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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 09.04.01 – Federal Withholding and EIC Table Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.04.01*.

January, 2010 Payroll Completion Instructions

Install this release after completing the January payroll, and before setting up for the February 2010 payroll.

PCGenesis supporting documentation is provided at:

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

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Section A: Overview of Release

A1. Payroll System

A1.1. 2010 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2010. Calendar year 2010 Federal withholding tax tables have gone from 7 wage brackets to 9 wage brackets. The installation of *Release 09.04.01* automatically imports the Federal tax updates into PCGenesis. After the release is applied, please verify that the *Federal Income Tax – Annual Tables* appear as shown below. *The Federal ID# (EIN) is school district or system specific.*

PAYTAXES

** FIT - Federal Income Tax - Annual Tables **

	Base Wage	Fixed Tax Amt	Add'l Percent		Base Wage	Fixed Tax Amt	Add'l Percent
Single 1	0	.00	.000	Married 1	0	.00	.000
2	6050	.00	.100	2	13750	.00	.100
3	10425	437.50	.150	3	24500	1075.00	.150
4	36050	4281.25	.250	4	75750	8762.50	.250
5	67700	12193.75	.270	5	94050	13337.50	.270
6	84450	16716.25	.300	6	124050	21437.50	.250
7	87700	17691.25	.280	7	145050	26687.50	.280
8	173900	41827.25	.330	8	217000	46833.50	.330
9	375700	108421.25	.350	9	381400	101085.50	.350

Federal Tax Exempt Amount: 3650.00 Fed ID# (EIN): 581234567

ENTER=Update, F16=Exit 09.04.01

A1.2. 2010 Federal AEIC Table Updates

The Federal AEIC withholding tax tables have been updated for calendar year 2010. The installation of *Release 09.04.01* automatically imports the Federal AEIC tax updates into PCGenesis. After the release is applied, please verify that the *Advance EIC Payments – Annual Tables* appear as shown below. *The Vendor Number is school district or system specific.*

** Advance EIC Payments - Annual Tables **									PAYTAXES
1)SINGLE/Household Head Filing Certificate			2)MARRIED With Both Filing Certificate			3)MARRIED W/Out SPOUSE Filing Certificate			
Base Wage	Fixed Pmt Amt	Add'l %	Base Wage	Fixed Pmt Amt	Add'l %	Base Wage	Fixed Pmt Amt	Add'l %	
.00	.00	.204	.00	.00	.204	.00	.00	.204	
8970.00	1830.00	.000	4485.00	915.00	.000	8970.00	1830.00	.000	
16450.00	1830.00	.096	10730.00	915.00	.096	21460.00	1830.00	.096	
99999.99	.00	.000	99999.99	.00	.000	99999.99	.00	.000	
MAX WAGE	MAX EIC		MAX WAGE	MAX EIC		MAX WAGE	MAX EIC		
35536.36	1830.00		20273.18	915.00		40546.36	1830.00		
VENDOR			BLNC			FND F PRGM FUNC OBJCT			
004669			0471			EXP. ACCT: 199 0 9990 9000 00000			
						FND F PRGM SRCE OBJCT			
						REV. ACCT: 199 0 9990 9000 00000			

ENTER=Update, F16=Exit

09.04.01

A1.3. 2010 Federal FICA Parameters Are Unchanged

The 2010 Federal FICA withholding parameters remain unchanged from calendar year 2009. After the release is applied, please verify that the *FICA/Medicare Tax Table* appears as shown below. *The Vendor Number is school district or system specific.*

```

PCG Dist=6421  Rel=09.04.00  01/04/2010  DOD 006  SV  C:\DEVSY...  C:\SECO...  - [X]
** FICA/Medicare Tax Table **
PAYTAXES
OASDI
Employee Share : .0620  Max Ded: 6621.60  Max Wage: 106800.00
Employer Share : .0620

Health Insurance (HI)
Employee Share : .0145  Max Ded: 9999.99  Max Wage: 999999.99
Employer Share : .0145

FICA Deduction Sort: 02  Medicare Only Deduction Sort: 02

Employer Blnc: 0421  Objct: 22000


Withholding
Vendor: 004669  Blnc: 0477  Exp Acct: 199 0 9990 9000  Rev Acct: 199 0 9990 9000
Fnd F Prgm Fnct
Fnd F Prgm Srce

ENTER=Update, F16=Exit
09.04.01
    
```

Section B: Installation Instructions for Release 09.04.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 09.04.01* 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 09.04.01**”. 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 09.04.01 ”.
5	Proceed to <i>B2. Install PCGenesis Release 09.04.01</i> .

