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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 19.03.01 – Miscellaneous Changes / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 19.03.01*.

PCGenesis supporting documentation is provided at:

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

November, 2019 Payroll Completion Instructions

Install this release <u>after</u> completing the November 2019 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the December 2019 payroll.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. PCGenesis and Windows Server 2008 and 2008_R2

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2020, PCGenesis will no longer support the Windows Server 2008 and 2008_R2 operating system**, or any earlier operating systems.

This announcement is made with the knowledge that the end-of-support dates are approaching for two highly used Microsoft products. These are the **Windows Server 2008/2008 R2** and **SQL Server 2008/2008 R2** versions. If you have questions, please contact your Microsoft support team.

- Microsoft extended Support for **SQL Server 2008/2008 R2 ends July 9, 2019**
- Microsoft extended Support for **Windows Server 2008/2008 R2 ends January 14, 2020**

Today, the PCGenesis application is supported on Windows Server 2008 and 2008_R2 and will continue to be supported through June 30, 2020. However, school districts that continue to use unsupported Microsoft software past the end-of-support dates, do so at their own risk with the full knowledge that PCGenesis software does not provide the necessary security enhancements. PCGenesis data is vulnerable unless security updates are provided by Microsoft to ensure system integrity.

The GaDOE highly recommends that all PCGenesis sites still running **Windows Server 2008 and 2008_R2** should immediately begin the process of upgrading their PCGenesis server.

PCGenesis will continue to support Windows Server 2012 and 2016 until further notice. **Server 2019 R2** 64 bit and **Windows 10 pro** 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended. The PCGenesis development team has certified that Windows Server 2019 R2 is a supported operating system for the PCGenesis software.

A1.2. Backup of PCGenesis Data

This information must be forwarded to your Technology Representative or you may not have everything you need for a successful restore of your PCGenesis production data.

Going forward, PCGenesis data will be split between files contained in the directory **K:\SECOND** and the new *SQL Server* database table located in **K:\PCGSQLdb**. Therefore, it will be very important to backup **K:\PCGSQLdb** and **K:\SECOND** during the nightly backup. One directory cannot be backed up without the other directory, and they must be maintained together. To create a complete backup of the PCGenesis system, the following directories need to be backed up together.

With release 19.03.01, **K:\SECOND** cannot be restored without also restoring the **PCGenesisDB** database. These two entities must be kept in sync, otherwise the *Display Bank Balances* screen (F1, F8, F1) will not have correct data.

The following directories are needed for disaster recovery:

- **K:\SECOND** – PCG payroll & financial data

- **K:\PCGSQLdb** – The *PCGenesisDB* database for the PCGenesis production data, and the *VQueueDB* database for the *VerraDyne* print queue data

- **K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format

- **K:\UCTPRINT** – PCGenesis report files currently in the print queue

Prior to running a backup of the **K:\PCGSQLdb** directory…

- School districts must <u>stop</u> the *VerraDyne Queue Service* and the *SQL Express* services for the backup to successfully run to completion.
- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to stop/start the services.

Prior to running a backup of the **K:\PCGSQLdb** directory – Stop services

> **NET STOP VQueueService**
> **NET STOP MSSQL$SQLEXPRESSPCG**

After the **K:\PCGSQLdb** directory backup has completed – Start Services

- The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services.

> **NET START MSSQL$SQLEXPRESSPCG**

- Make sure to **wait at least 2 minutes** for **SQLEXPRESSPCG** to start before trying to start **VQueueService**

> **NET START VQueueService**

A1.3. *Remote Desktop Connection and PCGenesis Security*

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

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

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

A2. Payroll System

A2.1. New IRS Specifications for 2020 W-4 and Federal Withholding

The 2020 Form W-4 has been redesigned to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with <u>amounts</u> to increase or reduce taxes, and amounts to increase or decrease the amount of wage income subject to income tax withholding.

The 2020 Form W-4 contains 5 steps. Every W-4 form employers receive from an employee should show a completed *Step 1* (name, address, social security number, and filing status) and a dated signature on *Step 5*. Employees will complete *Steps 2, 3*, and/or *4* only if relevant to their personal situations. *Steps 2, 3*, and *4* show adjustments that will affect withholding calculations.

For employees who don't complete any steps other than *Step 1* and *Step 5*, employers will withhold the amount based on the filing status, wage amounts, and payroll period.

Please review *Appendix B: Draft of IRS 2020 W-4 Form* and *Appendix C: IRS FAQs For Form W-4* for additional information.

The November release (19.03.01) makes the new 2020 W-4 fields available. The December release (19.04.00) will update the Federal income tax calculation per IRS *Publication 15-T, Federal Income Tax Withholding Methods*.

PCGenesis has been updated to provide five new employee fields needed for the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

A2.2. Add New Employee

The *Add New Employee* (F2, F2, F1) screen has been updated to accommodate the five new W-4 fields, and to add the **Prior Year Contract Months** field to the second screen. PCGenesis has been updated to provide five new employee fields needed for the IRS 2020 W-4 form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

With so many new fields required for the 2020 W-4, the tax data has been moved from screen 1 of the *Add New Employee* screen and has been moved to screen 2 of the *Add New Employee* screen, as shown below.

Add New Employee – Screen 1

Add New Employee – Screen 2

A2.3. Fields Removed from Personnel Screen

With so many new fields on the 2020 W-4, the tax data has been <u>removed</u> from the *Update/Display Personnel Data* screen (F2, F2, F2), as shown below. The tax withholding data has been moved to the *Update/Display Withholding/Direct Deposit Data* screen (F2, F2, F5).

```
A  PCG Dist=8991 Rel=19.03.01 11/20/2019 DOD 004 SV K:\SYSTEM K:\SECOND      WHITE      —    □    ×
                            Update/Display Personnel Data                              PAY02
Status  A -- Active        AS9TON, YU9NE
Emp. no. 87849      Pay Loc   195  Location 000195      Class   1  CLASSROOM TEACHERS
Sex Code    F       Work Loc  195  Location 000195      Job     1  TEACHER K
Mar Stat    S            SSN 999 08 7849         EEO-5 Job   A05  Elem Teacher
                                                 Ethnic      2   WHITE
NAME First  YU9NE              Middle
     Last   AS9TON             Suffix      Prefix          EEO-5 and CPI Ethnic/Race:
                                                           Hispanic/Latino Ethnicity?
                                                             ○ Yes⊙ No
Address    3191 MAIN STREET         Certificate Type   T6   Race (Select all that apply)
Address L2                          CS1 Job (from CPI) 085     ○ 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)555-2205  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      7/01/1973                          Pension sw          Y
Hire Date       8/13/1996  Hrs/Week        40.00   Pens Elig Date      8/13/1996
Rehire Date                GHI Eligible ?   Y       TRS DOE Paid ERCON ?
Background Ck              GHI 1ST Day Wrk  8/13/1996  Health ins flag     Y
Date of Death             GHI Cover Start   9/01/1996  Participate in GHI ? Y
Elig for Rehire           GHI Final Ded Dt         GHI BOE Transfer in?
Term Date                 GHI Coverage End         GHI Option B2    ANTHEM SILVER
Term Reason               GHI Change Code   NEMP   GHI Tier    96   FAMILY
                                                  GHI Ded Cd   9

                                                                      19.03.01
ENTER✓  F1▶🏃 F2◀🏃 F3🖨  F4▤ F5▤ F6▤ F7▤ F8▣ F9✏ F10▼ F11▶ F12◀      F15🔍
F16⬅ F17 F18🗑        Per  Ded  Grs  W/H  Lv  Ytd  Help  Adj  FICA  Gar
```

