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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 09.03.01 – Calendar Year 2010 Georgia Health Insurance (GHI)
Premium Updates/Miscellaneous Updates and Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.03.01*.

November, 2009 Payroll Completion Instructions

Install this release after completing the November payroll, and before setting up for the December payroll.

Make sure to enter the correct 2010 rates on the Tax/Withholding/Control Menu for Georgia Health Insurance (GHI).

PCGenesis supporting documentation is provided at:

http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc.

NOTE: Release 09.03.01 incorporates all of the updates which were included in the multiple installations of release 09.03.00.

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Multiple Release Installation

When a release is installed multiple times, the *Display Current Release Number* (F30, F17) screen will display multiple entries for the same release, as shown below.

DOE 09.02.00		07324009
DOE 09.02.01		08142009
DOE 09.03.00		09302009
DOE 09.03.00		09302009
DOE 09.03.00	1	10072009
DOE 09.03.00	2	10152009

A1.2. Release Available Message

PCGenesis will now display a warning message for users on the logon screen during the months of January, April, July, October and December when the system detects that the quarterly PCGenesis release has not been installed on the system. The logon screen will display the message, “Release ##.##.## is available”. The message will not be displayed after the release has been successfully installed on the system.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Finalize Current Month/Year End Figures

A problem has been fixed with the fiscal year close process (F 1, 9, 21). Before, the fiscal/month end close would stop with a 'file locked' error during processing. This will no longer occur.

A3. Payroll System

A3.1. New Georgia Health Insurance (GHI) Employer Rate for Certified Employees for December 2009 thru June 2010

The Department of Community Health (DCH) has approved a revision to the FY 2010 employer contribution rates. Effective December 2009 for January coverage, the employer’s contribution rate will be **18.534%** of the total state-based salaries for certificated employees. **Refer to the PCGenesis documentation website for the instructions on implementing this change.**

A3.2. Calendar Year 2010 Georgia Health Insurance (GHI) Employee Premiums

These instructions contain all of the information necessary to import the Department of Community Health (DCH) open enrollments, to set the employee deductions, and to prepare for calculating 2010 GHI premiums for the December payroll.

The installation of PCGenesis *Release 09.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the “old” premium rates with an ending date of *12/31/2009*, while the new premium rates, imported with this release’s installation, display a beginning date of *01/01/2010*. *Procedure C.1.1. Benefit Deduction Option and Tier Report – Example* provides sample results of this report.

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 for review after the release’s installation. *Section C.1: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* provides the instructions to complete this procedure. After printing the report PCGenesis users should verify ‘*01/01/2010*’ and ‘*12/31/9999*’ display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2010, there are a number of changes to SHBP options:

- United Healthcare and CIGNA make up the available options for employees.
- GHI option ‘07’, Kaiser HMO option, has been eliminated.
- GHI tiers remain the same. Valid tiers include ‘10’ (single employee), tier ‘40’ (single employee/ tobacco surcharge), and tiers 90 - 99.

The following table provides the details of the SHBP changes:

PCGenesis Option Code	Description	Status
07	Kaiser HMO	Discontinued
All other SHBP options		New premium rates effective 01/01/2010

A3.3. MICR Printing Vendor Checks

The original version of Release 09.03.00 contained a bug which caused the MICR line to print incorrectly on vendor checks. A correction has been made and is now included in Release 09.03.01.

A3.4. Direct Deposit Printing for Non-MICR Sites

The original version of Release 09.03.00 contained a bug which caused problems when printing direct deposits. The PCGenesis program aborted with a COBOL file status error of 35 when printing direct deposits. A correction has been made and is now included in Release 09.03.01.

A3.5. Print Additional Checks/Direct Deposits from the Void/Add Menu

Release 09.03.00 contained a bug which caused problems when printing checks or direct deposits from the Void/Add menu. The PCGenesis program stopped with a 'file not found' error message when printing checks/direct deposits from the Void/Add menu. A correction has been made and is now included in Release 09.03.01.

A4. Certified/Classified Personnel Information (CPI) System


A4.1. Create CPI Report and Transmission File

Fund code '52' has been added as a valid code when creating the *CPI Report and Transmission File*. Fund code '52' is defined as the American Recovery and Reinvestment Act of 2009 (ARRA).

Section B: Installation Instructions for Release 09.03.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 09.03.01* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup tape as “**Data Backup Prior to Release 09.03.01**”. Continue to use the backup tape in the normal backup tape rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server’s <i>Desktop</i> , double-click the PCG Full Backup icon  .
4	When the PCGenesis backup completes, label the backup tape “ Full System Backup Prior to Release 09.03.01 ”.
5	Proceed to <i>B2. Install PCGenesis Release 09.03.01</i> .

