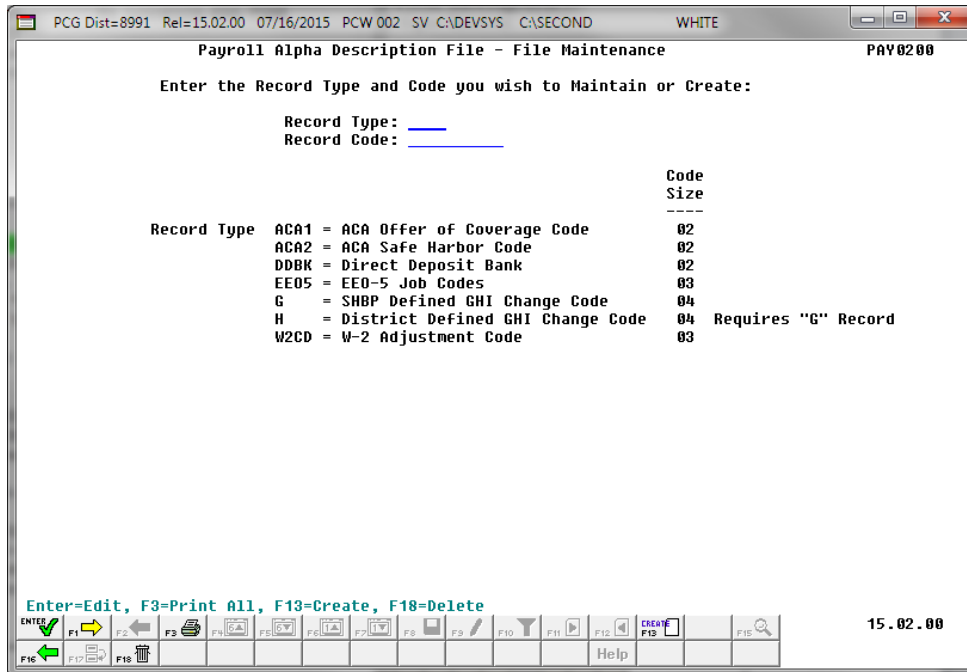

Step	Action
1	Select [**9**] (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ⬚ 2 ⬚ (**F2 -** Maintain Alpha Description Records).

The following screen displays:


```
 PCG Dist=8991  Rel=15.02.00  07/16/2015  PCW 002  SV C:\DEVSYS  C:\SECOND      WHITE
                  Payroll Alpha Description File - File Maintenance              PAY0200

          Enter the Record Type and Code you wish to Maintain or Create:

                        Record Type: ____
                        Record Code: _____

                                                           Code
                                                           Size
                                                           ----
           Record Type   ACA1 = ACA Offer of Coverage Code  02
                         ACA2 = ACA Safe Harbor Code         02
                         DDBK = Direct Deposit Bank          02
                         EEO5 = EEO-5 Job Codes              03
                         G    = SHBP Defined GHI Change Code 04
                         H    = District Defined GHI Change Code  04   Requires "G" Record
                         W2CD = W-2 Adjustment Code          03


 Enter=Edit, F3=Print All, F13=Create, F18=Delete
                                                                            15.02.00
```

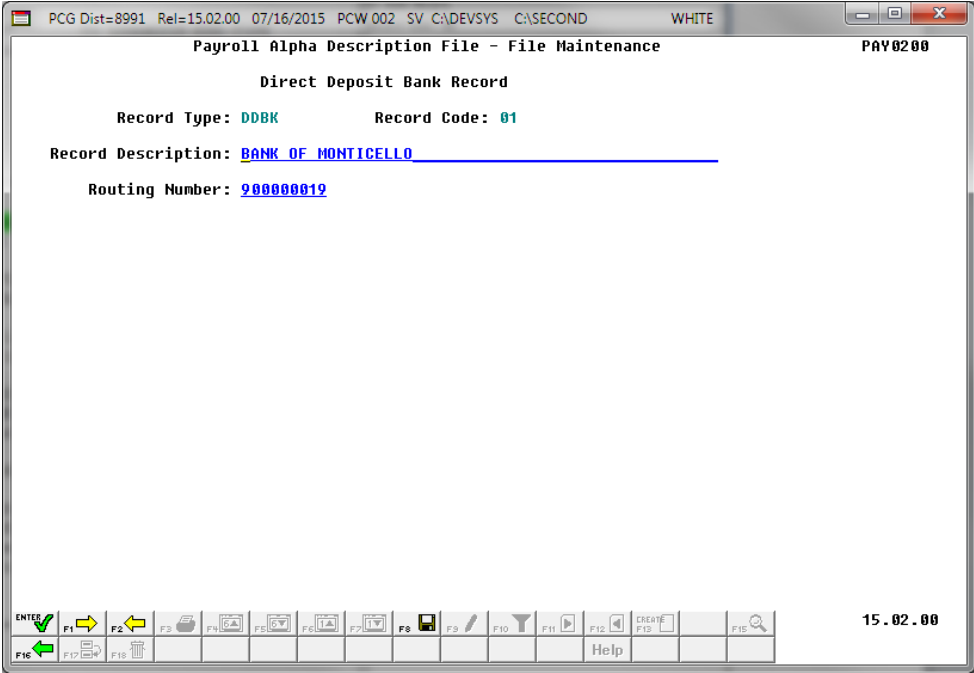| Step	Action
3	**To create an ACA Offer of Coverage Code**: Enter **ACA1** in the **Record Type** field, and the corresponding code in the **Record Code** field.
	To create an ACA Safe Harbor Code: Enter **ACA2** in the **Record Type** field, and the corresponding code in the **Record Code** field.
	'ACA1' and 'ACA2' records require the entry of two-character alphanumeric codes in the **Record Code** *field.*
	To search for existing records, enter the "Record Type" code, and select ⬚→ *(F1 – Next Description Record).*
4	Select ⬚CREATE⬚ (**F13 –** Create New Description Record).

The following screen displays for **ACA1** (ACA Offer of Coverage Code) records:

The following screen displays for **ACA2** (ACA Safe Harbor Code) records:

Step	Action
5	Enter the record's description up to fifty (50) characters in the **Record Description** field, and select ![ENTER] (**Enter**).

The following screen displays for **ACA1** (ACA Offer of Coverage Code) records:

The following screen displays for **ACA2** (ACA Safe Harbor Code) records:

Step	Action
6	Verify *"Record Validated Successfully – F8 to Save"* displays, and select [F8 💾] (**F8** – Save Changes).

The following screen displays:

Step	Action
7	Verify *"Record Added Successfully"* displays, and select [F16 ⬅] (**F16** – Exit) to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
8	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

2A.2. Modifying an Alpha Description Record

Step	Action
1	Select [9] (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select [2] (**F2** – Maintain Alpha Description Records).

The following screen displays:

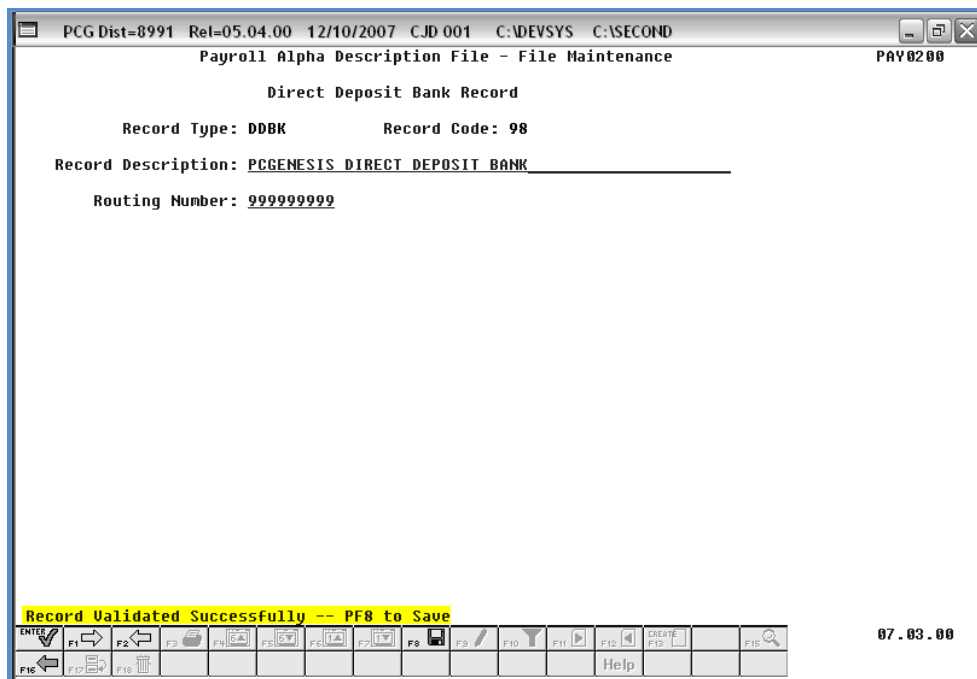| Step	Action
3	Enter the appropriate information in the **Record Type** field, and the corresponding code in the **Record Code** field. *To search for existing records, enter the "Record Type" code, and select* ![F1 arrow button] *(F1 – Next Description Record).*
4	Select ![Enter button] (**Enter**).

For **Step 3-ACA1** entries, the following screen displays:
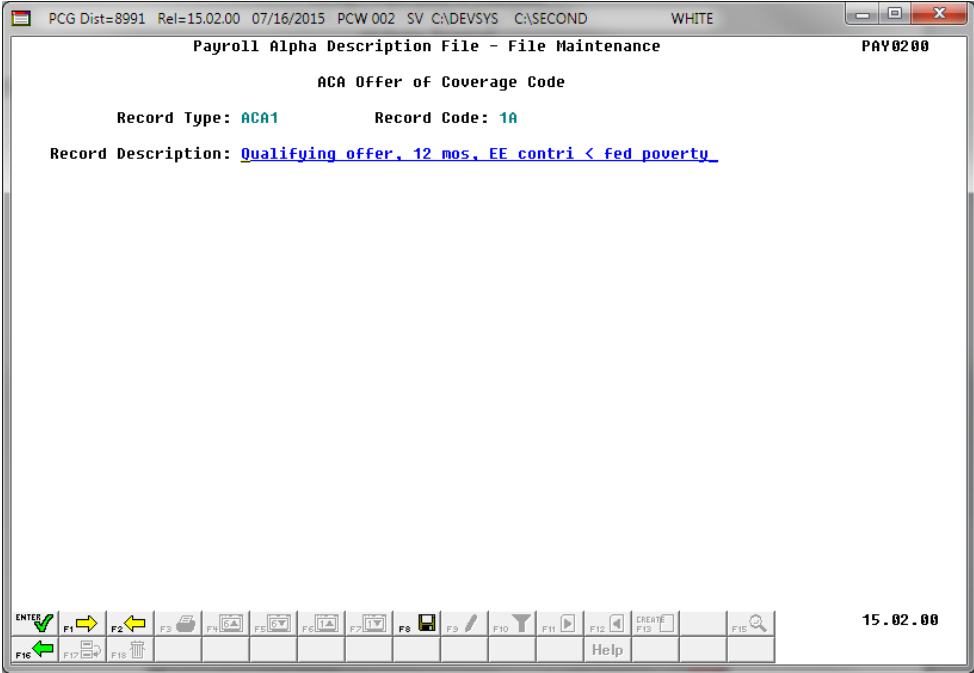
For **Step 3-ACA2** entries, the following screen displays:
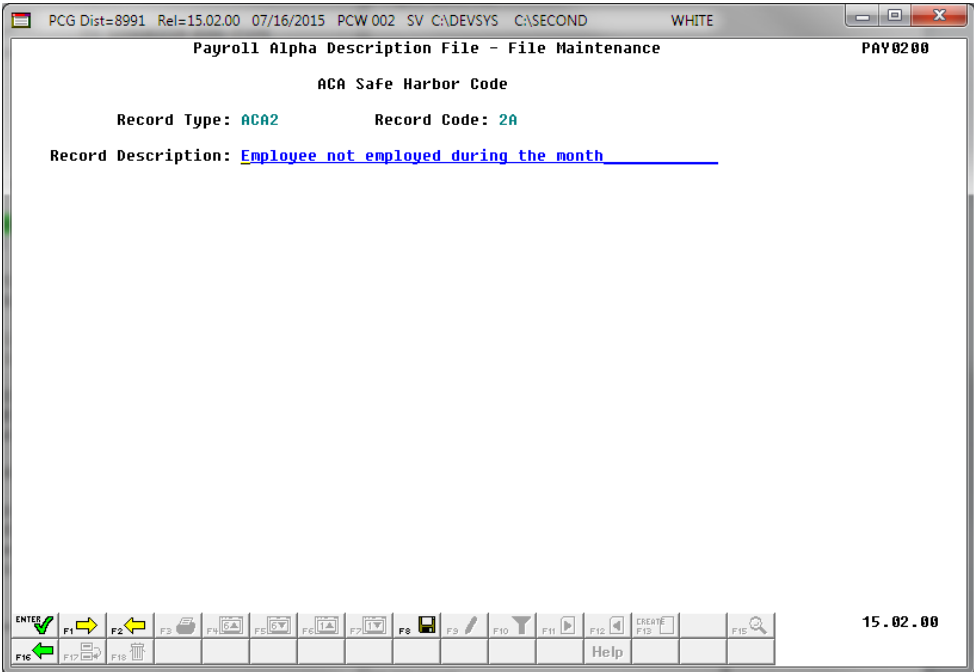
For **Step 3-DDBK** entries, the following screen displays:

For **Step 3-EEO5** entries, the following screen displays:
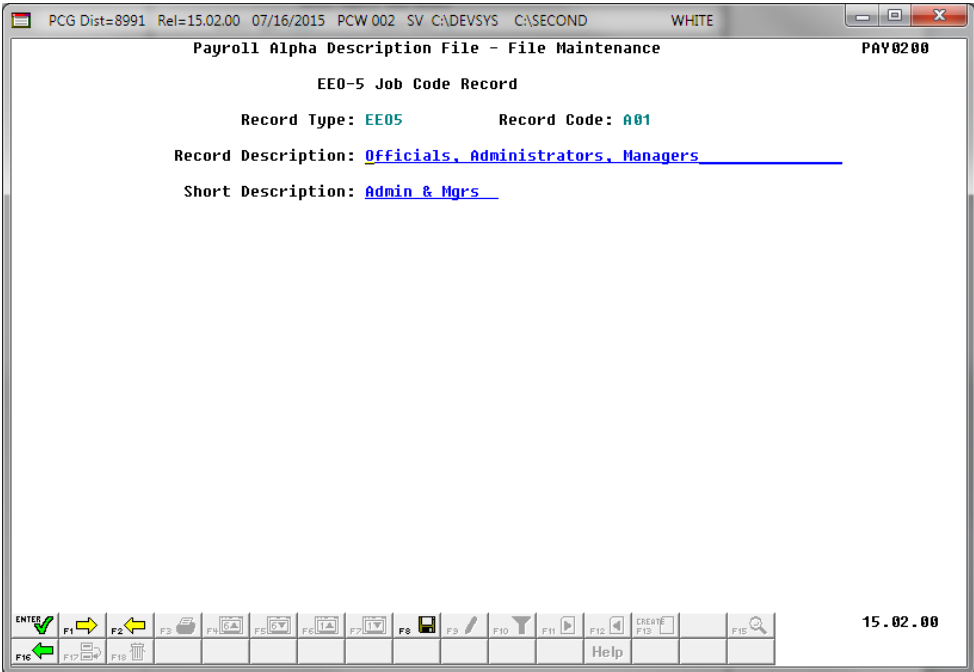
For **Step 3-G** entries, the following screen displays:
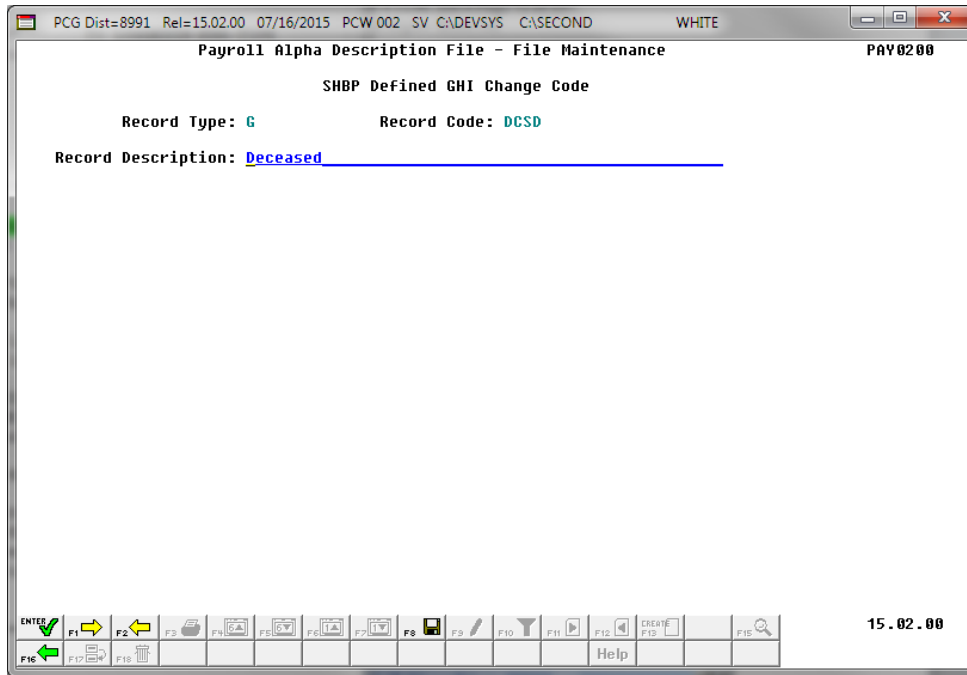
For **Step 3-H** entries, the following screen displays:
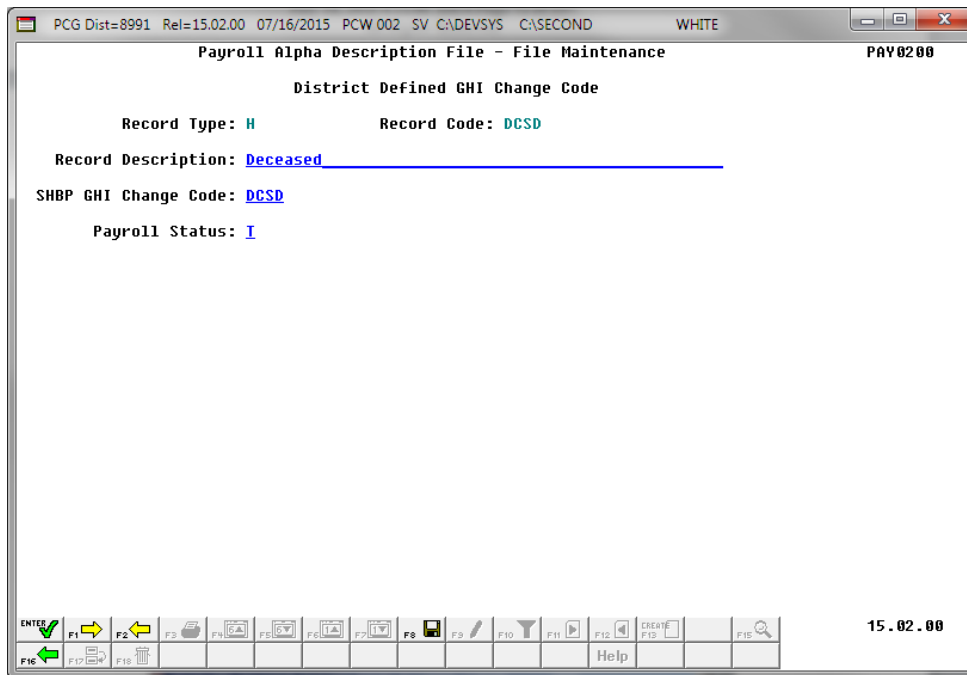
For **Step 3-W2CD** entries, the following screen displays:

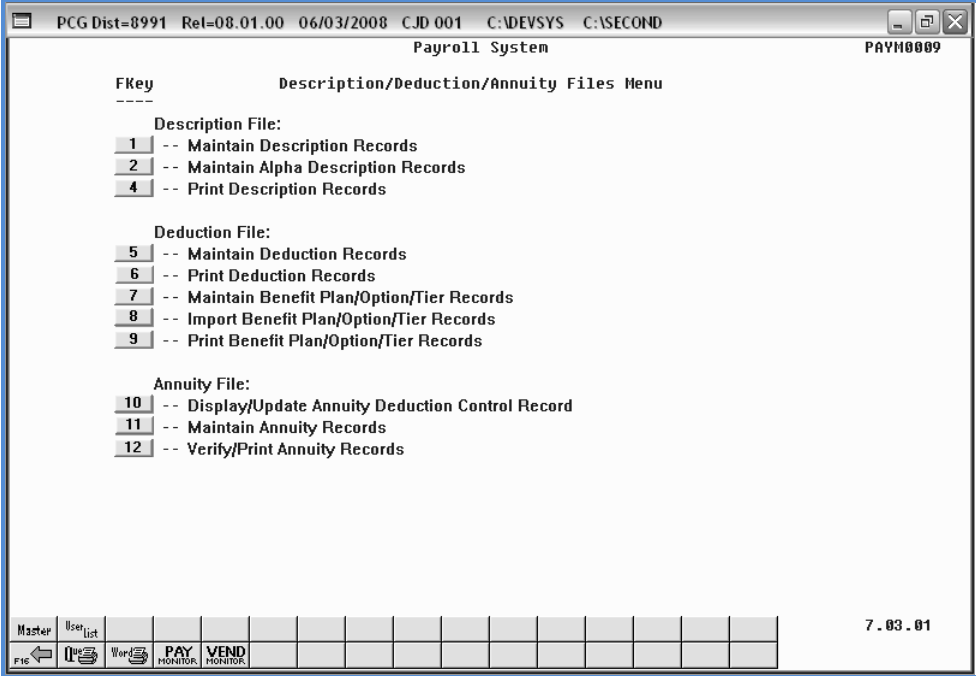| Step	Action
5	Make the appropriate modifications, and select [ENTER] (**Enter**). *To scroll between records, select [F1] (F1 – Next Description Record) and/or [F2] (Previous Description Record).*

For **Step 3-DDBK** entries, the following screen displays:

Step	Action
6	Verify *"Record Validated Successfully – F8 to Save"* displays, and select ![F8 save icon] (**F8** – Save Changes).

