

PCGenesis Recent Enhancements & Changes

GASBO
Augusta, GA
November 4, 2015



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"Educating Georgia's Future"

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PCGenesis

Recent Enhancements & Changes

PCGenesis Development Team

Steven Roache Senior Manager
Diane Ochala PCGenesis Lead Analyst/Developer
Angela Tennyson PCGenesis Senior Developer

- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion.

Agenda

- **Affordable Care Act**
- W-2's
- GHI AUF Change File
- Print YTD Earnings' Registers
- Print & Export CPI Certificate Information
- Payroll Gross Data Export & Import
- ERS Pension Compliance File
- Export/Import Selected Payroll Information
- PCGenesis Budget System
- Import New Employees

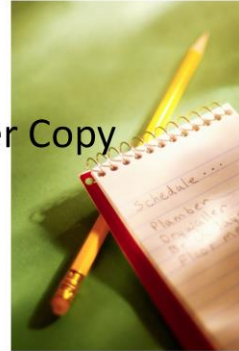


2015 saw many new features and functions added to PCGenesis.

Agenda

Affordable Care Act

- **Print Balance Sheets – Track Employee Hours**
- 1095-C Forms
- Personnel Update Menu
- ACA Worksheet
- Annual Reports Menu – Print Employer Copy of 1094-C and 1095-C's



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First, we are going to talk about the PCG features added for the Affordable Care Act.

Affordable Care Act

- 3rd parties require “actual hours worked per week” for all employees including substitutes.
- Any employee who averages more than **30** hours per week is eligible for employer-covered healthcare.
- Currently, the **Days/Hours** fields are NOT available on the PCGenesis Earnings History records.



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- According to ACA legislation, any employee who averages more than 30 hours per week is eligible for employer-covered healthcare.
- However, currently the Days/Hours fields are NOT available on the PCGenesis Earnings History records.

Affordable Care Act

- Adding the **Hours** field to the Earnings History file is a massive change.
- Would also require changes to the *Gross Data* screen to track separate **Hours** and **Days** fields.
- Today, the *Gross Data* screen has ONE column labelled **Days/Hrs Regular**.
- We are reluctant to make any system changes at this time.

- Adding the Hours field to the Earnings History file is a big, big change.
- Today, the **REG HRS** field on the Gross Data screen for **PROC TYPE = 'A'** might be entered as either days or hours.
- We are reluctant to make any system changes until we are confident that the ACA legislation will not change.

Affordable Care Act

- To address these issues, we have designed a work-around.
- An export option has been added to the *Print Balance Sheets (After Updates)* process.
- Obtain a spreadsheet of employee hours/days *during the current payroll run.*
- **Payroll Administrators must remember to produce this export file while running the payroll.**



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- To address these issues, we have designed a work-around.
- An export option has been added to the *Print Balance Sheets (After Updates)* process.
- This allows the payroll administrators to obtain a spreadsheet of employee hours/days **during the current payroll run.**
- Payroll Administrators must remember to produce this export file while running the payroll.

Affordable Care Act

PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE PAYH0003

Payroll System

Check and Direct Deposit Menu

FKey

- 1** -- Print Balance Sheets (After Updates)
[Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave]
- 2 -- Calculate Payroll & Print Exceptions
- 3 -- Calculate Payroll & Print Trial Register
- 4 -- Calculate Payroll & Update YTD (Final)

- 24 -- Import Leave Data for Paystubs From Leave Management System
- 5 -- Print Paychecks and Direct Deposits
- 6 -- Check/Direct Deposit Void/Add Menu
- 7 -- Print Final Payroll Register

- 8 -- Print Deduction Registers & Create Direct Deposit Export File
- 9 -- Manual Checks & Voids From Previous Pay Menu

- 12 -- Print Final Payroll Distribution
- 13 -- Update Earnings History With Current Pay
- 14 -- Update Budget Files With Current Pay

13.02.00

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*Print Balance Sheets (After Updates) is **F1** on the Payroll Check and Direct Deposit Menu.*

Affordable Care Act

PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE PAYBAL2

Print Balance Sheets (After Update)

Create Balance Sheet List to Load in Excel?

No
 Yes

Enter the export file path and name (e.g. C:\EXPORT\PayBalCYHD.CSU)
or F10 to Browse for File

C:\EXPORT\PayBal20141023.CSU

NOTE: DIRECTORY Must Already Exist

Enter=continue, F10=Browse, F16=Exit

14.03.00

ENTER
F10

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- The payroll administrator will be prompted to create a .csv export file of the Balance Sheet data.

Affordable Care Act Export Output

If the PROC TYPE = 'A', the REG HRS field might be either days or hours.

DUMMY field is available if you need to multiple REG HRS times HRS PER DAY to give actual hours worked.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EmpNo	EmpName	Class	LOC	Hire/Rehir	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT	OVT
2	85277	GA4DIS BO4IS	94	108	20110801	A	15614099903100100000000000000000	75	5	0	8	0	375.00	
3	85294	TH3O SH3N	3	8010	20060801	A	15408018472900100000000000000000	65	15	0	8	0	975.00	
4	85296	BO9ANNON SI	13	108	20120801	A	15100010811000100000000000000000	7.5	40	0	8	0	300.00	
5	85296	BO9ANNON SI	13	108	20120801	H	15100010831000100000000000000000	8.5	80	0	8	0	425.00	
6	85297	EV8RHART SH	20	308	20130701	D	15100013102220100000000000000000	55	20	0	8	0	1100.00	

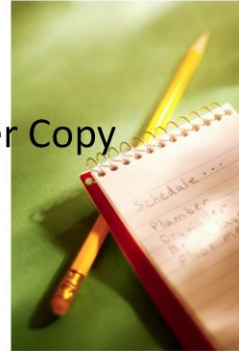
Could be days or hours

- The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts.
- The export will also include the hours per day worked by the employee (in case the gross data line represents a daily rate), the employees' hire/rehire date, the payroll class code, location code, and also a dummy column.
- With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc.
- The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day.

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Affordable Care Act

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- **1095-C Forms**
- Personnel Update Menu
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- Annual Reports Menu – Print Employer Copy of 1094-C and 1095-C's



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Next, we are going to talk about the new IRS form 1095-C .

Affordable Care

- Responsibility of the LUA officials:
 - Determine which individuals are considered full time employees, as defined by ACA legislation
 - Including any full-time employees who are **not offered coverage** through SHBP (Variable Rate Employees /Contracted Individuals)
 - Enter the correct ACA codes for **ALL** full time employees



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- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards) who are **not offered coverage** through SHBP.
- These employees would be your variable rate employees or contracted individuals who worked an average of 30 hours per week in the school districts during the look-back assessment period.
- School district officials will need to enter the correct ACA codes for **ALL** full-time employees!!

Affordable Care Act Support

- IRS Instructions for 1094-C and 1095-C:

<https://www.irs.gov/pub/irs-prior/i109495c--2015.pdf>

- School district officials must be familiar with the IRS rules!!
- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**



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School district officials must be familiar with the IRS rules!!

- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**

Go to the IRS website, shown above, and print and read the instructions for the 1094-C and the 1095-C.

Affordable Care Act Support

2015

Instructions for Forms 1094-C and 1095-C



Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about developments related to Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, and Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, and instructions, such as legislation enacted after they were published, go to www.irs.gov/form1094c and www.irs.gov/form1095c.

What's New

2015 filing requirements. All Applicable Large Employer Members (ALE Members) are required to file Forms 1094-C and 1095-C for 2015. For a definition of ALE Member, see the Definitions section.

Form revisions. For 2015, Form 1094-C was revised to move line 19 (is this the Authoritative Transmittal for this ALE Member?) into Part I of the form and to allow for an entry in the "All 12 Months held" in Part III, line 23, column (b) Full-Time Employee Count for ALE Member. Form 1095-C was revised to include a first month of the plan year indicator (plan start month) in Part II and a Part III Covered Individuals Continuation Sheet.

Additional Information

For information related to the Affordable Care Act, visit www.irs.gov/aca/Affordable-Care-Act-Tax-Provisions-Home. For the final regulations under section 6056, Information Reporting by Applicable Large Employers on Health Insurance Coverage Offered Under Employer-Sponsored Plans, see T.D. 9661, 2014-13 I.R.B. 855, at www.irs.gov/irb/2014-13_IRB/ar09.html. For the final regulations under section 6055, Information Reporting on Minimum Essential Coverage, see T.D. 9660, 2014-13 I.R.B. 842, at www.irs.gov/irb/2014-13_IRB/ar08.html. For the final regulations under section 4980H, Shared Responsibility for Employers Regarding Health Coverage, see www.irs.gov/irb/2014-13_IRB/ar09.html.
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Employer and to transmit Forms 1095-C to the IRS. Form 1095-C is used to report information about each employee. In addition, Forms 1094-C and 1095-C are used in determining whether an employer owes a payment under the employer shared responsibility provisions under section 4980H. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

Employers that offer employer-sponsored self-insured coverage also use Form 1095-C to report information to the IRS and to employees about individuals who have minimum essential coverage under the employer plan and therefore are not liable for the individual shared responsibility payment for the months that they are covered under the plan.

Who Must File

Applicable Large Employers, generally employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year, must file one or more Forms 1094-C (including a Form 1094-C designated as the Authoritative Transmittal, whether or not filing multiple Forms 1094-C), and must file a Form 1095-C for each employee who was a full-time employee of the employer for any month of the calendar year. Generally, the employer is required to furnish a copy of the Form 1095-C (or a substitute form) to the employee. For information about transition relief for determining status as an Applicable Large Employer for 2015 (allowing an employer to determine the average number of full-time employees based on a period of at least six consecutive months during 2014), see section XV D.3 of the preamble to the final regulations under section 4980H.



TIP For purposes of reporting on Forms 1094-C and 1095-C, an employee in a Limited Non-Assessment Period is not considered a full-time employee during that period.

Each employer has its own reporting obligation related to the health coverage the employer offered (or did not offer) to each of



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This is the first page of the IRS instructions.

The **2015 IRS Instructions for Forms 1094-C and 1095-C** explain all of the codes necessary for completing the forms.

Affordable Care Act 1095-C Printed Forms

VOID
CORRECTED

600116
OMB No. 1545-2051
2015

1095-C Employer-Provided Health Insurance Offer and Coverage
Form 1095-C
Department of the Treasury
Internal Revenue Service
 Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

Part I Employee **Applicable Large Employer Member (Employer)**

1 Name of employee 2 Social security number (SSN) 7 Name of employer 8 Employer identification number (EIN)

3 Street address (including apartment no.) 9 Street address (including room or suite no.) 10 Contact telephone number

4 City or town 5 State or province 6 Country and ZIP or foreign postal code 11 City or town 12 State or province 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage **Plan Start Month (Enter 2-digit number):**

14 Offer of Coverage (enter required codes)	All 12 Months											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15 Employee Shares of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)												

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M Form **1095-C** (2015)

- This is the IRS form 1095-C.
- The employer must send a 1095-C form to every ACA full-time employee in your district.
- **Part I** on the form contains the name and address information for the employee and the employer.

Affordable Care Act 1095-C, Part II Employee Offer and Coverage

Part II Employee Offer and Coverage													
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage letter assigned code													
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 504(b) Safe Harbor letter code, if applicable													

- Line 14: Offer of Coverage
 - MV is defined as minimum value
 - MEC is defined as minimum essential coverage

Code	Description
1A	Qualifying offer, 12 mos. EE contri < fed poverty
1B	MV offer to EE only. No coverage spouse & depts
1C	MV offer to EE, MEC offer to depts. No cover spouse
1D	MV offer to EE, MEC offer to spouse. No cover depts
1E	MV offer to EE, MEC offer to spouse and depts
1F	MEC not providing MV offered to EE
1G	Offer to EE who was not FT and who self-insured
1H	No offer of coverage
1I	Qualified Offer Transition Relief



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- **Part II** on the 1095-C form contains the ACA codes and information.
- **Line 14** is the 'Offer of Coverage' code as defined by the IRS.
- Each employee must be coded for the **Offer of Coverage** for each month of the calendar year.
- This screen shows the corresponding drop-down box from the PCGenesis entry screen.
 - 'MV' is defined as minimum value
 - 'MEC' is defined as minimum essential coverage

These codes determine what offer of coverage was made to each FULL-TIME employee, if any.

Note: **1H** = No offer of coverage

Affordable Care Act 1095-C, Part II Employee Offer and Coverage

Part II Employee Offer and Coverage		All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)														
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 9804 Safe Harbor (enter code, if applicable)														

- Line 15: Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
 - Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
 - Only report on Line 15 if minimum value coverage is offered (State Health Benefit Plan offers a minimum value option)



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- **Part II** on the 1095-C form contains the ACA codes and information.
- **Line 15** is the '**Employee Share of Lowest-Cost Monthly Premium for Self-Only Minimum Value Coverage**' as defined by the IRS.
 - Report the lowest contribution for self-only minimum value coverage, regardless of what tier of coverage enrolled
 - **Line 15** is entered only if minimum value coverage is offered.

Affordable Care Act 1095-C, Part II Employee Offer and Coverage

Part II Employee Offer and Coverage													
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)													
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)													

- Line 16: Applicable Section 4980H Safe Harbor Code (enter code, if applicable)

Code	Description
2A	Employee not employed during the month
2B	Employee was employed, but not FT
2C	Employee enrolled in coverage offered
2D	Limited non-assessment period (measurement period)
2E	Multiemployer interim rule relief
2F	Form W-2 affordability safe harbor
2G	Federal poverty line affordability safe harbor
2H	Rate of pay affordability safe harbor
2I	Non-calendar year transition relief for EE for mo



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- Part II on the 1095-C form contains the ACA codes and information.
- Line 15 is the 'Safe Harbor Code' code as defined by the IRS.
- If employee waived coverage, a 'Safe Harbor Code' is not entered.
- '2A' Employee was not employed during the month
- '2B' Employee was employed, but not full time
- '2C' Employee enrolled in the coverage offered
- '2D' Employee was in a measurement period
- The rest are other safe harbor codes for particular situations
- If an employee was offered coverage, but waived the coverage, no **Safe Harbor Code** is applicable

ACA Support

1095-C, Part III Covered Individuals

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Complete Part III ONLY if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage

- **Part III** on the 1095-C form contains the employee's dependent information.
- Complete **Part III** ONLY if the employee enrolled in the employer-sponsored health coverage
- The ADP file feed will contain GHI-eligible employees' dependent names, SSN's, and DOB's but not months of coverage

ACA Support

1095-C, Part III Covered Individuals

Part III Covered Individuals
 If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
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17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Columns (a) through (e) must be completed for each individual enrolled in the coverage
 - Must include the employee (self) on the list of dependents
- Column (d) or (e) must indicate the months in which the individual was covered

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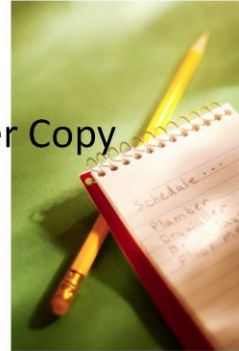
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- **Part III** on the 1095-C form contains the employee's dependent information.
- The data includes the dependent's name, social security number, date of birth, and the months the dependent was covered by the insurance.
- This section is completed for each individual enrolled in the healthcare coverage
 - This section must include the employee (self) on the list of dependents
- **Part III** also indicates the exact months that the individual was covered, January through December.
- Column (e) is checked if the employee or dependent was covered all 12 months of the year.

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Affordable Care Act

- Print Balance Sheets – Track Employee Hours
- 1095-C Forms
- **Personnel Update Menu**
- ACA Worksheet
- Annual Reports Menu – Print Employer Copy of 1094-C and 1095-C's



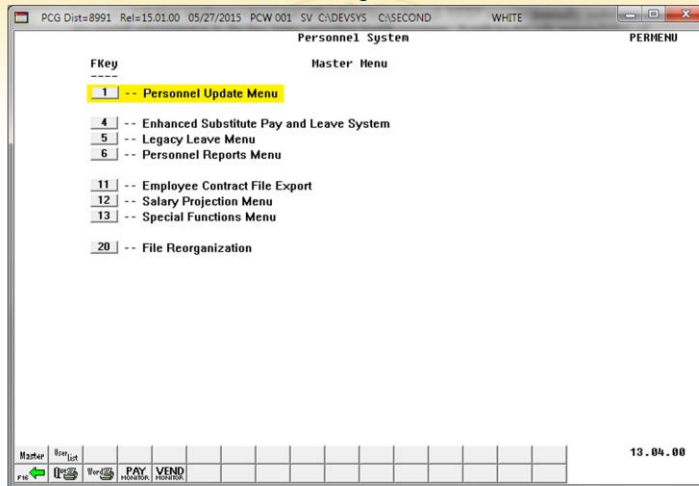
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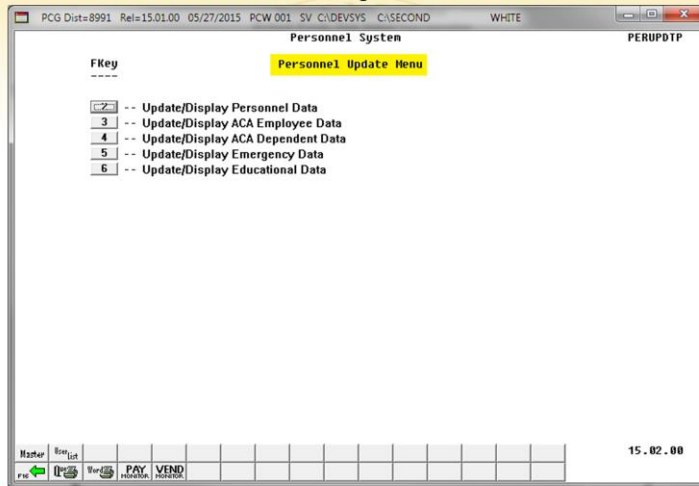
The 1095-C screens are available on the *Personnel Update Menu*.

Affordable Care Act Personnel Update Menu



The 1095-C screens are available on the *Personnel Update Menu*.

Affordable Care Act Personnel Update Menu



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The Personnel Update Menu includes

- Personnel Data,
- ACA Employee Data,
- ACA Dependent Data,
- Emergency Data, and
- Educational Data

Affordable Care Act Update/Display Personnel Data

PCG Dist#8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Update/Display Personnel Data PAV02

Status **A** -- Active A19SWORTH, CO9NELL
Emp. no. 86424 Pay Loc 110 Location 000110 Class 3 10 HO. TEACHERS
Sex Code E Work Loc 5050 Location 005050 Job 13 CLASSROOM TEACHERS
Mar Stat S SSN 999 00 6424 EEO-5 Job 000 Undefined
Ethnic 2 WHITE

NAME First CO9NELL Middle _____ EEO-5 and CPI Ethnic/Race:
Last A19SWORTH Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 4637 MAIN STREET Certificate Type B4 Race (Select all that apply)
Address L2 _____ ESI Job (from CPI) 000 Yes No An Indian Alaskan
City/State SMITH, GA Include on CPI ? Yes No Black
Zip Code 33333 County 160 Sick Bank ? Yes No White
Phone (999)555-3683 Out of State Yes No Asian
Cell phone ()000-0000 Override accrue? Yes No Hawaiian Pacific

Spouse SSN _____ Lvl Reason Max _____
Birth Date 11/01/1988 Hours Per Day 8.000
Hire Date 8/01/2015 Pens Elig Date 8/01/2015
Rehire Date _____ GHI Eligible ? Yes
Background Chk _____ Hrs/Week 30.00 TRS DOE Paid ERCON ? Yes
Date of Death _____ GHI 1ST Day Wrk 8/03/2015 Health Ins Flag Yes
Elig for Rehire Yes GHI Eff Date 10/01/2015 GHI Option B3 BCBS BRONZE
Term Date _____ GHI Final Ded Dt _____ GHI Tier 10 SINGLE
Term Reason _____ GHI Change Code NEHP GHI Ded Cd 9
New Employee hire

***** TAX DATA *****
Federal: Mar Stat S Exempt 0 Withholding Code 0 Ant/% .00
State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% .00
Tax Switches: Fed State FICA Pension REIC

15.02.00

Menu: **ACA** Deps Emer Edu Help

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Quick navigation has been added to the *Personnel Update Menu* functions, as shown on the screen.

Affordable Care Act Update/Display Personnel Data

Update/Display Personnel Data

Status **A** -- Active A19SWORTH, COYNELL Class **3** 10 MO. TEACHERS
 Emp. no. 86424 Pay Loc **110** Location 000110 Job **13** CLASSROOM TEACHERS
 Sex Code **F** Work Loc **5050** Location 005050 EEO-5 Job **000** Undefined
 Mar Stat **S** SSN **999 08 6424** Ethnic **2** WHITE

NAME First **COYNELL** Middle EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity?
 Last **A19SWORTH** Suffix Prefix Yes No

Address **4637 MAIN STREET** Certificate Type **B4** Race (Select all that apply)
 Address L2 CSI Job (from CPI) **000** Yes No An Indian Alaskan
 City/State **SMITH** GA Include on CPI ? **Y** Yes No Black
 Zip Code **33333** County **160** Sick Bank ? **N** Yes No White
 Phone **(999)555-3683** Out of State Substitute rank Yes No Asian
 Cell phone () **000-0000** Override accrue? Adj Lv Elig Date Yes No Hawaiian Pacific

Spouse SSN Lv Reason Max Hours Per Day **8.000**

Birth Date **11/01/1988** Pens Elig Date **8/01/2015**

Hire Date **8/01/2015** GHI Eligible ? **Y** TFS DOE Paid ERCOM ?
 Rehire Date GHI 1ST Day Wrk **8/03/2015** Health ins flag **Y**
 Background CK GHI Eff Date **10/01/2015** Participate in GHI ? **Y**
 Date of Death GHI Final Ded Dt GHI Option **B3** BCBS BRONZE
 Elig for Rehire **Y** GHI Change Code **NEHP** GHI Tier **10** SINGLE
 Term Date GHI Ded Cd **9**

Term Reason New Employee hire

***** TAX DATA *****
 Federal Stat **S** Exempt **0** Withholding Code **0** Ant/% **.00**
 State Stat **A** Allowance Mar **0** Dep **0** Withholding Code **0** Ant/% **.00**
 Tax Split Fed **Y** State **Y** FICA **N** Pension **Y** REIC **-**

Mode of Update 15.02.00

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On the Update/Display Personnel Data, a new field has been added: **Eligible for Rehire** indicator with valid values of 'Y' or 'N'.
 The **Eligible for Rehire** defaults to 'Y'. If the employee is NOT eligible for rehire, the payroll administrator can set this field to 'N'.

Affordable Care Act Update/Display ACA Employee Data

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 86424 A19SWORTH, COYNELL Class 3 10 MO. TEACHERS
 SSN 999-08-6424 Loc 5050 Location 005050 Job cd 13 CLASSROOM TEACHERS
 Calendar year: 2015

1095-C Eligible: Y

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H	_____	2A	--
FEB	1H	_____	2A	--
MAR	1H	_____	2A	--
APR	1H	_____	2A	--
MAY	1H	_____	2A	--
JUN	1H	_____	2A	--
JUL	1H	_____	2A	--
AUG	1E	53.02	2C	--
SEP	1E	53.02	2C	--
OCT	1E	53.02	2C	--
NOV	1E	53.02	2C	--
DEC	1E	53.02	2C	--

15.03.00

Per **ACA** Deps Emer Edu Help

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The Update/Display ACA Employee Data. This screen matches the information in **Part II** of the **1095-C**.

At this time, the **Kaiser Coverage** field is not used.

Affordable Care Act 1094-C Employer Transmittal Form

PCG Dist=8991 Rel=15.03.00 09/21/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 88942 AB3EU, ET3AN Class 1 CLASSROOM TEACHERS
 SSN 999-08-5555 Loc 108 Location 000108 Job cd 6 TEACHER VOCATIONAL L
 Calendar year: 2015

1095-C Eligible: Y

	OFFER of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1E	53.02		N
FEB	1E	53.02		N
MAR	1E	53.02		N
APR	1E	53.02		N
MAY	1E	53.02		N
JUN	1E	53.02		N
JUL	1E	53.02		N
AUG	1E	53.02		N
SEP	1E	53.02		N
OCT	1E	53.02		N
NOV	1E	53.02		N
DEC	1E	53.02		N

15.03.00

If 1095-C Eligible
is Y, this employee
is full-time for ACA

How does PCGenesis know whether or not an employee is full-time based on the ACA legislation? If there is a 'Y' in the **1095-C Eligible** field, this employee was full-time for at least part of the year and will receive a 1095-C from the school district.

Affordable Care Act Update/Display ACA Employee Data

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 86424 A19SWORTH, COYNELL Class 3 10 MO. TEACHERS
 SSN 999-08-6424 Loc 5050 Location 005050 Job cd 13 CLASSROOM TEACHERS
 Calendar year: 2015

1095-C Eligible: Y

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H	_____	2A	---
FEB	1H	_____	2A	---
MAR	1H	_____	2A	---
APR	1H	_____	2A	---
MAY	1H	_____	2A	---
JUN	1H	_____	2A	---
JUL	1H	_____	2A	---
AUG	1E	53.02	2C	---
SEP	1E	53.02	2C	---
OCT	1E	53.02	2C	---
NOV	1E	53.02	2C	---
DEC	1E	53.02	2C	---

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15] [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000]

Per Deps Emer Edu Help 15.03.00

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The ACA Employee screen will default to the current W-2 tax year. To view the previous or next tax years, use F11 and F12.

