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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 10.04. 01 – FICA, Federal Withholding and EIC Table Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 10.04.01*.

PCGenesis supporting documentation is provided at:

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

December, 2010 Payroll Completion Instructions

Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2011 payroll.

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Section A: Overview of Release

A1. Payroll System

A1.1. 2011 FICA Updates

The FICA tax parameters have been updated for calendar year 2011. For calendar year 2011, the employee FICA contribution rate is being reduced to 4.2% while the employer FICA contribution rate remains at 6.2%. The maximum employee deduction amount is \$4,485.60 and the maximum employer deduction amount is \$6,621.60. The installation of *Release 10.04.01* automatically imports the FICA tax updates into PCGenesis. After the release is applied, please verify that the *FICA/Medicare Tax Table* appears as shown below. *The Vendor# is school district or system specific.*

```

PCG Dist=8991  Rel=10.04.00  01/06/2011  DOD 005  SV C:\DEVSYS  C:\SECO...
** FICA/Medicare Tax Table **
                                PAYTAXES
                                OASDI
Employee:  Share:  .0420      Max Ded:  4485.60      Max Wage: 106800.00
Employer:  Share:  .0620      Max Ded:  6621.60
                                Health Insurance (HI)
Employee:  Share:  .0145
Employer:  Share:  .0145
                                FICA Deduction Sort: 02  Medicare Only Deduction Sort: 02
                                Employer Blnc: 0421  Objct: 22000
                                Withholding
Vendor: 067045  Blnc: 0477  Exp Acct: 199 0 9990 9000  Fnd F Prgm Fnct  Rev Acct: 199 0 9990 9000
                                Fnd F Prgm Sree
ENTER=Update, F16=Exit
                                10.04.01
    
```

A1.2. 2011 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2011. Calendar year 2010 Federal withholding tax tables have gone from 9 wage brackets to 7 wage brackets. The installation of *Release 10.04.01* 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.*

PCG Dist=6211 Rel=10.04.01 01/06/2011 DOD 008 SV C:\DEVSYS C:\SECO... 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	0	.00	.000	2	0	.00	.000
3	0	.00	.000	3	0	.00	.000
4	2100	.00	.100	4	7900	.00	.100
5	10600	850.00	.150	5	24900	1700.00	.150
6	36600	4750.00	.250	6	76900	9500.00	.250
7	85700	17025.00	.280	7	147250	27087.50	.280
8	176500	42449.00	.330	8	220200	47513.50	.330
9	381250	110016.50	.350	9	387050	102574.00	.350

Federal Tax Exempt Amount: 3700.00 Fed ID# (EIN): 511000001

ENTER=Update, F16=Exit 10.04.01

A1.3. 2011 Federal AEIC Table Updates

According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expires on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and must be blank. The installation of Release 10.04.01 suppresses calculation of the advanced earned income tax credit (AEIC) for employees. The payroll conversion program will automatically move spaces to the AEIC switch for all employees.

A1.4. Trial Employer Benefit Distribution by Employee

The Trial Employer Benefit Distribution by Employee report has been modified so that separate totals print for the OASDI amount paid by the employer and for the Medicare (HI) amount paid by the employer. The OASDI wage base and the Medicare (HI) wage base are also reported.

REPORT DATE: 01/11/2011		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/23/10					PAYTRIAL		PAGE		1
		22000	*****	22000	*****	21000	*****	21000	*****		
EMPLOYEE NAME	SALARY GROSS	OASDI GROSS	HI GROSS	PENSION (OBJECT)	PENSION GROSS	C GHI GROSS	N GHI GROSS	(OBJECT)			
EMP. #		OASDI AMT	HI AMT	TYPE	AMOUNT	C GHI AMT	N GHI AMT	PEN	EMPR	SHR/EMPL	
LOPEZ, MARIA 33333	2,500.00	2,500.00 155.00	2,500.00 36.25	TRS	2,500.00 257.00						
RODRIGUES, DEBRA 11111	4,000.00	4,000.00 248.00	4,000.00 58.00	TRS	4,000.00 411.20						
WALLACE, MIRANDA T. 22222	3,000.00	2,659.86 164.91	2,659.86 38.57	TRS	3,000.00 308.40			3,000.00 162.72			
AQUINO, WA4A 87949	12,800.00	12,800.00 793.60	12,800.00 185.60								
Annuities: DED#01/CO#01:	45.00	DED#02/CO#02:	50.00								
PURDY, DEBON 86865	1,245.23	1,245.23 77.20	1,245.23 18.06					1,245.23 162.72			
Deductions:	1.35 /43										
SHALL, LABEESHA 89401	7,194.28		6,333.09 91.83	TRS	7,194.28 739.57			4,432.18 162.72			
Deductions:	2.70 /42										
EMPLOYER SHARE GRAND TOTAL	65,885.74	56,846.32 3,524.47	63,179.41 916.11	(23000) TRS	16,694.28 1,716.17			10,177.41 650.88			
NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.											
-----Page Break-----											
REPORT DATE: 01/11/2011		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/23/10					PAYTRIAL		PAGE		2
ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLR AMT	ANNUITY EMPLR INDICATOR								
01	FRANKLIN LIFE INS. CO.	45.00	Fixed amount								
02	FIRST INVESTORS CORP.	50.00	Fixed amount								
-----Page Break-----											
REPORT DATE: 01/11/2011		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 11/23/10					PAYTRIAL		PAGE		3
DED NO	DEDUCTION DESCRIPTION	TOTAL DED EMPLR AMT	DEDUCT EMPLR INDICATOR								
42	VENDOR 002135	13.50	Fixed amount								
43	VENDOR 002135	2.70	Fixed amount								

A1.5. Payroll Employer Benefit Distribution by Employee

The Payroll Employer Benefit Distribution by Employee report has been modified so that separate totals print for the OASDI amount paid by the employer and for the Medicare (HI) amount paid by the employer. The OASDI wage base and the Medicare (HI) wage base are also reported. These totals are necessary in order to have accurate numbers to enter on the Federal 941 form.

