



Dr. John D. Barge, State School Superintendent
“Making Education Work for All Georgians”

GEORGIA DEPARTMENT OF EDUCATION (GDOE)

Administrative Technology Division

FY 2014 CPI Data Collection

Data File Layout

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
08/01/2013	N/A	Annual Updates
09/11/2013	STATE HEALTH PLAN	Revised to include SB327 employees with regular employees to report the State Health Plan
10/03/2013	N/A	Add edits to layout inadvertently removed from the document.
10/15/2013	JOB CODE, FUND CODE	E649 – Added '453' as a valid ASSIGNMENT JOB CODE for ASSIGNMENT FUND CODE '55'

CPI DATA COLLECTION – DATA FILE LAYOUT AND EDITS

Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender.

Edits highlighted in yellow are new for CPI 2014-1. This record is reported in every CPI cycle.

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2013 to June 30, 2014= "2014"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	A01	9-17	Employee's Social Security Number	A	9	Certified, Classified, Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM.	E805
							All personnel reported as active in CPI 2013-2 must be reported as either active or terminated in CPI 2014-1.	E2016
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.	W805
							All race indicators for employee cannot equal "N".	E292

Personnel Demographic Information - A Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	RECORD TYPE must = "A01".	E802
							Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01".	E803
							Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01'	E3033
							Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01'	E3034
							Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01.'	E3035
GENDER	A01	21	Indicates employee's gender.	A	1	Certified, Classified Active, Terminated	GENDER must be one of the following valid values: "F" = Female "M" = Male	E200
FILLER	A01	22	<i>(formerly RACE/ ETHNICITY) See new data elements at end of record.</i>	A	1	Certified, Classified Active, Terminated	No edits.	No edits.
FILLER	A01	23-52	<i>(formerly FULL NAME) See new data elements at end of record.</i>	A	30	Certified, Classified Active, Terminated	No edits.	No edits.
BIRTH DATE	A01	53-60	Employee's date of birth.	D	8	Certified, Classified Active, Terminated	DATE OF BIRTH must be in format yyyymmdd ; must not be blank.	E541
							DATE OF BIRTH must not be in current calendar year.	E542
							DATE OF BIRTH must reflect age from 15 to 90 years old, based on September 1 of current fiscal year.	E540
EMPLOYEE NUMBER	A01	61-69	A number used at the local district to identify employee.	A	9	Not required.	EMPLOYEE NUMBER must be right justified and have leading zeros if less than 9 digits, or may = all zeros.	E065
PERSONNEL ID NUMBER	A01	70-78	The certificate ID for certified employees or the local, state defined number for classified employees	A	9	Certified, Classified, Active	PERSONNEL ID NUMBER must be right justified and match certificate ID number from PSC Database for certified employees.	No edits .

Personnel Demographic Information - A Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
EMPLOYEE TYPE	A01	79-79	The employment category the employee falls into based on the prescribed codes.	A	1	Certified, Classified, Active, Terminated	EMPLOYEE TYPE must be one of the following valid values: “P” = 3 rd -Party Contract “L” – Long-Term Substitute “B” = SB 327 Retiree Blank/null = regular employee.	E1013
						For RTC, see <i>CPI – RTC Guideline</i> document	No C layout records reported for third-party employee (EMPLOYEE TYPE = “P”)	E3082
							Long-term substitute EMPLOYEE TYPE = “L”) reported with B and/or C records, which were ignored at upload. Only A-record layout data is loaded for this EMPLOYEE TYPE .	W2081
							Third-party contract employee EMPLOYEE TYPE = “P”) reported with B-layout record(s), which were ignored at upload. Only A-record and C-record data are loaded for this EMPLOYEE TYPE .	W2082
						Cycle 3 Only	<u>CPI Cycle 3/Leave:</u> Invalid EMPLOYEE TYPE for regular employee. Long-term subs and third-party contracts should not be reported this cycle. <u>Valid Codes for Cycle 3:</u> “B” = SB 327 Retiree Blank/null = regular employee.	E3075
						For active employee with EMPLOYEE TYPE = blank or ‘B’, the ANNUAL CONTRACT SALARY for CLASSIFIED and CERTIFIED cannot both be zero.	E647	
ETHNIC HISPANIC	A01	80-80	<i>Hispanic or Latino</i> <u>Not part of race indicators.</u> Identifies Hispanic ethnicity. For definition, refer to the Data Glossary.	A	1	Certified, Classified, Active, Terminated	H= Hispanic N= Not Hispanic ETHNIC HISPANIC must be ‘H’ or ‘N’	E284
RACE INDIAN	A01	81-81	<i>American Indian or Alaska Native</i> One of the five race indicators that can	A	1	Certified, Classified	I= American Indian or Alaska Native N= Not This race	E285

