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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 20.03.01 – 2021 SHBP Employee Premiums Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 20.03.01*.

PCGenesis supporting documentation is provided at:

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

==November, 2020 Payroll Completion Instructions==

*Install this release **after** completing the November 2020 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the December 2020 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:

<div align="center">

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

</div>

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

<div align="center">

pcgenesis@list.doe.k12.ga.us

</div>

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

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Section A: Overview of Release

A1. Payroll System

A1.1. Calendar Year 2021 Georgia Health Insurance (GHI) Employee Premiums

These instructions contain <u>all</u> <u>of</u> <u>the</u> <u>information</u> <u>necessary</u> to import the Department of Community Health (DCH) open enrollments, to set the employee deductions, and to prepare for calculating 2021 GHI premiums for the December payroll.

The installation of PCGenesis *Release 20.03.01* allows the user to import the SHBP option and premium updates into PCGenesis. PCGenesis identifies the "old" premium rates with an ending date of *12/31/2020*, while the new premium rates, imported with this release's installation, display a beginning date of **01/01/2021**. *Section B3.1. Benefit Deduction Option and Tier Report – Example* provides sample results of the GHI premiums import.

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 B3: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure. After printing the report, PCGenesis users should verify *'01/01/2021'* and *'12/31/9999'* display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2021, there are a number of changes to SHBP options:

- All GHI options remain the same. GHI options 88, B1, B2, B3, B6, H1, H2, and K1 are still available. Anthem, United Healthcare, Kaiser, and TriCare Supplement make up the available options for employees.

- All GHI tiers remain the same. Valid tiers include '10' (single employee), '40' (single employee/ tobacco surcharge), and tiers '90', '91', and '94' – '97'. Tricare Supplement, however, only offers tiers '10', '90', '94', and '96'.

The following table provides the details of the SHBP changes:

PCGenesis Option Code	Description	Status
B1	Anthem **Gold** Plan	Unchanged
B2	Anthem **Silver** Plan	Unchanged
B3	Anthem **Bronze** Plan	Unchanged
B6	Anthem **HMO** Plan	Unchanged
H1	United HealthCare **HMO**	Unchanged
H2	United HealthCare **HDHP**	Unchanged
K1	Kaiser **HMO**	Unchanged
88	TriCare Supplement	Unchanged

PCGenesis Tier Code	Description	Status
10	SINGLE COVERAGE	Updated
40	SINGLE COVERAGE/TOBACCO SURCHARGE	Updated
90	EMPLOYEE & SPOUSE	Updated
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	Updated
94	EMPLOYEE & CHILD(REN)	Updated
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	Updated
96	EMPLOYEE & SPOUSE & CHILD(REN)	Updated
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	Updated

These instructions also contain all of the information necessary to import the Department of Community Health (DCH) employee open enrollments, to set the employee deductions, and to prepare for calculating 2021 GHI premiums for the December payroll. Review the checklist in *Section C: After PCGenesis Release 20.03.01 Has Been Installed* in this document for step by step instructions.

