



# PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

11/29/2023

Section D: Special Functions, V2.17

## Revision History

Date	Version	Description	Author
11/29/2023	2.17	23.03.01 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> .	D. Ochala
12/16/2020	2.16	20.04.00 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> .	D. Ochala
12/17/2018	2.15	18.04.00 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> .	D. Ochala
12/14/2017	2.14	17.03.01 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> . Added Fkey sequence to checklist.	D. Ochala
11/07/2016	2.13	16.03.01 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> .	D. Ochala
06/14/2016	2.12	16.02.00 – Updated <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> to emphasize using a .txt file for import.	D. Ochala
02/01/2016	2.11	15.04.00 – Updated <i>SHBP Benefit Deduction Option and Tier Report – Example</i> .	D. Ochala
07/13/2015	2.10	15.02.00 – Update the <i>Personnel System Master Menu</i> .	D. Ochala
12/03/2014	2.9	14.04.00 – Updated <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i> instructions for CY2015. Updated <i>3A.1. SHBP Benefit Deduction Option and Tier Report – Example</i> and <i>6A.3. Benefit Deduction Option and Tier Report – Example</i> with CY2015 benefit plan and rate screenshot example.	D. Ochala
12/18/2013	2.8	13.04.00 – Updated <i>3A.1. SHBP Benefit Deduction Option and Tier Report – Example</i> and <i>6A.3. Benefit Deduction Option and Tier Report – Example</i> with CY2013 benefit plan and rate screenshot example.	D. Ochala
12/14/2012	2.7	12.03.01 – Updated <i>3A.1. SHBP Benefit Deduction Option and Tier Report – Example</i> and <i>6A.3. Benefit Deduction Option and Tier Report – Example</i> with CY2013 benefit plan and rate screenshot example.	D. Ochala
12/09/2011	2.6	11.03.01 – Updated <i>Downloading the State Health Enrollment File</i> instructions for CY2012. Added the <i>State Health Benefit Plan (SHBP) Open Enrollment Processing Checklist</i> .	D. Ochala
11/29/2010	2.5	10.03.01 – Updated <i>Downloading the State Health Enrollment File</i> instructions.	D. Ochala
11/19/2008	2.4	08.03.01 – Updated active employee <i>Set State Health Deduction</i> information and instructions to include all GHI deduction codes.	C. W. Jones
09/28/2008	2.3	08.03.00 – Referenced the <i>Payroll System Operations Guide</i> for <i>Topic 8</i> and <i>Topic 9</i> .	C. W. Jones
05/28/2008	2.2	08.02.00 – Added <i>Overview</i> export and import file <i>SSN</i> information, and screenshot examples.	C. W. Jones

# Table of Contents

<b>OVERVIEW</b> .....	<b>1</b>
<b>STATE HEALTH BENEFIT PLAN (SHBP) OPEN ENROLLMENT PROCESSING CHECKLIST</b> .....	<b>3</b>
<b>TOPIC 1: MODIFY SPECIFIC DEDUCTION AMOUNTS</b> .....	<b>5</b>
<b>TOPIC 2: CLEAR EMPLOYEES’ CURRENT DEDUCTION AMOUNT FOR A SPECIFIC DEDUCTION</b> .....	<b>9</b>
<b>TOPIC 3: VERIFY THE STATE HEALTH BENEFIT PLAN (SHBP) DEDUCTION SET UP</b> .....	<b>14</b>
PROCEDURE 3A: VERIFY THE STATE HEALTH BENEFIT PLAN (SHBP) OPTION AND TIER RECORDS .....	14
3A.1. SHBP Benefit Deduction Option and Tier Report – Example .....	15
PROCEDURE 3B: VERIFY THE STATE HEALTH BENEFIT PLAN (SHBP) DEDUCTION SETUP .....	16
<b>TOPIC 4: DOWNLOADING THE STATE HEALTH BENEFIT PLAN (SHBP) OPEN ENROLLMENT FILE FROM THE ADP WEBSITE</b> .	<b>19</b>
4A. Downloaded Open Enrollment File – Example .....	28
<b>TOPIC 5: IMPORTING THE STATE HEALTH OPTION AND TIER FROM THE DCH FILE</b> .....	<b>29</b>
5A. State Health Benefit Plan Changes Report – Example .....	35
5B. State Health Benefit Plan Import Exception Report – Example .....	36
5B.1. Problem/Cautionary Warning/Action Table .....	37
<b>TOPIC 6: SETTING THE STATE HEALTH BENEFIT PLAN (SHBP) DEDUCTION AMOUNTS FOR ACTIVE EMPLOYEES</b> .....	<b>38</b>
6A. (Trial Mode – No Updates) – Errors Encountered - Example .....	44
6B. (Live Mode – Employee Updates) – Error Free – Example.....	45
6C. Benefit Deduction Option and Tier Report – Example.....	46
<b>TOPIC 7: GROSSING-UP WAGES FOR HIGHLY COMPENSATED EMPLOYEES</b> .....	<b>47</b>
<b>TOPIC 8: EXPORTING THE PAYROLL DEDUCTION EXPORT FILE FROM PCGENESIS</b> .....	<b>48</b>
<b>TOPIC 9: IMPORTING THE DEDUCTION FILE INTO PCGENESIS (NOT FOR USE WITH THE STATE HEALTH BENEFIT PLAN)....</b>	<b>49</b>

## Overview

**Modify Specific Deduction Amounts:** Adjust employee deductions using this procedure when the deduction amount for a specific deduction changes from one amount to another for all employees.

**Clear Deduction Amounts for a Specific Deduction for All Employees:** Clear current and adjustment deduction amounts for a specific deduction after payroll setup and before performing *F4 – Calculate Payroll and Update YTD – Final* where appropriate. For payroll reporting purposes however, PCGenesis retains the year-to-date (YTD) information for affected employees.

**State Health Benefit Plan/Georgia Health Insurance (SHBP/GHI):** To facilitate the SHBP file import, PCGenesis provides instructions for downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP website in *Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website*. During the ADP file import discussed in *Topic 5: Importing the State Health Option and Tier from the DCH File*, PCGenesis automatically imports the option and tier codes for the State Health Benefit Plan deductions for active employees, based upon the employees' enrollments for the new plan year. The **Participate in GHI?** flag must be set to *Y (Yes)* for all employees with an SHBP deduction. The **Participate in GHI?** flag must be set to *N (N)* for all employees without an SHBP deduction.

The employees' insurance premium amounts are automatically updated for these options and tiers using the procedures in *Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees*. (Note that the premium amounts in the *Benefit Plan/Option/Tier File (BENEDED)* are automatically updated by installing the appropriate PCGenesis release. No manual maintenance is required for updating the *Benefit Plan/Option/Tier File*.)

Employees' option and tier information may also be manually set or modified on the employees' *Personnel* screen. When the option and tier are manually changed on the *Personnel* screen, PCGenesis automatically updates the employee's deduction information with the correct premium amount.

PCGenesis users should note the following guidelines when making manual changes:

- **Tier and Option changes:** When changing the tier and option on the *Personnel* screen, PCGenesis automatically updates both, the premium amount and the deduction description on the employee's *Deduction* screen.
- **Premium Amount changes:** If the premium amount is manually set on the employee's *Deduction* screen however, PCGenesis sets neither the tier nor the option information on the *Personnel* screen. Premium changes should NOT be made in this manner.

Department of Community Affairs (DCH) State Health Option and Tier File:

- PCGenesis users should download the Department of Community Health's (DCH's) *Open Enrollment* file via a Web browser by following the instructions in *Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website*.
- Users should import the options and tiers into PCGenesis by following the instructions in *Topic 5: Importing the State Health Option and Tier from the DCH File*.
- After importing the DCH's *Open Enrollment* file into PCGenesis, follow the instructions in *Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees*. This procedure may be initially run in *Trial* mode to verify the premium changes before making the updates permanent by running the procedure in *Final* mode.
- To comply with IRS regulations, if the school district or system pays all or part of an employee's share of a premium only for select employees, the premium share amount must be added to the employees' gross wages. Grossing-up employees' wages and deducting the premium through payroll deduction will correctly report the wages for the employees on their W-2 Statements. Refer to *Topic 7: Grossing-Up Wages for Highly Compensated Employees* where applicable for detailed instructions.
- Refer to the *Payroll System Operations Guide, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports* for monthly DCH reporting and transmission file processing instructions.

## State Health Benefit Plan (SHBP) Open Enrollment Processing Checklist

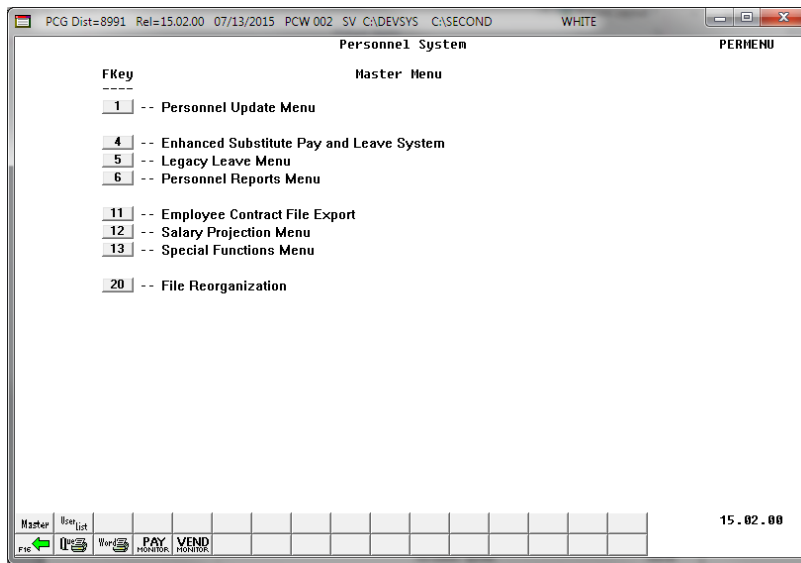
<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	1	Install the PCGenesis release which updates the employee GHI premium rates for the new calendar year. This release is typically sent out at the end of November. The PCGenesis release number is typically YY.03.01, where 'YY' is the current calendar year.
	2	Print the <i>Benefit Plan/Option/Tier Report</i> for the <u>new</u> calendar year. Verify the correct SHBP options and tiers have been loaded into the system and verify that the employee premium amounts for each option and tier are correct. (F2, F9, F9) Refer to <i>PAYROLL: Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report.</i>
	3	Where appropriate, update the Group Health Insurance (GHI) Table with the correct employer contribution share. (F2, F13, F3, F7) Refer to <i>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables.</i>
	4	Verify the State Health Benefit Plan (SHBP) system deduction setup. (F2, F9, F5) Refer to <i>Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup</i> in this document.
	5	Download the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website. Refer to <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i> in this document.
	6	Import the State Health Option and Tier from the ADP File. (F3, F13, F6) Refer to <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> in this document.
	7	Set the State Health Benefit Plan (SHBP) deduction amounts for active employees. Run the procedure in <b>Trial</b> mode first, but don't forget to run in <b>Final</b> mode second. Enter the date as <b>01/01/yy</b> where <b>yy</b> is the <u>new</u> year. (F3, F13, F8) Refer to <i>Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees</i> in this document.
	8	Gross-up wages for highly compensated employees, when appropriate. Refer to <i>Topic 7: Grossing-Up Wages for Highly Compensated Employees</i> in this document.

<i>Follow these steps in the order presented.</i>		
✓	Step	Action
	<b>9</b>	Before running the December payroll, make sure to verify the employee and employer SHBP contribution amounts by running the <i>Payroll Trial Register</i> and the <i>Trial Employer Benefit Distribution by Employee</i> reports. (F2, F3, F3)
	<b>10</b>	Run the December payroll. The December payroll withholds the premiums for January SHBP coverage.

## Topic 1: Modify Specific Deduction Amounts

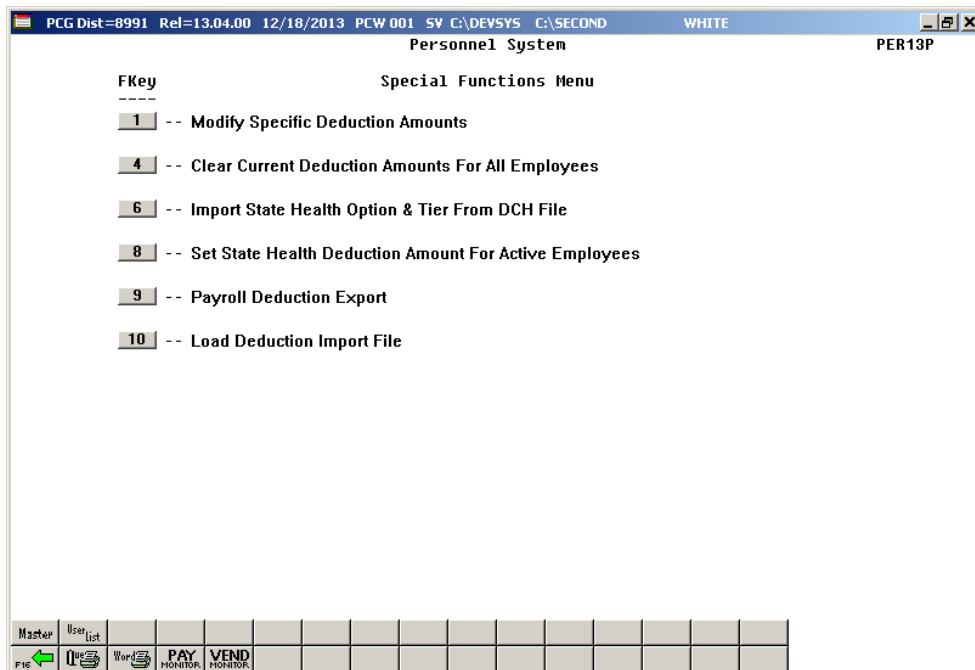
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>3</b> (F3 - Personnel System).

The following screen displays:



Step	Action
2	Select <b>13</b> (F13 - Special Functions).

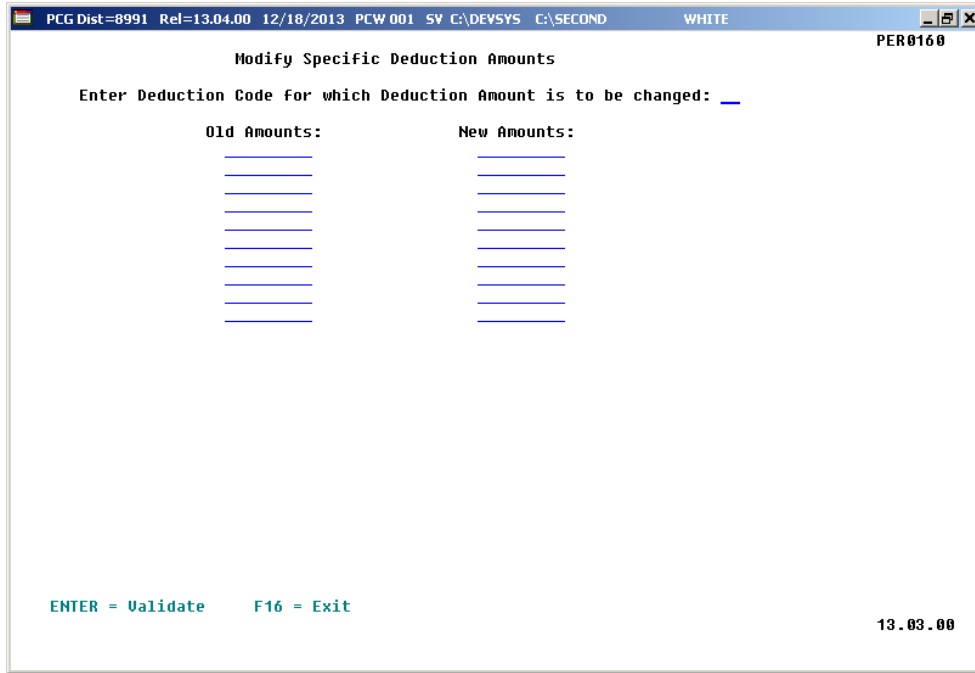
The following screen displays:





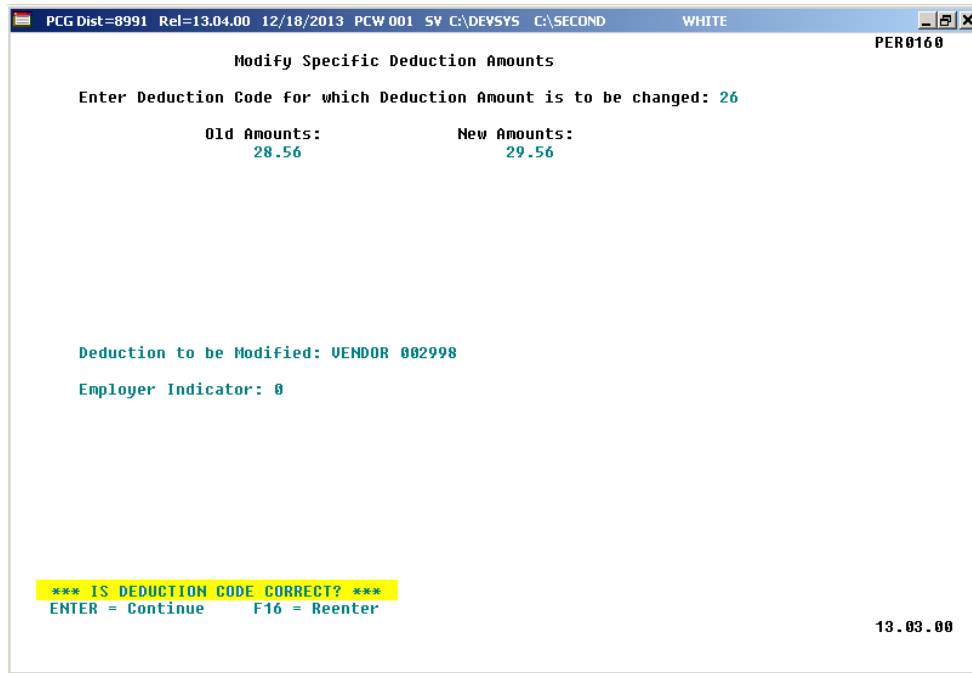
Step	Action
3	Select <b>1</b> (F1 - Modify Specific Deduction Amounts).