Personnel Demographic Information - A Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
			be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.			Active, Terminated	RACE INDIAN must be 'I' or 'N'	
RACE ASIAN	A01	82-82	Asian One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	S= Asian N= Not This race RACE ASIAN must be 'S' or 'N'	E286
RACE BLACK	A01	83-83	Black or African American One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	B= Black or African American N= Not This race RACE BLACK must be 'B' or 'N'	E287
RACE PACIFIC	A01	84-84	Native Hawaiian or Other Pacific Islander One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	P= Native Hawaiian or Other Pacific Islander N= Not This race RACE PACIFIC must be 'P' or 'N'	E288
RACE WHITE	A01	85-85	White One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	W= White N= Not This race RACE WHITE must be 'W' or 'N'	E289
LAST NAME	A01	86-115	The employee's last name.	A	30	Certified, Classified Active, Terminated	LAST NAME and/or FIRST NAME cannot be null. LAST NAME must be at least two characters	E3100 E3106
FIRST NAME	A01	116-145	The employee's first name.	A	30	Certified, Classified Active, Terminated	LAST NAME and/or FIRST NAME cannot be null. FIRST NAME must be at least two characters.	E3100 W3107
MID INITIAL	A01	146-146	The employee's middle initial.	A	1	Certified, Classified Active, Terminated	MIDDLE INITIAL must be either alpha characters (A-Z) or blank.	E3102
FILLER	A01	147-150		A	4	Certified, Classified Active, Terminated	No edits.	No edits.

Personnel Demographic Information - B Record

This record contains further demographic information regarding contract days, salary, years of experience, and certificate level for classified employees. **B Records are submitted to DOE for CPI Reporting Periods 1 and 2.** Edits highlighted in yellow are new for CPI 2014-1.

Personnel Demographic Information - B Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	B01	1-4	Current fiscal year	N	4	Certified, Classified Active Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2013 to June 30, 2014 = "2014"	E010
REPORT PERIOD	B01	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March	E020
SYSTEM CODE	B01	6-8	School System code.	A	3	Certified, Classified Active Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	B01	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "B01" in file for one SYSTEM.	E064 E805
RECORD TYPE	B01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active Terminated		E802
CERTIFIED EMPLOYMENT BASIS	B01	21-24	Indicates full time, part time, or overtime status.	N	4	Certified Active	CERTIFIED EMPLOYMENT BASIS must be formatted as n.nnn, but transmitted as nnnn (Employment Basis of 1.000 should be transmitted as 1000). CERTIFIED EMPLOYMENT BASIS + CLASSIFIED EMPLOYMENT BASIS must be greater than zero and less than or equal to "2.000". If CERTIFIED EMPLOYMENT BASIS is greater than zero, there must be at least one ASSIGNMENT TYPE CODE = "C". CERTIFIED EMPLOYMENT BASIS for certified employee cannot be zero or null. Employee with CERTIFIED EMPLOYEE BASIS > 1, when prorated for CERTIFIED EMPLOYMENT BASIS of 1, ANNUAL CERTIFIED SALARY is < state minimum.	E622 E623 E624 E3036 W631

