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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

**SUBJECT: Release 10.03.01 – Calendar Year 2011 Georgia Health Insurance (GHI)
Premium Updates/Miscellaneous Updates and Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 10.03.01*.

PCGenesis supporting documentation is provided at:

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

November 2010 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 2011 rates on the Tax/Withholding/Control Menu for Georgia Health Insurance (GHI).

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Highlight Alert When Reorganization is Not Running

The logon screen will now highlight the last reorganization date when the reorganization task has not run in at least three days. If the last reorganization date is highlighted, the PCGenesis system administrator should call the help desk for assistance in setting up this scheduled task.



Last Reorg Older Than 3 Days
Last Reorg on: 10/19/2010

A2. Financial Accounting and Reporting (FAR) System

A2.1. DOAA Transparency in Government Export File

The *DOAA Transparency in Government Export* report which lists all of the GL items submitted in the export file, has been updated to highlight detail information which corresponds to the various control totals submitted to the Georgia Department of Audits.

Senate Bill 389, amendments to the *Transparency in Government Act*, was passed during the 2010 legislative session. In accordance with the Act, the Departments of Audits and Accounts is responsible for collecting information on certain specific grant and contract payments, providing an indexed listing of federal pass-through money and making the data available on a searchable website. **Local Boards of Education** are now required under Senate Bill 389 to submit data to be included in Open.Georgia.gov.

To comply with Senate Bill 389, the data collected will be published online by January 2, 2011. Collection of the data will begin in August 2010. Submitted data should include only activity for FY2010, be summarized based on the file specifications designed by the Georgia Department of Audits, and be formatted as a comma-delimited text file. A new menu option which will produce this file and is called *DOAA Transparency in Government Export File* (F1, F9, F31), is available on the *Financial Reporting & Month/Year End Close Menu*. Two reports are produced from this procedure: one report listing all of the GL items submitted in the export file, and a summary report which displays the totals for the submission file.

PCGenesis users should contact the Georgia Department of Audits for exact instructions regarding the end of year file submission process.

A2.2. 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 could stop with a 'file locked' error during processing if all users were not out of the PCGenesis system. Logic has been added to the month-end/year-end closing process which forces all users out of the system. This is in order to avoid getting half way through the year-end close process, and then having the process stop indicating a record is locked. If the user aborts the process during a record-lock condition, the system control screen may show the last month closed as 06/2010, yet show the last fiscal year closed as 2009. This condition is incorrect and causes a data repair to be necessary.

Now, the system will display a pop-up warning message reminding the PCGenesis system administrator to get everyone out of the system. Also, the process will require exclusive control of the appropriate system files and if the files can't be accessed exclusively, the PCG administrator will be required to force users out of the system before continuing.

A2.3. Vendor Payments for Any Period by Fund/Program

The *Vendor Payments for Any Period* (F1, F9, F1, F1) allows the option of producing a report of vendor payments by fund/program code. This report will facilitate reporting for the American Recovery and Reinvestment Act of 2009 (ARRA). Districts now need to turn in vendor payment totals spanning multiple fiscal years, and report the information by account fund/program. The report program provides the option to print only federal programs. An option has also been provided to print only those vendors with cumulative payments over \$25,000.00.

Before, the Vendor Payments report didn't consider any journal entries. Now, the Vendor Payments for Any Period by Fund/Program report will include JE vouchers which contain a vendor number on an 'E' detail line, regardless of whether a vendor check is indicated on the voucher. In order for the Vendor Payment report to be accurate, the UNSPECIFIED vendor number should NOT be used on journal vouchers.

A2.4. Expenditure Summary by Fund and Program Across Multiple Fiscal Years – New Menu Option

The *Expenditure Summary by Fund and Program Across Multiple Fiscal Years* (F1, F9, F1, F5, F3) allows the option of producing a summary report of expenditures across multiple fiscal years. This report will facilitate reporting for the American Recovery and Reinvestment Act of 2009 (ARRA). Districts now need to turn in expenditure totals spanning multiple fiscal years, and report the information by account fund/program. The program provides the option to roll multiple funds together into one fund.