The following screen displays:



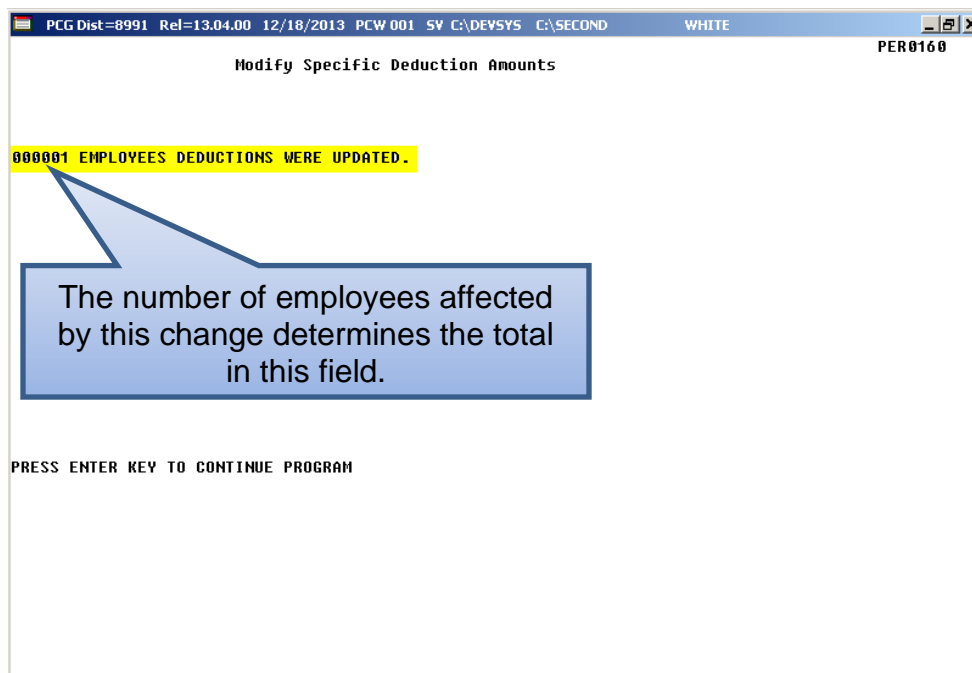
Step	Action
4	Enter the deduction code in the <b>Enter Deduction Code for which Deduction Amount is to be changed:</b> field. <i>For example, users may elect to enter the deduction code for GHI Certified in the field.</i>
5	Enter the current deduction amount in the <b>Old Amounts</b> column and the new deduction amount in the <b>New Amounts</b> column. <i>For example, if GHI Certified increased the employee’s share of a premium from \$110.00 to \$150.00, enter 110.00 in the “Old Amounts” column and 150.00 in the “New Amounts” column.</i>
6	Verify the entries are correct and select <b>Enter</b> (Validate). <i>Repeat Steps 4 – 6 for <u>each</u> deduction amount, up to ten deductions and amounts.</i>

The following screen displays:



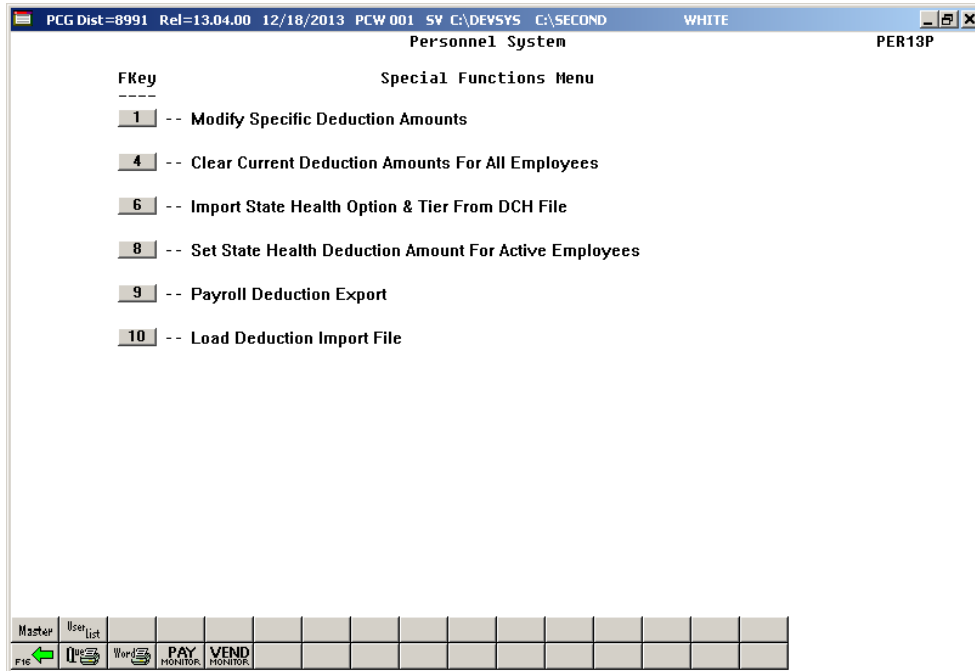
Step	Action
7	Select <b>Enter</b> (Continue) in response to the “*** Is Deduction Code Correct? ***” message. “***Processing Request***” briefly displays. If the information is incorrect, select F16 to enter the correct information.

The following screen displays:



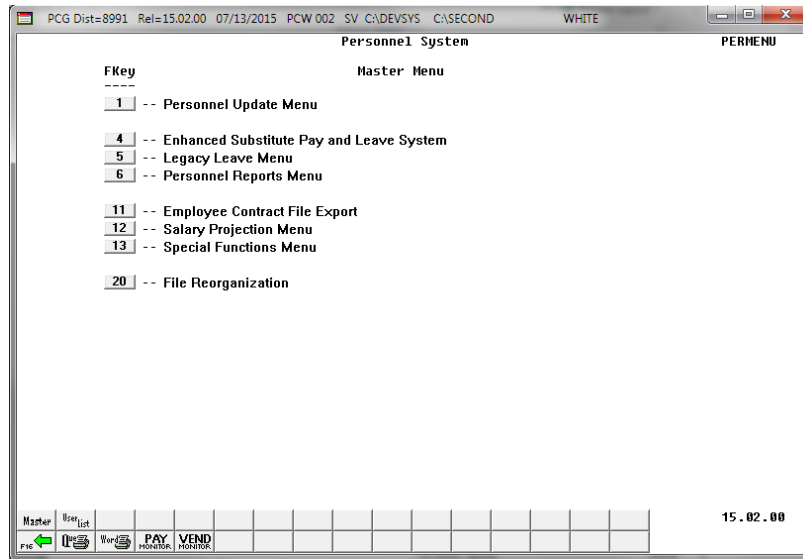
Step	Action
8	Verify the total number of employee records is correct and select <b>Enter</b> (To Continue Program). <i>If the information is incorrect, verify the employee's deduction information is correct by using the instructions in Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information. If additional assistance is needed, contact the Technology Management Customer Center.</i>

The following screen displays:



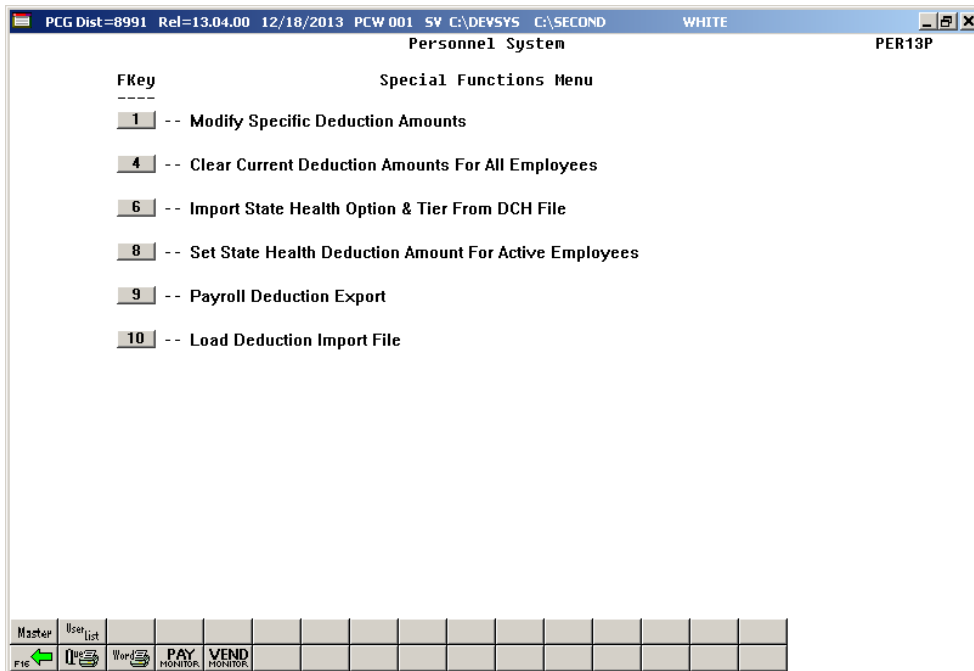
Step	Action
9	Select <b>F16</b> (F16 - Exit) to return to the <i>Personnel System Master Menu</i> , or select <b>Master</b> (Master) to return to the <i>Business Applications Master Menu</i> .

## Topic 2: Clear Employees' Current Deduction Amount for a Specific Deduction



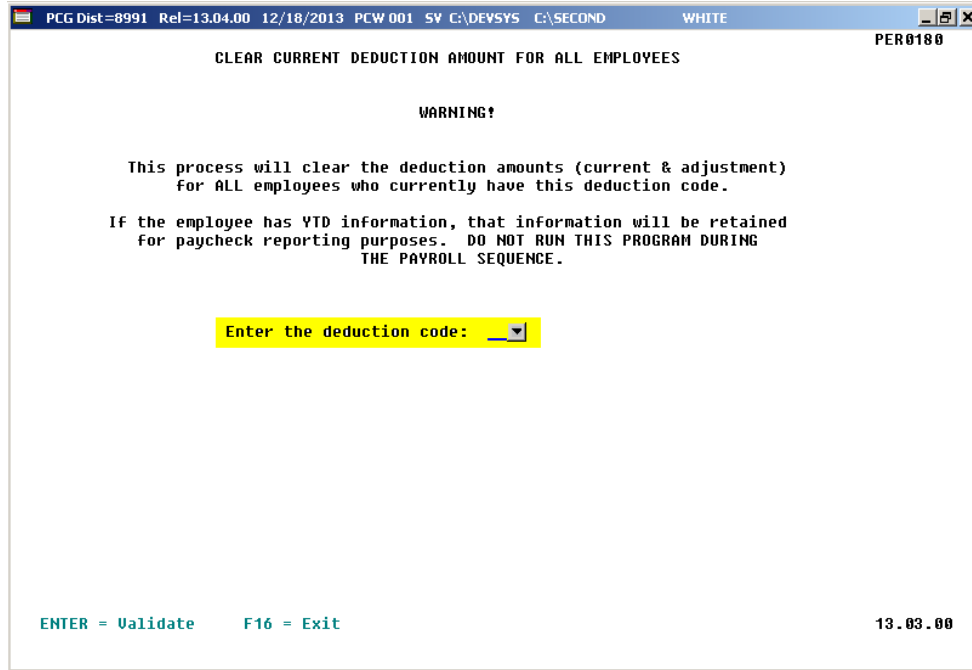
Step	Action
1	Select <b>PAY MONITOR</b> (Pay Monitor) to verify payroll has <u>not</u> been set up. After viewing the <i>Payroll Sequence Monitor</i> , select <b>F16</b> (Exit) to return to the <i>Personnel System – Master Menu</i> .
2	Select <b>13</b> (F13 - Special Functions).

The following screen displays:



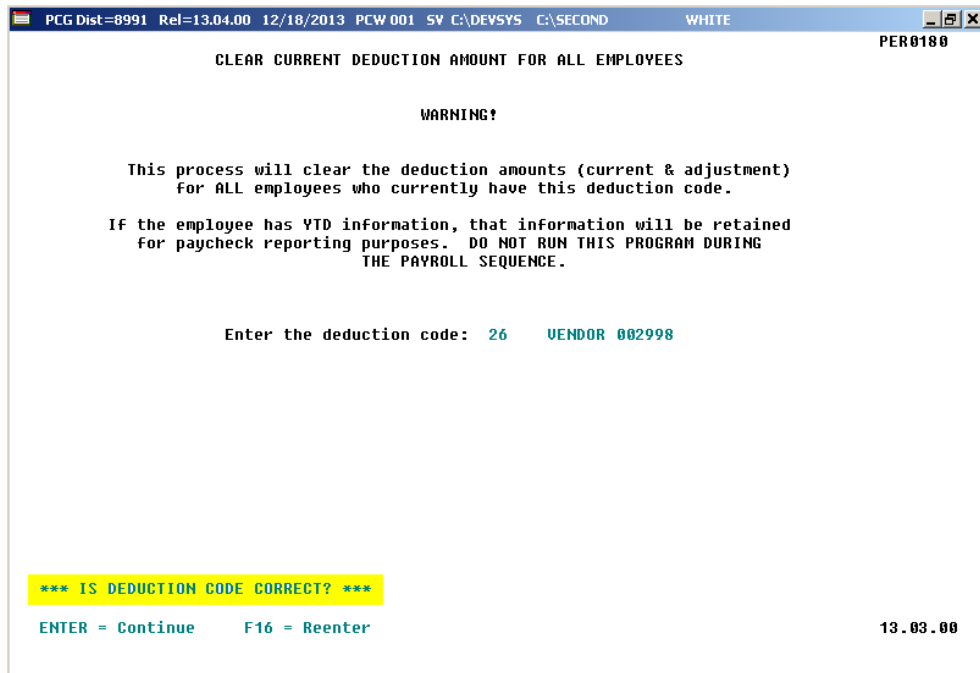
Step	Action
3	Select <b>4</b> (F4 - Clear Current Deduction Amount for All Employees).

The following screen displays:



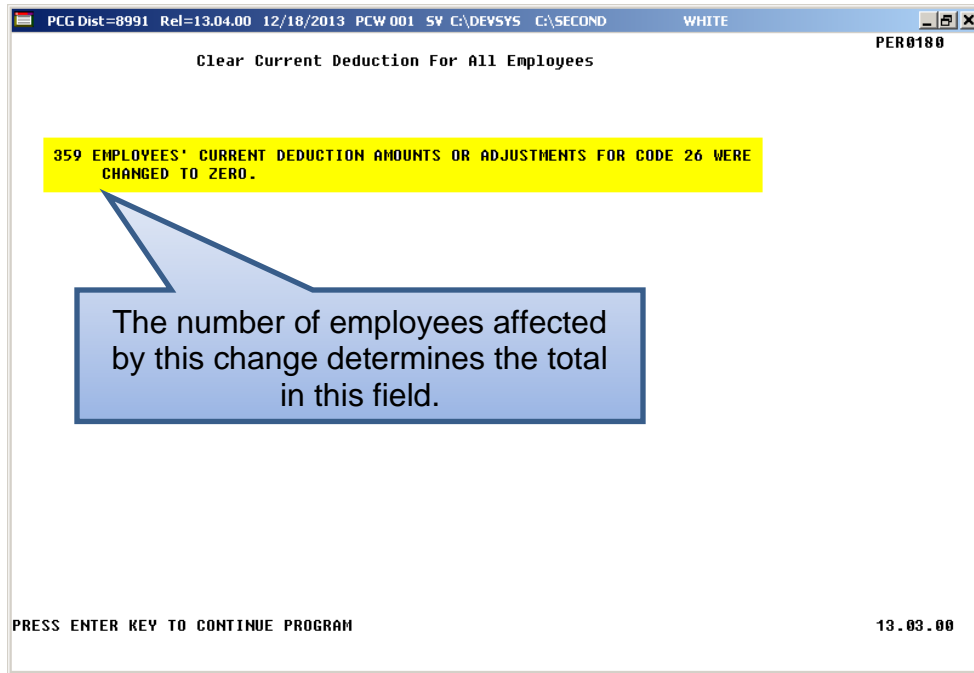
Step	Action
4	Review the information on the screen, enter the deduction code in the field, and select <b>Enter</b> (Validate).