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
CLASSIFIED EMPLOYMENT BASIS	B01	25-28	Indicates full time, part time, or overtime status.	N	4	Classified Active	CLASSIFIED EMPLOYMENT BASIS must be formatted as n.nnn, but transmitted as nnnn (Employment Basis of 1.000 should be transmitted as 1000).	E626
							If CLASSIFIED EMPLOYMENT BASIS is greater than zero, there must be at least one ASSIGNMENT TYPE CODE = "N".	E625
							CERTIFIED EMPLOYMENT BASIS + CLASSIFIED EMPLOYMENT BASIS must be greater than zero <i>and</i> less than or equal to "2.000".	E623
							CLASSIFIED EMPLOYMENT BASIS for classified employee cannot be zero or null.	E3037
PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE	B01	29-30	Number of payroll years of experience approved by local superintendent.	N	2	Certified Active	If PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE is greater than zero, then at least one ASSIGNMENT TYPE = "C" must exist.	E630
							If ASSIGNMENT TYPE = "N" only, then PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must = zero or blank.	E631
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must have leading zeros if less than "10".	E632
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must correspond to STATE PAY STEP in the same way that "Years of Creditable Experience" corresponds to "State Salary Step" on the <i>Department of Education Georgia Annual Salary Schedule</i> .	E633
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must be greater than "2" if at least one ASSIGNMENT JOB CODE = 400, 401, 402, 440, 441, 600, 604, 610, 615, 620, 621, 625, 640, 670, 671, 672.	W633
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must be less than or equal to 40.	W634
							CYCLE 1- PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE for CPI 2014-1 compared to PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE for CPI 2013-2 must be a difference of positive 1.	W629
CYCLE 2- PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE for CPI 2014-2 compared to PAYROLL YEARS OF EXPERIENCE FOR	W630							

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE	B01	35-43	Annualized Annual Contract Salary Amount including all Supplements	N	9	Certified Active FY2011/2014: Due to budget cuts, the Minimum Salary edits have been changed to warnings, and will reference an exception report of salaries not meeting the normal minimum requirements in the State Salary Schedule.	ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE divided by EMPLOYMENT BASIS must be equal to or greater than State Minimum Salary for the employee's CERTIFICATE LEVEL and STATE PAY STEP, except where ASSIGNMENT JOB CODE = 80, 115, 155, 157, 403, 413, 415, 417-419, 421-424, 426, 427, 434-437, 439, 442, 445, 447, 455, 460, 465, 466, 470, 471, 473, 480, 482-485, or 495 <i>or</i> where CERTIFICATE LEVEL = '2' <i>and</i> ASSIGNMENT CERTIFICATE TYPE = 'BT'.	E655 W403
							Full Time Equivalent Salary, (ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE + TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE) / (CERTIFIED EMPLOYMENT BASIS + (CLASSIFIED EMPLOYMENT BASIS) must be equal to or greater than State Minimum Salary for the employee's CERTIFICATE LEVEL and STATE PAY STEP except where ASSIGNMENT JOB CODE = 80, 115, 154, 155, 157, 403, 413, 415, 417-419, 421-424, 426, 427, 434-437, 439, 442, 445, 447, 455, 460, 461, 465, 466, 470, 471, 473, 480, 482-485, or 494 - 499 <i>or</i> where CERTIFICATE LEVEL = '2' <i>and</i> ASSIGNMENT CERTIFICATE TYPE = 'BT'.	E654 W404
							Full Time Equivalent Salary must be less than \$300,000.00.	E656
							ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE must have at least one ASSIGNMENT TYPE = "C".	E657
							Full Time Equivalent Salary for certified employee must be less than \$100,000.00.	W646
							For Years of Experience, Certificate Level and Professional/Provisional status, the Full Time Equivalent Salary, based on the reported Contract Salary and Employment Basis, exceeds the State Salary Schedule's minimum salary by \$20,000 or more. Please check salary accuracy.	W1108
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE	B01	44-52	Annualized total annual salary.	N	9	Classified Active	TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE must be greater than zero <i>if</i> CLASSIFIED EMPLOYMENT BASIS is greater than zero.	E1004
							Must have at least one ASSIGNMENT TYPE = "N" <i>and</i> CLASSIFIED EMPLOYMENT BASIS must be greater than zero.	E648
							Employee reported with a <i>classified</i> salary, TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE, but all C-record assignments are reported as <i>certified</i> (ASSIGNMENT TYPE CODE = "C").	E658
							TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE divided by CLASSIFIED EMPLOYMENT BASIS exceeds the reasonable maximum of \$200,000.00.	E1011