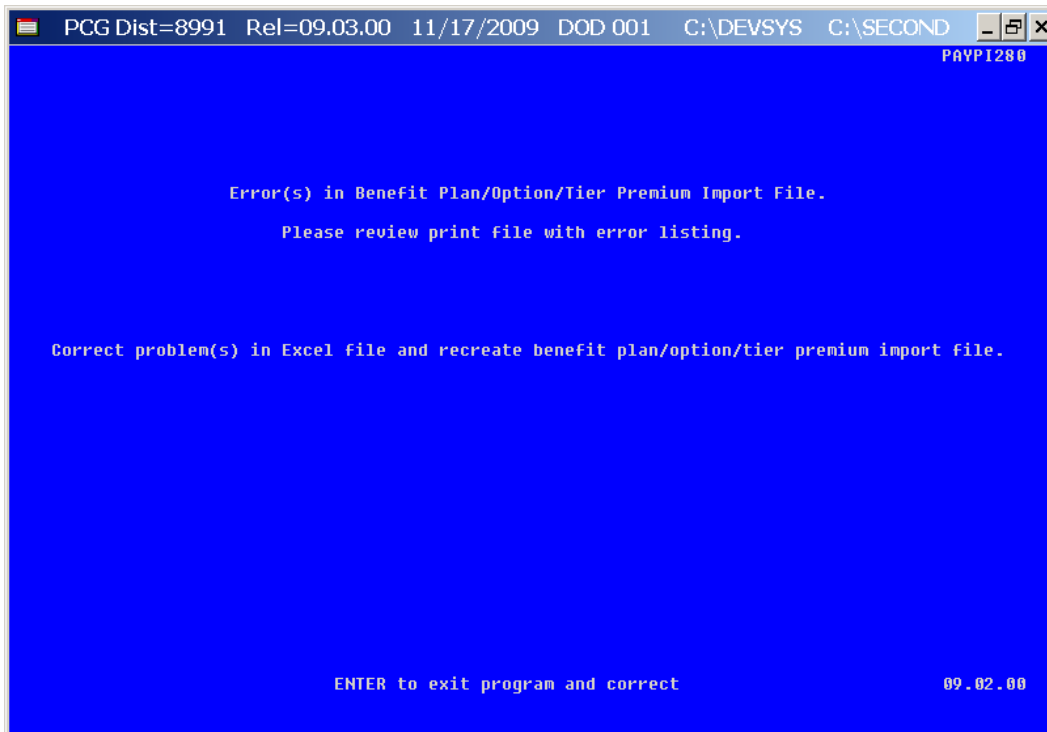
B2. Install PCGenesis Release 09.03.01

FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer .
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE and RELINSTL.BAT displays. <i>If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>

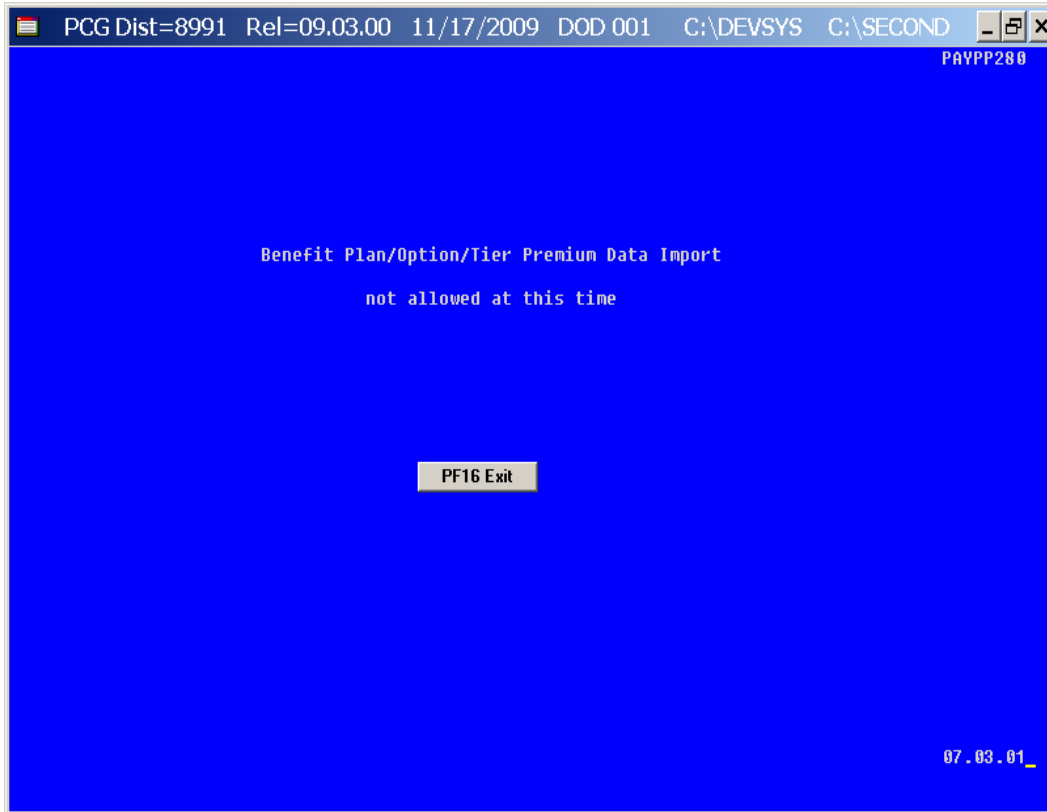
Step	Action
5	<p>Double-click RELINSTL.BAT to perform the installation.</p> <p><i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i></p> <p><i>For duplicate PCGenesis Release 09.03.01 installations, a message of the software update's installation displays. In this instance, select OK.</i></p>