The following screen displays:



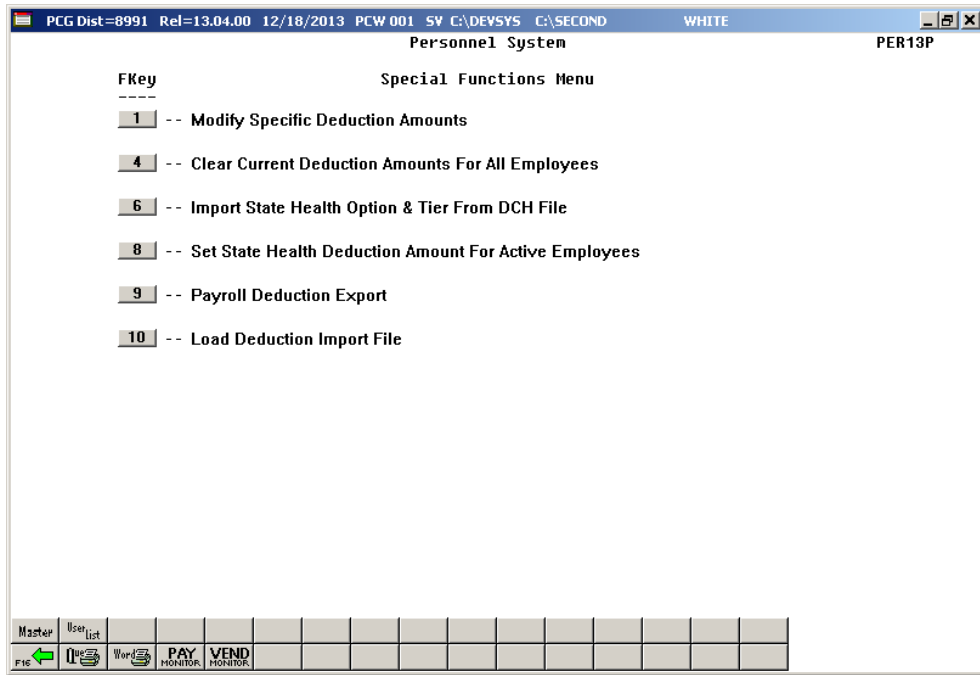
Step	Action
5	Verify the defaulting vendor information is correct and select <b>Enter</b> (Continue). <i>If the information is incorrect, select F16 to enter the correct information. “**Processing Request**” briefly displays.</i>



The following screen displays:



Step	Action
6	<p>Verify the total number of employee records is correct and select <b>Enter</b> (To Continue Program).  <i>If the information is incorrect, verify the employee's deduction information is correct by using the instructions in Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information. If additional assistance is needed, contact the Technology Management Customer Center.</i></p>

The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Personnel System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .



## *Topic 3: Verify the State Health Benefit Plan (SHBP) Deduction Set Up*

### *Procedure 3A: Verify the State Health Benefit Plan (SHBP) Option and Tier Records*

Step	Action
1	Log into PCGenesis.
2	Refer to the <i>Payroll System Operation Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 4A.4. Printing the Benefit Plan Record File Report</i> to print a listing of the Benefit Plan, options, and tiers.
3	Compare the results of the <i>SHBP Benefit Deduction Option and Tier Report</i> to recent changes from the Department of Community Health (DCH). <i>An example of this report is provided in 3A.1. SHBP Benefit Deduction Option and Tier Report – Example.</i>
4	If DCH changes have been made, wait for a PCGenesis release to be issued with the GHI premium updates. Contact the <i>Technology Management Customer Support Center</i> in order to obtain the PCGenesis release schedule.

### 3A.1. SHBP Benefit Deduction Option and Tier Report – Example

REPORT DATE: 11/13/2023 10:56  
 Program ID: PAY27

BENEFIT DEDUCTION OPTION AND TIER REPORT

PAGE 2

Report of EMPLOYEE rates in effect from: 01/01/2024 To: 12/31/2024

Option Tier Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
88 TRICARE SUPPLEMENT	Short Desc: TRISUP					
10 SINGLE COVERAGE	01/01/2013	12/31/9999	SINGLE	TRICARE SINGLE	TRICARE SGL	60.50
90 EMPLOYEE & SPOUSE	01/01/2013	12/31/9999	EESP	TRICARE EESP	TRICARE EESP	119.50
94 EMPLOYEE & CHILD(REN)	01/01/2013	12/31/9999	EECH	TRICARE EECH	TRICARE EECH	119.50
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2013	12/31/9999	FAMILY	TRICARE FAMILY	TRICARE FAM	160.50
B1 ANTHEM GOLD	Short Desc: ANTHEM GOLD					
10 SINGLE COVERAGE	01/01/2024	12/31/9999	SINGLE	ANTH GOLD SINGLE	ANTH G SINGL	188.56
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2024	12/31/9999	SINGLE/T	ANTH GOLD SINGL/T	ANTH G SGL/T	268.56
90 EMPLOYEE & SPOUSE	01/01/2024	12/31/9999	EESP	ANTH GOLD EESP	ANTH G EESP	464.72
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EESP/T	ANTH GOLD EESP/T	ANTH G EESP/T	544.72
94 EMPLOYEE & CHILD(REN)	01/01/2024	12/31/9999	EECH	ANTH GOLD EECH	ANTH G EECH	343.04
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EECH/T	ANTH GOLD EECH/T	ANTH G EECH/T	423.04
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2024	12/31/9999	FAMILY	ANTH GOLD FAMILY	ANTH G FAM	619.20
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024	12/31/9999	FAMILY/T	ANTH GOLD FAM/T	ANTH G FAM/T	699.20
B2 ANTHEM SILVER	Short Desc: ANTHEM SILVER					
10 SINGLE COVERAGE	01/01/2024	12/31/9999	SINGLE	ANTH SILVER SINGL	ANTH S SINGL	125.19
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2024	12/31/9999	SINGLE/T	ANTH SILVER SGL/T	ANTH S SGL/T	205.19
90 EMPLOYEE & SPOUSE	01/01/2024	12/31/9999	EESP	ANTH SILVER EESP	ANTH S EESP	331.65
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EESP/T	ANTH SILVER EESP/T	ANTH S EESP/T	411.65
94 EMPLOYEE & CHILD(REN)	01/01/2024	12/31/9999	EECH	ANTH SILVER EECH	ANTH S EECH	236.32
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EECH/T	ANTH SILVER EECH/T	ANTH S EECH/T	316.32
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2024	12/31/9999	FAMILY	ANTH SILVER FAMIL	ANTH S FAM	441.78
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024	12/31/9999	FAMILY/T	ANTH SILVER FAM/T	ANTH S FAM/T	521.78
B3 ANTHEM BRONZE	Short Desc: ANTHEM BRONZE					
10 SINGLE COVERAGE	01/01/2024	12/31/9999	SINGLE	ANTH BRNZE SINGLE	ANTH B SINGL	77.69
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2024	12/31/9999	SINGLE/T	ANTH BRNZE SGL/T	ANTH B SGL/T	157.69
90 EMPLOYEE & SPOUSE	01/01/2024	12/31/9999	EESP	ANTH BRNZE EESP	ANTH B EESP	231.90
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EESP/T	ANTH BRNZE EESP/T	ANTH B EESP/T	311.90
94 EMPLOYEE & CHILD(REN)	01/01/2024	12/31/9999	EECH	ANTH BRNZE EECH	ANTH B EECH	154.57
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EECH/T	ANTH BRNZE EECH/T	ANTH B EECH/T	234.57
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2024	12/31/9999	FAMILY	ANTH BRNZE FAMILY	ANTH B FAM	308.78
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024	12/31/9999	FAMILY/T	ANTH BRNZE FAM/T	ANTH B FAM/T	388.78
B6 ANTHEM HMO	Short Desc: ANTHEM HMO					
10 SINGLE COVERAGE	01/01/2024	12/31/9999	SINGLE	ANTH HMO SINGLE	ANTH H SINGL	148.53
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2024	12/31/9999	SINGLE/T	ANTH HMO SGL/T	ANTH H SGL/T	228.53
90 EMPLOYEE & SPOUSE	01/01/2024	12/31/9999	EESP	ANTH HMO EESP	ANTH H EESP	380.66
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EESP/T	ANTH HMO EESP/T	ANTH H EESP/T	460.66
94 EMPLOYEE & CHILD(REN)	01/01/2024	12/31/9999	EECH	ANTH HMO EECH	ANTH H EECH	274.99
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2024	12/31/9999	EECH/T	ANTH HMO EECH/T	ANTH H EECH/T	354.99
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2024	12/31/9999	FAMILY	ANTH HMO FAMILY	ANTH H FAM	507.12
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2024	12/31/9999	FAMILY/T	ANTH HMO FAM/T	ANTH H FAM/T	587.12

### CY2024 Benefit Plan Rate Updates

## ***Procedure 3B: Verify the State Health Benefit Plan (SHBP) Deduction Setup***

If the school district or system does not contribute to the employee GHI premium, the SHBP deduction code should not be set up to calculate an employer share, and the employer-paid contribution amount should be cleared.

If the school district or system contributes to the employee premium for only selected employees, the premium's amount should be included in the employee's gross wages. This will ensure proper wage reporting to the Department of Audits on the *CS-1 Report*, and for income tax purposes. The deduction for the employee premium should be the regular employee share. Also in this case, the SHBP deduction code should not be set up to calculate an employer share. If the school district or system pays a portion of the employee premium for selected employees such as the superintendent and senior officials refer to *Topic 7: Grossing-Up Wages for Highly Compensated Employees*.

Enter an employer-paid amount on the SHBP deduction code(s) if the employer-paid amount is the same for all employees and, if the school district or system pays a portion of the employee premium above and beyond the required employer share as an extra fringe benefit for all employees.

**Do not update the following employee information until after the SHBP import has been run:** If the employer-paid amount varies for employees, the employees must be set up with a different deduction code for each different employer-paid amount. In this instance, manually clear the normal SHBP deduction (deduction code '08' for Non-Certified employees or deduction code '09' for Certified employees) for these employees and enter another SHBP deduction code with an employer contribution indicator of '1' (Fixed Amount). Enter any remaining portion deducted from the employee's pay as the deduction amount. The employer-paid amount for this deduction and the employee-paid amount must equal the correct premium amount for the GHI Option and Tier selected by the employee.

For SHBP deductions without an employer contribution, the deduction screen should be set up as shown below:

```

PCG Dist=8991  Rel=13.04.00  12/18/2013  PCW 001  SV  C:\DEV\SVS  C:\SECOND  WHITE  PAY095
PAYROLL DEDUCTION DATA ENTRY

Deduction code: 08          Sort: 6
Description: STATE HEALTH -NON CERT      Percent: .00000
Short desc.: HEALTH INS          Vendor: 11
                                   GHI-NON-CERT
Deduction type: I  'A' = Annuity (Tax Sheltered)  'C' = Credit Union
                   'F' = Imputed Income          'G' = Garnishment
                   'I' = Non-Taxable Insurance

Fund: 199  Fiscal:          Program: 9990  Expense/receipt function: 9000
Balance #: 475

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

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

Contribution amount or %:          Object:          Balance:

** Display Mode **
F2-First  F5-Next  F9-Modify  F12-Delete  F16-Find Mode  F28-Help Screen  12.03.00
    
```

Step	Action
1	<p><b>For SHBP deductions <u>without</u> an employer contribution: To clear the employer-paid contribution amounts:</b> Refer to the <i>Payroll System Operation Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Deduction Records</i> to enter the payroll deduction record and to verify that the employer’s contribution indicator for deduction codes ‘08’ (<i>State Health-Non Cert</i>) and ‘09’ (<i>State Health-Cert</i>) is ‘0’ (<b>None</b>).</p>

For SHBP deductions with an employer contribution, the deduction screen should be set up as shown below:

```

PCG Dist=8991 Rel=13.04.00 12/18/2013 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE
PAYROLL DEDUCTION DATA ENTRY PAY095

Deduction code: 08 Sort: 6
Description: STATE HEALTH -NON CERT Percent: .00000
Short desc.: HEALTH INS Vendor: 11
GHI-NON-CERT
Deduction type: I 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
'I' = Non-Taxable Insurance

Fund: 199 Fiscal: 475 Program: 9990 Expense/receipt function: 9000
Balance #: 475

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

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

Contribution amount or %: 76.10000 Object: 21000 Balance: 421

** Display Mode **
F2-First F5-Next F9-Modify F12-Delete F16-Find Mode F28-Help Screen 12.03.00
    
```

Note that the *Employer Contribution Amount* will be system specific.

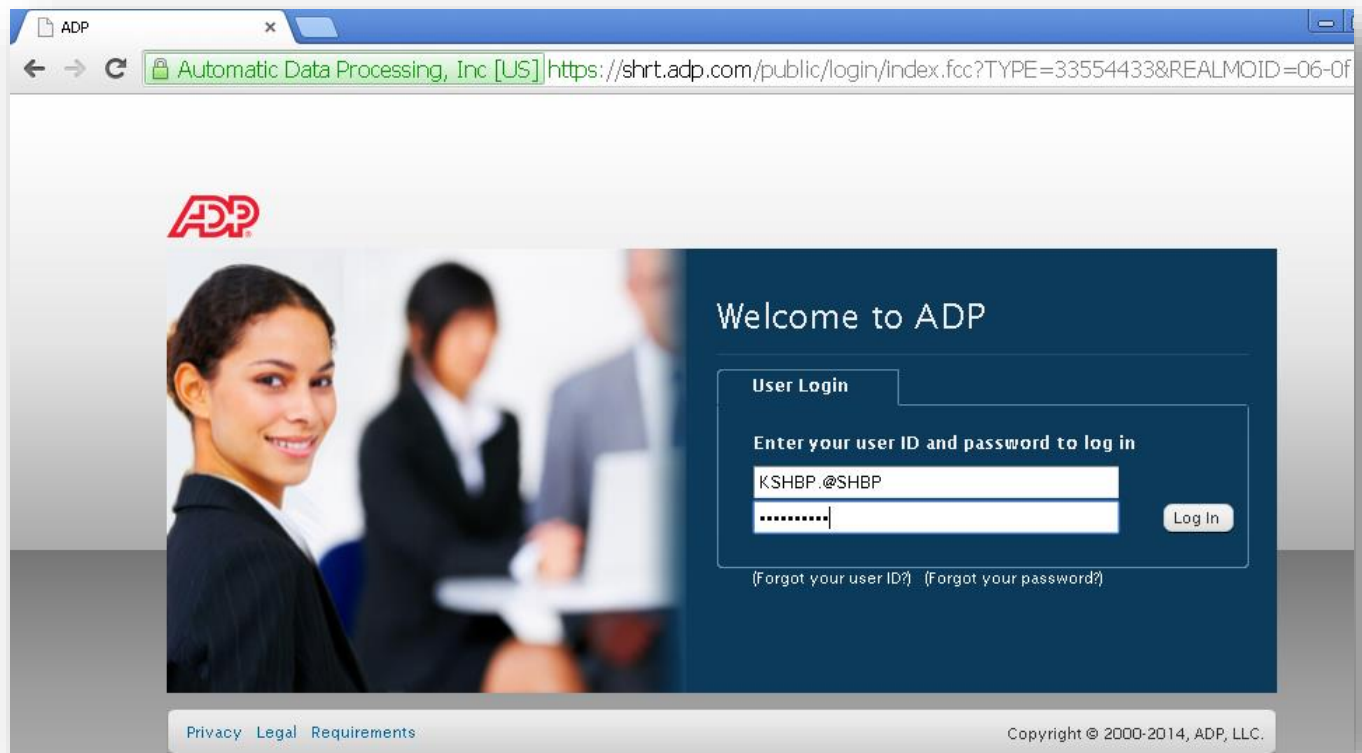
Step	Action
2	<p><b>For SHBP deductions <u>with</u> an employer contribution: To set up the employer-paid amount of the employee premium:</b> Refer to the <i>Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Deduction Records</i> to enter the payroll deduction record, or to verify that the employer’s contribution indicator for deduction codes ‘08’ (State Health-Non Cert) and ‘09’ (State Health-Cert) is ‘1’ (<b>Fixed Amount</b>) and that the account information and contribution amount is entered correctly.</p> <p><i>Note that using a percentage (%) of the employee gross income or of the employee-paid amount will result in incorrect amounts. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.</i></p> <p><i>Only use this option if the employer pays a portion of the employee’s premium for <u>all</u> employees. If the employer pays <u>only</u> a portion of the employee premium for a <u>select group of employees</u>, adjust the employee gross wages to include the premium’s amount, and the employee deduction should be the normal employee share.</i></p>
3	<p>Proceed to <i>Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website</i>, followed by <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i>.</p>

## Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website

These instructions work best when using **Google Chrome** version 39.0.2171.71. Also, the **Aspera** plug-in needs to be installed for downloads to work correctly.

Step	Action
1	Using <b>Google Chrome</b> (Version 39.0.2171.71 or higher), access: <a href="https://shrt.adp.com">https://shrt.adp.com</a>
2	Verify that the <b>Aspera</b> plug-in is installed in the web browser.