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
CONTRACT DAYS FOR CERTIFIED EMPLOYEE	B01	53-55	Total number of days employee has contracted to work.	N	3	Certified Active	<p>CONTRACT DAYS FOR CERTIFIED EMPLOYEES must be greater than zero and less than or equal to 260.</p> <p>If CONTRACT DAYS FOR CERTIFIED EMPLOYEES exists, there must be at least one ASSIGNMENT TYPE = "C".</p>	E660 E661
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE	B01	56-58	The total number of days that a classified employee was employed to work.	N	3	Classified Active	<p>If ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL exists, there must be at least one ASSIGNMENT TYPE = "N".</p> <p>ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL must be greater than zero and less than 262.</p>	E663 W692
TERMINATION CODE	B01	59	Indicates reason for termination of employment.	A	1	Certified/ Classified Terminated	<p>TERMINATION CODE must be one of the following valid values:</p> <p>"1" = Retirement "2" = Death "3" = Family "4" = Advanced Study "5" = Nonrenewal of Contract "6" = Acceptance of Position in other Georgia School System "7" = Reduction in Force "8" = Failure to Meet Certification Requirements "9" = Resignation "0" = Active employees only.</p> <p>If TERMINATION CODE is valid for <i>termination</i>, then there must be a TERMINATION DATE.</p> <p>If TERMINATION CODE is valid, data in CERTIFICATE LEVEL field and in all RECORD TYPE = "CON" records must be blank, null, or zeros.</p>	E670 E671 E672
TERMINATION DATE	B01	60-67	Date of termination of employment	D	8	Certified Terminated	<p>TERMINATION DATE must be in format yyyymmdd.</p> <p>TERMINATION DATE must be within the specified date range for the current report period: CPI 2014-1 range = 03/08/2013– 10/01/2013 CPI 2014-2 range = 10/02/2013 – 03/06/2014</p> <p>If valid TERMINATION DATE exists for <i>termination</i>, then there must be a valid TERMINATION CODE.</p> <p>TERMINATION CODE and TERMINATION DATE exist. All other B-record data elements should be blank/null : EMPLOYMENT BASIS, YEARS OF EXPERIENCE, CERTIFICATE LEVEL, PAY STEP, ANNUAL CONTRACT SALARY, CONTRACT DAYS, WORK DAYS, LOCAL YEARS, STATE HEALTH PLAN.</p>	E673 E674 E675 E706

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
LOCAL YEARS OF SERVICE	B01	68-69	The total number of years that an employee has been employed as used by local district to determine employee benefits and local salary.	N	2	Not required	LOCAL YEARS OF SERVICE must be a two-digit number - if less than "10", there must be leading zeros, or must be all zeros.	E635
STATE HEALTH PLAN	B01	70-70	Flag to indicate if employee is participating in the State Health Plan.	A	1	Certified/ Classified	<p>Must be one of the following: Y = Employee is participating in the State Health Plan N = Employee is NOT participating in the State Health Plan O=Other plan provided by the district 'O' pertains to ANY health insurance "provided by the district" that is taken by the employee and is not State Health (See Glossary for more details).</p> <p>No employees have been reported with the STATE HEALTH PLAN of 'Y'.</p> <p>STATE HEALTH PLAN of 'Y' is not valid for EMPLOYEE TYPE 'L' and 'P'. (Long-term Substitute and 3rd Party Contract)</p>	<p>E634</p> <p>E191</p> <p>E192</p>

Assignment Information - C Record

This record contains information regarding employee's assignment. There can be up to six C (assignments) records for each employee. These are denoted as C0N below, where N is for Assignments 1, 2, 3, 4, 5, 6. **C Records are submitted to DOE for CPI Reporting Periods 1 and 2.**

Edits highlighted in yellow are new for CPI 2014-1

Assignment Information - C Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	C0N	1-4	Current fiscal year	N	4	Certified, Classified Active	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2013 to June 30, 2014 = "2014"	E010
REPORT PERIOD	C0N	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March	E020
SYSTEM CODE	C0N	6-8	School System code.	A	3	Certified, Classified Active	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	C0N	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
RECORD TYPE	C0N	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active	RECORD TYPE must = "C0N" where "0N" = the number of each assignment.	E802