Section B: Installation Instructions for Release 20.03.01 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 20.03.01"**.
    –   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.
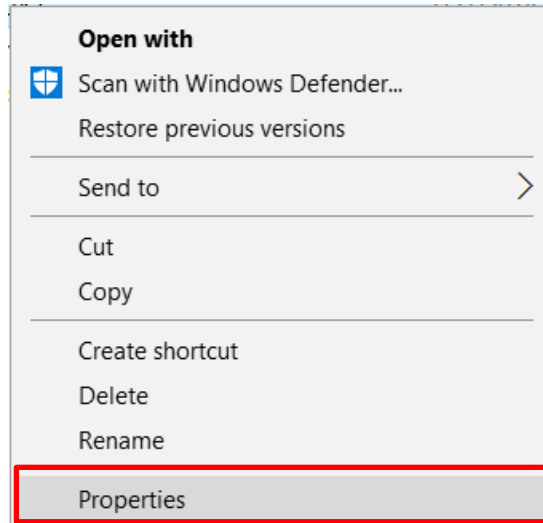
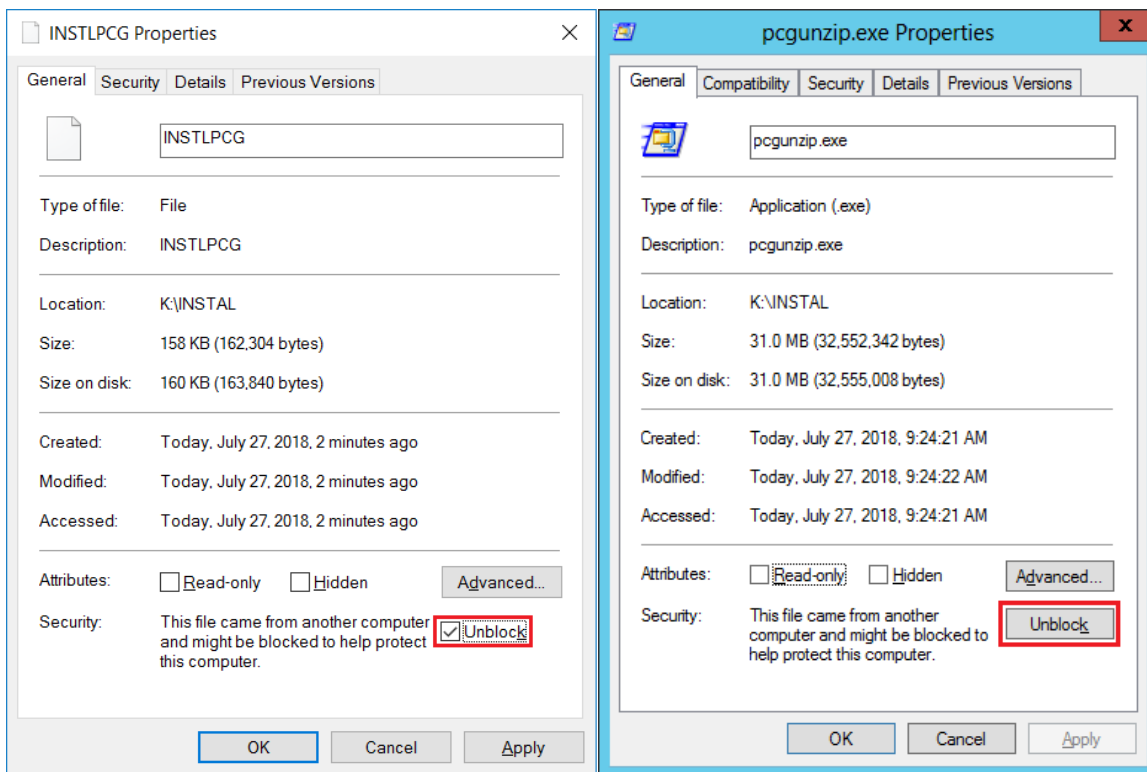| Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Stop the VerraDyne Queue Service (**VQueueService**) and the SQL Express Service (**SQLEXPRESSPCG**) prior to running a full backup of the **K:** PCGenesis disk drive or else the backup will not run to completion. If the *Uspool* background task has not yet been removed from the from "A*ll Users Startup",* close *Uspool* at the server. *Uspool* must be permanently removed and should no longer be running on the server.
3	Perform a **PCG Full Backup** to CD or DVD or USB.
4	When the PCGenesis backup completes, label the backup CD or DVD or USB **"Full System Backup Prior to Release 20.03.01"**.
5	**Start the SQL Express Service**: ==SQLEXPRESSPCG must be running before starting the release installation.== 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. Install PCGenesis Release 20.03.01*.

B2. Install PCGenesis Release 20.03.01

B2.1. Downloading GHIRATES2021.csv from Portal

Step	Action
1	<u>**NOTE:**</u> The person installing the PCGenesis release must be the **Payroll Administrator** of the PCGenesis system.
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 the single file **GHIRATES2021.csv** displays. *If* **GHIRATES2021.csv** *does not display, return* to the *MyGaDOE Web portal, and detach the file 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	Proceed to section *B2.2. Importing Benefit Plan/Option/Tier Records*.

B2.2. *Importing Benefit Plan/Option/Tier Records*

Step	Action
1	**NOTE:** The person installing the PCGenesis release must be the **Payroll Administrator** of the PCGenesis system.
2	From the *Business Applications Master Menu*, select **F2** (Payroll System).