A2.5. Expenditure Detail by Account Across Multiple Fiscal Years – New Menu Option

The *Expenditure Detail by Account Across Multiple Fiscal Years* (F1, F9, F1, F6, F3) allows the option of producing a detail report of expenditures across multiple fiscal years. This report will facilitate reporting for the American Recovery and Reinvestment Act of 2009 (ARRA). Districts now need to turn in expenditure totals spanning multiple fiscal years, and report the information by account fund/program. The program provides the option to mask the GL account to request specific programs. The report can be sorted by either account number, program, function, object, or facility.

A2.6. Enter Receipt

A problem has been identified when entering a receipt. Before, there was a problem when a receipt (for example, a receipt for \$120,000) was posted against a receivable (for example, a receivable for \$100,000) for more money than the original receivable, this causes problems when the original receivable is closed. This problem only occurs on twenty entries of the receipt (second screen of data). In this case closing the receivable would cause incorrect AUDIT file postings, throwing the GL out of balance. This problem has been resolved.

A3. Payroll System

A3.1. New Georgia Health Insurance (GHI) Employer Rate for Non-Certified Employees for January 2011

The Board of Community Health has approved the FY 2011 employer contribution rates for the second and third quarters of FY 2011. The board approved the continuation of the employer percent of payroll for SHBP at 21.955 percent.

This rate is 3.420% higher than the annual rate established in the FY 2011 appropriations bill. The increase will now be in effect through March 2011 (March deduction for April coverage) and will be reduced in the fourth quarter of FY 2011 so that school systems budgets are held harmless. In addition, the Office of Planning and Budget has indicated to us that allotments will be adjusted to accommodate this forward-funding plan. School systems do not need to adjust their annual operating budgets.

Also, effective January 1, 2011 (deduction in December 2010), the per member, per month contribution for non-certificated personnel will increase from \$162.72 to **\$218.20** for the balance of FY 2011. This amount has not been increased in ten years and the current rate does not adequately cover the expenditures for this group. SHBP has to raise this rate to maintain the financial stability of the plan.

Refer to *CI. Enter the New State Health Rate for Calendar 2011* for the instructions on implementing this change.

A3.2. Calendar Year 2011 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 2011 GHI premiums for the December payroll.

The installation of PCGenesis *Release 10.03.01* automatically imports the SHBP option and premium updates into PCGenesis. PCGenesis identifies the “old” premium rates with an ending date of *12/31/2010*, while the new premium rates, imported with this release’s installation, display a beginning date of *01/01/2011*. *Procedure D.1.1. Benefit Deduction Option and Tier Report – Example* provides sample results of the automatic import.

The Georgia Department of Education (GaDOE) strongly urges PCGenesis users to follow the instructions for printing the results of the Benefit Plan/Option/Tier file for review after the release’s installation. *Section D.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 ‘*01/01/2011*’ and ‘*12/31/9999*’ display as the *From Date* and *To Date* field entries for SHBP options and tiers.

Effective January 1, 2011, there are a number of changes to SHBP options:

- United Healthcare and CIGNA make up the available options for employees.
- GHI option ‘55’, CIGNA OAP Open Access Plus option, has been eliminated.
- GHI option ‘58’, United Healthcare OAP 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
55	CIGNA OAP OPEN ACCESS PLUS	Discontinued
58	UNITED HEALTHCARE OAP	Discontinued
All other SHBP options		New premium rates effective 01/01/2011

A3.3. Earnings History Adjustment for Employer Contribution

A problem has been reported when a PCGenesis user tries to add an Earnings History Adjustment for an employer contribution amount for an annuity. The system will not accept the adjustment, and the message "Employer amount not valid for this deduction" is displayed. Now, if the adjustment is for an employer contribution to an annuity, the system reads the *Annuity Company File* and determines if an employer deduction is indicated. If so, the adjustment will be accepted.