If the release has already been installed previously, and the GHI employee premiums have already been installed, the following screen displays:



In this case, press ENTER to continue with the release installation. After completing the release installation, make sure to follow the instructions in *Section C.1: Print and Verify the Results of the Benefit Plan/Option/Tier File Report* to ensure that the 2010 GHI premiums have been installed. **If the 2010 GHI premiums are not present, contact [Information Systems Customer Support](#) immediately.**

If the release is being installed in the middle of a payroll run, the following screen is displayed and the 2010 GHI employee premium rates will NOT be installed:



Contact [Information Systems Customer Support](#) immediately if the previous screen displays.

For PCGenesis Release 09.03.01 successful installations, the following message displays:

```

*****
INSTALLATION SUCCESSFUL
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
6	Select Enter to close the <i>DOS™</i> window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 09.03.01 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to <i>Step 8.</i></p>

The following message displays if the **PCGUNZIP.EXE** file was not detached to the correct location:

```

*****
CANNOT FIND PCGUNZIP.EXE
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
8	Select Enter to close the <i>DOS</i> TM window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the PCGUNZIP.EXE file again.

The following message displays to identify additional PCGenesis release installation problems where appropriate:

```

*****
UNABLE TO INSTALL UPDATE
ERROR WITH CHKINSTL
*****
    
```

Step	Action
10	<p>For this error message: Install the previous PCGenesis software release.</p> <p><i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i></p>