Update/Display Personnel Data Screen

A2.4. 2020 W-4 Fields Added to Withholding/Direct Deposit Data Screen

The *Update/Display Withholding/Direct Deposit Data* screen (F2, F2, F5) has been updated to accommodate the five new employee fields needed for the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

```
┌─────────────────────────────────────────────────────────────────────────────────┐
│ [A]  PCG Dist=8991  Rel=19.03.01  11/20/2019  DOD 004  SV  K:\SYSTEM  K:\SECOND      WHITE        —   □   ✕ │
│ Status Active          Update/Display Payroll Withholding/Direct Deposit Data              PAY08 │
│                                                                                   │
│   Employee number 89767        Name  BE2RDEN, RO2                        Loc  108  │
│   Social security 999 08 9767                                                     │
│                                                                                   │
│   State:   Mar Stat B  Allowance Mar 1  Dep  0        Withholding Code  0  Amt/%  ____.00 │
│   Federal: Mar Stat M     2020 W-4? N (Y or N)        Withholding Code  0  Amt/%  ____.00 │
│   ┌──────────────────────────────────────────────────────────────────────────┐   │
│   │ W-4 Prior to 2020:  Exempt _1                                             │   │
│   │ New 2020 W-4:    Box 2 Two jobs flag N     Box 4a Other income _____.00  │   │
│   │                  Box 3 Dependent amt _____.00  Box 4b Deduction amt _____.00 │   │
│   └──────────────────────────────────────────────────────────────────────────┘   │
│                                                                                   │
│   Switches:    Fed Y   State Y   FICA Y (Y=Yes  N=No  M=Medicare)   AEIC _        │
│                                                                                   │
│ Enable Direct Deposit ● Yes                                                       │
│                       ○ No         Direct Deposit Accounts                        │
│         Bank  Name                   Account      Type   Method    Amt/%  Prenote │
│ DD #1  02   MCINTONSH STATE BANK    11 1111 111160  C    P      1.0000    N       │
│ DD #2  __                           _____  _    _       0.0000    _       │
│ DD #3  __                           _____  _    _       0.0000    _       │
│ DD #4  __                           _____  _    _       0.0000    _       │
│ DD #5  __                           _____  _    _       0.0000    _       │
│                                                                                   │
│                                                              Use    Percentage of │
│   Ded Desc       Ded  Annuity Company              Type  Percentage: Annuity Gross:│
│   EMP ANNUITY   / 01  __                                      N        0.0000     │
│   EMP ANNUITY   / 02  __                                      N        0.0000     │
│   Annuity # 3   / 00                                         N        0.0000     │
│   Annuity # 4   / 00                                         N        0.0000     │
│   Annuity # 5   / 00                                         N        0.0000     │
│                                                                                   │
│ Mode changed to update                                                            │
│ ENTER ✓ F1 F2 F3 ... F8 💾 F9 F10 F11 F12              F15 🔍        19.03.01       │
│ F16 ←  F17 F18        Per  Ded  Grs  W/H  Lv  Ytd  Help  Adj  FICA  Gar           │
└─────────────────────────────────────────────────────────────────────────────────┘
```

Update/Display Withholding/Direct Deposit Data Screen

A2.5. Calendar Year 2020 Georgia Health Insurance (GHI) Employee Premiums

SHBP insurance premiums remain <u>unchanged</u> for calendar year 2020.

The Georgia Department of Education (GaDOE) strongly urges PCGenesis users to follow the instructions for printing the results of the *Benefit Plan/Option/Tier File* update for review after the release's installation. *Section C.1: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure.

NOTE: The **From Date** on the report is *01/01/2019* for Anthem options because the premium rates for active employees have not changed for calendar year 2020.

These release instructions also contain <u>all</u> <u>of</u> <u>the</u> <u>information</u> <u>necessary</u> to import the Department of Community Health (DCH) employee open enrollments, to set the employee deductions, and to prepare for calculating 2020 GHI premiums for the December payroll. Review the checklist in *Section C: After PCGenesis Release 19.03.01 Has Been Installed* in this document for step by step instructions.

A2.6. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option on the *Payroll Export/Import Menu* has been updated to import the following five new employee fields which correspond to the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

Two updated templates have been added to the PCGenesis documentation website, and payroll administrators should be sure to download the most up-to-date templates from the website before using the *Import New Employees* option. The updated templates are the *PCGenesis New Single Employee Template* and the *PCGenesis New Multiple Employees Template* and are located at the website below:

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Payroll-System-Operations-Guide.aspx

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

Import File Type?   ⦿ Muliple Files, One Employee Per File
                          ○ One File, Multiple Employees

The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCG_New_One_Employee.xlsx* template in the creation of new

employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select [F17] **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.

2. A batch process has been provided which loads multiple employee import files at the same time. This process will read a <u>directory</u> which contains multiple single-employee import files and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

3. A new batch process has been added which loads multiple employees from <u>one</u> file. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process creates new employees when all data passes the edits, and no errors exist.

A2.7. Export Selected Payroll / Deduction / CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information or CPI Assignment Data* (F2, F13, F8, F6) features for the export/import of the employee **Last Name**, **First Name**, and **Middle Name** fields. The user is now also allowed to select **Federal W/H Info** (Federal withholding information) and **State W/H Info** (State withholding information) for export of tax data from the *Payroll File*.

When **Federal W/H Info** is selected, the following fields are exported from PCGenesis: Employee ID, Social Security Number, Employee Name, Federal Tax Switch, Federal Tax Marital Status, Federal Number of Exemptions, Federal Withholding Code, Federal Withholding Amount, Federal 2020 W-4 Yes/No Flag, Federal W-4 Two Jobs Flag, Federal W-4 Dependent Amount, Federal W-4 Other Income Amount, and the Federal W-4 Deduction Amount.

When **State W/H Info** is selected, the following fields are exported from PCGenesis: Employee ID, Social Security Number, Employee Name, State Tax Switch, Georgia Tax Marital Status, State Marital Allowances, State Dependent Allowances, State Withholding Code, and State Withholding Amount.

Export Selected Payroll / Deduction / CPI Information Screen

A2.8. Import Selected Payroll Information or CPI Assignment Data

The *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) option has been enhanced to allow creation of a spreadsheet that can be used to <u>import</u> the employee **Last Name**, **First Name**, and **Middle Name** fields. The employee name data spreadsheet can then be imported from the *Import Selected Payroll Information or CPI Assignment Data* menu option (F2, F13, F8, F6) as shown below.

```
 A   PCG Dist=8991  Rel=19.03.01  11/20/2019  DOD 004  SV K:\SYSTEM  K:\SECOND        WHITE          —   □   ×
                              Import Selected Payroll Information                            PAY17IMP

                                       Select Item


            Enter 'X' for the Item to be Imported

                 LAST NAME  _         PAY LOC            CONTMO            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      FEDERAL W/H INFO  DOE PAID ERCON FLAG
                 TELEPHONE         PENSION CODE      STATE W/H INFO        CPI INCLUDE
             PAYROLL STATUS          RETIRE SW      GHI INFORMATION       ENABLE DDP SW
                       SEX        TRS SERVICE IND
                    ETHNIC _      TRS SERVICE LOCK
                   MARITAL _     'NO PENSION' CODE _
              EEO-5 JOB CODE _       SPOUSE SSN
             HOURS PER WEEK _    PRIOR YEAR CONTMO
              HOURS PER DAY _     SUBSTITUTE RANK _
           LEAVE REASON MAX _     OVERRIDE ACCRUE
       BACKGROUND CHK DATE _   ADJ LEAVE ELIG DATE
                CELL PHONE _      EMERGENCY DATA _
           EMPLOYEE E-MAIL _   BUDGET PAY CATEGORY _
        SICK BANK INDICATOR _     CONTACT DATA _


     Enter=Continue, F16=Exit
   ENTER✓                                        F10                              19.03.01
   F16←
```

Import Selected Payroll Information or CPI Assignment Data Screen

A2.9. Add New W-4 Fields to Earnings History Records

The *Earnings History File* has been updated to include the following five new employee fields which correspond to the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

Although the *Earnings History File* contains the new IRS 2020 W-4 data fields, these fields are <u>not</u> displayed on the *Update/Display Earnings History Record* screen (F2, F10, F2) at this time due to lack of space on the screen. The tax data on the *Earnings History File* represent the employees' tax settings at the time the payroll record was generated, providing a history of the employees' withholding information.