The following screen displays:
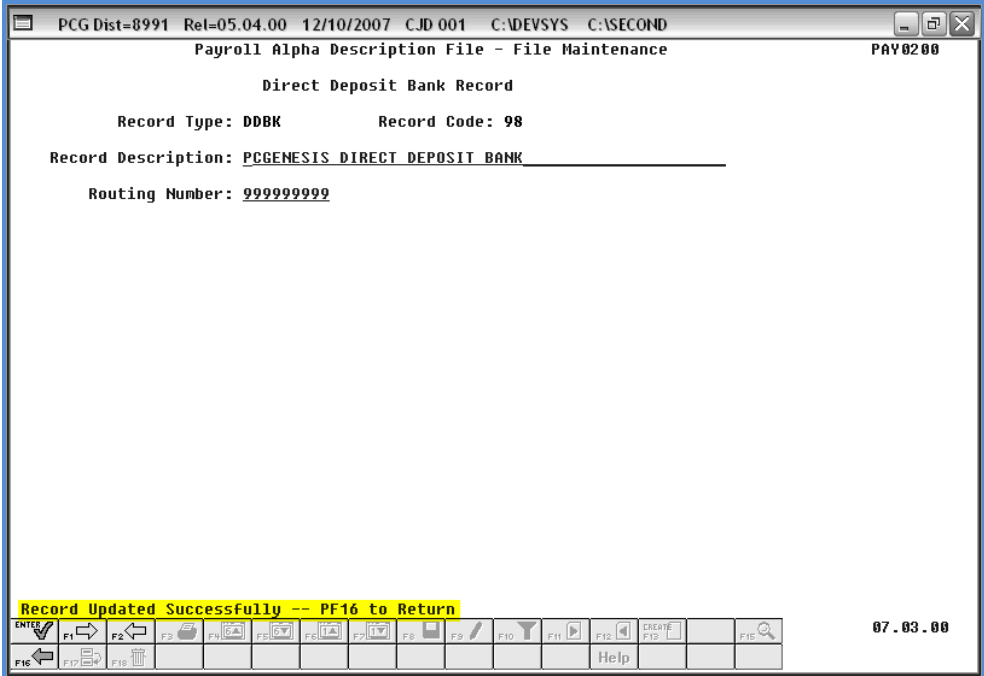
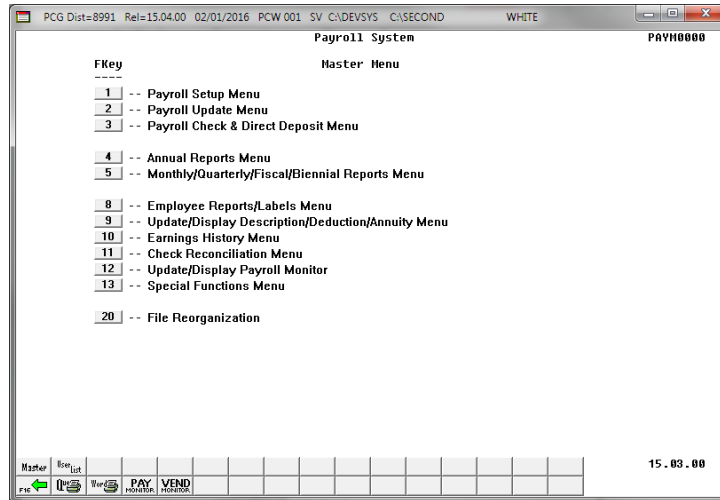| Step	Action
7	Verify *"Record Updated Successfully -- F16 to Return"* displays, and select ![F16 icon] (**F16** – Exit) <u>twice</u> to return to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:
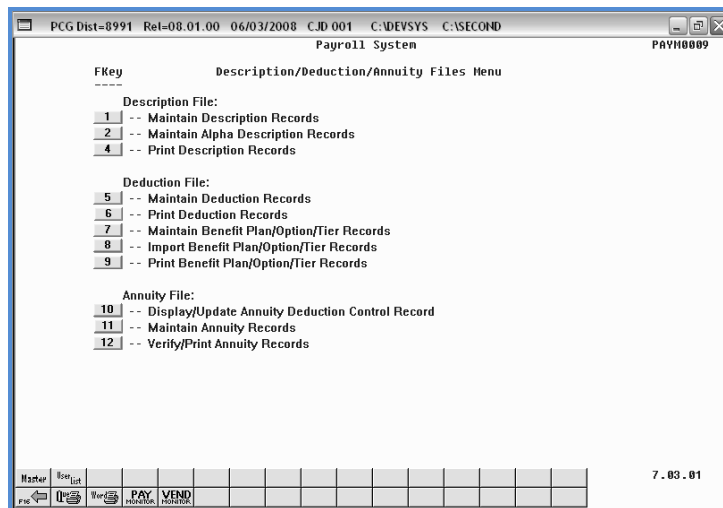

Step	Action
8	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

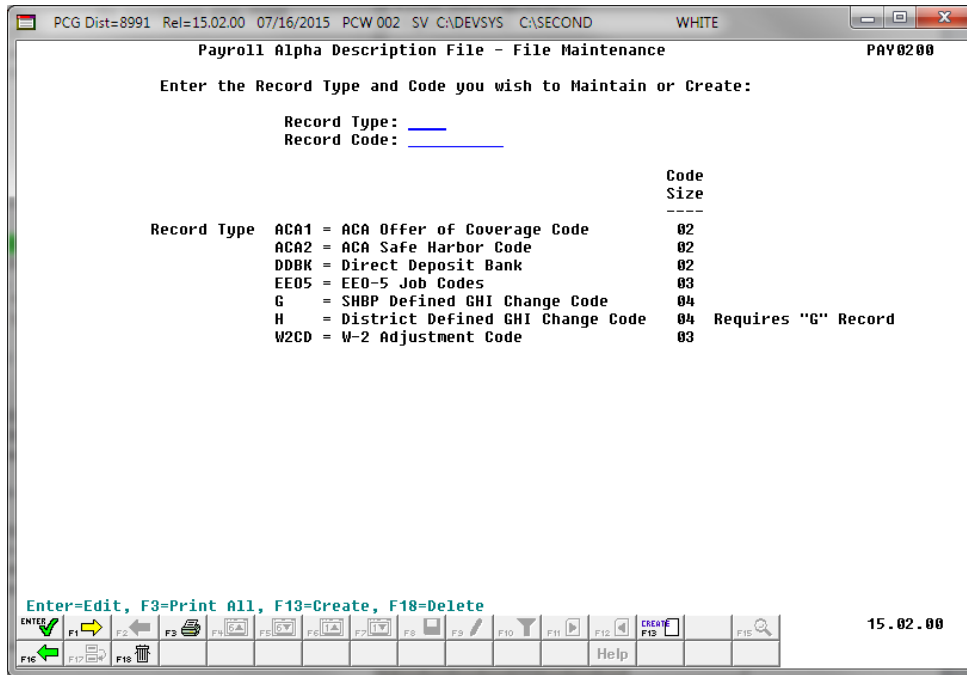# 2A.3. Deleting an Alpha Description Record

Step	Action
1	Select (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select (**F2** – Maintain Alpha Description Records).

The following screen displays:

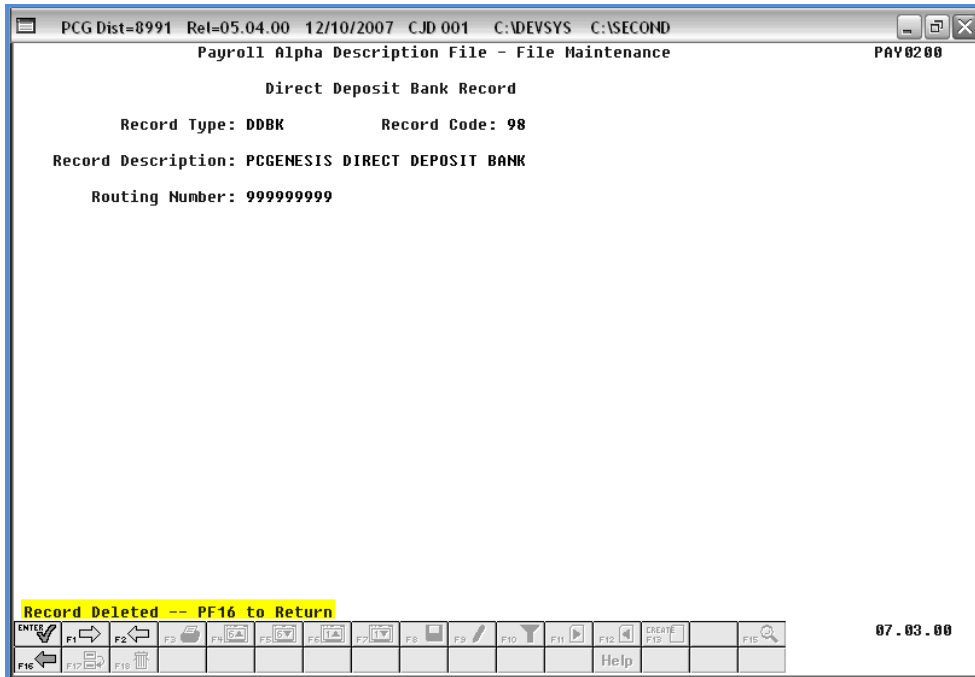| Step	Action
3	Enter the appropriate information in the **Record Type** field, and the corresponding code in the **Record Code** field. *To search for existing records, enter the "Record Type" code, and select* ![F1 button] *(F1 – Next Description Record).*
4	Select ![F18 button] (**F18** – Delete Description Record).

For **Step 3-DDBK** entries, the following screen displays:

Step	Action
5	Verify *"F18 to Delete Record"* displays, and select ![F18 icon] (**F18** – Confirm Delete).

The following screen displays:

Step	Action
6	Verify *"Record Deleted – F16 to Return"* displays, and select F16 (**F16** – Exit) to the *Payroll Alpha Description File – File Maintenance – Entry screen*.

The following screen displays:

Step	Action
7	Select F16 (**F16** – Exit) to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu*.

Procedure 2B. Printing the Alpha Description File Report

Step	Action
1	Select (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select (**F2** – Maintain Alpha Description Records).

The following screen displays:
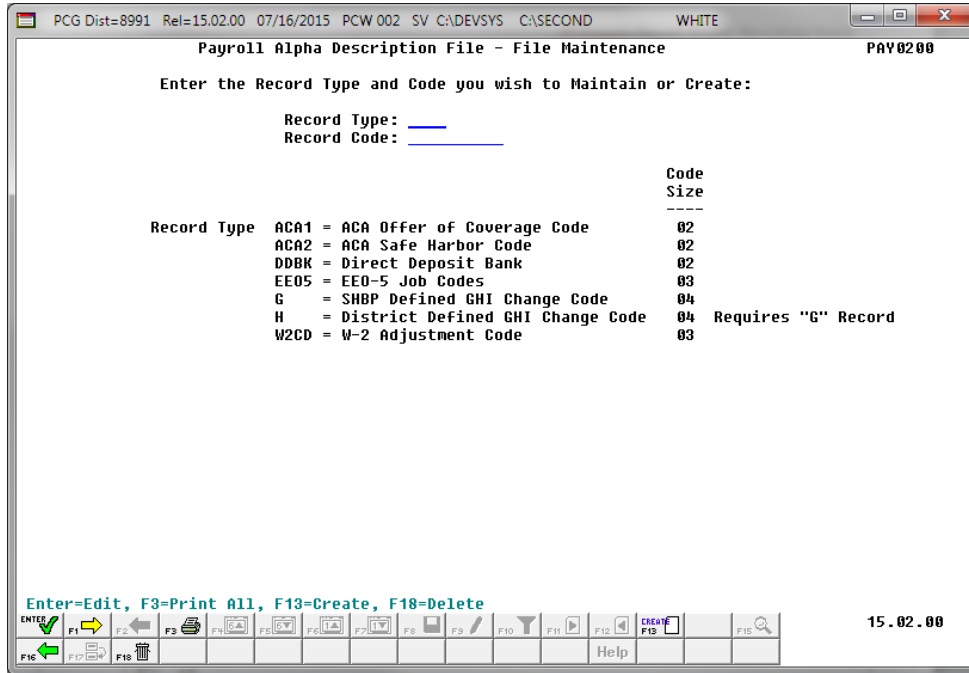
Step	Action
3	Select [F3 printer icon] (**F3** – Print All). *The Payroll Alpha Description File – File Maintenance screen redisplays.*
4	Select [F16 arrow icon] (**F16** - Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

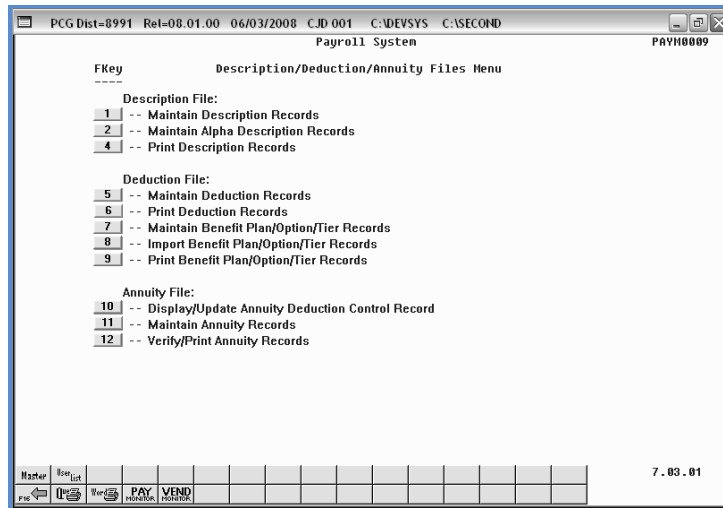| Step	Action
5	**To print the report via the Uqueue Print Manager:** Select [icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select [icon] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
6	Select [icon] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select [icon] (**Master**) to return to the *Business Applications Master Menu*.

2B.1. Payroll Alpha Description File Report – Example

Topic 3: Deduction Record Processing

Refer to Topic 3: Benefit Plan/Option/Tier Record Processing for the instructions to maintain the State Health Benefit Plan/Georgia Health Insurance (SHBP/GHI) deductions.

Procedure 3A. Maintaining Deduction Records

3A.1. Adding a Deduction Record

Step	Action
1	Select ⬛ **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___5___ (**F5** – Deduction File: Maintain Deduction Records).

The following screen displays:

Step	Action
3	Select __F11__ (**F11 -** Add Mode).

The following screen displays:

```
 A  PCG Dist=8991  Rel=19.02.00  07/01/2019  PCG 002  SV C:\DEVSYS  C:\SECOND         WHITE            —   □   ×
                                   Deduction File Maintenance                                       PAY095

        Deduction code:  __                      Sort:  _0
        Description:  _____     Percent:  .00000
        Short desc.:  _____            Vendor:  _____

        Deduction type:  _    'A' = Annuity (Tax Sheltered) 'C' = Credit Union
                              'F' = Imputed Income          'G' = Garnishment
                              'I' = Non-Taxable Insurance

        Fund:  ___   Fiscal:  _   Program:  ____    Expense/receipt function:  ____
        Balance #:  ____

        Benefit plan code associated with deduction:  ____
        ------------------ Employer Contribution Information ------------------
        Employer contribution indicator:  0       0 = None
                                                   1 = Fixed Amount
                                                   2 = % of Process Type Gross (specified below)
                                                   3 = % of Employee Contribution

        Employer Indicator '1' or '2' Process Types:  S   D   H   A   B   X   Y   Q   P
                                                       N   N   N   N   N   N   N   N   N

        Contribution amount or %:  _____     Object:  _____     Balance:  ____



                                    ** Add Mode **

            (ENTER)-Add Record      F16-Find Mode       F28-Help Screen
 ENTER                                                                                      19.02.00
   F1   F2   F3   F4   F5   F6   F7   F8   F9   F10   F11  F12                      F15
 F16   F17  F18                                                  Help
```

Step	Action
4	Enter the appropriate code in the **Deduction Code** field.
	PCGenesis reserves deduction codes 00 through 09 for GaDOE-PCGenesis system usage. School districts and systems may enter deduction codes 10 – 71 in the field.
	<table><tr><td>**Reserved Deduction Codes**</td><td>**Description**</td></tr><tr><td>00</td><td>Employee Fringe Benefits</td></tr><tr><td>01</td><td>Annuity #1</td></tr><tr><td>02</td><td>Annuity #2</td></tr><tr><td>03</td><td>Federal Tax</td></tr><tr><td>04</td><td>State of Georgia Tax</td></tr><tr><td>05</td><td>Other State Tax (Reserved for future use)</td></tr><tr><td>06</td><td>Other State Tax (Reserved for future use)</td></tr><tr><td>07</td><td>Non-Qualified Plans – 457</td></tr><tr><td>08</td><td>State Health – Non Certified</td></tr><tr><td>09</td><td>State Health – Certified</td></tr></table> *Table 1- System Reserved Deduction Codes*
	Although PCGenesis allows for up to five annuity company entries, the entry of deduction codes that are not associated with an annuity deduction control record generates the "Annuity deduction must be defined on the annuity Control record" message when Enter is selected. In this instance, exit this procedure and follow the instructions provided in 5A.1. Adding an Annuity Deduction Control Record, repeating this procedure at Step 1.
5	Enter the appropriate code in the **Sort** field to define sort order for the *Deduction Registers*.
6	Enter the deduction's description up to forty (40) characters in the **Description** field.

Step	Action
7	**If the deduction is a percentage of the employee's salary:** Enter the appropriate percentage in the **Percent** field. A percentage should be entered when the deduction is a percent of the gross amount instead of a flat amount. This percentage will OVERRIDE any specification of a dollar amount on the *Display/Update Deduction* screen for ALL employees withholding this deduction.
8	Enter a description up to thirteen (13) characters in the **Short Desc.** (Short Description) field. *With the exception of State Health deduction codes, normally 08 (State Health-NonCert) and 09 (State Health-Cert), the short description entered in this step displays on screens as selections, and prints on employee payroll checks.*
9	**To create Payroll withholding deductions:** Enter the FAR application's vendor number in the **Vendor** field. Enter the vendor number which corresponds to the deduction in order to produce the payroll withholding claim. *Do not enter a vendor for annuities and garnishments.*
10	Enter the appropriate code in the **Deduction Type** field. PCGenesis **Deduction Type Codes** include *A (Annuity), C (Credit Union), F (Imputed Income), G (Garnishment),* and *I (Nontaxable Income).*
11	**If the employee contributes to the payment of the deduction:** Enter the account information in the **Fund**, **Fiscal, Program, Expense/Receipt Function,** and **Balance #** (Balance Sheet Account Number) fields. Valid values for: Fund: **199** (The state standard withholding fund) Fiscal: **0** (The state standard withholding fiscal year) Program: **9990** (The state standard withholding program) Expense/Receipt Function: **9000** (The state standard withholding expense and receipt Function)
12	**If the entry applies to a State Health Benefit Plan** (**SHBP**)**:** Enter **SHBP** in the **Benefit plan code associated with deduction** field. *This entry must already exist within the Benefit Plan Deduction file.*

Step	Action
Steps 13 thru **16** describe defining an employer contribution. If no employer contribution will be made toward the deduction, enter a **contribution indicator** of '**0**' (None) and continue to **Step 17**.	
13	**If the employer contributes to the payment of the deduction:** Enter the appropriate code, the dollar amount or percentage, and the account information in the **Employer Contribution Indicator**, **Contribution Amount or %**, and the **Object** and **Balance** fields. The **Employer Contribution Indicator** identifies how PCGenesis handles deductions. Valid values: **0** = No employer contribution **1** = Contribution is a fixed amount **2** = Contribution is a percentage of the employee's gross as defined by the Process Types **3** = Contribution is a percentage of the employee's contribution **If the employer does not contribute to the payment of the deduction:** Enter **0** (None) in the **Employer Contribution Indicator** field. *Deduction codes 01 – 07 deduction codes must contain a contribution indicator of '0' (None).* *State Health deduction codes may contain a contribution indicator of '0' (None) or '1' (fixed amount) if the school district or system pays a portion of the normal employee share. Using a contribution indicator of '2' (percentage of the employee's gross income) or of '3' (percentage of the employee-paid amount) is <u>not</u> appropriate for State Health deduction codes. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.* *State Health deduction codes must contain '**SHBP**' (State Health Benefit Plan) in the **Benefit code associated with the deduction** field.*

Step	Action
14	If the **Employer Contribution Indicator** is set to '**1**' (Fixed amount) or '**2**' (% of gross), the **Employer Indicator '1' or '2' Process Types** must be defined. The **Process Types** are used only with **Employer Indicator** '1' or '2'.
	When the **Process Types** are used in conjunction with **Employer Indicator** '1' (Fixed amount), the payroll administrator can specify how the employer fixed contribution amount should be distributed to the general ledger accounts. This is useful when certain GL accounts should be excluded from the general ledger account distribution. To include the **Process Type** earnings in the GL account distribution, enter '**Y**'. Otherwise, enter '**N**'. For example, earnings entered under a **Process Type** code of '**A**' (Daily/Hourly Adjustment no Pension) can be excluded from the GL account distribution by entering '**N**' for the field, when the **Employer Indicator** is '1'.
	If an employee is enrolled in the deduction but is not being paid using one of the **Process Type** codes defined for the deduction, a fatal error will occur on the *Payroll Exceptions Register* indicating that the employer contribution for the deduction can't be distributed.
	When the **Process Types** are used in conjunction with **Employer Indicator** '2' (% of gross), the payroll administrator can specify which gross data earnings will be subject to the employer contribution calculation. To include the **Process Type** earnings in the calculation, enter '**Y**'. Otherwise, enter '**N**'.
	The **Process Types** are defined as follows: **S** = Regular salary with pension and taxes **D** = Regular daily with pension and taxes **H** = Regular hourly with pension and taxes **A** = Daily/hourly adjustment no pension **B** = Salary adjustment no pension **X** = Daily/hourly, with FICA, NO pension/annuities or tax calculation **Y** = Salary, with FICA, NO pension/annuities or tax calculation **Q** = Salary adjustment with taxes and pension **P** = Daily/hourly adjustment with taxes and pension
	The **Process Type** definitions are useful when certain earnings should be excluded from the employer contribution calculation. For example, earnings entered under a **Process Type** code of '**A**' (Daily/hourly adjustment no pension) can be excluded from the gross wages used to calculate an employer disability contribution when the switch is set to '**N**'.
	*If the **Employer Contribution Indictor** is set to '1' (Fixed amount) or '2' (% of gross), at least one **Process Type** must be set to 'Y'.*
15	**If the employer contributes to the payment of the deduction:** For an **Employer Contribution Indicator** of '**1**', '**2**', or '**3**', enter the dollar amount or percentage, in the **Contribution Amount or %** field.
	The **Contribution Amount or %** field contains the amount of the employer's contribution. Enter a flat dollar amount if the contribution indicator is a '**1**' (fixed amount). Enter a decimal amount representing a percentage if the contribution indicator is a '**2**' (percentage of the employee's gross income) or '**3**' (percentage of the employee-paid amount).