The following message displays if the **PCGOS environment variable is not set at the server** where appropriate:

```

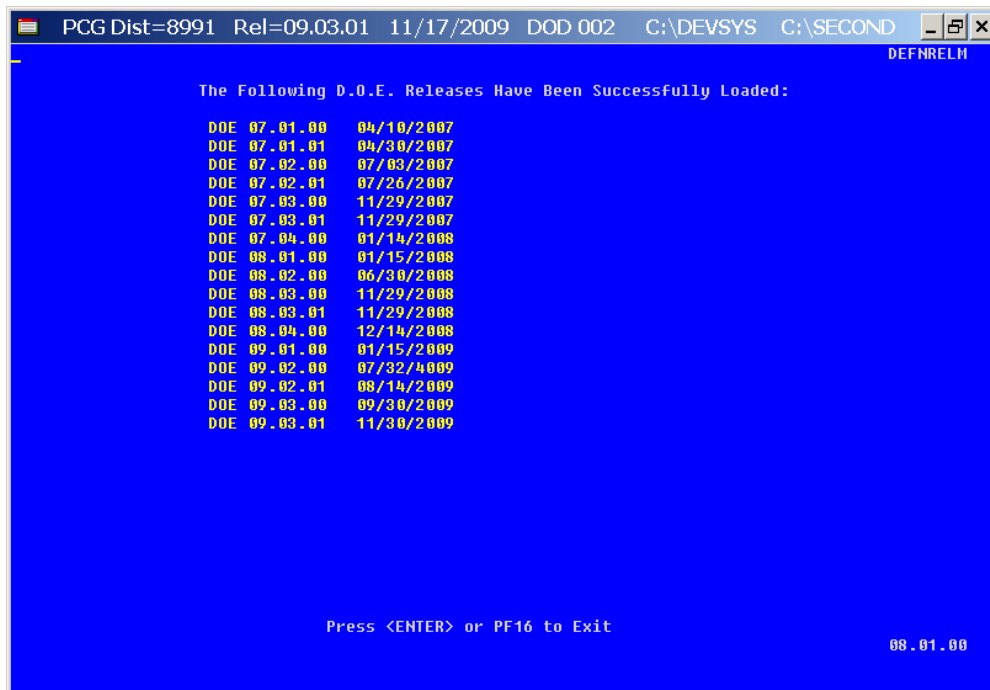
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

Step	Action
11	<p>For this error message: Refer to the <u>PCGenesis Technical System Operations Guide</u>, Section B: Workstation/Server Configuration, <i>Topic 1: Setting Windows® Environment Variables</i> for instructions.</p> <p>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</p>
12	Proceed to B3. Verify Release 09.03.01 Was Successfully Installed.

B3. Verify Release 09.03.01 Was Successfully Installed


Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:



Step	Action
4	Verify Release 09.03.01 displays. <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 09.03.01 displays. If Release 09.03.01 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.





B4. Perform a PCGenesis Full Backup after Release 09.03.01 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server's <i>Desktop</i> , select  (PCG Full Backup) icon.
4	When the PCGenesis backup completes, label the backup tape " Full System Backup After Release 09.03.01 ".

Section C: State Health Benefit Plan (SHBP) Processing

Processing the State Health option and tier file from the DCH includes downloading the enrollment file, and extracting the information from the WinZip® file for PCGenesis processing. The process also includes verifying the downloaded information, verifying the deduction setup, and verifying the employer-paid portion of the employee’s deduction. Where appropriate, PCGenesis users should also follow the procedures for importing the option and tier file into PCGenesis, set the SHBP deduction amounts for active employees, and gross-up highly compensated employees’ salaries.

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

Step	Action
1	From the <i>Payroll System Master Menu</i> , select  (F9 – Update/Display Description/Deduction/Annuity Files Menu).
2	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> displays, select  (F9 – Print Benefit Plan/Option/Tier File).
3	On the <i>Print Benefit Plan Option Tier File</i> screen, enter 01/01/2010 and 12/31/2010 in the Print rates in effect from range fields, and select Enter . <i>PCGenesis defaults to the current date with the From: field.</i> <i>“*** Processing ***” briefly displays.</i>
4	When the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> redisplay To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). <i>Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.</i>

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

Option	Tier	Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
REPORT DATE: 11/17/2009 10:33 BENEFIT DEDUCTION OPTION AND TIER REPORT PAGE 1								
Program ID: PAY27								
Report of EMPLOYEE rates in effect from: 01/01/2010 To: 12/31/2010								
Plan: SHBP State Health Benefit Plan								
Certified Ded Code: 09 ER flag: Y ER paid amt: \$86.10 Classified Ded Code: 08 ER flag: Y ER paid amt: \$86.10								
02		TRICARE SUPPLEMENT			Short Desc: TRISUP			
03		UNITED HEALTHCARE HMO			Short Desc: UHC HMO			
10		SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	UHC HMO SINGLE	UHC HMO SINGL	100.20
40		SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	UHC HMO SINGLE/T	UHC HMO SGL/T	160.20
90		EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	UHC HMO EESP	UHC HMO EESP	236.50
91		EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	UHC HMO EESP/T	UH HMO EESP/T	296.50
92		EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	UHC HMO EESP/SP	U HMO EESP/SP	276.50
93		EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/TSP	UHC HMO EESP/TSP	U HMO ESP/TSP	336.50
94		EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	UHC HMO EECH	UHC HMO EECH	227.60
95		EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	UHC HMO EECH/T	UH HMO EECH/T	287.60
96		EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	UHC HMO FAMILY	UHC HMO FAM	245.40
97		EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	UHC HMO FAM/T	UHC HMO FAM/T	305.40
98		EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	UHC HMO FAM/SP	UH HMO FAM/SP	285.40
99		EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/TSP	UHC HMO FAM/TSP	U HMO FAM/TSP	345.40
05		CIGNA HMO OPEN ACCESS PLUS IN-NETWORK			Short Desc: CIGNA HMO			
10		SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	CIG HMO SINGLE	CIG HMO SINGL	100.20
40		SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	CIG HMO SINGLE/T	CIG HMO SGL/T	160.20
90		EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	CIG HMO EESP	CIG HMO EESP	236.50
91		EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	CIG HMO EESP/T	CG HMO EESP/T	296.50
92		EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	CIG HMO EESP/SP	C HMO EESP/SP	276.50
93		EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/TSP	CIG HMO EESP/TSP	C HMO ESP/TSP	336.50
94		EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	CIG HMO EECH	CIG HMO EECH	227.60
95		EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	CIG HMO EECH/T	CG HMO EECH/T	287.60
96		EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	CIG HMO FAMILY	CIG HMO FAM	245.40
97		EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	CIG HMO FAM/T	CIG HMO FAM/T	305.40
98		EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	CIG HMO FAM/SP	CG HMO FAM/SP	285.40
99		EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/TSP	CIG HMO FAM/TSP	C HMO FAM/TSP	345.40

CY2010 Benefit Plan Rate Updates


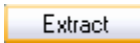
C2. State Health Benefit Plan (SHBP) Option and Tier from the Department of Community Health (DCH) File Processing

C2.1. Downloading the State Health Enrollment File