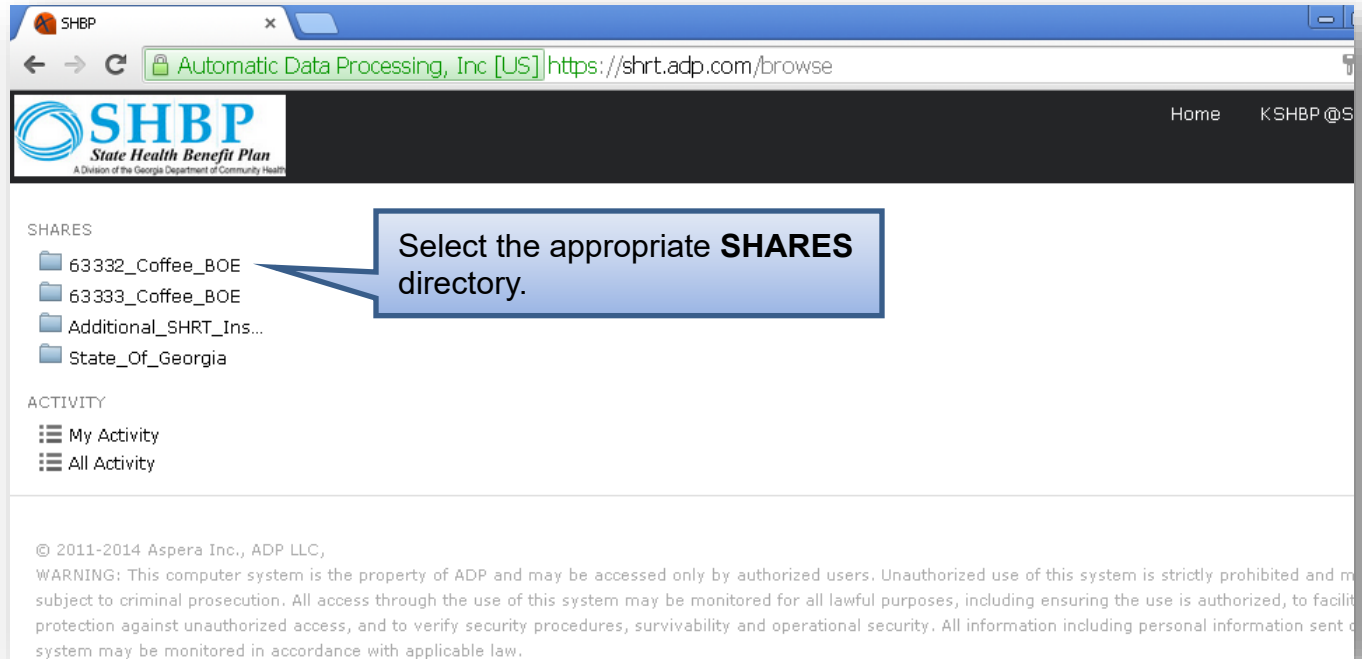
The following window displays:




Step	Action
3	Enter the <b>User ID</b> and <b>Password</b> in the <b>User Login</b> fields, and select  ( <b>Log In</b> ).

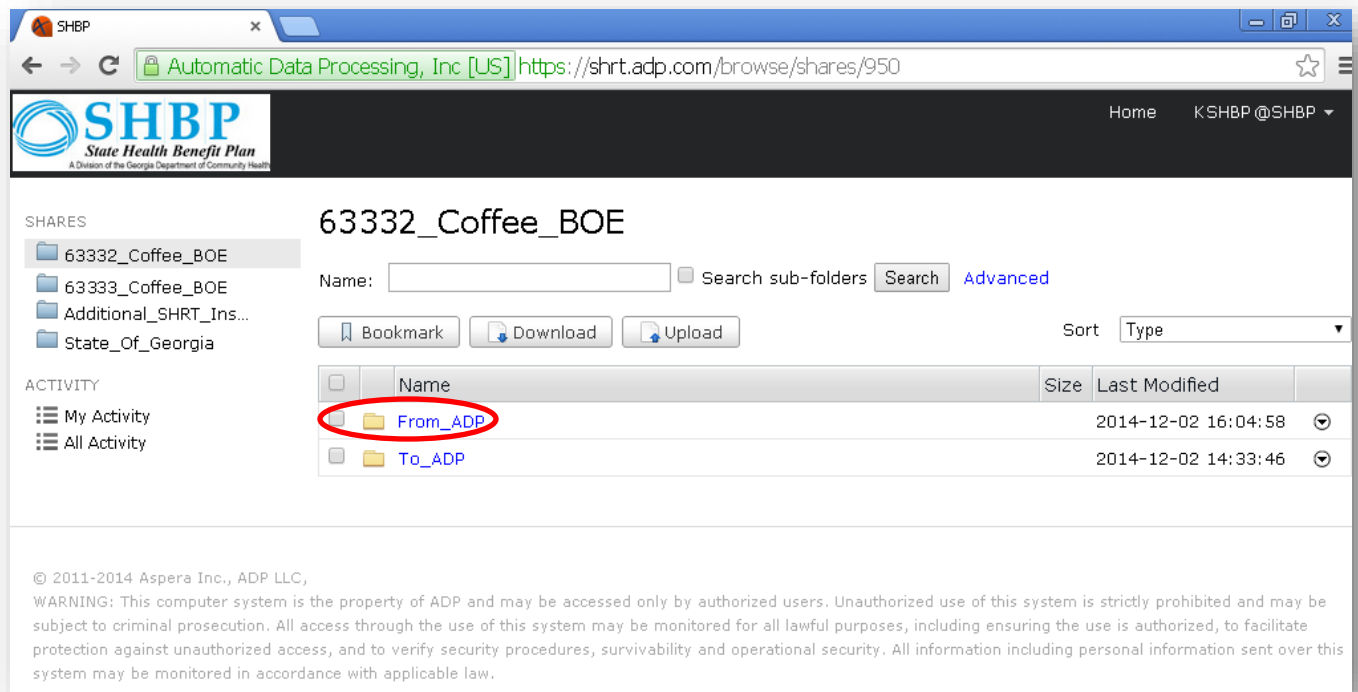
The screenshot examples provided from this point forward are for display purposes only. The responses will be system-specific and will be completely dependent on the user's environment.


The following window displays:



Step	Action
4	Select the appropriate <b>SHARES</b> directory. In the example above,  63332_Coffee_BOE (63332_Coffee_BOE) is selected.

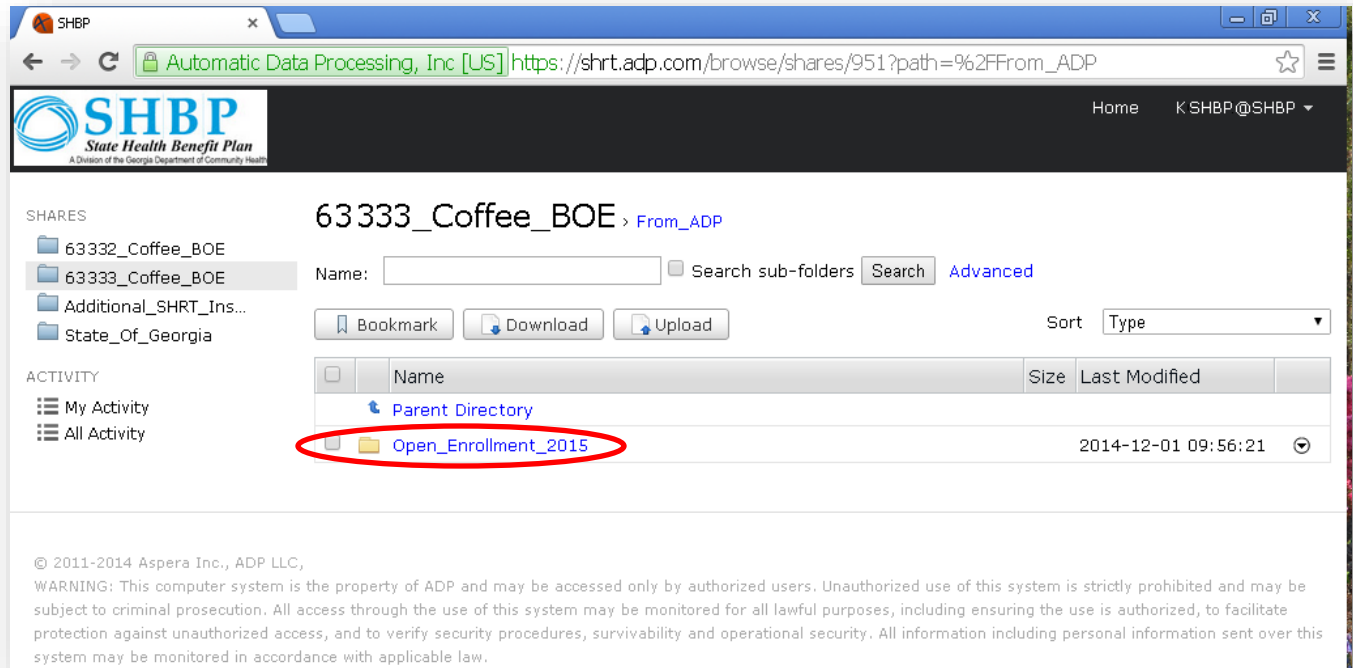
The following window displays:




Step	Action
5	<p>Open the <b>From_ADP</b> directory.</p> <p><b>To select the directory:</b> Enter <input checked="" type="checkbox"/> in the check box to the left of the directory and click the directory folder icon (  ).</p> <p><b>To deselect the download directory:</b> Verify that a <input checked="" type="checkbox"/> does NOT appear in the check box to the left of the directory ( <input type="checkbox"/> ).</p>

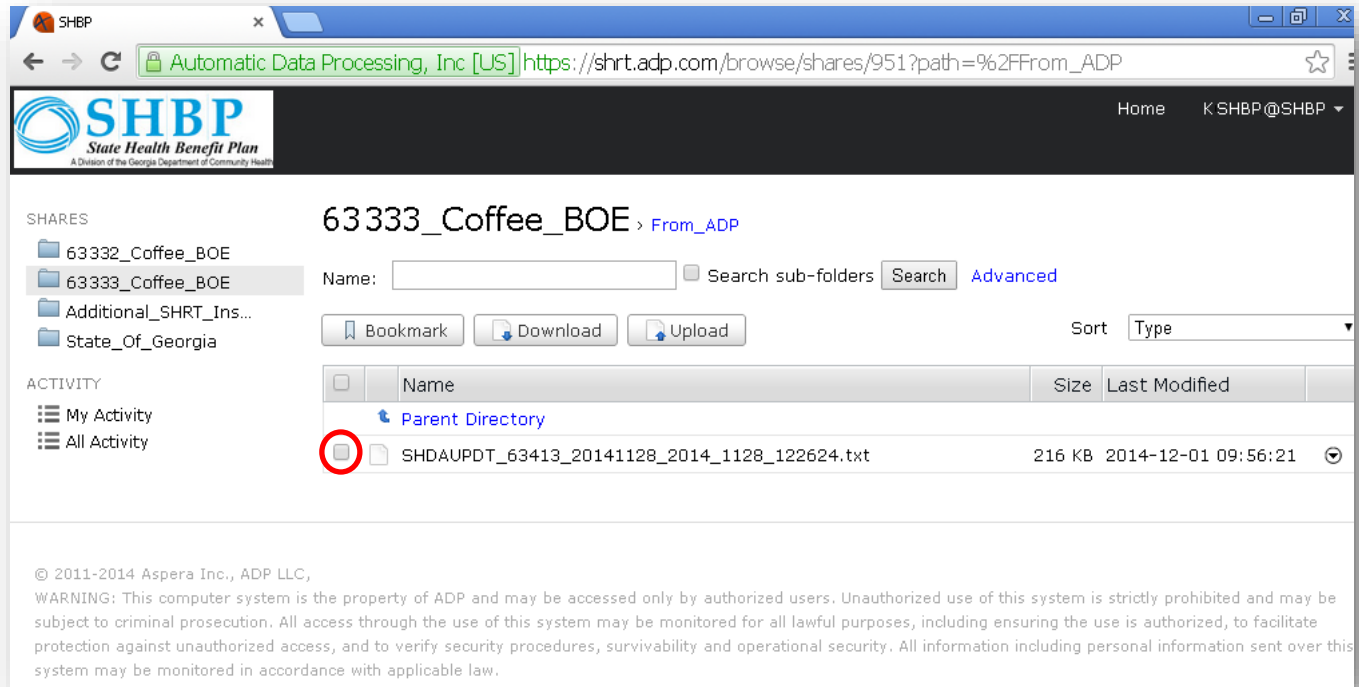


The following window displays:



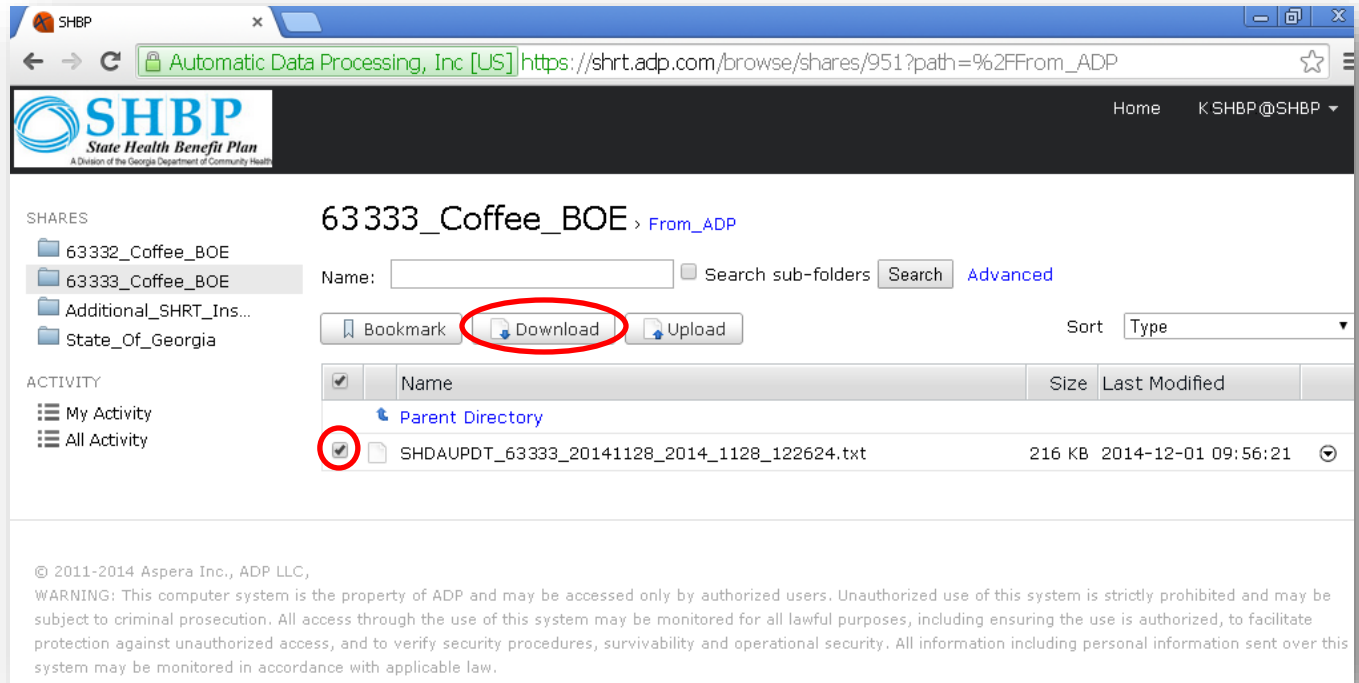
Step	Action
6	<p>Open the <b>Open_Enrollment_ccyy</b> directory.</p> <p><b>To select the directory:</b> Enter <input checked="" type="checkbox"/> in the check box to the left of the directory and click the directory folder icon (  ).</p> <p><b>To deselect the download directory:</b> Verify that a <input checked="" type="checkbox"/> does NOT appear in the check box to the left of the directory ( <input type="checkbox"/> ).</p>


The following window displays:



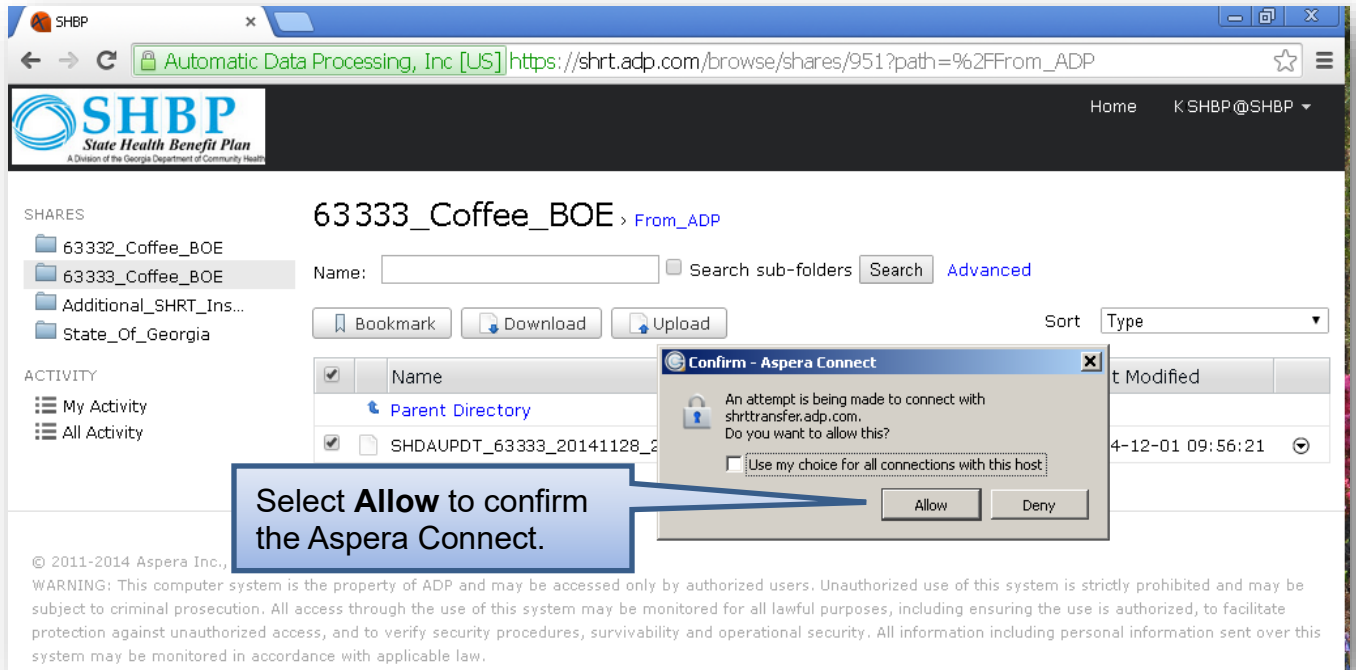
Step	Action
7	<p>Select the correct <b>Open Enrollment Download File</b> as specified by SHBP.</p> <p><b>To select the download file:</b> Enter <input checked="" type="checkbox"/> in the check box to the left of the file.</p> <p><b>To deselect the download file:</b> Verify that a <input type="checkbox"/> does NOT appear in the check box to the left of the file ( <input type="checkbox"/> ).</p>