Step	Action
16	**If the employer contributes to the payment of the deduction:** For an **Employer Contribution Indicator** of '**1**', '**2**', or '**3**', enter the **Object** and **Balance** fields.
	Enter the appropriate employer's object code found on the *Account Master Description File*. Enter the corresponding employer's balance sheet number found on the General Ledger.
17	Select (**Enter -** Add Record).

The following screen displays:

Step	Action
18	**To verify the entry:** Select (**F16** - Find Mode).

The following screen displays:
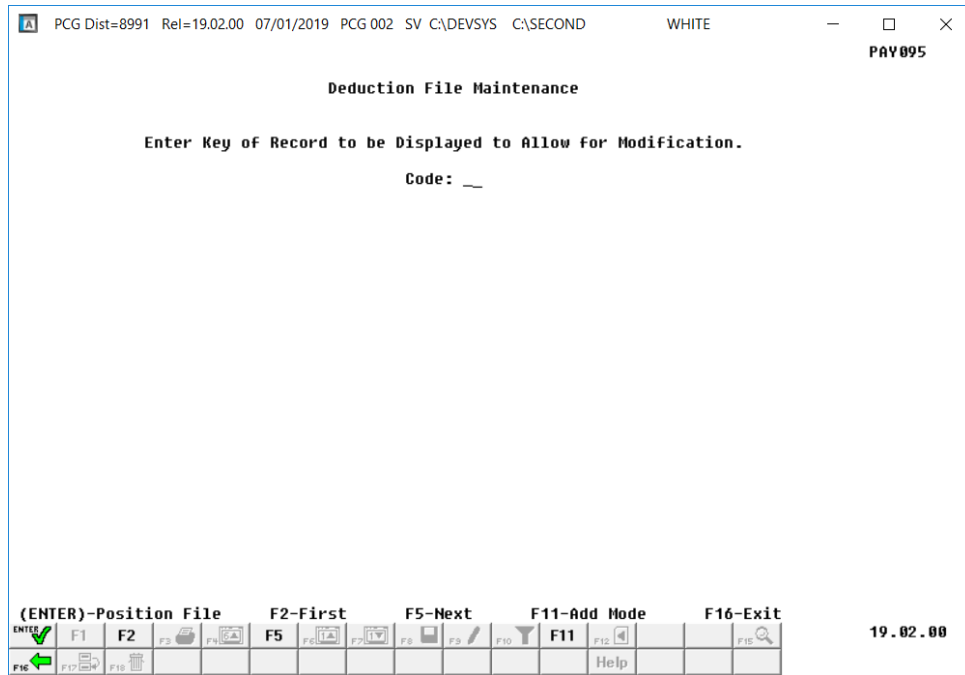
Step	Action
19	Enter the deduction code and select ![ENTER] (**Enter** - Position File).

The following screen displays:
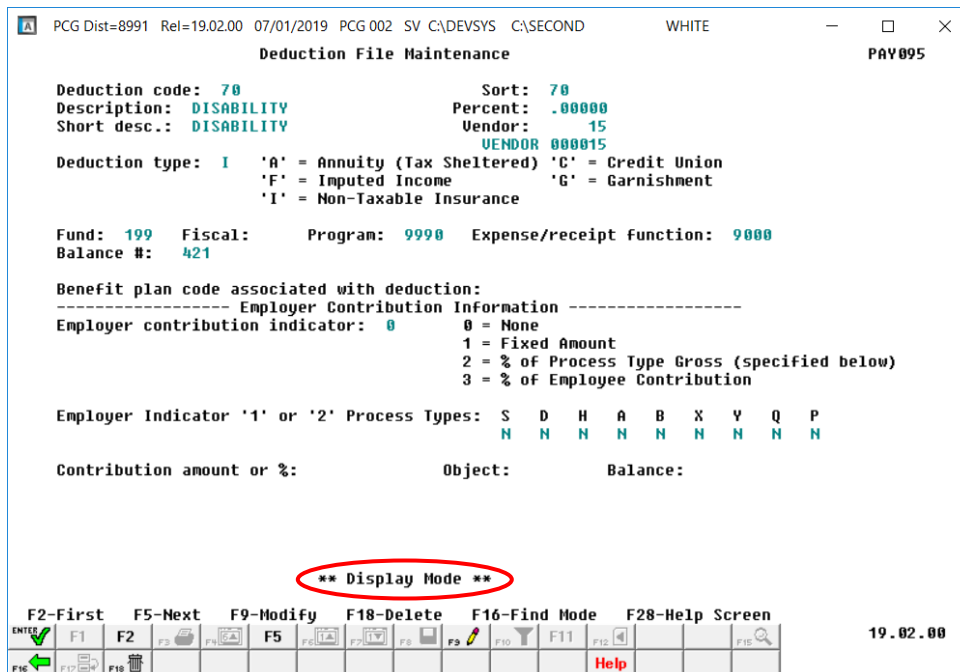
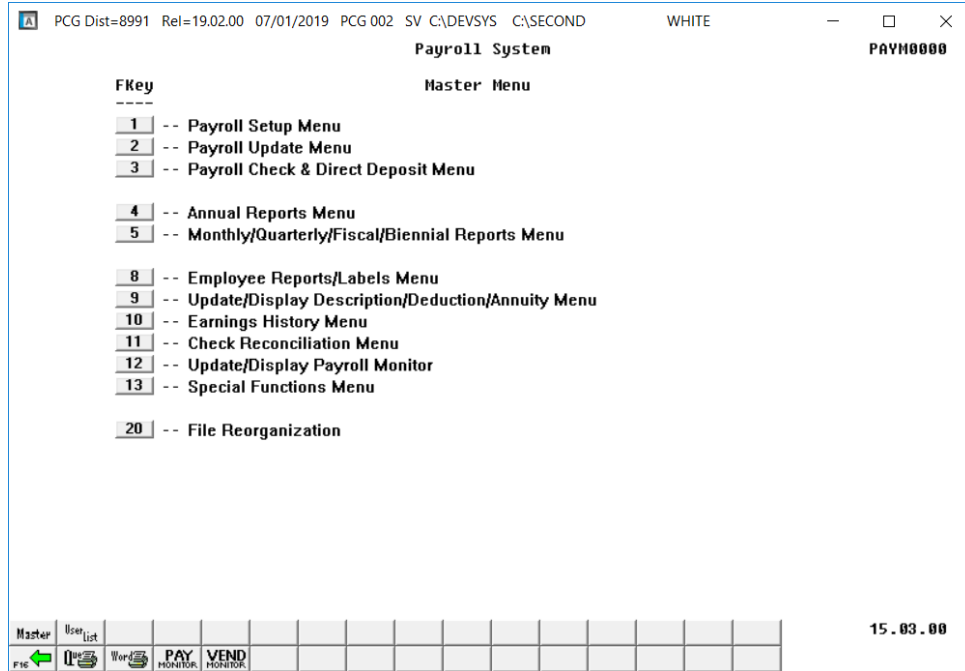| Step	Action
20	Verify the deduction field entries, and then select ![F16] (**F16** - Find Mode) to return to the *Deduction File Maintenance – Entry* screen.

The following screen displays:
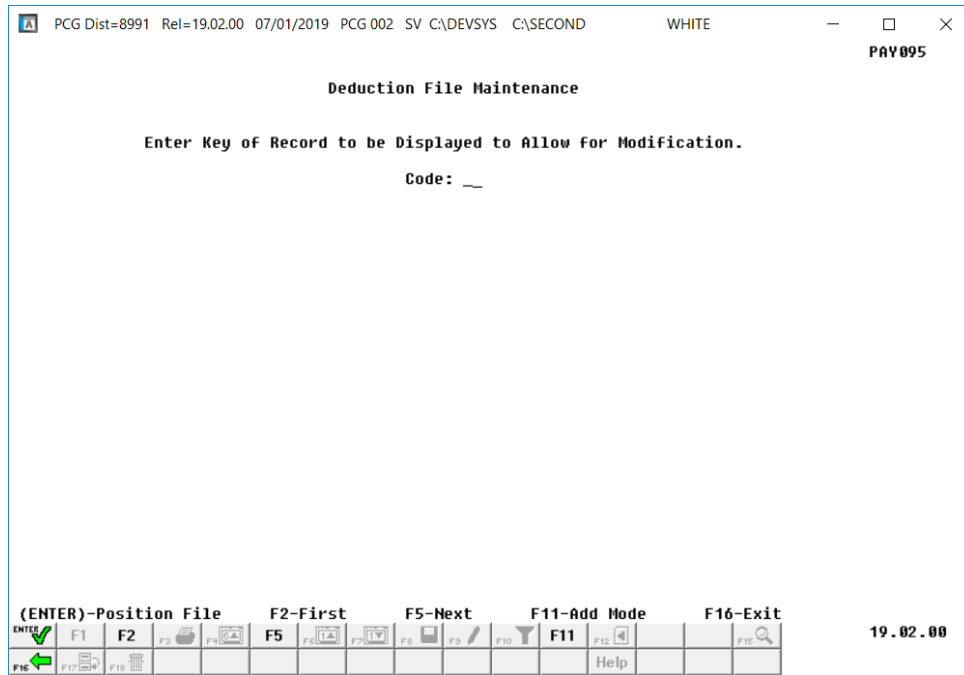
Step	Action
21	Select (**F16** - Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:
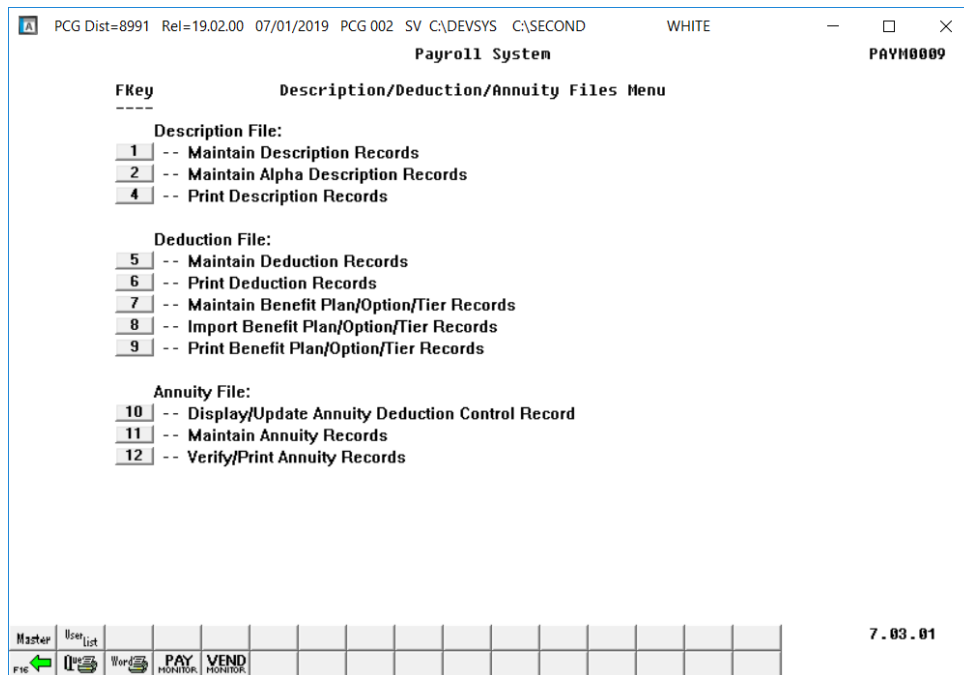
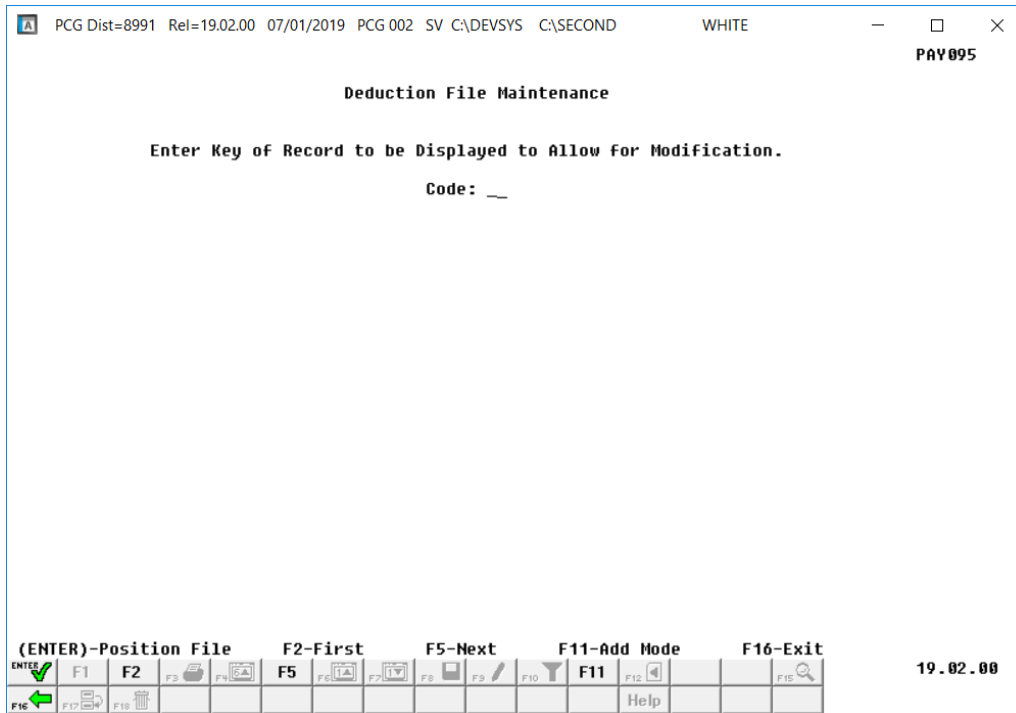| Step	Action
22	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

3A.2. Modify a Deduction Record

Step	Action
1	Select **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select **5** (**F5** – Deduction File: Maintain Deduction Records).

The following screen displays:

Step	Action
3	Enter the deduction code in the **Code** field, and select ![ENTER] (**Enter** - Position File). *If the deduction code is unknown, select* ![F2] *(F2) to display the first deduction record. Select* ![F2] *(F2) and* ![F5] *(F5) to scroll between records.*

The following screen displays:
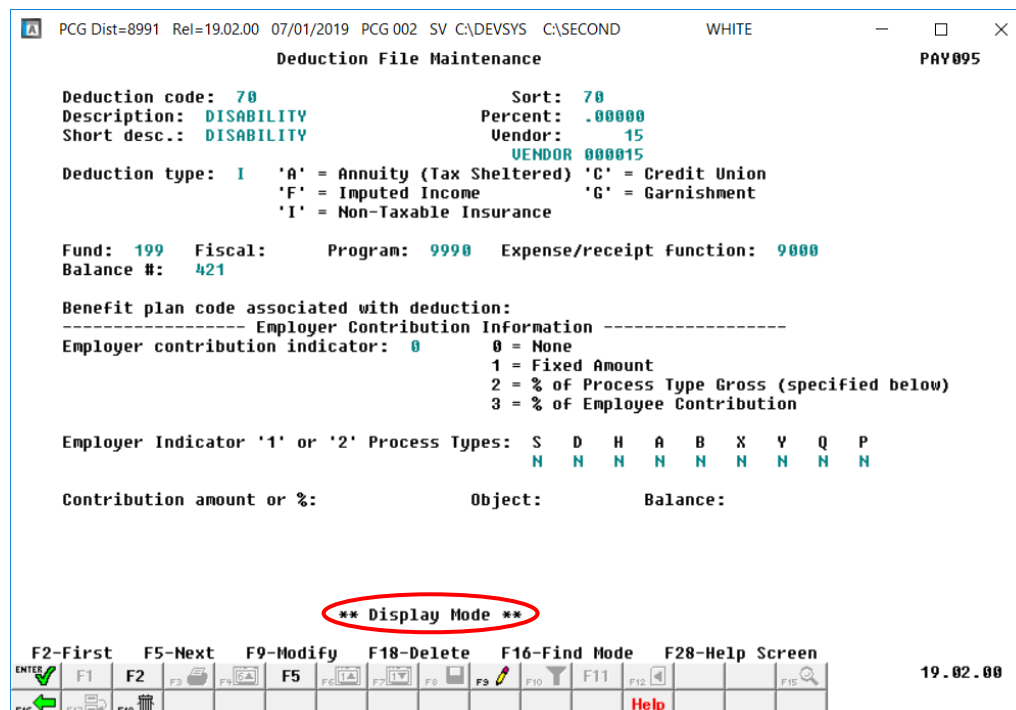
Step	Action
4	Select ![F9 icon] (**F9 -** Modify).

The following screen displays:

Step	Action
5	Verify *"** Modify Mode **"* displays, and make the appropriate field modifications to the fields.
6	Select ![ENTER icon] (**Enter** - Modify Record).

The following screen displays:

Step	Action
7	Verify the screen entries are correct and select F16 (**F16** - Find Mode). *Since PCGenesis does not display a verification message for modified deduction records, review the entries displayed. If the information is incorrect, select F9 (**F9** - Modify), make the appropriate corrections and select ENTER (**Enter**).*

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System - Description/Deduction/Annuity Files Menu*.

The following screen displays:

Step	Action
9	Select ![F16](F16 arrow) (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

3A.3. Delete a Deduction Record

Step	Action
1	Select **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select **5** (**F5** – Deduction File: Maintain Deduction Records).

The following screen displays:

Step	Action
3	Enter the appropriate code in the **Code** field and select ![ENTER] (**Enter -** Position File). *If the deduction code is unknown, select* ![F2] *(F2) to display the first deduction record. Select* ![F2] *(F2) and* ![F5] *(F5) to scroll between records.*

The following screen displays:

Step	Action
4	Select ![F18 delete icon] (**F18 -** Delete).

The following screen displays:

Step	Action
5	Verify *"** Delete Mode **"* displays, and select ![ENTER icon] (**Enter** - Delete Record).

The following screen displays:

Step	Action
6	Verify *"Previous Record Deleted"* displays, and select [F16 icon] (**F16** - Find Mode).

The following screen displays:

Step	Action
7	Select F16 (**F16** - Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure 3B. Printing the Deduction File

Step	Action
1	Select [9] (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

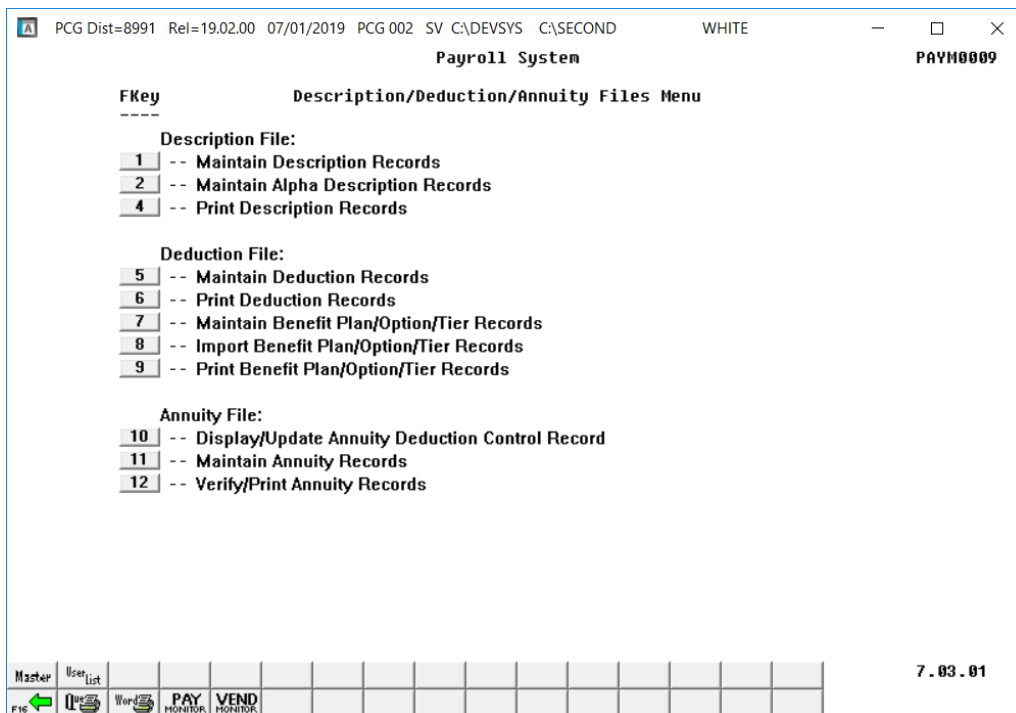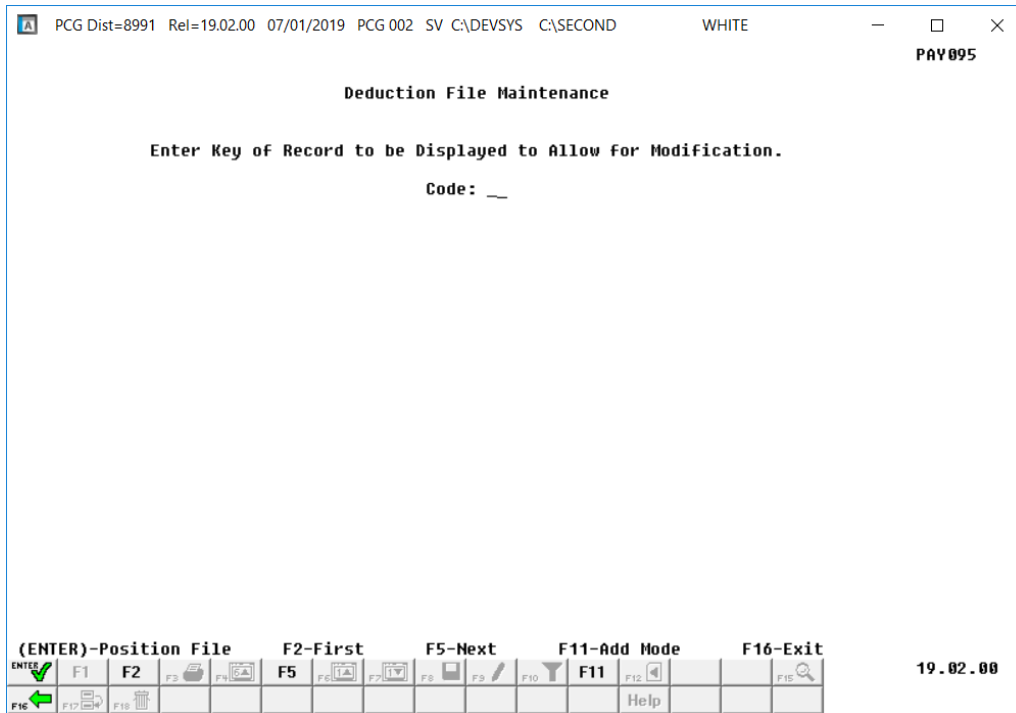| Step	Action
2	Select ⬛ **6** (**F6** - DEDUCTION FILE: Print Deduction Records). *The Payroll System – Description/Deduction/Annuity Files Menu redisplays.*
3	**To print the report via the Uqueue Print Manager:** Select 🖨 (**Uqueue**). **To print the report via Microsoft® Word:** Select 🖨 (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select ⬅ (**F16** - Exit) to return to the *Payroll System Master Menu*, or select **Master** (**Master**) to return to the *Business Applications Master Menu*.