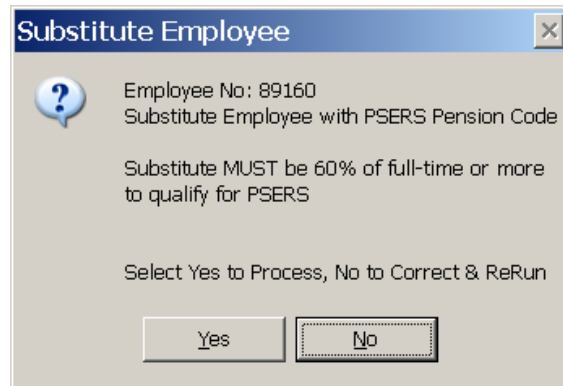
A3.4. Earnings History Adjustments Should Update YTD Buckets

Earnings History Adjustment records should update the YTD buckets on the payroll record for deductions, in particular for OASDI and HI gross and deduction amounts. Updating the FICA amounts is especially important because the payroll calculation uses these buckets to determine if the OASDI wage and tax limits have been reached.

For example, before, a superintendent could be over withheld for OASDI because the YTD OASDI gross and OASDI amount buckets were never updated with a FICA Earnings History Adjustment which was entered in January. Now, the Earnings History Adjustment will update the YTD payroll buckets, and the employee will NOT be over withheld.

A3.5. PSERS Report

PSERS now allows substitutes who work at least 60% of full time to qualify for PSERS. The *PSERS Contribution Report and File* (F2, F5, F10) will display a warning message when an employee in a substitute class has a PSERS amount. If a PSERS substitute is encountered, the warning will be displayed, and the PCG administrator can decide whether to continue processing or abort the report so that the data can be corrected.




A3.6. Reset Payroll Monitor

In a recent release, a second screen was added to the *Payroll Sequence Monitor* that displays the deductions which have been selected for the payroll run. Before, the deduction selection screen was non-modifiable. The purpose of the deduction screen was to allow users to easily verify the deduction settings for the current payroll run. Now however, if only the first two sequence flags are set to Y (Yes), PCGenesis will allow the user to reset the current payroll cycle's deduction selection. In the event the payroll cycle's deduction parameters require modifications, such as when adding a new payroll deduction, users may modify the deduction field information as needed.

A4. Personnel System

A4.1. Print Employee Leave Data

The *Print Employee Current Leave Edit Listing* (F2, F8, F10) procedure and the *Print Employee Leave Data* (F3, F4, F1) have been enhanced to allow greater flexibility in producing these reports. The reports have been enhanced with additional sort options, the ability to produce an export file of the leave data, and the option to print either state leave buckets, local leave buckets, or both. The report also allows the utilization of the Search Criteria feature ( F10 – Set filter condition for selecting the employees to print on the report.

A5. Certified/Classified Personnel Information (CPI) System


A5.1. Update Job Code for CPI/Payroll/CS-1

The menu item *Update Job Code for CPI/Payroll/CS-1* has been added to *CPI Special Functions Menu* (F4, F31, F7) so that this menu option is easier to find. This menu item will also remain on the Personnel System's *Leave Menu* (F3, F4, F10) since it has always been available from the *Leave Menu* in the past.

Section B: Installation Instructions for Release 10.03.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.03.01* 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 10.03.01**”. 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 10.03.01 ”.
5	Proceed to B2. <i>Install PCGenesis Release 10.03.01</i> .