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGNMENT SCHOOL CODE	CON	21-24	Identifies school or work location.	A	4	Certified, Classified Active	ASSIGNMENT SCHOOL CODE must be a valid CPI school/location code in the <i>Facilities Database</i> .	E680
							ASSIGNMENT SCHOOL CODE cannot be between 8000 and 8999 for JOB CODES '080' -- '142', '146' -'199'.	E1106
							ASSIGNMENT SCHOOL CODE cannot be > 8000 for JOB CODE = 610 & 615.	E1107
							ASSIGNMENT SCHOOL CODE must be a <i>school</i> , not a <i>facility</i> , for teachers (JOB CODEs greater than '080' to less than '200'), Principal, Vice-Principal, and Graduation Coach (JOB CODEs '610', '615', '398'). (Exempt: RESAs and Virtual School teachers when reported School Code = 8010 or 8014.)	E1014
							ASSIGNMENT SCHOOL CODE must have at least one of grades 06-12 when ASSIGNMENT JOB CODE = '398', Graduation Coach.	E667
							ASSIGNMENT SCHOOL CODE is reported with zero employees.	E3032
							If SYSTEM CODE > 800 , ASSIGNMENT SCHOOL CODE cannot = '8010' for JOB CODES '080' – '199'.	W1106
							If ASSIGNMENT SCHOOL CODE is less than 6000 <i>and</i> LIFE STAGE = '4' or '7' in the <i>Facilities Database</i> , then ASSIGNMENT JOB CODE = "610" must exist at ASSIGNMENT SCHOOL CODE .	W691
ASSIGNMENT PERCENTAGE OF TIME	CON	25-28	Percentage of the total employment time spent on assignment.	N	4	Certified, Classified Active	ASSIGNMENT PERCENTAGE OF TIME must be equal to or less than 100.0.	E681
							The sum of all (up to 6) ASSIGNMENT PERCENTAGES OF TIME must be greater than 099.0 and less than or equal to 100.0	E682
							ASSIGNMENT PERCENTAGE OF TIME must be greater than zero.	E705

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGNMENT TYPE CODE	CON	29	Identifies assignment as Certified or Classified.	A	1	Certified, Classified Active	ASSIGNMENT TYPE CODE must be one of the following valid values: "C" = Certified or "N" = Classified	E683
							If ASSIGNMENT TYPE CODE = "C", ASSIGNMENT FIELD CODE must not equal blanks or spaces.	E685
							If ASSIGNMENT TYPE CODE = "C" <i>and</i> ASSIGNMENT FIELD CODE does <u>not</u> equal "998" (Pending), "101", "102", "103", or "104" (Charter Waivers), the SOCIAL SECURITY NUMBER must exist in <i>PSC Database</i> .	E645
							If ASSIGNMENT FIELD CODE = "998", Certificate Pending Flag must = "T" in <i>PSC Database</i> .	E646
							If ASSIGNMENT TYPE CODE = "C", CERTIFIED EMPLOYMENT BASIS must be greater than zero.	E686
							If ASSIGNMENT TYPE CODE = "N", CLASSIFIED EMPLOYMENT BASIS must be greater than zero.	E689
							ASSIGNMENT TYPE CODE must equal "C" if CERTIFICATE LEVEL is valid <i>and</i> "Report Certification on CPI" = "Y" in <i>Job Code Table</i> .	E687
							ASSIGNMENT TYPE CODE must equal "N" if "Certification Required" = 'N' <i>and</i> "Report Certification on CPI" = 'N' in <i>Job Code Table</i> .	E677
ASSIGNMENT FIELD STATUS	CON	30	Identifies employee as in-field or out-of-field.	A	1	Certified Active	ASSIGNMENT FIELD STATUS must be one of the following valid values: "I" = In-Field "O" = Out-of-Field	E688
							If ASSIGNMENT FIELD STATUS = "O", ASSIGNMENT JOB CODE must = 085-199, 400-499, 600, 610, 615, 621, or 641.	E679