3B.1. Deduction Code Listing – Example

```
REPORT DATE 07/01/19                              DEDUCTION CODE LISTING                                   PAGE    1

                                                                              EMPLR PROC TYPES     EMPLR     EMPLR  EMPLR
     CODE  DESCRIPTION           PERCENT   SORT  TYPE  VENDOR  FUND  PRGM  FUNC  BLNC  IND  SDHABXYQP   AMT/PCT    OBJ   BLNC

     00    FRINGE                00.00000   99         000000  000   0000  0000  0000   0                0.00000   00000  0000
     01    EMPLOYEE ANNUITY      00.00000   00    A    000000  199   9990  9000  0479   0                0.00000   00000  0000
     02    EMPLOYEE 2ND ANNUITY  00.00000   00    A    000000  199   9990  9000  0479   0                0.00000   00000  0000
     03    FED W/H TAX           00.00000   03         004727  199   9990  9000  0471   0                0.00000   00000  0000
     04    GA INCOME TAX         00.00000   04         000009  199   9990  9000  0472   0                0.00000   00000  0000
     08    NONCERTIFIED MERIT    00.00000   08    I    004863  199   9990  9000  0475   0                0.00000   00000  0000
     09    CERTIFIED MERIT       00.00000   09    I    006155  199   9990  9000  0475   0                0.00000   00000  0000
     10    VENDOR 002488         00.00000   10         002488  199   9990  9000  0479   0                0.00000   00000  0000
     11    VENDOR 000999         00.00000   11         000999  199   9990  9000  0479   0                0.00000   00000  0000
     12    I-VNDR 000005         00.00000   23    I    000005  199   9990  9000  0475   0                0.00000   00000  0000
     13    I-VNDR 000006         00.00000   12    I    000006  199   9990  9000  0475   0                0.00000   00000  0000
     14    I-VNDR 004603         00.00000   13    I    004603  199   9990  9000  0475   0                0.00000   00000  0000
     15    VENDOR 004373         00.00000   14         004373  199   9990  9000  0475   0                0.00000   00000  0000
     16    VENDOR 000012         00.00000   42         000012  199   9990  9000  0479   0                0.00000   00000  0000
     17    VENDOR 000016         00.00000   43         000016  199   9990  9000  0479   1  SDH------  1000.00000   21000  0421
     18    COURT W/H             00.00000   18    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     19    COURT W/H             00.00000   19    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     20    COURT W/H             00.00000   20    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     21    COURT W/H             00.00000   21    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     22    VENDOR 000005         00.00000   22         000005  199   9990  9000  0475   0                0.00000   00000  0000
     23    CUNION 001001         00.00000   00    C    001001  199   9990  9000  0479   0                0.00000   00000  0000
     24    VENDOR 003960         00.00000   24         003960  199   9990  9000  0479   0                0.00000   00000  0000
     25    VENDOR 003702         00.00000   25         003702  199   9990  9000  0475   0                0.00000   00000  0000
     26    COURT W/H             00.00000   26    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     27    I-VNDR 003702         00.00000   27    I    003702  199   9990  9000  0475   0                0.00000   00000  0000
     28    COURT W/H             00.00000   28    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     29    COURT W/H             00.00000   29    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     30    COURT W/H             00.00000   30    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     31    VENDOR 000110         00.00000   31         000110  199   9990  9000  0475   0                0.00000   00000  0000
     32    COURT W/H             00.00000   32    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     33    VENDOR 004085         00.00000   33         004085  199   9990  9000  0479   0                0.00000   00000  0000
     34    VENDOR 001975         00.00000   34         001975  199   9990  9000  0479   0                0.00000   00000  0000
     35    VENDOR 004894         00.00000   44         004894  199   9990  9000  0479   0                0.00000   00000  0000
     36    VENDOR 005347         00.00000   45         005347  199   9990  9000  0479   0                0.00000   00000  0000
     37    COURT W/H             00.00000   37    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     38    COURT W/H             00.00000   38    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     39    COURT W/H             00.00000   39    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     40    VENDOR 003909         00.00000   46         003909  199   9990  9000  0479   0                0.00000   00000  0000
     41    COURT W/H             00.00000   41    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     42    BOARD MEMBER MERIT    00.00000   07    I    005673  199   9990  9000  0475   0                0.00000   00000  0000
     43    COURT W/H             00.00000   43    G    000000  199   9990  9000  0479   0                0.00000   00000  0000
     44    I-VNDR 005945         00.00000   50    I    005945  199   9990  9000  0475   1  SDHAB----   100.00000   25000  0421
     45    I-VNDR 005945         00.00000   55    I    005945  199   9990  9000  0475   0                0.00000   00000  0000
     46    I-VNDR 005945         00.00000   56    I    005945  199   9990  9000  0475   0                0.00000   00000  0000
     47    I-VNDR 005946         00.00000   57    I    005946  199   9990  9000  0475   1  ---AB----    44.00000   26000  0421
     48    I-VNDR 005947         00.00000   58    I    005947  199   9990  9000  0475   0                0.00000   00000  0000
     49    VENDOR 005948         00.00000   59         005948  199   9990  9000  0475   0                0.00000   00000  0000
     50    VENDOR 005949         00.00000   60         005949  199   9990  9000  0475   0                0.00000   00000  0000
     51    VENDOR 005949         00.00000   61         005949  199   9990  9000  0475   0                0.00000   00000  0000
     52    VENDOR 005949         00.00000   62         005949  199   9990  9000  0475   0                0.00000   00000  0000
```
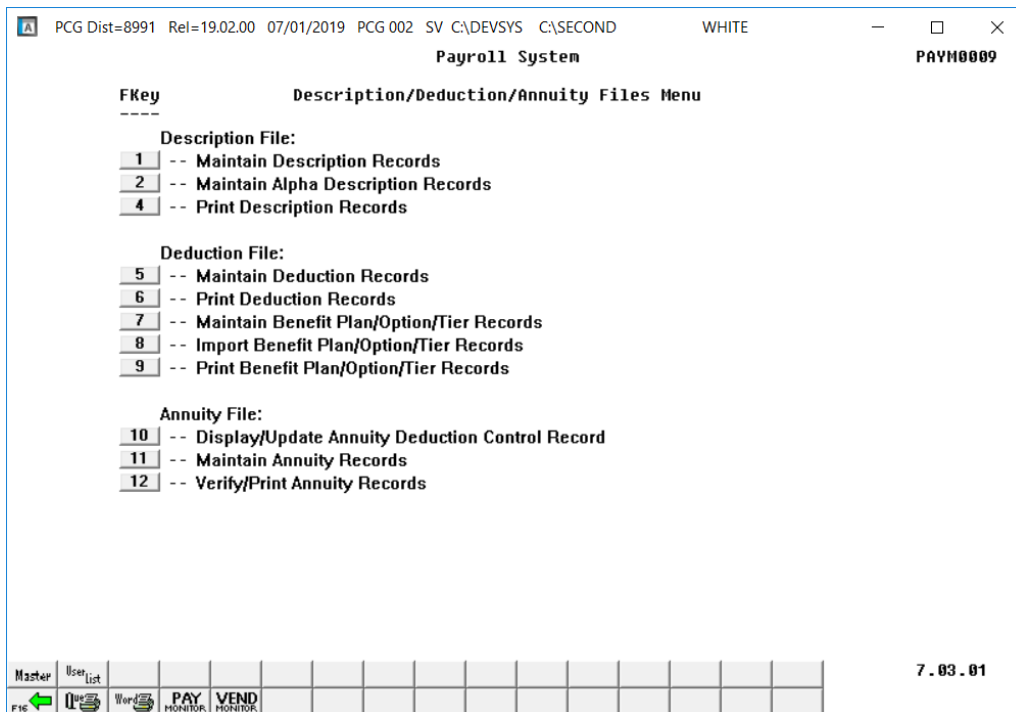
Topic 4: Benefit Plan/Option/Tier Record Processing

Procedure 4A. Maintaining Benefit Plan/Option/Tier Records

4A.1. Adding a Benefit Plan Record

4A.1.1. Add the Benefit Plan

SHBP/GHI is currently the only plan required for PCGenesis processing purposes. PCGenesis programming allows for future entries by making this field editable in PCGenesis.

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___7___ (**F7 -** DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

The following screen displays:

Step	Action
3	Enter the corresponding codes in the **Certified Ded Code** (Certified Employee Deduction Code) and the **Non-Cert Code** (Non-Certified Employee Deduction Code) fields. *These deduction codes must exist in the Description file.*
4	Enter **Y** (Yes) or **N** (No) in the (**Certified**) **Employer Flag** and the (**Non-Certified**) **Employer Flag** fields to define the employer's contribution to the deduction. *State Health Benefit Plan information: If the employer-paid amount is the same for all employees and if the school district or system pays a portion of the employee's premium for selected employees such as the superintendent and senior officials, set the Employer Flags set to N (No). When selecting Enter, the employer flags and amounts will be set based on the current settings for the deduction records.* *Setting the employer flags to N (No) prevents mass updates to the deduction for employees when the import is completed. It also requires manual updates to employee information which the school district or system pays an additional portion for the SHBP deduction. Refer to the <u>Personnel System Operation Guide</u>, Section B: Special Functions, Topic 4: Importing the State Health Option and Tier from the DCH File for instructions.*
5	**For Step 4-Y** (**Yes**) **entries:** Enter the dollar amount in the (**Certified**) **Employer Amount** and the (**Non-Certified**) **Employer Amount** fields. *Refer to the screenshot examples on the following pages for examples of entries determined by the type of Benefit Plan deduction. After these examples have been reviewed, proceed to Step 6.* *State Health deduction codes may contain '1' (Fixed Amount), and the corresponding account information entered into the fields. Using a percentage (%) of the employee's gross income or of the employee-paid amount is not appropriate for State Health deduction codes. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.*

For <u>employer-paid employee shares (all employees)</u>, the following screen displays:
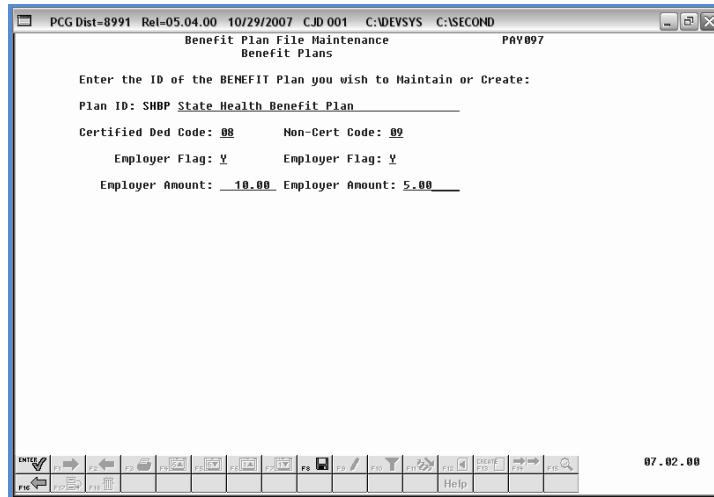
For <u>employer-paid Certified employee shares</u>, the following screen displays:
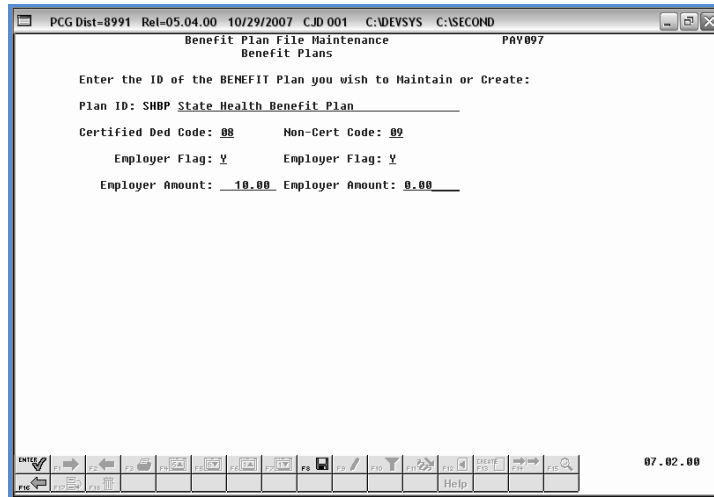
If there are <u>no employer-paid employee shares</u>, the following screen displays:

Step	Action
6	Select ENTER (**Enter**).
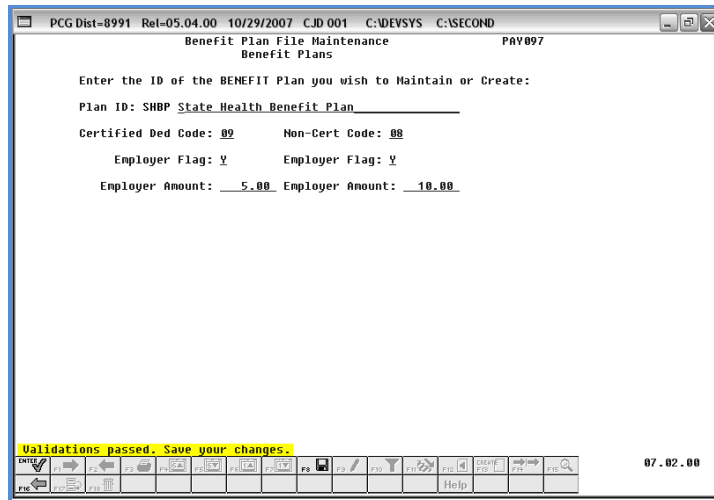
The following screen displays:

Step	Action
7	Verify *"Validations passed. Save your changes."* displays, and select F8 (**F8** – Save Changes).

The following screen displays:

Step	Action
8	Proceed to *3A.1.2. Add the Benefit Plan's Option*.

4A.1.2. Add the Benefit Plan's Option
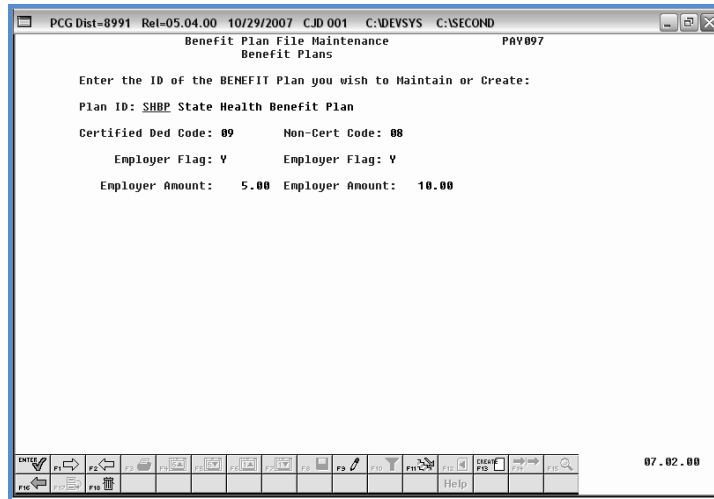
Step	Action
9	Select ⬛ (**F11 – Drill Down to Next Level**).

The following screen displays:
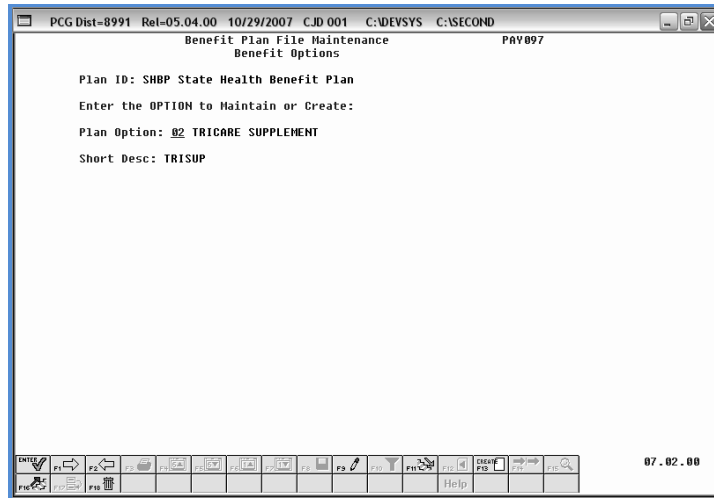
Step	Action
10	Enter the two-character Benefit Plan option code in the **Plan Option** field, and select ⬛ (**F13 – Create New Plan/Option/Tier**).

The following screen displays:
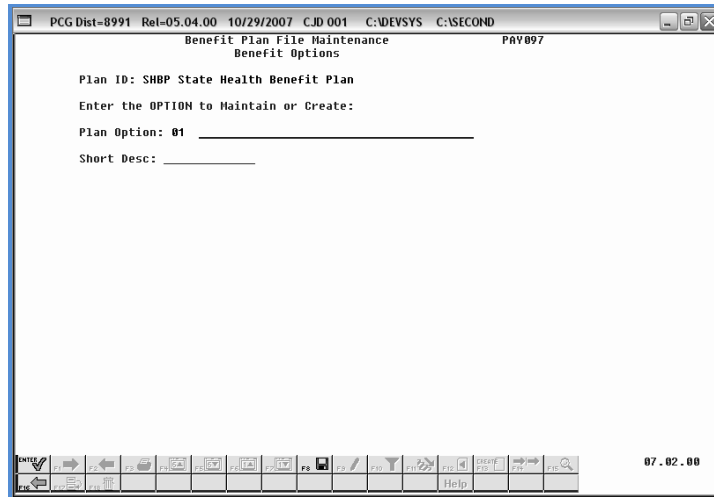
Step	Action
11	Enter a description up to forty (40) characters, and a short description up to thirteen (13) characters in the (**Plan Option**) **Description** and **Short Desc** (Short Description) fields.
12	Select ![ENTER] (**Enter**).

The following screen displays:

Where appropriate, error messages display in this area of the screen.
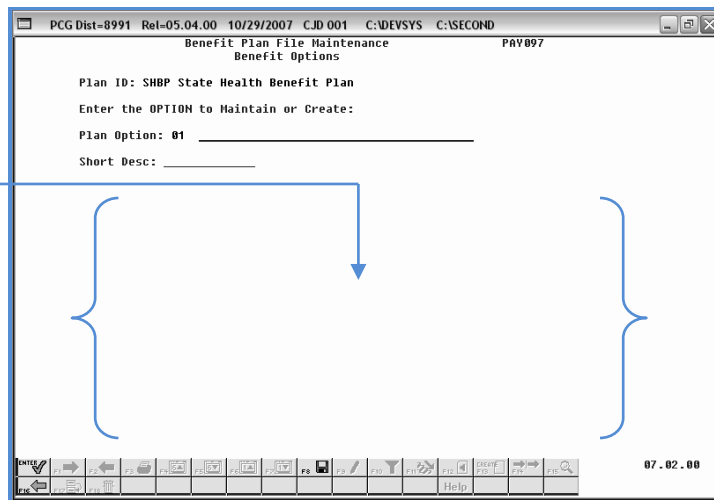
Step	Action
13	Verify there are no errors displayed in the lower portion of the screen, and select ![F8] (**F8 – Save**).
14	Proceed to *3A.1.3. Add the Benefit Plan's Tier*.

4A.1.3. Add the Benefit Plan's Tier

The following screen displays:

Step	Action
15	Select ![F11 icon] (**F11** – Drill Down to Next Level).