Affordable Care Act Update/Display ACA Dependent Data

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE


Status Active Update/Display ACA Dependent Data PER07
 EmpNo 86424 A19SMORTH, CO9NELL Class 3 10 MO. TEACHERS
 SSN 999-08-6424 Loc 5050 Location 005050 Job cd 13 CLASSROOM TEACHERS

Calendar year: 2015

SSN	SEX	NAME	RELATIONSHIP	MONTHS OF COVERAGE												
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
01 999 08 6424	E	(L) A19SMORTH		N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y
11/01/1988	N	(F) CO9NELL														
		(H)														
02 999 89 8787	N	(R) SELF		N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y
12/15/1986	Y	(F) B88P7														
		(H)														
03 000 00 0000	-	(R) SPOUSE														
		(L)														
		(F)														
		(H)														
04 000 00 0000	-	(R)														
		(L)														
		(F)														
		(H)														
05 000 00 0000	-	(L)														
		(R)														
		(F)														
		(H)														
06 000 00 0000	-	(L)														
		(R)														
		(F)														
		(H)														
		(R)														

15.02.00

Per ACA Dep Emer Edu Help

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The *Update/Display ACA Dependent Data* screen. This screen matches the information in **Part III** of the **1095-C**.

The dependent must have either a social security number or date of birth entered.

Affordable Care Act Update/Display ACA Dependent Data

Defaults to current tax year. To view PREV or NEXT tax years, use F11 / F12

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The ACA Dependent screen will default to the current W-2 tax year. To view the previous or next tax years, use F11 and F12.

Affordable Care Act Update/Display Emergency Data

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Update/Display Emergency Data PER02

Employee: 86424 A19SWORTH, C09HELL Spouse: 808LP7 A19SWORTH

Next of kin: 808LP7 A19SWORTH Relationship SPOUSE
Phone: 678 578 7555

Emergency: Relationship
Phone: 000 0000

Doctor: Relationship
Phone: 000 0000


Comments:

Employee e-mail: CA19SWORTH086424@dist.k12.ga.us

ENTER = Validate, F8 = Update Record, F16 = Exit without Changes

15.02.00

Per ACA Deps ACA Edu Help

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The *Update/Display Emergency Data* screen has been added to the 'quick navigation' button bar.

Affordable Care Act Update/Display Educational Data

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Update/Display Educational Data PER03

Employee: 86424 A19SMORTH, C09HELL

Years of Teaching Experience: LOCAL(IN) LOCAL(OUT) State
9.00 9.00


University/College	Degree	Degree date
1 University of Georgia	12 bachelor's degree	1 00
		00
		00
		00
		00
		00
		00
		00
		00
		00

** Degrees must be entered from top to bottom in Ascending Date Sequence **

ENTER = Validate, F16 = Exit without Changes

Per ACA Deps Eser TOD Help

15.02.00

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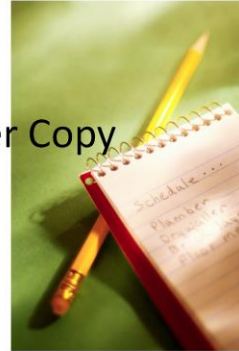
32

The *Update/Display Educational Data* screen has also been added to the 'quick navigation' button bar.

Agenda

Affordable Care Act

- Print Balance Sheets – Track Employee Hours
- 1095-C Forms
- Personnel Update Menu
- **ACA Worksheet**
- Annual Reports Menu – Print Employer Copy of 1094-C and 1095-C's



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2015 saw many new features and functions added to PCGenesis.

Affordable Care Act Affordable Healthcare Worksheet

- A tool to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form
- PCG analyzes all payments made to all employees during the course of a calendar year
- Determines whether or not an SHBP deduction was present on the payments



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- The *Print Affordable Healthcare Act Worksheet (F3, F6, F1)* has been added to the *Personnel System Reports Menu*.
- The worksheet is a tool that districts can use to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form.
- The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments.
- If an SHBP deduction was not taken, the employee will appear on the worksheet.

Affordable Care Act Affordable Healthcare Worksheet

- If an SHBP deduction was not taken, the employee will appear on the worksheet
- Space available for coding:
 - **1095-C Eligibility** field
 - **Offer of Coverage Code**
 - **Lowest Premium Amount**
 - **Safe Harbor Code**



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- If an SHBP deduction was not taken, the employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**.

Affordable Care Act Affordable Healthcare Worksheet

- The Payroll Administrator uses this worksheet for entering the data into the *Update/Display ACA Employee Data* screen
- The *Affordable Healthcare Worksheet* is available on the *Personnel Reports Menu* (F3, F6, F1)



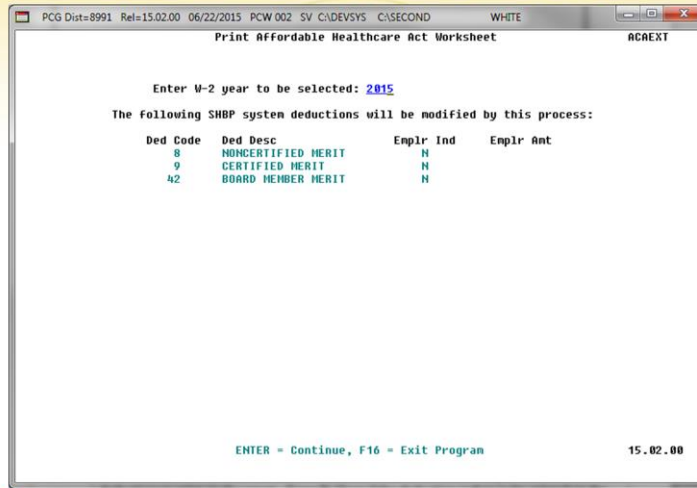
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- The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen
- The *Affordable Healthcare Worksheet* is available on the *Personnel Reports Menu*.

Affordable Care Act Affordable Healthcare Worksheet



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- The user selects the reporting year.
- A list of the SHBP system deduction codes displays on the screen.

Affordable Care Act Affordable Healthcare Worksheet

REPORT DATE: 06/10/2015		AFFORDABLE HEALTHCARE WORKSHEET					PAGE: 2					
REPORT TIME: 10:51		SORTED BY Class, Employee Name					PROGRAM: ACAFRT					
		CALENDAR YEAR - 2014										
EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIGIBLE FOR 1095-C?				
		TOT HRS	TOT GR	TOT NET	CHNO	CHNO	CHNO	CHNO	CHNO	OFFER CODE	LOWEST PREM	SAFE CODE
89754	999-08-9754	BUTKHAIRI, MAJINE	01	003	2/01/2008	8/01/2014	2/01/2014					
		JAN	1,222.00	920.61	235045							
		FEB	2,327.00	1,701.46	235421							
		MAR	400.00	366.57	47741							
		APR	EMPLOYEE NOT PAID									
		MAY	EMPLOYEE NOT PAID									
		JUN	150.00	138.52	236866							
		JUL	EMPLOYEE NOT PAID									
		AUG	3,097.78	2,270.58	237783							
		SEP	3,355.94	2,435.23	238149							
		OCT	3,505.93	2,542.24	238529							
		NOV	3,355.93	2,435.22	238909							
		DEC	3,355.93	2,435.22	239288							
89026	999-08-9026	BUTLESON, ROTLAND	01	003	5/01/2014							
		JAN	EMPLOYEE NOT PAID									
		FEB	EMPLOYEE NOT PAID									
		MAR	EMPLOYEE NOT PAID									
		APR	EMPLOYEE NOT PAID									
		MAY	EMPLOYEE NOT PAID									
		JUN	EMPLOYEE NOT PAID									
		JUL	EMPLOYEE NOT PAID									
		AUG	2,758.67	1,944.36	237995							
		SEP	SHPD DEDUCTION TAKEN									
		OCT	SHPD DEDUCTION TAKEN									
		NOV	SHPD DEDUCTION TAKEN									
		DEC	SHPD DEDUCTION TAKEN									

Here is an example report.

Affordable Care Act Affordable Healthcare Worksheet

REPORT DATE: 06/10/2015		AFFORDABLE HEALTHCARE WORKSHEET							PAGE: 2		
REPORT TIME: 10:51		SORTED BY Class, Employee Name							PROGRAM: ACAFRT		
		CALENDAR YEAR - 2014									
EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIGIBLE FOR 1095-C?			
								OFFER	LOWEST	SAFE	
		TOT HRS	TOT GR	TOT NET	CHNO	CHNO	CHNO	CODE	PREM	CODE	
59754	999-08-9754	BUTKHAIRI, MAITINE	01	003	2/01/2008	8/01/2014	2/01/2014				
		JAN	1,222.00	920.61	235045						
		FEB	2,327.00	1,701.46	235421						
		MAR	400.00	366.57	47741						
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	150.00	138.52	236866						
		JUL	EMPLOYEE NOT PAID								
		AUG	3,097.78	2,270.58	237783						
		SEP	3,355.94	2,435.22	238149						
		OCT	3,505.93	2,542.24	238529						
		NOV	3,355.93	2,435.22	238909						
		DEC	3,355.93	2,435.22	239288						
59026	999-08-9026	BUTLESON, RYLAND	01	003	8/01/2014						
		JAN	EMPLOYEE NOT PAID								
		FEB	EMPLOYEE NOT PAID								
		MAR	EMPLOYEE NOT PAID								
		APR	EMPLOYEE NOT PAID								
		MAY	EMPLOYEE NOT PAID								
		JUN	EMPLOYEE NOT PAID								
		JUL	EMPLOYEE NOT PAID								
		AUG	2,758.87	1,944.36	237995						
		SEP	SHBP DEDUCTION TAKEN								
		OCT	SHBP DEDUCTION TAKEN								
		NOV	SHBP DEDUCTION TAKEN								
		DEC	SHBP DEDUCTION TAKEN								

This employee hired in August, no SHBP deduction taken. Why?

- The report displays the employee's hire date, rehire date, and termination date.
- If an employee did not receive a pay check in a particular month , the report will display "EMPLOYEE NOT PAID", or
- If an employee did receive a pay check and the SHBP deduction was taken, the report will display "SHBP DEDUCTION TAKEN".
- If a payment exists with no SHBP deduction, the month is highlighted, with spaces for the payroll administrator to enter the ACA codes.

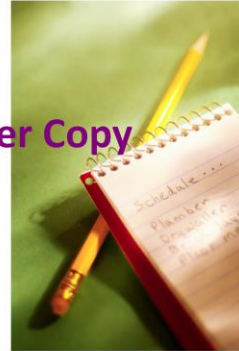
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Agenda

Affordable Care Act

- Print Balance Sheets – Track Employee Hours
- 1095-C Forms
- Personnel Update Menu
- ACA Worksheet
- **Annual Reports Menu – Print Employer Copy of 1094-C and 1095-C's**



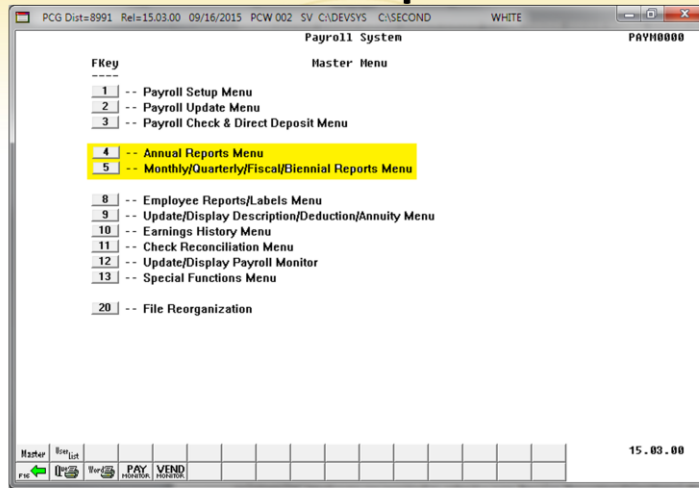
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2015 saw many new features and functions added to PCGenesis.

Affordable Care Act New Annual Reports Menu



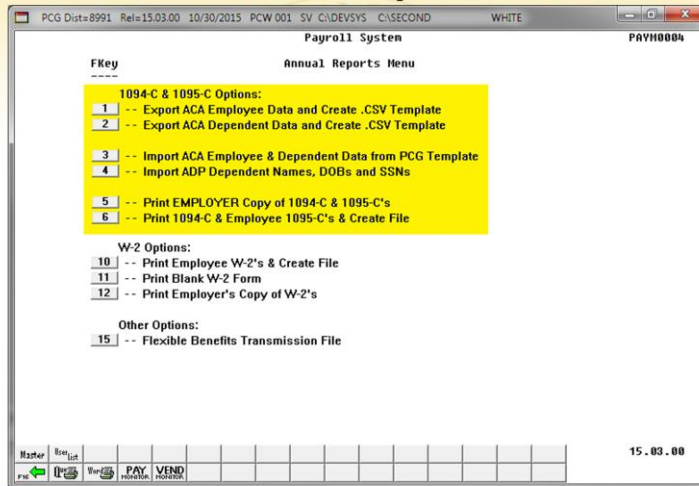
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The *Annual Reports Menu* has been split into a separate menu.

Affordable Care Act Support New Annual Reports Menu



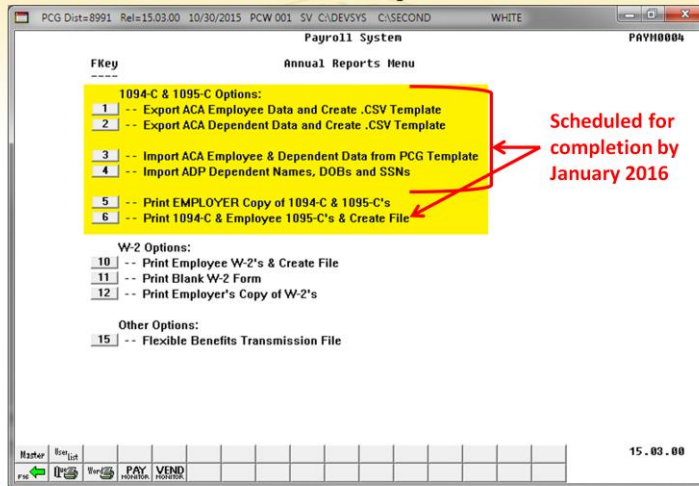
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The new *Annual Reports Menu* will contain most of the options required for ACA reporting.

Affordable Care Act Support New Annual Reports Menu



The ACA export and import options, and the option to print the actual 1094-C form and the 1095-C forms are targeted for completion by January 2016, if all goes well.

Affordable Care Act Support New Annual Reports Menu

The screenshot shows a window titled "Payroll System" with a menu titled "Annual Reports Menu". The menu items are as follows:

- 1094-C & 1095-C Options:**
 - 1 -- Export ACA Employee Data and Create .CSV Template
 - 2 -- Export ACA Dependent Data and Create .CSV Template
 - 3 -- Import ACA Employee & Dependent Data from PCG Template
 - 4 -- Import ADP Dependent Names, DOBs and SSNs
 - 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
 - 6 -- Print 1094-C & Employee 1095-C's & Create File
- W-2 Options:**
 - 10 -- Print Employee W-2's & Create File
 - 11 -- Print Blank W-2 Form
 - 12 -- Print Employer's Copy of W-2's
- Other Options:**
 - 15 -- Flexible Benefits Transmission File

Annotations on the screenshot:

- A red arrow points from the text "Published in PCG Release 15.03.00" to option 5.
- A red arrow points from the text "Scheduled for completion by January 2016" to option 6.

At the bottom of the screenshot, the logo for the Georgia Department of Education (GaDOE) is visible, along with the text "Richard Woods, Georgia's School Superintendent" and "Educating Georgia's Future". The date "11/6/2015" and page number "44" are also present.

The option to *Print the Employer Copy* of the 1094-C and the 1095-C's was published in PCG release 15.03.00.

Affordable Care Act Employer Copy of 1094-C & 1095-C's

- Calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**
- Print a condensed employer copy of the employees' **1095-C's**



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- The purpose of the *Employer Copy of the 1094-C and 1095-C's* is to calculate the employment totals to print on the **Form 1094-C**.
- **Form 1094-C** is the Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
- The report prints a condensed employer copy of the employee's 1095-C's.

Affordable Care Act 1094-C Employer Transmittal Form

**Affordable Care Act
1094-C Employer Transmittal Form**

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns CORRECTED

Department of the Treasury Internal Revenue Service **2015** OMB No. 1545-2251

Part I - Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer) 2 Employer identification number (EIN)

3 Street address (including room or suite no.)

4 City or town 5 State or province 6 Country and ZIP or foreign postal code

7 Name of person to contact 8 Contact telephone number

9 Name of Designated Government Entity (only if applicable) 10 Employer identification number (EIN)

11 Street address (including room or suite no.)

12 City or town 13 State or province 14 Country and ZIP or foreign postal code

15 Name of person to contact 16 Contact telephone number

17 Reserved

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

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

Part II - ALE Member Information

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

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

22 Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Qualifying Offer Method Transition Relief C. Section 4980H Transition Relief D. 95% Offer Method

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

Signature Title Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2015)

- Here is the IRS form 1094-C Employer Transmittal Form. This is a 3 page form.
- This is the first page.
- **Part I – Applicable Large Employer Member** – enter employer name and address information, etc.
 - Line 18 – Total number of Forms 1095-C submitted with this transmittal
 - Line 19 – Is this the authoritative transmittal for this ALE Member?
- **Part II – ALE Member Information**
 - Line 20 – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member
 - Line 21 – Is ALE Member a member of an Aggregated ALE Group.
 - Line 22 – Certifications of Eligibility
 - Signature of school board official!!!

Affordable Care Act 1094-C Employer Transmittal Form

120216
Page 2

Form 1094-C (2015)
Part III ALE Member Information—Monthly

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

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Form 1094-C (2015)

This is the second page of the 1094-C. We will go over this in more detail shortly.

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
- Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
- Column (c) – The Total Employee Count for each month of the calendar year
- Column (d) – Aggregated Group Indicator. PCG does NOT support this option
- Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator

Affordable Care Act 1094-C Employer Transmittal Form

Form 1094-C (2015) 120315
Page 3

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

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

Form 1094-C (2015)

This is the third page of the 1094-C. PCG does not support reporting for ALE Members of Aggregated ALE Groups.

Affordable Care Act 1094-C Employer Transmittal Form

- **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**
 - Report the **Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules)
 - Report the **Total Employee Count**

- The 1094-C reports the **Full-Time Employee Count** according to the ACA full time employee rules.
- The 1094-C also reports the **Total Employee Count**.
- These totals are printed for each month of the calendar year.

Affordable Care Act 1094-C Employer Transmittal Form

- Did employer meet Penalty A threshold?
 - Penalty A – Failure to offer substantially all full-time employees MEC (Minimum Essential Coverage)
- Also documents employer eligibility for certain transition relief

- The 1094-C answers the question, did the employer meet the Penalty A threshold?
- The 1094-C also documents employer eligibility for certain transition relief.

Affordable Care Act 1094-C Employer Transmittal Form

- PCG tallies the number of total employees who work each month of the calendar year.
- Calculates the **Total Employee Count** based upon active and terminated employees' **Hire Dates, Termination Dates, and Rehire Dates.**
- Inactive employees are not considered in this tally because
 - Many districts inactivate employees instead of terminating which causes inaccurate employee counts.



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- PCG tallies the number of total employees who work each month of the calendar year.
- The **Total Employee Count** is based upon active and terminated employees' **Hire Dates, Termination Dates, and Rehire Dates.**
- Inactive employees are not considered in this tally because
- Many districts inactivate employees instead of terminating the employees. This causes inaccurate employee counts.

Affordable Care Act 1094-C Employer Transmittal Form

- Employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen

- Employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen

Affordable Care Act 1094-C Employer Transmittal Form

PCG Dist=8991 Rel=15.03.00 09/21/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 88942 AB3EU, ET3AN Class 1 CLASSROOM TEACHERS
 SSN 999-08-5555 Loc 108 Location 000108 Job cd 6 TEACHER VOCATIONAL L
 Calendar year: 2015

1095-C Eligible: Y

	OFFER of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1E	53.02		N
FEB	1E	53.02		N
MAR	1E	53.02		N
APR	1E	53.02		N
MAY	1E	53.02		N
JUN	1E	53.02		N
JUL	1E	53.02		N
AUG	1E	53.02		N
SEP	1E	53.02		N
OCT	1E	53.02		N
NOV	1E	53.02		N
DEC	1E	53.02		N

15.03.00

Per ACA Deps Emer Edu Help

If 1095-C Eligible
is Y, this employee
is full-time for ACA

How does PCGenesis know whether or not an employee is full-time based on the ACA legislation? If there is a 'Y' in the **1095-C Eligible** field, this employee was full-time for at least part of the year and will receive a 1095-C from the school district.

Affordable Care Act

Where does the 1095-C data come from?

- Responsibility of the LUA officials:
 - Determine which individuals are considered full time employees, as defined by ACA legislation
 - Including any full-time employees who are **not offered coverage** through SHBP (Variable Rate Employees /Contracted Individuals)
 - Enter the correct ACA codes for **ALL** full time employees



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Where does the 1095-C data come from?

It is the responsibility of the school district officials to enter the correct ACA codes for **ALL** full time employees (as determined by ACA legislation).

- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards) who are **not offered coverage** through SHBP.
- These employees would be your variable rate employees or contracted individuals who worked an average of 30 hours per week in the school districts during the look-back assessment period.
- School district officials will need to enter the correct ACA codes for **ALL** full-time employees!!
- This information must be manually coded by the payroll administrator.

Affordable Care Act

Where does the 1095-C data come from?

- PCGenesis will read ADP file and load dependent names, SSN's, and DOB's but not months of coverage
- Payroll administrators must enter all employees' ACA codes
- Enter ACA data using the PCGenesis screens and forms, or import from spreadsheet



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- PCG will read the ADP file and load **dependent** names, SSN's, and Date of Births, but not months of coverage.
- PCGenesis administrators will enter ACA data using the PCGenesis screens and forms, or will use the export/import options to mass load data from a spreadsheet.
- It is the responsibility of the school district officials to enter the correct ACA codes for **ALL** full time employees (as determined by ACA legislation).
- This information must be manually coded by the payroll administrator.
- Can be entered on the PCG screens
- We will be adding features which allow the ACA data to be imported from a spreadsheet.

Affordable Care Act New Annual Reports Menu

Payroll System	
FKey	Annual Reports Menu
1094-C & 1095-C Options:	
1	-- Export ACA Employee Data and Create .CSV Template
2	-- Export ACA Dependent Data and Create .CSV Template

- F1 & F2 – typical PCG **export** process
 - F1 will read data on the **ACA Employee Data screen** and create an export file
 - F2 will read data on the **ACA Dependent Data screen** and create an export file
- Create a .csv file so that ACA data can be input on a template by the Payroll Administrator

The first two options on the *Annual Reports Menu* will be typical PCG **export** processes.

- F1 will read data on the **ACA Employee Data** screen and create an export file
- F2 will read data on the **ACA Dependent Data** screen and create an export file

Both of these processes will create a .csv file so that the ACA data can be input on a template by the Payroll Administrator.

Affordable Care Act New Annual Reports Menu

- 3 -- Import ACA Employee & Dependent Data from PCG Template
- 4 -- Import ADP Dependent Names, DOBs and SSNs

- F3 & F4 – typical PCG **import** process
 - F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
 - F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage
- Payroll Administrators will determine correct ACA codes and mass load the data



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The next two options on the *Annual Reports Menu* will be typical PCG **import** processes.

- F3 will read data from a .csv import file and load to the **ACA Employee Data** and **ACA Dependent Data** screen
- F4 will read **ADP file** and load dependent names, SSN's, and DOB's but not months of coverage
- Payroll Administrators will determine correct ACA codes and then be able to mass load the data

Affordable Care Act ADP/SHBP File Feed

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW.001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 89640 BL9NK, SHYMANNA Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 000010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	---	---	---	---
FEB	---	---	---	---
MAR	---	---	---	---
APR	1E	53.02	2C	---
MAY	1E	53.02	2C	---
JUN	1E	53.02	2C	---
JUL	1E	53.02	2C	---
AUG	1E	53.02	2C	---
SEP	1E	53.02	2C	---
OCT	1E	53.02	2C	---
NOV	1E	53.02	2C	---
DEC	1E	53.02	2C	---

2C: Employee 15.03.00

Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated. Why aren't Jan, Feb, Mar populated?

- Employee coverage must be entered so that the line 14 **Offer of Coverage** codes and line 15 **premium amounts** are populated.
- In this example, April through December show the **Offer of Coverage** code as:
 - 1E** = Minimum value offer made with minimum essential coverage to employee, spouse, and dependents
- The **Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage** is shown as \$53.02.
- In this example, April through December show the **Safe Harbor** code as:
 - 2C** – Employee was enrolled in the coverage offered

Why aren't Jan, Feb, Mar populated?

