

PCGENESIS CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI) SYSTEM OPERATIONS GUIDE

1/13/2020

Section A: Displaying/Updating Individual Employee Information, V2.10

Revision History

Date	Version	Description	Author
1/13/2020	2.10	19.04.00 – Add CPI Stride ID field.	D. Ochala
06/28/2019	2.9	19.02.00 – Expand number of CPI Assignments from 6 to 15.	D. Ochala
12/03/2018	2.8	18.03.01 – Remove Infield Status field from screen.	D. Ochala
02/02/2018	2.7	18.01.00 – Update menu screenshots.	D. Ochala
09/20/2017	2.6	17.03.00 – Add the Consolidated Fund Flag to CPI Assignments.	D. Ochala
5/16/2016	2.5	16.01.00 – Updated DOE Logo and Footers.	S. Scrivens
4/10/2014	2.4	14.01.00 – Updated DOE logo.	D. Ochala
03/31/2009	2.3	09.01.00 – Added Data Collection ethnicity code change, and 3 rd party contractor	C. W. Jones
		information and instructions where appropriate.	
09/26/2008	2.2	08.02.00 – Added Long term sub (Long term substitute)? information and	C. W. Jones
		instructions. Updated remaining screenshots.	
05/6/2008	2.1	08.01.00 – Clarified the <i>CPI Rollover</i> procedure as it pertains to CPI biographical	C. W. Jones
		information within the Overview.	
09/26/2007	2.0	07.03.00 – Added automatic CPI biographical salary information update	C. W. Jones
		information to Overview.	

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Overview

Navigation Button Selection: Biographical **Bio**, Certificate **Cert**, and Assignment **Asg** navigation buttons have been added to the maintenance program, and allows easy access to employees' certification maintenance information.

Employee Lookup: PCGenesis performs the following when making a specific entry to locate an employee's CPI information:

- If an SSN is entered, and the employee does not have a Payroll record for the SSN, the *"Employee SSN xxxxxxxx not found in Payroll."* message displays.
- When entering an employee number, and PCGenesis is unable to locate a SSN for the employee within CPI, the *"Employee in Payroll but not in CPI, no other # in CPI found."* message displays.
- When entering an employee number for an employee with multiple employee numbers, if the requested employee number's *Include on CPI flag*? is set to *N* (*No*), the "*CPI include flag* = *N*, *Use* # *nnnnn instead*." message displays. In this instance, enter the employee number to proceed.

For instructions on the **CPI include flag**, refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information.

When updating biographical, certificate or assignment information, PCGenesis allows updates to the employee's remaining CPI records without having to select F9 (Modify) each time. As the PCGenesis user accesses the employee's subsequent CPI records, PCGenesis remains in update mode until the user completely exits the employee's record. For new employee information, select F9 (Modify) to modify the fields' information.

Biographical Information: As an employee's certification status changes from classified to certified on the *Display/Update Personnel Data* screen, PCGenesis automatically updates the employee's CPI biographical salary information to reflect the change.

Setting the **Advance/Inhibit Flag** on an employee's record to **A** (Inhibited Due to Performance), or **E** (Inhibited Due to Lack of Experience), prevents the employee's pay step from being incremented by one during the *CPI Rollover*. PCGenesis clears the **Advance/Inhibit Flag** when the *CPI Rollover* is completed.

Ethnicity Code Change Information: To meet Federal and CPI reporting requirements beginning in calendar year 2010, the *Employee Master Detail Listing* displays race/ethnicity information that is specific to the individual employee. Additionally, CPI processing requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question asks the respondent to identify whether or not his or her ethnicity is Hispanic or Latino. The second question asks the respondent to identify his or her race or races. These responses are now included on various CPI reports.

Long Term Substitute Information: Substitute employees, Payroll Class Type 'S', who are employed by the school district for six (6) or more weeks to fill in for a vacant permanent position, or to temporarily replace a regular contractual employee who is currently on leave, are considered "Long Term Substitutes". Although these employees do not receive training and experience compensation, they are included within Certified/Classified Personnel Information (CPI) reporting.

Georgia Department of Education January 13, 2020 • 9:42 AM • Page 1 of 64 All Rights Reserved. <u>**CPI Rollover Processing:</u>** When rolling over from Cycle Three to Cycle One, the 'Years Exp' (Years Experience) fields are incremented for all employees whose **Advance/Inhibit Flag** is left blank. This is the <u>only</u> rollover cycle which causes the *CPI Biographical* screen's **Certified Years of Experience**, and **Local Years Experience** fields to be incremented by one year. If an employee <u>should not</u> have their years of experience incremented, set the **Advance/Inhibit Flag** to **A** (Inhibited Due to Performance, Other) or **E** (Inhibited Due to Lack of Experience). After the rollover from Cycle Three to Cycle One is complete, the **Advance/Inhibit Flag** will be cleared for <u>all</u> employees.</u>

<u>Certificate Information</u>: The *Certificate File Maintenance* screen contains the **Cert Level** (Certification Level), **Eff Date** (Effective Date), **Field Code**, **Cert ID** (Certificate ID), and the **Open Case?** CPI header record information fields. The **Open Case?** flag identifies the status of the employee's Professional Standards Commission (PSC) certification request where appropriate. Additional certificate information identifiers include **Field Code**, **Cert Type** (Certificate Type), **Prof/Renew** (Professional/Renewable) flag, and **Valid From/To** validity period field information. The **Prof/Renew Flag** determines if the employee's certificate is renewable.

Certificate ID (Certificate Identification): For Certified employees, the code identifies the employee's Professional Standards Commission (PSC)-assigned certificate number. This field is not required for classified employees.

Field Code/Validity Field Entries: Although PCGenesis allows the entry of multiple certificate field codes for an individual certificate type, do not duplicate field codes for a certificate type. If the certificate has been renewed, and the field code remains the same, the **Valid From/To** fields must be modified to reflect the appropriate information.

Professional-Renewable and Nonrenewable Certifications: The PSC no longer issues *Provisional* certifications. Instead, the PSC bases employee pay on *Professional-Renewable, and Non Renewable* certifications. The agency bases *Professional-Renewable* certificate salaries on the *Professional* salary scale, and bases *Nonrenewable* certificate salaries on the *Provisional* salary scale. Refer to *Section G: CPI Description Code Maintenance* for the instructions to add these codes to the CPI *Description* file.

<u>Assignment Information</u>: PCGenesis provides summary assignment information, and lists up to 15 assignments per employee. As the PSC bases employee salaries on assignments tied to issued and inprogress certifications, it is imperative that all employee assignment and certification record information be complete and valid. Note however that the sum of all assignment percentages must equal 100.0%.

Additional <u>modifiable</u> CPI information includes subject matter codes, secondary fund codes, certificate field codes, and job codes.

The *CPI Code Menu* under the *Certified/Classified Personnel Information (CPI) Menu* on the GA DOE website provides the Data Collection codes required in the update of employee information.

Screen Print: The screen print feature allows the user to obtain a screen print of the *Update/Display Individual Employee Information* screen. The screen print feature is available on display/inquiry screens which have the r = 4 button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the drop-down selection icon (F15 - Code Lookup) or (F28 - Help Screens) when offered provides additional assistance with the entry of information.

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Topic 1: Display/Update Biographical Information

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:

Step

2

A	PCG Dist=8991	Rel=17.04.00	02/02/2018 PCW 0	03 SV C:\DEVSYS	C:\SECOND	WHITE			
		C	ertified/Clas	sified Person	nel Informa	tion System		CPIMENU	
	FKey 	l		Master M	enu				
	1	Display	/Update Individu	al Employee Info	ormation				
	2	Display	/Update Third Pa	rty Contractors					
	<u> </u>	Dishiaà	Opuale Personn	ei Dala					
	5	CPI Sal	ary Schedule						
	_7	CPI Rep	orting Menu						
	9	Create	CPI Report & Tran	smission File					
	11	CPI Ass	ignment File Mai	ntenance					
	13	Certifica	te File Maintena	nce Menu					
	15	CPI Des	cription Code Me	:nu					
	31	CPI Sne	cial Functions M	enu					
		or ope							
	20	File Re	organization						
	llen				1 1			17 04 00	
Mast	ber ^{voer} list D ess Words	PAY VEND					_	17.04.00	
F16		MONITOR MONITOR							
Act	ion								
sele	ect 🔟	(F1 - D	isplay/Upo	late Indiv	idual En	nployee Inf	ormatio	n).	

	📁 PCG Dist=8991 Rel=14.01.00 04/	09/2014 PCW 002 5V C:\DEV	SYS C:\SECON	D	WHI	TE			_ 6	<u>s</u> ×
	Displ	ay/Update Employee CPI Select Employee	Data						PAYFIND	
	Filter not active				Currer Emp 1	nt Ord Number	ler			
	Input:	Fmnno	01 N22	615	Cert	Pens	ContMo	.loh	13 Stat Mt	h
	incy name	21410					ooneno	000	ocut ne	.
	Input Emp F16 to Fy	Loyee Number or Name it F18 Clear employee	or SSN -	Pres	s Ente	er Key	i -			
	F1-9 = C	noose from Selection A	ibove							
									40 00 0	
	F1 F2 F3 F4 F5 F16 SET E11 F18 7 PSUF A PSUF A PSUF	F6 F7 F8 F9	F10 1	Help		FIE	~		13.02.0	0
top	Action	<u> </u>								
step	Action									
3	Enter the employee nu	mber or the SSN	I in the I	nput	t fiel	d, se	elect		/ (E	Inte
	to Step 5.			-						
	If the employee numbe	r and the SSN ar	re unkno	wn, e	enter	r the	emp	loye	e's c	omj
	name in the Name field	l, or Social Secu	rity Nun	ıber	in th	e SS	SN fie	eld,	and s	elec
	Entering a complete of	r partial name in	the Nar	ne fie	eld d	lispl	ays tl	he r	esults	s me
	matching the search ci	riteria entered. 1	Proceed	to St	ep 4					

Step 4

PCG Dist=8991 Rel=14.01.00 04/09/2014 PCV	V002 5V(Employee	Cheese Cara	ECOND		WHI	ITE			PAVE	
Select Em	ployee	of i paca								1110
Filter set: Class,Status				1	Curre	nt Or	der			
Current					Name					13
Fkey Name	Empno	SSN SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
Enter AD4IR, MI4HAELE	88757 004c4	999-08-8757	108	1	C	2	10	4	A	~
2 AM3DOR, MA3IN	00404 88902	999-08-8902	108	1	C	2	10	4	A	
3 AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4 AR9STEAD, MI9HEL	87744	999-08-7744	201	1	С	2	10	3	Α	
5 AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	Α	
6 AS5CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
BAZES, WAZDU	88015	999-08-8015	201	1	с Г	2	10	8 9	Å	
9 BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	Â	
FKEY = Record Fou	nd Ahoue									
or PgUp/PgDn = F16-new search, F18 F1-9 = Choose from	Previous -Clear E Selecti	/Next 10 Re Imployee Fil Ion Above	cords ter							
Order changed to Alpha ™™ F1 F2 F3 F4 F5 F6 F7	F8	F9					0.		13.0	2.00
F15 ← SETT ## F18 ⑦ PGUP▲ PGDN▼		F10 L	He	elp		F15				
Action							•	.1		1
and select $\underbrace{Enter}_{ENTER}$ (Enter).	the F	unction	кеу	cor	resp	ond	ing to	o th	e er	nploy
To sort by Name: Select Nar	ne (A	lame).								
To sort by Employee Number.	Sele	ct Empro	<u>ר</u> (E	Emp	no).					
To sort by Social Security Nu	mber:	Select	SSN	1	(SSI	V).				
To scroll between pages: Sele select either FOUP (Page Up)	or <u></u>	e PgUp/F ™▼ (Pc	PgDr 1ge I	ı ke <u>j</u> Dow	vs o vn).	n th	e com	ıpu	ter',	s keyl
If no CPI record exists for the the Include on CPI?, Pay Cla field entries are correct. Mak	e emplo ss, Tei e the d	oyee, rev rminatio appropri	view n Do ate o	the ite, corr	emp Teri ecti	oloy mina ions	ee's I ation to the	Pay Rea e en	roll asor nple	recon n, ana oyee's
record, and repeat this proced	lure b	eginning	at S	Step	1.					