The following screen displays:
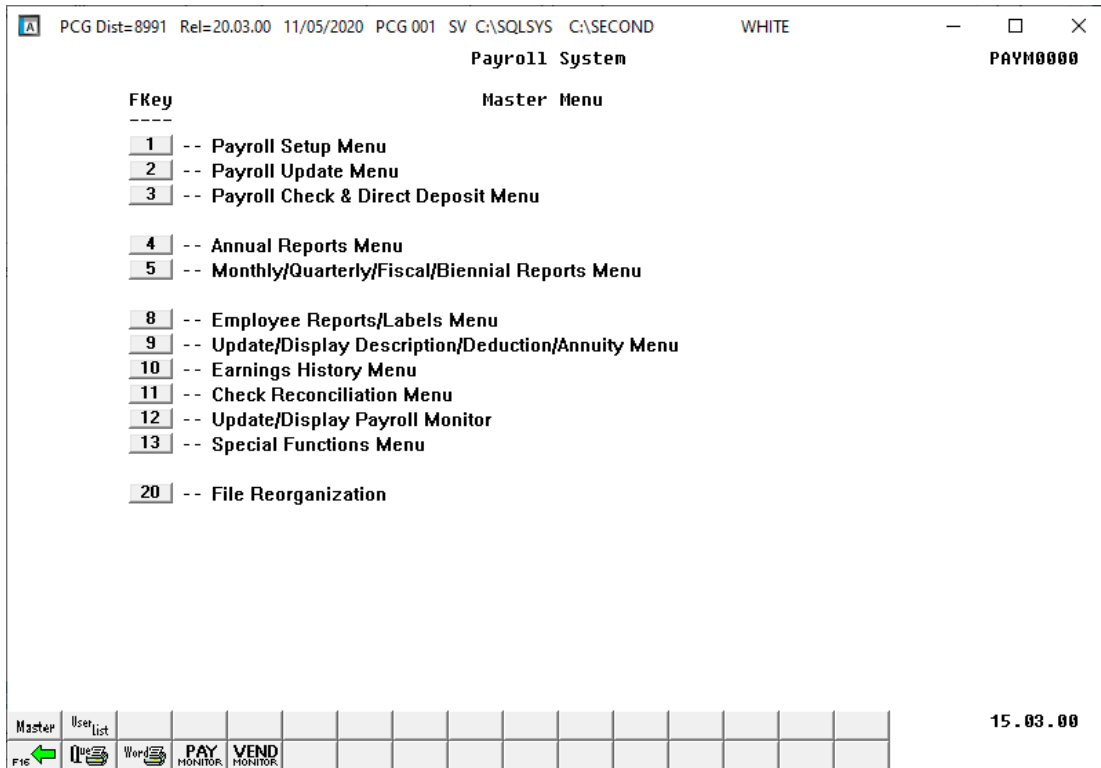
Step	Action
3	Select __9__ (**F9 -** Update/Display Description/Deduction/Annuity Menu).

The following screen displays:
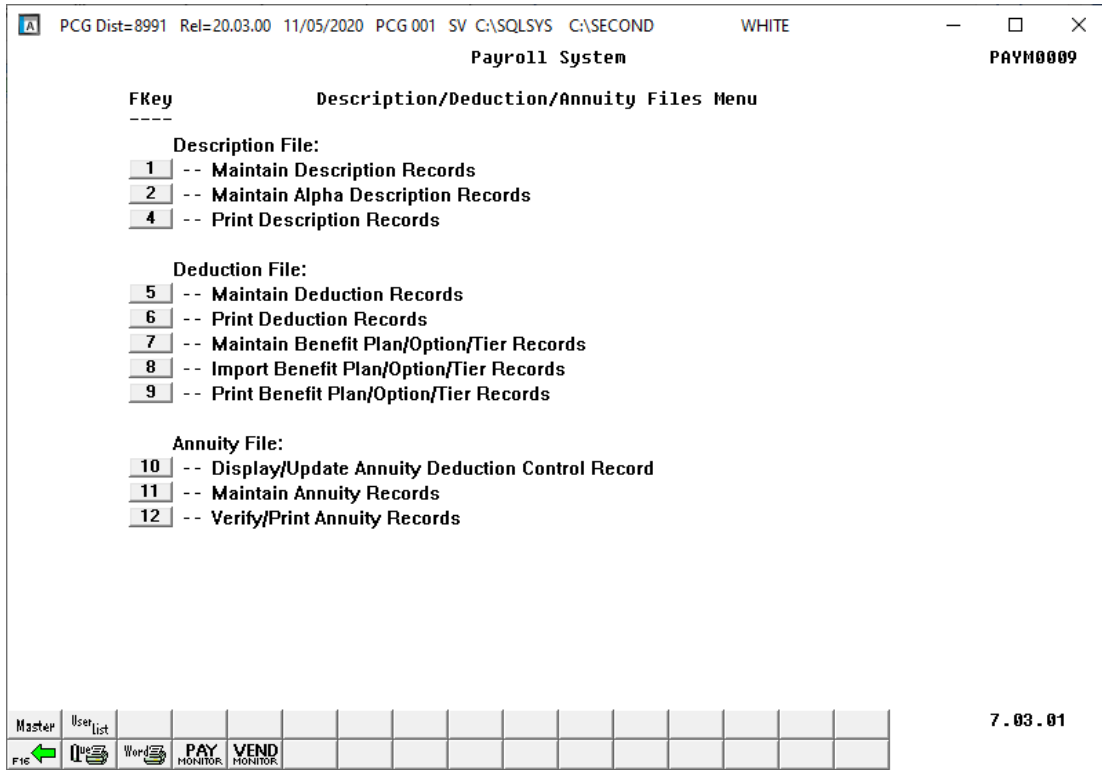
Step	Action
4	Select **8** (**F8** – Deduction File: **Import Benefit Plan/Option/Tier Records**).