Affordable Care Act ADP/SHBP File Feed

PCG Dist:8991 Rel:15.03.00 10/05/2015 PCW 001 SV C:\DEV\SVS \CASECOND WHITE

Update/Display Personnel Data PAV 02

Status A -- Active BL9NK, SH9UWNNQ
 Emp. no. 89640 Pay Loc 108 Location 000108 Class 1 CLASSROOM TEACHERS
 Sex Code H Work Loc 108 Location 000108 Job 4 TEACHER 9-12
 Mar Stat H SSN 999 08 9640 EEO-5 Job 006 Second Teacher
 Ethnic 2 WHITE

NAME First SH9UWNNQ Middle _____ EEO-5 and CPI Ethnic/Race:
 Last BL9NK Suffix _____ Prefix _____ Hispanic/Latino Ethnicity?
 Yes No

Address 1364 MAIN STREET Certificate Type B5 Race (Select all that apply)
 Address L2 _____ CS1 Job (From CPI) 114 Yes No Am Indian Alaskan
 City/State SMITH, GA Include on CPI? Y Yes No Black
 Zip Code 33333 County 160 Sick Bank? N Yes No White
 Phone (999)555-0365 Out of State _____ Substitute rank _____
 Cell phone ()000-0000 Override accrue? _____ Adj Lv Elig Date _____
 Spouse SSN _____ Lv Reason Max _____
 Birth Date 2/01/1959 Hours Per Day 8.000

Hire Date 4/01/2014 Pens Elig Date 4/10/2014 TRS DOE Paid ERCON? N
 Rehire Date _____ GHI Eligible? Y Health ins Flag N
 Background Ck _____ Hrs/Week 40.00 Participate in GHI? N
 Date of Death _____ GHI 1ST Day Wrk 5/01/2014 GHI Option NC WAIVED
 Elig for Rehire _____ GHI Eff Date 6/01/2014 GHI Tier 00 NO COVERAGE
 Term Date _____ Final Ded Dt _____ GHI Ded Cd _____
 Term Reason _____ Change Code NEHP New Employee hire

The employee wasn't hired until April. Offer of coverage was not made until in April.

15.02.00

Per ACA Deps Ener Edu Help

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When we look at the employee's *Update/Display Personnel Data* screen, we see that the employee was not hired until April 1, 2015.

Affordable Care Act ADP/SHBP File Feed

PCG Dist=8991 Rel=15.03.00 11/02/2015 PCW.001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 896A0 BL9NK, SH9UANNH Class 20 PART TIME CLERICAL-S
 SSN 999-08-9640 Loc 8010 Location 008010 Job cd 3 BOARD MEMBERS
 Calendar year: 2015

1095-C Eligible:

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H		2A	--
FEB	1H		2A	--
MAR	1H		2A	--
APR	1E	53.02	2C	--
MAY	1E	53.02	2C	--
JUN	1E	53.02	2C	--
JUL	1E	53.02	2C	--
AUG	1E	53.02	2C	--
SEP	1E	53.02	2C	--
OCT	1E	53.02	2C	--
NOV	1E	53.02	2C	--
DEC	1E	53.02	2C	--

15.03.00

Jan, Feb, Mar must be coded by the payroll administrator.

Therefore, Jan, Feb and March must be coded appropriately by the payroll administrator.

Affordable Care Act ADP/SHBP File Feed

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	1H		2A	--
FEB	1H		2A	--
MAR	1H		2A	--
APR	1E	53.02		--
MAY	1E	53.02		--
JUN	1E	53.02		--
JUL	1E	53.02		--
AUG	1E	53.02		--
SEP	1E	53.02		--
OCT	1E	53.02		--
NOV	1E	53.02		--
DEC	1E	53.02		--

2A: Employee not employed during the month

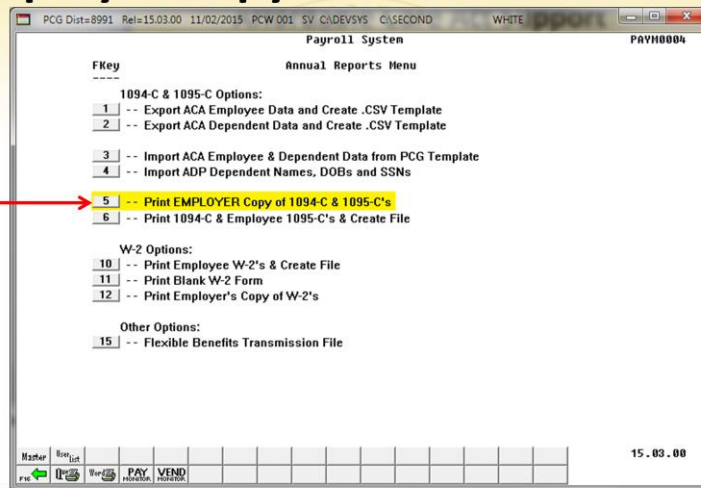
15.03.00

For example:
Line 14 = 1H - No offer of coverage
Line 16 = 2A - Employee not employed

For example:

- Line 14 = **1H** - No offer of coverage
- Line 16 = **2A** - Employee not employed

Affordable Care Act Support Employer Copy of 1094-C & 1095-C's



The *Print EMPLOYER Copy of 1094-C and 1095-C* was published at the end of September in PCG Release 15.03.00.

We are going to review this process.

Affordable Care Act Employer Copy of 1094-C & 1095-C's

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

Enter W-2 year to be selected: 2015

Type of File Submission: Electronic

Please enter the name and phone number of the person the IRS would need to contact regarding problems with the processing of these 1094-C and 1095-C'S.
Contact Name W2_CONTACT_NAME


Contact Telephone
Area Code 999 Exchange 555 Phone Number 5555 Extension 56789

Contact EMAIL W2clerk@district.k12.ga.us (Required Field)

Location address CENTRAL OFFICE (Required Field)
Enter the submitter's location. For example, Attention, Suite, Room Number, etc.

ENTER = Continue, F16 = Exit Program

15.03.00

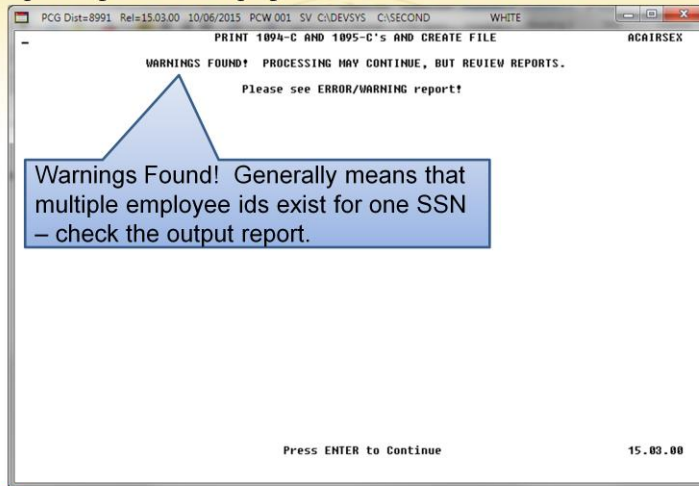
 Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

11/6/2015

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First, the PCG user will identify the W-2 or tax year. The contact information is also entered on this screen.

Affordable Care Act Employer Copy of 1094-C & 1095-C's



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

11/6/2015

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- In some cases, a WARNING screen will be displayed.
- Generally, this means that multiple employee IDs exist for one Social Security Number.
- The output reports should be reviewed carefully to ensure that the system calculates the months that the employee was employed correctly.

Affordable Care Act Employer Copy of 1094-C & 1095-C's

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV CADEVSY5 CASECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

U-2 YEAR: 2015

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S		1094-C, PART III, COL C TOTAL EMP COUNT		1094-C, PART III, COL E SECTION 4980H INDICATOR
		CALCED	OVERRIDE	CALCED	OVERRIDE	
JAN	Y	2	2	427	427	--
FEB	Y	2	2	430	430	--
MAR	Y	2	2	430	430	--
APR	Y	2	2	430	430	--
MAY	Y	2	2	430	430	--
JUN	Y	2	2	430	430	--
JUL	Y	2	2	430	430	--
AUG	Y	3	3	431	431	--
SEP	Y	3	3	431	431	--
OCT	Y	3	3	432	432	--
NOV	Y	3	3	432	432	--
DEC	Y	3	3	432	432	--

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD TRANSITION RELIEF
N C. SECTION 4980H TRANSITION RELIEF
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the Final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Override Totals will print on the final IRS forms

- This screen will be displayed during processing.
- This screen shows the grand totals calculated by PCG for the:
 - Total number of full time employees, per month
 - Total number of employees, per month
- NOTE: The protected numbers on the screen are calculated by the PCGenesis system. The payroll administrator may enter **Override Totals**.
- For example, PCGenesis may not be aware of some district employees, and payroll administrators may have a more accurate count.
- In this case, the payroll administrator may key in accurate numbers.
- The **Override Totals** will print on the final IRS 1094-C form.

Affordable Care Act 1094-C Employer Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage CORRECTED OMB No. 1545-2051 120116

Department of the Treasury Internal Revenue Service

PGO Dtot=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C's AND CREATE FILE ACRIRSEX

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)

3 Street address (including room or suite no.)

4 City or town

7 Name of person to contact

9 Name of Designated Government Entity (only if applicable)

11 Street address (including room or suite no.)

12 City or town

15 Name of person to contact

17 Reserved

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

19 Is this the authoritative transmittal for this ALE Member? If "Yes,"

Part II ALE Member Information

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

21 Is ALE Member a member of an Aggregated ALE Group?

If "No," do not complete Part IV.

22 Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Qualifying Offer Method Transition Relief C. Section 4980H Transition Relief D. 98% Offer Method

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

Signature Title Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form 1094-C (2015) 15 66

1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED. OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED. OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN Y	2 2	427 427	-
FEB Y	2 2	438 438	-
MAR Y			
APR Y			
MAY Y			
JUN Y			
JUL Y			
AUG Y			
SEP Y			
OCT Y			
NOV Y			
DEC Y			
TOTAL 1095-C FORMS PRINTED: 3			
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3			

1094-C, PART II, LINE 22

A. QUALIFYING OFFER METHOD

B. QUALIFYING OFFER METHOD TRANSITION RELIEF

C. SECTION 4980H TRANSITION RELIEF

D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

We will illustrate how the entries on this screen are used on the 1094-C Employer Transmittal Form.

- This is the first page of the 1094-C.
- **Part I – Applicable Large Employer Member** – enter employer name and address information, etc.
 - **Line 18** – Total number of Forms 1095-C submitted with this transmittal
 - Line 19 – Is this the authoritative transmittal for this ALE Member?
- **Part II – ALE Member Information**
 - Line 20 – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member
 - Line 21 – Is ALE Member a member of an Aggregated ALE Group.
 - Line 22 – Certifications of Eligibility
 - Signature of school board official!!!

The screen displays the 'Total 1095-C forms printed'.

This field will populate Line 18 - **Total number of Forms 1095-C submitted with this transmittal**

The **Total number of Forms 1095-C submitted with this transmittal** can not be overridden by the payroll administrator.

The **Total number of Forms 1095-C submitted with this transmittal** is determined by the **1095-C Eligible** field on the *ACA Employee Data* screen

If there is a 'Y' in this field, the employee was full-time for at least part of the year and

will receive a 1095-C from the school district.

Affordable Care Act 1094-C Employer Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage CORRECTED OMB No. 1545-2051 120116

Department of the Treasury Internal Revenue Service

Information about Form 1094-C and Coverage

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)

3 Street address (including room or suite no.)

4 City or town

7 Name of person to contact

9 Name of Designated Government Entity (only if applicable)

11 Street address (including room or suite no.)

12 City or town

15 Name of person to contact

17 Reserved

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

19 Is this the authoritative transmittal for this ALE Member? If "Yes,"

Part II ALE Member Information

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

21 Is ALE Member a member of an Aggregated ALE Group?

If "No," do not complete Part IV.

22 Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Qualifying Offer Method Transition Relief C. Section 4980H Transition Relief D. 98% Offer Method

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

Signature _____ Title _____ Date _____

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form 1094-C (2015) 15 67

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C's AND CREATE FILE ACRIRSEX

1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y		
FEB	Y		
MAR	Y		
APR	Y		
MAY	Y		
JUN	Y		
JUL	Y		
AUG	Y		
SEP	Y		
OCT	Y		
NOV	Y		
DEC	Y		

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22
A. QUALIFYING OFFER METHOD
B. QUALIFYING OFFER METHOD TRANSITION RELIEF
C. SECTION 4980H TRANSITION RELIEF
D. 98% OFFER METHOD

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

*** The Override Totals will be printed on the final IRS forms ***

1094-C, Line 20 – Total number of Forms 1095-C filed by and/or on behalf of ALE Member. Input by the payroll administrator.

We will illustrate how the entries on this screen are used on the 1094-C Employer Transmittal Form.

- This is the first page of the 1094-C.
- **Part I – Applicable Large Employer Member** – enter employer name and address information, etc.
 - Line 18 – Total number of Forms 1095-C submitted with this transmittal
 - Line 19 – Is this the authoritative transmittal for this ALE Member?
- **Part II – ALE Member Information**
 - **Line 20** – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member
 - Line 21 – Is ALE Member a member of an Aggregated ALE Group.
 - Line 22 – Certifications of Eligibility
 - Signature of school board official!!!

The screen displays the '**Total 1095-C Forms Filed on Behalf of Employer**'. This field is input by the payroll administrator.

- This field will populate Line **20** – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member

Affordable Care Act 1094-C Employer Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage CORRECTED OMB No. 1545-2051 120116

Department of the Treasury Internal Revenue Service

PGO Dtot=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C's AND CREATE FILE ACRIRSEX

Part I – Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)

3 Street address (including room or suite no.)

4 City or town

7 Name of person to contact

9 Name of Designated Government Entity (only if applicable)

11 Street address (including room or suite no.)

12 City or town

15 Name of person to contact

17 Reserved

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

19 Is this the authoritative transmittal for this ALE Member? If "Yes,"

Part II – ALE Member Information

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

21 Is ALE Member a member of an Aggregated ALE Group?

If "No," do not complete Part IV.

22 Certifications of Eligibility (select all that apply):

A. Qualifying Offer Method B. Qualifying Offer Method Transition Relief C. Section 4980H Transition Relief D. 98% Offer Method

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

Signature _____ Title _____ Date _____

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form 1094-C (2015) 15 68

1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN Y	2 2	427 427	-
FEB Y	2 2	430 430	-
MAR Y	2 2	430 430	-
APR Y	2 2	430 430	-
MAY Y	2 2	430 430	-
JUN Y	2 2	430 430	-
JUL Y			
AUG Y			
SEP Y			
OCT Y			
NOV Y			
DEC Y			

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART III, LINE 22
A. QUALIFYING OFFER METHOD
B. QUALIFYING OFFER METHOD TRANSITION RELIEF
C. SECTION 4980H TRANSITION RELIEF
D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

1094-C, Line 22 – Certifications of Eligibility (select all that apply). Input by payroll administrator.

We will illustrate how the entries on this screen are used on the 1094-C Employer Transmittal Form.

- This is the first page of the 1094-C.
- **Part I – Applicable Large Employer Member** – enter employer name and address information, etc.
 - **Line 18** – Total number of Forms 1095-C submitted with this transmittal
 - Line 19 – Is this the authoritative transmittal for this ALE Member?
- **Part II – ALE Member Information**
 - Line 20 – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member
 - Line 21 – Is ALE Member a member of an Aggregated ALE Group.
 - **Line 22** – Certifications of Eligibility
 - Signature of school board official!!!

The payroll administrator can enter 'Y' next to any options that apply.

Affordable Care Act 1094-C Employer Transmittal Form

Form 1094-C (2015) 120216 Page 2

Part III ALE Member Information—Monthly

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

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

V-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACIRSEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	2 2	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD TRANSITION RELIEF
N C. SECTION 4980H TRANSITION RELIEF
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS Forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Form 1094-C (2015) 16/2015 69

Part III – ALE Member Information

- **Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?**
- Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
- Column (c) – The Total Employee Count for each month of the calendar year
- Column (d) – Aggregated Group Indicator. PCG does NOT support this option
- Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator

The Payroll Administrator can indicate whether or not the school district offered minimum essential coverage for each month of the calendar year.

Affordable Care Act 1094-C Employer Transmittal Form

Form 1094-C (2015) 120216 Page 2

Part III ALE Member Information – Monthly

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

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

V-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACARISEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	3 3	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD TRANSITION
N C. SECTION 4980H TRANSITION RELIEF
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

Form 1094-C (2015) 16/2015 70

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - **Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year**
 - Column (c) – The Total Employee Count for each month of the calendar year
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
 - To calculate the **Full Time Employee Count by month**, PCG subtracts ACA Safe Harbor Code values per IRS regulations:
 - **2A** – Employee not employed during the month
 - **2B** – Employee was employed, but not full-time during the month
 - **2D** – Employee was in a limited non-assessment period (measurement period) during the month

Affordable Care Act 1094-C Employer Transmittal Form

Form 1094-C (2015) 120216 Page 2

Part III ALE Member Information – Monthly

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

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACIRSEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	3 3	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3
TOTAL 1095-C FORMS FILED ON BEHALF OF

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD TRANSITION
N C. SECTION 4980H TRANSITION RELIEF
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Form 1094-C (2015) 16/2015 71

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
 - **Column (c) – The Total Employee Count for each month of the calendar year**
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
- This screen shows the grand totals calculated by PCG for the:
 - Total number of employees, per month
 - NOTE: The protected numbers on the screen are calculated by the PCGenesis system. The payroll administrator may enter **Override Totals**.
 - For example, PCGenesis may not be aware of some district employees, and payroll administrators may have a more accurate count.
 - In this case, the payroll administrator may key in accurate numbers.
 - The **Override Totals** will print on the final IRS 1094-C form.

Affordable Care Act 1094-C Employer Transmittal Form

Form 1094-C (2015) 120216 Page 2

Part III ALE Member Information – Monthly

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

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

V-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACIRSEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	3 3	431 431	--
SEP	Y	3 3	432 432	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED:
TOTAL 1095-C FORMS FILED ON

1094-C, PART II, LINE 22
N A. QUALIFYING OFFER METHOD
N B. QUALIFYING OFFER METHOD
N C. SECTION 4980H TRANSITION
N D. 98% OFFER METHOD

**** The Override Totals will be printed on the final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

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Form 1094-C (2015)

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
- Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
- Column (c) – The Total Employee Count for each month of the calendar year
- Column (d) – Aggregated Group Indicator. PCG does NOT support this option
- **Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator**

If any transition relief indicators apply, the user can type in the correct transition relief code as defined by the IRS Instructions.

Affordable Care Act Employer Copy of 1094-C & 1095-C's

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV CADEVSY5 CASECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

U-2 YEAR: 2015

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER		1094-C, PART III, COL B TOTAL FULL-TIME EMP'S		1094-C, PART III, COL C TOTAL EMP COUNT		1094-C, PART III, COL E SECTION 4980H INDICATOR
			CALCED	VERRIDE	CALCED	VERRIDE	
JAN	Y		2	2	427	427	--
FEB	Y		2	2	430	430	--
MAR	Y		2	2	430	430	--
APR	Y		2	2	430	430	--
MAY	Y		2	2	430	430	--
JUN	Y		2	2	430	430	--
JUL	Y		2	2	430	430	--
AUG	Y		3	3	431	431	--
SEP	Y		3	3	431	431	--
OCT	Y		3	3	432	432	--
NOV	Y		3	3	432	432	--
DEC	Y		3	3	432	432	--
TOTAL 1095-C FORMS PRINTED:			3				
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:				3			

1094-C, PART II, LINE 22
 N A. QUALIFYING OFFER METHOD
 N B. QUALIFYING OFFER METHOD TRANSITION RELIEF
 N C. SECTION 4980H TRANSITION RELIEF
 N D. 98% OFFER METHOD

**** The Override Totals will be printed on the Final IRS forms ****

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

The payroll administrator is allowed to override system calculated totals

17-Copy Data
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Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
 - **Column (c) – The Total Employee Count for each month of the calendar year**
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
- This screen shows the grand totals calculated by PCG for the:
 - Total number of employees, per month
 - NOTE: The protected numbers on the screen are calculated by the PCGenesis system. The payroll administrator may enter **Override Totals**.
 - For example, PCGenesis may not be aware of some district employees, and payroll administrators may have a more accurate count.
 - In this case, the payroll administrator may key in accurate numbers.
 - The **Override Totals** will print on the final IRS 1094-C form.

Affordable Care Act

Employer Copy of 1094-C & 1095-C's

- PCG calculates the Total Full-Time Employees and Total Employee Count – **makes a best guess**
- Payroll administrator can override the system calculated totals
- The administrator override values will be saved and will display the next time the process is run
- **F17 – Copy Data** is available to refresh the override values back to the system calculated values



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- PCG calculates the Total Full-Time Employees and Total Employee Count – **makes a best guess**
- Payroll administrator can override the system calculated totals
 - For example, PCGenesis may not be aware of some district employees, and payroll administrators may have a more accurate count.
 - In this case, the payroll administrator may key in accurate numbers.
 - The **Override Totals** will print on the final IRS 1094-C form.
- The administrator override values will be saved and will display the next time the process is run
- **F17 – Copy Data** is available to refresh the override values back to the system calculated values

Affordable Care Act Employer Copy of 1094-C & 1095-C's

- Three reports created:
 - Error Report
 - Employee Counts for 1094-C Report
 - Employer Copy of 1094-C and 1095-C's



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Three reports created:

- Error Report
- Employee Counts for 1094-C Report
- Employer Copy of 1094-C and 1095-C's

Affordable Care Act Employer Copy of 1094-C & 1095-C's Error Report

REPORT ID: ACAIRSEK-ER EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT PAGE: 1
REPORT DATE: 10/06/2015 REPORTING YEAR: 2015

EMPLOYEES ARE MERGED: 11111 OTHER = 087420 WARNING, RECORDS MERGED

Warnings Found! Generally means that multiple employee ids exist for one SSN – check the output report.



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- Error Report
 - In some cases, a WARNING screen will be displayed.
 - Generally, this means that multiple employee IDs exist for one Social Security Number.
 - The output reports should be reviewed carefully to ensure that the system calculates the months that the employee was employed correctly.

Affordable Care Act Employer Copy of 1094-C & 1095-C's

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C										PAGE: 29		
REPORT DATE: 10/06/2015 15:39		BASED ON FIRST DAY OF THE MONTH										REPORTING YEAR: 2014		
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	SEP	OCT	NOV	DEC		
STAT CLASS	HIRE DATE	TERM DATE	REHIRE DT											
89984	999-08-9984	MA70S, ALTERIA		Y	Y	Y	Y							
T 05	9/01/2013	6/01/2014												
89960	999-08-9960	JASOBSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 01	8/01/2007													
89964	999-08-9964	OLSARY, DOSTY		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 07	8/01/2007													
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y	Y						FULL		
T 15	8/01/2011	4/01/2014	1/01/2012											
89967	999-08-9967	SAZTER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y PART		
A 18	7/01/2012													
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y	Y	Y	Y	Y	Y PART		
T 03	8/01/1979	12/01/2102	3/01/1995											
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 01	8/01/2010													
89985	999-08-9985	MUSSON, RESNLDLO		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 02	8/01/1991	1/01/1993	8/01/2004											
89990	999-08-9990	WHSTEN, IZ3TTA		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL 1095		
A 01	8/01/2008													
GRAND TOTALS			296	296	295	296	277	273	279	312	312	315	315 FULL CLASS	
			88	87	89	92	72	73	72	79	87	89	100 PART CLASS	
1094-C, PART III, COL C TOTAL EMP COUNT			384	383	384	388	349	346	351	391	399	404	414	415 TOTAL EMP
TOTAL 1095-C FORMS			4											
TOTAL SAFE HARBOR 2A, 2B, 2D			1	1	1	1	1	1	1	0	0	0	0	0
1094-C, PART III, COL B FULL-TIME EMP COUNT			3	3	3	3	3	3	3	4	4	4	4	4

Employee Counts for 1094-C Report

Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '1095' prints next to the employee data

Affordable Care Act Employer Copy of 1094-C & 1095-C's

- **Employee Counts for 1094-C Report**
 - Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
 - Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
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Employee Counts for 1094-C Report

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- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data

Affordable Care Act Employer Copy of 1094-C & 1095-C's

- **Employee Counts for 1094-C Report**

- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
- To calculate the **Full Time Employee Count by month**, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
 - **2A** – Employee not employed during the month
 - **2B** – Employee was employed, but not full-time during the month
 - **2D** – Employee was in a limited non-assessment period (measurement period) during the month



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Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - **Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year**
 - Column (c) – The Total Employee Count for each month of the calendar year
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
-
- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
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Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C										PAGE: 29			
REPORT DATE: 10/06/2015 15:39		BASED ON FIRST DAY OF THE MONTH										REPORTING YEAR: 2014			
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
89954	999-08-9954	MATOS, ALBERTA	Y	Y	Y	Y	Y								FULL
T	05	3/01/2013	6/01/2014												
89960	999-08-9960	JAROBSEN, MISES		Y	Y	Y	Y			Y	Y	Y	Y	Y	FULL
A	01	8/01/2007													
89964	999-08-9964	OLSARY, DOSTY	Y	Y											FULL
A	07	8/01/2007													
89965	999-08-9965	HEADLETON, LAQNT	Y	Y											FULL
T	15	8/01/2011	4/01/2014	1/01/2012											
89967	999-08-9967	SAETER, VIZENTE	Y	Y											PART
A	18	7/01/2012													
89982	999-08-9982	KISBLE, HASOLD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
T	03	8/01/1979	12/01/2102	3/01/1995											
89983	999-08-9983	LOZNEY, BR2T	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A	01	8/01/2010													
89985	999-08-9985	MUSSON, RESNOLDO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A	02	8/01/1991	1/01/1993	8/01/2004											
89990	999-08-9990	WHISTEN, IZ3TTA	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
A	01	8/01/2008													
GRAND TOTALS			296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS
			88	87	89	92	72	73	72	79	87	89	99	100	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT			384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP
TOTAL 1095-C FORMS			4												
TOTAL SAFE HARBOR 2A, 2B, 2D			1 1 1												
1094-C, PART III, COL B FULL-TIME EMP COUNT			3 3 3												

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '1095' prints next to the employee data

Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX REPORT DATE: 10/06/2015 15:39				EMPLOYEE COUNTS FOR 1094-C BASED ON FIRST DAY OF THE MONTH												PAGE: 29
EMP NO	SSN	NAME	REHIRE DT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
89964	999-08-9964	MATOS, ALTERIA		Y	Y	Y	Y	Y								FULL
89960	999-08-9960	JAROBSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
89964	999-08-9964	OLSAARY, DOSTY		Y	Y											FULL
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y											FULL
89967	999-08-9967	SAETER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y									
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y									
89985	999-08-9985	MUSSON, RESNOLDO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
89990	999-08-9990	WHISTEN, IZ3TTA		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
GRAND TOTALS				296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS
				88	87	89	92	72	73	72	79	87	89	99	100	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT				384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP
TOTAL 1095-C FORMS				4												
TOTAL STATE NUMBER EM, EB, EB				1	1	1	1	1	1	1	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT				3	3	3	3	3	3	3	4	4	4	4	4	

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '1095' prints next to the employee data

The 'FULL' and 'PART' designations indicates full-time or part-time based upon the Payroll Class Code settings. This really doesn't have anything to do with 'full-time' based upon ACA regulations.

Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX REPORT DATE: 10/06/2015 15:39				EMPLOYEE COUNTS FOR 1094-C BASED ON FIRST DAY OF THE MONTH												PAGE: 29 REPORTING YEAR: 2014	
EMP NO	SSN	NAME	REHIRE DT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
89954	999-08-9954	MATOS, ALTERIA		Y	Y	Y	Y	Y								FULL	
T 05		9/01/2013	6/01/2014														
89960	999-08-9960	JAROSSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 01		8/01/2007															
89964	999-08-9964	OLSAARY, DOSTY		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 07		8/01/2007															
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y	Y										FULL	
T 15		8/01/2011	4/01/2014	1/01/2012													
89967	999-08-9967	SAETER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART	
A 18		7/01/2012															
89982	999-08-9982	KIBBLE, HASOLD		Y	Y	Y	Y										
T 03		8/01/1979	12/01/2102	3/01/1995													
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y										
A 01		8/01/2010															
89985	999-08-9985	MUSSON, RESNLD		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 02		8/01/1991	1/01/1993	8/01/2004												1095	
TOTAL EMPLOYEES				296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS	
TOTAL SAFE HARBOR 2A, 2B, 2D				88	87	89	92	72	73	72	79	87	89	99	100	100	PART CLASS
1094-C, PART III, COL C TOTAL EMPLOYEES				384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP	
TOTAL 1095-C FORMS				1													
TOTAL SAFE HARBOR 2A, 2B, 2D				1	1	1	1	1	1	1	0	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT				3	3	3	3	3	3	3	4	4	4	4	4		

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

ACA 1095-C data record exists – adds to Full-Time Count

Safe Harbor Codes '2A', '2B', '2D' for each month

Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - **Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year**
 - Column (c) – The Total Employee Count for each month of the calendar year
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.

- To calculate the **Full Time Employee Count** by month, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
 - **2A** – Employee not employed during the month
 - **2B** – Employee was employed, but not full-time during the month
 - **2D** – Employee was in a limited non-assessment period (measurement period) during the month

Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX REPORT DATE: 10/06/2015 15:39		EMPLOYEE COUNTS FOR 1094-C BASED ON FIRST DAY OF THE MONTH												PAGE: 29 REPORTING YEAR: 2014		
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
89964	999-08-9954	MATOS, ALBERTA	Y	Y	Y	Y	Y								FULL	
89960	999-08-9960	JAROSSEN, MISES	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
89964	999-08-9964	OLSAARY, DOSTY	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
89965	999-08-9965	HEADLETON, LAAGNT	Y	Y	Y										FULL	
89967	999-08-9967	SAZTER, VIZENTE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART	
89982	999-08-9982	KISBLE, HASOLD	Y	Y	Y	Y									FULL	
1095			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095	
TOTAL 1095-C FORMS			296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS	
TOTAL SAFE HARBOR 2A, 2B, 2D			88	87	89	92	72	73	72	79	87	89	99	100	100	PART CLASS
1094-C, PART III, COL B FULL-TIME EMP COUNT			3	3	3	3	3	3	3	4	4	4	4	4		

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Total 1095-C forms minus total safe harbor 2A, 2B, 2D equals Part III, Col B Full-Time Employee Count

ACA 1095-C data record exists – adds to Full-Time Count

Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '1095' prints next to the employee data

Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
 - **Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year**
 - Column (c) – The Total Employee Count for each month of the calendar year
 - Column (d) – Aggregated Group Indicator. PCG does NOT support this option
 - Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator
- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.

- To calculate the **Full Time Employee Count** by month, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
 - **2A** – Employee not employed during the month
 - **2B** – Employee was employed, but not full-time during the month
 - **2D** – Employee was in a limited non-assessment period (measurement period) during the month

Affordable Care Act Employer Copy of 1094-C & 1095-C's

- Prints the data sent to the IRS for the 1094-C and 1095-C's
- The actual 1094-C data will be the values **after overrides applied**
- Page 1 – prints 1094-C data
- Rest of report – prints employer copy of 1095-C data



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Employer Copy of 1094-C & 1095-C's – the last and third report from this process.

- Prints the data sent to the IRS for the 1094-C and 1095-C's
- The actual 1094-C data will be the values **after overrides applied**
- Page 1 – prints 1094-C data
- Rest of report – prints employer copy of 1095-C data

Affordable Care Act Employer Copy of 1094-C & 1095-C's

REPORT ID: ACA1095R	EMPLOYER 1094-C AND 1095-C'S	PAGE: 2
REPORT DATE: 10/06/2015 15:39		REPORTING YEAR: 2014
EMPNO: 87742 SSN: 999-08-7742 NAME: ABSEU, MOSTY ADDR: 3292 MAIN STREET SMITH GA 33333		
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
15 EE SHARE OF LOWEST PREM	1E	1H 1H 1H 1H 1H 1H 1H 1E 1E 1E 1E
16 SEC 4980H SAFE HARBOR	2A	2A 2A 2A 2A 2A 2A 2A 2C 2C 2C 2C
EMPNO: 88120 SSN: 999-08-8120 NAME: ACSEH, NUSIA ADDR: 2906 MAIN STREET SMITH GA 33333		
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
15 EE SHARE OF LOWEST PREM	1E	
16 SEC 4980H SAFE HARBOR		
EMPNO: 88942 SSN: 999-08-5555 NAME: ABSEU, ET3AN ADDR: 2067 MAIN STREET SMITH GA 33333		
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
15 EE SHARE OF LOWEST PREM	53.02	
16 SEC 4980H SAFE HARBOR	2C	
PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC		
ABSEU, ET3AN 999-08-8942 01/01/2001 Y Y Y Y Y Y Y Y Y Y Y Y		
ABSEU, GERALD 999-89-8989 01/01/1960 Y Y Y Y Y Y Y Y Y Y Y Y		
ABSEU, VERNON 123-12-3123 01/01/1961 Y Y Y Y Y Y Y Y Y Y Y Y		
EMPNO: 89990 SSN: 999-08-9990 NAME: WHITEN, IZ3ITA ADDR: 1010 MAIN STREET SMITH GA 33333		
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
15 EE SHARE OF LOWEST PREM	52.03	
16 SEC 4980H SAFE HARBOR		
PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC		
WHITEN, IZ3ITA 999-18-1818 01/01/1989 Y Y Y Y Y Y Y Y Y Y Y Y		
WHITEN, JANE 999-28-2828 10/05/1989 Y Y Y Y Y Y Y Y Y Y Y Y		

1095-C data – employee and dependent data

- Employer Copy of 1094-C & 1095-C's – the last and third report from this process.
- Prints the data sent to the IRS for the 1094-C and 1095-C's
 - The actual 1094-C data will be the values **after overrides applied**
 - Page 1 – prints 1094-C data
 - **Rest of report – prints employer copy of 1095-C data** in a condensed format
 - If the same codes/premium amounts apply to all 12 months, the data will print under the column heading 'All 12 mo'.

Affordable Care Act ACA Transmission File to IRS

- 2015 is the first reporting year:
 - Filers of 250 or more of ACA 1095-C forms must file with the IRS electronically
 - IRS requires files to be in **XML format**
 - PCGenesis has not historically provided files in an XML format
 - XML format is not ideal for PCGenesis
 - The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB,
 - Multiple file transmissions will probably be required



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PCG will support creating the IRS transmission file

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Affordable Care Act ACA Transmission File to IRS

IRS XML File Format

```

- <ContactNameGrp>
  <irs:PersonFirstNm>String</irs:PersonFirstNm>
  <irs:PersonMiddleNm>String</irs:PersonMiddleNm>
  <irs:PersonLastNm>String</irs:PersonLastNm>
  <irs:SuffixNm>String</irs:SuffixNm>
</ContactNameGrp>
  <ContactPhoneNum>0000000000</ContactPhoneNum>
</GovtEntityEmployerInfoGrp>
<Form1095CAAttachedCnt>0</Form1095CAAttachedCnt>
<AuthoritativeTransmittalInd>1</AuthoritativeTransmittalInd>
<TotalForm1095CALEMemberCnt>2</TotalForm1095CALEMemberCnt>
<AggregatedGroupMemberCd>0</AggregatedGroupMemberCd>
<QualifyingOfferMethodInd>0</QualifyingOfferMethodInd>
<QlfyOfferMethodTrnstReliefInd>1</QlfyOfferMethodTrnstReliefInd>
<Section4980HReliefInd>0</Section4980HReliefInd>
<NinetyEightPctOfferMethodInd>1</NinetyEightPctOfferMethodInd>
<JuratSignaturePIN>0</JuratSignaturePIN>
<irs:PersonTitleTxt>String</irs:PersonTitleTxt>
<irs:SignatureDt>1957-08-13</irs:SignatureDt>
- <ALEMemberInformationGrp>
  - <YearlyALEMemberDetail>
    <MinEssentialCvrOffrCd>1</MinEssentialCvrOffrCd>
    <ALEMemberFTECnt>0</ALEMemberFTECnt>
    <TotalEmployeeCnt>0</TotalEmployeeCnt>
    <AggregatedGroupInd>0</AggregatedGroupInd>
    <ALESect4980HTrnstReliefCd>a</ALESect4980HTrnstReliefCd>
  </YearlyALEMemberDetail>
  - <JanALEMonthlyInfoGrp>

```

Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**



/2015

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PCG will support creating the IRS transmission file

2015 is the first reporting year:

- Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**

Affordable Care Act 1095-C Printed Forms

- Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms
- For 2015 PCGenesis will only support **non-self-seal forms**
- School districts should contact their forms vendor and purchase pre-printed 1095-C forms
- Check with the PCGenesis Help Desk to ensure the proper forms are purchased



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1095-C Printed Forms

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Affordable Care Act 1095-C Printed Forms

1095-C Employer-Provided Health Insurance Offer and Coverage VOID CORRECTED

OMB No. 1545-2051 **2015**

Form 1095-C
Department of the Treasury
Internal Revenue Service

► Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

Part I Employee **Applicable Large Employer Member (Employer)**

1 Name of employee 2 Social security number (SSN) 7 Name of employer 8 Employer identification number (EIN)

3 Street address (including apartment no.) 9 Street address (including room or suite no.) 10 Contact telephone number

4 City or town 5 State or province 6 Country and ZIP or foreign postal code 11 City or town 12 State or province 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage **Plan Start Month (Enter 2-digit number):**

All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required codes)												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 501(c)(29) State Harbor (enter code, if applicable)												

Part III Covered Individuals
If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 607050M Form 1095-C (2015)

This is what the IRS 1095-C form looks like. Everyone needs to become very familiar with this form.

The form has three parts

- **Part I** – includes the employee’s name and address information and the employer’s name and address information
- **Part II** – contains the employee’s offer and coverage information
- **Part III** – contains the employee’s dependent information

Agenda

- Affordable Care Act
- **W-2's**
- GHI AUF Change File
- Print YTD Earnings' Registers
- Print & Export CPI Certificate Information
- Payroll Gross Data Export & Import
- ERS Pension Compliance File
- Export/Import Selected Payroll Information
- PCGenesis Budget System
- Import New Employees



2015 saw many new features and functions added to PCGenesis.

W2s

- Good news!
- Currently, no changes to W-2 processing
- Almost everything is the same as last year



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New this year.

W2s

PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE ANN0004P

Print W-2's and Create File

Select W-2 option:

- Print forms and create electronic media
- Print forms only
- Create electronic media only

ENTER = Continue, F16 = Exit Program 13.04.00

Georgia Department of Education

Users have choices as to what to create with the W-2 procedure.

W2s

Georgia Department of Revenue

- **K:\SECOND\PAYSSA**
 - The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
 - The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.
- Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.
- *Follow the instructions at:*
<https://gaefile.dor.ga.gov>

Georgia Department of Revenue, W-2 Filing.

W2s

Georgia Department of Revenue

```
PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE W2SSA
*** W2 Electronic Media ***
----- Successful Completion -----
The data file that was created must now be sent to the Federal government.
Transmit the file created per instructions.

----- Files Created -----
C:\SECOND\PAYSSA\W2REPORT
C:\SECOND\PAYSSA\1003.CSU

----- W2REPORT File Totals -----
Total Number Of W2's For Medicare Only (HI Only) Employees = 0
Total Number Of W2's For FICA (HI and OASDI) Employees = 1338

----- G-1003 STATE INFORMATION -----
Grand total GA state wages: 27,306,439.55
Grand total GA state tax: 1,215,746.93

ENTER or F16 to Exit, F17 to print the screen 14.02.00
```

PCGenesis now produces the **G-1003 file** required by the Georgia Department of Revenue



W2s

Georgia Department of Revenue Return G-1003 File Layout

Field Name	Cell	Description	Type	Example
TaxPeriodEnd	A	Period Ending Date	Date (YYYY-MM-DD)	2010-12-31
SoftwareId	B	Software Product used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
SoftwareVersion	C	Software Version used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
AmendedReturnIndicator	D	Indicates if this is an amended Return	Boolean (No = 0 or Yes = 1)	0
TIN	E	FEI Number	Alphanumeric (No dashes)	123456789
StateEIN	F	GA Withholding ID	Alphanumeric (No dashes)	1234567AB
DueDate	G	Due Date	Date (YYYY-MM-DD)	2011-02-28
TaxYear	H	Tax Year	Date (YYYY)	2010
NoGATax	I	True for Domestic employer with no GA Tax Withheld	Boolean (No = 0 or Yes = 1)	0
NumberOfForms	J	Number of Forms	Numeric	130
GATaxableWages	K	Georgia Taxable Wages	Currency (must show 2 places after decimal)	50.00
GATaxWithheld	L	Georgia Tax Withheld	Currency (must show 2 places after decimal)	50.00



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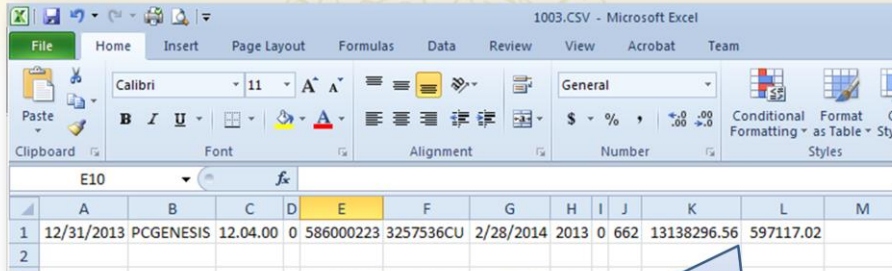
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W2s

Georgia Department of Revenue

Return G-1003 CSV File



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	12/31/2013	PCGENESIS	12.04.00	0	586000223	3257536CU	2/28/2014	2013	0	662	13138296.56	597117.02	
2													

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen



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- PCG creates the G-1003 csv file in the correct format for the Ga Dept of Revenue portal.
- DO NOT EDIT THIS FILE USING MICROSOFT EXCEL!!!
- The date fields are reformatting incorrectly when the file is edited using Excel!

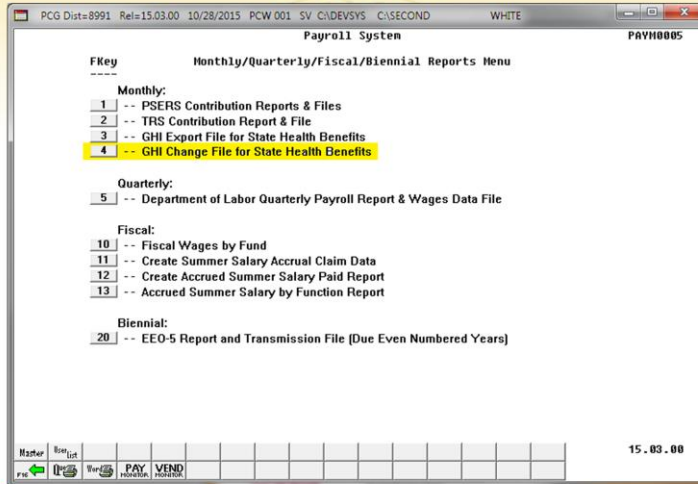
Agenda

- Affordable Care Act
- W-2's
- **GHI AUF Change File**
- Print YTD Earnings' Registers
- Print & Export CPI Certificate Information
- Payroll Gross Data Export & Import
- ERS Pension Compliance File
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2015 saw many new features and functions added to PCGenesis.

GHI Change File for State Health Benefits



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GHI Change File for State Health Benefits

- Two new transaction codes, **HACA** and **TACA**, are now available for use.
- For employees who go on and off ACA coverage based upon IRS requirements for full time employees.
- **HACA** and **TACA** are not be used for brand new employees or terminating employees.

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GHI Change File for State Health Benefits

- **AUF** File – GHI Change File
- **HACA** - Employment Record Start
 - New employee due to ACA eligibility
- **TACA** - Employment Record Stop
 - Terminated employment due to ACA ineligibility



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AUF File – GHI Change File

HACA - Employment Record Start
New employee due to ACA eligibility

TACA - Employment Record Stop
Terminated employment due to ACA ineligibility

The HACA and TACA transactions can be entered using the F4 option – GHI Change File for State Health Benefits

GHI Change File for State Health Benefits

PCG Dist=8991 Rel=15.03.00 10/28/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE PAVPE275

Create GHI AUF Record to Export to State Health

GHI Change Code **HACA** New Emp Due to ACA Eligibility
Select NEMP or Termination Code For this process
DCSD, KL00, LOFF, RETR or TERM

GHI Empno 86585
GHI Eligible ? Y
GHI Hire Date **2/01/2015** Hire/Rehire/New Eligibility Date - Required for NEMP
GHI Final Ded Date _____ Annual Deduction Date - Required for Any Termination
GHI Date of Death _____ Date of Death - Required for DCSD, KL00

NOTE: This Record Will Be Included in 'GHI Export File for State Health Benefits'

This Process Does NOT CHANGE Employee Personnel Information
**** Current Employee Personnel Information ****

Emp. no.	86585	SSN	999 08 6585	ALBERMAN, NESTOR	Status	A					
Sex Code	F	Mar Stat	S	Pay Loc	6000	Location	006000	Class	10	CERTIFIED	SUBSTITU
Birth Date	8/01/1986	Hire Date	9/01/2014	GHI 1ST Day Wrk		GHI Eligible ?	N				
Rehire Date		GHI EFF Date				Participate in GHI ?	N				
Date of Death		GHI Final Ded Dt				GHI Option	NC	WAIVED			
Term Date		GHI Change Code	NEHP			GHI Tier	00	NO COVERAGE			
Term Reason			New Employee hire								

Validation Passed
Enter=Validate, F8=Create Record, F16=Return, F28=Help

15.02.00

The **HACA** transaction requires the **GHI Hire Date** field to be entered.

GHI Change File for State Health Benefits

PCG Dist=8991 Rel=15.03.00 10/28/2015 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE PAYPE275

Create GHI AUF Record to Export to State Health

GHI Change Code **TACA** Term Emp Due to ACA Ineligibility
Select NEMP or Termination Code for this process
DCSD, KL00, LOFF, RETR or TERM

GHI Empno 86585
GHI Eligible ? Y
GHI Hire Date Hire/Rehire/New Eligibility Date - Required for NEMP
GHI Final Ded Date **10/31/2015** Final Deduction Date - Required for Any Termination
GHI Date of Death of Death - Required for DCSD, KL00

NOTE: This Record Will Be Included in GHI Export File for State Health Benefits'

This Process Does NOT CHANGE Employee Personnel Information
**** Current Employee Personnel Information ****

Emp. no. 86585	SSN 999 08 6585	ALBERMAN, NESTOR	Status A
Sex Code F	Mar Stat S	Pay Loc 6000 Location 006000	Class 10 CERTIFIED SUBSTITU
Birth Date 6/01/1986			
Hire Date 9/01/2014	GHI 1ST Day Wrk	GHI Eligible ? N	
Rehire Date	GHI EFF Date	Participate in GHI ? N	
Date of Death	GHI Final Ded Dt	GHI Option NC WAIVED	
Term Date	GHI Change Code NEHP	GHI Tier 00 NO COVERAGE	
Term Reason		New Employee hire	

Validation Passed
Enter=Validate, F8=Create Record, F16=Return, F28=Help

15.02.00

GHI Final Ded Date required for TACA transaction



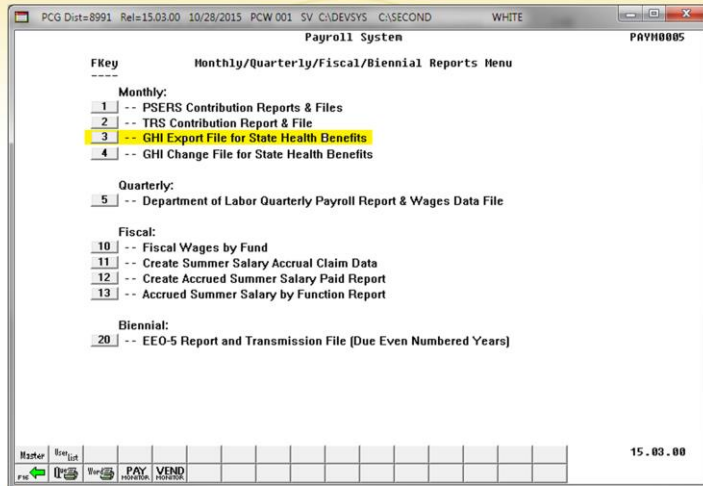
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The **TACA** transaction requires the **GHI Final Deduction Date** field to be entered.

GHI Change File for State Health Benefits



F3 is then executed – GHI Export File for State Health Benefits.

GHI Change File for State Health Benefits

PCG Dist=8991 Rel=15.03.00 10/28/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE PAVPE270

Create GHI Export File for State Health Benefits Plan

X - Recent Changes to Employee AUF

'X* to Select Transmission Type

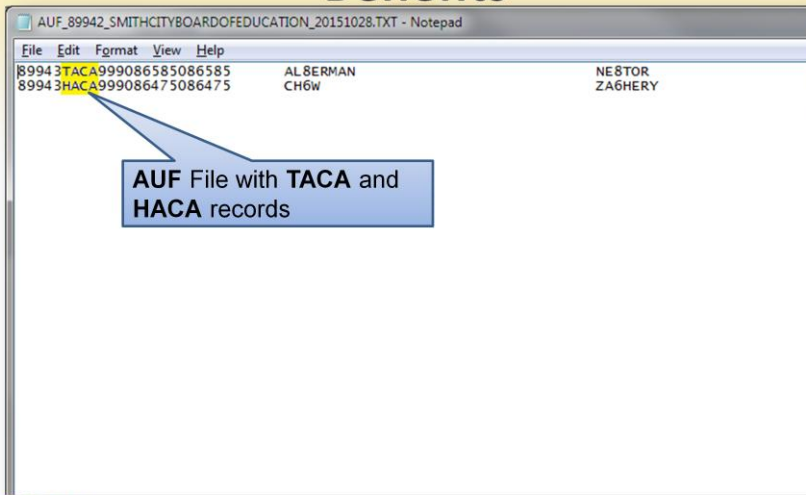
X - All Entries Not Previously Transmitted

- Retransmit All Entries From this Date

Enter=Continue or F16=Exit 15.02.00

Enter an 'X' next to **Recent Changes to Employee (AUF)** option.

GHI Change File for State Health Benefits



This is an example of the GHI AUF Change File with HACA and TACA transactions.

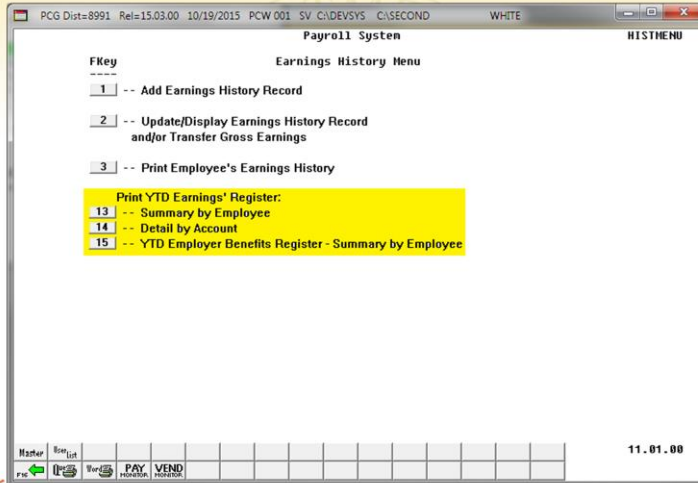
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2015 saw many new features and functions added to PCGenesis.