The following window displays:



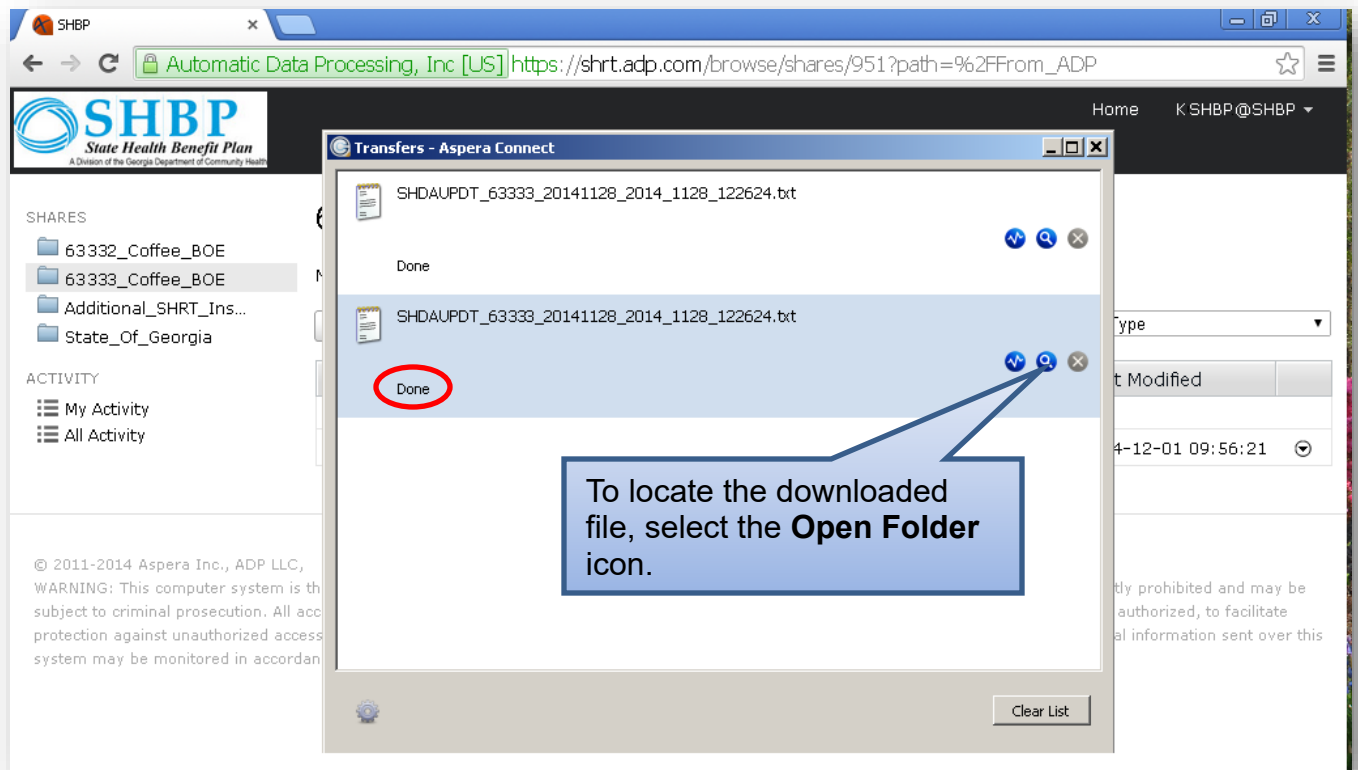
Step	Action
8	Select the  (Download) button.


The following window displays:



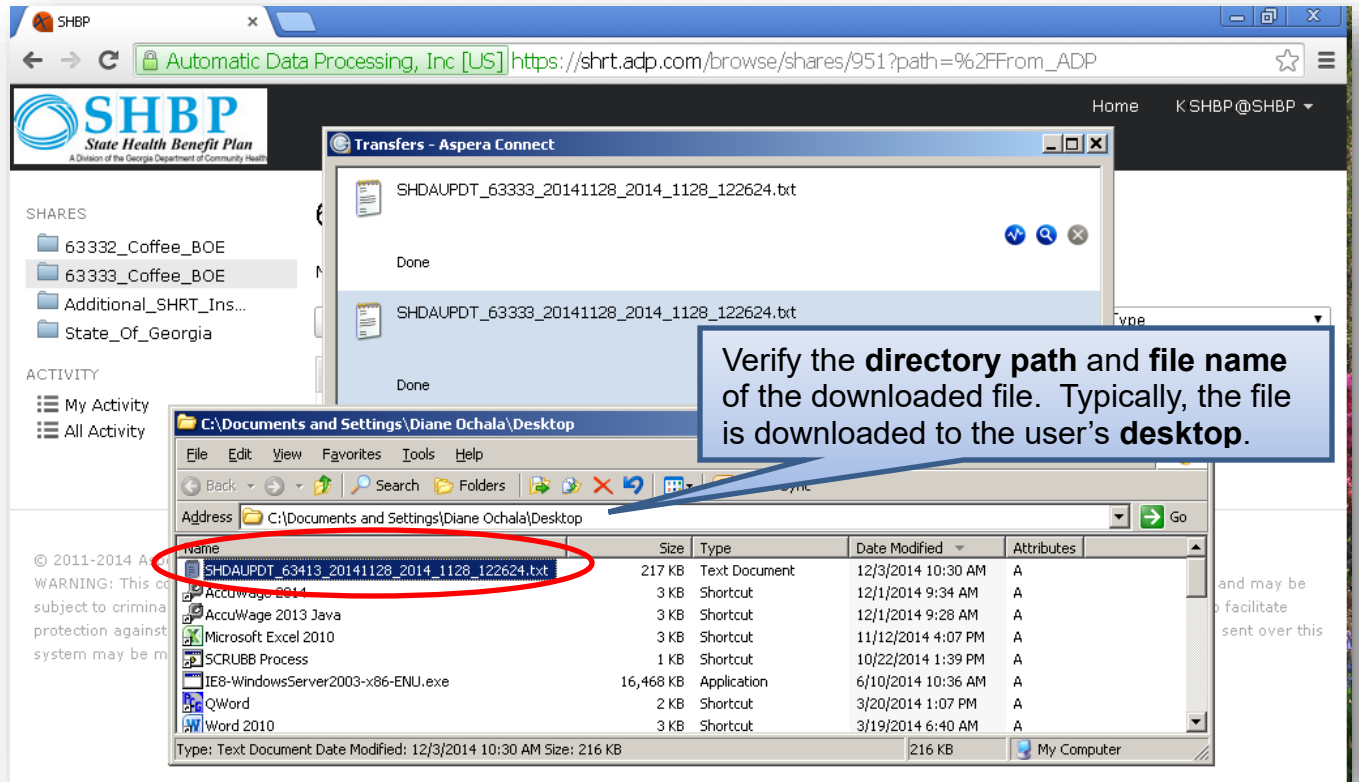
Step	Action
9	<p>To confirm the Aspera Connect, select the  (<b>Allow</b>) button.</p> <p><i>If you check the box (<input type="checkbox"/>) in the security pop-up and click <b>Allow</b>, you should not have to perform this task the next time you download a file; however, if prompted in the future, just check the box (<input checked="" type="checkbox"/>) in the grey dialog box.</i></p>

The following window displays:



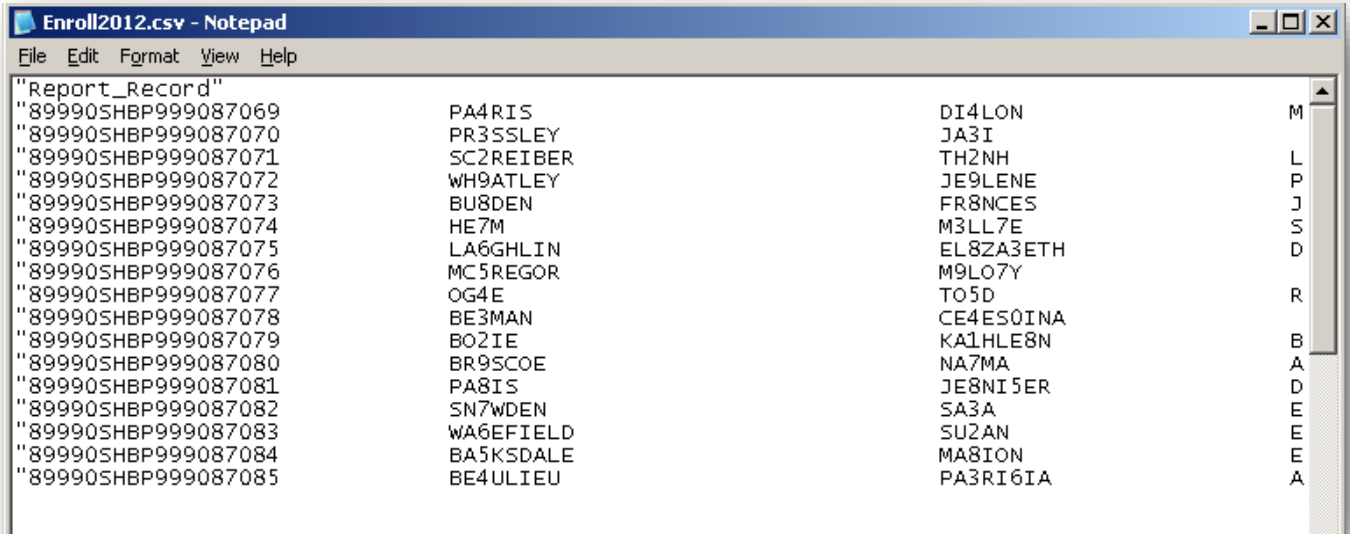
Step	Action
10	<p>A <b>Transfers</b> window will appear showing the status of the download. When the file has downloaded successfully, the status appears as <b>Done</b>. The file will appear in the <b>Downloads</b> folder specified in your profile. Do not close the window until you see the word <b>Done</b> and until you complete the next step.</p> <p>Once the download is complete, verify the status as <b>Done</b>.</p> <p>To locate the downloaded file, select  (<b>Open Folder</b>) icon.</p>

The following window displays:



Step	Action
11	Verify the <b>directory path</b> and <b>file name</b> of the downloaded file. Typically, the file is downloaded to the user's <b>desktop</b> . Record the directory path and file name for use in <i>Topic 5</i> .
12	Close the Web browser.
13	Proceed to <i>Topic 5: Importing the State Health Option and Tier from the DCH File</i> .

#### 4A. Downloaded Open Enrollment File – Example



```

"Report_Record"
"89990SHBP999087069          PA4RIS          DI4LON          M
"89990SHBP999087070          PR3SSLEY       JA3I            L
"89990SHBP999087071          SC2REIBER     TH2NH          P
"89990SHBP999087072          WH9ATLEY      JE9LENE        J
"89990SHBP999087073          BU8DEN        FR8NCES        S
"89990SHBP999087074          HE7M          M3LL7E         D
"89990SHBP999087075          LA6GHLIN     EL8ZA3ETH      R
"89990SHBP999087076          MC5REGOR     M9LO7Y         B
"89990SHBP999087077          OG4E          TO5D           A
"89990SHBP999087078          BE3MAN       CE4ES0INA      D
"89990SHBP999087079          BO2IE        KA1HLE8N       E
"89990SHBP999087080          BR9SCOE      NA7MA          E
"89990SHBP999087081          PA8IS        JE8NI5ER       E
"89990SHBP999087082          SN7WDEN      SA3A           A
"89990SHBP999087083          WA6EFIELD    SU2AN          E
"89990SHBP999087084          BA5KSDALE    MABION         E
"89990SHBP999087085          BE4ULIEU     PA3RI6IA       A

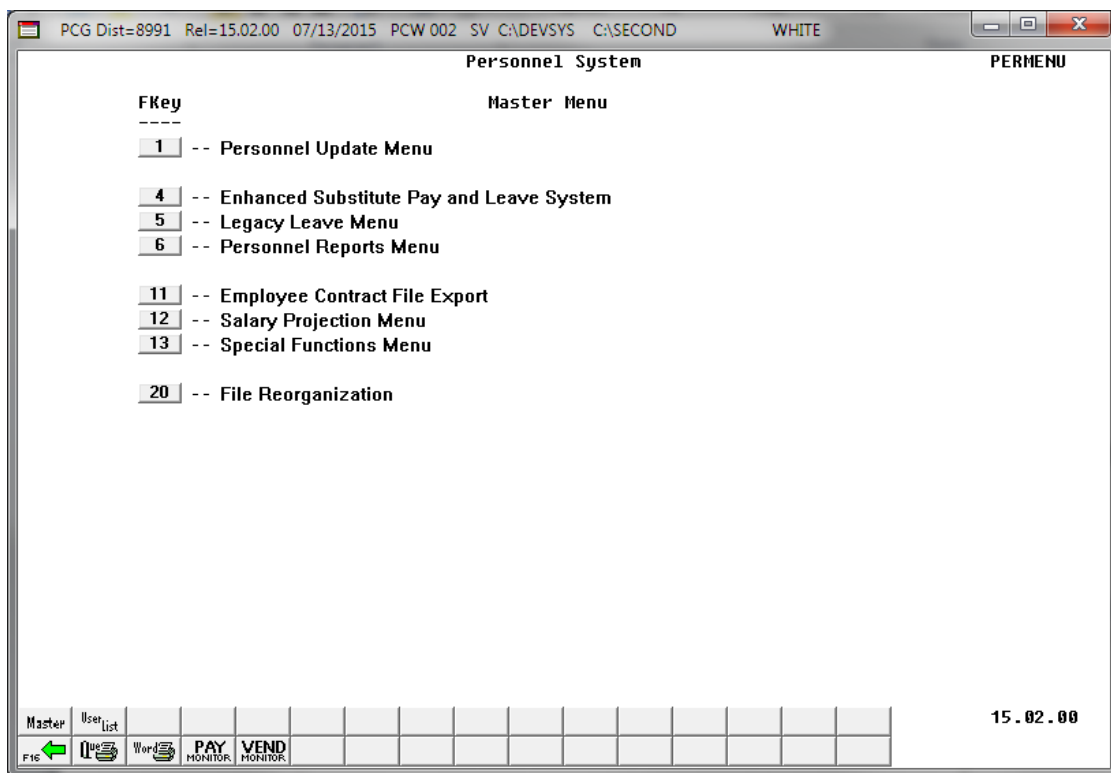
```

**NOTE:** Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change. If editing the file is required, use Notepad to make changes. In order to be a valid import file, the file should look as shown above.

## Topic 5: Importing the State Health Option and Tier from the DCH File

Importing the SHBP option and tier information from the ADP website into PCGenesis processes the SHBP downloaded file. This procedure sets the GHI Option and Tier in the employees' personnel information. Using this function will save the time-consuming steps of manually editing employees' information to make the deduction change. PCGenesis users must perform this function after open enrollment is complete.