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGNMENT CERTIFICATE TYPE	CON	31-33	Type of certificate as issued by PSC	A	3	Certified Active	ASSIGNMENT CERTIFICATE TYPE must have "Currently Issued" = "Y" in the <i>Certificate Type Table</i> .	E690
							ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in <i>PSC Database</i> unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103', or '104' (Charter Waivers). (Note: "Condition" in <i>PSC Database</i> must be translated to "Type".)	E691
							ASSIGNMENT CERTIFICATE TYPE CODE is exclusively for charter waiver, but the ASSIGNMENT SCHOOL CODE does not have a charter waiver.	E636
							ASSIGNMENT CERTIFICATE FIELD CODE is exclusively for charter waivers, but the ASSIGNMENT CERTIFICATE TYPE CODE is not for charter waivers.	E637
							Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, an employee assignment cannot be reported with 'L' for a JOB CODE that is not classified as leadership.	E615
							Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, an employee reported with 'L' ASSIGNMENT CERTIFICATE TYPE CODE for a non-leadership JOB CODE, and has no other certification, must be reported as classified.	E616
							Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the reported CERTIFICATE FIELD CODE must be 704, 705, 706, or 707.	E617
							Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the ASSIGNMENT CERTIFICATE TYPE CODE must be PL, NPL, L, NL, WL or WPL.	E618
The ASSIGNMENT CERTIFICATE FIELD CODE is not valid for the ASSIGNMENT CERTIFICATE TYPE CODE. Valid combinations are: PL, NPL,WPL with 706 & 707; L, DL, NL, PBL,WL with 704; NL,WL with 705.	E619							
ASSIGNMENT JOB CODE	CON	34-36	General area of employment.	A	3	Certified, Classified Active	ASSIGNMENT JOB CODE missing or not valid: <ul style="list-style-type: none"> • ASSIGNMENT JOB CODE must exist in every RECORD TYPE = "CON". • and ASSIGNMENT JOB CODE must exist in the <i>Job Code Table</i>. 	E692
							If ASSIGNMENT JOB CODE = 141, 142, 149, 153, or 158-171, then third	E696

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							character of ASSIGNMENT SUBJECT MATTER CODE must = "8" or '1'. (Special ed teachers with special education or remedial subjects) A principal (Job Code 610) must be reported from all FTE reporting schools < 6000. ASSIGNMENT JOB CODE = '600' must exist for each SYSTEM CODE where SYSTEM CODE is less than "800". If ASSIGNMENT JOB CODE has "Certificate Required" = 'Y' in the <i>Job Code Table</i> , <u>and</u> if employee has a valid CERTIFICATE FIELD CODE in <i>PSC Database</i> then ASSIGNMENT TYPE CODE must = 'C'. If ASSIGNMENT JOB CODE = 153, 404, 412, 432, 439, 469 or 650 ASSIGNMENT SCHOOL CODE must be > 6300 but < 6500 (GNETS Program) or a GNETS School Code. Only one ASSIGNMENT JOB CODE = '600' is allowed for each SYSTEM CODE. There was more than one principal (Job Code = '610') reported from this school.	E1008 E684 E693 E1003 W693 W2596
ASSIGNMENT SUBJECT MATTER CODE	CON	37-39	Code related to the subject matter that is taught or first two digits of subject in <i>List of State-Funded Courses</i> .	A	3	Certified Active	ASSIGNMENT SUBJECT MATTER CODE must be in <i>Subject Matter Code Table</i> . ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = "930" - "958" if ASSIGNMENT JOB CODE < "200" ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = '999' if ASSIGNMENT JOB CODE = '080', '121', or '130'-'199'. ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = "808" (Spec Ed Consultative Role Only) if ASSIGNMENT JOB CODE <i>not</i> = '141' - '142', '149', '152', '153', '158' - '171'. ASSIGNMENT SUBJECT MATTER CODE must be in the '950' series (High School) when the ASSIGNMENT JOB CODE = '398', Graduation Coach, and the ASSIGNMENT SCHOOL CODE is a high school. ASSIGNMENT SUBJECT MATTER CODE must be in the '930' series (Middle School) when the ASSIGNMENT JOB CODE = '398', Graduation Coach, and the ASSIGNMENT SCHOOL CODE is a middle school.	E694 E695 E668 E700 E664 E669