Print YTD Earnings' Register Export Options



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Print YTD Earnings' Register Export Options

- Allows the option of producing a comma separated export file (.csv file) in addition to the printed report
- The export file contains the same information that prints on the report, but puts the data into a .csv file
- Allows users to perform data analysis on the Earnings History data
- Producing the export file is optional, but the report will always be produced

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Print YTD Earnings' Register Export Options

EmpNo	EmpName	Class	Cert	FICA SW	GA Exempt	Reg Hr	Ovt Hr	Reg Gr	Ovt Gr	Gross	Contract	Pens Gr	OASDI Gr	HI Gr	GH Gr	Net	1	2	3	4	8	
87899	ABAEY LEONARDO	4	N	M		148.08	0	11549.46	0	11549.46	9716.32	9716.32	0	10542.98	0	7647.37	0	0	155.74	304.6	397.68	
88728	ADYISON ISIAH	13	N	M		238.57	3	18807.46	61.39	18868.85	15385.95	15385.95	0	17093.87	0	6604.46	0	0	90	90	596.52	
88464	AGUILERA JOSUE	13	N	Y		94.29	0	8695.34	0	8695.34	7643.97	5134.2	8406.62	8406.62	0	7204.02	0	0	195.36	271.93	0	
86424	AIRSWORTH COSNELL	3	C	M		0	0	2935.59	0	2935.59	2935.59	2935.59	0	2837.23	0	2106.66	0	0	332.04	132.34	0	
88824	AIRSWORTH XASHER	4	N	M		170.75	0	11026.81	0	11026.81	1029.9	9110.22	0	10050.49	0	6968.2	0	0	833.25	324.26	596.52	
86991	ALZNSO WIZL	4	N	M		0	0	342.16	0	342.16	0	342.16	0	342.16	0	314.69	0	0	0	0	1.98	0
88966	ALICEA DUSTI	3	C	M		158.07	0	47015.05	0	47015.05	41968.66	43063.3	0	40569.61	0	27509.69	0	0	4038.73	2046.69	0	
87189	ALARECHT CHARELLE	6	N	Y		0	0	7674.88	0	7674.88	7610.88	5117.92	5911.24	5911.24	0	4974.49	0	0	162	123.05	1763.64	



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This is an example of the export file produced.

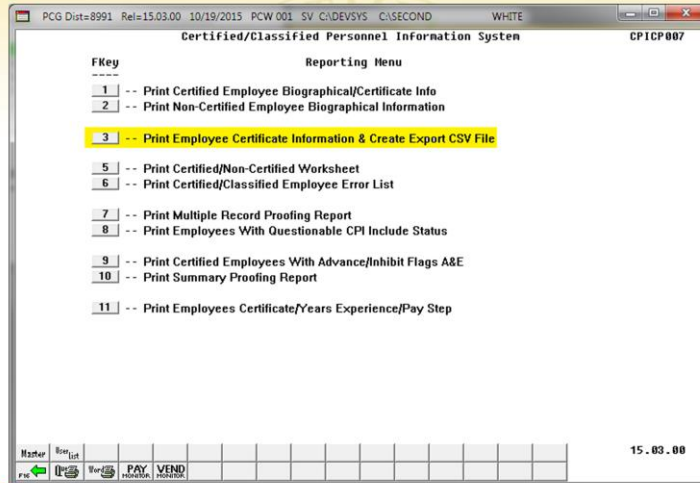
Agenda

- Affordable Care Act
- W-2's
- GHI AUF Change File
- Print YTD Earnings' Registers
- **Print & Export CPI Certificate Information**
- Payroll Gross Data Export & Import
- ERS Pension Compliance File
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2015 saw many new features and functions added to PCGenesis.

Print Employee Certificate Information Export Option



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Print Employee Certificate Information Export Option

- Allows the option of producing a comma separated export file (.csv file) in addition to the printed report
- The export file contains the same information that prints on the report, but puts the data into a .csv file
- Allows users to perform data analysis on the employees' certificate data
- Producing the export file is optional, but the report will always be produced

Print Employee Certificate Information Export Option

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE

PRINT CERTIFICATE INFORMATION CPICM413

To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER.

To print information for ALL schools/locations, leave zeroes in the School/Location field and press ENTER, or select a single School/Location and press ENTER.

School/Location: ALL LOCATIONS

Expire Year: 2015

Pay Class Type: B

- C = Certified
- P = Paraprofessional
- B = Both

Create CPI Certificate List to Load in Excel?

No

Yes

Enter the export File path and name (e.g. C:\EXPORT\CPI10-120151019.CSU)
or F10 to Browse for File

C:\EXPORT\CPI10-120151019.CSU

NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 = Browse for File, F16 = Exit

15.03.00

New option: Leave **Expire Year** blank to print ALL certificates



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Print Employee Certificate Information Export Option

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV CADEVSY5 C:\SECOND WHITE

PRINT CERTIFICATE INFORMATION CPICM413

To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER.

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER, or select a single School/Location and press ENTER.

School/Location: ALL LOCATIONS

Expire Year: 2015

Pay Class Type: B C = Certified
P = Paraprofessional
B = Both

Create CPI Certificate List to Load in Excel?
 No
 Yes

Enter the export File path and name (e.g. C:\EXPORT\CPICrctCVD.CSU)
or F10 to Browse for File

C:\EXPORT\CPICrctCVD.CSU
NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 = Browse for File, F16 = Exit

15.03.00

Set export option to 'Yes'
and specify export file
location



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Print Employee Certificate Information Export Option

CPICRT20151019.CSV - Microsoft Excel

EmpNo	EmpName	SSN	Class	LOC	Field Code	Field Desc	Cert Type	Para	Prof/Renew	Valid From	Valid To
2	87633 AP8LEGATE SH8QUANA	999-08-7633	3	101	743	MATHEMATICS (7-12)	NT		N	7/1/2014	2017
3	87633 AP8LEGATE SH8QUANA	999-08-7633	3	101	809	MIDDLE GRADES (4-8)	SRT		Y	7/27/2013	2018
4	87633 AP8LEGATE SH8QUANA	999-08-7633	3	101	851	CONCENTRATION-MATH	SRT		Y	7/27/2013	2018
5	87633 AP8LEGATE SH8QUANA	999-08-7633	3	101	854	CONCENTRATION-SOCIAL STUDIES	SRT		Y	7/27/2013	2018
6	86511 BE2UCHAMP CA2LEE	999-08-6511	3	101	798	SPED GENERAL CURR. P-12 CONSUL	SRT		Y	9/11/2011	2016
7	86511 BE2UCHAMP CA2LEE	999-08-6511	3	101	805	SP ED ADAPTED CURRI(P-12)CONS	SRT		Y	9/11/2011	2016
8	86511 BE2UCHAMP CA2LEE	999-08-6511	3	101	942	SPED SS COGN. (P-5	SRT		Y		
9	87950 BE3ANCOURT HE3TH	999-08-7950	3	101	797	SPED ED DEAF ED (P-12) CONSULT	SRT		Y	12/13/2014	2019
10	87950 BE3ANCOURT HE3TH	999-08-7950	3	101	798	SPED GENERAL CURR. P-12 CONSUL	SRT		Y	12/13/2014	2019
11	87950 BE3ANCOURT HE3TH	999-08-7950	3	101	941	SPED SOC.SCI COG LEVEL P-5	SRT		Y	12/13/2014	
12	88278 BE3MAN NO3UKO	999-08-8278	3	101	748	SCIENCE (7-12)	SRT		Y	5/8/2015	2020
13	88278 BE3MAN NO3UKO	999-08-8278	3	101	753	EARTH/SPACE SCIENCE (7-12)	SRT		Y	5/8/2015	2020
14	88278 BE3MAN NO3UKO	999-08-8278	3	101	852	CONCENTRATION-SCIENCE	SRT		Y	5/8/2015	2020


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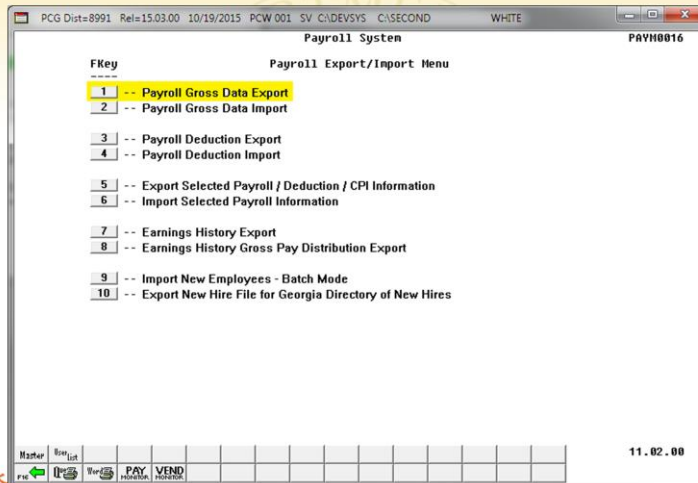
Agenda

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2015 saw many new features and functions added to PCGenesis.

Payroll Gross Data Export



Payroll Gross Data Export

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C\NDEVSY5 CASECOND WHITE PAVPE250

Payroll Gross Data Export

Create Gross Data Export File to Load in Excel

F10 to set selection criteria Filter not active

Export only employees with NO current gross data lines in order to set up import template? No Yes

Select at Least One Pay Type to Export:

<input checked="" type="checkbox"/> S	SRLARV	<input type="checkbox"/> TYPE A	<input type="checkbox"/> TYPE V	<input type="checkbox"/> TYPE Z
<input type="checkbox"/> H	HOURLY	<input type="checkbox"/> TYPE B	<input type="checkbox"/> TYPE Q	
<input type="checkbox"/> D	DAILY	<input type="checkbox"/> TYPE X	<input type="checkbox"/> TYPE P	

Enter = continue or F16 = exit

15.03.00

F10 to set filter conditions

F10-Set filter condition



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Payroll Gross Data Export

PCG Dist=8991 Rel=15.03.00 10/19/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Payroll Gross Data Export PAWPE250

Create Gross Data Export File to Load in Excel

F10 to set selection criteria Filter set: Class,Status

Export only employees with NO current gross data lines in order to set up import template? No Yes

Select at Least One Pay Type to Export

- SALARY
- HOURLY
- DAILY
- TYPE A
- TYPE B
- TYPE X
- TYPE V
- TYPE Q
- TYPE Z
- TYPE P

Enter = continue or F16 = exit 15.03.00

ENTER ✓
F16 ←



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Payroll Gross Data Export

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDOT	PAYRATE	REGHRS	OVTGR	REG GR	OVT GR	CONTRACT	FY	FND	PRGM	FNCT	OBJCT	FACTY	B	ADDL	PENS GR
2	G	86288	V19K	WY9TT	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	G	86290	GR7VER	AB7	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	G	86291	JE6N	SEGAIDA	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	G	86292	KESNAN	EASLE	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	G	86293	PRATHER	MI4CH	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	G	86296	WAGDRON	SH9NTI	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	G	86297	CH8	SH8RRIL	1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Sets up template for new employees with spreadsheet columns already defined



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Payroll Gross Data Import

- Make changes to the GROSSEXPCSV file.
- **Keep the columns in exactly the same positions.**
- The *Payroll Gross Data Import* process will now automatically sort the *Gross Data Import File* by employee ID.
- Only SEQ field **01** (sequence number) matters; PCG will automatically sequence all other rows for an employee.
- **Sequence Number 01** only: PCG loads cycle gross, state salary, local salary, other salary, and TRS service indicator



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Payroll Gross Data Import

- 'R' will REPLACE all gross data lines for an employee.
 - Use at the beginning of a fiscal year to load new employee salaries.
 - Use to set up the **Budget Flag** for PCGenesis budget processing.
- 'A' will ADD the gross data lines from the spreadsheet to the existing gross data lines in payroll. Keeps the employees' permanent gross data lines.
 - Use for entering substitute pay every pay cycle.



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Payroll Gross Data Import

- Highly recommend creating a backup of K:\SECOND before using the 'R' option to import gross data lines.



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Payroll Gross Data Import

PCG Dist=0991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSY S C:\SECND WHITE PAVPI251

Payroll Gross Data Import

CVCGR Warning(s) in GROSS DATA Import File
Please review print file with warning listing.

F8 to Process File 'As Is'
F16 to Exit and Correct

After you have reviewed all reports, use **F8** to load the import file.

To review warnings and print reports, use **F16** to exit.

ENTER ✓ F10 14.02.00

F16

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Agenda

- Affordable Care Act
- W-2's
- GHI AUF Change File
- Print YTD Earnings' Registers
- Print & Export CPI Certificate Information
- Payroll Gross Data Export & Import
- **ERS Pension Compliance File**
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2015 saw many new features and functions added to PCGenesis.

Pension Reporting Compliance File

- GASB 67 and 68 require that government pension plans and employers have adequate controls over significant census data.
- Census data is used to determine the plan's net pension liability and the employer's proportional share.
- Therefore, employers are required to submit a new *Pension Reporting Compliance File* to ERSGA.
- **The new file will contain the requested data for all eligible employees not enrolled in an ERSGA retirement plan.**

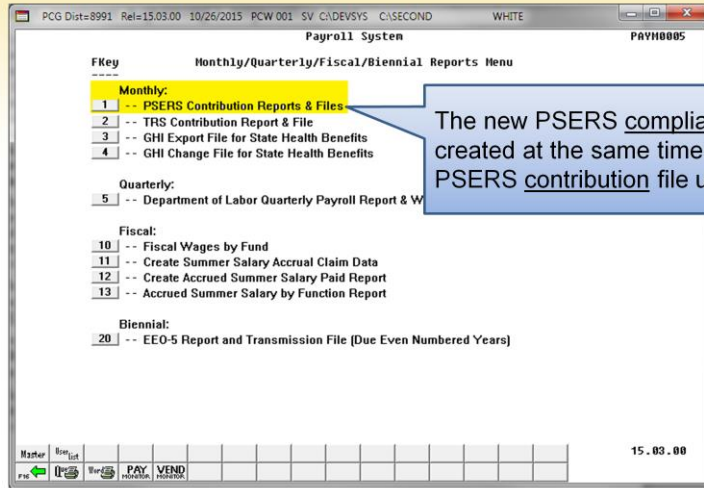


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Pension Reporting Compliance File



The new PSERS compliance file created at the same time as the PSERS contribution file using F1



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Pension Reporting Compliance File

- Update the **ERS Job Class** code for each *Job Description* record ('J' record) on the *Payroll Description File*.
- Code all employees who are not enrolled in a public pension (**Pension Code = 0**) with a 'No Pension' code on the *Update/Display Gross Data* screen

Pension Reporting Compliance File

PCG Dist=8991 Rel=15.03.00 10/26/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Payroll Description File - File Maintenance PAY0100

Record Type J
Number 6

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
H	= PSERS/ERS Job Class	2-digits
	Compensation Type	4-digits
	Pay Reason	2-digits
	Rankings For Substitute Pay Rates	1-digit
	Termination	1-digit
	University/College	5-digits
	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

15.02.00

Update the **Job Description** codes, Record Type = 'J'



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Pension Reporting Compliance File

PCG Dist=8991 Rel=15.03.00 10/26/2015 PCW 001 SV CADEVSYS CASECOND WHITE

Payroll Description File - File Maintenance PAV0100

Record Type: J Number: 6
Description: SOCIAL_WORKERS Free format description

FLSA: E E=Exempt, N=Non-exempt from overtime pay

ERS Job Class: M - PSERS/ERS Job Class - DESC Record 'N'

00 Education/Instruction/Testing
01 Engineering/Technology Support
02 Facilities/Materials/Equipment
03 Financial Management/Revenue
04 Food Services/Farm Services
05 General Support Services
06 Health Care
07 Information/Telecomm Services
08 Laboratory Svcs/Phys Sciences
09 Legal
10 Parks/Recreation/Nat Res Mgmt
11 Personnel Administration
12 Public Safety/Corrections/Invs
13 Real Estate/Property Mgmt
14 Regulatory Compliance

ENTER-Valida 6-Exit 15.02.00

Done Cancel Help

Select the **ERS Job Code** based on the school district's Job Code definition

Pension Reporting Compliance File

PCG Dist=8991 Rel=15.03.00 10/26/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Update/Display Gross Data
Set Employee Selection Filter

Filter set: Status
Status: A Pension: 0 Contract no: Certified (C or N): 13 month (Y or N):

Class Code:
Work Location:
Job Code:
CS1 Job:

NOTE: The entries you place on this screen are not checked against the description file. This may be used to search for employees who may have invalid entries.

15.03.00

Update the **Gross Data** screen for employees with **Pension Code 0** = no public pension

Pension Reporting Compliance File

PCG Dist=8991 Rel=15.03.00 10/26/2015 PCW 001 SV C:\DEV\SVS CASECOND WHITE

Status Active Update/Display Gross Data PAV07
 EmpNo 86328 ADDISON, TR9CEY Class 11 YES PART-TIME EMPLOY
 SSN 999-08-6328 Loc 6000 Location 006000 Job cd 19 SUBSTITUTE TEACHERS
 Salary sched Cert level Pay step State yrs Local yrs
 Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay sw Budget pay cat
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Days/Hrs Regular Overtime GHI % Pay Pay For
 Overtime Gross Gross Dist Reas Period End

ACCT Yr Act Object Fcty B Addt'l Pens Budget Flag
 ACCT 01 00
 ACCT 02 00
 ACCT 03 00
 ACCT 04 00
 ACCT 05 00
 ACCT 06 00

Total gross Pens code 0 NO PENS
 Cycle gross Pens switch N
 State salary TRS service ind 1
 Local salary No pension code
 Other Pens amt/%
 Contract ant Pens elig date

Reason for No Pension...
 12 Retired Retiree Part-Time
 13 Non Employees
 14 Other Pension Plan
 15 Discontinue ERS After Age 65
 16 Other

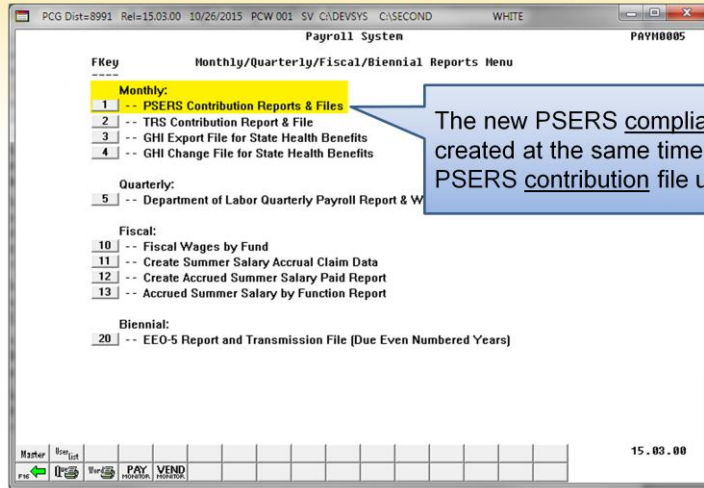
Done Cancel

15.02.00

Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

For employees with Pension Code 0 set the 'No Pension' Code field as defined by ERS

Pension Reporting Compliance File



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Pension Reporting Compliance File

RUN DATE: 10/26/2015 13:50 SYSTEM: 8991 PENSION COMPLIANCE REPORT PAGE 2
 Program: DEPRS01 FOR THE MONTH OF 03/2015

SOC SEC #	EMPNO	NAME	MO SALARY	HIRE/REHIRE DATE	FULL/PART	JOB CLASS AND DESCRIPTION REASON FOR NO ENROLLMENT
999-08-6768	086768	HOSLE, RAHAL	2,089.03	1/01/2014	P	00 Education/Instruction/Testing 02 Rehired Retiree Part-Time
999-08-6843	086843	GR6SSOM, DE6IS	116.00	8/01/2013	P	00 Education/Instruction/Testing 06 Other
999-08-6856	086856	MASTINO, EHSEL	166.75	8/01/2014	P	04 Food Services/Farm Services 06 Other
999-08-6890	086890	GR7GSBY, LI7N	2,712.07	7/01/2012	P	00 Education/Instruction/Testing 02 Rehired Retiree Part-Time
999-08-6906	086906	LE7ESQUE, DY7AN	50.00	1/01/2011	P	19 Part-time Legal 03 Non Employees
999-08-6971	086971	NO6AK, EL6ANDA	1,900.00	7/01/2008	P	00 Education/Instruction/Testing 06 Other
999-08-7013	087013	CL4UTIER, BE4NARDINA	1,200.00	8/01/1997	F	00 Education/Instruction/Testing 02 Rehired Retiree Part-Time
999-08-7030	087030	AN3EL, SU3G	238.00	8/01/2014	P	00 Education/Instruction/Testing 06 Other
999-08-7050	087050	LO7BARDO, EL7REDA	1,010.38	9/01/1980	F	16 Transportation 05 Discontinue ERS After Age 65



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2015 saw many new features and functions added to PCGenesis.

Export Selected Payroll Information

- Fields added to **export**:
 - 'No Pension' Code
 - Budget Pay Category
 - Contact Data

Import Selected Payroll Information

- Fields added to **import**:
 - 'No Pension' Code
 - Budget Pay Category
 - Contact Data
 - Annual Work Days

Import Selected Payroll Information

PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV CA\DEVSY5 CA\SECOND WHITE PAV17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: **I** Export File for Report
 E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria Filter set: Class,Status

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAV Item(s) Selected: 0 F4 to select PAV Items
 CPI Item(s) Selected: 0 F5 to select CPI Items
 Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected

Enter=Create File, F4=Select PAV Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

ENTER	F4	F5	F6	F7	F10	F11	F12	14.03.00
F16								

Georgia Department of Education

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Import Selected Payroll Information

PCG Dist=8991 Rel=15.03.00 10/26/2015 PCW 001 SV CADEVSYS C:\SECOND WHITE

PAV17EXT

Export Selected Payroll / Deduction / CPI Inform

Select Payroll/Personnel Fields

Select one item at a time

Enter 'X' for the item to be reported

Select only one item

LAST NAME	PAY LOC	CONTHO	BIRTH DATE
FIRST NAME	WORK LOC	ANNUAL WORK DAYS -	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	DATE OF DEATH
STREET	JOBCLASS	STATE ANNUAL	TERM DATE
STREET2	CPI JOB	LOCAL ANNUAL	TERM REASON
CITY	CERT TYPE	OTHER ANNUAL	PENSION ELIG DATE -
STATE	PAY SCHEDULE #	FICA SW	GHI IND
ZIP	PAY CYCLE	FED EXEMPTIONS	DOE PAID ERCON FLAG
TELEPHONE	TRS SERVICE IND	FED WITH CODE	CPI INCLUDE
PAYROLL STATUS	PENSION CODE	STATE DEP ALLOWANCE	ENABLE DDP SW
SEX	RETIRE SW	FED TAX MARITAL STAT	
ETHNIC -	*NO PENSION* CODE -	STATE TAX MARITAL ST	
MARITAL	SPOUSE SSN	STATE MAR ALLOWANCE	
EE0-5 JOB CODE -	PRIOR YEAR CONTHO	GHI INFORMATION	
HOURS PER WEEK	SUBSTITUTE RANK -		
HOURS PER DAY	OVERRIDE ACCRUE		
LEAVE REASON MAX	ADJ LEAVE ELIG DATE		
BACKGROUND CHK DATE	EMERGENCY DATA		
CELL PHONE	BUDGET PAY CATEGORY -		
EMPLOYEE E-MAIL	CONTACT DATA -		
SICK BANK INDICATOR			

F7-Return, F16-Exit

ENTR F4 F5 F6 F7 P10 F11 F12 15.02.00

F16

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Import Selected Payroll Information

	A	B	C	D	F	H	J	L	M	N	O	P	Q	R	S	T	U
1	Empno	SSN	Name	LOC	Work Clas	JobC	Street	Street2	City	State	ZIP	Telephone	Hours Per	Cell Phoni	E-Mail	ContMc	
2	85344	888085344	AR9STEAC	195	195	14	114	5697 MAIN STREET	SMITH	GA	33333	9995554675	40	0	JAR9STEAI		
3	85415	888085415	TH2RN AN	195	195	14	144	5623 MAIN STREET	SMITH	GA	33333	9995554604	40	0	ATH2RNDI		
4	85444	888085444	OL5ERA P	195	195	14	114	5594 MAIN STREET	SMITH	GA	33333	9995554575	40	0	POL5ERA0		
5	85514	888085514	VU7 LE7N	195	195	14	114	5523 MAIN STREET	SMITH	GA	33333	9995554504	40	0	LVU70855		
6	85541	888085541	GA4IN MA	195	195	14	114	5496 MAIN STREET	SMITH	GA	33333	9995554477	40	0	MGA4INDI		
7	85570	888085570	KR7GER G	195	195	14	114	5467 MAIN STREET	SMITH	GA	33333	9995554448	40	0	GKR7GERC		
8	85619	888085619	CO6GHLIN	195	195	14	148	5418 MAIN STREET	SMITH	GA	33333	9995554399	40	0	JCO6GHLI		
9	85640	888085640	MA9LOW	195	195	14	114	5396 MAIN STREET	SMITH	GA	33333	9995554378	40	0	SMA9LOW		
10	85732	888085732	LI5DER GF	195	195	14	114	5304 MAIN STREET	SMITH	GA	33333	9995554286	40	0	GLI5DERD		

- After exporting 'I' data, **keep the columns in exactly the same positions.**
- Update the 'Contact Data' in the spreadsheet.
- Then, the data is ready to import back into the system.