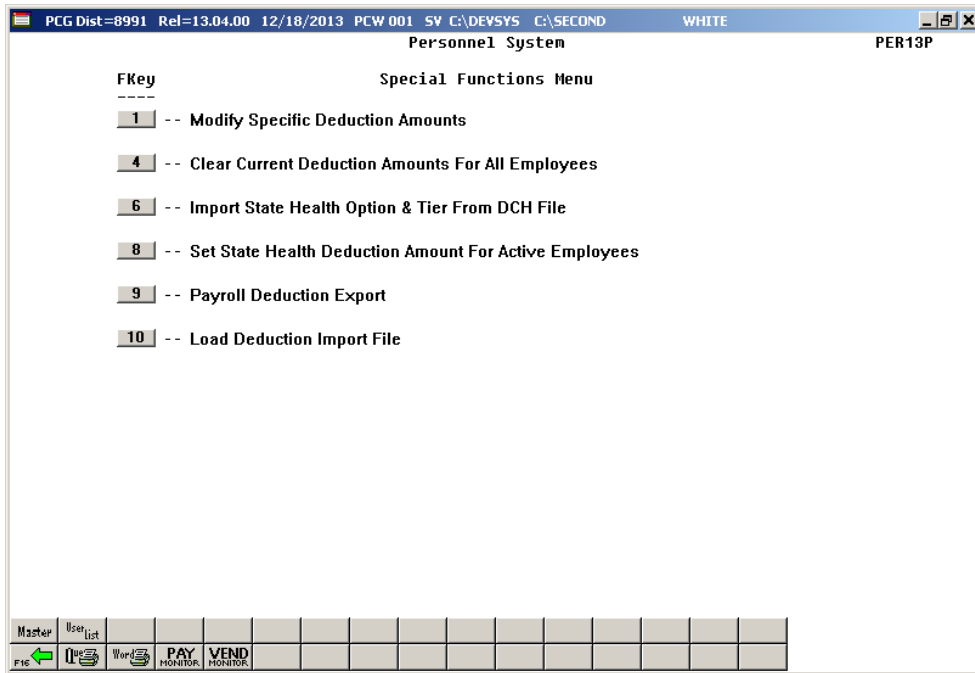
**NOTE:** **Do NOT** edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change. If editing the file is required, use Notepad to make changes. In order to be a valid import file, the file should look as shown above.



Step	Action
1	Select <b>13</b> (F13 - Special Functions).

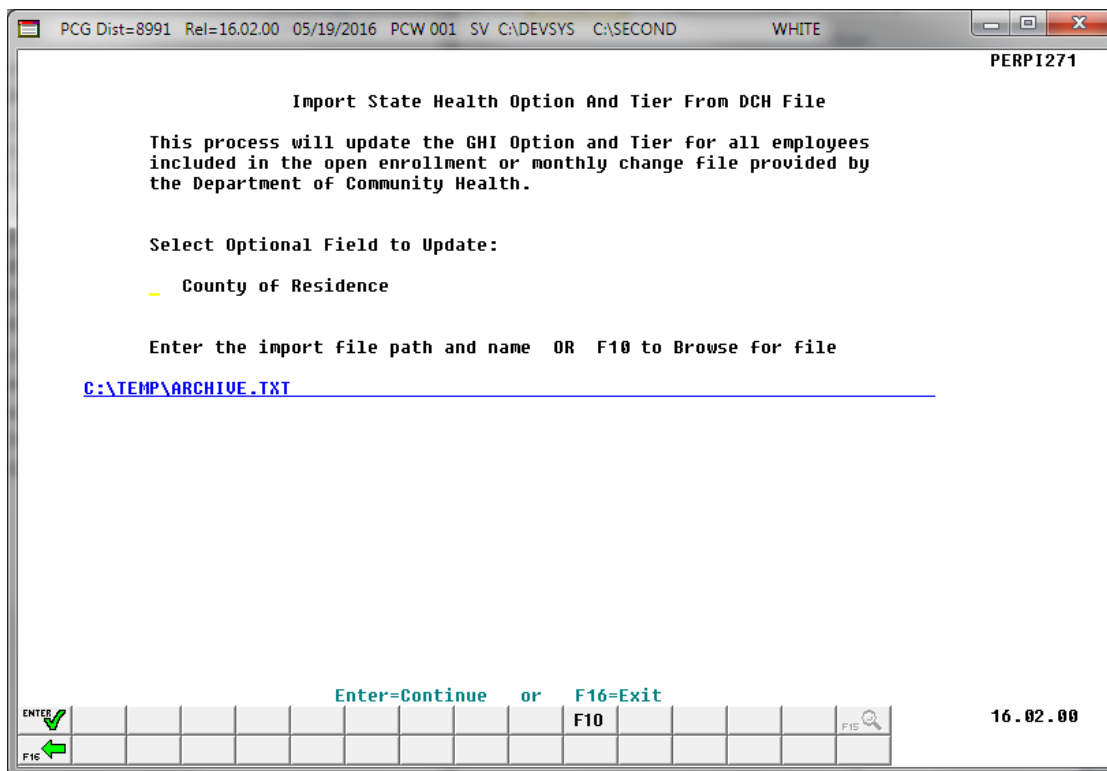




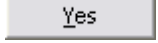
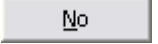
The following screen displays:



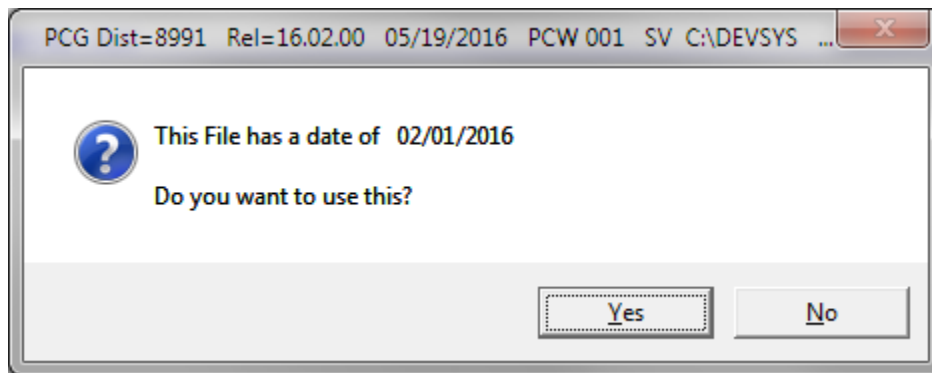
Step	Action
2	Select <b>6</b> (F6 - Import Health Option and Tier from DCH File).

The following screen displays:

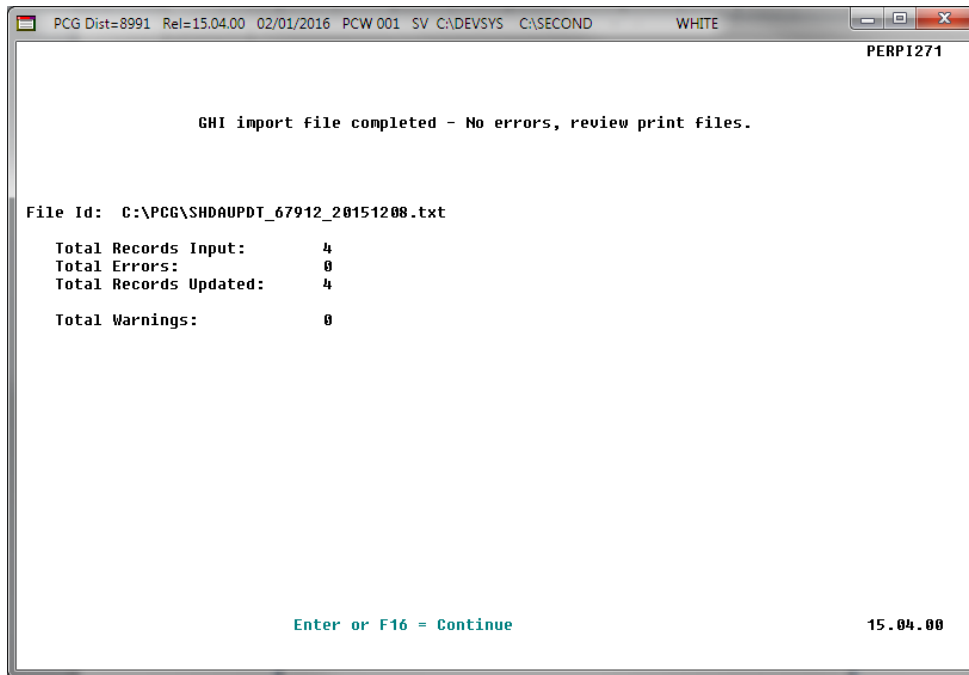


Step	Action
3	<b>To update DCH-provided County of Residence information:</b> Enter <b>Y</b> (Yes) in the <b>County of Residence</b> field.
4	Enter the import file name in the <b>Enter the import file path</b> field, or select  (F10 - to Browse for file) to locate the file manually.  Verify the file name displays from <i>Topic 4, Step 11</i> in the file name field.
5	Select  ( <b>Enter</b> ) <u>twice</u> .  <i>When the downloaded file's date differs from the current date, a "This File has a date of MM/DD/CCYY – Do you want to use this?" dialog box displays after selecting Enter for the first time. In this instance, verify the file's date is correct and select  (Yes). If the information is incorrect, select  (No) and return to Topic 4: Downloading the State Health Benefit Plan (SHBP) Open Enrollment File from the ADP Website for the instructions to download a more recent file.</i>  <i>When selecting <b>Enter</b>, PCGenesis validates the information and produces a <u>report</u> of its findings. If errors are detected an exceptions report will also be generated.</i>

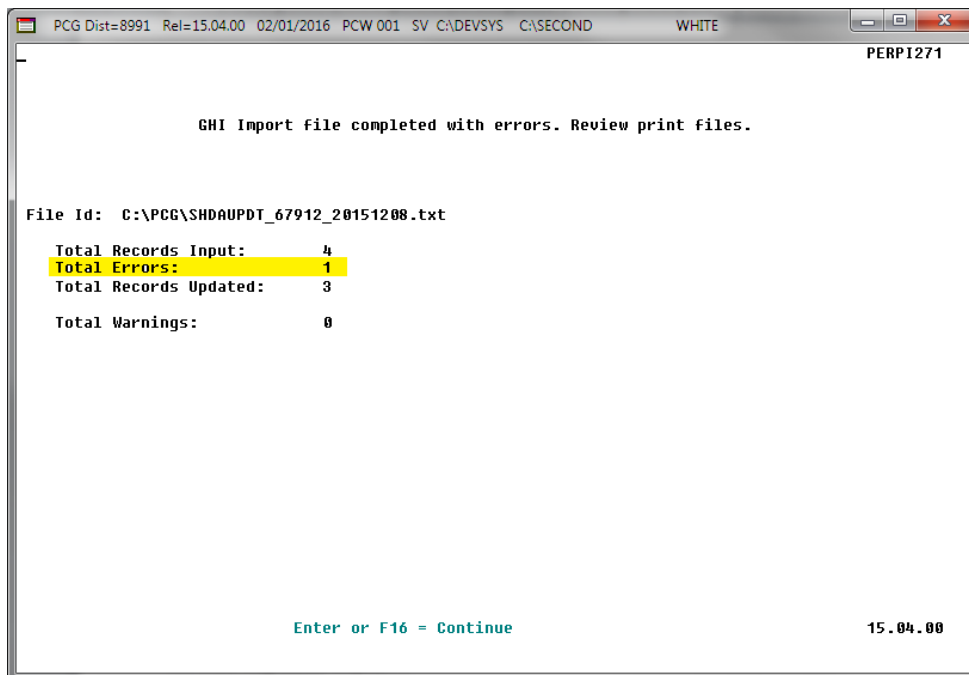
If the downloaded file's date differs from the current date, the following dialog box displays:



For a successful file import, a screen similar to the screenshot example below displays:

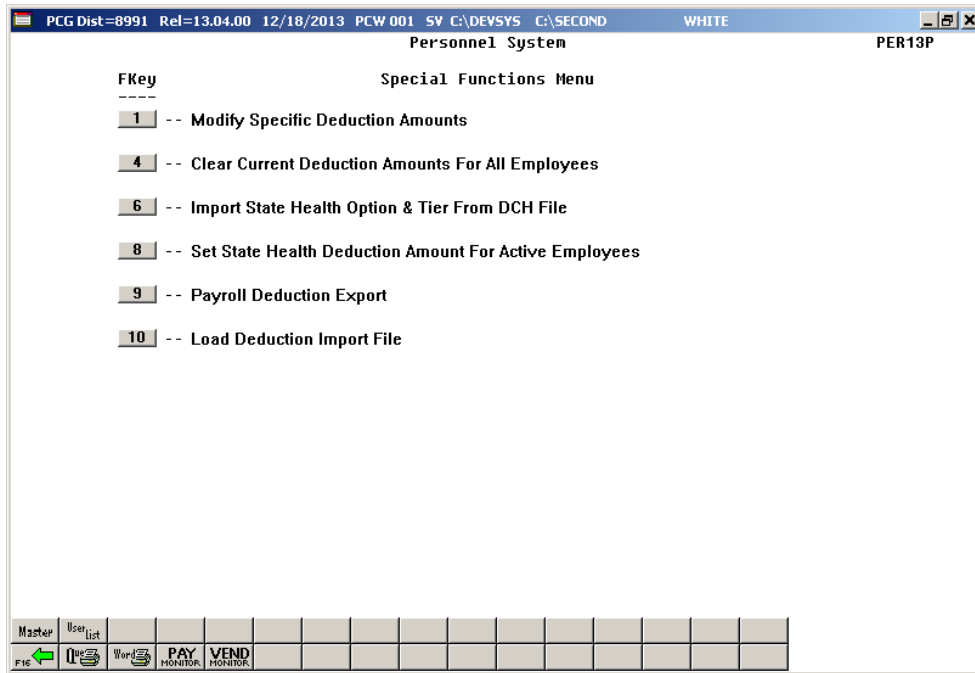






For errors, a screen similar to the screenshot example below displays:



Step	Action
6	<p><b>If there are errors:</b> For example, the option and tier selected by the employee and supplied by DCH, could not be loaded into PCGenesis because no employee record matching the SSN and a <b>GHI Eligible?</b> flag of <i>Y (Yes)</i> could be found. Usually this occurs when the employee was terminated between the time that the files were submitted to the DCH, and when they were received by the district for open enrollment processing. The <b>GHI Eligible?</b> flag is automatically set to <i>N (No)</i> when an employee is terminated.</p> <p>The wording for the “<i>ERROR - No Update Performed - No Participating Record</i>” message is generated because the data supplied by DCH has an SSN, but a corresponding employee number does not exist in PCGenesis. Because school districts and systems may terminate an employee several times under different employee numbers and an employee can have multiple PCGenesis active employee records, PCGenesis locates the "best" payroll record by SSN until the [first] record containing a <b>GHI Eligible?</b> flag of “<b>Y</b>” is found. PCGenesis attempts to update the option and tier on that payroll record.</p> <p>If no payroll record is found which contains a <b>GHI Eligible?</b> flag of “<b>Y</b>”, PCGenesis generates the error message. <u>If the employee was terminated since the enrollment eligibility data file was submitted to the DCH</u>, the error may be fixed by removing the offending row from the DCH import file. Do NOT make changes to the DCH file using Microsoft Excel. Instead use a text editor to make the necessary changes to the DCH import file.</p> <p>An error may also be indicated if the employee has an active payroll/personnel record and is eligible for GHI participation, but the employee’s <b>GHI Eligible?</b> flag is “<b>N</b>”. The error indicates that the employee’s <b>GHI Eligible?</b> flag is not set correctly and the GHI Eligibility indicator must be manually set by following the instructions in <u><i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</i></u>. It would be faster to manually update the option and tier on the <i>Display/Update Personnel Data</i> screen instead of rerunning the upload and deduction set procedure.</p> <p><i>If there are errors, update the employee information as indicated on the Exceptions Report and proceed to Step 8.</i></p>
7	<p><b>If there are no errors:</b> If the employer-paid amount is the same for all employees and if the school district or system pays a portion of the employee premium for selected employees such as the superintendent and senior officials, or pays a portion of the employee premium above and beyond the required employer share as an extra fringe benefit, the amount should be added to the employee gross wages and the regular employee deduction should be taken. By adding the amount to the gross wages, the information on the <i>CS-1 Report</i> is subsequently correct. Additionally, PCGenesis correctly calculates the amount for income tax purposes.</p> <p><i>Refer to Topic 7: Grossing-Up Wages for Highly Compensated Employees for instructions.</i></p>
8	<p>Select <b>Enter</b> (Continue).</p>

The following screen displays:



Step	Action
9	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
10	<p>Select  (F16 - Exit) to return to the <i>Personnel System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
11	<p>Review the <i>State Health Benefit Plan Changes Report</i> and the <i>State Health Benefit Plan Import Exception Report</i>.</p> <p><u><i>State Health Benefit Plan Import Exception Report:</i></u></p> <p>Review <i>Section 5B.1. Problem/Cautionary Warning/Action Table</i> in this document as an aid in resolving messages generated on the report.</p>
12	<p>Proceed to <i>Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees</i>.</p>

### 5A. State Health Benefit Plan Changes Report – Example

Date: 02/01/2016 09:55		State Health Benefit Plan Import Changes								Page 1	
Program: PERPI271		-----Before-----					-----After-----				
Empno	Name	CERT	OPTN	TIER	Participate	County	OPTN	TIER	Participate	County	
86424	AI9SWORTH, CO9NELL	Y	B3	10	Y	160	B2	96	Y	160	
88966	AL3CEA, DU3TI	Y	B6	96	Y	160	B3	10	Y	160	
88389	AL4RECHT, KE4NITH	Y	B6	96	Y	160	B6	96	Y	160	
89386	AN7ERS, AU7USTINE	Y	NC	00	N	160	B6	90	Y	160	
Total Records In:		4									
Total Errors:		0									
Total Records Updated:		4									
Total Warnings:		0									

The State Health Benefit Plan Import Exception Report contains records processed, errors, records updated, and warning error totals.