The following screen displays:

```
 A   PCG Dist=8991  Rel=20.03.00  11/05/2020  PCG 001  SV  C:\SQLSYS  C:\SECOND        WHITE          —   □   ×
                                                                                               PAYPI280
                    Identify Benefit Plan/Option/Tier Premium Data Import File from Excel




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

    C:\BENEDAT\SHBPCCYYRATES.CSV_____














                          Enter = continue   or   F16 = Exit                        17.01.00
```
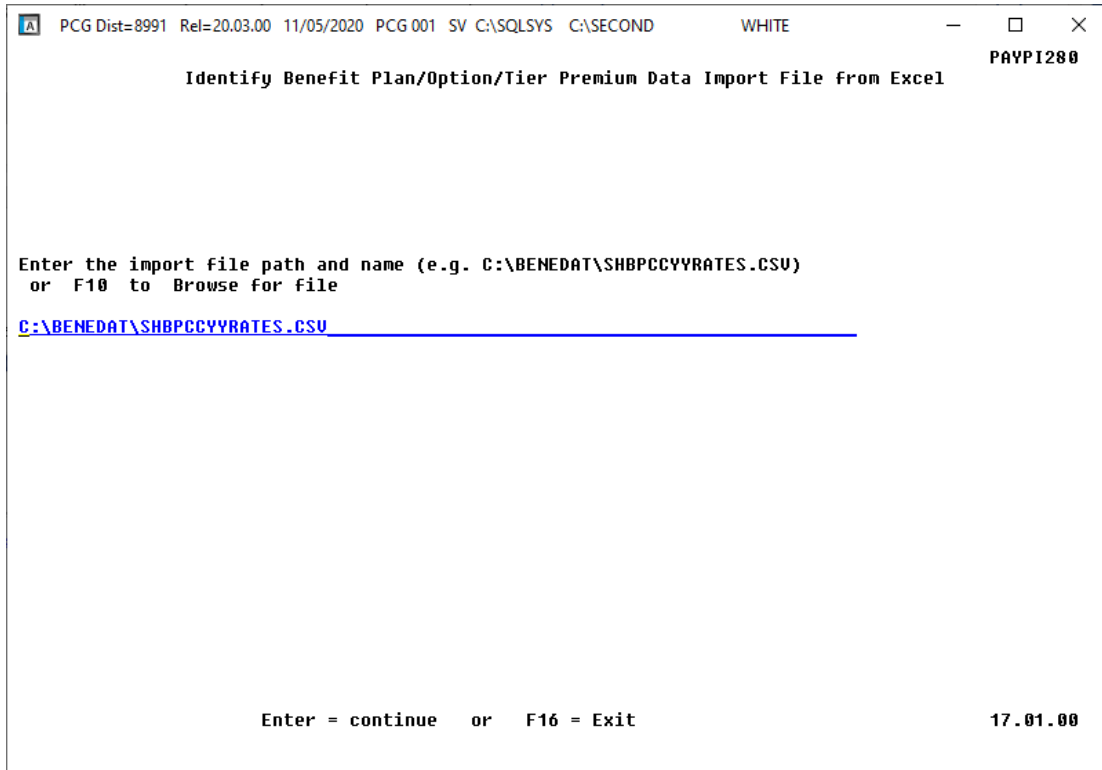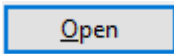
Step	Action
5	Use **F10** to *Browse for file*.

The following screen displays:
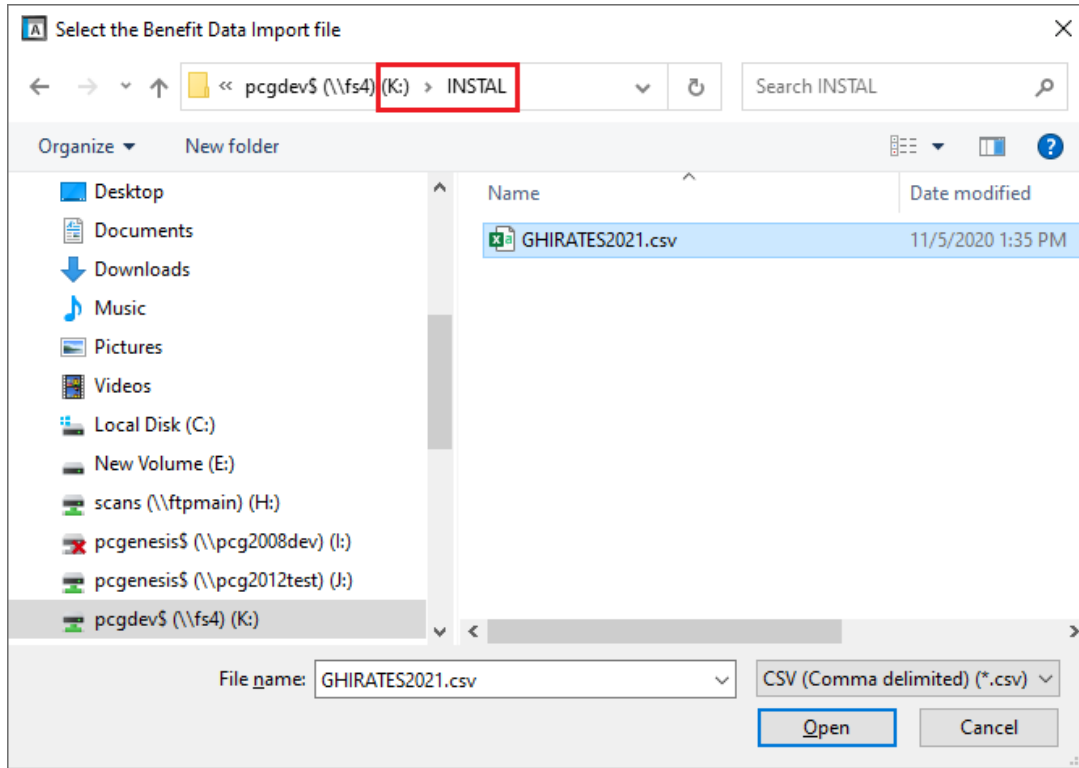
Step	Action
6	Locate the file: **K:\INSTAL\GHIRATES2021.csv**
7	Select the file **GHIRATES2021.csv** and select [**Open**] (**Open**).