REPORT DATE: 01/11/2011		PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 10/29/10							PAGE 1			
PROGRAM: PAYPR103		22000 ***** 22000 ***** 21000 ***** 21000 *****										
EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS		HI GROSS		PENSION (OBJECT)		PENSION		(OBJECT)	
			OASDI	AMT	HI	AMT	TYPE	AMOUNT	C GHI	GROSS		N GHI
												SHR/EMPL
AQ4INO, WA4A 87949		18,000.00	18,000.00	1,116.00	18,000.00	261.00						
AS5CRAFT, JASIKA 89068		3,310.00	3,205.00	198.71	3,205.00	46.47						
D06IER, DA6E 89755		1,000.00	900.00	55.80	900.00	13.05						
F07SYTHE, CA7EV 87802		1,500.00									1,500.00	162.72
LOPEZ, MARIA 33333		500.00	100.00	6.20	100.00	1.45	TRS					
ME6ZGER, JA6AAL 86163		20,000.00	20,000.00	1,240.00	20,000.00	290.00						
PE3PER, PO3 87126		3,136.23	3,136.23	194.45	3,136.23	45.48						
PUBDY, DE8ON 86865		1,245.23	1,245.23	77.20	1,245.23	18.06					1,245.23	162.72
SH8LL, LABEESHA 89401		7,194.28			6,333.09	91.83	TRS	7,194.28	739.57		4,432.18	162.72
WALLACE, MIRANDA T. 22222		4,166.67					TRS				4,166.67	162.72
EMPLOYER SHARE GRAND TOTAL		60,152.41	46,586.46	2,888.36	52,919.55	767.34	(23000) TRS	7,294.28	749.85		11,344.08	650.88


NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

End of File

Section B: Installation Instructions for Release 10.04.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.04.01* 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 10.04.01**”. 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 10.04.01 ”.
5	Proceed to <i>B2. Install PCGenesis Release 10.04.01</i> .

B2. Install PCGenesis Release 10.04.01

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>
5	Double-click RELINSTL.BAT to perform the installation. <i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i> <i>For duplicate PCGenesis Release 10.04.01 installations, a message of the software update's installation displays. In this instance, select OK.</i>

For PCGenesis Release 10.04.01 successful installations, the following message displays:

```

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

Step	Action
6	Select Enter to close the DOS™ window.
7	If the installation was successful: Proceed to B3. <i>Verify Release 10.04.01 Was Successfully Installed.</i> If the installtion 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> 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:

```

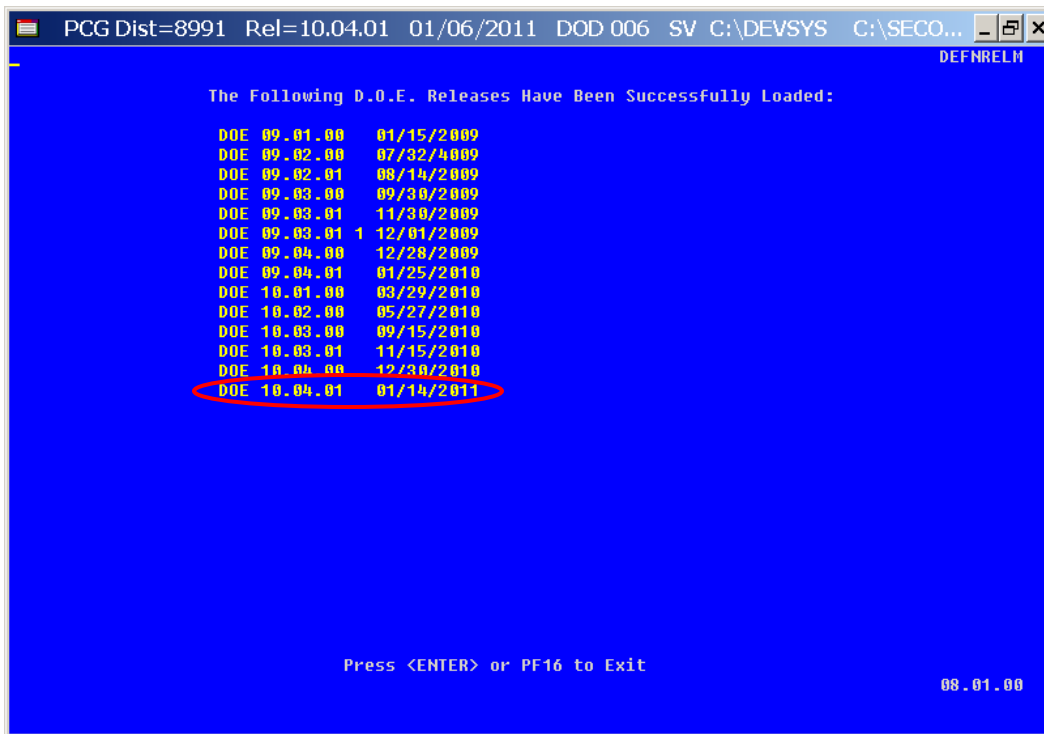
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

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><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. <i>Verify Release 10.04.01 Was Successfully Installed.</i>

B3. Verify Release 10.04.01 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:



Step	Action
4	Verify Release 10.04.01 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 10.04.01 displays. If Release 10.04.01 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 10.04.01 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 10.04.01 ”.