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							<p>When ASSIGNMENT JOB CODE is '398', Graduation Coach, the SUBJECT MATTER CODE must be in the '930' series (Middle School) or '950' series (High School).</p> <p>When ASSIGNMENT JOB CODE = '445', Technology Specialist, the SUBJECT MATTER CODE must = blank/null or '999'.</p> <p>When ASSIGNMENT TYPE CODE = 'N', the SUBJECT MATTER CODE must = blank/null. (Exceptions: Grad Coach, 3rd-Party Contract, Paraprofessionals)</p> <p>For paraprofessionals (JOB CODE '434', '435', '436'), instructional paras must use SUBJECT MATTER CODE '920' – '958'. Non-instructional paras should be reported with '999', i.e., not applicable.</p> <p>A valid SUBJECT MATTER CODE must be reported for Job Codes '116', '117', and '119'. (SUBJECT MATTER CODE '999' and '28n' are not valid.)</p> <p>A SUBJECT MATTER CODE of '999' is required for Job Code '673' Youth Apprenticeship Coordinator.</p>	<p>E662</p> <p>E1009</p> <p>E1010</p> <p>E1012</p> <p>E1073</p> <p>E1074</p>
ASSIGNMENT FIELD CODE	C0N	40-42	Field code on current PSC certificate as used for assignment.	A	3	Certified Active	<p>ASSIGNMENT FIELD CODE must be in <i>Certificate Field Code Table</i>.</p> <p>ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD CODE for employee in <i>PSC Database</i>, except where ASSIGNMENT FIELD CODE = "998" (Pending), "101", "102", "103", or "104" (Charter Waivers).</p> <p>"Expiration Date" field in <i>PSC Database</i> must be later than current date.</p> <p>The ASSIGNMENT CERTIFICATE TYPE CODE is for charter waiver, but the ASSIGNMENT CERTIFICATE FIELD CODE is not for charter waiver.</p>	<p>E697</p> <p>E698</p> <p>E639</p> <p>E638</p>
ASSIGNMENT FUND CODE	C0N	43-44	Indicates source of funding for employee's salary if other than QBE.	A	2	Certified Active	<p>ASSIGNMENT FUND CODE must be in <i>Secondary Fund Code Table</i>.</p> <p>ASSIGNMENT JOB CODE '116', '117', and '119' (teachers, extended day/year) should only be used with a SECONDARY FUND CODE = '76' (Voc Ed - Extended Day/Year).</p> <p>ASSIGNMENT JOB CODE 195' (20 day Extended Day/Year QBE Funded) should only be used with a SECONDARY FUND CODE = '00' (State/Local Funds).</p> <p>The sum of each ASSIGNMENT FUND CODES = 50, 51, 53, 54, 55, 56, 58, 59, or 71 must not = '0'.</p>	<p>E699</p> <p>E2580</p> <p>E2581</p> <p>W994</p>