If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.

PCG Dist=8991 Rel=19.04.00	01/10/2020	PCG 001 SV C:\DEVSYS	C:\SECOND WHITE	_			
DIS	PLAY/UPDA RTIFICATE	TE INDIVIDUAL EMP FILE - BIOGRAPHI	LOYEE INFORMATION		CPICM100		
		TILE DIOGRAMMINI					
Employee number:	88543	AS9BY, RA9HAL	SSN: STRIDE ID:	999 08 8543 0			
Work location: Sex: Ethnic:	108 F 02	Location 000108	Birth:	03/01/1994			
National cert: Advance/Inhibit:	N (Y or (A, E	N) or spaces)					
Certificate level: Cert. years exp:			Cert. pay step: Local years exp:				
Total employment basis: Emp. basis-cert.:	1.00 1.00		Emp. basis-class:	0.00			
Annual contract sal: State minimum salary:	\$37,287 \$.00 A .00	nnual classified sal:	\$.00			
Annual contract days:			Annual work days:				
Termination date: Termination reason:			Rehire date:				
Long term sub?: N (Y or N) Not a long term substitute.							
ENTEE F1 ► R F2 € F3 € F4 € F15 € F17 € F10 € F10 € F10	FS F6 F6	F7 TT F8 F9 F	Image: Non-Weight State Frid Image: Non-Weight State Frid Image: Non-Weight State Bio	FIS Asg	19.03.00		

For long term substitutes, the following screen displays:

Image: PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE —	\Box ×
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CERTIFICATE FILE - BIOGRAPHICAL INFORMATION	CPICM100
Employee number: 88531 BA3N, JE3FRY SSN: 999 08 8531 STRIDE ID: 0	
Work location: 6793 Location 006793 Sex: F Birth: 06/01/1995 Ethnic: 02	
National cert: N (Y or N) Advance/Inhibit: (A, E or spaces)	
Certificate level: Cert. pay step: Cert. years exp: Local years exp:	
Total employment basis: 1.00 Emp. basis-cert.: 0.00 Emp. basis-class: 1.00	
Annual contract sal: \$.00 Annual classified sal: \$.00 State minimum salary: \$.00	
Annual contract days: Annual work days:	
Termination date: Rehire date: Termination reason:	
Long term sub?: Y (Y or N) SUBSTITUTE	
Long term substitute.	
	20.01.00

Georgia Department of Education January 13, 2020 • 9:42 AM • Page 6 of 64 All Rights Reserved. For third party contractor employees, the following screen displays:

PCG Dist=8991 Rel=19.04.00	01/10/2020 PCG 001 SV C:\DEVS	S C:\SECOND WHITE	- 🗆 ×
DIS	SPLAY/UPDATE INDIVIDUAL EI	MPLOYEE INFORMATION	CPICM100
Employee number:	11111 SMITH, DEBRA S.	SSN: STRIDE ID:	111 22 3333 Ø
Work location: Sex: Ethnic:	100 Location 000100 F 05	Birth:	01/01/1980
National cert: Advance/Inhibit:	N (Y or N) (A, E or spaces)		
Certificate level: Cert. years exp:		Cert. pay step: Local years exp:	
Total employment basis: Emp. basis-cert.:	1.00 1.00	Emp. basis-class:	0.00
Annual contract sal: State minimum salary:	\$00 \$00	Annual classified sal:	\$00
Annual contract days:		Annual work days:	
Termination date: Termination reason:		Rehire date:	
Long term sub?:	N (Y or N)		3RD PARTY CONTRACTOR
		F10 F11 E F12 Help Bio Ce	Pris Q 20.01.00

For **rehired TRS employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00	0 01/10/2020 PCG 001	SV C:\DEVSYS	C:\SECOND WH	HITE	_	
DI	SPLAY/UPDATE IND	IVIDUAL EMPL - BIOGRAPHIC	OYEE INFORMATION			CPICM100
Employee number:	88049 CA4LE,	AL4HONSE	SS Stride i	N: 999 0 D:	8 8049 0	
Work location: Sex: Ethnic:	201 Locati F 02	on 000201	Birt	h: 06/01	/1987	
National cert: Advance/Inhibit:	N (YorN) (A,Eorsp	aces)				
Certificate level: Cert. years exp:	5 10		Cert. pay ste Local years ex	p: 7 p: 7		
Total employment basis: Emp. basis-cert.:	1_00 1_00		Emp. basis-clas	s: 0.00		
Annual contract sal: State minimum salary:	\$ 56,167.00 \$ 49,396.00	An	nual classified sa	1: \$.00	
Annual contract days:	198		Annual work day	s:		
Termination date: Termination reason:			Rehire dat	e:		
Long term sub?:	N (Y or N)			SB 32	7 REHIRE	RETIREE
		F8 🔲 F9 🖉 F10	Fit Fit Fit Bio	Cert Asg	-	20.01.00

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Step
5

PCG Dist=8991 Rel=19.04.00	01/10/2020 PCG	001 SV C:\DEVSYS	C:\SECOND WHITE	_	
DIS	PLAY/UPDATE	INDIVIDUAL EMP	LOYEE INFORMATION		CPICM100
Employee number:	88543 ASYI	3Y, RAYHAL	SSN: STRIDE ID:	999 08 8543	
Work location: Sex: Ethnic:	108 Loca F 02	ation 000108	Birth:	03/01/1994	
National cert: Advance/Inhibit:	<u>N</u> (Y or N) _ (A, E or	spaces)			
Certificate level: Cert. years exp:	_		Cert. pay step: Local years exp:	_	
Total employment basis: Emp. basis-cert.:	1.00 <u>1.00</u>		Emp. basis-class:	<u>0.00</u>	
Annual contract sal: State minimum salary:	\$ 37,287.00 \$.00	A	nnual classified sal:	\$.00	
Annual contract days:			Annual work days:		
Termination date: Termination reason:			Rehire date:		
Long term sub?:	N (Y or N)				
Node changed to update					20 01 00
₩ F1 T F2 T F3 F14 F14 F16 F17 F18 F18 F14 F14 F14 F14	F5 F6 F7	<u> </u>	Help Bio Ce	rt Asg	20.01.00

Step	Action
6	Verify " <i>Mode changed to update</i> " displays, and make the appropriate entries within the modifiable fields.
	<u>For Certified employees</u> : Enter Y (Yes - Employee is National Board for Professional Teaching Standards (NBPTS) certificated)) or N (No – Employee is not NBPTS certificated) in the National Cert (National Certification) field.
	"Warning! Contract salary is below that State Minimum!" displays where appropriate. If this occurs, verify the "Salary" field's entry is correct on the employee's payroll record. The Georgia Department of Education (GaDOE) provides the <u>current</u> calendar year's published State Salary Schedule at: <u>http://public.doe.k12.ga.us/fbo_budget.aspx</u> . Refer to the <u>Payroll System Operations Guide</u> , Section B: Payroll Update Processing, Topic 3: Update/Display Payroll Information for instructions.
	Unless identified within Steps 7–12, the remaining fields default from the employee's personnel or payroll record.

Step	Action
7	Enter the employee's 8-digit STRIDE identification number assigned by the Ga DOE in the STRIDE ID field.
	This field is reserved for future use.
8	For Certified employees: Enter the number of years of creditable service in the Cert. Years Exp (Certified Years of Experience) field to identify the employee's pay step on the <i>State Salary Schedule</i> .
9	Enter the <u>certified</u> employment basis in the Emp. Basis-Cert. (Employment Basis-Certified) field.
	The Certified, and Classified employment basis may neither be individually nor combined greater than 2.00.
10	Enter the number of years the employee has been assigned local years of experience in the Local Years Exp. (Local Years Experience) field.
11	Enter the <u>classified</u> employment basis in the Emp. Basis-Class. (Employment Basis-Classified) field.
	The Certified, and Classified employment basis may neither be individually nor combined greater than 2.00.
12	To increment the employee's years of experience during the CPI Rollover: Leave the Advance Inhibit field blank.
	To prevent the employee's years of experience from being incremented during the CPI Rollover: Enter A (Inhibited Due to Performance), or E (Inhibited Due to Lack of Experience) in the Advance Inhibit field.
13	For Certified employees: Enter the employee's total contract days in the Annual Contract Days field.
14	FOR CLASSIFIED EMPLOYEES: ENTER THE EMPLOYEE'S TOTAL WORK DAYS IN THE ANNUAL WORK DAYS FIELD.
15	For Long Term Substitutes: Verify Y (Yes) displays in the Long term sub? (Long term substitute?) field.
16	Select Enter).
	Select (F17 – Print this data) to obtain a screen print of the <i>Update/Display</i> <i>Individual Employee Information</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