The following screen displays:
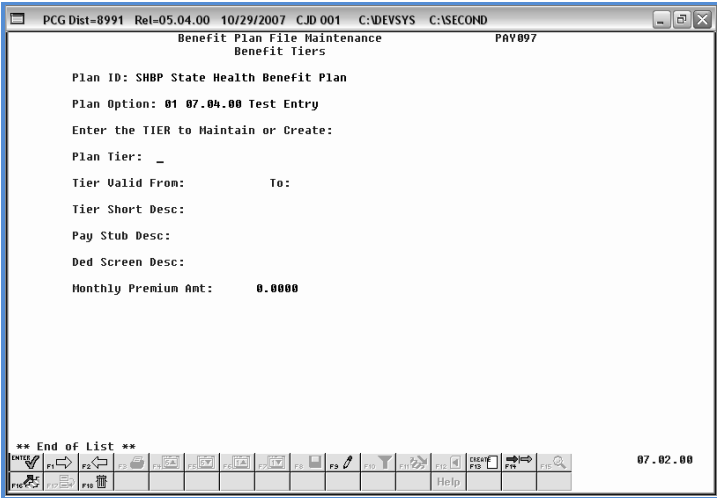
Step	Action
16	Enter the two-character Benefit Plan tier code in the **Plan Tier** field, and select ![CREATE F13 icon] (**F13** – Create New Plan/Option/Tier).

The following screen displays:

Step	Action
17	Enter the tier's description up to forty (40) characters in the (**Plan Tier**) **Description** field.
18	Enter the date range (MM/DD/CCYY) the tier will remain valid in the **Tier Valid From/To** fields.
19	Enter a short description up to thirteen (13) characters, in the **Tier Short Desc** (Tier Short Description) and the **Pay Stub Desc** (Pay Stub Description) fields. *The short description displays on employee payroll checks.*
20	Enter a description up to seventeen (17) characters in the **Ded Screen Desc** (Deduction Screen Description) field.
21	Enter the monthly premium's dollar amount in the **Monthly Premium Amt** (Monthly Premium Amount) field.
22	Select [ENTER] (**Enter**).

The following screen displays:
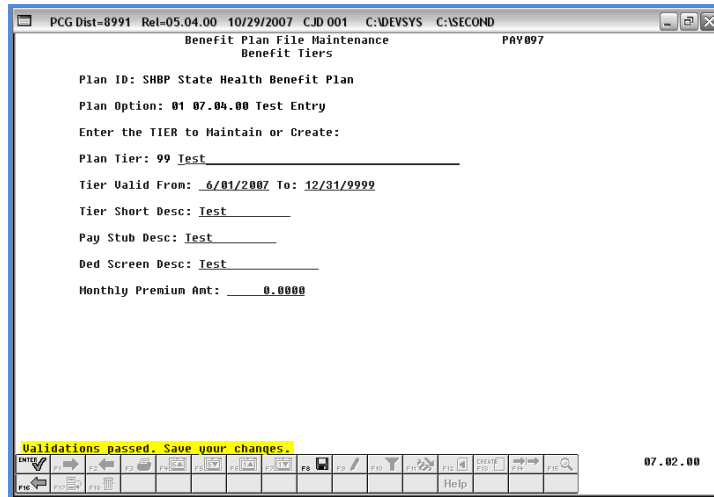
Step	Action
23	Verify *"Validations passed. Save your changes."* displays, and select (**F8** – Save).

The following screen displays:
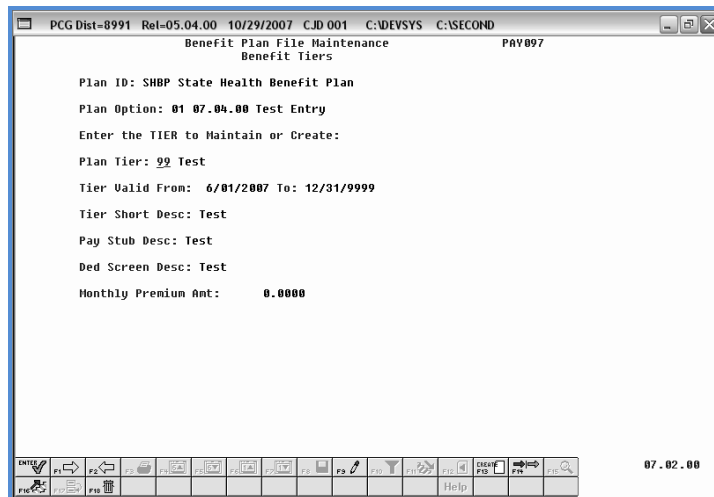
Step	Action
24	Select (**F16** – Step Back up to Prior Level) to return to the *Benefit Plan Maintenance – Benefit Options* screen.

The following screen displays:
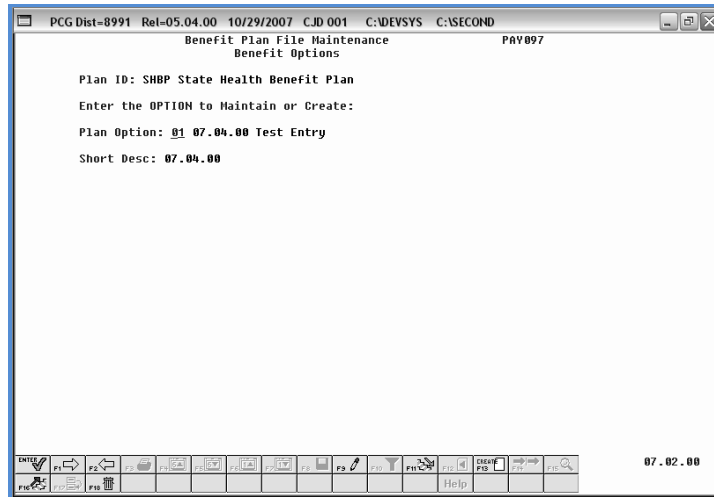
Step	Action
25	Select F16 (**F16** – Step Back up to Prior Level) to return to the *Benefit Plan File Maintenance – Benefit Plans* screen.

The following screen displays:
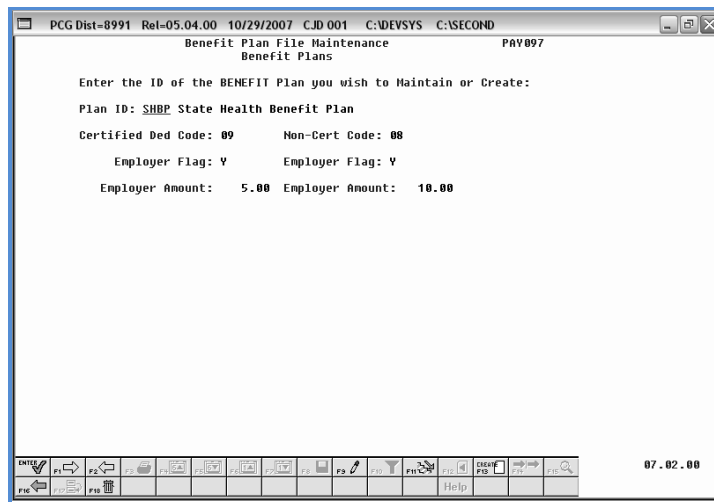
Step	Action
26	Select F16 (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:
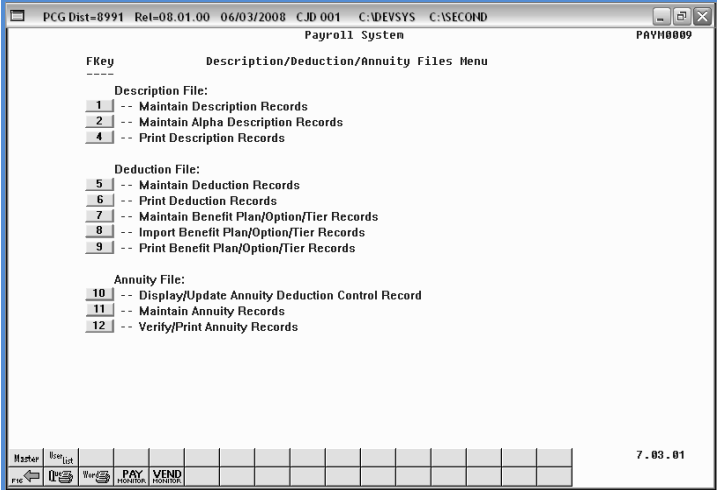
Step	Action
27	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.

4A.2. Importing Benefit Plan/Option/Tier Records

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___8___ (**F8** - DEDUCTION FILE: Import Benefit Plan/Option/Tier Records).

The following screen displays:

```
 ☰  PCG Dist=8991  Rel=13.02.00  07/23/2013  PCW 003  SV C:\DEVSYS  C:\SECOND       WHITE          _ ☐ ✕
                                                                                            PAYPI280
                   Identify Benefit Plan/Option/Tier Premium Data Import File from Excel




       Enter the import file path and name (e.g. C:\BENEDAT\SHBPCCYYRATES.CSV)
        or  F10  to  Browse for file

       C:\SECOND\PAYDATA\GHIRATES2013.csv_____
















                         Enter = continue   or   F16 = Exit                        12.03.00
```

Step	Action
3	Enter the file and pathname in the **Enter the upload file Path and Name** field, and select **Enter** (Continue).
	If the file and pathname are unknown, select F10 (Browse for file) to locate the file and pathname.
	*"*** Processing Request ***" briefly displays.*

The following screen displays:

No errors in Benefit Plan/Option/Tier Premium Import File.

Press enter to load Benefit Plan/Option/Tier Premium Import File.

Press PF16 to STOP Process

Press ENTER to process or PF16 to exit program   07.04.00

Step	Action
4	Review the screen's information, and select **Enter** (To Process). *If errors exist, select F16 (to STOP Process), and access the Uqueue Print Manager to print the Error Report. After correcting the errors identified, repeat this procedure at Step 1.* "*** Processing Request ***" briefly displays.

The following screen displays:

Payroll System

FKey   Description/Deduction/Annuity Files Menu

Description File:
1 -- Maintain Description Records
2 -- Maintain Alpha Description Records
4 -- Print Description Records

Deduction File:
5 -- Maintain Deduction Records
6 -- Print Deduction Records
7 -- Maintain Benefit Plan/Option/Tier Records
8 -- Import Benefit Plan/Option/Tier Records
9 -- Print Benefit Plan/Option/Tier Records

Annuity File:
10 -- Display/Update Annuity Deduction Control Record
11 -- Maintain Annuity Records
12 -- Verify/Print Annuity Records

Step	Action
5	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

4A.3. Modifying a Benefit Plan Record

4A.3.1. Modify Benefit Plan Records

Step	Action
1	Select (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select (**F7** - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

The following screen displays:

SHBP/GHI is currently the only plan required for PCGenesis processing purposes. Programming has been developed however to allow for future entries by making this field editable in PCGenesis.

Step	Action
3	Enter or verify the four-character benefit plan code in the **Plan ID** field, and select [F9 icon] (**F9** – Switch to Update Mode). *To access the Benefit Plan's tier, and/or option, select [F11 icon] (F11 - Drill Down to Next Level) until the desired screen displays. Although the screenshot examples refer to Benefit Plan modifications, these instructions apply to the Benefit Plan's options and tiers.*

The following screen displays:
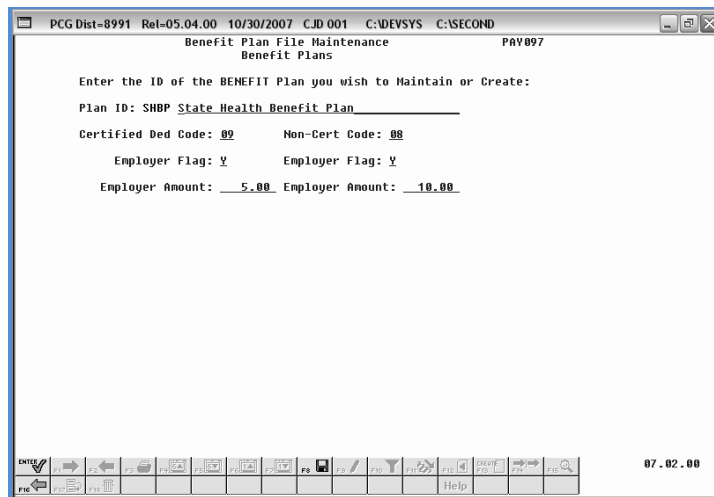
Step	Action
4	Make the appropriate changes within the fields and select [ENTER icon] (**Enter**).

The following screen displays:
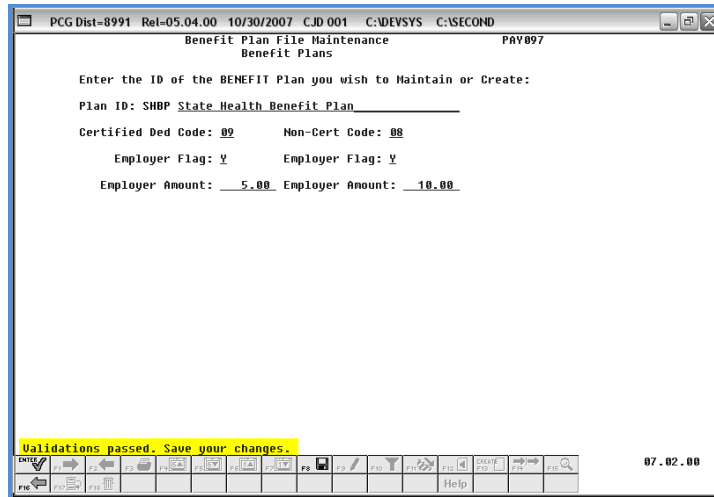
Step	Action
5	Verify *"Validations passed. Save your changes."* displays, and select ⬛ (**F8** – Save Changes).

The following screen displays:
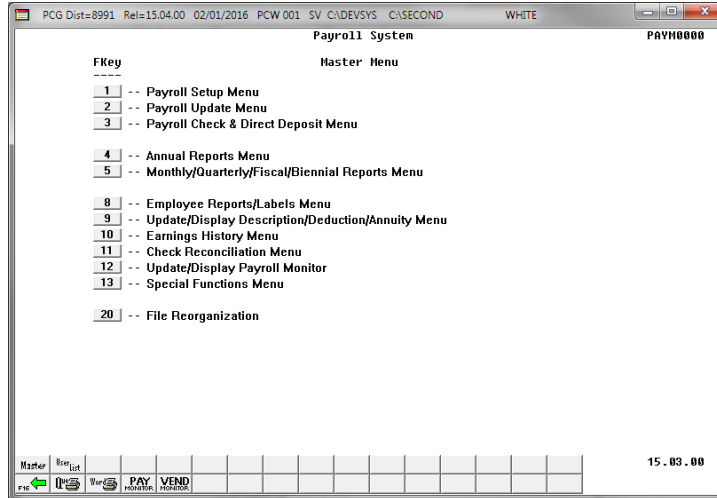

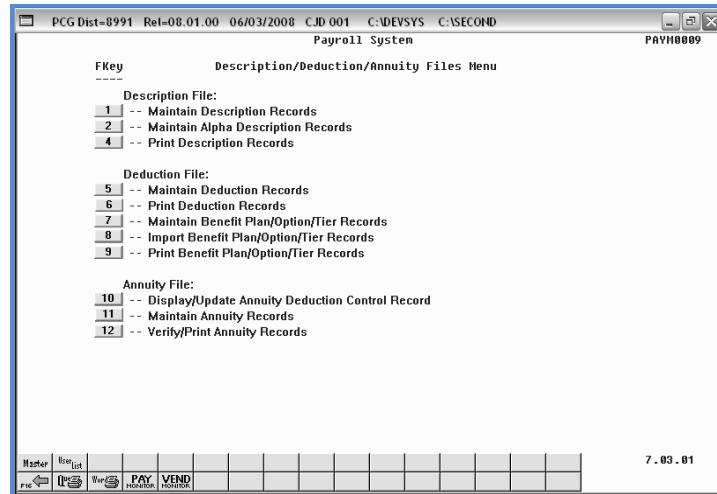| Step	Action
6	Select ⬅ (**F16** – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
7	Select ![F16](F16 icon) (**F16** - Exit) to return to the *Payroll System Master Menu*, or select ![Master](Master icon) (**Master**) to return to the *Business Applications Master Menu*.

4A.3.2. Create a New Rate for Benefit Plan/Option/Tier Records

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___7___ (**F7** - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

The following screen displays:

SHBP/GHI is currently the only plan required for PCGenesis processing purposes. Programming has been developed however to allow for future entries by making this field editable in PCGenesis.

Step	Action
3	Enter or verify the four-character benefit plan code in the **Plan ID** field, and select [F11] (**F11** - Drill Down to Next Level). *To access the Benefit Plan's tier, and/or option, select [F11] (Drill Down to Next Level) until the desired screen displays. Although the screenshot examples refer to Benefit Plan modifications, these instructions also apply to the Benefit Plan's options and tiers.*

The following screen displays:
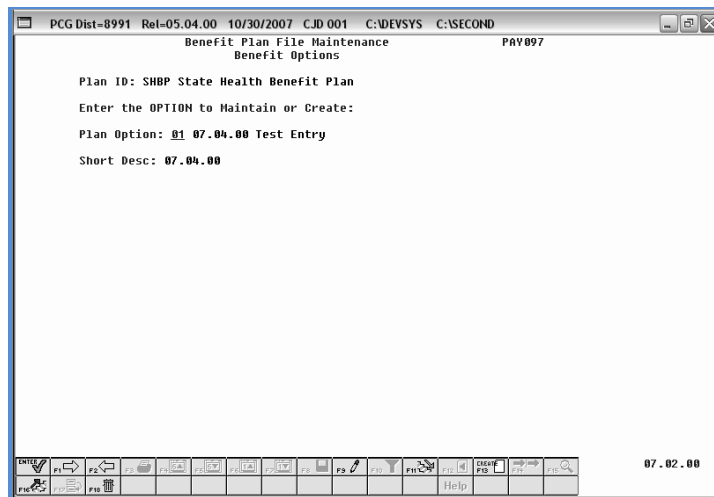
Step	Action
4	Select [F11] (**F11** - Drill Down to Next Level) to the *Benefit Plan File Maintenance – Benefit Tiers* screen.

The following screen displays:
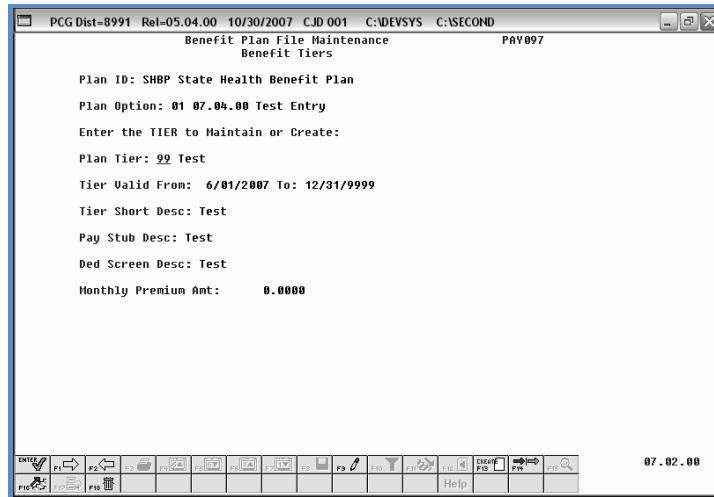
Step	Action
5	Select ![F14] (**F14** – Create Rate for New Plan).

The following screen displays:
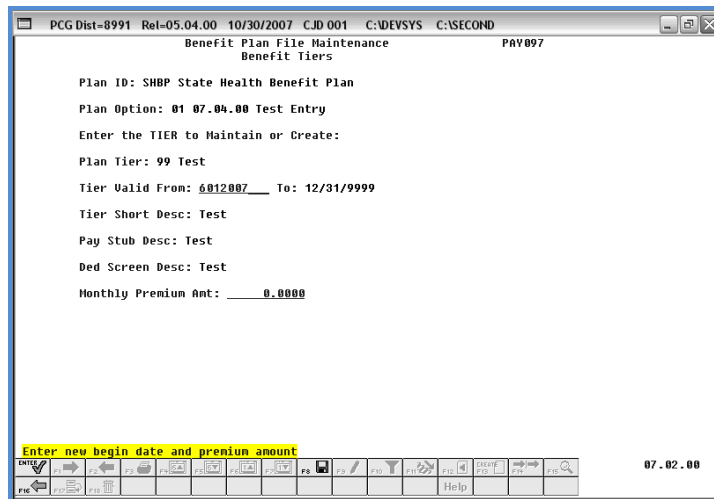
Step	Action
6	Verify *"Enter new begin date and premium amount"* displays, and enter the valid from date (MM/DD/CCYY) and the revised premium amount in the **Tier Valid From** and the **Monthly Premium Amount** fields. *The "Tier Valid To" date defaults from the original entry.*
7	Select ![ENTER] (**Enter**).

The following screen displays:

Step	Action
8	Verify *"Validations passed. Save your changes."* displays, and select ![F8](F8 icon) (**F8** – Save changes).
	The previous rate's ending date will be one day prior to the beginning date of the new effective rate. In the screenshot examples, the previous rate ended on 10/29/2007.

The following screen displays:
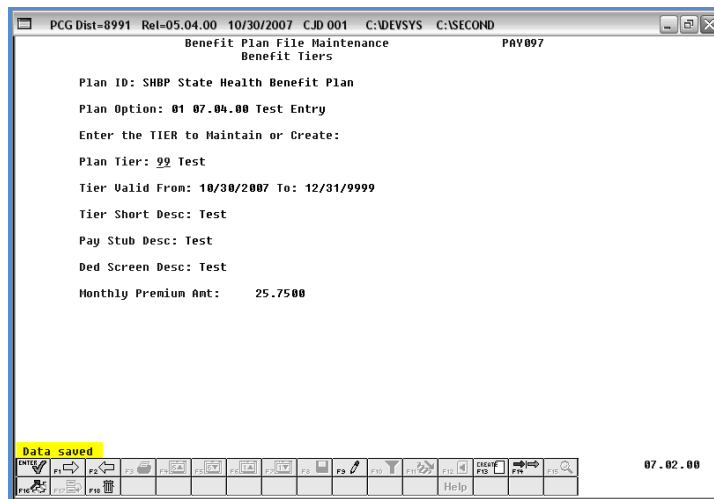
Step	Action
9	Verify *"Record written"* displays, and select ![F16](F16 icon) (**F16** – Step Back up to Prior Level) to return to the *Benefit Plan Maintenance –Benefit Options* screen.