This document provides the instructions for performing the PCGenesis procedures preparing the Department of Community Health’s (DCH’s) transmission files. These files include new and terminated employee information, and reports the monthly deductions withheld for each SHBP participant. The DCH-provides detailed information pertaining to file transmission instructions within the State Health Benefit Plan Viewdirect Quick Reference Guide located at:

http://dch.georgia.gov/00/article/0,2086,31446711_102704303_102704329,00.html

C2.2. Extracting the State Health Enrollment File from the Downloaded Zip File

Step	Action
1	Open Windows® Explorer and navigate to C:\TEMP .
2	<p>Right-click on SHBPDownload.zip and select WinZip → Extract to...  Extract to... .</p> <p><i>Although these instructions refer to the selection of WinZip → Extract to, WinZip® may offer a variety of options to extract the file including “Extract to Here” and “Extract to folder C:/Temp\SHBP Download”. The selection of any extract option will produce the desired outcome even if the procedures vary from those presented here.</i></p> <p><i>If “Extract to” is not available, select “Open” or double-click the filename within the C:\Temp window. When the WinZip window displays, drag- and-drop the archive.csv file from the WinZip window into the C:\Temp window. If this function does not display, it is possible that the WinZip® software does not exist on the PC. Contact the local Technology Specialist for assistance as needed.</i></p>
3	<p>Navigate to the C:\Temp folder, and select  (Extract).</p> <p><i>During the extraction process, WinZip® converts the filename to Archive.csv, and <u>may</u> open the WinZip – SHBPDownload.zip dialog box automatically. When the extraction process completes, close this dialog box if it displays.</i></p>
Step	Action
4	Close the Windows® Explorer window.

C3. Verify the State Health Benefit Plan Option and Tiers

Step	Action
1	Refer to the <u>Payroll System Operation Guide</u> , <i>Section F: Description/Deduction/Annuity File Processing, Procedure 3A.3. Print the Benefit Plan Record File</i> to print a listing of the Benefit Plan, options, and tiers.
2	Compare the results of the <i>SHBP Benefit Deduction Option and Tier Report</i> to recent changes from the Department of Community Health (DCH).
3	If DCH changes have been made, refer to <i>Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Benefit Plan Records</i> for the instructions to incorporate these changes into the affected PCGenesis employee records.

C.3.1. Benefit Deduction Option and Tier Report – Example

REPORT DATE: 11/17/2009 10:33		BENEFIT DEDUCTION OPTION AND TIER REPORT				PAGE 1	
Program ID: PAY27							
Report of EMPLOYEE rates in effect from: 01/01/2010 To: 12/31/2010							
Plan: SHBP State Health Benefit Plan							
Certified Ded Code: 09 ER flag: Y ER paid amt: \$86.10 Classified Ded Code: 08 ER flag: Y ER paid amt: \$86.10							
Option Tier	Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
02	TRICARE SUPPLEMENT			Short Desc: TRISUP			
03	UNITED HEALTHCARE HMO			Short Desc: UHC HMO			
10	SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	UHC HMO SINGLE	UHC HMO SINGL	100.20
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	UHC HMO SINGLE/T	UHC HMO SGL/T	160.20
90	EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	UHC HMO EESP	UHC HMO EESP	236.50
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	UHC HMO EESP/T	UH HMO EESP/T	296.50
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	UHC HMO EESP/SP	U HMO EESP/SP	276.50
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/TSP	UHC HMO EESP/TSP	U HMO ESP/TSP	336.50
94	EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	UHC HMO EECH	UHC HMO EECH	227.60
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	UHC HMO EECH/T	UH HMO EECH/T	287.60
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	UHC HMO FAMILY	UHC HMO FAM	245.40
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	UHC HMO FAM/T	UHC HMO FAM/T	305.40
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	UHC HMO FAM/SP	UH HMO FAM/SP	285.40
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2010	12/31/9999	FAMILY/TSP	UHC HMO FAM/TSP	U HMO FAM/TSP	345.40
05	CIGNA HMO OPEN ACCESS PLUS IN-NETWORK			Short Desc: CIGNA HMO			
10	SINGLE COVERAGE	01/01/2010	12/31/9999	SINGLE	CIG HMO SINGLE	CIG HMO SINGL	100.20
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2010	12/31/9999	SINGLE/T	CIG HMO SINGLE/T	CIG HMO SGL/T	160.20
90	EMPLOYEE & SPOUSE	01/01/2010	12/31/9999	EESP	CIG HMO EESP	CIG HMO EESP	236.50
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EESP/T	CIG HMO EESP/T	CG HMO EESP/T	296.50
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/SP	CIG HMO EESP/SP	C HMO EESP/SP	276.50
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2010	12/31/9999	EESP/TSP	CIG HMO EESP/TSP	C HMO ESP/TSP	336.50
94	EMPLOYEE & CHILD(REN)	01/01/2010	12/31/9999	EECH	CIG HMO EECH	CIG HMO EECH	227.60
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2010	12/31/9999	EECH/T	CIG HMO EECH/T	CG HMO EECH/T	287.60
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2010	12/31/9999	FAMILY	CIG HMO FAMILY	CIG HMO FAM	245.40
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2010	12/31/9999	FAMILY/T	CIG HMO FAM/T	CIG HMO FAM/T	305.40
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2010	12/31/9999	FAMILY/SP	CIG HMO FAM/SP	CG HMO FAM/SP	285.40
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2010	12/31/9999	FAMILY/TSP	CIG HMO FAM/TSP	C HMO FAM/TSP	345.40

CY2010 Benefit Plan Rate Updates

C4. Verify the State Health Benefit Plan (SHBP) Deduction Setup

Complete this procedure if the school district or system **does not contribute** to the employee’s premium.

- If the school district or system contributes to the employee premium for a select group of employees, the amount of the premium should be included in the employee’s gross wages. Doing so will ensure proper Department of Audits on the *CS-1 Report* wage reporting. The measure also ensures the proper reporting of income tax wages. The deduction for the employee premium should be the regular employee’s share. That is, the employer should pay the same portion for all participating employees. Refer to *B8. Grossing-Up Wages for Highly Compensated Employees* for instructions.