A P	PCG Dist=8991 Rel=19.04.00	01/10/2020	PCG 001 SV C:\D	EVSYS C:\SECOND	WHITE	-	- 🗆 X
	DIS Ce	PLAY/UPD RTIFICAT	ATE INDIVIDUAL E FILE – BIOGR	. EMPLOYEE INFO APHICAL INFORM	RMATION Ation		CP I CM100
	Employee number:	88543	AS9BY, RA9HAL		SSN: STRIDE ID:	999 08 8543 <u>12345678</u>	
	Work location: Sex: Ethnic:	108 F 02	Location 0001	08	Birth:	03/01/1994	
	National cert: Advance/Inhibit:	<u>М</u> (үо _ (А,	r N) E or spaces)				
	Certificate level: Cert. years exp:	_		Cert Local	. pay step: years exp:	E 	
Tota	l employment basis: Emp. basis-cert.:	1.00 <u>1.00</u>		Emp. b	asis-class:	<u>0.00</u>	
Ai Sta	nnual contract sal: ate minimum salary:	\$37,28 \$	7.00 .00	Annual clas	sified sal:	\$.00	
Ani	nual contract days:	<u>190</u>		Annual	work days:		
	Termination date: Termination reason:			R	ehire date:		
	Long term sub?:	N (Y o	r N)				
Val	idations passed. Sau	<mark>ve your c</mark>	hanges.				
	F1 → X F2 → X F3 → F4 →	FS 6 FS FS		66 F10 F11 🕨 p	Help Bio Cer	t Asg	20.01.00
	Action						
	Verify <i>"Validati</i> changes).	ons pas	ssed. Save y	our changes	s." display	s, and sel	ect F8 (]

A	PCG Dist=8991 Rel=19.04.00	01/10/2020	PCG 001 S	SV C:\DEVSYS	C:\SECOND	WHITE		—		×
	DIS Ce	RTIFICATE	TE INDIU FILE -	JIDUAL EMP BIOGRAPHI	LOYEE INFO CAL INFORM	RMATION Ation			CPICM1	00
	Employee number:	88543	AS9BY, F	RA9HAL		SSN: STRIDE ID:	999 08 <u>1</u> 234567	8543 <u>8</u>		
	Work location: Sex: Ethnic:	108 F 02	Locatior	n 000108		Birth:	03/01/1	994		
	National cert: Advance/Inhibit:	№ (Y or _ (A, E	N) or spac	ces)						
	Certificate level: Cert. years exp:	_			Cert Local	. pay step: years exp:	Е 			
Tota	al employment basis: Emp. basis-cert.:	1.00 <u>1.00</u>			Emp. b	asis-class:	<u>0.00</u>			
r St	Annual contract sal: ate minimum salary:	\$37,287 \$.00 .00	A	nnual clas	sified sal:	\$.00		
Ar	nual contract days:	<u>190</u>			Annual	work days:				
	Termination date: Termination reason:				R	ehire date:				
	Long term sub?:	N (Y or	· N)							
Dat	a saved									
	F1 ► ₹ F2 ◀ ₹ F3 ♣ F4 ⓑ ▲ F17 ➡ 7 F18 ↔ F3 ♣ F4 ⓑ ▲	F5 57 F6 14	F2 F8	₃ 🖬 բ∍ 66′ բ	10 T Fff 🕨 F	Help Bio Cer	rt Asg		20.01.	00
	Action									
	Verify "Data sav	ved" disj	plays, a	and selec	t_F16	(F16 – Exi	t) to ret	urn to	the D	ispla

The following screen displays:

📕 PCG Dist=8991 Rel=14.01.00	04/09/2014 PCW 00	02 SV C:\DEV	SYS C:\SECO	DND	WHITE			_ 8 ×
Dis	splay/Update Emp Select Emp	oloyee CPI oloyee	Data				PA	/FIND
Filter set: Class,Status	5				Current Name	Order		
Input: Fkey Name 1 AD4IR, MI4HAELE	Er 8	npno 8757 999	SSN L -08-8757 1	.oc C1: 108 1	s Cert P C	ens ContMa 2 10	o Job Sta 4 A	13 at Mth A
Input E F16 to 51-0 -	Employee Number Exit, F18 Clear	or Name remployee	or SSN filter	I - Pre	ss Enter	Кеу		
FI-9 =	- Choose from Se	FIECTION H	DOVE					
F1 F2 F3 F4 F15 F1 F2 F3 F4 F15 F15 F15 F15 F15 F15 F15 F15 F15 F15	F5 F6 F7	F8 F9	F10 T	Help		FIS 🔍	13.	. 02 . 00

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Step

PCG Dist=	8991 Rel=17.04.00	02/02/2018 PCW 003	SV C:\DEVSYS	C:\SECOND	WHITE	
		Certified/Classi	fied Personn	el Informat	ion System	CPIMENU
	FKey 		Master Me	nu		
	1 Display 2 Display 3 Display	//Update Individual //Update Third Party //Update Personnel	Employee Infor Contractors Data	mation		
	5 CPI Sa 7 CPI Re	ary Schedule porting Menu				
	9 Create 11 CPI As:	CPI Report & Transr signment File Mainte	nission File enance			
	13 Certific 15 CPI De	ate File Maintenance scription Code Menu	e Menu J			
	31 CPI Sp	cial Functions Men	u			
	20 File Re	organization				
Master ^{User} list F16 🕶 💵						 17.04.00
ction_						

20	Continue CPI processing as normal, or select (Master) to return to the Business
	Applications Master Menu.

Topic 2: Display/Update Certificate Information 2A. Adding a Certificate

FKey Master Menu 1 Display/Update Individual Employee Information 2 Display/Update Third Party Contractors 3 Display/Update Personnel Data 5 CPI Salary Schedule 7 CPI Report & Transmission File 11 CPI Report & Transmission File 11 CPI Assignment File Maintenance 13 Certificate File Maintenance Menu 15 CPI Description Code Menu 31 CPI Special Functions Menu 20 File Reorganization	A PCG Dist=8991	8991 Re=17.04.00 02/02/ Certi	fied/Classified Per	sonnel Informat	ion Sustem	CPIMENU
 1 Display/Update Individual Employee Information 2 Display/Update Third Party Contractors 3 Display/Update Personnel Data 5 CPI Salary Schedule 7 CPI Reporting Menu 9 Create CPI Report & Transmission File 11 CPI Assignment File Maintenance 13 Certificate File Maintenance Menu 15 CPI Description Code Menu 31 CPI Special Functions Menu 20 File Reorganization 	FKe	FKey	Maste	r Menu		
 5 CPI Salary Schedule 7 CPI Reporting Menu 9 Create CPI Report & Transmission File 11 CPI Assignment File Maintenance 13 CPI Assignment File Maintenance Menu 15 CPI Description Code Menu 31 CPI Special Functions Menu 20 File Reorganization 	1 2 3	 1 Display/Upda 2 Display/Upda 3 Display/Upda	nte Individual Employee nte Third Party Contracto ate Personnel Data	Information rs		
 9 Create CPI Report & Transmission File 11 CPI Assignment File Maintenance 13 Certificate File Maintenance Menu 15 CPI Description Code Menu 31 CPI Special Functions Menu 20 File Reorganization 	5	5 CPI Salary So 7 CPI Reporting	chedule 3 Menu			
 13 Certificate File Maintenance Menu 15 CPI Description Code Menu 31 CPI Special Functions Menu 20 File Reorganization 	<u>9</u> 11	9 Create CPI Re 11 CPI Assignme	eport & Transmission Fi ent File Maintenance	le		
31 CPI Special Functions Menu 20 File Reorganization	13 15	13 Certificate Fil 15 CPI Descripti	e Maintenance Menu on Code Menu			
	<u>31</u> 20	31 CPI Special F	unctions Menu			
Манади Ивен 17.04.00	Manada User,					17.04.00
	F16 Ues Words	Word PAY MONITOR				
ction	ction					

Select **1** (**F1** - Display/Update Individual Employee Information).

The following screen displays:

Step

1

🗐 Pi	CG D	ist≕	8991	Rel=14	4.01.00	04/09	/2014	РС₩ О	02 5 V	C:\DEV	5 15 C	\SECON	D	1	WHIT	TE				_ 8 ×
					Di	splay	/Upda Sele	te Em ct Em	ploye ploye	e CPI e	Data								PAYF	IND
Fil	lter	· no	it ac	tive										Cur Er	rrer np M	ıt Oro lumber	ler ,			
				I	nput:							_								13
Fke	ey.	Нап	ie					E	mpno		SSN	Lo	c C	ls Ce	ert	Pens	ContMo	Job	Stat	Mth
				I	nput	Emplo	vee N	umber	or	Name	or	SSN	- Pr	ess E	Ente	er Keu	,			
				F	16 to 1-9	Exit	, F18 ose fi	Clea	r emp elect	loyee	filt	er				-				
						0.10		0		1										
		.															~ 1		40 B	
	SET :		F2	13	F4	F5	F6	F7	1-8	F9	F10		Help		-	F15			13.0	2.00
F16	F17	F COL	-18 🐠		PGUP 📥	PGDN 🔻							neth							

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Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

🔲 PC	G Dis	st=8991	Rel=1	4.01.00	04/09	/2014	PCW 0	02 5 ¥	C:\DEV	SYS C:	SECON	D		WHI	TE				_ 8 ×
_				Di	splay	/Upda	te Em	ploye	e CPI	Data								PAYE	IND
					5	elect	Empi	oyee											
Fil	ter	set: C	lass,	Statu	IS								0	urrer	nt Ore	ler			
														Name					40
Eke		Name					1.1	Empno	l S	SN Í	Lor	с (:15	Cert	Pens	ContMo	.loh	Stat	13 Mth
Ente	al A	D4IR. M	I4HAEI	LE				38757	999	-08-875	7 10	8	1	C	2	10	4	A	
1		G9ILER	A. J09l	JE			(38464	999	-08-846	4 10	8	1	c	2	10	4	A	Y
2	1	MODOR	, MA3IN	4			1	38902	999	-08-890	2 10	8	1	С	2	10	8	Α	
3	1	R8EDO	NDO, K	18TIE			1	38729	999	-08-872	9 19	5	1	С	2	10	2	Α	
4	1	R9STEA	D, MI9	HEL			1	37744	999	-08-774	4 20	1	1	С	2	10	3	Α	
5	Ē 4	R9STEA	D, TAS	HINA			1	38944	999	-08-894	4 10	8	1	С	2	10	4	Α	
6	4	S5CRAF	T, JA5	IKA			1	39068	999	-08-906	B 10	0	1	С	2	10	3	Α	
7	E	BA2ES, V	VA2D0				1	38015	999	-08-801	5 20	1	1	С	2	10	8	Α	
8	E	A2MAN,	MA2YI	BELLE			1	39423	999	-08-942	3 10	0	1	С	2	10	9	Α	
9	E	BA9B,EM	19RY				1	37512	999	-08-751	2 10	0	1	С	2	10	2	Α	
			F	KEV	= Re	cord	Found	Abou	e										
				n Po	Up/Pq	Dn	= Pr	eviou	s/Nex	t 10	Record	ds							
			F	16-ne	w sea	rch,	F18-C	lear	Emplo	yee F:	ilter								
			F	1-9	= Cho	ose f	rom S	elect	ion A	bove									
Orde	r ct	nanged	to Al	.pha															
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10 T					FIS	2		13.0	2.00
F16	SETte F17	¥ F18 🐼		P GUP 🛦	PGDN 🛡							Help							

Step Action Select **Enter** (Enter) or select the Function key corresponding to the employee's record, 3 and select (Enter). To sort by Name: Select Name (Name). To sort by Employee Number: Select Empro (Empro). To sort by Social Security Number: Select SSN (SSN). To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either FGUF▲ (Page Up) or FGDN▼ (Page Down). If no CPI record exists for the employee, review the employee's Payroll record to ensure the Include on CPI?, Pay Class, Termination Date, and Termination Reason, and Pay Status field entries are correct. Make the appropriate corrections to the employee's Payroll record, and repeat this procedure beginning at Step 1. If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.