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Agenda

- Affordable Care Act
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2015 saw many new features and functions added to PCGenesis.

Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for payroll salaries and employer benefits.



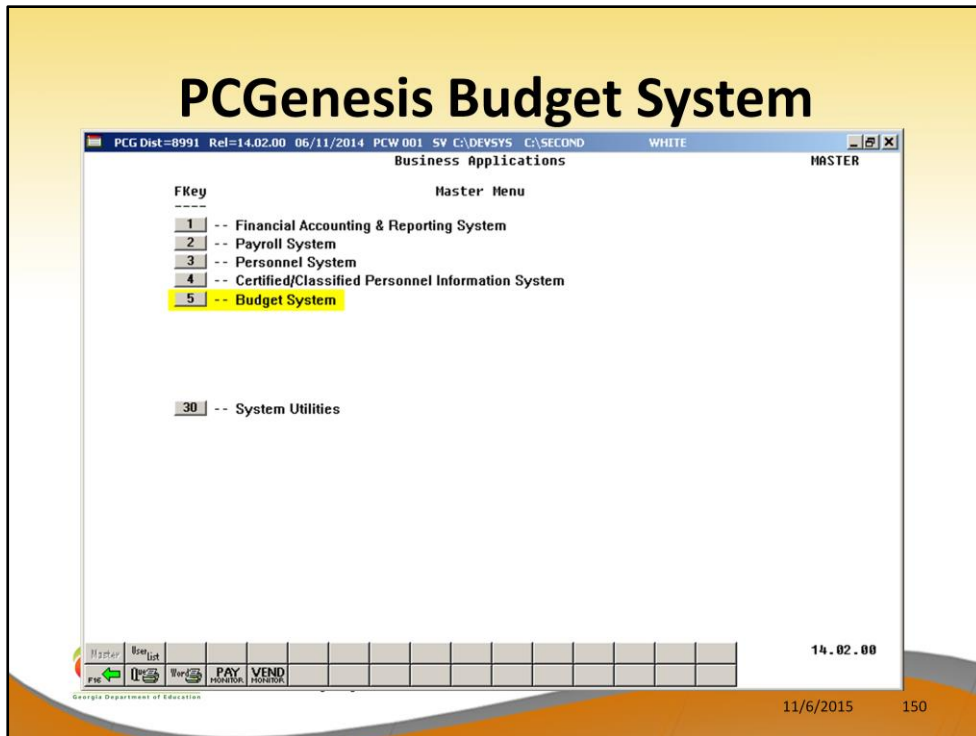
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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

PCGenesis Budget System



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PCGenesis Budget System

- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of employee and system files.
- Once the data is in the “sandbox”, a site can manipulate salary and benefit data:
 - Generate a series of budgeting reports.
 - Create a .csv external file that will be used for loading the budget on the financial side.
 - Use the “sandbox” gross data to load the payroll gross data for the next fiscal year.



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- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the “sandbox”, a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side.
- Once the budget is finalized, a site can use the “sandbox” gross data to load the employee salaries (payroll gross data) for the next fiscal year.
- By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes without affecting their “live” payroll files

PCGenesis Budget System

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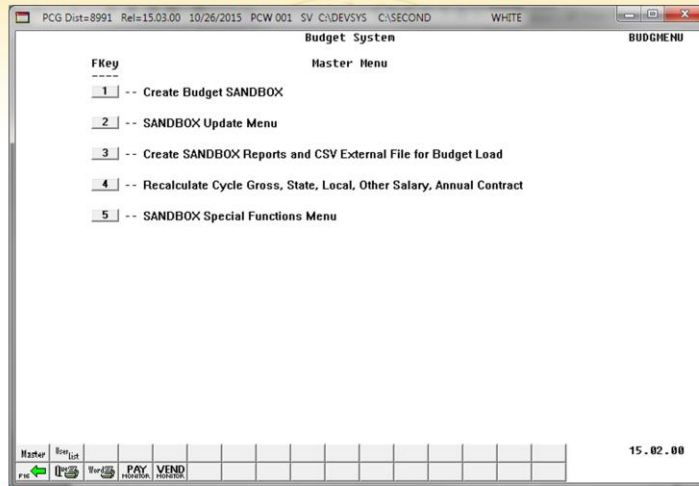
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PCGenesis Budget System



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PCGenesis Budget System

- Every time the user accesses the **F1 Create Budget SANDBOX** option, a new copy of the *SANDBOX* directory is built.
- Payroll file and other accompanying files are copied into the directory *K:\SECOND\SANDBOX*.
- **Budgeting parameters are applied to the data.**
- The *Create Budget SANDBOX* option can be run as many times as desired.
- Each time the user can apply a new set of parameters to the employee data.



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- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data

Budget Flag on Payroll Gross Data Screen

- The **Budget Flag** is a new field defined on the *Update/Display Gross Data* screen for the employee.
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.



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- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Gross Data PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS

Salary sched _____ Cert level _____ Pay step E State yrs 0 Local yrs 7
 Work sched ID _____ Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw _ Budget pay cat 92
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Hrly/Daly	Pay Rate	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	CHI %	Pay Dist	Pay for Reas	Period End
01. S					944.27		1.0000			
02. H	0022	12.950								
03. H	0022	7.250								
04. H	0022	7.250								
05. -										
06. -										

ACCT	Yr	End	F	Prgn	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Sub	Budget Flag
ACCT 01	14	100	-	1320	2700	18000	8012	-								U
ACCT 02	14	100	-	1320	2700	18000	8012	-								N
ACCT 03	14	604	-	9990	3100	11400	195	1								N
ACCT 04	14	605	-	9990	3100	11400	201	1								N
ACCT 05	00															-
ACCT 06	00															-

TRS & ERS Pens Gross Adj

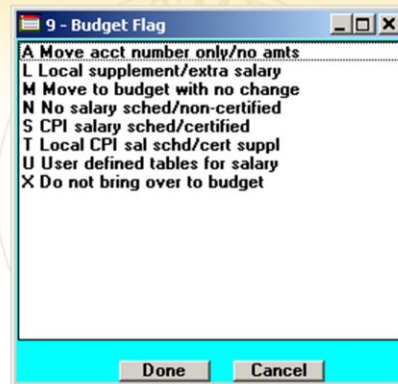
Amt/% _____ Contract amt 11331.25 Cycle gross 944.27 Total gross 944.27
 Pay sch. # 12 State salary 11331.25 Local salary _____ Cycle 1 Cal Yr
 Pens code 1 OLD PSERS Pens elig date 8/15/2006 Amt% 4.0000 Other _____
 Pens switch Y TRS service ind 0 PV contno 10

Mode changed to update

14.02.00

- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen



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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N').

Budget Flag on Payroll Gross Data Screen

- You can move the account numbers only, with no amounts ('A').
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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N')

Create Budget SANDBOX

- The *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L'.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.



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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Create Budget SANDBOX

PCGDist=8991 Rel=14.01.00 06/05/2014 PCW001 SV C:\DEVSY S C:\SECOND BUDDATE

Create Budget Sandbox

Type S lines (CPI Salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Increase local and state years? Y (Y or N)
 Number of work days for certified employees: 180

Type T lines (Local CPI salary schedule):
 Enter year for salary schedule: 2014 (CCYY)
 Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):
 Enter year for salary schedule: 2015 (CCYY)

Type N lines (No salary schedule):
 Salary lines (S, B, Y, Q): Annual amt change 3000.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

Type L lines (Local supplement/extra salary):
 Salary lines (S, B, Y, Q): Annual amt change 1200.00 - or - Percentage change 0.0000
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

ENTER = Continue, F16 = Exit 14.02.00

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- **Budget Flag of 'S':** The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
- **Budget Flag of 'T':** The user specifies the CPI local salary schedule year to use, and also specifies the number of work days for certified employees. The local salary schedule is based on **190** days per calendar year.
- **Budget Flag of 'U':** The user specifies the user-defined salary schedule year to use. Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field.
- **Budget Flag of 'L'** (budget as a local supplement/extra salary) or with a **Budget Flag** of 'N' (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

Create Budget SANDBOX

- Before the *Create Budget SANDBOX* process is run, the user must define:
 - The State CPI Salary Schedule
 - The Local CPI Salary Schedule
 - The User-Defined Salary Schedules

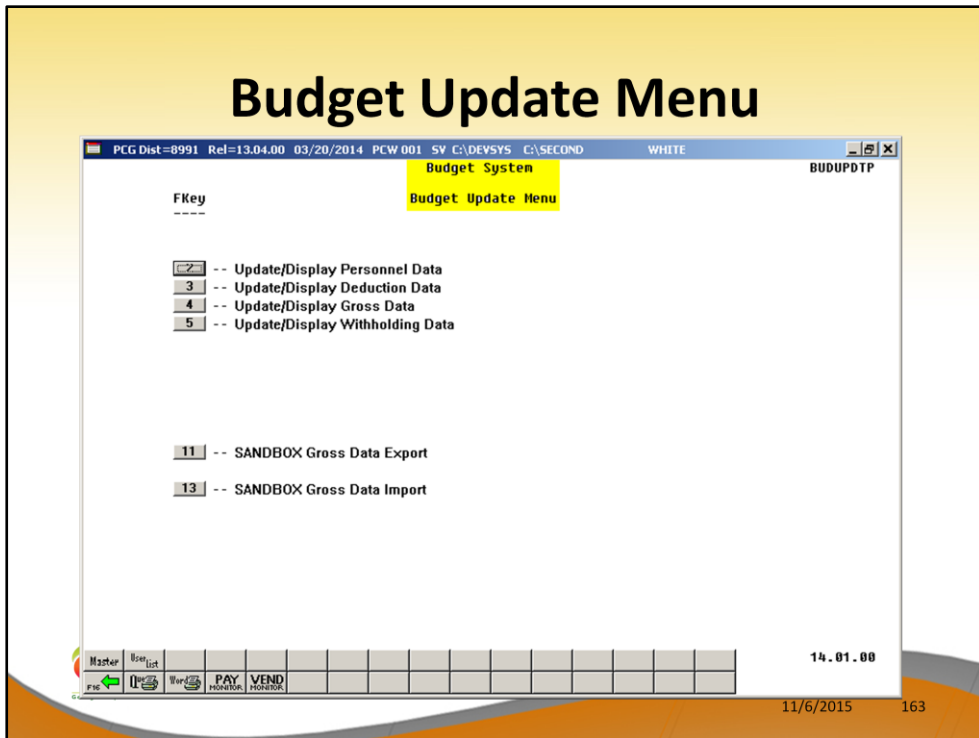
- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Budget Update Menu

- The *Create Budget SANDBOX* process has completed.
- Now, the user can make additional changes to the employees' gross data salary lines from the *Budget Update Menu*.

- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
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Budget Update Menu

- This menu allows the user to modify employee information in the *SANDBOX* directory including:
 - personnel data
 - deduction data
 - gross data
 - withholding data

- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
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Budget Update Menu

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Status Active **SANDBOX - Update/Display Gross Data** PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS
 Salary sched Cert level Pay step E State yrs 0 Local yrs 8
 Work sched ID Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw Budget pay cat 99
 Ann work days 170 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	CHI %	Pay	Pay for
Type	Type	Hrly/Daily	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S				2443.70		1.0000		
02.	H	0022	19.425						
03.	H	0022	10.875						
04.	H	0022	10.875						
05.									
06.									

Yr	End	F	Prgn	Fnct	Objct	Fcty	B	Adt'l	Pens	Gross	Pens	Ant	Contract	Distrib	Budget	Flag
ACCT 01	14	100	1320	2700	18000	8012							2443.70		U	
ACCT 02	14	100	1320	2700	18000	8012									N	
ACCT 03	14	604	9990	3100	11400	195	1								N	
ACCT 04	14	605	9990	3100	11400	201	1								N	
ACCT 05	00															
ACCT 06	00															

2443.70 1.0000 Sub Budget

TRs & ERS Pens Gross Adj Total gross 2443.70

Ant/% Pay sch. # 12 Contract amt 11331.25 Cycle gross 944.27 Cycle 1 Cal Yr

Pay sch. # 12 State salary 11331.25 Local salary Other

Pens code 1 OLD PSERS Pens elig date 8/14/2006 Amt/% 4.0000 Contno 10

Pens switch Y TRS service ind 0 PV contno 10

14.02.00

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- An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in **Red**, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

Budget Update Menu

PCG Dist=8991 Rel=14.03.00 11/04/2014 PCW001 SV C:\DEVSY5 C:\SECOND WHITE

SANDBOX - Update/Display Personnel Data PAV02

Status A -- Active AL2N20, EF2EN
 Emp. no. 87223 Pay Loc 111 Location 000111 Class 2 TEACHERS
 Sex Code E Work Loc 111 Location 000111 Job 2 CLASSROOM TEACHERS
 Mar Stat M SSN 999 08 7223 EEO-5 Job 000 Undefined
 EEO-5 Ethnic 2 WHITE

NAME First EF2EN Middle _____ Prefix _____
 Last AL2N20 Suffix _____

Address 3802 MAIN STREET Certificate Type T4 Race (Select all that apply)
 Address L2 _____ CS1 Job (from CPI) 104 Yes No An Indian Alaskan
 City/State SMITH, GA Include on CPI ? Yes No Black
 Zip Code 33333 County 160 Sick Bank ? Yes No White
 Phone (999)555-2777 Out of State Substitute rank _____ Yes No Asian
 Cell phone (____) 000-0000 Override accrue? _____ Yes No Hawaiian Pacific
 Adj Lv Elig Date _____
 Lv Reason Max _____
 Hours Per Day 8.000

Spouse SSN _____
 Birth Date 7/01/1978 Pens Elig Date _____ TRS DOE Paid ERCON ? _____
 Hire Date 8/01/2009 GHI Eligible ? Yes No Health ins flag Y
 Rehire Date _____ Hrs/Week 40.00 Participate in GHI ? Y
 Background Ck _____ GHI 1ST Day Wrk 8/17/2009 GHI Option B2 BCBS SILVER
 Date of Death _____ GHI Eff Date 10/01/2009 GHI Tier 96 FAMILY
 Term Date _____ GHI Final Ded Dt _____ GHI Ded Cd 9
 Term Reason _____ GHI Change Code MISC Name, Address, Phone, etc.

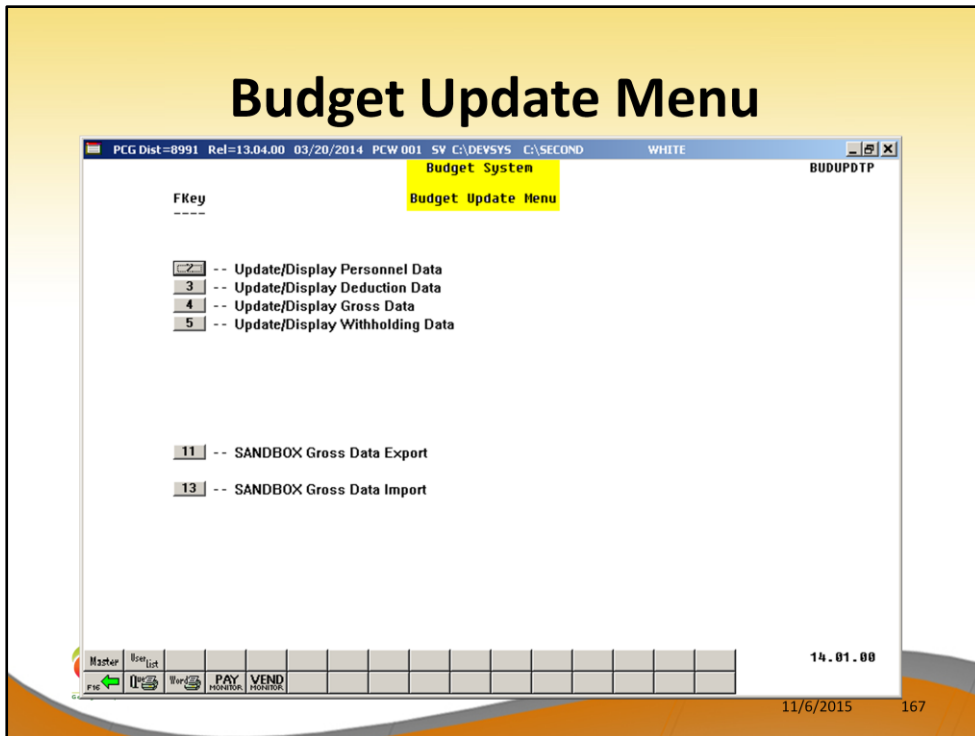
***** TAX DATA *****
 Federal: Mar Stat M Exempt 3 Withholding Code 0 Ant/% 00.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 1 Ant/% 15.00
 Tax Switches: Fed State FICA Pension AEIC _____

Mode changed to update

14.03.00

- An example of an employee's *SANDBOX - Update/Display Personnel Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in **Red**, as illustrated on the *SANDBOX - Update/Display Personnel Data* screen.

Budget Update Menu



- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- *SANDBOX Gross Data Export* is available.
- *SANDBOX Gross Data Import* is available.
 - Export the *SANDBOX* gross data to a .csv file.
 - Make modifications to the spreadsheet.
 - Import the *SANDBOX* gross data back into the PCGenesis budgeting system.
 - When the budget is finalized, import the *SANDBOX* gross data back into the payroll system.

- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- The *SANDBOX* employee information is in the budget “playground” or “sandbox”.
- Any changes made within the budgeting system do not affect the regular, “live” payroll files.
- There is no impact on the current scheduled payroll cycle.

- Since the *SANDBOX* employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.

SANDBOX Reports

- The user has finished making all necessary changes:
 - The *SANDBOX* employee data has been updated
 - The *SANDBOX* employer rates have been updated
- Now, the user is ready to select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option.



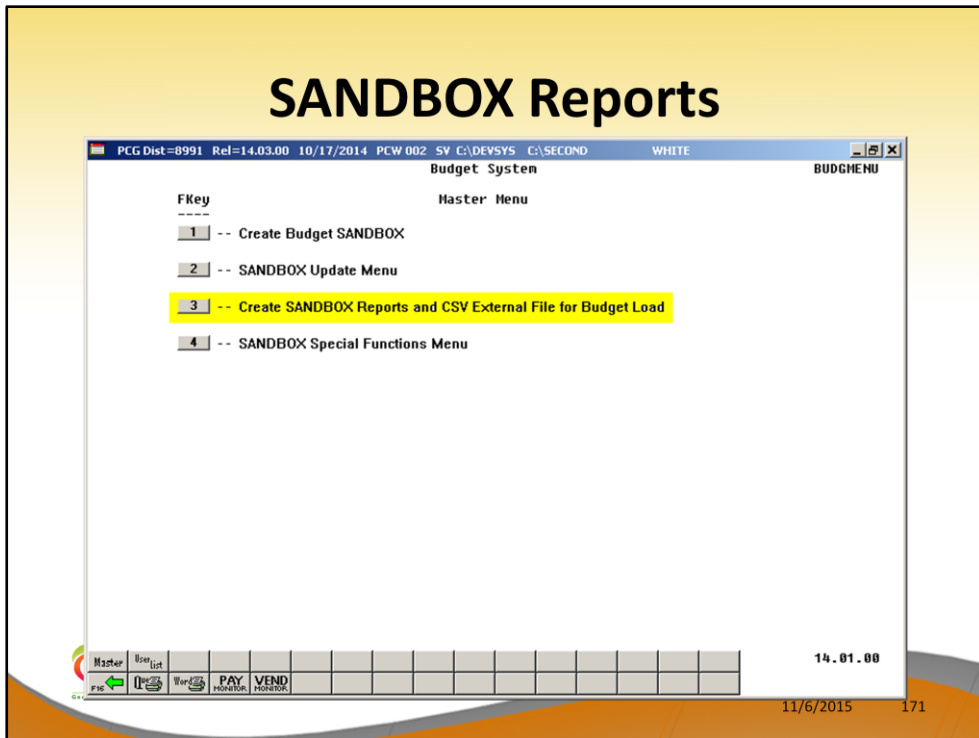
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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports



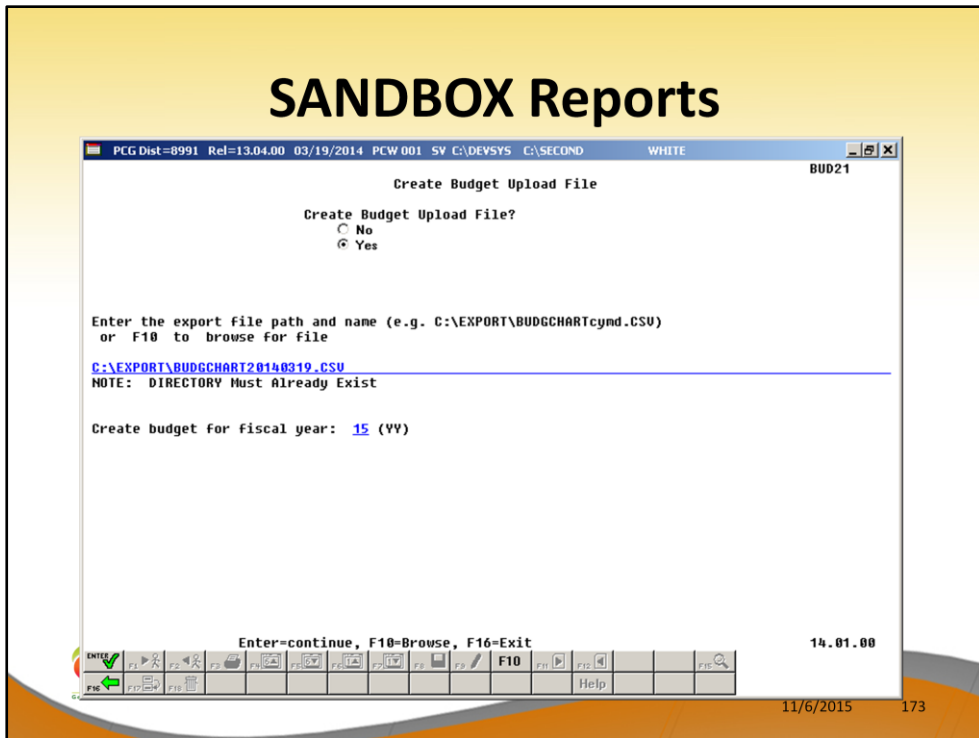
- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports

- Run the *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again.
- Use different gross data amounts on the employee records each time.
- Run any variety of budget scenarios.
- All of the reports show ANNUAL budgeted amounts.

- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

SANDBOX Reports



- The user can specify the location of the .csv external file
- The user can specify the fiscal year for the budget file, as shown below.