Do not complete this procedure if the following applies to the school district or system:

- If the school district or system pays a portion of the employee premium for a select group of employees, such as the superintendent and senior officials.
- 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.

Proceed to *B5. Verify the Employer Paid Portion of the State Health Benefit Plan (SHBP) Deduction in these instances.*

Step	Action
1	To clear the employer-paid contribution amounts: Refer to the <u>Payroll System Operation Guide, Section F: Description/Deduction/Annuity File Processing, 2A. Maintaining Deduction Records</u> to enter the payroll deduction record, or 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’ (<i>None</i>).
2	Proceed to <i>C6. Importing the State Health Benefit Plan (SHBP) Option and Tier from the Department of Community Health (DCH) File.</i>

C5. Verify the Employer Paid Portion of the State Health Benefit Plan (SHBP) Deduction

Complete this procedure 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’s share as an extra fringe benefit for all employees.

*If the school district or system pays a portion of the employee premium for a select group of employees such as the superintendent and senior officials, refer to *C8. Grossing-Up Wages for Highly Compensated Employees.**

Do not update the following employee information until after completing the SHBP import procedure:

If the employer-paid amount varies for employees, set up the employees with a different deduction code for each different employer-paid amount, as was probably done in the past. In this instance, manually clear the normal SHBP deduction for these employees and enter a separate deduction code with an employer contribution flag of *Y (Yes)*. 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.

If the remaining SHBP-enrolled employees do not receive an employer-paid amount, return to B4. Verify the State Health Benefit Plan (SHBP) Deduction for the instructions to clear the employer-paid contribution amounts.

Step	Action
<p>1</p>	<p>To set up the employer-paid amount of the employee premium: Refer to the <u>Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Procedure 2A. Maintaining Deduction Records</u> for the instructions 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’ (Fixed Amount). Also verify the account information and the contribution amount entries are correct.</p> <p><i>Note that using a percentage (%) of the employee’s gross income or using the employee-paid amount will result in incorrect amounts. Repeat these steps at minimum annually, and 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 a portion</u> 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>
<p>2</p>	<p>To verify the State Health Benefit Plan information: Proceed to <u>Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Benefit Plan/Option/Tier Records</u>. Verify the deduction codes are correct. Remove the employer flags and the corresponding amounts, and select Enter.</p> <p><i>When selecting Enter, the employer flags and amounts will be set based on the current settings for the deduction records. Setting the employer flags to N (No) prevents the deduction mass updates for employees when the import is completed. Setting these flags requires manual updates to employee information for which the school district or the system pays an additional SHBP deduction portion.</i></p>

C6. Importing the State Health Benefit Plan (SHBP) Option and Tier from the Department of Community Health (DCH) File

Overview

Importing the SHBP option and tier information from the Department of Community Health (DCH) into PCGenesis processes the SHBP file to set 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.

File Processing and Error Message Handling Procedures




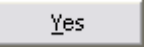
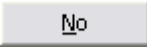




If there are errors: Errors such as when the option and tier selected by the employee and supplied by the DCH could not be entered into PCGenesis, display on the *State Health Benefit Plan Import Exception Report*. For this error, PCGenesis was unable to locate a matching employee record corresponding to the SSN, and with the *GHI Eligible?* flag set to *Y (Yes)*. Typically, this occurs when the employee's termination occurred between the times of the DCH file submission, and the time that the school district or system received the open enrollment file for local processing. Note that PCGenesis automatically sets the *GHI Eligible?* flag to *N (No)* when an employee is terminated.

For active, GHI-eligible employees, the "*ERROR - No Update Performed - No Participating Record*" message displays when the data supplied by DCH has a Social Security Number (SSN), but does not have a corresponding employee number for the identified employee. (If the employee terminates since the submission of the enrollment eligibility data file to the DCH, do not consider the record in error.) Because school districts and systems may terminate an employee several times under different employee numbers, and an employee may have multiple PCGenesis active employee records, PCGenesis locates the "best" payroll record by SSN containing a *GHI Eligible?* flag of *Y (Yes)*. PCGenesis then attempts to update the option and tier on that payroll record. In this instance, the error would be that the employee's *GHI Eligible?* flag is not correctly set, and the GHI Eligibility indicator must be manually set by following the instructions in *Section B: Payroll Update Processing, Topic 3: Update Display Personnel Information*. It would be faster to manually update the option and tier on the *Display/Update Personnel Data* screen instead of rerunning the upload and deduction set procedure.