PCG Dist=8991 Rel	=19.04.00 01/10/2020 PCG 001 SV	C:\DEVSYS C:\SECOND	WHITE	- 🗆	×
	DISPLAY/UPDATE INDIVI CERTIFICATE FILE - E	DUAL EMPLOYEE INFORMATI Iographical information	10N	CP I CM1	00
Employee n	umber: 88543 AS9BY, RA	I9HAL STRI	SSN: 999 08 De ID: 123456	8543 '8	
Work loc	ation: 108 Location Sex: F thnic: 02	000108	Birth: 03/01/	994	
National Advance/In	cert: N (Y or N) hibit: (A, E or space	rs)			
Certificate Cert. year	level: s exp:	Cert. pay Local year	, step: E 's exp:		
Total employment Emp. basis-	basis: 1.00 cert.: 1.00	Emp. basis-	class: 0.00		
Annual contrac State minimum s	t sal: \$ 37,287.00 alary: \$.00	Annual classifie	ed sal: \$.00	
Annual contract	days: 190	Annual work	days:		
Termination Termination r	date: eason:	Rehire	e date:		
Long term	sub?: N (Y or N)				
ENTES F1 ► X F2 ► X F3 € F16 ► F17 ► F18 ►		F3 F10 F11 F12 Help	Bio Cert Asg	20.01.	. 00
Action					
Select Cert	(F30 – Go to Certif	icate Data).			

The following screen displays:

	A	PCG Dis	t=8991	Rel=1	9.04.00	01/10/	2020 F	PCG 001	SV C:\	DEVSYS	C:\SE	COND		WI	HITE		_		
							E 1	CERTI	FICAT	E								CPICM100	
							FI	LE MH	INIEN	HNUE									
	Em	ploye	e Num	ber:	8854	3 AS	9BY,	RA9HA	L			STRIC	SSN: E ID:	999 123	-08-8 45678	543 			
	Ce	rt Le	vel:	0 E	ff Da	te:			Cer	t ID:			Ope	en ca	se?:	N			
	FRT	F C 001	ield ode						Cert Type	Prof F	/Ren lag	ew F	Vali rom	id To					
	CERT	002																	
	CERT	003																	
	CERT	004																	
1	CERT	005																	
1	CERT	006																	
			0									9	al					28 84 88	
-	V	F1₽Ť	F2 4 X	F3 🖨	F4 6	FS 6	F6	F7	F8	F9 🗸	F10 🍸	Ffi 🕨	F12	D :		F15		29.01.00	
	F16	F17	F18 1										Help	BIO	Cert	Asg			

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Step	Action
5	Select F3 (F9 – Switch to Update Mode).
	After selecting the icon, PCGenesis highlights the modifiable text. Where appropriate, "Expired" displays to the right of the "Valid From/To" fields. As needed, make the appropriate modifications to the certificate by completing the instructions which follow.
	If the Update mode remains active from a prior certification module's selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001	SV C:\DEVSYS C:\SEC	COND WHITE	- 🗆 X
CERTIF File Mai	FICATE Intenance		CPICM100
Employee Number: 88543 AS9BY, RA9HAL	s	SSN: 999-08-8 TRIDE ID: '12345678	543
Cert Level: ٯ Eff Date:	Cert ID:	Open case?:	Ы
Field Code	Cert Prof/Rene Type Flag	w Valid From To	
CERT 001			
CERT 002			
CERT 003			
CERT 004			
CERT 005			
CERT 006			
Note changed to update			20 01 00
	F8 🖬 F9 60 F10 🖌 F	Help Bio Cort	F15 20.01.00

Stop	Action
Step	Acuon
6	Verify " <i>Mode changed to update</i> " displays, and either enter the employee's certificate level or select the drop-down selection icon vithin the Cert Level (Certificate Level) field to choose the appropriate code.
7	Modify the date (MM/DD/CCYY) within the Eff Date (Effective Date) field where appropriate.
8	For Certified Employees: Enter or modify the employee's certification identification code in the Cert ID (Certificate Identification) field. <i>For Certified employees, this number identifies the employee's Professional Standards Commission (PSC)-assigned certificate number. The field is not required for Classified employees.</i>

Step	Action
9	Enter Y (Yes) or N (No) in the Open case? field to identify the status of the employee's Professional Standards Commission (PSC) certification request where appropriate.
10	Enter the code or select the drop-down selection icon vithin the Field Code , and Certificate Type fields to choose the appropriate information.
11	Enter Y (Yes) or N (No) in the Prof/Renew Flag (Professional, and Renewable Flag) to identify whether the employee's certificate is renewable or non-renewable. <i>Provisional certifications are not renewable</i> .
12	Enter the date range (MM/DD/CCYY, and CCYY) the certificate will remain valid in the Valid From To fields. For Lifetime certificates, enter '9999' in the Validity Period To field. Select $\overrightarrow{F4}$ (F4 – Scroll Down 6 Lines), $\overrightarrow{F5}$ (F5 – Scroll Up 6 Lines), $\overrightarrow{F6}$ (F6 – PgDn 1 Line), or $\overrightarrow{F7}$ (F7 – PgUp 1 Line) where appropriate to scroll between certification records.
13	Select (Enter). Select (F17 – Print this data) to obtain a screen print of the <i>Certificate File</i> <i>Maintenance</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

CG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 CERTII FILE MA	SV C:\DEVSYS C:\SECOND FICATE INTENANCE	WHITE – 🗆 X CP I CM 1 80
Employee Number: 88543 AS9BY, RA9HA	SSN: STRIDE ID:	999-08-8543 12345678
Cert Level: <u>2</u>	Cert ID: <u>555444777</u> Oper	ı case?: <u>N</u>
Field Code CERT 001 737 SPANISH (6-12) CERT 002 730 ENGLISH (6-12) CERT 003	Cert Prof/Renew Valid Type Flag From D Y <u>1/01/2019</u> TEACHER LPT Y <u>1/01/2019</u> LEAD PROFESSIONAL TEACHING	I To 2821 2821 3
CERT 004		
CERT 005		
CERT 006		
Validations passed. Save your changes.		
	F8 🖬 F9 66 F10 T F11 🕨 F12 🔍	Bio Cert Asg

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Step	Action
14	Verify "Validations passed. Save your changes." displays, and select F8 – Save changes).

For Cert Level, Eff Date, Cert ID or Open Case header field changes, the following screen displays:

	A	PCG I	Dist=8991 Re	el=19.04.00	01/10/2020	PCG 001	SV C:\D	EVSYS	C:\SE	COND		WH	ITE		_	Сртема	×
					F	ILE MA	INTENA	NCE								011011	00
	E	mplo	yee Numbe	r: 8854	3 AS9BY,	, RA9HA	L		:	STRID	SSN: E ID:	999- 1234	08-8 15678	543			
	C	ert	Level: <mark>2</mark> •	<mark>l Eff Da</mark>	te: <u>1/01</u>	<u>/2020</u>	Cert	ID:	5554	44777	<mark>0pe</mark>	<mark>n cas</mark>	e?:	N			
	CERT	001	Field Code <mark>737</mark>				Cert Type D	Prof F	/Ren 1ag <mark>Y</mark>	ew F _1/0	Vali rom 1/2019	.d To 2021	L				
1	CERT	002	SPANISH <u>730</u> English	(6-12) (6-12)			TEACH <u>LPt</u> Lead	ER PROFE	<u>¥</u> 5510	<u>1/0</u> NAL T	01/2019 Teachin	<u>2021</u> IG	L				
	CERT CERT	003 004	_				_		_				-				
I	CERT	005	_						-				-				
	CERT	006	—				—		-				-				
	Da	<mark>ta s</mark>	<mark>aved. Ce</mark>	<mark>rtifica</mark> t	e header	inform	ation	<mark>has c</mark>	<mark>hang</mark>	ed.							
		F1	<mark>ጽ F2</mark> ₹ F3	€ F 4 €	F567 F614	F7	F8 🖬 F	₃ 66′ ϝ	10 🍸	Ffi 🕨	F12 I	Bio	Cert	F15 Asq		20.01.	00

For **Certificate record** field changes, the following screen displays:

A	PCG I	Dist=8991	Rel=19	0.04.00	01/10/	2020 F	PCG 001	SV C:\[DEVSYS	C:\SI	ECOND		W	HITE		—		×
						FI	LE MA	INTENA	NCE								67 161	100
E	mplo	yee Numl	ber:	8854	3 AS	9BY,	RA9HA	L			STRID	SSN: E ID:	999 123	-08-8 45678	3543 3			
C	ert	Level:	2 💌 E	ff Da	te: _	1/01/	2020	Cert	ID:	<u>5554</u>	44777	Op	en ca	ise?:	N			
		Field Code						Cert Tune	Prof	/Ren 1ag	ew F	Val rom	id To					
CERT	001	737 SPONTS	1 (6-	12)					IFR	Y	1/0	1/201	<u>9</u> <u>202</u>	1				
CERT	002	730		12)					DDOCT	<u>¥</u>	1/0	1/201	9 202	<u>11</u>				
CERT	003	ENGL 1 31	1 (0-	12)					FRUFE	-		CHUHI		_				
CERT	004									_				_				
CERT	005	_								_			_	_				
CERT	006									_				_				
Da	ta s	aved.																
	'l •	ନ ଏ ହା	a	5		1.			60					1			20.01	. 00
F16	F1		F3 😅	F41	FS	FELLE	F7	F8 💷	F9 00 1	F10 🖬	F11	Help	Bio	Cert	Asg			

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Step	Action
15	Verify "Data saved. Certificate header information has changed." or "Data saved." displays, and select FIG (F16 – Exit) to return to the Display/Update Employee CPI Data – Select Employee screen.