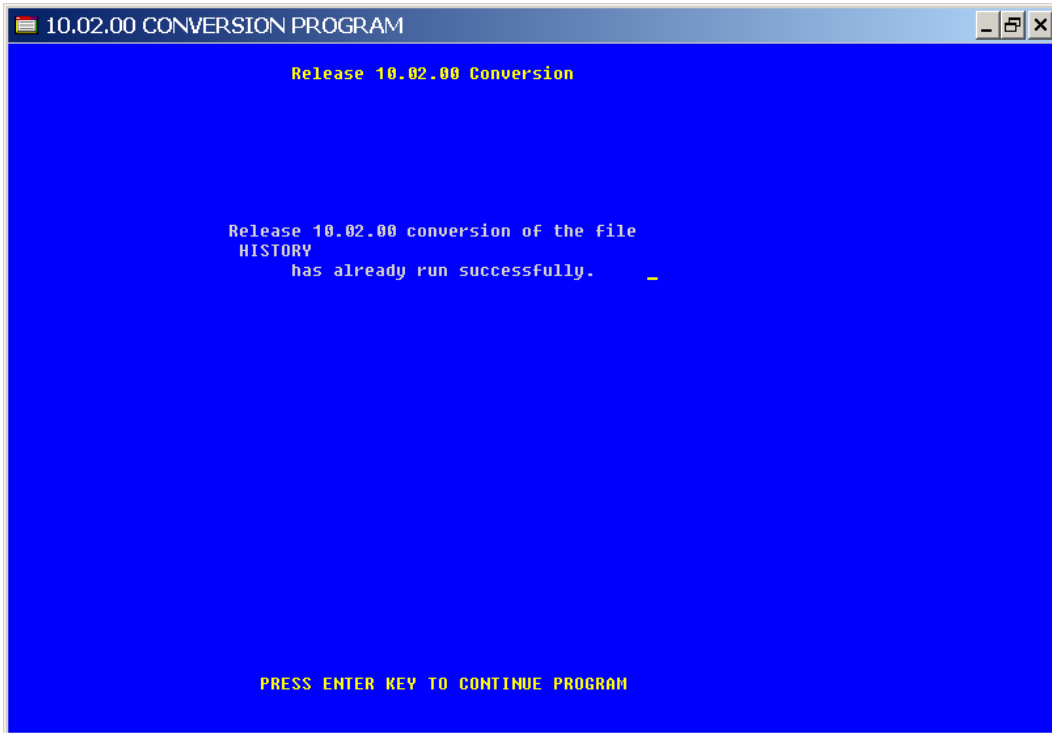
B2. Install PCGenesis Release 10.03.01

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>

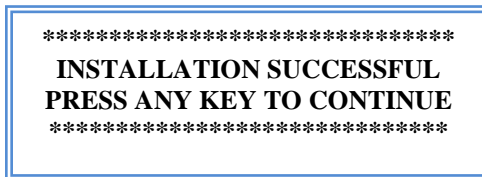
Step	Action
5	<p>Double-click RELINSTL.BAT to perform the installation.</p> <p><i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i></p> <p><i>For duplicate PCGenesis Release 10.03.01 installations, a message of the software update's installation displays. In this instance, select OK.</i></p>

If the release has already been installed previously, and the HISTORY file has already been converted and the following screen displays:



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

For PCGenesis Release 10.03.01 successful installations, the following message displays:



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 10.03.01 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 10.03.01 Was Successfully Installed.

B3. Verify Release 10.03.01 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:

The screenshot shows a terminal window with a blue background and white text. The window title bar reads: "PCG Dist=6431 Rel=10.03.00 11/15/2010 DOE 012 C:\DEVSY S C:\SECOND". 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 12/01/2009
DOE 09.04.00 12/28/2009
DOE 09.04.01 01/25/2010
DOE 10.01.00 03/29/2010
DOE 10.02.00 05/27/2010
DOE 10.03.00 09/15/2010
DOE 10.03.01 11/15/2010