The following screen displays:

```
PCG Dist=8991  Rel=20.03.00  11/05/2020  PCG 001  SV  C:\SQLSYS  C:\SECOND        WHITE          —  □  ×
                                                                                       PAYPI280
                    Identify Benefit Plan/Option/Tier Premium Data Import File from Excel




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

       K:\INSTAL\GHIRATES2021.csv _____












                           Enter = continue   or   F16 = Exit                          17.01.00
```
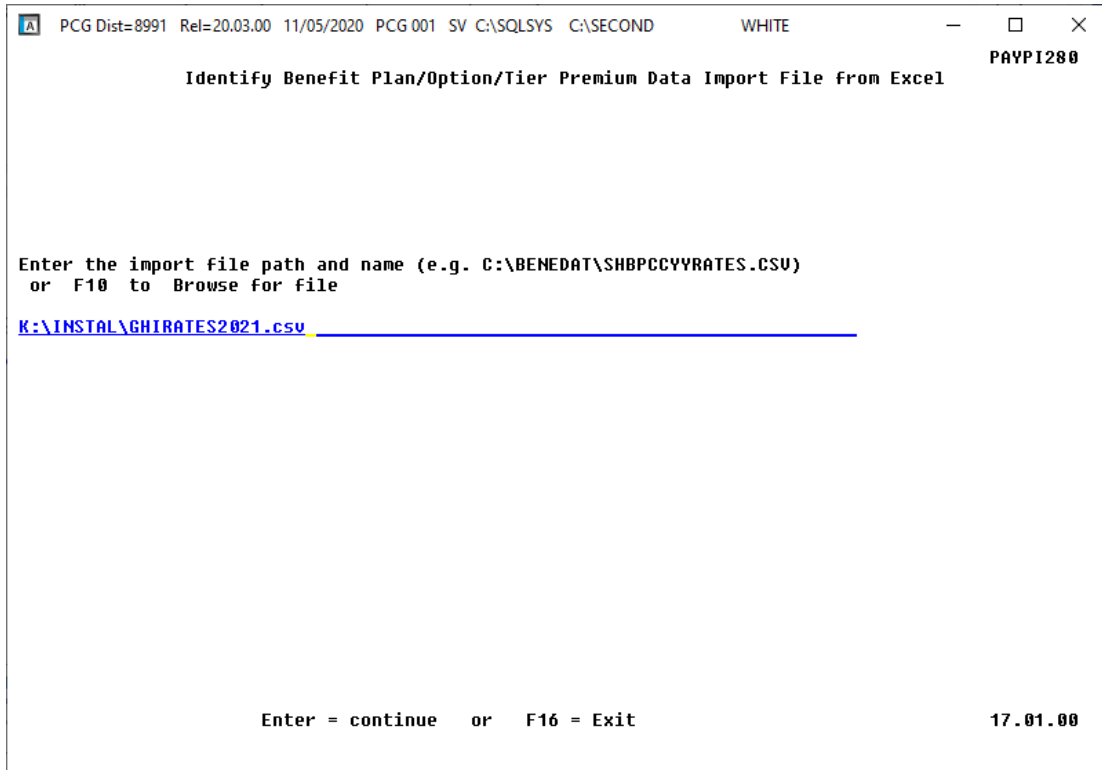
Step	Action
8	Select **Enter** (Continue).
	*"*** Processing Request ***" briefly displays.*