The following screen displays:

Step	Action
10	Select ![F16](F16 – Step Back up to Prior Level) to return to the *Benefit Plan File Maintenance –Benefit Plans* screen.

The following screen displays:

Step	Action
11	Select ![F16](F16 – Exit) to return to the *Payroll System – Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
12	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

4A.3.3. Delete Benefit Plan/Option/Tier Records

This procedure deletes the option selected in Step 3 of this procedure. Subsequent Benefit Plan records such as the Option and Tier records in the screenshot examples remain and PCGenesis users must individually delete the entries. These instructions also apply to the Benefit Plan's options and tiers.
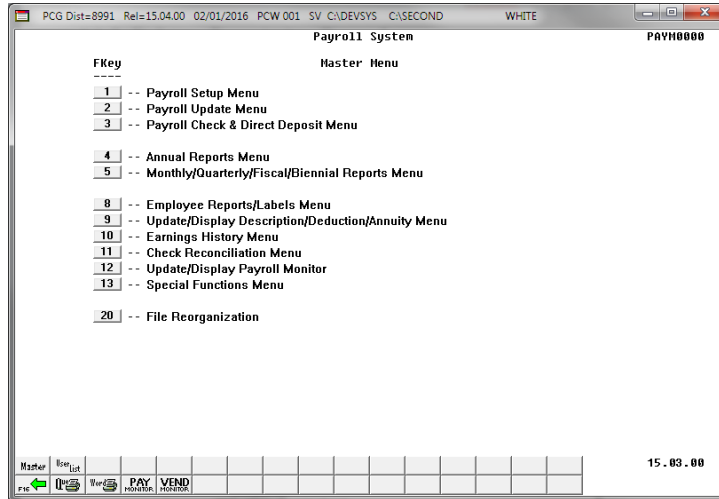
Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
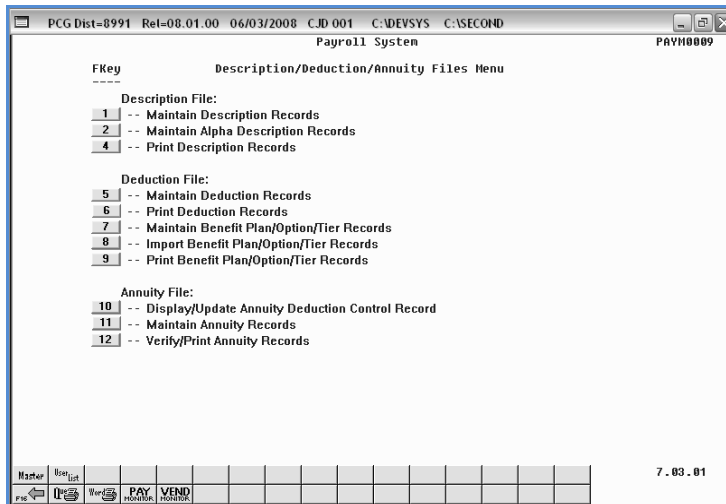
Step	Action
2	Select ___7___ (**F7** - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

The following screen displays:
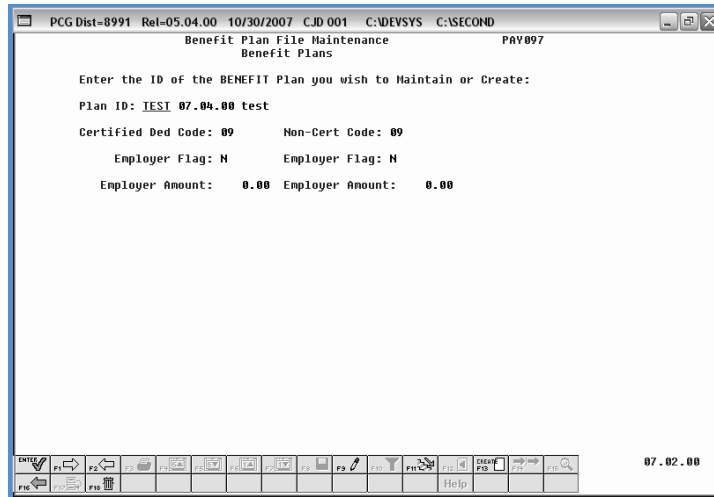
SHBP/GHI is currently the only plan required for PCGenesis processing purpose. Its development however allows for future entries.

Step	Action
3	**To delete the Benefit Plan:** Enter the four-character benefit plan code in the **Plan ID** field, and select ![F18] (**F18** – Delete Plan/Option/Tier). **To delete the Benefit Plan's Tier and/or Option:** Select ![F11] (**F11** - Drill Down to Next Level) until the desired screen displays.

The following screen displays:
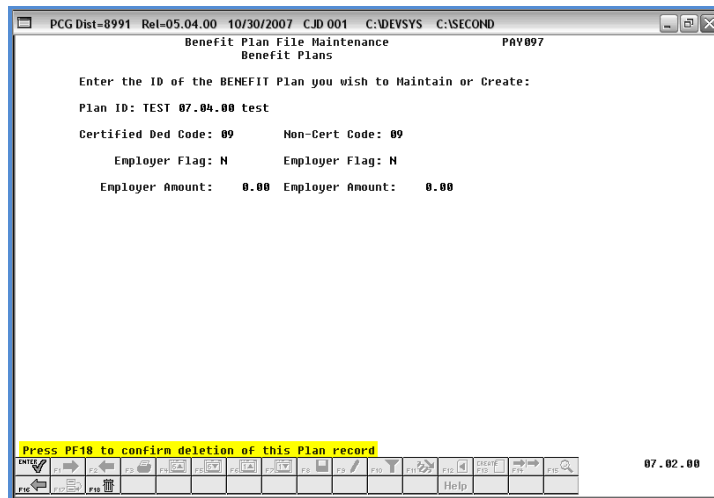
Step	Action
4	Verify *"Press F18 to confirm deletion of this Plan record"* displays, and select ![F18] (**F18** – Confirm Delete). *The message displayed will depend upon the Step 3 selection.*

The following screen displays:

Step	Action
5	Verify *"Record deleted."* displays, and select ![F11] (**F11** - Drill Down to Next Level), and return to *Step 3* to repeat this procedure. ***To exit this procedure, select*** ![F16] ***(F16 – Exit) and*** ![F16] ***(F16 – Step Back Up to Prior Level) where applicable to return to the Payroll System – Description/Deduction/Annuity Files Menu.***

The following screen displays:

Step	Action
6	Select ![F16] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

4A.4. Printing the Benefit Plan Record File Report
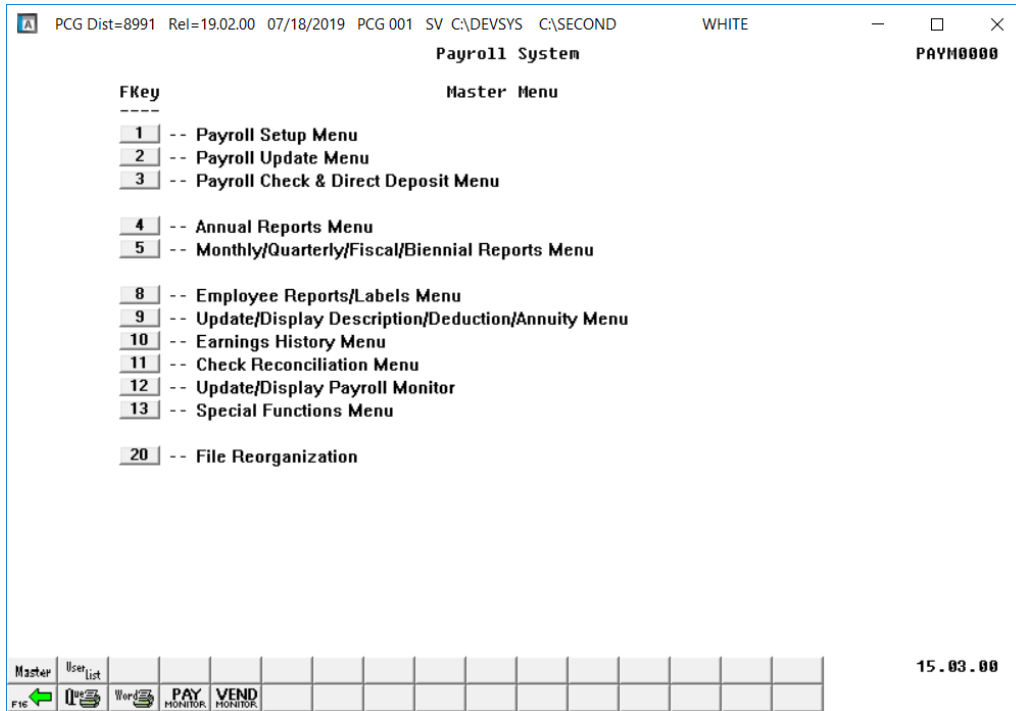
Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
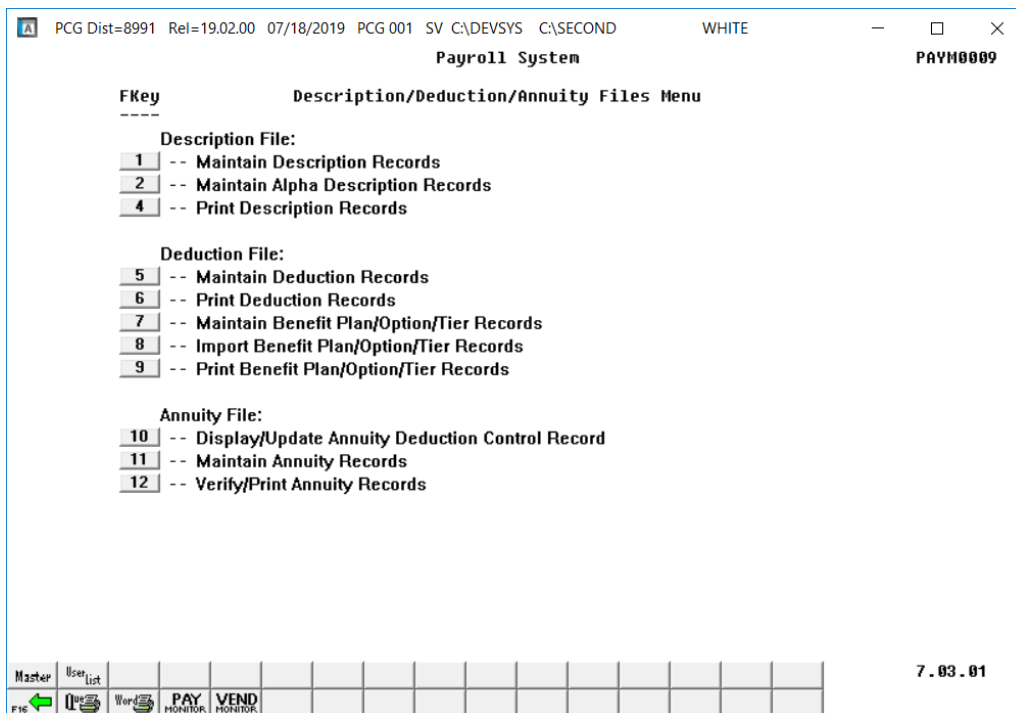
Step	Action
2	Select ⬜ **9** (**F9** - Print Benefit Plan/Option/Tier Records).

The following screen displays:

```
A   PCG Dist=8991  Rel=19.02.00  07/18/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE           —    □    ×
                                                                                                PAY27
                          Print Benefit Plan Option Tier File

         Report option:    ⦿ Employee premium rates
                           ○ Employer contribution amounts


         Print rates in effect from:  7/18/2019   To:  7/18/2019















  ENTER-Continue     F16-Exit                                                        12.03.00
```

Step	Action
3	Enter the appropriate dates (MM/DD/CCYY) in the **Print rates in effect from** and **To** fields, and select **Enter** (Continue).
	*PCGenesis defaults to the current date within the fields. "***Processing ***" briefly displays.*

The following screen displays:

Step	Action
4	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
5	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu*.
6	Compare the results of the *SHBP Benefit Deduction Option and Tier Report* to recent changes from the Department of Community Affairs (DCH). *An example of this report is provided in 3A.4.1. SHBP Benefit Deduction Option and Tier Report – Example.*
7	If the Department of Community (DCH) changes have been made, refer to *Procedure 3A. Maintaining Benefit Plan Records* to make the necessary corrections.

4A.4.1. Benefit Deduction Option and Tier Report – Example

```
REPORT DATE: 11/13/2023 10:56          BENEFIT DEDUCTION OPTION AND TIER REPORT                      PAGE   2
Program ID:  PAY27
                        Report of EMPLOYEE rates in effect from: 01/01/2024  To: 12/31/2024

Option Tier Description                      From Date  To Date   Short Desc    Deduction Desc     PayChk Desc    Prem Amt
88        TRICARE SUPPLEMENT               Short Desc: TRISUP
     10   SINGLE COVERAGE                  01/01/2013 12/31/9999 SINGLE        TRICARE SINGLE     TRICARE SGL        60.50
     90   EMPLOYEE & SPOUSE                01/01/2013 12/31/9999 EESP          TRICARE EESP       TRICARE EESP      119.50
     94   EMPLOYEE & CHILD(REN)            01/01/2013 12/31/9999 EECH          TRICARE EECH       TRICARE EECH      119.50
     96   EMPLOYEE & SPOUSE & CHILD(REN)   01/01/2013 12/31/9999 FAMILY        TRICARE FAMILY     TRICARE FAM       160.50

B1        ANTHEM GOLD                      Short Desc: ANTHEM GOLD
     10   SINGLE COVERAGE                  01/01/2024 12/31/9999 SINGLE        ANTH GOLD SINGLE   ANTH G SINGL      188.56
     40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2024 12/31/9999 SINGLE/T     ANTH GOLD SINGL/T  ANTH G SGL/T      268.56
     90   EMPLOYEE & SPOUSE                01/01/2024 12/31/9999 EESP          ANTH GOLD EESP     ANTH G EESP       464.72
     91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EESP/T     ANTH GOLD EESP/T   ANTH G EESP/T     544.72
     94   EMPLOYEE & CHILD(REN)            01/01/2024 12/31/9999 EECH          ANTH GOLD EECH     ANTH G EECH       343.04
     95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EECH/T     ANTH GOLD EECH/T   ANTH G EECH/T     423.04
     96   EMPLOYEE & SPOUSE & CHILD(REN)   01/01/2024 12/31/9999 FAMILY        ANTH GOLD FAMILY   ANTH G FAM        619.20
     97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2024 12/31/9999 FAMILY/T ANTH GOLD FAM/T  ANTH G FAM/T      699.20
B2        ANTHEM SILVER                    Short Desc: ANTHEM SILVER
     10   SINGLE COVERAGE                  01/01/2024 12/31/9999 SINGLE        ANTH SILVER SINGL  ANTH S SINGL      125.19
     40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2024 12/31/9999 SINGLE/T     ANTH SILVER SGL/T  ANTH S SGL/T      205.19
     90   EMPLOYEE & SPOUSE                01/01/2024 12/31/9999 EESP          ANTH SILVER EESP   ANTH S EESP       331.65
     91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EESP/T     ANTH SLVER EESP/T  ANTH S EESP/T     411.65
     94   EMPLOYEE & CHILD(REN)            01/01/2024 12/31/9999 EECH          ANTH SILVER EECH   ANTH S EECH       235.32
     95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EECH/T     ANTH SLVER EECH/T  ANTH S EECH/T     315.32
     96   EMPLOYEE & SPOUSE & CHILD(REN)   01/01/2024 12/31/9999 FAMILY        ANTH SILVER FAMIL  ANTH S FAM        441.78
     97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2024 12/31/9999 FAMILY/T ANTH SILVER FAM/T ANTH S FAM/T     521.78

B3        ANTHEM BRONZE                    Short Desc: ANTHEM BRONZE
     10   SINGLE COVERAGE                  01/01/2024 12/31/9999 SINGLE        ANTH BRNZE SINGLE  ANTH B SINGL       77.69
     40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2024 12/31/9999 SINGLE/T     ANTH BRNZE SGL/T   ANTH B SGL/T      157.69
     90   EMPLOYEE & SPOUSE                01/01/2024 12/31/9999 EESP          ANTH BRNZE EESP    ANTH B EESP       231.90
     91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EESP/T     ANTH BRNZE EESP/T  ANTH B EESP/T     311.90
     94   EMPLOYEE & CHILD(REN)            01/01/2024 12/31/9999 EECH          ANTH BRNZE EECH    ANTH B EECH       154.57
     95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EECH/T     ANTH BRNZE EECH/T  ANTH B EECH/T     234.57
     96   EMPLOYEE & SPOUSE & CHILD(REN)   01/01/2024 12/31/9999 FAMILY        ANTH BRNZE FAMILY  ANTH B FAM        308.78
     97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2024 12/31/9999 FAMILY/T ANTH BRNZE FAM/T ANTH B FAM/T      388.78

B6        ANTHEM HMO                       Short Desc: ANTHEM HMO
     10   SINGLE COVERAGE                  01/01/2024 12/31/9999 SINGLE        ANTH HMO SINGLE    ANTH H SINGL      148.53
     40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2024 12/31/9999 SINGLE/T     ANTH HMO SGL/T     ANTH H SGL/T      228.53
     90   EMPLOYEE & SPOUSE                01/01/2024 12/31/9999 EESP          ANTH HMO EESP      ANTH H EESP       380.66
     91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EESP/T     ANTH HMO EESP/T    ANTH H EESP/T     460.66
     94   EMPLOYEE & CHILD(REN)            01/01/2024 12/31/9999 EECH          ANTH HMO EECH      ANTH H EECH       274.99
     95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2024 12/31/9999 EECH/T     ANTH HMO EECH/T    ANTH H EECH/T     354.99
     96   EMPLOYEE & SPOUSE & CHILD(REN)   01/01/2024 12/31/9999 FAMILY        ANTH HMO FAMILY    ANTH H FAM        507.12
     97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2024 12/31/9999 FAMILY/T ANTH HMO FAM/T   ANTH H FAM/T      587.12
```

CY2024 Benefit Plan Rate Updates

Topic 5: Annuity Record Processing

Procedure 5A. Maintaining the Annuity Deduction Control Record

5A.1. Adding an Annuity Deduction Control Record

Step	Action
1	Select **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select **10** (**F10** - Annuity File: Display/Update Annuity Deduction Control Record).

The following screen displays:

Step	Action
3	Enter the deduction code within the **Annuity deduction 03**, the **Annuity deduction 04** and the **Annuity deduction 05** fields, where appropriate.
	PCGenesis allows up five annuity company entries, reserving Annuity deduction #1 and Annuity deduction #2. Enter <u>undefined</u> deduction codes 10 - 71 within the remaining fields where appropriate.
	Enter an <u>undefined</u> deduction code 10 - 71 within the field. Once the Annuity Deduction Control Record has been updated, proceed to Topic 3A.1. Adding a Deduction Record to create a Type 'A' (Annuity) deduction record.
4	Select ENTER ✓ (**Enter**) <u>twice</u>.

The following screen displays:

Step	Action
5	Select [F16] (**F16** - Exit) to return to the *Payroll System Master Menu*, or select [Master] (**Master**) to return to the *Business Applications Master Menu*.

5A.2. Modifying an Annuity Deduction Control Record

Step	Action
1	Select **9** (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
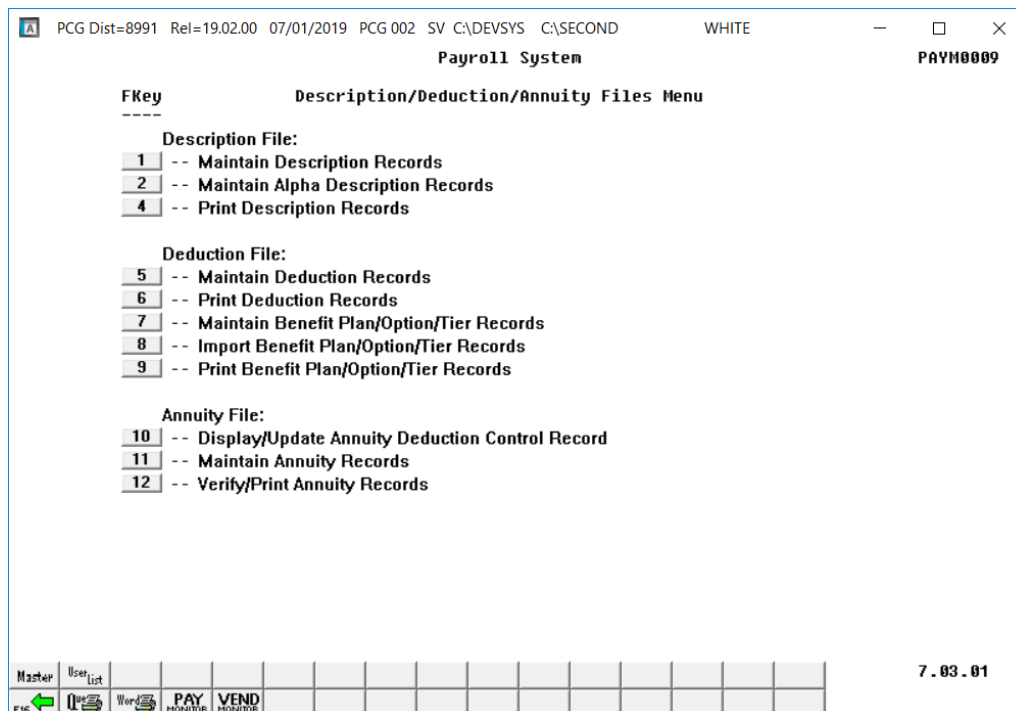
Step	Action
2	Select **10** (**F10** - Annuity File: Display/Update Annuity Deduction Control Record).