PCG Dist =	8991 Rel=14.01.00 04/09/2 Display/	ECOND			PAYFIND								
Filter se	Filter set: Class,Status						Current Order Name						
Fkey Nar 1 AD4	Input: ne 4IR, MI4HAELE	Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	Cert C	Pens 2	ContMo 10	Job 4	Stat A	13 Mth		
	Input Employ F16 to Exit, F1-9 = Choo	ee Number or F18 Clear empl se from Selecti	Name or S oyee filter on Above	SSN - Press Enter Key									
ENTER F1 F16 SETTO #	F2 F3 F4 F5 F16 F00 P00P/A P00N/V P00N/V	F6 F7 F8	F9 F10	He	elp		FIS	2		13.03	2.00		
Action													
Select	F16 – Exi <i>Menu</i> .	t) to return t	to the Cer	rtifie	ed/Ci	lassį	fied	Perso	onn	el In	form		

Step

PCG Dist=8991 Rel=17.04.00 02/	02/2018 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
Cer	tified/Classified Person	nel Informatio	on System	CPIMENU
FKey 	Master M	enu		
1 Display/Up	date Individual Employee Info	ormation		
2 Display/Up	date Third Party Contractors			
<u> 3 </u> Display/Up	date Personnel Data			
5 CPI Salary	Schedule			
_7 CPI Report	ing Menu			
9 croate CDI	Depart 9 Transmission File			
11 CPLAssian	ment File Maintenance			
or record				
13 Certificate	File Maintenance Menu			
15 CPI Descri	ption Code Menu			
31 CPI Specia	I Functions Menu			
20 File Reorg	anization			
aster Userlict				17.04.00
		1 1		
Action				
		_	-	
	• 1	1 . M	actor ()	

17	Continue CPI processing as normal, or select Master (Master) to return to the Business
	Applications Master Menu.

2B. Modifying a Certificate

	PCG Dist=8991 Rel=17.04	00 02/02/2018 PCW 003 SV C:\DEV	SYS C:\SECOND	WHITE	
		Certified/Classified Pers	onnel Informatio	n System	CPIMENU
	FKey	Master	Menu		
	 1 Disp 2 Disp 3 Disp	lay/Update Individual Employee lay/Update Third Party Contracto lay/Update Personnel Data	Information rs		
	5 CPI 7 CPI	Salary Schedule Reporting Menu			
	9 Crea 11 CPL/	te CPI Report & Transmission Fil Assignment File Maintenance	e		
	13 Certi 15 CPI I	ficate File Maintenance Menu Description Code Menu			
	31 CPI \$	Special Functions Menu			
	<u>_20</u> File	Reorganization			
Mas F16	ter Usetlist PAY Monitor Me	NDR			17.04.00
Act	tion				
Sel	ect 1 (F1 -	Display/Update Ind	ividual Emp	loyee Informatio	on).

The following screen displays:

PCG I	Dist=8991	Rel=1	4.01.00 Di	04/09 isplay)/2014 /Upda Sele	PCW0 Ite En Ict En	102 SV 1ploye 1ploye	C:\DEV e CPI e	5YS C: Data	SECON	D	WF	IITE			PAYE	IND
Filte	r not a	ctive										Curr Emp	ent Or Numbe	der r			
Fkey	Name	1	(nput:			E	Empno		SSH	- Lo	c C:	ls Cer	t Pens	ContMo	Job	Stat	13 Mth
) F F	input 16 to 1-9	Emplo Exit = Cho	yee N , F18 Iose f	lumber Clea rom S	or or emp celect	Name loyee ion A	or filt bove	SSN - er	- Pri	ess En	ter Ke	у			
	F1 F2	F3	E4	F5	FG	F7	F8	F9						Q		13.02	2.00
5 SE1	; 🖽 📊 F10 🐼	5	P GUP	PGDN V							Help		FID	-			

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Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

Sten

Gurrent Current Name Current Name 13 Current AD4IR, MI4HAELE 88757 SSN Loc CIS Cert Pens ContMo Job Stat Mith Empro SSN Loc Clis Cert Pens ContMo Job Stat Mith Empro SSN Loc Clis Cert Pens ContMo Job Stat Mith Empro SSN Loc Clis Cert Pens ContMo Job Stat Mith Empro SSN Loc Clis Cert Pens ContMo Job Stat Mith Ad59LERA, J09UE 88764 999-08-8762 Job A A AR9STEAD, M39HEL 8777 999-08-8744 108 1 C 2 10 3 A A AR9STEAD, MISHEL 8774 999-08-8744 108 1 C 2 10 3 A F BA2ES, WA2DO 88015		Dist=8991 Rel=14.01.0	00 04/09/201 Display/Up Sele	4 PCW 002 SV C date Employee ct Employee	:\DEVSYS C:\S CPI Data	ECOND		WHI	TE			PAYF	<u> </u>		
13 Fikey Name Courset 13 Fikey Regression Clis Cert Pens ContMo Job Stat Mth Addity SSN Loc Clis Cert Pens ContMo Job Stat Mth 1 C 2 10 4 A Addit Sand C 10 4 A AM300R, MA31N 89902 995 1 C 2 10 4 A ARSSTEAD, M39HEL 87744 999.08-8015 10 1 C 2 10 <th 3"3<<="" colspan="2" td=""><td>Filte</td><td>r set: Class,Sta</td><td>tus</td><td></td><td></td><td></td><td></td><td>Curre Name</td><td>nt Or</td><td>der</td><td></td><td></td><td></td></th>	<td>Filte</td> <td>r set: Class,Sta</td> <td>tus</td> <td></td> <td></td> <td></td> <td></td> <td>Curre Name</td> <td>nt Or</td> <td>der</td> <td></td> <td></td> <td></td>		Filte	r set: Class,Sta	tus					Curre Name	nt Or	der			
Free Calle Calls Cert Free Colls Cert Free Free Cert Free	F 1	Current		Emand	CCN 1		01-	0	D	0+-			13		
Inter AD4IR, MIRAELE 88/37 393-08-8/37 108 1 C 2 10 4 A I AG9ILERA, JO9UE 88464 999-08-8464 108 1 C 2 10 4 A Y 2 AM3DOR, MA3IN 88902 999-08-802 108 1 C 2 10 4 A Y 3 AR8EDONDO, KI8TIE 88729 999-08-8729 195 1 C 2 10 2 A 4 AR9STEAD, MI9HEL 87744 999-08-7744 201 1 C 2 10 3 A 5 AR9STEAD, TA9HINA 88944 999-08-8068 100 1 C 2 10 4 A 6 AS5CRAFT, JA5IKA 89068 999-08-8068 100 1 C 2 10 8 A 7 BA2ES, WA2D0 88015 201 1 C 2 10 8 A 8 BA2MAN, MA2YBELLE 89423 999-08-7512 100	кеу			Empno		LOC 100	U15	Cert	Pens	LONTMO	JOD	stat	MCN		
AddSLDR, Mask 300000 3000000 100 1 C 2 10 8 A 3 ARBEDONDO, KIBTIE 88902 9990-88902 108 1 C 2 10 8 A 3 ARBEDONDO, KIBTIE 88729 9990-8902 108 1 C 2 10 2 A 4 ARSSTEAD, MISHEL 87744 9990-89744 201 1 C 2 10 3 A 5 AR9STEAD, TASHINA 88944 999-08-9068 100 1 C 2 10 4 A 6 AS5CRAFT, JASIKA 89068 999-08-9068 100 1 C 2 10 3 A 7 BA2ES, WA2DO 88015 999-08-9068 100 1 C 2 10 3 A 8 BA2MAN, MA2YBELLE 89423 999-08-9068 100 1 C 2 10 9 A 3 BA3B, EM9RY 87512 999-08-7512 100 1 C	1	AD4IN, MI4NAELE		00/3/	333-00-0737	100	1	с С	2	10	4		~		
2 AMBODI, MAJAN 00302 33300-0302 100 1 C 2 10 A 3 ARBODIOND, KIBTE 88729 9990-88729 195 1 C 2 10 2 A 4 AR9STEAD, MI9HEL 87744 999-08-7744 201 1 C 2 10 3 A 5 AR9STEAD, TA9HINA 88944 999-08-8944 108 1 C 2 10 3 A 6 AS5CRAFT, JASIKA 89068 999-08-8015 201 1 C 2 10 3 A 7 BA2ES, WA2DO 88015 999-08-8015 201 1 C 2 10 3 A 8 BA2MAN, MA2YBELLE 89423 999-08-8015 201 1 C 2 10 9 A 9 BA3B, EM9RY 87512 999-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search,	2	AUGILENA, JUGUE		00404	333-00-0404 999 NO 09N2	100	1	с С	2	10	4 0				
J ARSSTEAD, MISHEL 80724 999-08-774 201 1 C 2 10 3 A 5 ARSSTEAD, TASHINA 88944 999-08-774 201 1 C 2 10 3 A 5 ARSSTEAD, TASHINA 88944 999-08-774 201 1 C 2 10 3 A 6 ASSCRAFT, JASIKA 89068 999-08-8944 108 1 C 2 10 3 A 7 BAZES, WA2DD 88015 999-08-7512 201 1 C 2 10 8 A 8 BAZMAN, MAZYBELLE 89423 999-08-7512 100 1 C 2 10 9 A 9 BA3B, EM9RY 87512 999-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above ref F2 F3 F4 F5 F6 F7 <td< td=""><td>2</td><td>ARSEDONDO KISTIE</td><td></td><td>88729</td><td>999-08-8729</td><td>195</td><td>1</td><td>r r</td><td>2</td><td>10</td><td>2</td><td>~</td><td></td></td<>	2	ARSEDONDO KISTIE		88729	999-08-8729	195	1	r r	2	10	2	~			
The changed to Alpha FIL F 2 F3 F4 F5 F6 F7 F8 F9 F0	4	ARGEDONDO, NOTIL		87744	999-08-7744	201	i	r	2	10	3	ŝ			
6 ASSCRAFT, JASIKA 89068 999-08-9068 100 1 C 2 10 3 A 7 BA2ES, WA2D0 88015 999-08-9068 100 1 C 2 10 3 A 8 BA2MAN, MA2YBELLE 89423 999-08-9423 100 1 C 2 10 9 A 9 BA3B, EM9RY 87512 999-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above ref F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 Free 13.02.00	5	AR9STEAD, TA9HINA	(88944	999-08-8944	108	1	č	2	10	4	Ā			
7 BA2ES, WA2D0 88015 999-08-8015 201 1 C 2 10 8 A 8 BA2MAN, MA2YBELLE 89423 999-08-9423 100 1 C 2 10 9 A 9 BA3B, EM9RY 87512 999-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above F1 F2 F3 F4 F5 F6 F7 F8 F9 ro 7 F1 F2 F3 F4 F5 F6 F7 F8 F9 ro ref 13.02.00	6	AS5CRAFT, JA5IKA	-	89068	999-08-9068	100	1	c	2	10	3	A			
8 BA2MAN, MA2YBELLE 89423 999-08-9423 100 1 C 2 10 9 A 9 BA9B, EM9RY 87512 999-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above rder changed to Alpha ***********************************	7	BA2ES, WA2DO		88015	999-08-8015	201	1	С	2	10	8	Α			
3 BA9B, EM9RY 87512 999-08-7512 10 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above rder changed to Alpha ***********************************	8	BA2MAN, MA2YBELL	E	89423	999-08-9423	100	1	С	2	10	9	Α			
FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above rder changed to Alpha ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 7 F0	9	BA9B, EM9RY		87512	999-08-7512	100	1	С	2	10	2	Α			
	order ₩∕	FKEY or I F1-9 changed to Alpha 1 F2 F3 F4	= Recor PgUp/PgDn 1ew search = Choose F5 F6	d Found Above = Previous F18-Clear E from Selecti F7 F8	/Next 10 Re mployee Fil on Above F9 _{F0} T	cords ter			FIS	Q.		13.0	2.00		

Neep	
3	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select Enter (Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the $PgUp/PgDn$ keys on the computer's keyboard or
	select either <u>FGUP</u> (Page Up) or <u>FGUN</u> (Page Down).