A2.10. Export Earnings History Information

The *Earnings History Export* procedure (F2, F13, F8, F7) has been updated to include the following five new employee fields which correspond to the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

The **Federal W/H Info** (Federal withholding information) and **State W/H Info** (State withholding information) options can be selected on the *Select Items* screen when exporting *Earnings History* data. The tax data on the *Earnings History File* represent the employees' tax settings at the time the payroll record was generated, providing a history of the employees' withholding information.

Earnings History Export Screen

A2.11. Payroll Deduction Import

The *Payroll Deduction Import* procedure (F2, F13, F8, F4) has been updated to provide an error message when the import file contains a deduction update for a terminated employee. The error message indicates that deduction amounts are <u>not</u> allowed to be imported for terminated employees.

A2.12. Earnings Forecast Register

The *Print Earnings Forecast Register* procedure (F2, F1, F6) has been updated to include the following five new employee fields which correspond to the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

```
REPORT DATE: 11/20/2019          PAYROLL EARNINGS FORECAST *** PAY DATE 02/28/19                    PAGE   1
REPORT ID:   EARNFOR1/EARNFOR2

*** 0001 Location 000001


LOC  EMP#  CL  NAME        RATE      REG-HRS   OVT-HRS    REG-AMT    OVT-AMT    GHI-DIST    ACCOUNT NUMBER
------------------------------------------------------------------------------------------------------------

0001 12121 01  MIDDLETON, JANE PAULA
   MIDDLETON, JANE PAULA                                                       1.0000    S 19100010111000110001951000000

CUR DED:      TRS                      6.00 %    Fed W/H: S-00  2020 W-4-Y  Two jobs-Y Depend  3000.00 Other inc  2000.00 Ded      .00
         09 - CERTIFIED MERIT         168.73     St W/H: B-MAR 0-DEP 00

------------------------------------------------------------------------------------------------------------

  **  CLASS 01 - TOTAL      1

------------------------------------------------------------------------------------------------------------

0001 89331 08  AN3EL, GA3E
   AN3EL, GA3E                                           3,942.67             1.0000    S 19100013202700190008012000000
   AN3EL, GA3E                                             259.33                       S 19100013202700190008012000000
   AN3EL, GA3E                                             830.04                       S 19100013202700190008012000000
   AN3EL, GA3E                                             625.00                       S 19100013202700190008012000000
   AN3EL, GA3E                                             208.33                       S 19100013202700190008012000000
  **   EMPLOYEE TOTAL                                    5,865.37             1.0000

CUR DED:      TRS                      6.00 %    Fed W/H: M-00  2020 W-4-Y  Two jobs-Y Depend     .00 Other inc 22225.22 Ded      .00
              ADD'L FEDERAL TAX OF     55.00     St W/H: B-MAR 0-DEP 00
              ADD'L STATE TAX OF       25.00
         01 - EMPLOYEE ANNUITY        500.00
         09 - CERTIFIED MERIT         296.62
         16 - VENDOR 000012            41.50
         47 - I-VNDR 005946            42.61
         48 - I-VNDR 005947            11.79
         50 - VENDOR 005949            13.75
         54 - I-VNDR 000110           100.00
         55 - I-VNDR 000110            25.00
         56 - I-VNDR 005950             4.00
         62 - VENDOR 006076            16.50
         63 - I-VNDR 006077              .50
         68 - VENDOR 004373            54.78

------------------------------------------------------------------------------------------------------------
```

A2.13. *Print Employee Detail Master Listing*

The *Print Employee Master Detail Listings* procedure (F2, F8, F11 or F12) has been updated to include the following five new employee fields which correspond to the IRS 2020 W-4 Form:

- 2020 W-4? (**Yes** / **No** flag to indicate whether the information is from the **2020** W-4)
- Box 2: Two jobs flag (**Yes** / **No** flag)
- Box 3: Dependent amount
- Box 4(a): Other income amount
- Box 4(b): Deduction amount

```
REPORT ID:  PAYEMPDT                         EMPLOYEE MASTER LISTING DETAIL                               PAGE:    1
RUN DATE:  11/20/2019                           EMPLOYEE NUMBER SEQUENCE

EMPLOYEE NO:  89331      SOC SEC: 999-08-9331   PAY CLASS: 08   PAY LOCATION: 0001   WORK LOCATION: 8010   JOB: 023   STATUS: A

        CERTIFICATE LEVEL:  T1   YEARS OF STATE EXPERIENCE: 34 YEARS OF LOCAL EXPERIENCE: 31

     EMPLOYEE NAME: AN3EL, GA3E                       BIRTH DATE: 10/01/1961   MARITAL STATUS: M   SEX: M         ETHNIC: 04
            STREET: 1682 MAIN STREET                   HIRE DATE:  8/01/1987        SICK BANK: Y              EEO5 JOB: A01
        CITY/STATE: SMITH, GA                        REHIRE DATE:              HOURS PER DAY:  8.000   GHI PARTICIPANT: Y
               ZIP: 33333                        TERMINATION DATE:               TERM REASON:           ELIG FOR REHIRE:
         TELEPHONE: 999-555-0689    INCLUDE ON CPI? Y    HISPANIC: N    RACE CODES: BLACK

    FED: MAR: M  2020 W-4: Y  EXEMPT: 00      W/H CD: 1  AMT:   55.00  2 JOBS: Y  DEPEND:     0.00  OTHER: 22225.22  DEDUCT:      0.00
    STATE: MAR: B            ALLOW: M-0 D-00  W/H CD: 1  AMT:   25.00

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

    TRS GR ADJ AMT/PCT:     0.0000   SALARY:   5865.37  CONTRACT:  70384.42   STATE: 47312.00  LOCAL:    3112.00   OTHER:  19960.42

          PENSION CODE: 2    PENSION AMT/PCT:    0.0600       CONTRACT MONTH: 12         SERVICE: 1       'NO PENS' CODE:

    DD BANK CODE: 02   DD BANK ACCT:    11 1111 111257   DD BANK TYPE: C    DD METHOD: P    DD AMT/%:     1.0000

 YR FND F PRGM FNCT OBJCT FCTY B ADDT'L   TYPE   PAY      REG       OT       REG      OT     CONTRACT    FICA      RETIRE     GHI
                                                 RATE    HOURS    HOURS     GROSS    GROSS    GROSS      GROSS     GROSS      DIST%
 19 100 0 1320 2700 19000 8012 0 000000    S    0.000    0.00     0.00    3942.67    0.00     0.00       0.00      0.00     1.0000
 19 100 0 1320 2700 19000 8012 0 000000    S    0.000    0.00     0.00     259.33    0.00     0.00       0.00      0.00      .0000
 19 100 0 1320 2700 19000 8012 0 000000    S    0.000    0.00     0.00     830.04    0.00     0.00       0.00      0.00      .0000
 19 100 0 1320 2700 19000 8012 0 000000    S    0.000    0.00     0.00     625.00    0.00     0.00       0.00      0.00      .0000
 19 100 0 1320 2700 19000 8012 0 000000    S    0.000    0.00     0.00     208.33    0.00     0.00       0.00      0.00      .0000

 ANNUITY #1: DED 01/CO 01                   #2: DED 02/CO 00                   #3: DED 00/CO 00
 ANNUITY #4: DED 00/CO 00                   #5: DED 00/CO 00                   CREDIT UNION: 00000000000000   SECTION 125: Y

    DEDUCTION CODE     DEDUCTION DESCRIPTION    DEDUCTION AMOUNT   DEDUCTION ADJUSTMENT    DEDUCTION FLAG    EMPLOYER FLAG
         01            EMPLOYEE ANNUITY              500.00              0.00                                    N
         03            FED W/H TAX                   393.62              0.00                                    N
         04            GA INCOME TAX                 222.10              0.00                                    N
         09            CERTIFIED MERIT               296.62              0.00                                    N
         16            VENDOR 000012                  41.50              0.00                                    N
         47            I-VNDR 005946                  42.61              0.00                                    N
         48            I-VNDR 005947                  11.79              0.00                                    N
         50            VENDOR 005949                  13.75              0.00                                    N
         54            I-VNDR 000110                 100.00              0.00                                    N
         55            I-VNDR 000110                  25.00              0.00                                    N
         56            I-VNDR 005950                   4.00              0.00                                    N
         62            VENDOR 006076                  16.50              0.00                                    N
         63            I-VNDR 006077                   0.50              0.00                                    N
```