Add the amount to the employee's gross wages, and take the regular employee deduction if there are no errors and if the following conditions exist:

- If the employer-paid amount is the same for all employees and if the school district or the system pays a portion of the employee premium for a select group of employees such as the superintendent and senior officials.
- When the school district or the system pays a portion of the employee's premium above and beyond the required employer share as an extra fringe benefit.

By adding the employer-paid amount to the employee's gross wages, the information on the *CS-1 Report* is subsequently correct. Additionally, PCGenesis correctly calculates the amount for income tax purposes. Refer to *B8. Grossing-Up Wages for Highly Compensated Employees* for the information and instructions to adjust these employee wages.

Step	Action
1	From the <i>Business Applications Master Menu</i> , select  (F3 - Personnel System).
2	From the <i>Personnel System Master Menu</i> , select  (F13 - Special Functions).
3	<p>From the <i>Personnel System – Special Functions Menu</i>, select  (F6 - Import State Health Benefit Plan (SHBP) Option and Tier from DCH File).</p> <p><i>If the downloaded file’s date differs from the current date, the “This File has a date of MM/DD/CCYY – Do you want to use this?” dialog box displays. In this instance, verify the file’s date is correct and select  (Yes). If the information is incorrect, select  (No) and return to B2. State Health Benefit Plan (SHBP) Option and Tier from the Department of Community Health (DCH) File Processing for the instructions to download a more recent file, or to B2.2. Extracting the State Health Enrollment File from the Downloaded Zip File to select the appropriate file.</i></p>
4	<p>On the <i>Import State Health Option and Tier from DCH File</i> screen:</p> <p>To update DCH-provided County of Residence information: Enter Y (Yes) in the field.</p>
5	Verify C:\TEMP\ARCHIVE.CSV displays in the filename field.
6	<p>Select Enter <u>twice</u>.</p> <p><i>When selecting Enter, PCGenesis validates the information and produces a <u>report</u> of its findings. If errors exist, PCGenesis displays the GHI Import File Completed with Errors screen and generates an Exceptions Report. In this instance, select Enter and proceed to Step 7.</i></p>
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> .
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.</i></p>
9	<p>Review the <i>SHBP Changes Report</i> and the <i>SHBP Import Exception Report</i>.</p> <p><i>Where appropriate, review the Problem/Cautionary Warning/Action Table provided in this document as an aid in resolving the report’s error message</i></p>

C6.1. State Health Benefit Plan Import Changes Report - Example

-----Page Break-----											
Date: 03/31/2005 13:15		State Health Benefit Plan Import Changes						Page 001			
Program: PERP1271											
-----Before-----						-----After-----					
Empno	Name	OPTN	TIER	County	Eff Date	Term Date	OPTN	TIER	County	Eff Date	Term Date
Total Records In:		40									
Total Errors:		40									
Total Records Updated:		0									
Total Warnings:		0									
End of File											

C6.2. State Health Benefit Plan Import Exception Report – Example

-----Page Break-----					
Date: 03/31/2005 13:15		State Health Benefit Plan Import Exception Report		Page 001	
Program: PERP1271					
SSN or Empno	Name	Exception Message	Import Data Values		
777123456		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	50/10	
777124567		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	02/10	
777125678		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	06/60	
777126789		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	59/40	
777127890		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	13/50	
777234567		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	07/30	
777235678		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	50/40	
777236789		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	59/50	
777237890		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	60/60	
777238901		ERROR - No Update Performed - Missing PAYROLL Record	OPTION/TIER	05/30	

In addition to the message in the screenshot example, PCGenesis will also display the “Error – No Update Performed – No eligible Employee” message when no employee information is found for an SSN. In this instance, make the appropriate modifications to the employee’s information.

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

Total Records In:	40
Total Errors:	40
Total Records Updated:	0
Total Warnings:	0

C6.3. Problem/Cautious Warning/Action Table

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

Problem/Cautious 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 the 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 <i>County of Residence</i> update option during the DCH file import, the SHBP-provided county information will be validated in PCGenesis. Verify and correct the information where appropriate.





C7. Setting the State Health Benefit Plan Deduction Amounts for Active (A) Employees

Setting the SHBP deduction amounts for Active (A) 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 File Import from the Department of Community Health (DCH). Using this function will save PCGenesis users 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	<u>Verify payroll has been set up.</u> Refer to <i>Section A: Update/Display the Payroll Sequence Monitor</i> located at for instructions.
2	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).
3	From the <i>Personnel System Master Menu</i> , select 13 (F13 - Special Functions).
4	From the <i>Special Functions Menu</i> , select 8 (F8 - Set State Health Deduction Amount for Active Employees).
5	On the <i>Set State Health Deduction Amount for Active Employees</i> screen: To run in Trial mode: Enter Y (Yes) in the Trial mode to verify changes prior to updating? field. <i>If the function has already been run and the results have been verified, enter N (No) in the field.</i>