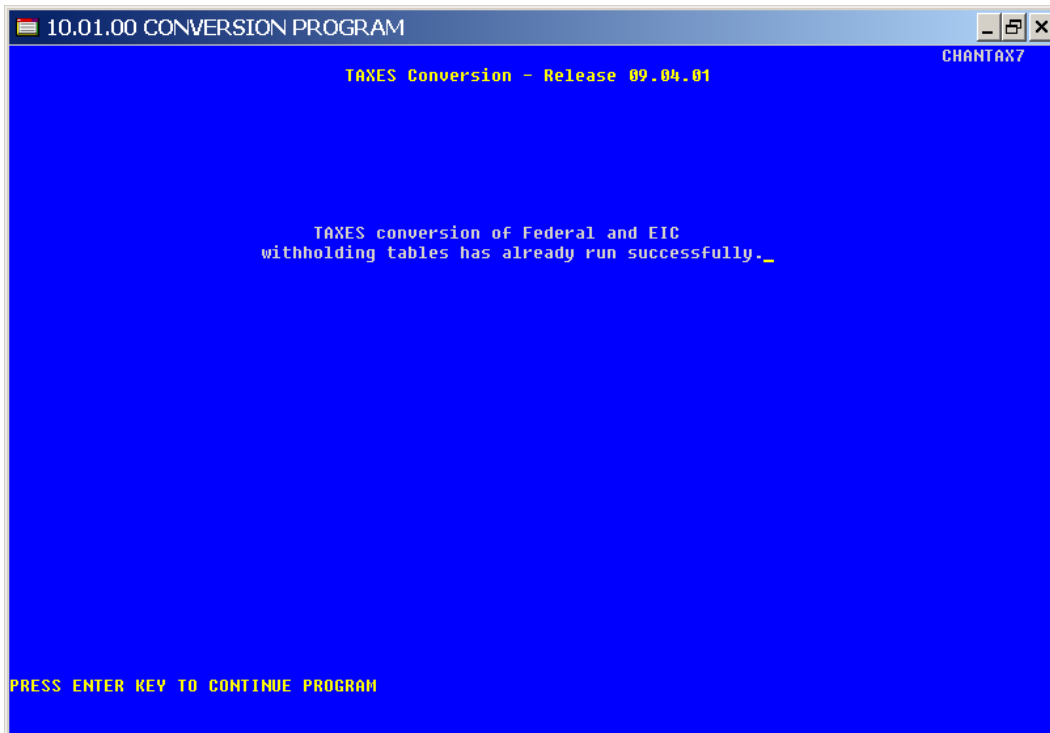
B2. Install PCGenesis Release 09.04.01

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 09.04.01 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 TAXES file has already been converted, the following screen displays:



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

For PCGenesis Release 09.04.01 successful installations, the following message displays:

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

Step	Action
6	Select Enter to close the <i>DOS</i> TM window.
7	If the installation was successful: Proceed to B3. <i>Verify Release 09.04.01 Was Successfully Installed.</i> If the installation was unsuccessful: Proceed to Step 8.

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

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><i>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</i></p>
12	Proceed to B3. Verify Release 09.04.01 Was Successfully Installed.

B3. Verify Release 09.04.01 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:


The screenshot shows a terminal window with a blue background and white text. The window title bar reads: "PCG Dist=6421 Rel=09.04.00 01/04/2010 DOD 006 SV C:\DEVSYS C:\SECO...". The main content of the terminal is as follows:

```

DEFNRELM
The Following D.O.E. Releases Have Been Successfully Loaded:
DOE 08.01.00 01/15/2008
DOE 08.02.00 06/30/2008
DOE 08.03.00 11/29/2008
DOE 08.03.01 11/29/2008
DOE 08.04.00 12/14/2008
DOE 09.01.00 01/15/2009
DOE 09.02.00 07/32/4009
DOE 09.02.01 08/14/2009
DOE 09.03.00 09/30/2009
DOE 09.03.01 11/30/2009
DOE 09.03.01 1 12/01/2009
DOE 09.04.00 12/28/2009
DOE 09.04.01 01/25/2010
Press <ENTER> or PF16 to Exit
08.01.00
    
```

Step	Action
4	Verify Release 09.04.01 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 09.04.01 displays. If Release 09.04.01 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 09.04.01 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 09.04.01 ".