If <u>errors</u> are found, the following screen displays:

```
A  PCG Dist=8991  Rel=20.03.00  11/05/2020  PCG 001  SV  C:\SQLSYS  C:\SECOND        WHITE         —   □   ×
                                                                                           PAYPI280




                  Error(s) in Benefit Plan/Option/Tier Premium Import File.

                     Please review print file with error listing.




        Correct problem(s) in Excel file and recreate benefit plan/option/tier premium import file.













                          ENTER to exit program and correct                    17.01.00
```
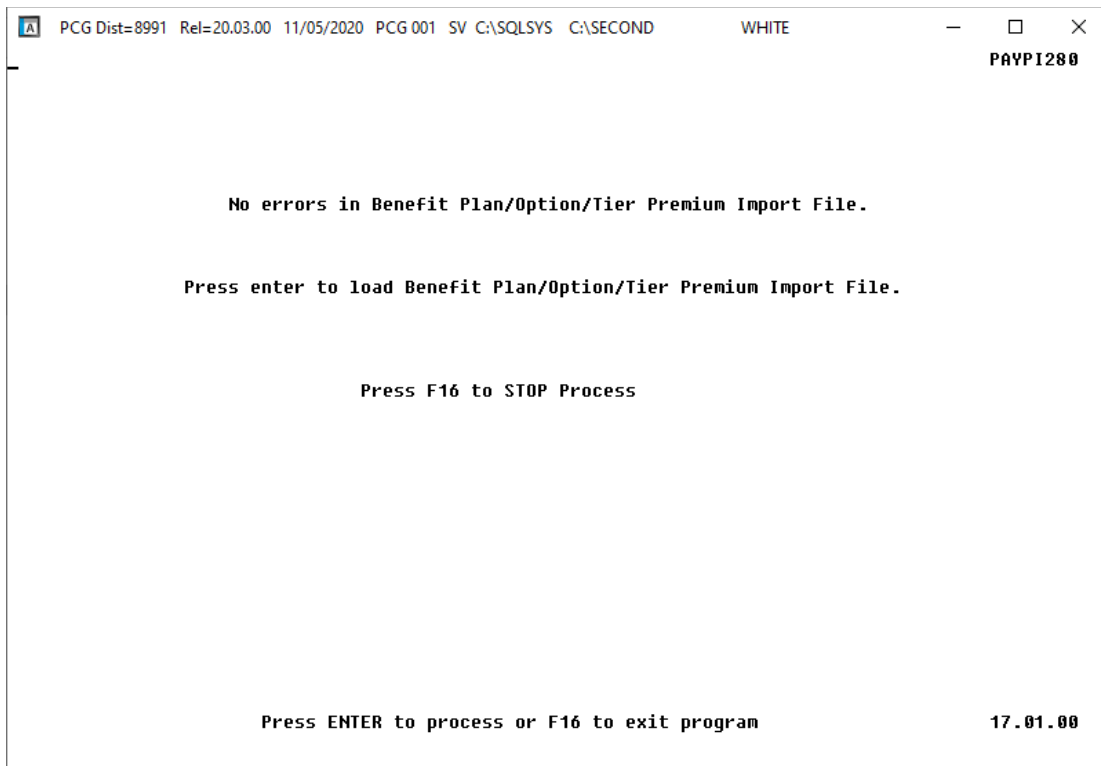
If <u>no errors</u> are found, the following screen displays:

```
A  PCG Dist=8991  Rel=20.03.00  11/05/2020  PCG 001  SV  C:\SQLSYS  C:\SECOND        WHITE         —   □   ×
                                                                                           PAYPI280




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


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



                             Press F16 to STOP Process











                     Press ENTER to process or F16 to exit program             17.01.00
```

Step	Action
9	<u>If errors are found</u>: If errors exist, select **ENTER** or **F16** (to STOP Process), and access the Uqueue Print Manager to print the *Error Report*. Proceed to *B3. Print and Verify the Results of the Benefit Plan/Option/Tier File Report* to determine if the 2021 GHI employee rates have already been updated into the system. If the 2021 GHI employee rates <u>have not been updated into the system</u>, call the Ga DOE help desk for assistance.
10	<u>If errors are not found</u>: Review the screen's information and select **ENTER** (To Process). *"*** Processing Request ***"* briefly displays.

The following screen displays:

Step	Action
11	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu* or select Master (**Master**) to return to the *Business Applications Master Menu*.
12	Proceed to section *B3. Print and Verify the Results of the Benefit Plan/Option/Tier File Report*.

B3. 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, 1. Select the radio button to the left of **Employee Premium Rates** for the **Report Option** 2. Enter **01/01/2021** and **12/31/2021** in the **Print rates in effect from** range fields Once the **Report Option** and dates have been entered, select **Enter**. *"*** Processing ***" briefly displays.*
4	When the *Payroll System – Description/Deduction/Annuity Files Menu* redisplays **To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
5	Verify the **From Date** on the report reflects **01/01/2021** for all options and tiers.