Date: 02/01/2016 09:55		State Health Benefit Plan Import Exception Report			Page 1	
Program: PERPI271						
SSN or Empno	Name	Exception Message		Import Data Values		
Total Records In:		4				
Total Errors:		0				
Total Records Updated:		4				
Total Warnings:		0				

## 5B. State Health Benefit Plan Import Exception Report – Example

In addition to the message in the screenshot example, PCGenesis will also display the “Error – No Update Performed – Missing PAYROLL Record” message when no employee information is found for an SSN.

The final page of the report contains records processed, errors, records updated, and warning error totals.

Date: 02/01/2016 09:49		State Health Benefit Plan Import Exception Report		Page 1
Program: PERPI271				
SSN or Empno	Name	Exception Message	Import Data Values	
999994747		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/96	
999997257		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/10	
999991917		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/96	
999992484		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/90	
999991280		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/96	
999994541		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/91	
999990569		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/94	
999998731		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/94	
999993845		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/94	
999994016		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/96	
999992286		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B6/94	
999993488		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B2/10	
999998813		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER B3/10	
Total Records In:		13		
Total Errors:		13		
Total Records Updated:		0		
Total Warnings:		0		

### 5B.1. Problem/Cautionary Warning/Action Table

Although the message types displayed depend on the file's data, the following table lists resolutions to a few of the potential error messages.

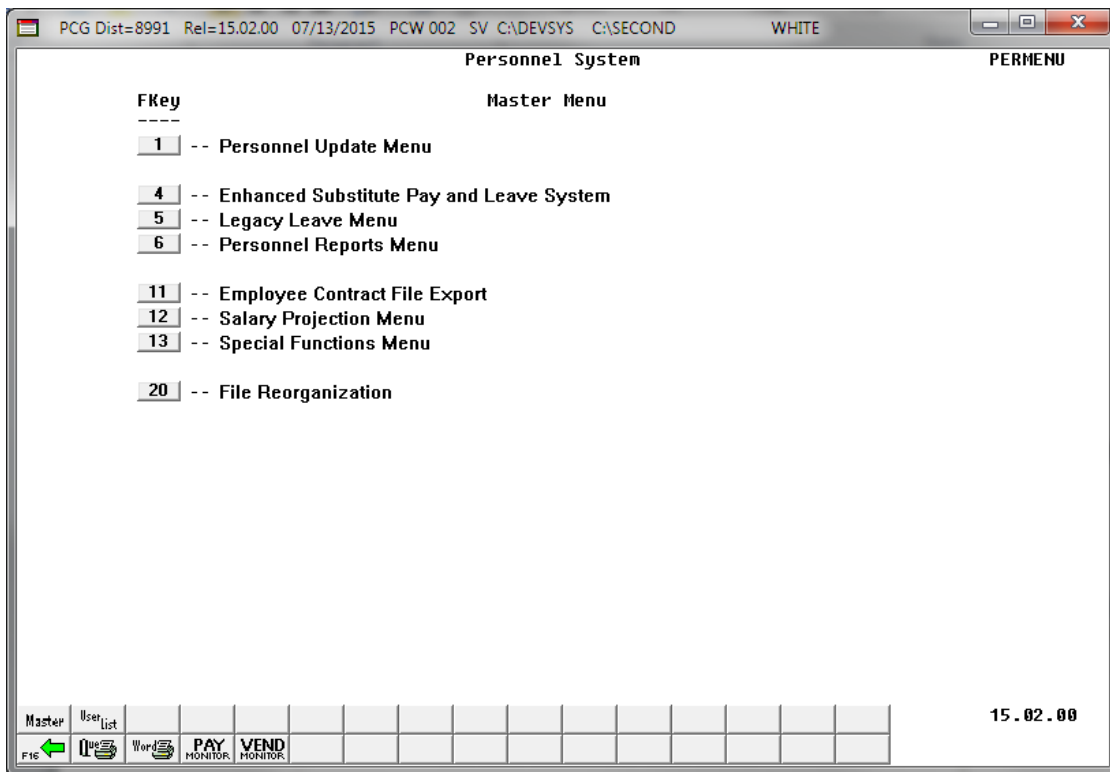
Problem/Cautionary Warning	Action
SHBP reports data for an SSN not recorded in your payroll file.	Check with DCH/SHBP to verify the employee's employment by the school district or system. Where appropriate, correct the Payroll records.
Mismatch between the PCG Payroll and Personnel files and the employee's personnel information is missing.	Correct by editing the employee's Personnel record and saving the changes in PCGenesis. In this instance, reenter the employee's GHI eligibility, plan, option, and other information such as emergency contact information.
Personnel data cannot be updated because the employee is coded as ineligible for SHBP.	When terminating employees, PCGenesis automatically codes the employee as ineligible for GHI. If DCH/SHBP returns data for this type of employee, no updates occur and the employee records will display on the <i>State Health Benefit Plan Import Exception Report</i> .
Invalid county – Warning	When selecting the County of Residence update option during the DCH file import, the SHBP-provided county information will be validated in PCGenesis. Verify and correct the information where appropriate.



## Topic 6: Setting the State Health Benefit Plan (SHBP) Deduction Amounts for Active Employees

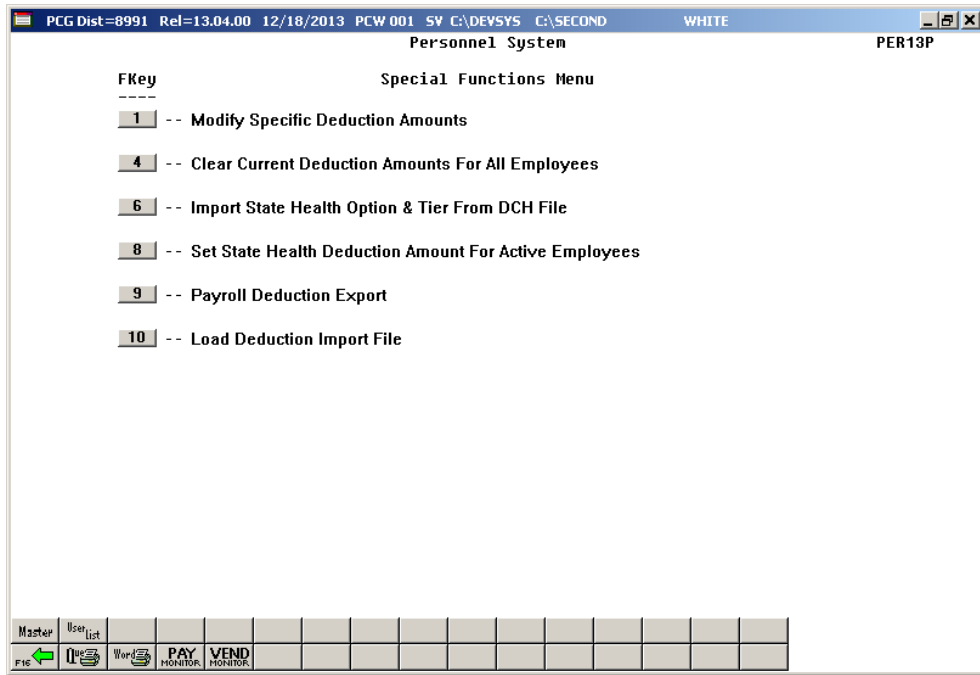
Setting the SHBP deduction amounts for active employees excluding substitutes, sets the SHBP employee deduction amount based on the GHI options and tiers. PCGenesis performs this function for SHBP deductions that were set manually in PCGenesis or were included in the *SHBP Open Enrollment File Import* from the Department of Community Health (DCH). Using this function will save the time-consuming steps of editing employee payroll information to make the deduction change and should be used after *Open Enrollment*.

When performing the function in *Trial* mode, PCGenesis automatically produces a report of pending modifications to affected employees' deductions. If not selecting the *Trial* mode, PCGenesis produces a report of the deduction modifications.



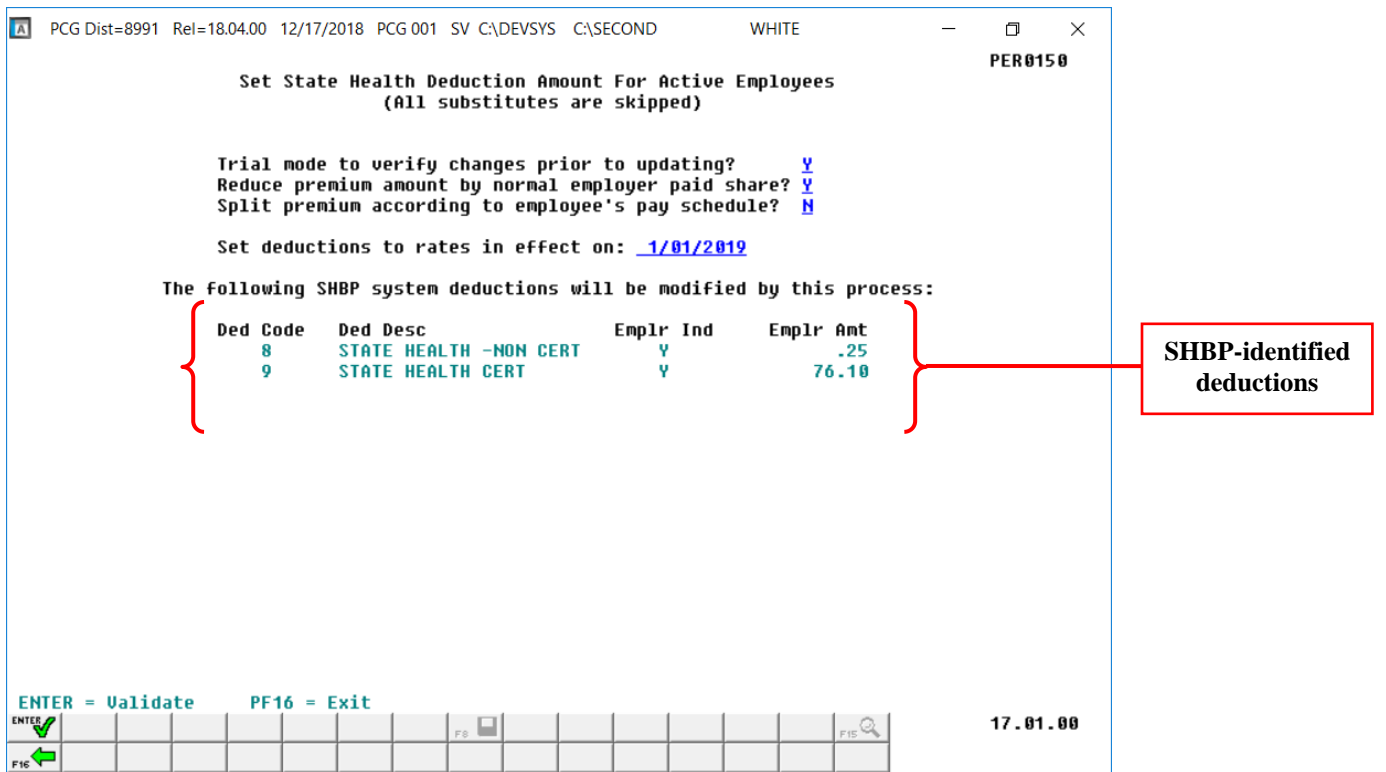
Step	Action
1	To verify payroll has been set up: Select <b>PAY MONITOR</b> (Pay Monitor). Verify or enter <b>Y</b> (Yes) in the <b>Setup payroll for new pay period</b> field. Select <b>Enter</b> (Validate), and <b>F8</b> (Update).
2	Select <b>13</b> (F13 - Special Functions).

The following screen displays:




Step	Action
3	Select <b>8</b> (F8 - Set State Health Deduction Amount for Active Employees).

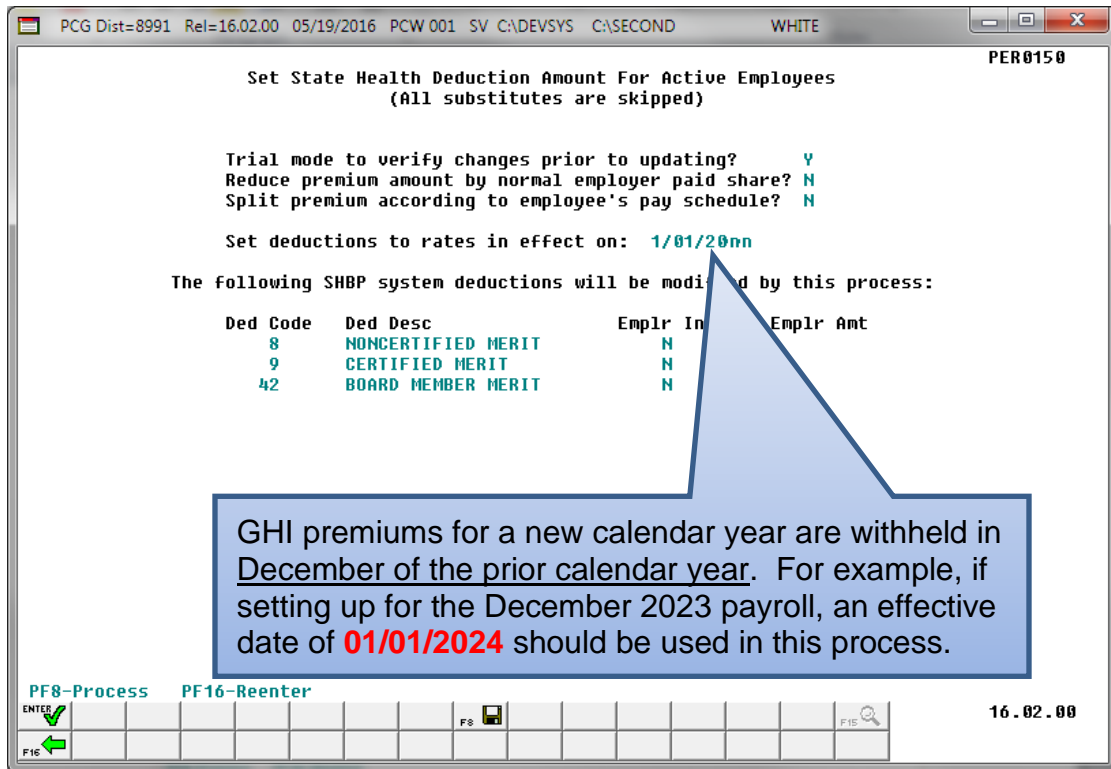
The following screen displays:




Step	Action
4	<p><b>To run in Trial mode:</b> Enter <b>Y</b> (Yes) in the <b>Trial mode to verify changes prior to updating?</b> field.</p> <p><i>If the function has already been run and the results have been verified, enter N (No) in the field to run the process in <b>Final</b> mode.</i></p>
5	<p>Enter the appropriate response in the <b>Reduce premium amount by normal employer paid share?</b> field.</p> <p><i>SHBP-identified deduction codes were identified as such using the instructions provided in <u>Payroll System Operations Guide</u>, Section F: <u>Description/Deduction/Annuity File Processing</u>. The “Benefit plan code associated with deduction” switch within the deduction record has been identified as “SHBP”. Enter N (No) if employee-paid premium amounts should not be adjusted.</i></p>
6	<p><b>If N (No) was entered in Step 5:</b> Enter the appropriate response in the <b>Split premium according to employee’s pay schedule?</b> field.</p> <p><i>When the school district or system has more than one payroll, the option to split the normal premium according to each employee’s pay period is available. Enter N (No) to deduct the full premium amount in one payroll per month. Enter Y (Yes) to split the premium between pay periods. If the school district or system pays bi-weekly or weekly, PCGenesis divides the premium by twenty-six (26) for biweekly payrolls and by fifty-two (52) for weekly payrolls respectively.</i></p> <p><i>If the school district or system has an employer-paid portion that applies to all employees, splitting the premium is not currently an option in PCGenesis. Contact the Technology Management Customer Support Center for additional assistance with this matter.</i></p>
7	<p>Enter the date (MM/DD/CCYY) in the <b>Set deductions to rates in effect on</b> field.</p> <p><i>The effective date allows PCGenesis to retrieve and use the rates from the benefit deduction file in effect for the date selected. Although PCGenesis defaults to the current date, enter the appropriate date, such as the next payroll period’s date or the new calendar year’s beginning date in most cases. For example, the December payroll withholds the premiums for January SHBP coverage, so when setting up for the December payroll, specify the date field as <b>01/01/CCYY</b>, where CCYY is the <b>new calendar year</b>.</i></p>
8	<p>Verify the (Certified) and (Classified) benefit plan entries are correct.</p> <p><i>These entries default from the Benefit configuration record. If the information is incorrect, refer to the results of the Benefit Deduction Option and Tier Report to determine the discrepancy. Follow the steps necessary to correct the error(s) before attempting to add the deduction information to PCGenesis. (This report will be generated and printed in Steps 13 - 16.)</i></p>