	Image: Non-State PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\SECOND WHITE — … <td< th=""></td<>
	DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100 CERTIFICATE FILE - BIOGRAPHICAL INFORMATION
	Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543 STRIDE ID: 12345678
	Work location: 108 Location 000108 Sex: F Birth: 03/01/1994 Ethnic: 02
	National cert: N (Y or N) Advance/Inhibit: (A, E or spaces)
	Certificate level: Cert. pay step: E Cert. years exp: Local years exp:
	Total employment basis: 1.00 Emp. basis-cert.: 1.00 Emp. basis-class: 0.00
	Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00 State minimum salary: \$.00
	Annual contract days: 190 Annual work days:
	Termination date: Rehire date: Termination reason:
	Long term sub?: N (Y or N)
ep	Action
4	Select Cert (F30 – Go to Certificate Data).

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG	001 SV C:\DEVSYS C:\SECOND WHITE	- 🗆 🗙
CEF File	RTIFICATE Maintenance	CPICM100
Employee Number: 88543 AS9BY, RAS	9HAL SSN: 999-08-8543 Stride ID: 12345678	
Cert Level: 2 Eff Date: 1/01/202	20 Cert ID: 555444777 Open case?: N	
Field Code CERT 001 737 SPANISH (6-12) CERT 002 730 ENGLISH (6-12)	Cert Prof/Renew Valid Type Flag From To D Y 1/01/20192021 TEACHER LPT Y 1/01/20192021 LEAD PROFESSIONAL TEACHING	
СЕКТ 883 СЕРТ 884		
CERT 005		
CFRT 006		
ENTERY p_1 ▶ \$ p_2 ◀ \$ p_3 ⊕ p+1EA p=EY p=EA p=EY F16 ⊕ F12 ⊕ F12 ⊕ F12 ⊕	Pe Ps Ps Pto Ptit Ptit </th <th>20.01.00</th>	20.01.00
p Action		
Select F9 (F9 – Switch the Update mode remains editing certificates, the editor PCGenesis highlights the matrix	o Update Mode). active from a prior certification module able fields remain highlighted. After sele odifiable text.	's selection, such
After selecting the icon, PCC "Expired" displays to the right appropriate modifications to	Genesis highlights the modifiable text. Wight of the "Valid From/To" fields. As no to the certificate by completing the instruct	Where appropria eeded, make the ctions which foll

PCG Dist=8991 Rel=19.04.00 01/13/	2020 PCG 001 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 X
	CERTIFICATE File Maintenance		CP I CM100
Employee Number: 88543 AS	9BY, RA9HAL Stride	SSN: 999-08-8543 ID: 12345678	
Cert Level: <u>2</u> ▼ Eff Date: _	<u>1/01/2020</u> Cert ID: <u>555444777</u>	Open case?: <u>N</u>	
Field Code CERT 001 <u>737</u> SPANISH (6-12)	Cert Prof/Renew Type Flag Fr <u>D Y 1/01</u> TEACHER	Valid om To <u>/2019</u> 2021	
CERT 002 <u>730</u> English (6-12) CERT 003	LPI Y 1707 LEAD PROFESSIONAL TE	<u>72019 2021</u> Aching 	
CERT 004			
CERT 005			
CERT 006			
Hode changed to update INTEV r₂ 4 % r₂ 4 million rs rw< r□ ⇒ million rs	FEE F7TT F8 - F3 60 F10 T F11 F	Help Bio Cert Asg	20.01.00
Verify "Mode change ENTER (Enter).	ed to update" displays, ma	ke the appropriate m	nodifications, and se
Select (F17 – P Maintenance screen. name 'PSCNnnn'.	rint this data) to obtain a so The screen print file will b	creen print of the Ce be available in the pr	ertificate File fint queue with the

Ste

	.0 DISL=0331 Ref=13.04.00 01/10/2020 PC0 001	51 61(521515 6.)			
	CERTIF File Maj	ICATE INTENANCE			CP I CM1 00
Empl	loyee Number: 88543 AS9BY, RA9HAL		SSN: STRIDE ID:	999-08-8543 12345678	
Cert	t Level: <u>2</u> Eff Date: <u>1/01/2020</u>	Cert ID: <u>555</u>	<u>444777</u> Oper	n case?: <u>N</u>	
CERT Ø	Field Code Ø1 737	Cert Prof/Re Type Flag D Y	new Valio From 1/01/2019	d To 2021	
CERT Ø	SPANISH (6-12) 02 730 ENGLISH (6-12)	TEACHER LPT Y LEAD PROFESSI	<u>1/01/2019</u>	<u>2021</u>	
CERT Ø	03				
CERT Ø	04				
CERT Ø	05				
CERT Ø	Ø6			_	
CERT O	06 dations passed. Save your changes.				
Ualid	<pre>86 dations passed. Save your changes. 1 → R r2 + R r3 → r+EP rsEP rsEP rsEP rsEP</pre>	F8 🖬 F9 60° F10 🝸	PH PH2 C	Bio Cert Asg	20.01.00
Ualid Figer Pice Pi	06 lations passed. Save your changes. 1 ▶ £ F2 ↓ £ F3 ∰ FNE F5E F5E F7E F7E 7 ₽ F10 ₽ 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	F8 🖬 F9 60 F10 T	Р _{F11}) _{F12} () Неір	Bio Cert Asg	20.01.00

A	PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001	SV C:\DEVSYS C:\SECOND	WHITE -	
	CERTI FILE MA	FICATE INTENANCE		CPICM100
	Employee Number: 88543 AS9BY, RA9HA	L SSN: STRIDE ID:	999-08-8543 12345678	
CEF CEF CEF CEF CEF	Cert Level: 2 ▼ Eff Date: <u>1/01/2020</u> Field Code T 001 <u>737</u> SPANISH (6-12) T 002 <u>730</u> ENGLISH (6-12) T 003 T 004 T 005	Cert ID: <u>555444777</u> Ope Cert Prof/Renew Vali Type Flag From	n case?: <u>N</u> d To 2021 2021 GG	
tep		re ☐ r9 60[°] rte ♥ rti ▶ rt2 ◀ Help	Bio Cert Asg	20.01.00
8	Verify "Data saved. Certificated displays, and select FIG (F1 Data – Select Employee screen	tte header information 6 - Exit to return to t n.	has changed." or he Display/Update	"Data saved." Employee CP

		4.01.00 (04/09/201	4 PCW 0	102 SV	C:\DEVSYS C:\9	ECOND		WH	TE				<u>_ 8 ×</u>
		Dis	play/Upd Sei	date Er lect Er	nploye nploye	e CPI Data e							PAYF	IND
Filt	er set: Class.	Status							Curre Name	nt Or	ler			
		(nout:												
Fkey 1	Name AD4IR, MI4HAE	LE		E	Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	5 Cert C	Pens 2	ContMo 10	Job 4	Stat A	13 Mth
		(nnut F	mnlouee	Number	. OK	Name or S	SN -	Pres	s Fnt	er Kei				
]	Input E 16 to 1	mployee Exit, F [.] Choose	Number 18 Clea from S	r or ar emp Select	Name or S loyee filter ion Above	SSN -	Pres	s Ent	er Kej)			
	1	(nput E -16 to -1-9 =	mployee Exit, F [.] Choose	Number 18 Clea from S	' or ar emp Select	Name or S loyee filter ion Above	SN -	Pres	s Ent	er Kej	ļ			
ENTER	F1 F2 F3	(nput E) -16 to -1-9 = F4	mployee Exit, F [.] Choose F5 F6	Number 18 Clea from S	· or ar emp Select F8	Name or S loyee filter ion Above F9 F0 T	SN -	Pres	s Ent	er Kej) Q		13.0	2.00
	F1 F2 F3 H ¹ [™] [₩] [₩] [₩] [₩] [₩] [₩] [₩]	(nput Ed -16 to 1 -1-9 = F4 Paup▲ Pau	mployee Exit, F ⁻ Choose F5 F6	Number 18 Clea from S	- or ar emp Select F8	Name or S loyee filter ion Above	SSN -	Pres	ss Ent	er Kej	2		13.0	2.00
	F1 F2 F3	[nput E 516 to 51-9 = F4 payp▲ pa	mployee Exit, F Choose F5 F6	Number 18 Clea from S F7	or or en Select	Name or S loyee filter ion Above	SSN -	Pres	s Ent	er Kej	, Q.		13.0	2.00
ENTER FIE F	F1 F2 F3 ₩ # F18 00 Action	F16 to 1-1-9 =	mployee Exit, F Choose F5 F6	Number 18 Clea From S	r or ar emp Select	Name or S loyee filter ion Above	SSN -	Pres	ss Ent	er Kej			13.0	2.00
	F1 F2 F3 $r_{12} \neq r_{15} $ F3 Action Select $r_{15} \leftarrow M_{cn}$	(nput El 16 to 1-9 = FA rop (F16	mployee Exit, F Choose F5 F6 Grav ▼ - Exit	Number 18 Clea From S F7 t) to re	- or ar emp Select F8	Name or S loyee filter ion Above	ssn -	Pres	assif	er Key FIS	erson	nel	13.0 Info	2.00 rmatic

	PCG Dist=8991 Rel=17.	4.00 02/02/2018	PCW 003 SV C:\D	EVSYS C:\SE	COND	WHITE	
		Certified/	Classified Pe	rsonnel I	nformation	System	CPIMENU
	FKey		Mast	er Menu			
	Di	splay/Update Ind	ividual Employe	e Informatio	n		
	2 Di	play/Update Thi	rd Party Contrac	tors			
	<u> </u>	play(Update Pe	rsonnel Data				
	<u>5</u> CP	I Salary Schedul	e				
	<u>/</u> CF	l Reporting Men	U				
	<u>9</u> Cr	ate CPI Report &	& Transmission	File			
	<u>11</u> CF	l Assignment Fil	e Maintenance				
	13 Ce	rtificate File Mai	ntenance Menu				
	<u>15</u> CH	l Description Co	de Menu				
	31 CPI Special Functions Menu						
	20 Fil	e Reorganizatior	ı				
		Ū					
Mas	ter ^{User} List						17.04.00
F16		10NITOR					
)	Action						
)	Continue CPI	processing	g as norma	l, or sel	ect Maste	」 (Master)	to return to the
	Applications I	Master Men	и.			. ,	

2C. Deleting a Certificate

	PCG Dist=8991	Rel=17.04.00 (2/02/2018	PCW 003 9	SV C:\DEVSY	S C:\SECO	ND	WHITE		
		Ce	rtified/	Classifi	ed Perso	nnel Inf	ormation	System		CPIMENU
	FKey				Master	Menu				
	1 2 3	Display/ Display/ Display/	Jpdate Ind Jpdate Thi Jpdate Pei	lividual En ird Party C rsonnel Da	nployee In Contractors ata	formation				
	5	CPI Sala CPI Repo	ry Schedul orting Meni	le u						1
	<u>9</u> 11	Create Cl CPI Assig	PI Report & jnment Fil	& Transmi e Mainten	ssion File ance					
	13 15	Certificat CPI Desc	e File Main ription Co	ntenance l de Menu	Menu					
	31	CPI Spec	ial Functio	ons Menu						
	20	File Reor	ganizatior	ı						
Ma	Ister UserList									17.04.00
F16	(19)	PAY VEND MONITOR MONITOR								
Ac	tion									
Sel	ect 🔟 (F1 - Di	splay/	Updat	e Indiv	vidual	Emple	oyee I	nformatio	on).