The following screen displays:
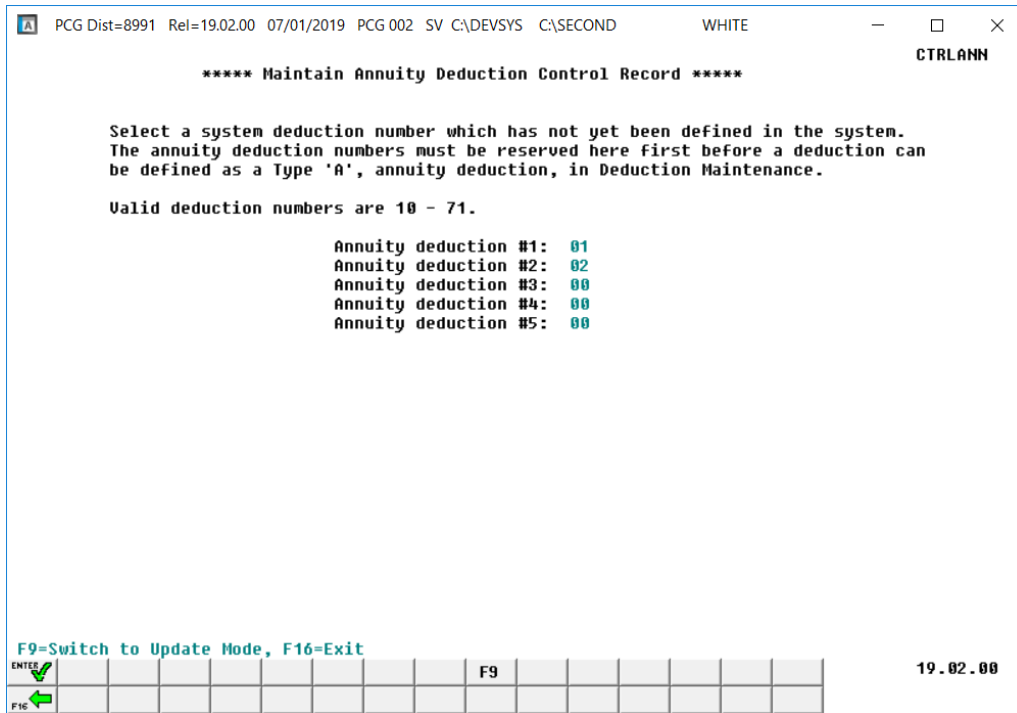
Step	Action
3	Select ![F3](F3 icon) (**F9 – Update Mode**).

The following screen displays:

Step	Action
4	Make the appropriate modifications to the field entries and select (**Enter**) to validate the entries. *PCGenesis allows up five annuity company entries, reserving Annuity deduction #1 and Annuity deduction #2. Enter underlined undefined deduction codes 10 - 71 within the remaining fields where appropriate.* *Enter an underlined undefined deduction code 10 - 71 within the field. Once the Annuity Deduction Control Record has been updated, proceed to Topic 3A.1. Adding a Deduction Record to create a Type 'A' (Annuity) deduction record.* *To remove an annuity deduction, space out the deduction code that is no longer needed.*

For deduction code <u>deletions</u>, the following dialog box displays:

ALERT! ✕

If these changes are posted, the following deduction code(s) will be removed from the System Deduction File:

Annuity deduction code 71 will be removed.

The payroll administrator MUST ensure that any deduction amounts
or adjustment amounts for these deductions are zeroed from the employees' records BEFORE deleting these deductions.

To cancel the request: Select OK and then use F16 twice.
To continue with the change: Select OK and then ENTER to update.

OK

Step	Action
5	Review the dialog box's information and select ___OK___ (**OK**).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.02.00  07/18/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND        WHITE          —    □    ×
                                                                                             CTRLANN
                     ***** Maintain Annuity Deduction Control Record *****


            Select a system deduction number which has not yet been defined in the system.
            The annuity deduction numbers must be reserved here first before a deduction can
            be defined as a Type 'A', annuity deduction, in Deduction Maintenance.

            Valid deduction numbers are 10 - 71.


                                    Annuity deduction #1:   01
                                    Annuity deduction #2:   02
                                    Annuity deduction #3:   71
                                    Annuity deduction #4:   00
                                    Annuity deduction #5:   00
```

ENTER=Save   F16=Reenter

19.02.00

Step	Action
6	**To save the record:** Select ENTER (**Enter**) to save the entries.
	To discontinue processing: Select F16 (**F16** - Reenter) <u>twice</u> to return to the *Payroll System – Description/Deduction/Annuity Files Menu*.

The following screen displays:

Step	Action
7	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure 5B. Maintaining Annuity Records

5B.1. Adding an Annuity Company Record

Step	Action
1	Select ⬚9 (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
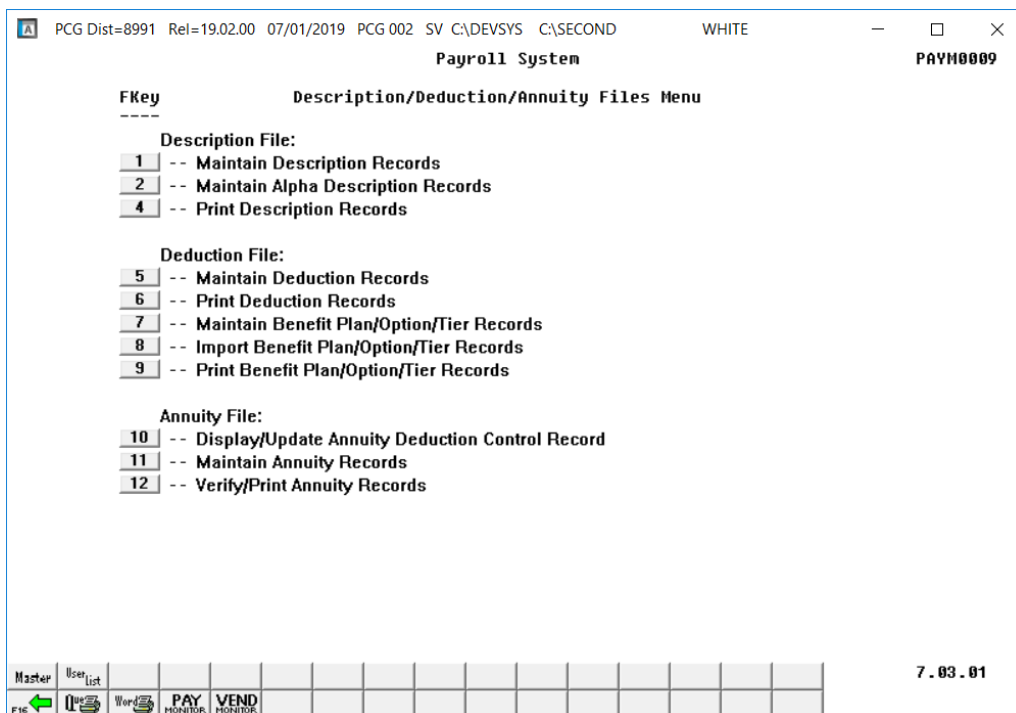
Step	Action
2	Select ⬚**11** (**F11** - Annuity File: Maintain Annuity Records).

The following screen displays:
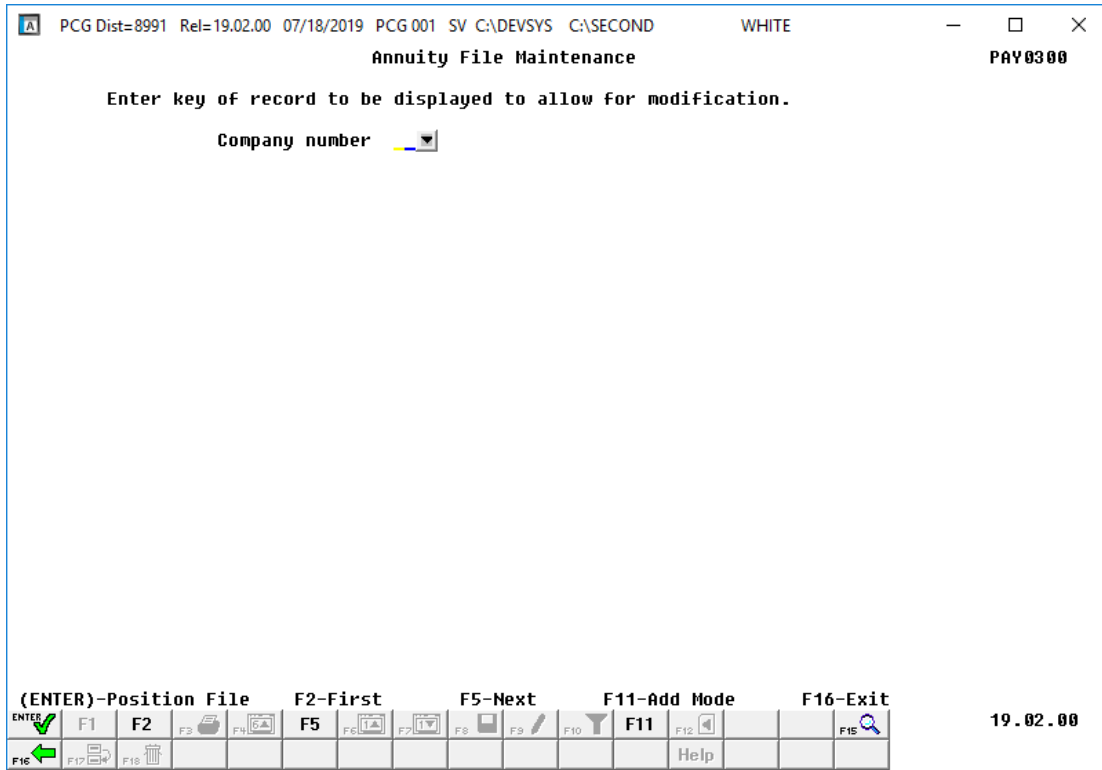
Step	Action
3	Select ⬚**F11** (**F11 -** Add Mode).

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Rel=19.02.00  07/18/2019  PCG 001  SV  C:\DEVSYS  C:\SECOND      WHITE        —   □   ✕ │
│                              Annuity File Maintenance                              PAY0300 │
│          Company number:  __                      Vendor#: _____                         │
│                                                 Vendor Name:                               │
│          Annuity co. name: _____                    │
│                           (Leave name blank to default to vendor name)                    │
│          Annuity short desc: _____                                                │
│          Annuity type:  _       'D' = 401(k)            'E' = 403(b)                       │
│                                 'F' = 408(k)(6)         'G' = 457                          │
│                                 'H' = 501(c)(18)(d)                                        │
│          Mandatory annuity:    _  (Y OR N)                                                 │
│          ------------------ Employer Contribution Information ------------------           │
│          Employer contribution indicator:  0       0 = None                               │
│                                                    1 = Fixed amount                        │
│                                                    2 = % of annuity gross                  │
│                                                    3 = % of employee's contribution        │
│                                                    4 = % of annuity gross, up to a maximum of EMPLOYEE │
│                                                        contribution % of annuity gross, if employee % │
│                                                        is less.  (For example, if the employer % is .03 │
│                                                        and the employee % is .02, the max would be .02.) │
│          Contribution amount or %: _____   Object: _____    Balance: ____             │
│                                     ** Add Mode **                                         │
│          (ENTER)-Add Record      F16-Find Mode      F28-Help Screen                        │
│  ENTER✓  F1   F2   F3  F4  F5  F6  F7  F8  F9  F10  F11  F12                      F15    19.02.00 │
│  F16←    F17  F18                                         Help                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
4	Enter the appropriate code in the **Company Number** field.
5	**To create Payroll-withholding deductions**: Enter the code, or select the drop-down selection icon ▾ within the **Vendor #** field to choose the vendor's information.
6	**To display the Annuity company's name on the Deduction screen**: Enter the annuity company's name up to forty (40) characters in the **Annuity Co**. **Name** (Annuity Company Name) field.
	To display the Vendor's name on the Deduction screen: Leave the **Annuity Co**. **Name** (Annuity Company Name) field blank.
7	Enter the annuity short description up to thirteen (13) characters in the **Annuity Short Description** field. The **Annuity Short Description** will print on employees' pay statements for checks and direct deposits.
8	Enter the annuity code in the **Annuity Type** field.
	Valid values are:
	D – 401(k)
	E – 403(b)
	F – 408(k) (6)
	G – 457
	H – 501(c)(18)(d)

Step	Action
9	Enter **Y** (Yes) or **N** (No) in the **Mandatory Annuity** field to define the employee's participation in the annuity.
	The **Mandatory Annuity** flag indicates whether or not the annuity deduction is an elected deferral by the employee. **Elective Deferrals** are amounts contributed to a plan by the employer at the employee's election and which, except to the extent they are designated Roth contributions, are excludable from the employee's gross income. Elective deferrals include deferrals under a 401(k), 403(b), SARSEP and SIMPLE IRA plan.
	Valid values:
	N - The employee voluntarily elects to participate in the deduction **Y -** The employee is mandated to participate in the deduction by the school district
	<u>NOTE</u>: Annuity companies defined with '**Y**' in the **Mandatory Annuity** field are considered mandatory annuities. Mandatory annuities are <u>not</u> included in box 12 on the W-2 form. Box 12 on the W-2 form is reserved for 'elective' annuity amounts only.
10	Enter the appropriate code in the **Employer Contribution Indicator** field to define the school district's or the system's participation in paying the deduction.
	Valid values:
	0 – No employer contribution **1** – Employer contribution is a fixed dollar amount **2** – Employer contribution is a percentage of **Annuity Gross** **3** – Employer contribution is a percentage of the employee's annuity contribution **4** – Employer contribution is a percentage of **Annuity Gross** up to a maximum of the employee's contribution percentage of **Annuity Gross**, if the employee's percentage is less
	When an employer contribution is indicated, PCGenesis defaults the **Employer Flag** to '**Y**' on the *Update/Display Deduction Data* screen for the employee. PCGenesis also displays the annuity employer settings in the **Annuity Company** lookup drop down box.
	Annuity Gross: For the employer contributions that are a percentage of annuity gross (indicators **2** and **4**), the annuity gross is determined as follows: If the **Regular Gross Types** field is set to **Y** during the payroll set up, then earnings on **Process Type** codes **D** and **H** and **S** are added to the annuity gross for calculation. If the **Special Gross Types** field is set to **Y** during the payroll set up, then earnings on **Process Type** codes **P** and **Q** are added to the annuity gross for calculation. Earnings on **Process Type** codes **A** and **B** and **X** and **Y** and **Z** are <u>not</u> added to the annuity gross for calculation.

Step	Action
11	**If the employer contributes to the payment of the deduction:**
	For an **Employer Contribution Indicator** of '**1**', '**2**', '**3**' or '**4**', enter the dollar amount or percentage, in the **Contribution Amount or %** field to define the amount or percentage of the school district's or the system's contribution to the annuity deduction.
	The **Contribution Amount or %** field contains the amount of the employer's contribution.
	• Enter a flat dollar amount if the contribution indicator is a **1** (fixed amount).
	• Enter a decimal amount representing a percentage if the contribution indicator is a **2** (% of Annuity Gross), **3** (% of Employee's Contribution), or **4** (% of Annuity Gross up to a Maximum of Employee Contribution % of Annuity Gross, if Employee % is Less).
12	**If the employer contributes to the payment of the deduction:** For an **Employer Contribution Indicator** of '**1**', '**2**', '**3**' or '**4**', enter the **Object** and **Balance** fields.
	Enter the appropriate employer's object code found on the *Account Master Description File*. Enter the corresponding employer's balance sheet number found on the General Ledger.
13	Select ![ENTER] (**Enter -** Add Record).
	PCGenesis does not display a verification message for new annuity company records. When the Annuity File Entry screen redisplays, repeat this procedure at Step 3.

The following screen displays:


```
 A   PCG Dist=6091  Rel=22.02.00  06/03/2022  PCG 001  SV C:\SQLSYS  C:\SECOND        WHITE          —    □    ×
                              Annuity File Maintenance                                          PAY0300

        Company number:  25                        Vendor#:    5218
                                              Vendor Name: CONSULTING GROUP, INC

        Annuity co. name:  ROTH 403(B)


        Annuity short desc:  ROTH 403(B)


        Annuity type:  E          'D' = 401(k)              'E' = 403(b)
                                  'F' = 408(k)(6)           'G' = 457
                                  'H' = 501(c)(18)(d)

        Mandatory annuity:     N  (Y OR N)

        ------------------ Employer Contribution Information ------------------

        Employer contribution indicator:  2        0 = None
                                                   1 = Fixed amount
                                                   2 = % of annuity gross
                                                   3 = % of employee's contribution
                                                   4 = % of annuity gross, up to a maximum of EMPLOYEE
                                                       contribution % of annuity gross, if employee %
                                                       is less. (For example, if the employer % is .03
                                                       and the employee % is .02, the max would be .02.)

        Contribution amount or %:     .10000   Object:  29000    Balance:   421

                            ** Display Mode **

     F2-First    F5-Next    F9-Modify   F18-Delete    F16-Find Mode    F28-Help Screen
    ENTER  F1    F2   F3  F4  F5  F6  F7  F8  F3  F10  F11  F12                           22.01.00
    F16   F17  F18                                        Help
```

Step	Action
14	Select ![F16] (**F16** - Return to Find Mode).

The following screen displays:
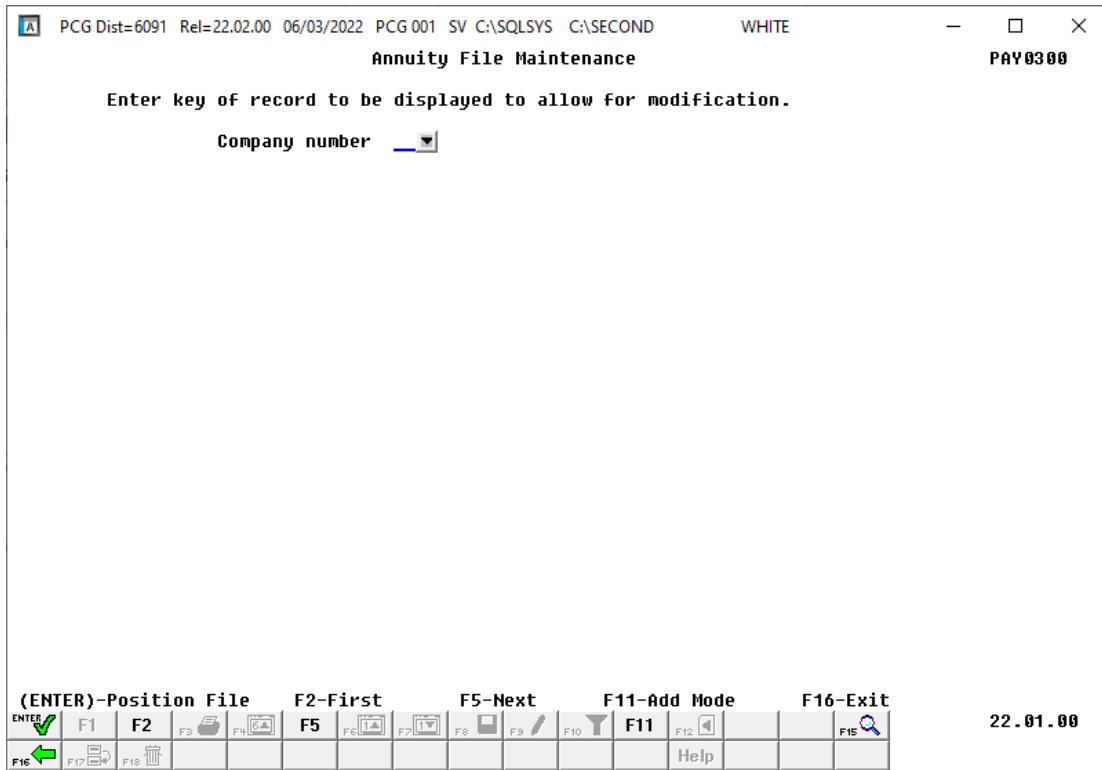
Step	Action
15	Select (**F16** - Exit) to return to the *Payroll System - Description/Deduction/Annuity Files Menu.*

The following screen displays:
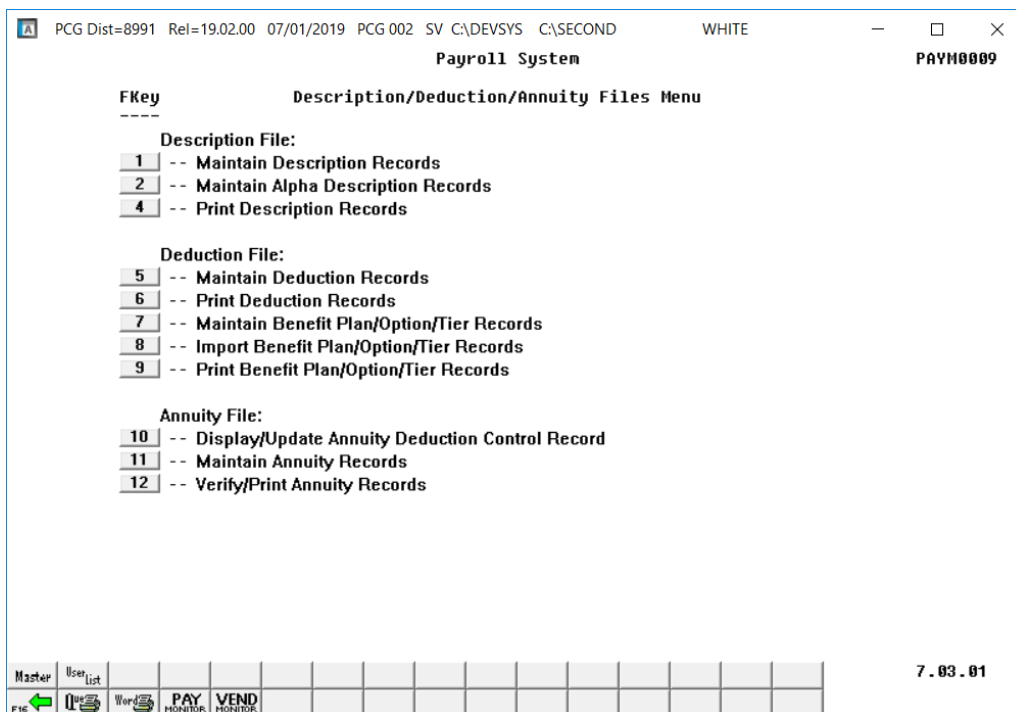
Step	Action
16	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

5B.2. Modifying an Annuity Company Record

Step	Action
1	Select ___9___ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___11___ (**F11** - Annuity File: Maintain Annuity Records).

The following screen displays:

Step	Action
3	Enter the code, or select the drop-down selection icon ▼ within the **Company Number** field to choose the company's information, and select ![ENTER] (**Enter -** Position File). *Select* ![F2] *(F2 - First) and* ![F5] *(F5 - Next) to scroll between records.*

The following screen displays:

Step	Action
4	Select [F3 icon] (**F9 -** Modify Record).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.02.00  07/18/2019  PCG 001  SV C:\DEVSYS  C:\SECOND        WHITE                    □    ×
                             Annuity File Maintenance                                          PAY0300

           Company number:    1                      Vendor#: 10     ▼
                                                 Vendor Name: VENDOR 000010

          Annuity co. name:  VALIC (403B PLAN)
                             (Leave name blank to default to vendor name)

         Annuity short desc:  VALIC 403B

           Annuity type:  E       'D' = 401(k)        'E' = 403(b)
                                   'F' = 408(k)(6)     'G' = 457
                                   'H' = 501(c)(18)(d)

          Mandatory annuity:    N  (Y OR N)

         ------------------ Employer Contribution Information ------------------

         Employer contribution indicator:  0       0 = None
                                                    1 = Fixed amount
                                                    2 = % of annuity gross
                                                    3 = % of employee's contribution
                                                    4 = % of annuity gross, up to a maximum of EMPLOYEE
                                                        contribution % of annuity gross, if employee %
                                                        is less.  (For example, if the employer % is .03
                                                        and the employee % is .02, the max would be .02.)

         Contribution amount or %:  _____    Object:  _____    Balance:  ____

                             ** Modify Mode **

              (ENTER)-Modify Record     F1-Display Mode     F28-Help Screen
       ENTER✓  F1    F2   F3  F4 F5  F6 F7 F8  F9  F10  F11  F12                    F15        19.02.00
       F16   F17  F18                                          Help
```

Step	Action
5	Verify *"*** Modify Mode ***"* displays, make the appropriate modifications to the fields, and select [ENTER✓] (**Enter** - Modify Record).