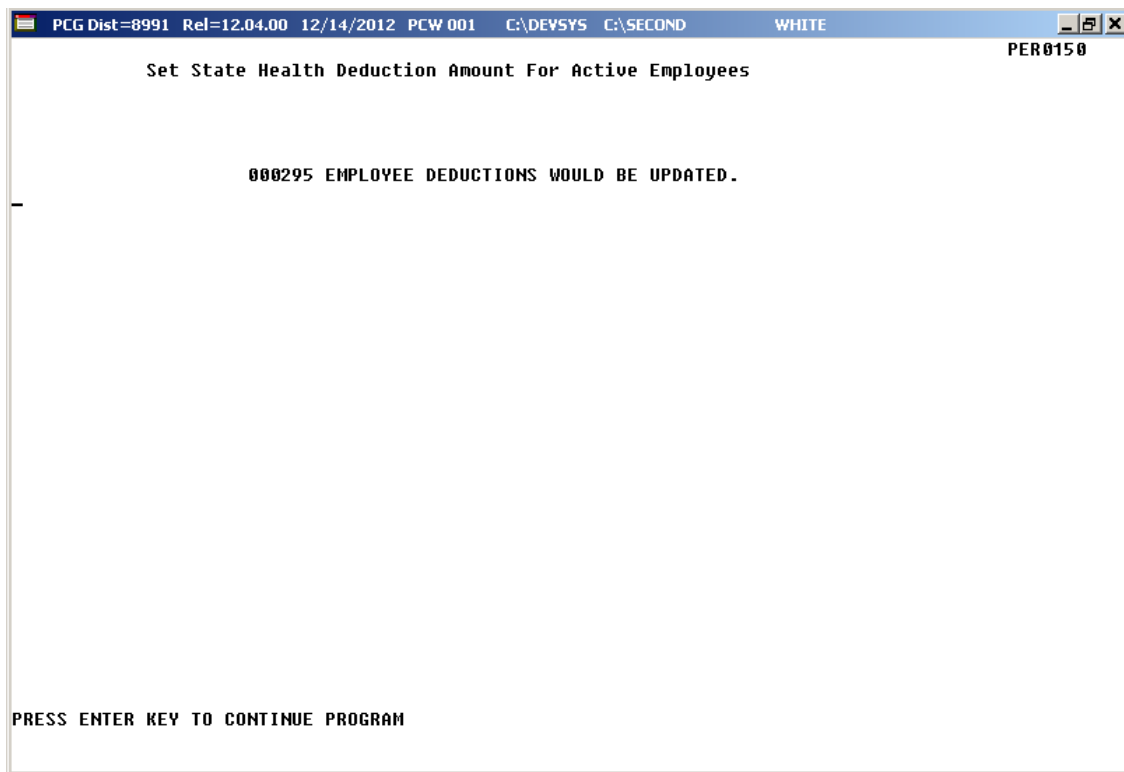
Step	Action
9	<p>Select  (<b>Enter</b>) to validate.</p> <p><i>Error messages display where appropriate, as in the case of rates not being found for a specific date. In this instance, correct the errors, and repeat the procedure beginning at Step 1.</i></p> <p><i>PCGenesis users should bypass <u>cautionary</u> messages at the user's discretion.</i></p>

The following screen displays:



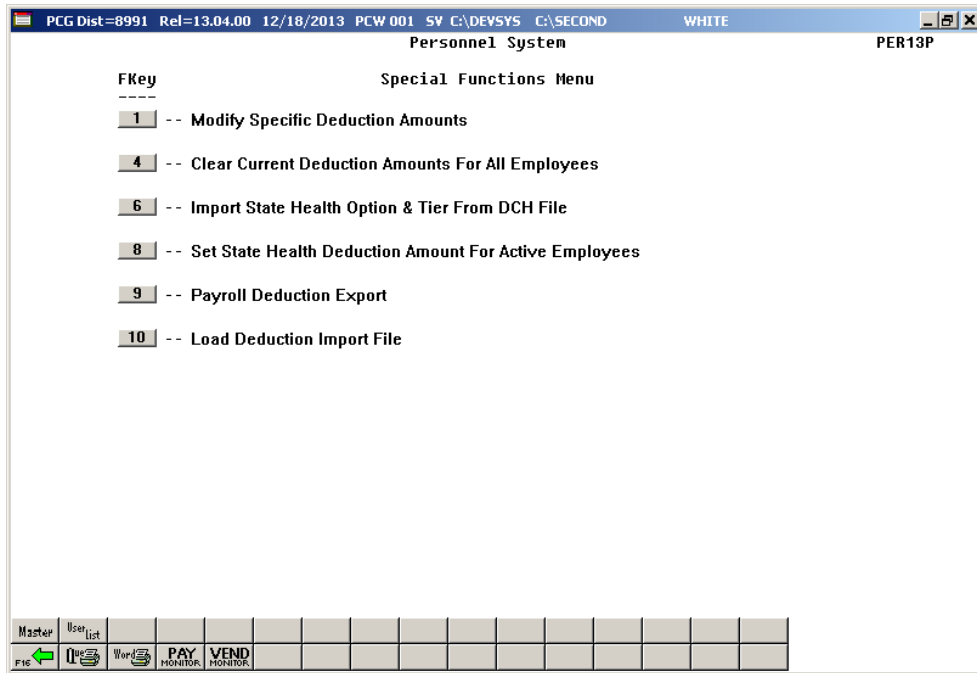
Step	Action
10	<p>Select  (F8) to process.</p> <p>“* * * Processing Request * * *” briefly displays.</p> <p><i>For errors and cautionary messages: Verify the dates entered are correct and refer to the SHBP Benefit Deduction Option and Tier Report to verify all benefit plan options and tiers have been entered. If the information is incorrect, refer to the results of the Benefit Deduction Option and Tier Report to determine the discrepancy. Follow the steps necessary to correct the error(s) before attempting to add the deduction information to PCGenesis. (This report will be generated and printed in Steps 13 - 16.)</i></p> <p><i>Although PCGenesis permits bypassing cautionary messages, consider correcting as many records as possible to ensure data quality.</i></p>









The following screen displays:



Step	Action
11	<p>Select <b>Enter</b> (to Continue Program).</p> <p><i>If selecting “Trial” in Step 4, repeat this procedure beginning at Step 2. Enter N (No) in the Trial mode to verify changes prior to updating? field at Step 4.</i></p>

The following screen displays:



Step	Action
12	Select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .
13	From the <i>Business Applications Master Menu</i> , select  (F2 – Payroll System Master Menu).
14	From the <i>Payroll System Master Menu</i> , select  (F9 – Update/Display Description/Deduction/Annuity Menu).
15	On the  (F9 – Print Benefit Plan/Option/Tier Records).
16	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
17	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 6A. (Trial Mode – No Updates) – Errors Encountered - Example

If errors are encountered, specific error messages displays for affected records. In our example, the correction was made by modifying the employee's GHI option and tier and deduction information. The final page of the report lists the number of employee records updated and the number of errors and/or exceptions (cautions) encountered where appropriate.

```

=====Page Break=====
REPORT DATE:10/21/2008 09:24          SHBP DEDUCTION UPDATE REPORT          PAGE 1
Program ID: PER0150          *** TRIAL MODE - NO UPDATES ***

Emp      Work      Pay      Ded      Plan Plan      Old Old      New New
Num      Employee Name      Loc      Class Periods Code Option Tier      Amount Flg      Amount Flg

087742  ABNEY, LEONARDO      3052      01      12      09      03      30      0.00      0.00
** ERROR ** SHBP Option/Tier 03/30 not found in Benefit deduction file

087983  AC9ER, NU91A      0199      73      12      08      03      50      0.00      0.00
** ERROR ** SHBP Option/Tier 03/50 not found in Benefit deduction file

089279  AD2ER, ZA2A      6104      01      12      09      58      10      73.26 Y      81.10 Y
088042  AD2OCK, AL2ONH20      0299      01      12      09      03      20      0.00      0.00
** ERROR ** SHBP Option/Tier 03/20 not found in Benefit deduction file
    
```

PCG Dist=8991 Rel=15.04.00 02/01/2016 PCW 001 SV CADEVSY5 C:\SECOND WHITE

Update/Display Personnel Data PAY02

Status A -- Active AB3EU, M03TY

Emp. no. 87742 Pay Loc 8050 Location 008050 Class 5 NONCERTIFIED SUBST

Sex Code F Work Loc 8050 Location 008050 Job 19 SUBSTITUTE TEACHER

Mar Stat M SSN 999 08 7742 EEO-5 Job 000 Undefined

Ethnic 4 BLACK

NAME First M03TY Middle \_\_\_\_\_ EEO-5 and CPI Ethnic/Race:  
Last AB3EU Suffix \_\_\_\_\_ Prefix \_\_\_\_\_ Hispanic/Latino Ethnicity?  
 Yes  No

Address 3299 MAIN STREET Certificate Type PBT Race (Select all that apply)  
Address L2 \_\_\_\_\_ CS1 Job (from CPI) 000  Yes  No Am Indian Alaskan

City/State SMITH \_\_\_\_\_, GA Include on CPI ? N  Yes  No Black

Zip Code 33333 County 160 Sick Bank ? N  Yes  No White

Phone (999)555-2331 Out of State Substitute rank \_\_\_\_\_  Yes  No Asian

Cell phone ( ) 000-0000 Override accrue? \_\_\_\_\_  Yes  No Hawaiian Pacific

Spouse SSN \_\_\_\_\_ Adj Lv Elig Date \_\_\_\_\_  
Birth Date \_\_\_\_\_ Lv Reason Max \_\_\_\_\_  
Hire Date 5/01/1996 Pens Elig Date \_\_\_\_\_ Hours Per Day \_\_\_\_\_

Rehire Date \_\_\_\_\_ GHI Eligible ? Y TRS DOE Paid ERCON ? \_

Background Ck \_\_\_\_\_ Hrs/Week 40.00 Health ins flag Y

Date of Death \_\_\_\_\_ GHI 1ST Day Wrk \_\_\_\_\_ Participate in GHI ? Y

Elig for Rehire \_\_\_\_\_ GHI Eff Date \_\_\_\_\_ GHI Option 03 UHC HMO

Term Date \_\_\_\_\_ GHI Final Ded Dt \_\_\_\_\_ GHI Tier 30 EESP

Term Reason \_\_\_\_\_ GHI Change Code \_\_\_\_\_ GHI Ded Cd 8

\*\*\*\*\* TAX DATA \*\*\*\*\*

Federal: Mar Stat M Exempt 0 Withholding Code 0 Ant/% .00

State: Mar Stat C Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% .00

Tax Switches: Fed N State N FICA Y Pension N AEIC \_

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15  
F16 ← F17 F18 F19 F20 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

15.02.00

**6B. (Live Mode – Employee Updates) – Error Free – Example**

REPORT DATE:02/01/2016 11:04		SHEP DEDUCTION UPDATE REPORT							PAGE 1		
Program ID: PER0150		*** LIVE MODE - EMPLOYEES UPDATED ***									
Emp Num	Employee Name	Work Loc	Pay Class	Periods	Ded Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087893	AB4EY, LE4NARDO	5050	04	12	08	NE	00	0.00		0.00	
088728	AD9ISON, ISS9IAH	5050	13	12	08	B3	10	56.28	N	66.28	N
086328	AD9ISON, TR9CEY	6000	11	12	08	NE	00	0.00		0.00	
088464	AG9ILERA, JO9UE	0194	13	12	08	NC	00	0.00		0.00	
086424	AI9SWORTH, CO9NELL	5050	03	12	09	B2	96	369.74	N	369.74	N
088824	AI9SWORTH, XA9IER	0195	04	12	08	B3	10	56.28	N	66.28	N
088966	AL3CEA, DU3TI	5050	03	12	09	B3	10	56.28	N	66.28	N
087189	AL4RECHT, CH4RELLE	8012	06	12	08	B3	90	190.96	N	195.96	N
088389	AL4RECHT, KE4NITH	0194	03	12	09	B6	96	440.44	N	440.44	N
087928	AL9ARD, BR9CE	8012	06	12	08	NE	00	0.00		0.00	
089386	AN7ERS, AU7USTINE	6001	03	12	09	B6	90	325.99	N	330.99	N
088072	AN9REW, JE9LENE	8012	06	12	08	NC	00	0.00		0.00	
087633	AP8LEGATE, SH8QUANA	0101	03	12	09	B2	10	109.33	N	105.33	N
087807	AR2ENAUULT, EL2IN	0195	13	12	08	B2	10	109.33	N	105.33	N
087568	AS9BY, JO9NSIE	6000	11	12	08	NC	00	0.00		0.00	
087343	AV2LOS, AZ2LEE	8014	32	12	08	B3	97	340.40	N	340.40	N
088967	AY2ES, VI2ENTE	0195	03	12	09	B2	94	197.12	N	197.12	N
089095	BA2CLAY, BU2	5050	30	12	09	NE	00	0.00		0.00	
088447	BA2LEY, RE2NA	8014	36	12	09	NE	00	0.00		0.00	
087558	BA3N, FR3DERIC	6001	04	12	08	NC	00	0.00		0.00	
086358	BA3N, ZA3E	6000	11	12	08	NC	00	0.00		0.00	
089236	BA5FIELD, JOSEFINE	0194	04	12	08	B3	10	56.28	N	66.28	N
087204	BA5GETT, DASN	5050	03	12	09	B3	91	275.96	N	275.96	N
086338	BA7NHART, AR7EL	5050	11	12	08	NE	00	0.00		0.00	
088361	BABON, MI8CHEL	0195	03	12	09	B2	94	197.12	N	197.12	N
087161	BABON, YE8ETTE	5050	03	12	09	B3	96	260.40	N	260.40	N
088393	BABTH, ER8N	0194	03	12	09	B1	90	390.23	N	390.23	N
087512	BA9B, EM9RY	0101	33	12	08	B2	94	197.12	N	197.12	N
086464	BA9BOSA, JO9UE	0195	03	12	09	NC	00	0.00		0.00	
089632	BA9BOUR, DE9NY	0195	03	12	09	B3	96	260.40	N	260.40	N
088432	BA9BOUR, GE9ARO	5050	17	12	08	B6	10	130.58	N	130.58	N
088320	BA9M, MO9AMMED	0194	03	12	09	B2	96	369.74	N	369.74	N
087503	BE2AY, BI2LI	8010	27	12	08	NE	00	0.00		0.00	
086503	BE2LEY, BI2LI	0195	13	12	08	B2	96	369.74	N	369.74	N
086511	BE2UCHAMP, CA2LEE	0101	03	12	09	B3	10	56.28	N	66.28	N
088278	BE3MAN, NO3UKO	0101	03	12	09	B3	10	56.28	N	66.28	N
087301	BE4ERRA, TE4PLE	0195	03	12	09	NC	00	0.00		0.00	
088739	BE6AVIDES, RO6Y	0101	03	12	09	B3	10	56.28	N	66.28	N
088187	BE6TY, FR6TZ	5050	03	12	09	NE	00	0.00		0.00	
088538	BE7EDICT, DO7NETTA	5050	03	12	09	B6	96	440.44	N	440.44	N
089720	ZE9EDA, LO9D	8010	02	12	08	B3	94	130.74	N	130.74	N
NUMBER OF ERRORS ENCOUNTERED		0									
NUMBER OF EMPLOYEES UPDATED		491									



### 6C. Benefit Deduction Option and Tier Report – Example

REPORT DATE: 11/06/2020 14:49  
 Program ID: PAY27

BENEFIT DEDUCTION OPTION AND TIER REPORT

PAGE 1

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	178.68
40		SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2021	12/31/9999	SINGLE/T	ANTH GOLD SINGL/T	ANTH G SGL/T	258.68
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 SILVER 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 SILVER 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

## Topic 7: Grossing-Up Wages for Highly Compensated Employees

IRS Publication 15-B, *Employer's Tax Guide to Fringe Benefits*, located at <http://www.irs.gov/pub/irs-pdf/p15b.pdf> requires employees receiving extra benefits (benefits beyond what regular employees receive), to have those benefits recorded as wages. The following is a quote from IRS Publication 15-B: "If your plan favors highly compensated employees as to eligibility to participate, contributions, or benefits, you must include in their wages the value of taxable benefits they could have selected."

To comply with this regulation, if the school district or system pays all or part of an employee's share of a premium only for select employees, add the premium amount to the employees' gross wages, and take the deduction for the benefit through payroll processing. Grossing-up employees' wages and deducting the premium through payroll deduction will correctly report the wages for the employees on their W-2 Statements.

If paying all or a portion part of an employee's share of a premium for all participating employees, it is not necessary to gross-up the wages. In this instance, the employer contribution flag on the deduction screen should be set to Y (*Yes*). Employees' wages should be grossed-up only if the employer contributes for a select group of employees.

Example: The school district or system pays all health insurance premiums for the superintendent, but all other employees pay the regular employee's share. The superintendent's monthly salary is \$10,000.00 and the employee's share for the insurance is \$400.00. To report this information correctly, increase the superintendent's monthly gross pay to \$10,400 per month and enter the employer share premium on the superintendent's deduction screen. PCGenesis will in turn deduct the premium from the employee's gross pay when running payroll. If the *SEC125 flag* on the deduction screen is marked with 'Y' (Participating in section 125), PCGenesis deducts the premium pre-tax, and subsequently, there is no affect on the superintendent's net pay.

Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure B: Updating/Displaying Deduction Data* for the instructions to change employees' premiums. *Procedure C: Updating/Displaying Gross Data* of the same document provides the instructions to change employees' gross pay.

## *Topic 8: Exporting the Payroll Deduction Export File from PCGenesis*

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8B: Payroll Deduction Data Export and Import File Processing* for instructions.

## ***Topic 9: Importing the Deduction File into PCGenesis (Not for use with the State Health Benefit Plan)***

Refer to the *Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, Topic 8B: Payroll Deduction Data Export and Import File Processing* for instructions.