A2.14. PCGenesis Software ID for 2019 ACA Reporting to the IRS

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

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

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

A2.15. Applying for a TCC ID for the IRS AIR System

The IRS system that accepts ACA file transmissions, the AIR system, is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new registration process** in order to gain access to the AIR system. Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

<u>NOTE:</u> Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2018 should already have <u>two</u> individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must <u>not</u> let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

Here is the IRS.gov link for registering for the TCC account.

https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals

Step 1. Apply for e-services IDs. At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. <u>Please screenshot the answers to these security questions</u>.

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

<u>Advice</u>: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Step 2. Apply for AIR TCC code. This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

A2.16. Submitting ACA Test Files to the IRS for First-Time Users

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

NOTE: According to *IRS Publication 5164*, transmitters (Georgia school districts and RESAs) are required to complete communication testing to transmit information returns to the IRS only for the <u>first year</u> in which they will transmit returns. **This means that Georgia school districts who used PCGenesis to complete their ACA reporting in 2018 will NOT need to redo the ACA test file submissions in 2019 for 2019 ACA reporting.**

Required Step: Submitting ACA Test Files to the IRS

For <u>first-time</u> users of the PCGenesis ACA software, this step must be completed before production ACA files can be submitted to the IRS.

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

Why Is Testing Required?

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

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

Action Required:

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

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

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

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

1 `MANIFEST_1094C_Request_`**`xxxxx_2019`**`1114T010101005Z.xml`

2 `1094C_Request_`**`xxxxx_2019`**`1114T010101005Z.xml`

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

The user must rename the two files replacing the **xxxxx** with the school district's **TCC ID**. Then, the user must follow the instructions in the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing, Submitting ACA Test Files to the IRS, Section A2. Uploading Test .xml Files to the IRS Website* of the PCGenesis documentation.

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

A2.17. Calendar Year 2019 W-2 Form Processing

Calendar year 2019 Internal Revenue Service (IRS) W-2 forms have not changed from 2018.

The installation of Release 19.03.01 makes calendar year **2020** W-2 forms available for employees terminating and requesting W-2's for calendar year 2020. The 2020 W-2 form is available on the *Print Blank W-2 Form* menu (F2, F4, F11).

A3. Financial Accounting and Reporting (FAR) System

A3.1. Journal Entry

A bug was reported against release **19.03.00** when entering journals (F1, F11, F5). When entering a journal, the program would sometimes abort with the error message "***The connection does not exist***". This problem has been corrected.

A3.2. Financial File Reorganization

The *Financial File Reorganization* screen (F1, F20) has been updated to remove the files that have been converted to the SQL Server Database. The Revenue Sources File (*SOURCE)*, the Facility File (*FACILITY)*, and the Bank File (*BANK)* have been removed from the screen.

Section B: Installation Instructions for Release 19.03.01 Software

B1. Perform a PCGenesis Full Backup

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

1. The prior evening's full system backup was successful.
   – In addition to its current labeling, also label the prior evening's backup media as **"Data Backup Prior to Release 19.03.01"**.
   – Continue to use the backup in the normal backup rotation.
2. No work has been done in PCGenesis since the prior backup.

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

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion. If the *Uspool* background task has not yet been removed from the from "*All Users Startup"*, close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup Prior to Release 19.03.01"**.
5	<u>**Start the SQL Express Service**</u>: <mark>**SQLEXPRESSPCG must be running before starting the release installation.**</mark> If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation. If you run a full backup prior to installing the release and *SQL Server* has been stopped, the following commands can be executed to restart **SQLEXPRESSPCG**. • The following commands should be entered in the command prompt for *Windows* or added to the backup bat file to start the services. • **NET START MSSQL$SQLEXPRESSPCG**
6	Proceed to *B2. Verify Windows Security Group GENUSERS*.

B2. Verify Windows Security Group GENUSERS

The DOE is continuing the conversion of PCGenesis data tables into a *SQL Server* database in the 19.03.01 release.

Operating System Requirements for the PCGenesis Database

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

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

    <mark>**Starting with release 19.01.00, the security user group GENUSERS is now required.**</mark>

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

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the Help-dticket link on the left side of the MyGaDOE portal menu.

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

B3. Install PCGenesis Release 19.03.01

FROM THE PCGENESIS SERVER

Important Note

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

Step	Action
1	**<u>NOTE:</u>** The person installing the PCGenesis release must be a member of the system administrator security group on the PCGenesis server. This is required to properly install the *PCGenesisDB* database components contained in this release.
2	**<u>Start the SQL Express Service</u>**: **SQLEXPRESSPCG must be running before starting the release installation.** If *SQL Server* is not running, the **PCGenesisDB** cannot be updated during the release installation.
3	**Verify all users are logged out of PCGenesis**.
4	Open **Windows® Explorer**.
5	Navigate to the **K:\INSTAL** directory.
6	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
7	***** ALERT ***** After downloading the files we need to make sure they are not blocked, otherwise when we unzip, ALL the files will all be blocked. This is a new security feature of the Windows Server 2012 / 2016 operating system. To check whether the files have been blocked, **right-click** on each of the downloaded files and select **Properties**. If you see a security message at the bottom, as shown below, you will need to click the '**Unblock**' button. This is a very important step! For each of the downloaded files in **K:\INSTAL**, right-click on the filename and select '*Properties*'.

After right-clicking on each file, select the '*Properties*' option:
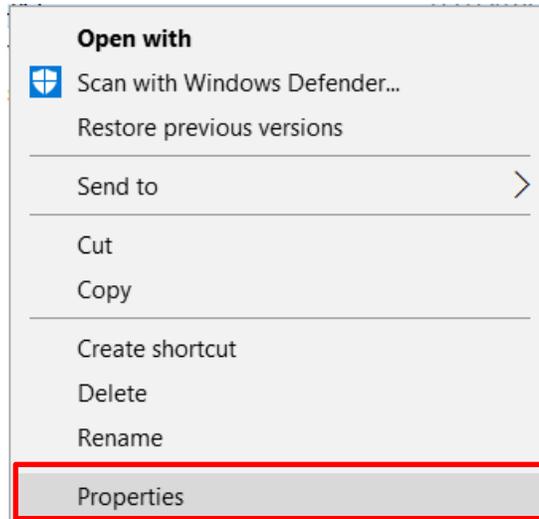
Depending on the version of the Windows operating system, the following screen displays:

Step	Action
8	Check the bottom of the '*Properties*' dialog box to see if the following **security** warning is displayed: "*This file came from another computer and might be blocked to help protect this computer*." If the option is presented, select [Unblock] (**Unblock**) or check ☑ the box to the left of **Unblock**. Do this for each of the files in the **K:\INSTAL** directory.
9	Right-click **RELINSTL.BAT** and select *Run as administrator* to perform the installation.
10	If the message "*Do you want to allow this app to make changes to your device?*" is displayed, select [Yes] (**Yes**) to continue. *Next, a release installation status screen will display showing the release steps as they are completed.*
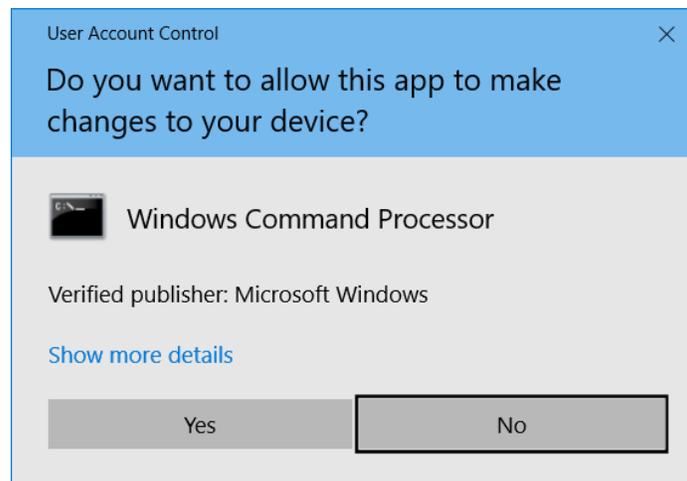
A screen will display showing the progress of the installation:
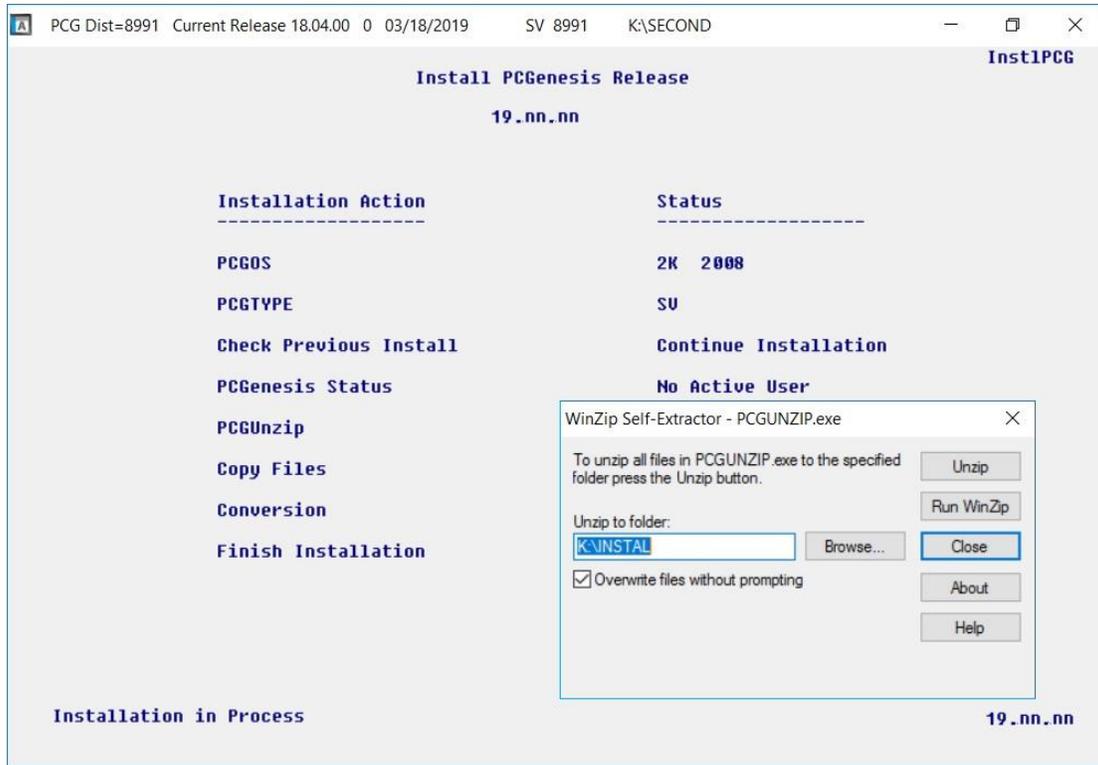
For PCGenesis *Release 19.03.01* successful installations, the following message displays:
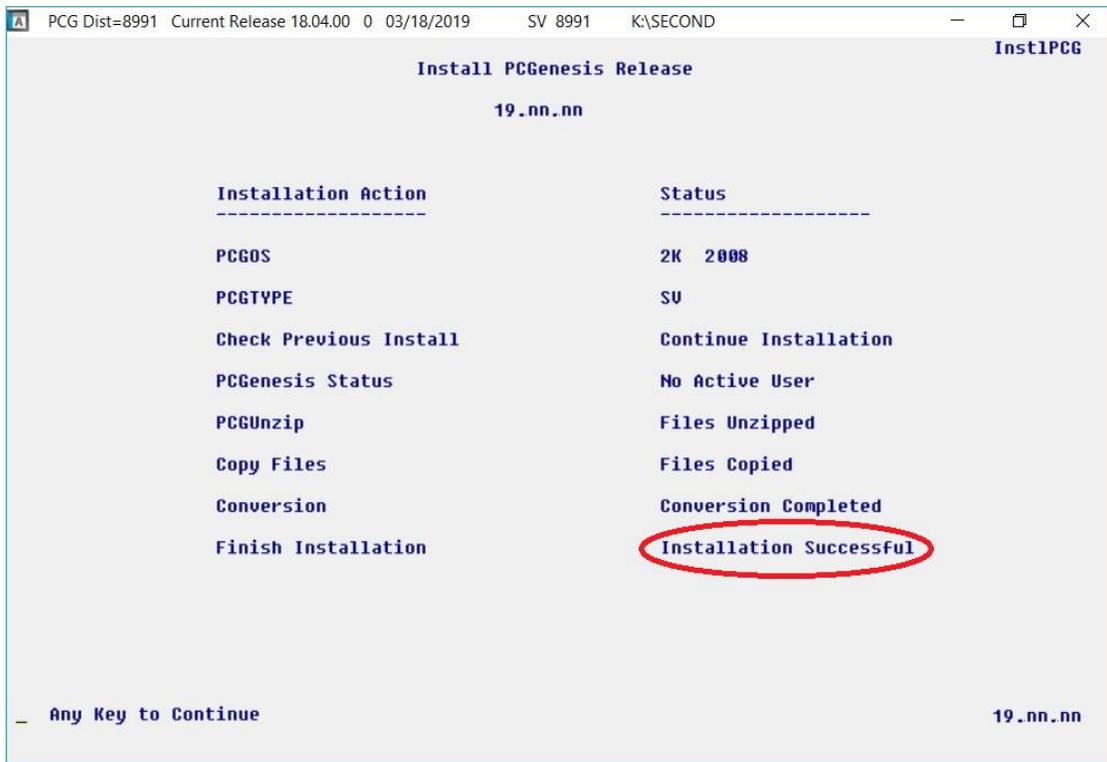
Step	Action
11	Select **Enter** to close the window.
12	**If the installation was successful:** Proceed to *B4. Verify Release 19.03.01 Was Successfully Installed.*
	If the installtion was unsuccessful: Proceed to *Step 13*.