The following screen displays:

Step	Action
6	Verify the entries are correct and select ![F16] (**F16** - Find Mode) to return to the *Annuity File Maintenance – Entry* screen. *PCGenesis does not display a verification message for modifications to annuity company records. Ensure the entries on the Annuity File Maintenance screen are correct before continuing.*

The following screen displays:

Step	Action
7	Select F16 (**F16** - Exit) to return to the *Payroll System - Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

5B.3. Deleting an Annuity Company Record

Step	Action
1	Select ____9____ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ___11___ (**F11** - Annuity File: Maintain Annuity Records).

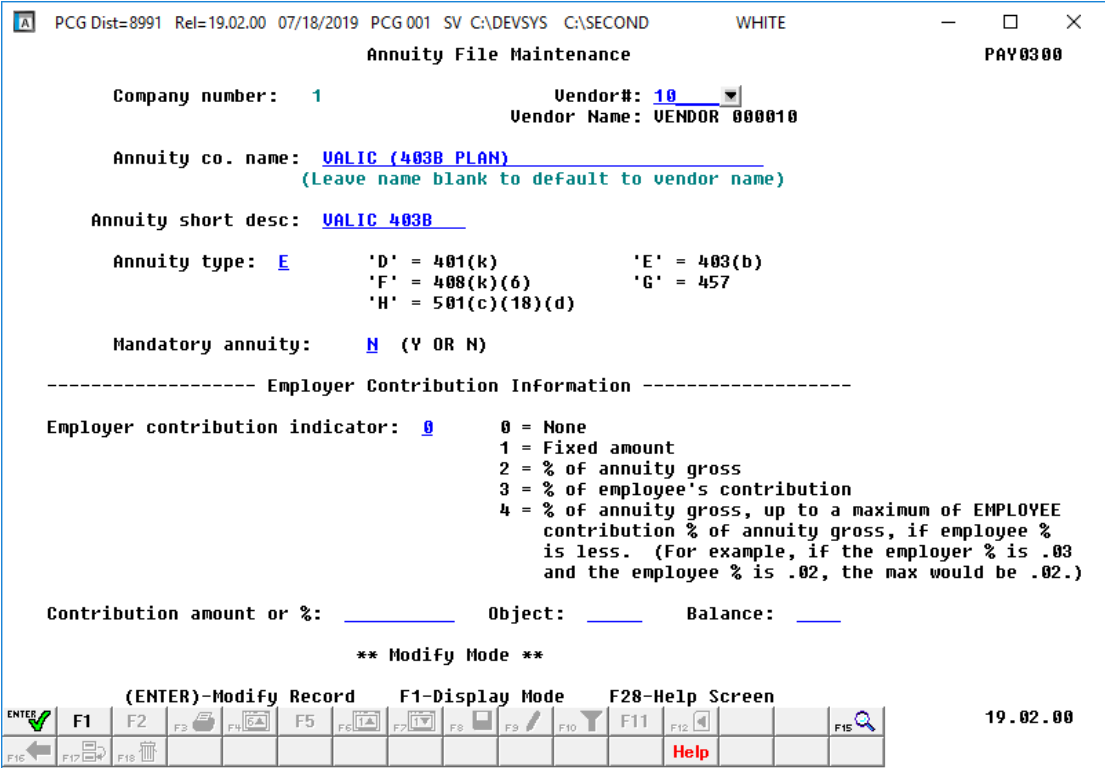The following screen displays:

Step	Action
3	Enter the code, or select the drop-down selection icon ▼ within the **Company Number** field to choose the company's information, and select ![ENTER] (**Enter -** Position File). *Select* ![F2] *(F2 - First) and* ![F5] *(F5 - Next) to scroll between records.*

The following screen displays:

```
A   PCG Dist=8991 Rel=19.02.00 07/18/2019 PCG 001 SV C:\DEVSYS C:\SECOND      WHITE        —  □  ✕
                          Annuity File Maintenance                              PAY0300

          Company number:    1                        Vendor#:      10
                                                     Vendor Name: VENDOR 000010

          Annuity co. name:   VALIC (403B PLAN)


          Annuity short desc:  VALIC 403B


          Annuity type:   E         'D' = 401(k)           'E' = 403(b)
                                     'F' = 408(k)(6)        'G' = 457
                                     'H' = 501(c)(18)(d)

          Mandatory annuity:    N  (Y OR N)

          ------------------ Employer Contribution Information ------------------

          Employer contribution indicator:   0        0 = None
                                                       1 = Fixed amount
                                                       2 = % of annuity gross
                                                       3 = % of employee's contribution
                                                       4 = % of annuity gross, up to a maximum of EMPLOYEE
                                                           contribution % of annuity gross, if employee %
                                                           is less.  (For example, if the employer % is .03
                                                           and the employee % is .02, the max would be .02.)

          Contribution amount or %:            Object:           Balance:

                              ** Display Mode **

      F2-First    F5-Next    F9-Modify   F18-Delete    F16-Find Mode   F28-Help Screen
      ENTER ✓ F1  F2   F3⊜  F4⬛  F5  F6⬛  F7⬛  F8⬛  F9✏  F10▼  F11  F12◀          F15🔍    19.02.00
      F16⬅  F17⬛  F18🗑                                        Help
```

Step	Action
4	Select ![F18 🗑] (**F18 -** Delete).

The following screen displays:

```
 A  PCG Dist=8991  Rel=19.02.00  07/18/2019  PCG 001  SV C:\DEVSYS  C:\SECOND      WHITE        —  □  ×
                              Annuity File Maintenance                                    PAY0300

           Company number:    1                      Vendor#:     10
                                                 Vendor Name: VENDOR 000010

           Annuity co. name:  VALIC (403B PLAN)


           Annuity short desc:  VALIC 403B


           Annuity type:  E        'D' = 401(k)              'E' = 403(b)
                                   'F' = 408(k)(6)           'G' = 457
                                   'H' = 501(c)(18)(d)

           Mandatory annuity:    N  (Y OR N)

           ------------------ Employer Contribution Information ------------------

           Employer contribution indicator:  0        0 = None
                                                       1 = Fixed amount
                                                       2 = % of annuity gross
                                                       3 = % of employee's contribution
                                                       4 = % of annuity gross, up to a maximum of EMPLOYEE
                                                           contribution % of annuity gross, if employee %
                                                           is less.  (For example, if the employer % is .03
                                                           and the employee % is .02, the max would be .02.)

           Contribution amount or %:            Object:          Balance:

                                ** Delete Mode **

              (ENTER)-Delete Record      F1-Display Mode      F28-Help Screen
ENTER ✓  F1   F2   F3   F4  F5   F6  F7  F8  F9  F10  F11  F12                         Q      19.02.00
F16 ←   F17    F18                                                    Help
```

Step	Action
5	After verifying the screen's information, select [ENTER ✓] (**Enter -** Delete Record).

The following screen displays:

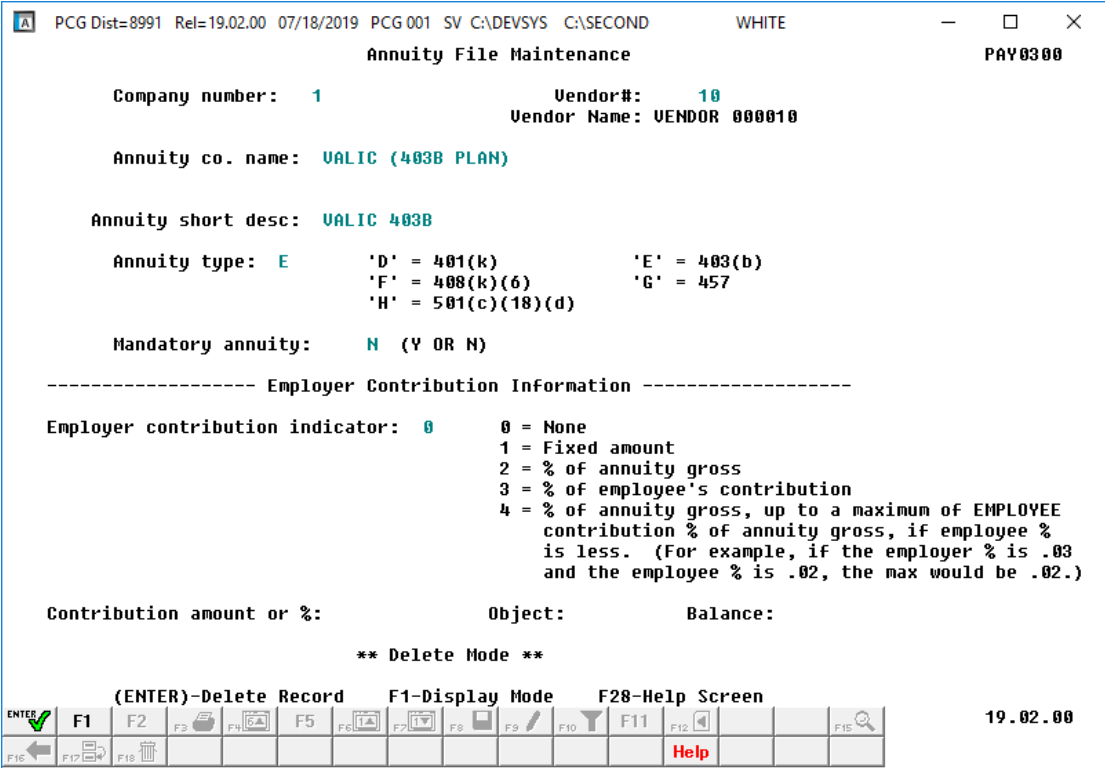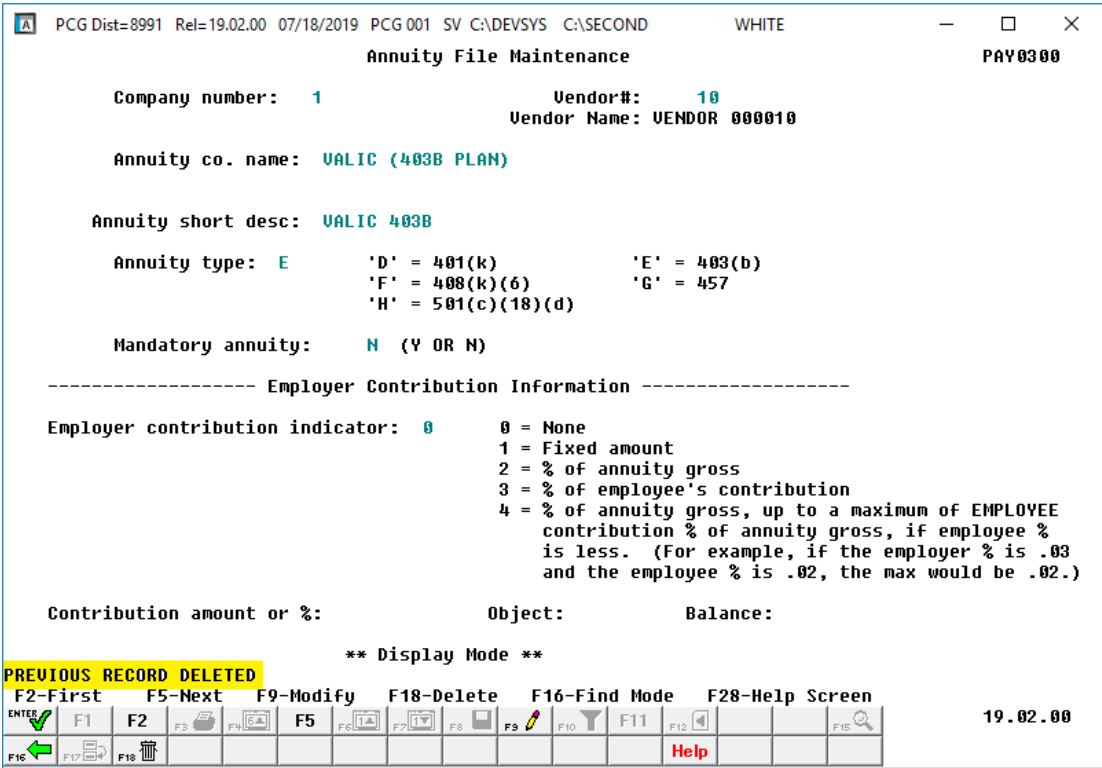| Step	Action
6	After verifying *"Previous Record Deleted"* displays, select [F16] (**F16 -** Find Mode) to return to the *Annuity File Maintenance – Entry* screen.

The following screen displays:

Step	Action
7	Select [F16] (**F16** - Exit) to return to the *Payroll System - Description/Deduction/Annuity Files Menu.*

The following screen displays:

Step	Action
8	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

Procedure 5C. Printing the Annuity File Report

Step	Action
1	Select [9] (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

Step	Action
2	Select ⬚ 12 (**F12** - Verify/Print Annuity File). *The Payroll System – Description/Deduction/Annuity Files Menu redisplays.*
3	**To print the report via the Uqueue Print Manager:** Select 🖶 (**Uqueue**). **To print the report via Microsoft® Word:** Select 🖶 (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
4	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu*, or select **Master** (**Master**) to return to the *Business Applications Master Menu*.

5C.1. Annuity Company File Report – Example

```
REPORT DATE 08/18/14                      ANNUITY COMPANIES                              PAGE    1

                                                      EMPLR     EMPLR     EMPLR     EMPLR   MANDATORY
   COMPANY#   VENDOR   TYPE   COMPANY NAME             IND      AMT/PCT   OBJECT   BALANCE   ANNUITY

      01      000022    E    EQUITABLE LIFE ASSU. SOCIETY        0      0.00000   00000    0000      N
      02      002632    E    FRANKLIN TEMPLETON TRUST COMPANY    0      0.00000   00000    0000      N
      03      000018    E    THE VARIABLE ANNUITY LIFE INS       0      0.00000   00000    0000      N
      04      001583    E    VANGUARD FIDUCIARY TRUST COMPANY    0      0.00000   00000    0000      N
      05      005453    G    GREAT AMERICAN PLAN ADMINISTRATORS, INC.  0  0.00000  00000   0000      N
      06      004929    E    HORACE MANN LIFE INSURACE CO        0      0.00000   00000    0000      N
      07      004929    G    HORACE MANN LIFE INSURACE CO        0      0.00000   00000    0000      N
      08      000018    G    THE VARIABLE ANNUITY LIFE INS       0      0.00000   00000    0000      N
      09      005646    E    GREAT AMERICAN PLAN ADMINISTRATORS  0      0.00000   00000    0000      N
      10      000018    E    THE VARIABLE ANNUITY LIFE INS       0      0.00000   00000    0000      N
      11      000018    E    THE VARIABLE ANNUITY LIFE INS       0      0.00000   00000    0000      N
      12      004638    E    AVIVA LIFE INSURANCE COMPANY        0      0.00000   00000    0000      N
```
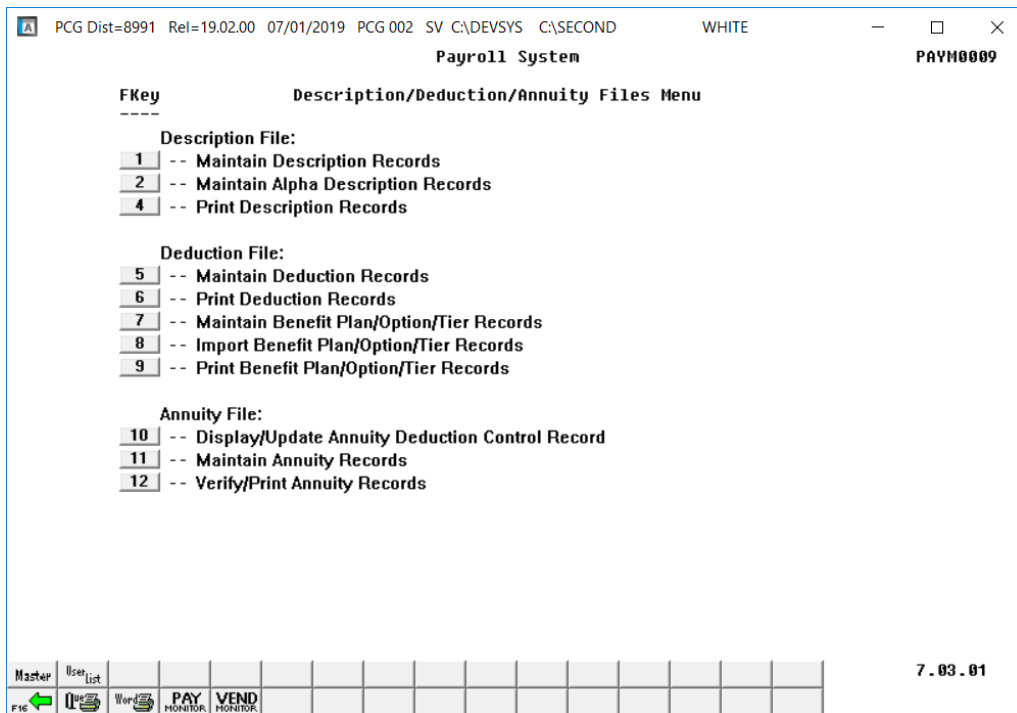
Appendix A: Teacher Retirement System (TRS) Job Class Description Code Listing

The Teacher Retirement System (TRS) predefines the following codes, and advises PCGenesis users not to change the codes unless instructed to do so by the Department of Education (GaDOE) or by TRS support personnel. Changing these codes without following these instructions may result in the school district's or the system's TRS data transmission file to be rejected.

K (TRS Job Class)	
Code	**Description**
00	Teaching Faculty
01	Instructional Aide
02	Paraprofessionals
03	Executive, Administrative, Managerial
04	Clerical, Secretary, Admin Support
05	Technology, Technical, Professional
06	Lunchroom, Maintenance, Warehouse, Transportation

Appendix B: Teacher Retirement System (TRS) Compensation Type/Pay Reason/TRS Pay Reason and TRS Termination Reason Description Code Listings

Use the following code tables to identify compensation on the Gross Data screen. PCGenesis users may define additional system-specific items as needed. Modify the descriptions for these items as needed.

P (Compensation Type)		
Code	**Description**	**Pay Type**
0000	Regular Pay	Regular Pay
0010	State Salary	State Salary
0011	Local Regular Salary	Local Salary
0021	Local Certified Supplement	Local Supp
0022	Local Hourly Wages	Reg Hourly
0023	Local Hourly Overtime	Reg OT
0024	Local Daily Pay	Reg Daily
0030	Extended Day Supplement	Extd Day
0031	Extended Year Supplement	Extd Year
0040	School Food Services (SFS) Certification Supplement	SFS Cert
0041	Training In-Depth (TID) Courses	TID Courses
0042	School Food Services (SFS) Participation	SFS Part Sup
0300	Other Pay Annuity Eligible	Othr Pay
0301	Other Pay Not Annuity Eligible	Othr PayNE
0302	Vocational Supplement	Vocational S
0303	Extracurricular Supplement	Extracurric
0304	Position Supplement	Posn Supp
0305	Summer Supplement	Summer Sup
0306	Stipends	Stipends
0307	National Certification Supp	Natl Cert
0308	Other Supp Annuity Elig	Othr Supp
0309	Other Supp Not Annuity Elig	Othr SuppNE
0310	Coaching Supplement	Coach Sup

R (Pay Reason)		
Code	**Description**	**TRS Pay Reason Code**
00	Regular	00
01	Certificate Upgrade	01
02	Promotion	02
03	Position Downgrade	03
04	Leave Without Pay (LWOP)	04
05	Pay Docked Due to Sick Leave	05
91	Summer Accrued Pay Payout	99
92	Summer Employment Pay	99

X (TRS Pay Reason)	
Code	**Description**
00	Regular
01	Certificate Upgrade
02	Promotion
03	Position Downgrade
04	Leave Without Pay (LWOP)
05	Pay Docked Due to Sick Leave
06	DC40 No Employee Contribution
07	HB210 No Employee Contribution
99	Code Not Applicable

Y (TRS Termination Reason)	
Code	**Description**
01	Left Employment
02	Retirement
03	Death
04	Other