SANDBOX Reports

REPORT ID: PAY20-GROS-BUDG		BUDGET GROSS PAY DISTRIBUTION		FOR 08/26/14		PAGE 1							
REPORT DATE: 11/03/2014													
YR	FND	F	PRGM	FNCT	OBJCT	PCTY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	***** TOTALS *****	*****	*****
										OBJECT	FNCT	FUND	
15	100	0	1011	1000	11000	3050	0	000000	KG TEACHERS STATE SALARIES	416,114.04	416,114.04		
15	100	0	1011	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	22,266.24	22,266.24		
15	100	0	1011	1000	14000	3050	0	000000	KG TEACHER AIDE SALARIES	141,711.72	141,711.72		
15	100	0	1011	1000	16100	3050	0	000000	SALARY: TECHNOLOGY COORD	5,147.52	5,147.52		
15	100	0	1011	1000	17200	3050	0	000000	SALARIES: COUNSELOR	16,141.08	16,141.08		
15	100	0	1013	1000	11000	3050	0	000000	KG LOCAL TEACHER SALARIES	9,647.16	9,647.16		
15	100	0	1013	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	330.00	330.00		
15	100	0	1013	1000	17200	3050	0	000000	SALARIES: COUNSELOR	366.72	366.72		



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Gross Pay Distribution by Account for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20-BENE-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014
 YR FND F 22000 ***** 22000 ***** 21000 ***** 21000 *****

PRGM FNCT OBJCT FCTY B ADDT'L	SALARY GROSS	FICA EMPLOYER OASDI+HI GROSS	MED EMPLOYER HI GROSS	PENSION (OBJECT)	PENSION GROSS	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
ACCOUNT DESCRIPTION		AMT	AMT	TYPE	AMOUNT			
15 100 0								
1011 1000 11000 3050 0 000000	416,114.04	380,277.36			416,114.04			
KC TEACHERS STATE SALARIES		29,089.44		TRS	54,719.16	68,040.00		
1011 1000 11800 3050 0 000000	22,266.24	19,806.84			22,266.24			
KC TEACHER ART MUSIC PE		1,515.00		TRS	2,928.00	5,670.00		
1011 1000 14000 3050 0 000000	141,711.72	128,749.92			141,711.72			
KC TEACHER AIDE SALARIES		9,849.24		TRS	18,634.80		50,080.80	
1011 1000 16100 3050 0 000000	5,147.52	4,890.48			5,147.52			
SALARY: TECHNOLOGY COORD		374.16		TRS	676.92		7,154.40	
1011 1000 17200 3050 0 000000	16,141.08	14,177.76			16,141.08			
SALARIES: COUNSELOR		1,084.68		TRS	2,122.56	3,779.64		
1013 1000 11000 3050 0 000000	9,647.16	8,632.92			9,647.16			
KC LOCAL TEACHER SALARIES		662.04		TRS	1,268.64			
1013 1000 11800 3050 0 000000	330.00	293.40			330.00			
KC TEACHER ART MUSIC PE		22.20		TRS	43.44			
1013 1000 17200 3050 0 000000	366.72	322.08			366.72			
SALARIES: COUNSELOR		24.24		TRS	48.24			



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution for FICA, pensions, and GHI for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAY20EMP-BUDG BUDGET GROSS PAY DISTRIBUTION FOR 08/26/14 PAGE 16
 REPORT DATE: 11/03/2014

LOC	EMP	NAME	AMOUNT	ACCOUNT
*** TOTAL BY FUNCTION			105,793.56	**
*** TOTAL BY PROGRAM			105,793.56	***
*** TOTAL BY FUND/FISC			105,793.56	****
*** TOTAL BY OBJECT				*
9030	89792	BEISMWELL, SUSDAY	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	89726	ELZAS, VASCHN	12,761.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88435	LEBETZ, LIGCOLN	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	88377	HIGHTON, WESELEN	12,106.68	15 602 0 9990 3100 18400 3050 0 000000
9030	88908	MULLIGAN, CLEVELAND	12,167.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88431	ULZICH, NUZ	23,297.88	15 602 0 9990 3100 18400 3050 0 000000
9030	89837	VOAT, HAALAN	11,912.52	15 602 0 9990 3100 18400 3050 0 000000
9030	88422	WESTHERS, LASERNE	6,459.96	15 602 0 9990 3100 18400 3050 0 000000
*** TOTAL BY OBJECT			98,722.32	*
*** TOTAL BY FUNCTION			98,722.32	**
*** TOTAL BY PROGRAM			98,722.32	***
*** TOTAL BY FUND/FISC			98,722.32	****
*** TOTAL BY OBJECT				*
9030	88470	CASHWELL, ER30L	13,675.20	15 603 0 9990 3100 18400 0111 0 000000
9020	87915	CHAPA, HIGKEY	21,949.92	15 603 0 9990 3100 18400 0111 0 000000
9030	88641	KRISTON, SHENIKA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
9020	87586	QYEN, LA'YCHA	12,179.98	15 603 0 9990 3100 18400 0111 0 000000
9030	89527	STZEMEK, CLERISA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
*** TOTAL BY OBJECT			73,295.16	*
*** TOTAL BY FUNCTION			73,295.16	**
*** TOTAL BY PROGRAM			73,295.16	***
*** TOTAL BY FUND/FISC			73,295.16	****
*** GRAND TOTAL			8,779,050.48	*****



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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Gross Pay Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYPR03-BUDG **BUDGET** EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 08/26/14 PAGE 1
 REPORT DATE: 11/03/2014

EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
ADZER, TA2 88127		13,827.96	13,827.96 857.28	13,827.96 200.52	TRS	13,827.96 1,818.36			
ADGM, SA3 89094		56,357.04	48,155.04 2,985.60	48,155.04 698.28	TRS	56,357.04 7,410.96	11,340.00		
ALZND, EFZEN 87223		32,466.12	26,058.60 1,615.68	26,058.60 377.88	TRS	32,466.12 4,269.24	11,340.00		
ARZGN, AL2SA 89823		9,837.12	9,837.12 609.96	9,837.12 142.68					
ARMIS, REMNALDO 89253		16,959.96	16,959.96 1,051.56	16,959.96 245.88	TRS	16,959.96 2,230.20			
ARSTAD, TASHINA 88944		60,669.12	59,127.36 3,665.88	59,127.36 857.40	TRS	60,669.12 7,977.96			
ASSCRAFT, JASIKA 89068		36,499.92	35,002.68 2,170.20	35,002.68 507.48	TRS	36,499.92 4,799.76			
ASSEW, DASTON 87468		51,377.04	48,087.84 2,981.40	48,087.84 697.32	TRS	51,377.04 6,756.12	11,340.00		

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYR0102-BUDG
 REPORT DATE: 06/18/2014 14:30

BUDGET Distribution of Benefits
 Detail Items by Account for Period 06/17/2014

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Empno	Name	Yr	Fnd	F	Prgr	Prct	Objct	Fcty	B	Addr	1	Ded	CS	Ded	Company	Amount	
Account Total																	3,982.08
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	1	06				1,287.36	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	8					93.20	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	12					83.64	
Account Total																	2,284.20
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	1	06				514.56	
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	8					93.20	
88586	EDWARDS, LATOIA	14	607	0	9990	3100	18400	0103	0	000000	12					33.48	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	1	06				622.92	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	8					93.20	
89560	BARNES, SIVAS	14	607	0	9990	3100	18400	0103	0	000000	12					40.44	
89988	STWALL, HILDI	14	607	0	9990	3100	18400	0103	0	000000	1	06				379.68	
89988	STWALL, HILDI	14	607	0	9990	3100	18400	0103	0	000000	8					93.20	
Account Total																	4,330.68
88229	UPCHN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	1	06				1,124.04	
88229	UPCHN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	12					73.08	
Account Total																	1,197.12
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	1	06				564.24	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	8					93.20	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	12					36.72	
89306	LETESQUE, THYD	14	608	0	9990	3100	18400	0109	0	000000	1	06				481.36	
89306	LETESQUE, THYD	14	608	0	9990	3100	18400	0109	0	000000	8					93.20	
89306	LETESQUE, THYD	14	608	0	9990	3100	18400	0109	0	000000	12					44.28	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	1	06				512.16	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	8					93.20	
89311	SIZK, TOGA	14	608	0	9990	3100	18400	0109	0	000000	12					33.24	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	1	06				481.36	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	8					93.20	
89738	BETEDICT, LA'YENRA	14	608	0	9990	3100	18400	0109	0	000000	12					44.28	
Account Total																	6,250.44
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	1	06				1,154.52	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	8					93.20	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	12					75.00	
Account Total																	2,142.72
Account Distribution Total																1,226,171.86	



- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Distribution by Employee for the Budget Sandbox.

SANDBOX Reports

REPORT ID: PAYDR100-SUBG		BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT		PAGE 8						
REPORT DATE: 06/18/2014		BY ACCOUNT FOR 06/17/14								
ANNUITY CO. #: 04 VANGUARD FIDUCIARY TRUST CO		CONTRIBUTION TYPE: 2		1 = FIXED AMOUNT						
VENDOR #: 1581 VENDOR 001581		EMPLOYER OBJECT: 28000		EMPLOYER BLMC: 0421						
				2 = % OF ANNUITY GROSS						
				3 = % OF EMPLOYEE CONTRIBUTION						
				4 = % OF ANNUITY GROSS, W/ MAX						
YR	END	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
14	604	0	9990	3100	19000	8010	0	000000	SCHOOL NTR DIRECTOR SAL	2,544.52
FUND TOTAL 14-604-0										2,544.52
14	605	0	9990	3100	18400	0198	0	000000	DCHS LR WORKERS SALARY	2,874.60
14	605	0	9990	3100	19100	0198	0	000000	DCHS LR MGR SALARY	1,287.36
14	605	0	9990	3100	19110	0198	0	000000	DCHS LR ASST MANAGER SALARY	736.92
FUND TOTAL 14-605-0										4,898.88
14	606	0	9990	3100	18400	0199	0	000000	EMES LR WORKERS SALARY	1,166.64
14	606	0	9990	3100	19100	0199	0	000000	EMES LR MGR SALARY	1,287.36
FUND TOTAL 14-606-0										2,454.00
14	607	0	9990	3100	18400	0103	0	000000	KES LR WORKERS SALARY	1,517.16
14	607	0	9990	3100	19100	0103	0	000000	KES LR MGR SALARY	1,124.04
FUND TOTAL 14-607-0										2,641.20
14	608	0	9990	3100	18400	0109	0	000000	DCHS LR WORKERS SALARY	2,439.12
14	608	0	9990	3100	19100	0109	0	000000	DCHS LR MGR SALARY	1,287.36
FUND TOTAL 14-608-0										3,726.48
14	609	0	9990	3100	18400	0111	0	000000	EYES LR SALARIES	1,148.88
14	609	0	9990	3100	19100	0111	0	000000	EYES LR MGR SALARY	1,154.52
FUND TOTAL 14-609-0										2,303.40
ANNUITY CO. TOTAL										749,871.03

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Account for the Budget Sandbox.

SANDBOX Reports

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88467	RESVES, OLSIE	913.20	999-08-8467
89533	ROALEY, CARLO	913.20	999-08-9533
88901	RO4Y, DAVID	913.20	999-08-8901
89372	ROBINETTE, MYLES	913.20	999-08-9372
89267	ROBERT, MEGANNA	1,826.40	999-08-9267
89295	SALTERFIELD, ROZAL	913.20	999-08-9295
88618	SARDANA, PATLENE	913.20	999-08-8618
88271	SCREIBER, MOZIN	913.20	999-08-8271
88347	SCLES, CEGILLE	913.20	999-08-8347
89194	SCOTCHINS, CRTLEO	913.20	999-08-9194
88458	SCUNAGHER, DO7	913.20	999-08-8458
89311	SIZK, TOZA	913.20	999-08-9311
88933	SI4SON, SHALA	1,826.40	999-08-8933
89807	SKELTON, BRATTANNEY	913.20	999-08-9807
89101	SL4DGE, ADAMUSTUS	913.20	999-08-9101
87372	SMILLS, MYLES	1,826.40	999-08-7372
89367	STZEN, DEZERA	913.20	999-08-9367
88167	STZEN, WIZTON	913.20	999-08-8167
89988	STEVALL, MINDI	913.20	999-08-9988
89011	STENFIELD, BRADLY	913.20	999-08-9011
87811	STENFIELD, YEEENNA	913.20	999-08-7811
88012	TAS, BEBE	913.20	999-08-8012
89542	THROP, EDZIS	913.20	999-08-9542
88495	VEZNON, FAZINGAH	913.20	999-08-8495
89837	VO4T, HAALAN	1,826.40	999-08-9837
87846	WADSDROP, VANCE	913.20	999-08-7846
89269	WAGGONER, M4JALEA	913.20	999-08-9269
88696	WASCORN, CAMMEN	1,826.40	999-08-8696
DEDUCTION TOTAL CONTRIBUTION AMOUNT		200,903.11	


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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Employee for the Budget Sandbox.

SANDBOX Reports

- The budget is complete, when the user is satisfied with the budget reports.
 - Print the final budget reports.
 - Use the .csv external file to load the budget into the financial system.
 - Import the *SANDBOX* gross data into the payroll system.



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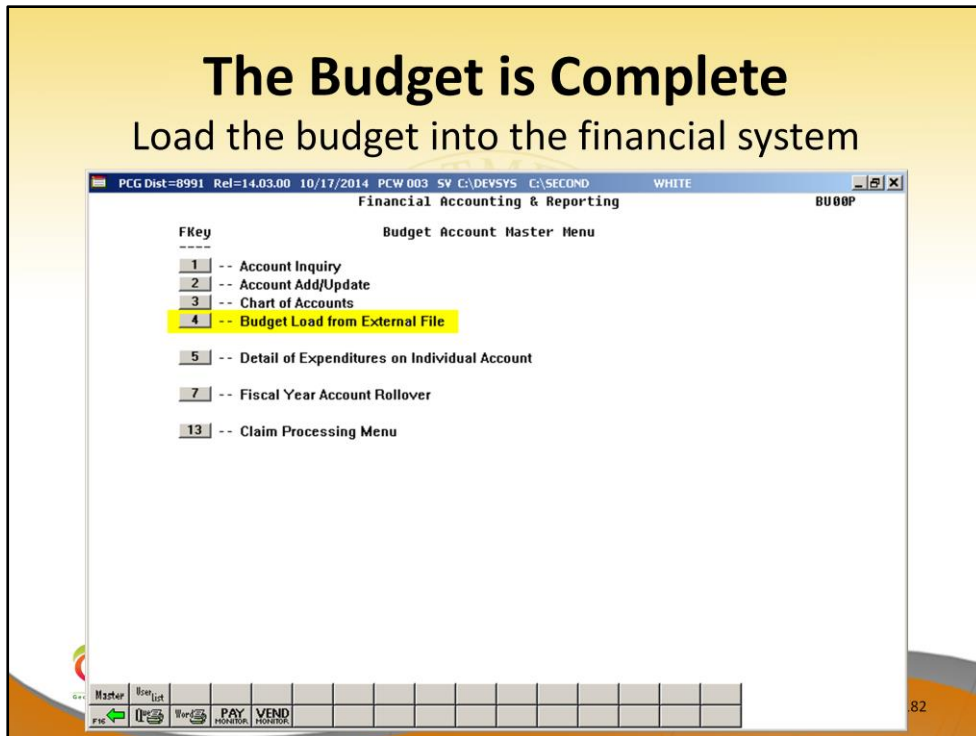
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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The Budget is Complete

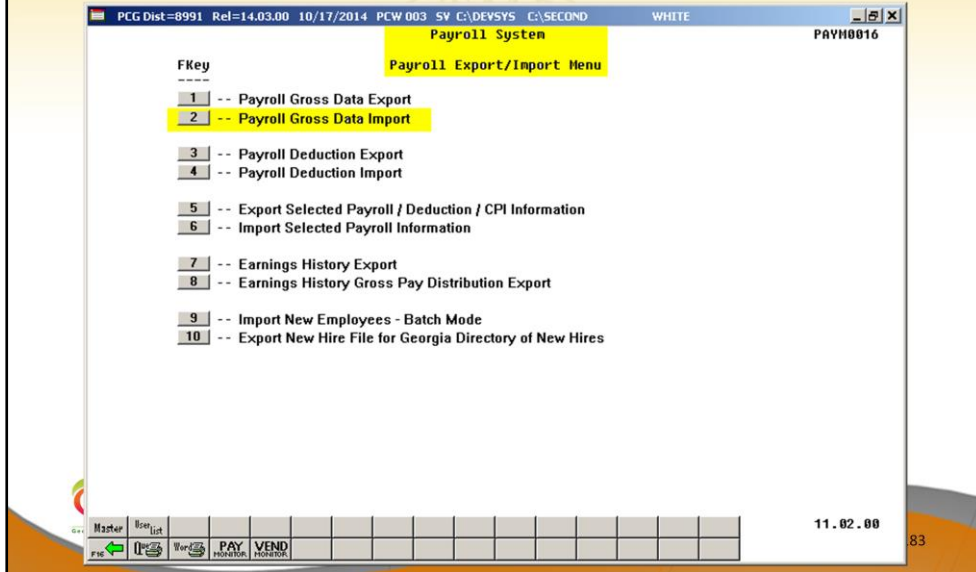
Load the budget into the financial system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

The Budget is Complete

Import *SANDBOX* gross data into the payroll system



- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

- Affordable Care Act
- W-2's
- GHI AUF Change File
- Print YTD Earnings' Registers
- Print & Export CPI Certificate Information
- Payroll Gross Data Export & Import
- ERS Pension Compliance File
- Export/Import Selected Payroll Information
- PCGenesis Budget System
- **Import New Employees**



2015 saw many new features and functions added to PCGenesis.

Import New Employees

- The *Import New Employees – Batch Mode* option which is available from the *Payroll Export/Import Menu* has been updated.
- Before, the batch new hire import procedure would read a directory which contained multiple single-employee import files, and import all of the individual files at once.
- Now, a new option has been added which loads multiple employees from one import file.

Import New Employees

- When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:

Import File Type?

- Multiple Files, One Employee Per File
- One File, Multiple Employees



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Import New Employees

- Facilitate gathering employee information from multiple departments and/or schools.
- Schools can load data into Microsoft® Excel Spreadsheets / Workbooks
- The Spreadsheets can then be loaded into the PCGenesis system either individually, or in batch mode.
- Three methods are now offered for importing new employee data.



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Import New Employees Use *Add Employee* Screen

- On the *Add Employee* on-line screen, users will be able to create a new employee by importing a spreadsheet with one individual's data.
- Users may select **F17** (Import new employee data) to import the data from a comma-delimited file.
- If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.

Import New Employees

Use *Add Employee* Screen

PCGDist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Add New Employee PAY01

Status **A** -- Active

Emp. no. _____ Pay Loc _____ Class _____
 Sex Code _____ Work Loc _____ Job _____
 Mar Stat _____ SSM _____ EEO-5 Job EEO-5 Ethnic

NAME First _____ Middle _____ Hispanic/Latino Ethnicity?
 Last _____ Suffix _____ Prefix _____ Race (Select all that apply)
 Am Indian Alaskan
 Black
 White
 Asian
 Hawaiian Pacific

Address _____ Certificate Type _____
 Address L2 _____ CS1 Job (from CPI) _____
 City/State _____ Include on CPI ? _____
 Zip Code _____ County _____ Sick Bank ? _____
 Phone () - _____ Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ?
 Hire Date _____ GHI Eligible ? _____ Participate in GHI ?
 Rehire Date _____ GHI 1st Day Wrk _____ GHI Option _____
 Term Date _____ GHI Eff Date _____ GHI Tier _____
 Term Reason _____ GHI Final Ded Dt _____ GHI Ded Cd _____
 GHI Change Code _____

***** TAX DATA *****

Federal: Mar Stat _____ Exempt _____ Withholding Code _____ Amt/%
 State: Mar Stat _____ Allowance Mar _____ Dep _____ Withholding Code _____ Amt/%

Tax Switches: Fed State FICA Pension

F17-Import new employee data 14.03.00

ENTER [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30] [F31] [F32] [F33] [F34] [F35] [F36] [F37] [F38] [F39] [F40] [F41] [F42] [F43] [F44] [F45] [F46] [F47] [F48] [F49] [F50] [F51] [F52] [F53] [F54] [F55] [F56] [F57] [F58] [F59] [F60] [F61] [F62] [F63] [F64] [F65] [F66] [F67] [F68] [F69] [F70] [F71] [F72] [F73] [F74] [F75] [F76] [F77] [F78] [F79] [F80] [F81] [F82] [F83] [F84] [F85] [F86] [F87] [F88] [F89] [F90] [F91] [F92] [F93] [F94] [F95] [F96] [F97] [F98] [F99] [F100] [F101] [F102] [F103] [F104] [F105] [F106] [F107] [F108] [F109] [F110] [F111] [F112] [F113] [F114] [F115] [F116] [F117] [F118] [F119] [F120] [F121] [F122] [F123] [F124] [F125] [F126] [F127] [F128] [F129] [F130] [F131] [F132] [F133] [F134] [F135] [F136] [F137] [F138] [F139] [F140] [F141] [F142] [F143] [F144] [F145] [F146] [F147] [F148] [F149] [F150] [F151] [F152] [F153] [F154] [F155] [F156] [F157] [F158] [F159] [F160] [F161] [F162] [F163] [F164] [F165] [F166] [F167] [F168] [F169] [F170] [F171] [F172] [F173] [F174] [F175] [F176] [F177] [F178] [F179] [F180] [F181] [F182] [F183] [F184] [F185] [F186] [F187] [F188] [F189] [F190] [F191] [F192] [F193] [F194] [F195] [F196] [F197] [F198] [F199] [F200] [F201] [F202] [F203] [F204] [F205] [F206] [F207] [F208] [F209] [F210] [F211] [F212] [F213] [F214] [F215] [F216] [F217] [F218] [F219] [F220] [F221] [F222] [F223] [F224] [F225] [F226] [F227] [F228] [F229] [F230] [F231] [F232] [F233] [F234] [F235] [F236] [F237] [F238] [F239] [F240] [F241] [F242] [F243] [F244] [F245] [F246] [F247] [F248] [F249] [F250] [F251] [F252] [F253] [F254] [F255] [F256] [F257] [F258] [F259] [F260] [F261] [F262] [F263] [F264] [F265] [F266] [F267] [F268] [F269] [F270] [F271] [F272] [F273] [F274] [F275] [F276] [F277] [F278] [F279] [F280] [F281] [F282] [F283] [F284] [F285] [F286] [F287] [F288] [F289] [F290] [F291] [F292] [F293] [F294] [F295] [F296] [F297] [F298] [F299] [F300] [F301] [F302] [F303] [F304] [F305] [F306] [F307] [F308] [F309] [F310] [F311] [F312] [F313] [F314] [F315] [F316] [F317] [F318] [F319] [F320] [F321] [F322] [F323] [F324] [F325] [F326] [F327] [F328] [F329] [F330] [F331] [F332] [F333] [F334] [F335] [F336] [F337] [F338] [F339] [F340] [F341] [F342] [F343] [F344] [F345] [F346] [F347] [F348] [F349] [F350] [F351] [F352] [F353] [F354] [F355] [F356] [F357] [F358] [F359] [F360] [F361] [F362] [F363] [F364] [F365] [F366] [F367] [F368] [F369] [F370] [F371] [F372] [F373] [F374] [F375] [F376] [F377] [F378] [F379] [F380] [F381] [F382] [F383] [F384] [F385] [F386] [F387] [F388] [F389] [F390] [F391] [F392] [F393] [F394] [F395] [F396] [F397] [F398] [F399] [F400] [F401] [F402] [F403] [F404] [F405] [F406] [F407] [F408] [F409] [F410] [F411] [F412] [F413] [F414] [F415] [F416] [F417] [F418] [F419] [F420] [F421] [F422] [F423] [F424] [F425] [F426] [F427] [F428] [F429] [F430] [F431] [F432] [F433] [F434] [F435] [F436] [F437] [F438] [F439] [F440] [F441] [F442] [F443] [F444] [F445] [F446] [F447] [F448] [F449] [F450] [F451] [F452] [F453] [F454] [F455] [F456] [F457] [F458] [F459] [F460] [F461] [F462] [F463] [F464] [F465] [F466] [F467] [F468] [F469] [F470] [F471] [F472] [F473] [F474] [F475] [F476] [F477] [F478] [F479] [F480] [F481] [F482] [F483] [F484] [F485] [F486] [F487] [F488] [F489] [F490] [F491] [F492] [F493] [F494] [F495] [F496] [F497] [F498] [F499] [F500] [F501] [F502] [F503] [F504] [F505] [F506] [F507] [F508] [F509] [F510] [F511] [F512] [F513] [F514] [F515] [F516] [F517] [F518] [F519] [F520] [F521] [F522] [F523] [F524] [F525] [F526] [F527] [F528] [F529] [F530] [F531] [F532] [F533] [F534] [F535] [F536] [F537] [F538] [F539] [F540] [F541] [F542] [F543] [F544] [F545] [F546] [F547] [F548] [F549] [F550] [F551] [F552] [F553] [F554] [F555] [F556] [F557] [F558] [F559] [F560] [F561] [F562] [F563] [F564] [F565] [F566] [F567] [F568] [F569] [F570] [F571] [F572] [F573] [F574] [F575] [F576] [F577] [F578] [F579] [F580] [F581] [F582] [F583] [F584] [F585] [F586] [F587] [F588] [F589] [F590] [F591] [F592] [F593] [F594] [F595] [F596] [F597] [F598] [F599] [F600] [F601] [F602] [F603] [F604] [F605] [F606] [F607] [F608] [F609] [F610] [F611] [F612] [F613] [F614] [F615] [F616] [F617] [F618] [F619] [F620] [F621] [F622] [F623] [F624] [F625] [F626] [F627] [F628] [F629] [F630] [F631] [F632] [F633] [F634] [F635] [F636] [F637] [F638] [F639] [F640] [F641] [F642] [F643] [F644] [F645] [F646] [F647] [F648] [F649] [F650] [F651] [F652] [F653] [F654] [F655] [F656] [F657] [F658] [F659] [F660] [F661] [F662] [F663] [F664] [F665] [F666] [F667] [F668] [F669] [F670] [F671] [F672] [F673] [F674] [F675] [F676] [F677] [F678] [F679] [F680] [F681] [F682] [F683] [F684] [F685] [F686] [F687] [F688] [F689] [F690] [F691] [F692] [F693] [F694] [F695] [F696] [F697] [F698] [F699] [F700] [F701] [F702] [F703] [F704] [F705] [F706] [F707] [F708] [F709] [F710] [F711] [F712] [F713] [F714] [F715] [F716] [F717] [F718] [F719] [F720] [F721] [F722] [F723] [F724] [F725] [F726] [F727] [F728] [F729] [F730] [F731] [F732] [F733] [F734] [F735] [F736] [F737] [F738] [F739] [F740] [F741] [F742] [F743] [F744] [F745] [F746] [F747] [F748] [F749] [F750] [F751] [F752] [F753] [F754] [F755] [F756] [F757] [F758] [F759] [F760] [F761] [F762] [F763] [F764] [F765] [F766] [F767] [F768] [F769] [F770] [F771] [F772] [F773] [F774] [F775] [F776] [F777] [F778] [F779] [F780] [F781] [F782] [F783] [F784] [F785] [F786] [F787] [F788] [F789] [F790] [F791] [F792] [F793] [F794] [F795] [F796] [F797] [F798] [F799] [F800] [F801] [F802] [F803] [F804] [F805] [F806] [F807] [F808] [F809] [F810] [F811] [F812] [F813] [F814] [F815] [F816] [F817] [F818] [F819] [F820] [F821] [F822] [F823] [F824] [F825] [F826] [F827] [F828] [F829] [F830] [F831] [F832] [F833] [F834] [F835] [F836] [F837] [F838] [F839] [F840] [F841] [F842] [F843] [F844] [F845] [F846] [F847] [F848] [F849] [F850] [F851] [F852] [F853] [F854] [F855] [F856] [F857] [F858] [F859] [F860] [F861] [F862] [F863] [F864] [F865] [F866] [F867] [F868] [F869] [F870] [F871] [F872] [F873] [F874] [F875] [F876] [F877] [F878] [F879] [F880] [F881] [F882] [F883] [F884] [F885] [F886] [F887] [F888] [F889] [F890] [F891] [F892] [F893] [F894] [F895] [F896] [F897] [F898] [F899] [F900] [F901] [F902] [F903] [F904] [F905] [F906] [F907] [F908] [F909] [F910] [F911] [F912] [F913] [F914] [F915] [F916] [F917] [F918] [F919] [F920] [F921] [F922] [F923] [F924] [F925] [F926] [F927] [F928] [F929] [F930] [F931] [F932] [F933] [F934] [F935] [F936] [F937] [F938] [F939] [F940] [F941] [F942] [F943] [F944] [F945] [F946] [F947] [F948] [F949] [F950] [F951] [F952] [F953] [F954] [F955] [F956] [F957] [F958] [F959] [F960] [F961] [F962] [F963] [F964] [F965] [F966] [F967] [F968] [F969] [F970] [F971] [F972] [F973] [F974] [F975] [F976] [F977] [F978] [F979] [F980] [F981] [F982] [F983] [F984] [F985] [F986] [F987] [F988] [F989] [F990] [F991] [F992] [F993] [F994] [F995] [F996] [F997] [F998] [F999] [F1000]