B3.1. Benefit Deduction Option and Tier Report – Example

```
REPORT DATE: 11/06/2020 14:49           BENEFIT DEDUCTION OPTION AND TIER REPORT                    PAGE   1
Program ID:  PAY27
                            Report of EMPLOYEE rates in effect from: 01/01/2021  To: 12/31/2021

Option Tier Description                    From Date   To Date   Short Desc   Deduction Desc   PayChk Desc   Prem Amt

B8          TRICARE SUPPLEMENT             Short Desc: TRICARE

       10   SINGLE COVERAGE               01/01/2017  12/31/9999 SINGLE       TRICARE SINGLE   TRICARE SGL      60.50
       90   EMPLOYEE & SPOUSE             01/01/2017  12/31/9999 EESP         TRICARE EESP     TRICARE EESP    119.50
       94   EMPLOYEE & CHILD(REN)         01/01/2017  12/31/9999 EECH         TRICARE EECH     TRICARE EECH    119.50
       96   EMPLOYEE & SPOUSE & CHILD(REN) 01/01/2017 12/31/9999 FAMILY       TRICARE FAMILY   TRICARE FAM     160.50

B1          ANTHEM GOLD                   Short Desc: ANTHEM GOLD

       10   SINGLE COVERAGE               01/01/2021  12/31/9999 SINGLE       ANTH GOLD SINGLE ANTH G SINGL    175.68
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2021 12/31/9999 SINGLE/T  ANTH GOLD SINGL/T ANTH G SGL/T   255.68
       90   EMPLOYEE & SPOUSE             01/01/2021  12/31/9999 EESP         ANTH GOLD EESP   ANTH G EESP     436.33
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EESP/T  ANTH GOLD EESP/T ANTH G EESP/T   516.33
       94   EMPLOYEE & CHILD(REN)         01/01/2021  12/31/9999 EECH         ANTH GOLD EECH   ANTH G EECH     320.11
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EECH/T  ANTH GOLD EECH/T ANTH G EECH/T   400.11
       96   EMPLOYEE & SPOUSE & CHILD(REN) 01/01/2021 12/31/9999 FAMILY      ANTH GOLD FAMILY ANTH G FAM      580.76
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2021 12/31/9999 FAMILY/T ANTH GOLD FAM/T ANTH G FAM/T 660.76

B2          ANTHEM SILVER                 Short Desc: ANTHEM SILVER

       10   SINGLE COVERAGE               01/01/2021  12/31/9999 SINGLE       ANTH SILVER SINGL ANTH S SINGL   114.32
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2021 12/31/9999 SINGLE/T  ANTH SILVER SGL/T ANTH S SGL/T  194.32
       90   EMPLOYEE & SPOUSE             01/01/2021  12/31/9999 EESP         ANTH SILVER EESP  ANTH S EESP    307.47
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EESP/T  ANTH SLVER EESP/T ANTH S EESP/T 387.47
       94   EMPLOYEE & CHILD(REN)         01/01/2021  12/31/9999 EECH         ANTH SILVER EECH  ANTH S EECH    215.80
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EECH/T  ANTH SLVER EECH/T ANTH S EECH/T 295.80
       96   EMPLOYEE & SPOUSE & CHILD(REN) 01/01/2021 12/31/9999 FAMILY      ANTH SILVER FAMIL ANTH S FAM     408.95
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2021 12/31/9999 FAMILY/T ANTH SILVER FAM/T ANTH S FAM/T 488.95

B3          ANTHEM BRONZE                 Short Desc: ANTHEM BRONZE

       10   SINGLE COVERAGE               01/01/2021  12/31/9999 SINGLE       ANTH BRNZE SINGLE ANTH B SINGL    76.58
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2021 12/31/9999 SINGLE/T  ANTH BRNZE SGL/T  ANTH B SGL/T   156.58
       90   EMPLOYEE & SPOUSE             01/01/2021  12/31/9999 EESP         ANTH BRNZE EESP   ANTH B EESP    228.22
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EESP/T  ANTH BRNZE EESP/T ANTH B EESP/T 308.22
       94   EMPLOYEE & CHILD(REN)         01/01/2021  12/31/9999 EECH         ANTH BRNZE EECH   ANTH B EECH    151.64
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EECH/T  ANTH BRNZE EECH/T ANTH B EECH/T 231.64
       96   EMPLOYEE & SPOUSE & CHILD(REN) 01/01/2021 12/31/9999 FAMILY      ANTH BRNZE FAMILY ANTH B FAM     303.28
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2021 12/31/9999 FAMILY/T ANTH BRNZE FAM/T ANTH B FAM/T 383.28

B6          ANTHEM HMO                    Short Desc: ANTHEM HMO

       10   SINGLE COVERAGE               01/01/2021  12/31/9999 SINGLE       ANTH HMO SINGLE   ANTH H SINGL   143.03
       40   SINGLE COVERAGE TOBACCO SURCHARGE 01/01/2021 12/31/9999 SINGLE/T  ANTH HMO SGL/T    ANTH H SGL/T   223.03
       90   EMPLOYEE & SPOUSE             01/01/2021  12/31/9999 EESP         ANTH HMO EESP     ANTH H EESP    367.76
       91   EMPLOYEE & SPOUSE/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EESP/T  ANTH HMO EESP/T   ANTH H EESP/T 447.76
       94   EMPLOYEE & CHILD(REN)         01/01/2021  12/31/9999 EECH         ANTH HMO EECH     ANTH H EECH    264.61
       95   EMPL & CHILD(REN)/TOBACCO SURCHARGE 01/01/2021 12/31/9999 EECH/T  ANTH HMO EECH/T   ANTH H EECH/T 344.61
       96   EMPLOYEE & SPOUSE & CHILD(REN) 01/01/2021 12/31/9999 FAMILY      ANTH HMO FAMILY   ANTH H FAM     489.34
       97   EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE 01/01/2021 12/31/9999 FAMILY/T ANTH HMO FAM/T ANTH H FAM/T 569.34
```