Press <ENTER> or PF16 to Exit

08.01.00
    
```

Step	Action
4	Verify Release 10.03.01 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 10.03.01 displays. If Release 10.03.01 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 10.03.01 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 10.03.01 ”.

Section C: After PCGenesis Release 10.03.01 Has Been Installed

C1. Enter the New State Health Rate for Calendar 2011

Step	Action
1	Log into PCGenesis.
2	Select 2 (F2 – Payroll System).
3	Select 13 (F13 - Special Functions Menu).
4	Select 3 (F3 – Tax/Withholding/Control Menu).
5	Select 6 (F6 - Display/Update GHI Table).

The following screen display is displayed:







Step	Action
6	For the Certified Employer Share % : Enter .219550 .
7	For the Non-Certified Employer Share \$: Verify 218.20 is entered in the field.
8	For the Non-Certified Employer Share % : Verify 0.00 is entered in the field.
9	Press Enter (Update) to save the changes, and return to the Tax/Withholding/Control Menu.

Section D: 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.

D1. 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 01/01/2011 and 12/31/2011 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> redispays 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>

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

REPORT DATE: 10/28/2010 11:56		BENEFIT DEDUCTION OPTION AND TIER REPORT				PAGE 1
Program ID: PAY27						
Report of EMPLOYEE rates in effect from: 01/01/2011 To: 12/31/2011						
Plan: SHBP State Health Benefit Plan						
Certified Ded Code: 09 ER flag: N ER paid amt: \$0.00 Classified Ded Code: 08 ER flag: N ER paid amt: \$0.00						
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	01/01/2011	2/31/9999	SINGLE	UHC HMO SINGLE	UHC HMO SINGL	110.22
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	2/31/9999	SINGLE/T	UHC HMO SINGLE/T	UHC HMO SGL/T	190.22
90 EMPLOYEE & SPOUSE	01/01/2011	2/31/9999	EESP	UHC HMO EESP	UHC HMO EESP	260.14
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	2/31/9999	EESP/T	UHC HMO EESP/T	UHC HMO EESP/T	340.14
92 EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	2/31/9999	EESP/SP	UHC HMO EESP/SP	U HMO EESP/SP	310.14
93 EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2011	2/31/9999	EESP/TSP	UHC HMO EESP/TSP	U HMO ESP/TSP	390.14
94 EMPLOYEE & CHILD(REN)	01/01/2011	2/31/9999	EECH	UHC HMO EECH	UHC HMO EECH	264.26
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	2/31/9999	EECH/T	UHC HMO EECH/T	UH HMO EECH/T	344.26
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	2/31/9999	FAMILY	UHC HMO FAMILY	UHC HMO FAM	284.94
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	2/31/9999	FAMILY/T	UHC HMO FAM/T	UHC HMO FAM/T	364.94
98 EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	2/31/9999	FAMILY/SP	UHC HMO FAM/SP	UH HMO FAM/SP	334.94
99 EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2011	2/31/9999	FAMILY/TSP	UHC HMO FAM/TSP	U HMO FAM/TSP	414.94
05 CIGNA HMO OPEN ACCESS PLUS IN-NETWORK			Short Desc: CIGNA HMO			
10 SINGLE COVERAGE	01/01/2011	2/31/9999	SINGLE	CIG HMO SINGLE	CIG HMO SINGL	110.22
40 SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	2/31/9999	SINGLE/T	CIG HMO SINGLE/T	CIG HMO SGL/T	190.22
90 EMPLOYEE & SPOUSE	01/01/2011	2/31/9999	EESP	CIG HMO EESP	CIG HMO EESP	260.14
91 EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	2/31/9999	EESP/T	CIG HMO EESP/T	CG HMO EESP/T	340.14
92 EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	2/31/9999	EESP/SP	CIG HMO EESP/SP	C HMO EESP/SP	310.14
93 EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2011	2/31/9999	EESP/TSP	CIG HMO EESP/TSP	C HMO ESP/TSP	390.14
94 EMPLOYEE & CHILD(REN)	01/01/2011	2/31/9999	EECH	CIG HMO EECH	CIG HMO EECH	264.26
95 EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	2/31/9999	EECH/T	CIG HMO EECH/T	CG HMO EECH/T	344.26
96 EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	2/31/9999	FAMILY	CIG HMO FAMILY	CIG HMO FAM	284.94
97 EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	2/31/9999	FAMILY/T	CIG HMO FAM/T	CIG HMO FAM/T	364.94
98 EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	2/31/9999	FAMILY/SP	CIG HMO FAM/SP	CG HMO FAM/SP	334.94
99 EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2011	2/31/9999	FAMILY/TSP	CIG HMO FAM/TSP	C HMO FAM/TSP	414.94

CY2011 Benefit Plan Rate Updates


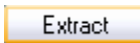
D2. State Health Benefit Plan (SHBP) Option and Tier from the Department of Community Health (DCH) File Processing

D2.1. 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

D2.2. 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.

D3. Verify the State Health Benefit Plan Option and Tiers

Step	Action
1	Refer to the <i>Payroll System Operation Guide, 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.