Import New Employees

Use *Add Employee* Screen

PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE PAY01

New Employee Data Import

Enter the upload file Path and Name (e.g.C:\PCGNewEmployee\ENPIMPORT.CSU)

C:\PCGNEWEMPLOYEE\ENPIMPORT.CSU F10=Browse for file

14.03.00

Import New Employees

Use Add Employee Screen

PCGDist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Add New Employee PAY01

Status A -- Active
 Emp. no. 11111 Pay Loc 1050 Location 001050 Class 5 TCR AIDES PART-TIM
 Sex Code F Work Loc 2050 Job 105
 Mar Stat S SSM 345 67 8901 EEO-5 Job 000
 EEO-5 Ethnic 2

NAME First DEBRA Middle H. Hispanic/Latino Ethnicity?
 Last HUDDLE Suffix _____ Prefix MS. Yes No
 Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

Address 1 WEST FIRST STREET Certificate Type _____
 Address L2 APARTMENT 12 CS1 Job (from CPI) 000
 City/State ATLANTA , GA Include on CPI ? Y N
 Zip Code 30009 County 000 Sick Bank ? N Y
 Phone (404)555-6666 Hours Per Day _____

Birth Date 11/01/1961 Pens Elig Date 1/01/2012 TRS DOE Paid ERCON ? Y N
 Hire Date 1/01/2012 GHI Eligible ? Y N Participate in GHI ? Y N
 Rehire Date _____ GHI 1st Day Wrk 1/01/2012 GHI Option C0
 Term Date _____ GHI Eff Date 1/01/2012 GHI Tier 10
 Term Reason _____ GHI Final Ded Dt _____ GHI Ded Cd 8
 GHI Change Code NEMP
 New Employee Hire

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 0 Amt/% 0.00
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% 0.00

Tax Switches: Fed State FICA Pension

14.03.00

Import New Employees

Use Add Employee Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N			
1		PCGenesis New Employee Form												v1.00			
2		NOTE: Commas may not be entered into any input field.															
3		All dates must be in MM/DD/CCYY format.															
4																	
5																	
6	E1	Employee number	<input type="text"/>	Active/inactive	<input type="text"/>	(A or I)	SSN	<input type="text"/>	Class code	<input type="text"/>							
7	E2	Pay location	<input type="text"/>	Work location	<input type="text"/>	Job code	<input type="text"/>	CS1 Job (from CPI)	<input type="text"/>								
8		Name and Address Fields															
9																	
10	N1	Name:	First - Middle - Last		<input type="text"/>												
11	N2	Name:	Prefix - Suffix		<input type="text"/>												
12																	
13	A1	Addr:	Line 1		<input type="text"/>												
14	A2	Addr:	Line 2		<input type="text"/>												
15	A3	Addr:	City - St - Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>	Phone	<input type="text"/>									
16		Digits only. No dashes.															
17																	
18		Personnel Fields															
19	I1	Hire date	<input type="text"/>	Birth date	<input type="text"/>	Gender	<input type="text"/>	Marital status	<input type="text"/>								
20			(MMDDCCYY)		(MMDDCCYY)		(M or F)		(M or S)								
21																	
22		EEO-5 ethnic code	<input type="text"/>	Hispanic	<input type="text"/>	Am Indian	<input type="text"/>	Black	<input type="text"/>	White	<input type="text"/>	Asian	<input type="text"/>	Hawaiian	<input type="text"/>	CPI?	<input type="text"/>
23	I2		(Y or N)													(Y or N)	
24		At least one race code must be selected. Valid values are Y or N.															
25																	
26		Pension Fields															
27	P1	Pension switch	<input type="text"/>	Pens eligible date	<input type="text"/>	Pension code	<input type="text"/>	Service indicator	<input type="text"/>								
28			(Y or N)		(MMDDCCYY)		(0 = None 1 = OMPSERS 2 = TRS 4 = New ERS 5 = New PSERS)		(0 = Out of service 1 = In service)								
29																	
30		Tax Fields															
31			Switch	Marital	Additional												
32	T1	FICA:	status	W/H code	withholding	Amount/Percent											
33	T2	Federal:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Exemptions	<input type="text"/>	Dependent allow	<input type="text"/>							
34	T3	State:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Marital allow	<input type="text"/>	Dependent allow	<input type="text"/>							
35		(Y or N or H (Fed S or H (0,1,2,3) (1 & 2 require amount, 3 requires percentage)															
36		(State: A,B,C, D,E,F)															
37																	
38		Salary Fields															
39	S1	State salary	<input type="text"/>	Cycle gross	<input type="text"/>	Cycle code	<input type="text"/>	1 = Calendar Year									
40	S2	Contract amount	<input type="text"/>	Contract months	<input type="text"/>	(09, 10, 11, or 12)											
41																	
42		State Health Fields															
43	H1	GHI eligible?	<input type="text"/>	(Y or N)	IHI 1st day worked	<input type="text"/>	Deduction code	<input type="text"/>	Tier	<input type="text"/>	6/2015	193					
44	H2	Participate?	<input type="text"/>	(Y or N)	Effective date	<input type="text"/>	Option	<input type="text"/>									
45		(MMDDCCYY)															
46																	



Import New Employees Multiple Files, One Employee Per File

- Uses the same spreadsheet as shown in the prior slide.
- This process reads a directory which contains multiple single-employee import files, and imports all of the individual files at once.
- Available from the *Special Functions Menu*, and the *Payroll Export/Import Menu*.



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Import New Employees Multiple Files, One Employee Per File

- New employees will be created from all files that pass the edits.
- Any files which contain errors will be bypassed.
- Run in trial mode or final mode.



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Import New Employees Multiple Files, One Employee Per File

- Three reports are produced from the batch process:
 - A report listing the valid employees
 - A report listing the employee files with errors
 - A summary report which displays the results for each file.

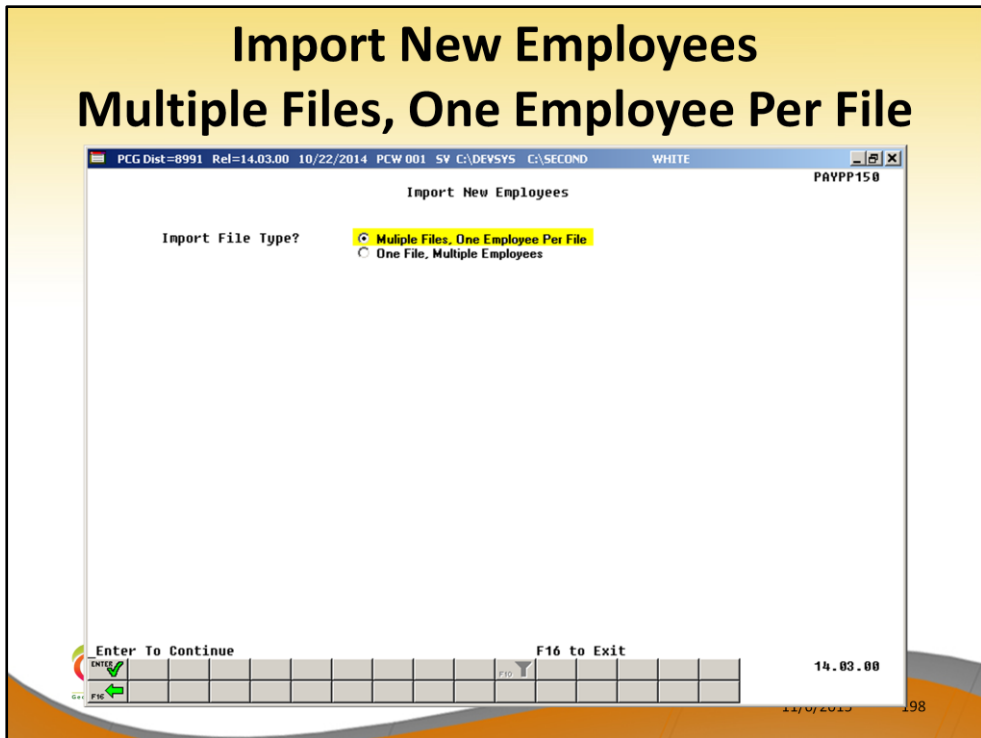
Import New Employees Multiple Files, One Employee Per File

The screenshot shows a window titled "Payroll System" with the user ID "PAYH0016". The window displays a "Payroll Export/Import Menu" with the following options:

FKey	Description
1	-- Payroll Gross Data Export
2	-- Payroll Gross Data Import
3	-- Payroll Deduction Export
4	-- Payroll Deduction Import
5	-- Export Selected Payroll / Deduction / CPI Information
6	-- Import Selected Payroll Information
7	-- Earnings History Export
8	-- Earnings History Gross Pay Distribution Export
9	-- Import New Employees - Batch Mode
10	-- Export New Hire File for Georgia Directory of New Hires

At the bottom of the window, there is a taskbar with icons for "Master", "Work List", "PAY MONITOR", and "VEND MONITOR". The date "11.02.00" is displayed in the bottom right corner of the window.

Import New Employees Multiple Files, One Employee Per File



Import New Employees

Multiple Files, One Employee Per File

PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE PAVPP150

Import New Employees - Batch Mode

In this process the user will specify a directory which contains the new employee import file or files. The import files must be in .csv format. The process will scan the import directory and produce 3 reports:

- * A summary report of the individual file(s) processed listing whether the files passed or failed the edits.
- * An error report which lists the file errors.
- * An employee detail listing which lists the validated employee data.

When the import process is run in FINAL mode, only the files which pass the edits will be uploaded as new employees, and the files which fail the edits will not be processed.

Run Mode: Trial Mode
 Final Mode

Enter the Import File Path (e.g. C:\PCGNewEmployee)

C:\PCGNewEmployee

NOTE: DIRECTORY Must Already Exist

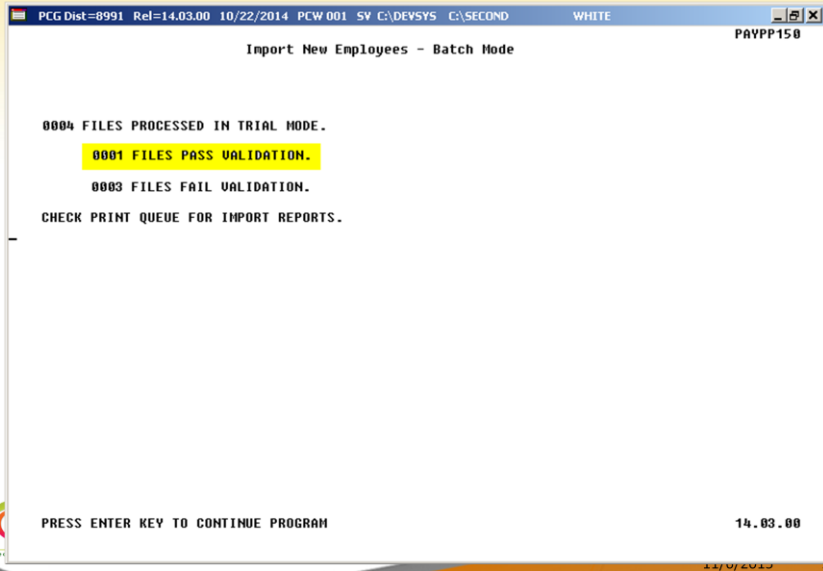
Enter = continue or F16 = Exit

14.03.00

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Enter a DIRECTORY

Import New Employees Multiple Files, One Employee Per File



The screenshot shows a terminal window titled "Import New Employees - Batch Mode". The window's title bar includes system information: "PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE PAVPP150". The main content of the terminal displays the following text:

```
0004 FILES PROCESSED IN TRIAL MODE.  
0001 FILES PASS VALIDATION.  
0003 FILES FAIL VALIDATION.  
CHECK PRINT QUEUE FOR IMPORT REPORTS.
```

At the bottom of the terminal, there is a prompt: "PRESS ENTER KEY TO CONTINUE PROGRAM" and a version number "14.03.00".

Import New Employees Multiple Files, One Employee Per File

Detail Report listing valid employees.

```

RUN DATE: 10/22/2014                                NEW EMPLOYEE IMPORT - VALID EMPLOYEES                                PAGE: 1
PROGRAM: PAYPI150                                    Multiple Files, One Employee                                           Run mode: TRIAL MODE
Import Directory: C:\PCGNEWEMPLOYEE2

EMPLOYEE NO: 11111  SOC SEC: 345-67-8901  PAY CLASS: 05  PAY LOCATION: 0111  WORK LOCATION: 0111  JOB: 002  STATUS: A

CERTIFICATE LEVEL:                                YEARS OF STATE EXPERIENCE: 00  YEARS OF LOCAL EXPERIENCE: 00                                CSI JOB: 104

EMPLOYEE NAME: HUDDLE, DEBRA H.                    BIRTH DATE: 11/01/1961  MARITAL STATUS: S  SEX: F  EEO5 ETHNIC: 02
STREET: 1 WEST FIRST STREET                        HIRE DATE: 1/01/2012    GHI ELIG: Y        EEO5 JOB: 000
CITY/STATE: ATLANTA, GA                            GHI 1ST DAY: 1/01/2012  GHI DED CODE: S    GHI PARTICIPANT: Y
ZIP: 30000                                          GHI EFFECT DATE: 1/01/2012  GHI OPTION: B2     GHI TIER: 96
TELEPHONE: 444-555-6666  INCLUDE ON CPI? Y  HISPANIC: N  RACE CODES: WHITE

FEDERAL EXEMPTIONS: 00  FEDERAL WITHHOLDING CODE: 0  FEDERAL WITHHOLDING AMOUNT: 0.00  FEDERAL MARITAL STATUS: S
STATE ALLOWANCES: M-0 D-00  ST WITHHOLDING CODE: 0  STATE WITHHOLDING AMOUNT: 0.00  STATE MARITAL STATUS: A

PAY SCHEDULE #: 12  PAY CYCLE: 1  FEDERAL SWITCH: Y  STATE SWITCH: Y  FICA SWITCH: Y  RETIRE SWITCH: Y

PENS ELIG DT: 1/01/2012  SALARY: 1500.00  CONTRACT: 30000.00  STATE: 30000.00  LOCAL: 0.00  OTHER: 0.00

PENSION CODE: S  PENSION AMT/PCT: 10.0000  CONTRACT MONTH: 09  SERVICE: 1  AEIC AMT: 0.00

DD BANK CODE:  DD BANK ACCT:  DD BANK TYPE:  DD METHOD:  DD AMT/¢:

ANNUITY #1: DED 01/CO 00                                #2: DED 02/CO 00                                #3: DED 00/CO 00
ANNUITY #4: DED 00/CO 00                                #5: DED 00/CO 00                                CREDIT UNION: 0000000000000000 SECTION 125: Y
    
```



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Import New Employees

Multiple Files, One Employee Per File

Error Report

```

Run date: 10/22/2014                                EMPLOYEE NEW HIRE IMPORT REPORT                                Page: 2
Program: PAVPI150                                Load File Name: C:\PCGENEMPLOYEE2\PCGenesis New Employee 33333.xlsx
Import Input Lines and Error Messages
-----
Empno 000000 Employee number, pay class, or pay location not found

Employee Number: 000000
Field Name      Field Value      Error
Status Code     0000             Invalid value for field.
Work Location    0000             Invalid value for field.
Job Code         000              Invalid value for field.
Ethnic Code      00              Invalid value for field.
GHI Option       00              Invalid value for field.
GHI Tier         00              Invalid value for field.
GHI Eligible/Option GHI Eligible Must = Y when GHI Option selected
Gender Code      NNNNN           Invalid value for field.
Race Codes      NNNNN           At least one race code must be selected
Last Name        NNNNN           Invalid value for field.
Street           NNNNN           Invalid value for field.
City             NNNNN           Invalid value for field.
State            NNNNN           Invalid value for field.
Zip             NNNNN           Invalid value for field.
Social Security No 000000000       Invalid value for field.
Marital Status   NNNNN           Invalid value for field.
Hire Date        00000000        Invalid value for field.
GHI Participation Sw NNNNN           Invalid value for field.
Federal Marital Stat NNNNN           Invalid value for field.
State Marital Status NNNNN           Invalid value for field.
Federal Tax Switch NNNNN           Invalid tax switch. Must be Y or N
State Tax Switch  NNNNN           Invalid tax switch. Must be Y or N
FICA Tax Switch  NNNNN           FICA tax switch must be Y, N, or M
Retirement Switch NNNNN           Retire Switch must be Y, N or R
State Salary      000000000       Invalid value for field.
Pay Cycle         NNNNN           Invalid value for field.
TRS Service Switch NNNNN           Invalid value for field.

```

Import New Employees One File, Multiple Employees

- This process reads one file which contains multiple employee records.
- Available from the *Special Functions Menu*, and the *Payroll Export/Import Menu*.



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Import New Employees One File, Multiple Employees

New_Hire_Import_Template.xlsx

1 A B C D E F G H I J K L M N O P Q R S

2 **PCG New Hire Multiple Import Template** v.100

3 **NOTE: Commas may not be entered into any input field.**

4 **All Dates must be in MMDDCCYY format**

Line	Empno	Status	SSN	First Name	Middle Name	Last Name	Prefix	Suffix	Pay Loc	Work Loc	Class	Job Code	CSI Job	Address 1	Address 2	City	St	Zip
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		

Line	Zip	Phone	Hire Date	Birth Date	Gender	Mar Stat	EEO-5	CPI?	Hispanic	Am Indian	Black	White	Asian	Hawaiian	Pension SV	Eligible Date	Code	Service	FICA	Swite R	Mar Stat	VH?	
Must Select at least one																Pension Fields						Feder	
										Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		0- No 2- TRS 1- Old	0- Out 1- In 2- Svc	Y/N/N/M	Y/N	S/M	0 1 2 3	
10																							
11																							
12																							
13																							
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Line	VH?	Add Amrc	Exam #	Switch	Mar Stat	VH	Add Amrc	Mar Allow	Dep Allow	State	Contract	Cycle Gr	Conti Mx	9 10 11 12	1-Cal 2-Sub Cycle Code	Elig	Part	1st Day Work	EH Date	Ded Code	Option	Tier	
Federal			State				Salary				State Health												
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Import New Employees One File, Multiple Employees

- New employees will be created from all rows that pass the edits.
- Any rows which contain errors will be bypassed.
- Run in trial mode or final mode.



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Import New Employees One File, Multiple Employees

- Two reports are produced from the batch process:
 - A summary report which displays the results for each employee.
 - A report listing the valid employees and employees with errors



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Import New Employees One File, Multiple Employees

PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE PAYH0016

Payroll System

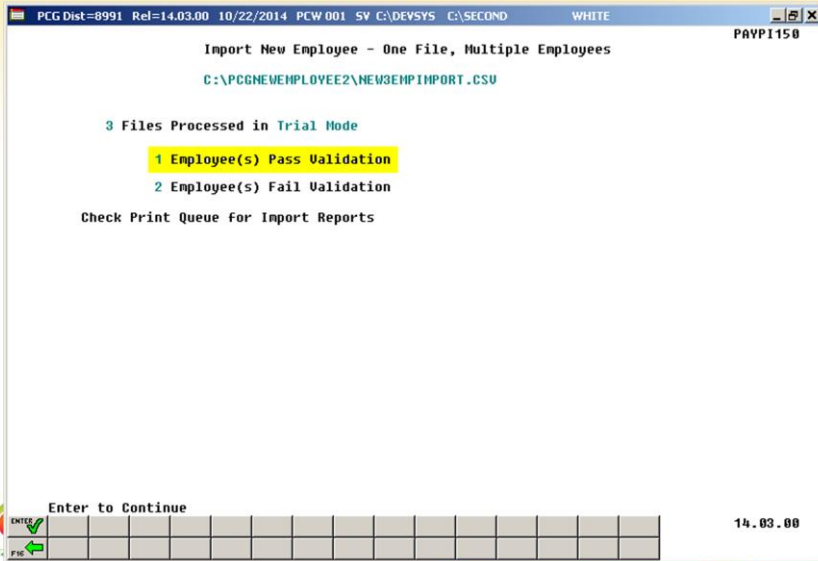
FKey Payroll Export/Import Menu

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode**
- 10 -- Export New Hire File for Georgia Directory of New Hires

Master Work List PAY MONITOR VEND MONITOR

11.02.00

Import New Employees One File, Multiple Employees



Import New Employees One File, Multiple Employees

Summary of results

Run date: 10/22/2014
PROGRAM: PAYDI150
Load File Name: C:\PCGNNEWEMPLOYEE2\NEW3EMPIMPORT.CSV

EMPLOYEE NEW HIRE IMPORT REPORT
One File, Multiple Employees

Page: 1
Run mode: TRIAL MODE

Result	Empno	SSN	Last Name	First Name	Middle Name	Emp Stat
*** ERRORS ***	012345	123-45-6789	LAST	FIRST	MIDDLE	ACTIVE
*** ERRORS ***	054321	987-65-4321	NAME	NEW	MID	INACTIVE
PASSED	032432	898-98-9899	SMITH	GOOD	M	ACTIVE



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Import New Employees One File, Multiple Employees

Detail Report with all employees – pass and fail

```

RUN DATE: 10/22/2014          NEW EMPLOYEE IMPORT - ALL EMPLOYEES          PAGE: 1
PROGRAM: PAYPI150             One File, Multiple Employees          Run mode: TRIAL MODE
Load File Name: C:\PCQNE\EMPLOYEE2\NEWSEMPIMPORT.CSV

EMPLOYEE NO: 12345   SOC SEC: 123-45-6789   PAY CLASS: 55   PAY LOCATION: 0009   WORK LOCATION: 0010   JOB: 900   STATUS: A

CERTIFICATE LEVEL:          YEARS OF STATE EXPERIENCE: 00   YEARS OF LOCAL EXPERIENCE: 00   CSI JOB: 013

EMPLOYEE NAME: LAST 8, FIRST MIDDLE   BIRTH DATE: 1/21/1900   MARITAL STATUS: S   SEX: M   EOS6 ETHNIC: 24
STREET: 14   HIRE DATE: 1/20/1900   GHI ELIG: N   EOS6 JOB: 000
CITY/STATE: 16, 17   GHI 1ST DAY: 2/24/1900   GHI DED CODE: 57   GHI PARTICIPANT: Y
ZIP: 18   GHI EFFECT DATE: 2/25/1900   GHI OPTION: 58   GHI TIER: 59
TELEPHONE: 000-000-0019   INCLUDE ON CPI? Y   HISPANIC: N   RACE CODES: INDIAN WHITE PACIFIC

FEDERAL EXEMPTIONS: 41   FEDERAL WITHHOLDING CODE: 3   FEDERAL WITHHOLDING AMOUNT: 40.00   FEDERAL MARITAL STATUS: M
STATE ALLOWANCES: M-9 D-47   ST WITHHOLDING CODE: 2   STATE WITHHOLDING AMOUNT: 45.00   STATE MARITAL STATUS: 8

PAY SCHEDULE #: 0   PAY CYCLE: 2   FEDERAL SWITCH: Y   STATE SWITCH: N   FICA SWITCH: N   RETIRE SWITCH: N

WARNING MESSAGES
Employee Number: 012345
The pension code is zero, no pension will be taken.
The following tax switches have been turned off:
    FICA tax, state tax, pension
Turning off pension or tax switches will result in no pension/tax being withheld.

ERRORS FOUND - Validation Failed - Review Print File
Empno 012345 INVALID PAY CLASS
Empno 012345 INVALID PAY LOCATION

Employee Number: 012345
Field Name      Field Value      Error
Work Location   0010             Invalid value for field.
Job Code        900              Invalid value for field.
Ethnic Code     24              Invalid value for field.
GHI Option      58              Invalid value for field.
GHI Tier        59              Invalid value for field.
GHI Eligible/Option 58             GHI Eligible Must = Y when GHI Option selected
State           17              Invalid value for field.
GHI Deduction Code 57             Deduction code not valid or not setup as SHBP deduction
    
```


PCGenesis Documentation



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



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PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



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Questions?



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Thank you for attending!