CY2021 Benefit Plan Rate Updates

<u>NOTE</u>: The **From Date** on the report is 01/01/2021 for the Anthem, United Healthcare, and Kaiser premium rates for active employees. The premium rates for Tricare Supplement have not changed since 01/01/2017.

B4. Perform a PCGenesis Full Backup After Release 20.03.01 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 20.03.01"**.
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 20.03.01 Has Been Installed

C1. Setting up GHI Employee Rates for December 2020 Payroll

GHI employee rates effective 01/01/2021 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 2021 enrollments and to prepare for the December 2020 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, F7) 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 *PCGenesis Personnel System Operations Guide, Section D: Special Functions, Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup*.
	5	Download the *State Health Benefit Plan (SHBP) Open Enrollment File* from the ADP Website. Refer to *PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website*.
	6	Import the *State Health Option and Tier* from the ADP File. (F3, F13, F6) Refer to *PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 5: Importing the State Health Option and Tier from the DCH File*.

✓	Step	Action
	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 **01/01/21**. (F3, F13, F8)
		Refer to *PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees*.
	8	Gross-up wages for highly compensated employees, when appropriate.
		Refer to *PCGenesis Personnel System Operations Guide, Section D: Special Functions, Topic 7: Grossing-Up Wages for Highly Compensated Employees*.
	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.

C2. Verify Contents of the End-of-October Backup

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

Step	Action

1	<mark>**Verify you have a <u>weekly</u> <u>full</u> <u>backup</u> of <u>K:</u> that you retain for at least 4 weeks.**</mark>
	
	Include a **full backup** of *K:*.** in the site's standard server backup process
	▸ Recommend **full backup** of *K:*.** <u>every night</u> if possible
	    • Minimum of one full backup of *K:*.** every week **(Required)**
	    • Retain at least 4 weeks of *K:*.** **(Required)**

2	<mark>**Verify you have a <u>daily</u> backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** that you retain for at least 4 weeks**</mark>
	
	Daily backup of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** **(Required)**
	    • Use of CD, DVD, or USB is recommended
	    • Nightly backup following each work day
	    • Nightly media may remain under control of PCG administrator
	    • Proper security and offsite storage measures **(Required)**
	    • Retain daily backups of *K:\SECOND*.** <u>and</u> *K:\PCGSQLdb*.** for 4 weeks **(Required)**
	    • Retain one daily backup each month of K:\SECOND*.* and K:\PCGSQLdb*.* for at least one year **(Required)**

3	Request your IT representative obtain the October 31st backup of PCGenesis data. Obtain either the weekly **full backup of K:** or the **daily backup of K:\SECOND*.*** and **K:\PCGSQLdb*.***, but make sure it is the end-of-<u>October 2020</u> backup.

Step	Action
4	Verify that this file exists on the October 31st, 2020 backup: For Windows Server 2012, 2016, or 2019: K:\PCGSQLdb\MSSQL**13**.SQLEXPRESSPCG\MSSQL\DATA**PCGenesisDB.mdf** ==**If this file does not exist on your backup media, you will not be able to recover all your PCGenesis data!!!**==
5	Verify that this directory exists on the October 31st, 2020 backup, including all subdirectories and files within this directory: K:\SECOND
6	If you do not have both **PCGenesisDB.mdf** and **K:\SECOND**, you will <u>not</u> be able to recover from a data center catastrophe! Make sure your IT team immediately corrects this situation. Follow this link to the *PCGenesis Technical System Operations Guide*: https://www.gadoe.org/Technology-Services/PCGenesis/Pages/Technical-System-Operations-Guide.aspx Review the information in *Section B: PCGenesis Backup / Reorganization / Restore*.
7	If your district's backup procedures needed to be remediated, create a new backup by following the instructions in *Step 6* and then start this procedure over again at *Step 1* to verify the backup.