6	Enter the appropriate response in the Reduce premium amount by normal employer paid share? field. <i>The switch within the Benefit configuration record determines the response entered. Enter N (No) if employee-paid premium amounts should not be adjusted.</i>

Step	Action
7	<p>If N (No) was entered in Step 5: Enter the appropriate response in the Split premium according to employee’s pay schedule? field.</p> <p><i>For multiple payrolls, enter the appropriate response within the field to split the normal premium according to each employee’s pay period. 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. If the school district or system has an employee-paid portion that applies to all employees, splitting the premium in this instance is not currently an option in PCGenesis. Contact the Technology Management Customer Support Center if this condition applies to the school district or system, and the user requires additional assistance.</i></p>
8	<p>Enter 01/01/2010 in the Set deductions to rates in effect on field.</p> <p><i>The effective date allows PCGenesis to retrieve and to use the rates from the benefit deduction file in effect for the date selected. Although PCGenesis defaults to the current date, enter the beginning date of the next payroll period in most cases.</i></p>
9	<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 <u>Payroll System Operations Guide</u>, Section F: Description/Deduction/Annuity File Processing, Procedure 3A: Maintaining Benefit Plan/Option/Tier Records for the instructions to correct entries where appropriate.</i></p>
10	<p>Select Enter.</p> <p><i>Error messages display where appropriate, as in the case of rates not being found for a specific date. In this instance, verify the dates entered are correct, and refer to the SHBP Benefit Deduction Option and Tier Report to verify the entry of all benefit plan options and tiers. Refer to the <u>Payroll System Operations Guide</u>, Section F: Description/Deduction/Annuity File, Processing 3A.3. Print the Benefit Plan Record File for the instructions to correct entries.</i></p> <p><i>Although PCGenesis permits bypassing cautionary messages, users should consider correcting as many records as possible to ensure afford data quality. In the case of the “Caution: only 014 SHBP rates for 004 Options message”, verify the effective date is correct and that there are rates for all options and tiers for this data.</i></p>
11	<p>Select F8 (Process).</p> <p><i>“*** Processing Request ***” briefly displays.</i></p>

Step	Action
12	<p>Record the employee deduction total, or screen-print the <i>Employee Deductions Total</i> screen where appropriate, and select Enter.</p> <p><i>This total should correspond to the SHBP Deduction Report’s “Employees Found to Update” field. An example of this report is provided in 7B. SHBP Deduction Update Report – Live Mode – Example.</i></p>
13	<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> <p><i>If selecting “Trial” in Step 5, repeat this procedure beginning at Step 3. In this instance, enter N (No) within the “Trial mode to verify changes prior to updating?” field to complete the procedure in “Live” mode.</i></p>
14	<p>Review the <i>SHBP Deduction Update Report</i>, and when satisfied with the results:</p> <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.</i></p>

C.7.1. SHBP Deduction Update Report – Trial Mode - Example

*****Page Break*****												
REPORT DATE:11/05/2007 09:58			SHBP DEDUCTION UPDATE REPORT							PAGE 1		
Program ID: PER0150			*** TRIAL MODE - NO UPDATES ***									
Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Plan Code	Plan Option	Tier	Old Amount	Old Flg	New Amount	New Flg	
088994	ACCIDENTALLYFELL, AMMILIA	8012	04	00	09	IIC	00	0.00		0.00		
089311	ACEDTHETEST, ABIGAIL	0192	06	00	08	58	20	217.16	II	228.88	Y	
089368	ADDEDNRONG, ALYSSA	6195	04	00	09	58	20	217.16	II	233.88	Y	
000501	ADDEDNRONG, ALYSSA	0192	04	00	09	IIC	00	0.00		0.00		
089423	ALGORYTHEM, ANHIE	0202	04	00	09	58	10	71.14	II	73.26	Y	
089621	ALLTHUMBS, ALBERTA	0192	04	00	09	58	10	71.14	II	73.26	Y	
089384	ALMOSTTHERE, ALICE	0192	04	00	09	58	20	217.16	II	233.88	Y	
089823	ARZGON, AL2SA	0192	04	00	09	58	20	217.16	II	233.88	Y	
089220	AR3E, JAKELYII	8010	06	00	08	IIE	00	0.00		0.00		
089929	ARREDONDO, EL8	8012	07	00	08	IIC	00	0.00		0.00		

C.7.2. SHBP Deduction Update Report – Live Mode - Example

*****Page Break*****												
REPORT DATE:11/05/2007 10:30			SHBP DEDUCTION UPDATE REPORT							PAGE 1		
Program ID: PER0150			*** LIVE MODE - EMPLOYEES UPDATED ***									
Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Plan Code	Plan Option	Tier	Old Amount	Old Flg	New Amount	New Flg	
088994	ACCIDENTALLYFELL, AMMILIA	8012	04	00	09	IIC	00	0.00		0.00		
089311	ACEDTHETEST, ABIGAIL	0192	06	00	08	58	20	217.16	II	228.88	Y	
089368	ADDEDNRONG, ALYSSA	6195	04	00	09	58	20	217.16	II	233.88	Y	
000501	ADDEDNRONG, ALYSSA	0192	04	00	09	IIC	00	0.00		0.00		
089423	ALGORYTHEM, ANHIE	0202	04	00	09	58	10	71.14	II	73.26	Y	
089621	ALLTHUMBS, ALBERTA	0192	04	00	09	58	10	71.14	II	73.26	Y	
089384	ALMOSTTHERE, ALICE	0192	04	00	09	58	20	217.16	II	233.88	Y	
089823	ARZGON, AL2SA	0192	04	00	09	58	20	217.16	II	233.88	Y	
089220	AR3E, JAKELYII	8010	06	00	08	IIE	00	0.00		0.00		
089929	ARREDONDO, EL8	8012	07	00	08	IIC	00	0.00		0.00		

The final page of the report identifies the total number of errors encountered, and the total PCGenesis employee record updates. The “Employees Found to Update” total entry should correspond to the “Employee Deduction Totals” screen.

NUMBER OF ERRORS ENCOUNTERED	0
EMPLOYEES FOUND TO UPDATE	329

C8. 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 on these employee's W2 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 \$10,400.00 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 there is no affect on the superintendent's net pay.

Refer to *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.