The following screen displays:

🗎 PCG	Dist=8991	Rel=1	4.01.00 Di	04/09 splay	/2014 /Upda Sele	PCWO te Em ct Em	02 SV ploye ploye	C:\DEV! e CPI e	Data	SECOND		WHI	TE		PAYF	IND
Filte	r not ac	tive										Curre Emp	nt Oro Numbei	ler ,		
Fkey	Name	I	nput:			E	mpno		SSN	- Loc	Cl	s Cert	Pens	ContMo Jo	b Stat	13 Mth
		I F F	nput 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose f	umber Clea rom S	or remp elect	Name loyee ion A	or filt bove	SSN - er	Pre	ss Ent	er Ke <u>i</u>	,		
INTER F	F1 F2	F3	F4	F5	F6	F7	F8	F9	F10 T				FIS	2	13.0	2.00

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Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

	Dist=8991 Rel=14.01.00 04/09/2014 PC Display/Update Select E	w 002 5V C Employee nployee	:\DEVSYS C:\S CPI Data	ECOND		WHI	TE			PAYE	<u> </u>
Filte	r set: Class,Status				l.	Currei Name	nt Or	ler			
	Current	F	CCN		o7 -		n	o		o	13
кеу		Empno 007E7	 000_00_07E7	100	U15	cert	Pens	LONTHO	JOD	stat	MCN
Eriter 1		00/0/	333-00-0737 000 00 04C4	100		с С	2	10	1	, A	
2		00404	333-00-0464 999 NO 0902	100	1	с г	2	10	4 0	, A	
2		00302	999.00-0302	195		с с	2	10	2	~	
4	AB9STEAD MIGHEI	87744	999-08-7744	201	1	r	2	10	3	2	
5	AB9STEAD TA9HINA	88944	999-08-8944	108	1	C C	2	10	4	Â	
6	AS5CRAFT JA5IKA	89068	999-08-9068	100	1	Ē	2	10	3	Ă	
7	BA2ES. WA2DO	88015	999-08-8015	201	1	Ē	2	10	8	Ă	
8	BA2MAN, MA2YBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	Α	
	FKEY = Record Fo or PgUp/PgDn = F16-new search, F1 F1-9 = Choose fro	und Above Previous 8-Clear E n Selecti	/Next 10 Re mployee Fil on Above	cords ter							
Drder "∛ I	changed to Alpha 1 F2 F3 F4 F5 F6 F	7 F8	F9 F10				F15	2		13.0	2.00

Step	Action
3	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select ENTER (Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the $PgUp/PgDn$ keys on the computer's keyboard or select either $PgUp \land (Page Up)$ or $PgUp \land (Page Down)$.

Step 4

PCG Dist=8991 Rel=19.04.00	01/10/2020 PCG 001 SV C:\D	EVSYS C:\SECOND WH	ITE —	\Box \times
DIS Ce	SPLAY/UPDATE INDIVIDUAL Ertificate file - biogf	_ EMPLOYEE INFORMATION Raphical information		CPICM100
Employee number:	88543 AS9BY, RA9HAL	SSM STRIDE ID	1: 999 08 8543): 12345678	
Work location: Sex: Ethnic:	108 Location 0001 F 02	108 Birth	1: 03/01/1994	
National cert: Advance/Inhibit:	N (Y or N) (A, E or spaces)			
Certificate level: Cert. years exp:		Cert. pay step Local years exp): E):	
Total employment basis: Emp. basis-cert.:	1.00 1.00	Emp. basis-class	. 0.00	
Annual contract sal: State minimum salary:	\$ 37,287.00 \$.00	Annual classified sal		
Annual contract days:	190	Annual work days	::	
Termination date: Termination reason:		Rehire date		
Long term sub?:	N (Y or N)			
NTEW F1 ▶ F2 ◆ F3 ⊕ F4 ⊡ r16 ◆ F17 ⊕ F18 ⊕ F ■		F10 F11 F12 Help Help Bio	Cert Asg	20.01.00
Action				
Select Cert (F30	– Go to Certifica	te Data).		

PCG Dist=8991 R	el=19.04.00 01/13/2020 PCG 001	SV C:\DEVSYS C:\SECOND	WHITE -	- 🗆 X
	CERTIF File Mai	ICATE NTENANCE		CPICM100
Employee Numbe	:r: 88543 AS9BY, RA9HAL	SSN: STRIDE ID:	999-08-8543 12345678	
Cert Level: 2	Eff Date: 1/01/2020	Cert ID: 555444777 Ope	n case?: N	
Field Code CERT 001 737 SPANISH CERT 002 730 ENGLISH	(6-12) (6-12)	Cert Prof/Renew Valia Type Flag From D Y 1/01/2019 TEACHER LPT Y 1/01/2019 LEAD PROFESSIONAL TEACHIN	d To 2021 2021 G	
CERT 003				
CERT 004				
CERT 005				
ENTEE F1 F2 48 F3 F16 F1 F12 F1		F8	Bio Cert Asg	20.01.00
ep Action				

7

	PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001	SV C:\DEVSYS C:\SECOND	WHITE – 🗆 X
	CERTI File Ma	FICATE Intenance	CPICM100
	Employee Number: 88543 AS9BY, RA9HA	L SSN: STRIDE ID:	999-88-8543 12345678
	Cert Level: <u>2</u>	Cert ID: <u>555444777</u> Oper	n case?: <u>N</u>
	Field Code CERT 001 737 SPANISH (6-12) CERT 002 730 ENGLISH (6-12) CERT 003 CERT 004	Cert Prof/Renew Valid Type Flag From D Y <u>1/01/2019</u> TEACHER LPI Y <u>1/01/2019</u> LEAD PROFESSIONAL TEACHING	1 To <u>2021</u> <u>2021</u> <u></u>
	CERT 005		_
	CERT 006		
64	Hode changed to update $E^{MTE} = F_1 \rightarrow R + F_2 \rightarrow R + F_3 \implies F_4 \implies F_7 \implies F_1 \implies F_1 \implies F_1 \implies F_2 \implies F_1 \implies F_2 \implies F_2 \implies F_1 \implies F_2 \implies F_2 \implies F_2 \implies F_1 \implies F_2 $	F8 ■ F3 65° F10 ▼ F11 ▶ F12 ◀ Help 1	FIS Q 29.01.00 Bio Cert Asg
Step	Action		
6	Verify "Mode changed to upd	ate" displays.	
	Remove all entries on the certi	ficate line.	

Select (Enter).
Select (F17 – Print this data) to obtain a screen print of the <i>Certificate File</i>
name ' <i>PSCNnnnn</i> '.