A problem message displays if an error occurred:

```
PCG Dist=8991  Current Release 19.01.00  0  03/18/2019      SV 8991     K:\SECOND        —   □   ✕
                                                                              Inst1PCG
                              Install PCGenesis Release

                                      19.nn.nn


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

            PCGOS                                   2K  2008

            PCGTYPE                                 SV

            Check Previous Install                  Continue Installation

            PCGenesis Status                        No Active User

            PCGUnzip                                Problem with PCGUNZIP.EXE

            Copy Files

            Conversion

            Finish Installation




        Problem with UNZIP Process!!    --    Call Help Desk
    _   F16 = Exit                                                         19.nn.nn
```

Step	Action
13	Select **F16** to close the window.
14	Return to the *MyGaDOE* Web portal, and detach the files again.
15	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Current Release 19.01.00  0  03/18/2019   SV 8991   K:\SECOND    —  □  ✕ │
│                                                                    CHANEXP1     │
│                Check Master conversion for Release 19.nn.nn                     │
│                                                                                 │
│              * * * Warning on Check Master File Conversion * * *                │
│                                                                                 │
│                                                                                 │
│         CHECK MASTER conversion                                                 │
│         has already run successfully._                                          │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│         Press Any Key to Continue                                  19.nn.nn     │
└──────────────────────────────────────────────────────────────────────────────┘
```
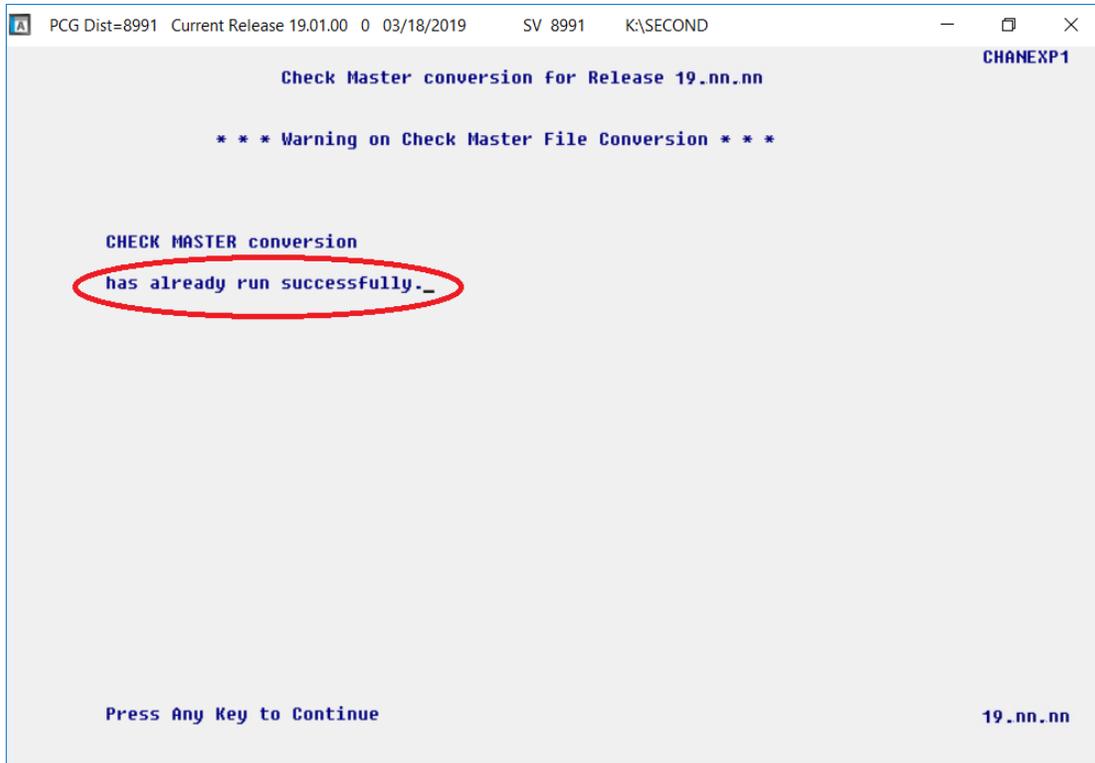
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=8991  Current Release 19.01.00  0  03/18/2019   SV 8991   K:\SECOND    —  □  ✕ │
│                                                                    InstlPCG     │
│                        Install PCGenesis Release                                │
│                              19.nn.nn                                           │
│                                                                                 │
│                                                                                 │
│           Installation Action                  Status                           │
│           -------------------                  -------------------              │
│                                                                                 │
│           PCGOS                                2K  2008                         │
│                                                                                 │
│           PCGTYPE                              SV                               │
│                                                                                 │
│           Check Previous Install              Continue Installation             │
│                                                                                 │
│           PCGenesis Status                    No Active User                    │
│                                                                                 │
│           PCGUnzip                            Files Unzipped                    │
│                                                                                 │
│           Copy Files                          Files Copied                      │
│                                                                                 │
│           Conversion                          Conversion Completed              │
│                                                                                 │
│           Finish Installation                 Installation Successful           │
│                                                                                 │
│                                                                                 │
│    Release Table Already Updated                                                │
│  _ Any Key to Continue                                             19.nn.nn     │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
16	Proceed to *B4. Verify Release 19.03.01 Was Successfully Installed.*

B4. Verify Release 19.03.01 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu*, select ___30___ (**F30** - System Utilities).
3	From the *System Utilities Menu*, select ___17___ (**F17 -** Display Current Release Number).

The following screen displays:

Step	Action
4	Verify **Release 19.03.01** displays. *The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as* ***DOE 19.03.01*** *displays.* *If Release 19.03.01 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select ___ENTER___ (**Enter**).
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 19.03.01 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion. If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup",* close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup After Release 19.03.01"**.
5	Restart the SQL Express Service (**SQLEXPRESSPCG**). After waiting <u>at least two minutes,</u> restart the **VQueueService** in (**View local services**).

Section C: After PCGenesis Release 19.03.01 Has Been Installed

GHI employee rates effective 01/01/2020 have been loaded to the *Benefit Plan/Option/Tier rate file*. These rates are required for the **December payroll**. The following steps should be taken to load GHI 2020 enrollments and to prepare for the December 2019 payroll:

		Follow these steps in the order presented.
✓	**Step**	**Action**
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically *YY*.03.01, where '*YY*' is the current calendar year.
	2	Print the *Benefit Plan/Option/Tier Report* for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the employ<u>ee</u> premium amounts for each option and tier are correct. (F2, F9, F9) Refer to *PAYROLL: Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report.*
	3	Where appropriate, update the *Group Health Insurance (GHI) Table* with the correct employ<u>er</u> contribution share. (F2, F13, F3, F6) Refer to *PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables.*
	4	Verify the *State Health Benefit Plan (SHBP)* system deduction setup. (F2, F9, F5) Refer to *Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup* in this document.
	5	Download the *State Health Benefit Plan (SHBP) Open Enrollment File* from the ADP Website. Refer to *Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website* in this document.
	6	Import the *State Health Option and Tier* from the ADP File. (F3, F13, F6) Refer to *Topic 5: Importing the State Health Option and Tier from the DCH File* in this document.
	7	Set the *State Health Benefit Plan (SHBP)* deduction amounts for active employees. Run the procedure in **Trial** mode first, but don't forget to run in **Final** mode second. Enter the date as **01/01/*yy*** where *yy* is the <u>new</u> year. (F3, F13, F8) Refer to *Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees* in this document.

✓	Step	Action
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to *Topic 7: Grossing-Up Wages for Highly Compensated Employees* in this document.
	9	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the *Payroll Trial Register* and the *Trial Employer Benefit Distribution by Employee* reports. (F2, F3, F3)
	10	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

Table header: ***Follow these steps in the order presented.***

C1. Print and Verify the Results of the Benefit Plan/Option/Tier File Report

Step	Action
1	From the *Payroll System Master Menu,* select ![9] (**F9** – Update/Display Description/Deduction/Annuity Files Menu).
2	When the *Payroll System – Description/Deduction/Annuity Files Menu* displays*,* select ![9] (**F9** – Print Benefit Plan/Option/Tier File).
3	On the *Print Benefit Plan Option Tier File* screen, enter **01/01/2020** and **12/31/2020** in the **Print rates in effect from** range fields, and select **Enter**. *PCGenesis defaults to the current date in the From: field.* *"*** Processing ***" briefly displays.*
4	When the *Payroll System – Description/Deduction/Annuity Files Menu* redisplays **To print the report via the Uqueue Print Manager:** Select ![Queue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). Follow the instructions provided in the <u>Technical System Operations Guide</u>, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

C.1.1. Benefit Deduction Option and Tier Report – Example

```
REPORT DATE: 11/21/2019 09:06           BENEFIT DEDUCTION OPTION AND TIER REPORT                      PAGE    2
Program ID:  PAY27
                             Report of EMPLOYEE rates in effect from: 01/01/2020  To: 12/31/2020