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
						Special Ed / GNETS	<p>The sum of ASSIGNMENT FUND CODE = 81 must not = '0'.</p> <p>ASSIGNMENT JOB CODE of 080, 434, 612, 613, 646, 648, and 649 reported with Secondary Fund Code of '00'. (These are Pre-K, Federal and Title 1 Job Codes).</p> <p>ASSIGNMENT FUND CODE is not valid for reported Special Ed/GNETS ASSIGNMENT JOB CODE.</p> <p><u>Valid combinations:</u></p> <p>Job Codes 152 and 158 require Fund Code 50 or 00.</p> <p>Job Code 153 requires Fund Code 56 or 74.</p> <p>Job Code 141 requires Fund Code 50, 55, or 00.</p> <p>Job Code 650 requires Fund Code 74.</p> <p>Job Codes 306, 404, 412, 469 require Fund Code 00, 74, 50, 55, or 56.</p> <p>The combination of ASSIGNMENT FUND CODE and Special Ed/GNETS ASSIGNMENT JOB CODE will not be eligible for T&E Funding.</p> <p>ASSIGNMENT FUND CODE 56 (IDEA – GNETS Federal Grant) is not valid for teacher Job Codes (Job Codes less than 200).</p> <p>ASSIGNMENT JOB CODE =</p> <p>" 153" (GNETS Teacher Grant funded) or</p> <p>" 306" (GNETS Counselor) or " 404" (GNETS School Psychologist) or</p> <p>" 412" (GNETS Social Worker) or " 439" (GNETS Paraprofessional) or</p> <p>" 469" (GNETS Specialist) or " 650" (GNETS Director)</p> <p>has corresponding SECONDARY FUND CODE that does not equal "74" (GNETS STATE GRANT).</p> <p>When ASSIGNMENT FUND CODE = '55' (IDEA Preschool Grant), the ASSIGNMENT JOB CODE must be '141' (Preschool Special Education Teacher) or '453' (Special Education Paraprofessional - Ages 3 to 5).</p>	<p>W995</p> <p>W632</p> <p>E1017</p> <p>W991</p> <p>E1115</p> <p>W992</p> <p>E649</p>

Leave Information - D Record

There can be up to five ‘D’ (Leave) Records (D0N) for each employee. **D Records are submitted to DOE for CPI Reporting Periods 3 ONLY.** If the employee earns leave for more than two assignments and the leave earned in each assignment is independent of the leave earned in the other assignment(s), then two or more leave records **MUST** be reported. Edits highlighted in yellow are new for CPI **2014-1**. Examples of assignments where leave is earned:

- Certified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** is such that “Certification Required” = “Y” in Job Code Table.
- Food Service Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 410, 427, 449, 454, 477, 478, or, 630.
- Maintenance/custodial Employee Leave: where **PRIMARY ASSIGNMENT JOB CODE** = 422, 455,456, 457, 458, 490, 491.
- Bus Driver Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 461.
- Other Classified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** is such that “Certification Required” or “Report Certification on CPI” = “N” in Job Code Table and not included in any classified category above.

Leave Information - D Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit #
FISCAL YEAR	D0N	1-4	Current fiscal year	N	4	Certified, Classified Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2013 to June 30, 2014= "2014".	E010
REPORT PERIOD	D0N	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active, Terminated	REPORT PERIOD must be the current valid CPI period: "3" = July	E020
SYSTEM CODE	D0N	6-8	School System code.	A	3	Certified, Classified Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	D0N	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
RECORD TYPE	D0N	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	RECORD TYPE must = D01, D02, D03, D04, or D05.	E802
EMPLOYEE NUMBER	D0N	21-29	A number used at the local district to identify employee.	A	9	Not required.	EMPLOYEE NUMBER must have leading zeros if less than 9 digits, or may = all zeros.	E065

PRIMARY ASSIGNMENT JOB CODE	D0N	30-32	Primary area of employment for leave type D0N.	A	3	Certified, Classified Active, Terminated	PRIMARY ASSIGNMENT JOB CODE must exist in the <i>Job Code Table</i> .	E692
SICK LEAVE	D0N	33-35	Total number of days of paid sick leave used between July 1 and June 30. Includes personal/ Professional, maternity, & family medical leave.	N	3	Certified, Classified Active, Terminated	SICK LEAVE must be less than "240". Note: SICK LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E602
STAFF DEVELOPMENT	D0N	36-38	Total number of days of paid staff development leave used between July 1 and June 30. This type of leave is not deducted from the employee's accumulated sick or personal leave.	N	3	Certified, Classified Active, Terminated	STAFF DEVELOPMENT LEAVE must be less than "120". Note: STAFF DEVELOPMENT LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E603
VACATION	D0N	39-41	Total number of days of paid vacation leave used between July 1 and June 30.	N	3	Certified, Classified Active, Terminated	VACATION LEAVE must be less than "120". Note: VACATION LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E604
OTHER LEAVE	D0N	42-44	Total number of days of other paid leave including military leave, jury duty, court leave, etc. used between July 1 and June 30.	N	3	Certified, Classified Active, Terminated	OTHER LEAVE must be less than or equal to "240". Note: OTHER LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E605