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

REPORT DATE: 10/28/2010 11:56		BENEFIT DEDUCTION OPTION AND TIER REPORT				PAGE 1	
Program ID: PAY27							
Report of EMPLOYEE rates in effect from: 01/01/2011 To: 12/31/2011							
Plan: SHBP State Health Benefit Plan							
Certified Ded Code: 09 ER flag: N ER paid amt: \$0.00 Classified Ded Code: 08 ER flag: N ER paid amt: \$0.00							
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	01/01/2011	12/31/9999	SINGLE	UHC HMO SINGLE	UHC HMO SINGL	110.22
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	12/31/9999	SINGLE/T	UHC HMO SINGLE/T	UHC HMO SGL/T	190.22
90	EMPLOYEE & SPOUSE	01/01/2011	12/31/9999	EESP	UHC HMO EESP	UHC HMO EESP	260.14
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EESP/T	UHC HMO EESP/T	UH HMO EESP/T	340.14
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/SP	UHC HMO EESP/SP	U HMO EESP/SP	310.14
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/TSP	UHC HMO EESP/TSP	U HMO ESP/TSP	390.14
94	EMPLOYEE & CHILD(REN)	01/01/2011	12/31/9999	EECH	UHC HMO EECH	UHC HMO EECH	264.26
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EECH/T	UHC HMO EECH/T	UH HMO EECH/T	344.26
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	12/31/9999	FAMILY	UHC HMO FAMILY	UHC HMO FAM	284.94
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	12/31/9999	FAMILY/T	UHC HMO FAM/T	UHC HMO FAM/T	364.94
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	12/31/9999	FAMILY/SP	UHC HMO FAM/SP	UH HMO FAM/SP	334.94
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2011	12/31/9999	FAMILY/TSP	UHC HMO FAM/TSP	U HMO FAM/TSP	414.94
05	CIGNA HMO OPEN ACCESS PLUS IN-NETWORK			Short Desc: CIGNA HMO			
10	SINGLE COVERAGE	01/01/2011	12/31/9999	SINGLE	CIG HMO SINGLE	CIG HMO SINGL	110.22
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	12/31/9999	SINGLE/T	CIG HMO SINGLE/T	CIG HMO SGL/T	190.22
90	EMPLOYEE & SPOUSE	01/01/2011	12/31/9999	EESP	CIG HMO EESP	CIG HMO EESP	260.14
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EESP/T	CIG HMO EESP/T	CG HMO EESP/T	340.14
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/SP	CIG HMO EESP/SP	C HMO EESP/SP	310.14
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/TSP	CIG HMO EESP/TSP	C HMO ESP/TSP	390.14
94	EMPLOYEE & CHILD(REN)	01/01/2011	12/31/9999	EECH	CIG HMO EECH	CIG HMO EECH	264.26
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EECH/T	CIG HMO EECH/T	CG HMO EECH/T	344.26
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	12/31/9999	FAMILY	CIG HMO FAMILY	CIG HMO FAM	284.94
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	12/31/9999	FAMILY/T	CIG HMO FAM/T	CIG HMO FAM/T	364.94
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	12/31/9999	FAMILY/SP	CIG HMO FAM/SP	CG HMO FAM/SP	334.94
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE SC	01/01/2011	12/31/9999	FAMILY/TSP	CIG HMO FAM/TSP	C HMO FAM/TSP	414.94

CY2011 Benefit Plan Rate Updates

D4. 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 *D8. 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 D5. 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>

D5. 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 D8. 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 D4. 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’ (<i>State Health-Non Cert</i>) and ‘09’ (<i>State Health-Cert</i>) is ‘1’ (<i>Fixed Amount</i>). 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 <i>Section F: Description/Deduction/Annuity File Processing, Procedure 3A. Maintaining Benefit Plan/Option/Tier Records</i>. 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>

D6. 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




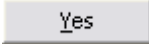
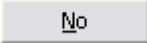




If there are errors: Errors such as when the option and tier selected by the employee and supplied by the DCH could not be entered into PCGenesis, display on the *State Health Benefit Plan Import Exception Report*. For this error, PCGenesis was unable to locate a matching employee record corresponding 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 *D8. 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 D2. 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 D2.2. 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>

D6.1. 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											

D6.2. 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

D6.3. 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.





D7. 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 01/01/2011 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>

D.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		

D.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

D8. 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.