Option Tier Description                       From Date   To Date  Short Desc   Deduction Desc    PayChk Desc    Prem Amt
88          TRICARE SUPPLEMENT                Short Desc: TRISUP

       10   SINGLE COVERAGE                   01/01/2013 12/31/9999 SINGLE       TRICARE SINGLE    TRICARE SGL       60.50
       90   EMPLOYEE & SPOUSE                 01/01/2013 12/31/9999 EESP         TRICARE EESP      TRICARE EESP     119.50
       94   EMPLOYEE & CHILD(REN)             01/01/2013 12/31/9999 EECH         TRICARE EECH      TRICARE EECH     119.50
       96   EMPLOYEE & SPOUSE & CHILD(REN)    01/01/2013 12/31/9999 FAMILY       TRICARE FAMILY    TRICARE FAM      160.50

89          INDEMNITY                         Short Desc: INDEMNITY

B1          ANTHEM GOLD                       Short Desc: ANTHEM GOLD

       10   SINGLE COVERAGE                   01/01/2019 12/31/9999 SINGLE       ANTH GOLD SINGLE  ANTH G SINGL     168.73
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2019 12/31/9999 SINGLE/T     ANTH GOLD SINGL/T ANTH G SGL/T     248.73
       90   EMPLOYEE & SPOUSE                 01/01/2019 12/31/9999 EESP         ANTH GOLD EESP    ANTH G EESP      418.09
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EESP/T     ANTH GOLD EESP/T  ANTH G EESP/T    498.09
       94   EMPLOYEE & CHILD(REN)             01/01/2019 12/31/9999 EECH         ANTH GOLD EECH    ANTH G EECH      307.13
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EECH/T     ANTH GOLD EECH/T  ANTH G EECH/T    387.13
       96   EMPLOYEE & SPOUSE & CHILD(REN)    01/01/2019 12/31/9999 FAMILY       ANTH GOLD FAMILY  ANTH G FAM       556.50
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2019 12/31/9999 FAMILY/T ANTH GOLD FAM/T ANTH G FAM/T     636.50

B2          ANTHEM SILVER                     Short Desc: ANTHEM SILVER

       10   SINGLE COVERAGE                   01/01/2019 12/31/9999 SINGLE       ANTH SILVER SINGL ANTH S SINGL     110.89
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2019 12/31/9999 SINGLE/T     ANTH SILVER SGL/T ANTH S SGL/T     190.89
       90   EMPLOYEE & SPOUSE                 01/01/2019 12/31/9999 EESP         ANTH SILVER EESP  ANTH S EESP      296.62
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EESP/T     ANTH SLVER EESP/T ANTH S EESP/T    376.62
       94   EMPLOYEE & CHILD(REN)             01/01/2019 12/31/9999 EECH         ANTH SILVER EECH  ANTH S EECH      208.80
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EECH/T     ANTH SLVER EECH/T ANTH S EECH/T    288.80
       96   EMPLOYEE & SPOUSE & CHILD(REN)    01/01/2019 12/31/9999 FAMILY       ANTH SILVER FAMIL ANTH S FAM       394.54
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2019 12/31/9999 FAMILY/T ANTH SILVER FAM/T ANTH S FAM/T   474.54

B3          ANTHEM BRONZE                     Short Desc: ANTHEM BRONZE

       10   SINGLE COVERAGE                   01/01/2019 12/31/9999 SINGLE       ANTH BRNZE SINGLE ANTH B SINGL      72.45
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2019 12/31/9999 SINGLE/T     ANTH BRNZE SGL/T  ANTH B SGL/T     152.45
       90   EMPLOYEE & SPOUSE                 01/01/2019 12/31/9999 EESP         ANTH BRNZE EESP   ANTH B EESP      215.91
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EESP/T     ANTH BRNZE EESP/T ANTH B EESP/T    295.91
       94   EMPLOYEE & CHILD(REN)             01/01/2019 12/31/9999 EECH         ANTH BRNZE EECH   ANTH B EECH      143.46
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EECH/T     ANTH BRNZE EECH/T ANTH B EECH/T    223.46
       96   EMPLOYEE & SPOUSE & CHILD(REN)    01/01/2019 12/31/9999 FAMILY       ANTH BRNZE FAMILY ANTH B FAM       286.92
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2019 12/31/9999 FAMILY/T ANTH BRNZE FAM/T ANTH B FAM/T    366.92

B6          ANTHEM HMO                        Short Desc: ANTHEM HMO

       10   SINGLE COVERAGE                   01/01/2019 12/31/9999 SINGLE       ANTH HMO SINGLE   ANTH H SINGL     135.65
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2019 12/31/9999 SINGLE/T     ANTH HMO SGL/T    ANTH H SGL/T     215.65
       90   EMPLOYEE & SPOUSE                 01/01/2019 12/31/9999 EESP         ANTH HMO EESP     ANTH H EESP      348.63
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EESP/T     ANTH HMO EESP/T   ANTH H EESP/T    428.63
       94   EMPLOYEE & CHILD(REN)             01/01/2019 12/31/9999 EECH         ANTH HMO EECH     ANTH H EECH      250.90
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2019 12/31/9999 EECH/T     ANTH HMO EECH/T   ANTH H EECH/T    330.90
       96   EMPLOYEE & SPOUSE & CHILD(REN)    01/01/2019 12/31/9999 FAMILY       ANTH HMO FAMILY   ANTH H FAM       463.89
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2019 12/31/9999 FAMILY/T ANTH HMO FAM/T   ANTH H FAM/T     543.89
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CY2020 Benefit Plan Rate Updates

<u>**NOTE:**</u> *The **From Date** on the report is 01/01/2019 because the Anthem premium rates for active employees have not changed for 2020.*

Appendix A: Supported 1095-C Form - Example

Appendix B: Draft of IRS 2020 W-4 Form

Form W-4

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2020

Step 1:

Enter Personal Information

(a) First name and middle initial | Last name

(b) Social security number

Address

City or town, state, and ZIP code

▶ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.

(c) ☐ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or if you have concerns about your privacy, see page 2. Everyone must complete Step 5. See instructions on page 2.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose **(a)**.

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $

Multiply the number of other dependents by $500 . . . . ▶ $

Add the amounts above and enter the total here . . . . 3 $

Step 4 (optional):

Other Adjustments

(a) **Other income.** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs . . 4(a) $

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . 4(b) $

(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . 4(c) $

Step 5:

Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____
Employee's signature (This form is not valid unless you sign it.)

▶ _____
Date

Employers Only

Employer's name and address

First date of employment

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form **W-4** (2020)

Appendix C: IRS FAQs for Form W-4

The following information has been reproduced from the following IRS website:
https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4

Please go to this website for the latest, up-to-date information available from the IRS.

1. Why redesign Form W-4?

The new design reduces the form's complexity and increases the transparency and accuracy of the withholding system. While it uses the same underlying information as the old design, it replaces complicated worksheets with more straightforward questions that make accurate withholding easier for employees.

2. What happened to withholding allowances?

Allowances are no longer used for the redesigned Form W-4 to increase transparency, simplicity, and accuracy. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions.

3. Are all employees required to submit a new Form W-4?

No. Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign. Employers will continue to compute withholding based on the information from the employee's most recently submitted Form W-4.

Employee FAQs

4. My tax situation is simple. Are some questions optional?

Yes. The form is divided into 5 steps. The only two steps required for all employees are Step 1, where you enter personal information like your name and filing status, and Step 5, where you sign the form. If Steps 2 – 4 apply to you, your withholding will more accurately match your tax liability if you complete them.

5. What happens if I only fill out step 1 and then sign the form?

Your withholding will be computed based on your filing status's standard deduction and tax rates, with no other adjustments.

6. When should I increase my withholding?

You should increase your withholding if:

- you hold more than one job at a time or you and your spouse both have jobs (Step 2) or
- you have income from sources other than jobs that is not subject to withholding (line 4a).

If you do not make these adjustments, you will likely owe additional tax when filing your tax return, and you may owe interest and penalties. With regard to income from other sources, you can pay estimated tax instead of having extra withholding.

7. When should I decrease my withholding?

If you are eligible for income tax credits such as the child tax credit or credit for other dependents, and/or you are eligible for deductions (other than the standard deduction), you can follow the instructions described in lines 3 and 4b to decrease your withholdings by the appropriate amount.

8. I want a refund when I file my tax return. How should I complete the redesigned Form W-4?

The redesigned Form W-4 makes it easier for you to have your withholding match your tax liability. But some employees may prefer to have more of their money withheld from their paychecks throughout the year and then get that money back as a refund when they file their tax returns. The simplest way to increase your withholding is to enter on line 4c the additional amount you would like your employer to withhold from each paycheck after your Form W-4 takes effect. You also can check the box in Step 2(c) to have an additional amount withheld for reasons other than multiple jobs. Whether you will be due a refund (and, if so, the amount of your refund) when you file your tax return depends on the details of your entire tax situation.

9. Why do I need to account for multiple jobs (Step 2)? I have never done that before.

Tax rates increase as income rises, and only one standard deduction can be claimed on each tax return, regardless of the number of jobs in the household. Therefore, if you have more than one job at a time or are married filing jointly and both you and your spouse work, more money should usually be withheld from the combined pay for all the jobs than would be withheld if each job was considered by itself. Adjustments to your withholding usually should be made to avoid owing additional tax, and potentially penalties and interest, when you file your tax return. All of this has been true for many years; it did not change with the recent tax law changes. The old Form W-4 accounted for multiple jobs using detailed instructions and worksheets that many employees may have overlooked. Step 2 of the redesigned Form W-4 lists three different options you may choose from to make the necessary withholding adjustments.

10. Which option in Step 2 should I use to account for my multiple jobs? Which is most accurate? What if I don't want to reveal to my employer on my W-4 that I have a second job?

Step 2 allows you to choose **one** of three options, which involve tradeoffs between accuracy, privacy, and ease of use:

- **Option 1:** For maximum accuracy and privacy (to avoid revealing to your employer on your W-4 that you have multiple jobs) use the Tax Withholding Estimator at www.irs.gov/W4app. You will be guided to enter an additional amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes significantly, you will need to furnish a new Form W-4 to have accurate withholding.

- **Option 2:** If you do not have access to the online Tax Withholding Estimator but wish to have roughly accurate withholding while retaining privacy, you may use Worksheet 1 on page 3 and similarly be guided to enter an additional amount to withhold on line 4c. You will need to know the approximate amount of pay for each job, but you will need to enter the additional amount on the Form W-4 for only one of the jobs. If pay for any of the jobs changes the additional withholding amount in the lookup table, you will need to furnish a new Form W-4 to have accurate withholding.

- **Option 3:** If there are only two jobs held at the same time in your household, you may check the box in Step 2 on the forms for both jobs. The standard deduction and tax brackets will be divided equally between the two jobs. You would not need to furnish a new Form W-4 to account for pay changes at either job. This option is less accurate—more tax than necessary may be withheld from your wages—but you generally won't have too little tax withheld. (The more similar the earnings at the two jobs, the more accurate this option will be. To get an idea of how much overwithholding you can expect in your case, see the tables that will be provided in the 2020 Pub. 505.) This option reveals to your employer on your W-4 that you have multiple jobs in your household. But it also is the easiest option to use: just check the box.

11. The instructions above Step 3 say that in multiple job households, adjustments in lines 3 through 4b are to be made on only one form, and that withholding will be most accurate if the adjustments are made on the W-4 for the highest paying job. But what happens if pay at two jobs is relatively similar or if the job that pays more changes over time?

In general, making these adjustments on the Form W-4 for the highest paying job increases accuracy. However, if the jobs in your household pay about the same or if the job that pays more changes over time, it is less important which Form W-4 is used to make the adjustment.

12. What if I have a side gig where I'm not treated as an employee?

If you have self-employment income, you will generally owe both income tax and self-employment tax. Form W-4 is primarily intended to be used by employees who are not subject to self-employment tax. Thus, like the old Form W-4, the redesigned Form W-4 does not compute self-employment tax. If you would like to use Form W-4 to make an adjustment to your withholding to account for self-employment income that you will receive from another source, use the Tax Withholding Estimator at www.irs.gov/W4app or refer to IRS Publication 505.

13. What if I don't want to reveal my non-job income, such as income from earnings on investments or retirement income, to my employer (line 4a)?

You are not required to have tax on non-wage income withheld from your paycheck. Instead, you can pay estimated tax on this income using Form 1040-ES, Estimated Tax for Individuals. However, if you want to use Form W-4 to have tax for this income withheld from your paycheck, you have two options. You can report the income on line 4a. If you don't want to report this income directly on line 4a, you can use the Tax Withholding Estimator at www.irs.gov/W4app. The estimator will help you calculate the additional amount of tax that should be withheld from your paycheck. You will then enter that amount on line 4c, without reporting the income to your employer. You also can check the box in Step 2(c) to have an additional amount withheld for reasons other than multiple jobs. If you expect to have dividend or capital gain income, your withholding will be more accurate if you have the estimator compute the withholding adjustment rather than reporting this income on line 4a.

14. I have a more complex tax situation. Is there a computer program I can use to help me complete Form W-4?

Yes. To provide maximum accuracy, you are encouraged to use the Tax Withholding Estimator available at www.irs.gov/W4app. Updates and improvements to the estimator are underway that will be compatible with the redesigned Form W-4 in 2020. You may wish to use the withholding estimator if you:

expect to work only part of the year,

have dividend or capital gain income or are subject to additional taxes, such as the net investment income tax,

have self-employment income,

prefer the most accurate withholding for multiple job situations, or

prefer to limit information provided in Steps 2–4 but do not want to sacrifice accuracy.

Employer FAQs

15. Does this mean our software will need two systems—one for forms submitted before 2020 and another for forms submitted after 2019?

Not necessarily. The same set of withholding tables will be used for both sets of forms. You can apply these tables separately to systems for new and old forms. Or, rather than having two separate systems, you may prefer to use a single system based on the redesigned form. To do this, you could enter zero or leave blank information for old forms for the data fields that capture the information on the redesigned form but was not provided to you under the old design. Additional guidance will be provided on the payroll calculations needed based on the data fields on the new and old forms.

16. How do I treat employees hired after 2019 who do not submit a Form W-4?

New employees who fail to submit a Form W-4 after 2019 will be treated as a single filer with no other adjustments. This means that a single filer's standard deduction with no other entries will be taken into account in determining withholding. The IRS and the Treasury Department anticipate issuing guidance consistent with this approach.

17. Are employees hired after 2019 required to use the redesigned form?

Yes. Beginning in 2020, all new employees must use the redesigned form. Similarly, any employees hired prior to 2020 who wish to adjust their withholding must use the redesigned form.

18. What about employees hired prior to 2020 who want to adjust withholding from their pay dated January 1, 2020, or later?

Employees must use the redesigned form.

19. May I ask all of my employees hired before 2020 to submit new Forms W-4 using the redesigned version of the form?

Yes. You may ask, but as part of the request you should explain that:

- they are not required to submit new Form W-4 and

- if they do not submit a new Form W-4, withholding will continue based on a valid form previously submitted.

For those employees who furnished forms before 2020 and who do not furnish a new one after 2019, you must continue to withhold based on the forms previously submitted. You are not permitted to treat employees as failing to furnish Forms W-4 if they don't furnish a new Form W-4. Note that special rules apply to Forms W-4 claiming exemption from withholding.

20. Will there still be an adjustment for nonresident aliens?

Yes. The IRS will provide instructions in the 2020 Publication 15-T, Federal Income Tax Withholding Methods on the additional amounts that should be added to wages to determine withholding for nonresident aliens. Additionally, nonresident alien employees should continue to follow the special instructions in Notice 1392 when completing their Forms W-4.