Ste

CERTIFICATE FILE MAINTENANCE CPICM100 Employee Number: 88543 AS98Y, RA9HAL SSN: 999-08-8543 STRIDE ID: 12345678 SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2 Fff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Tupe Flag From To SPANISH (6-12) TEACHER	CERTIFICATE FILE MAINTENANCE CPICM100 Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2.■ Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Type Flag SPANISH (6-12) TEACHER CERT 001	CERTIFICATE FILE MAINTENANCE Employee Number: 88543 ASS9BY, RA9HAL SSN: 999-88-8543 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Code Cert Prof/Renew Valid Code Type Flag From To CERT 001 SFANISH (6-12) TERCHER CERT 003 CERT 003 CERT 003 CERT 004 CERT 005 CERT 005 CERT 005 CERT 006 20.01 Verify "Validations passed. Save your changes." displays, and select Follow (F changes).						
Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Type Flag From To CERT 001 TEACHER PT Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003 — — CERT 094 — — CERT 095 — — CERT 096 — —	Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Code Cert Prof/Renew Valid Type Flag From To To CERT 001 ENGLISH (6-12) TEACHER CERT 002 Z30 ENGLISH (6-12) LPT CERT 003 — — CERT 004 — — CERT 005 — — CERT 006 — —	Employee Number: 88543 ASOBY, RADHAL SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Tencher Validations passed. Save your changes. " 28.01.00 Action Verify "Validations passed. Save your changes. " 28.01.00 Verify "Validations passed. Save your changes. " (isplays, and select rel) (F		F	CERTIFICATE ILE MAINTENANCE			CP I CM100
Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Code Cert Prof/Renew Valid Type Flag To CERT 001 TEACHER	Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Type Flag From To SPANISH (6-12) TEACHER ENGLISH (6-12) LPT Y CERT 003	Cert Level: 2. Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Code Cert Prof/Renew Valid Type Flag From To CERT 001 SPANISH (6-12) CERT 002 730 CERT 002 730 CERT 003 CERT 003 CERT 004 CERT 005 CERT 005 CERT 006 Dational reacting Dational reacting Dational reacting Dational reacting Dational reacting Dational reacting CERT 005 CERT 006 Dational reacting Page reacting reactin	EI	mployee Number: 88543 AS9BY,	RA9HAL	SSN: 9 RIDE ID: 1	99-08-8543 2345678	
Field Code Cert Type Prof/Renew Ualid Type CERT 001	Field code Cert Type Prof/Renew Flag Ualid From To CERT 001 SPANISH (6-12) TEACHER Image: Comparison of the teacher of teac	Field Cert Prof/Renew Valid CERT 001 SPANISH (6-12) TEACHER CERT 002 730 LPT Y ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	C	ert Level: 2॒ॼ Eff Date: <u>1/01</u>	<u>/2020</u> Cert ID: <u>555444</u>	777 Open	case?: <u>N</u>	
CERT 001 TEACHER SPANISH (6-12) TEACHER ENGLISH (6-12) LPI Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 903	CERT 001 TEACHER SPANISH (6-12) TEACHER ENGLISH (6-12) LPT Y CERT 003	CERT 001 SPANISH (6-12) TEACHER CERT 002 730 LPT Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003		Field Code	Cert Prof/Renew Tupe Flag	v Valid From	Το	
SPANISH (6-12) IERCHER CERT 002 730 LPT Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	SPANISH (0-12) LEACHER CERT 002 730 LPT Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 004	SPRINGH (6-12) LEACHER CERT 002 Z30 LPT Y $1/01/2019$ 2021 CERT 003 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 004	CERT	001				
ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	CERT	SPANISH (6-12) 002 <u>730</u>	LPT Y_	<u>1/01/2019</u> 2	<u>821</u>	
CERT 094 CERT 095 CERT 096	CERT 004	CERT 005 CERT 005 CERT 006 Validations passed. Save your changes. 20.01.00 Action Verify "Validations passed. Save your changes." displays, and select reference (Free). (Free). Save your changes." displays, and select reference (Free). Save your changes." displays.	CERT	ENGLISH (6-12) 003	LEAD PROFESSIONA	L TEACHING		
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CERT 006	CERT 006	CERT 006 Validations passed. Save your changes. Image: rst	CERT	005				
		Validations passed. Save your changes. Image: rest rest rest rest rest rest rest rest	CERT	006				
		Ualidations passed. Save your changes. Image: rest rest rest rest rest rest rest rest						
		Ualidations passed. Save your changes. Image: rest rest rest rest rest rest rest rest						
		Image: Property "Validations passed. Save your changes." displays, and select refer (F						
Validations passed. Save your changes.	Validations passed. Save your changes.	Action Verify "Validations passed. Save your changes." displays, and select FS (F changes).	Val	lidations passed. Save your ch.	inges.			
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Ualidations passed. Save your changes. Limity F1 ▶ K F2 ◀ K F3 ⊕ FF □ F1 ▶ F12 ◀ F13 ♀ 20.01.00 F16 ♥ F10 ♥ <th>United tions passed. Save your changes. $r_1 \triangleright R$ $r_2 \triangleleft R$ $r_3 \bigoplus$ $r_4 \bigoplus$ $r_5 \bigcirc$ $20.01.00$ $r_1 \leftarrow R$ $r_2 \bigcirc R$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_5 \bigcirc$ $r_5 \bigcirc$ $20.01.00$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_6 \bigoplus$ $r_6 \bigcirc$ $r_8 \bigcirc$ $20.01.00$</th> <th>Action Verify "Validations passed. Save your changes." displays, and select FR (F changes).</th> <th></th> <th>lidations passed. Save your ch. 'rı►X rz◀X rz를 rı rs rc⊡</th> <th>mges. ₽7Ⅲ ₽8 🖬 ₽360 ₽10 ¥ ₽11</th> <th>P12 4 Help Bi</th> <th>o Cert Asg</th> <th>20.01.00</th>	United tions passed. Save your changes. $r_1 \triangleright R$ $r_2 \triangleleft R$ $r_3 \bigoplus$ $r_4 \bigoplus$ $r_5 \bigcirc$ $20.01.00$ $r_1 \leftarrow R$ $r_2 \bigcirc R$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_5 \bigcirc$ $r_5 \bigcirc$ $20.01.00$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_5 \bigoplus$ $r_6 \bigoplus$ $r_6 \bigcirc$ $r_8 \bigcirc$ $20.01.00$	Action Verify "Validations passed. Save your changes." displays, and select FR (F changes).		lidations passed. Save your ch. 'rı►X rz◀X rz를 rı rs rc⊡	mges. ₽7Ⅲ ₽8 🖬 ₽360 ₽10 ¥ ₽11	P12 4 Help Bi	o Cert Asg	20.01.00
Ualidations passed. Save your changes. ENTESY F1 ▶ R F2 ◆ R F3 → F4⊆ F5 F7 F6□ F3 → F10 ▼ F11 ▶ F12 ● F12 ● F15 →	Ualidations passed. Save your changes. ENTEX F1 ► F2 < F3 ⊕ F8 ⊕ F8 ⊕ 20.01.00 F16 ⊕ F17 ⊕ F18 ⊕ F18 ⊕ F18 ⊕ F18 ⊕ 20.01.00 F16 ⊕ F17 ⊕ F18 ⊕ Help Bio Cert Asg	Verify "Validations passed. Save your changes." displays, and select FR (F changes).		lidations passed. Save your ch 'r.▶朱 r2★朱 r3 ● r+回 r5回 r6回	<mark>mges .</mark> r2⊡ r8 	E F12 C Bi	rs o Cert Asg	20.01.00
United tions passed. Save your changes. United tions passed. Save your changes. United risks register to the provide the p	Balidations passed. Save your changes. INTEV r₂ • ★			lidations passed. Save your ch 'rı≻≵ r₂◀≵ r₂를 rı⊡ rs⊡ rs⊡ pr⊃⊖ rı:⊡ Action	<mark>эпдез.</mark> р71 ра 🖬 рэ 66° рно 🍸 риз	PH2 I	o Cert Asg	20.01.00

CERTIFICATE FILE MAINTENANCE CPICM100 Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543 STRIDE ID: 12345678 SSN: 999-08-8543 STRIDE ID: 12345678 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Type Flag From To Cert 10: 555444777 Open case?: N Field Cert Prof/Renew Valid LPI Y 1/01/2019 2021 CERT 001 T30 LPI Y 1/01/2019 2021 CERT 002	A	PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001	SV C:\DEVSYS C:	:\SECOND	WHITE -	
Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543 Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Type Flag From To CERT 001 730 LPI Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003 — — CERT 004 — — CERT 005 — — CERT 006 — —		CERTIF File Mai	ICATE NTENANCE			CP I CM1 00
Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N Field Cert Prof/Renew Valid Code Type Flag From To LPI Y 1/01/2019 2021 ERT 002	E	nployee Number: 88543 AS9BY, RA9HAL		SSN: STRIDE ID:	999-08-8543 12345678	
Field Cert Prof/Renew Valid Code Type Flag From To CERT 001 730 LPI Y 1/01/2019 2021 ENGLISH (6-12) LEAD PROFESSIONAL TEACHING CERT 003	C	ert Level: <u>2</u> Eff Date: <u>1/01/2020</u>	Cert ID: <u>55</u>	<u>5444777</u> Ope	n case?: <u>N</u>	
CERT 002 CERT 003 CERT 004 CERT 005 CERT 005	CERT	Field Code 001 <u>730</u> FNGLISH (6-12)	Cert Prof/Re Type Flag LPT <u>Y</u> LEAD PROFESS	enew Vali g From <u>1/01/2019</u> IONAL TEACHIN	d To 2 <u>821</u> G	
CERT 003	CERT	002				
CERT 005 CERT 006	CERT	004 <u> </u>			·	
CERT 996	CERT	005			·	
	CERT	006				
	Da	ta saved.				
Data saved.		r1 ▶ K r2 ◆ K r3 ⊕ r4⊡ r5⊡ r6⊡ r7□ r r11 ⊕ r15 ⊕ r15 ⊕ r15 ⊕ r15 ⊕ r <th>rs 🖬 F9 667 F10</th> <th>Fit Fit2</th> <th>Bio Cert Asg</th> <th>20.01.00</th>	rs 🖬 F9 667 F10	Fit Fit2	Bio Cert Asg	20.01.00
Date saved. Image: p_1 ▶ \$ r_2 ↓ \$ r_3 ⊕ r_4 [m] r_5 [m] r_6 [m] r_7 [m] r_6 [m] r_5 0 fr0 [m] r_11 [m] r_12		Action				
Data saved. INTEX r1 ▶ X r2 ↓ X r3 ➡ rN ➡ r5 ♥ re ➡ r3 ↔ r0 ♥ r1 ▶ r1 ▶ r12 ↓ r3 ➡ r3 ↔ r0 ♥ r1 ▶ r12 ↓ r15 ♥ r						

	Se:	lect Employe									110
Filter set	: Class,Status					Curre Name	nt Or	ler			
	Input:										13
Fkey Name 1 AD4IF	, MI4HAELE	Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	Cert C	Pens 2	ContMo 10	Job 4	Stat A	Mth
	Input Employee	Number or	Nome ou f	-CM	Buog	c Ent	No.				
	F16 to Exit, F F1-9 = Choose	18 Clear emp from Select	loyee filter ion Above		rres	S EILU	er kej	,			
	2 F3 F4 F5 F6	F7 F8	F9 F10		ala		F15	Q		13.02	.00
^{TER}	🐼 poup 🛦 podn 🔻			п	eih						

10 Select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the *Certified/Classified Personnel Information System Master Menu.*

The following screen displays:

Step

PCG Dist=8991 Rel=17.04.00 02	/02/2018 PCW 003 SV C:\DEVSYS C:\SE	ECOND WHITE	
Cer	tified/Classified Personnel I	Information System	CPIMENU
FKey 	Master Menu		
_1 Display/U _2 Display/U _3 Display/U	pdate Individual Employee Informati pdate Third Party Contractors pdate Personnel Data	on	
5 CPI Salary 7 CPI Repor	v Schedule ting Menu		
9 Create CP 11 CPI Assign	Report & Transmission File		
13 Certificate 15 CPI Descri	File Maintenance Menu iption Code Menu		
31 CPI Specia	al Functions Menu		
20 File Reorg	anization		
Master UserList PAY MONTOR			17.04.00

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Step	Action
11	Continue CPI processing as normal, or select (Master) to return to the Business Applications Master Menu.

Topic 3: Display/Update Assignment Information 3A. Adding an Assignment

FK	(ey Master Menu					
	1 Display/Update Individual Employee Information 2 Display/Update Third Party Contractors 3 Display/Update Personnel Data					
5	5 CPI Salary Schedule 7 CPI Reporting Menu					
 	9 Create CPI Report & Transmission File 1 CPI Assignment File Maintenance					
13 Certificate File Maintenance Menu 15 CPI Description Code Menu						
3	1 CPI Special Functions Menu					
2	9 File Reorganization					
Master ^{User} list F16 Ues Word		17.04.00				

Select (F1 - Display/Update Individual Employee Information).

The following screen displays:

Step

1

🔲 PCI	G Dist=8	8991	Rel=14	4.01.00	04/09	/2014	PCW 0	02 5 V	C:\DEV	5YS C	:\SECON	D		₩НП	re				_ 8 ×
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Filt	ter no	t act	tive										Cur Er	rer np h	nt Oro Number	ler r			
			I	nput:							-				_				13
Fkey	, Nam	e					E	mpno		22N	LO	C C	15 Ce	ert	Pens	ContMo	JOD	stat	MCN
			т	nnut	Fmnlo	uee N	umber	or	Name	or	SSN	- Pr	ess F	nte	er Kei				
			F	16 to 1-9	Exit = Cho	, F18 ose f	Clea rom S	r emp elect	loyee ion A	filt bove	er					,			
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10 T					F15	Q.		13.0	2.00
F16	SET HI	18 🐼		P GUP								Help							

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Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

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_				D	isplay	/Upda	te Em	ploye	e CPI	Data								PAYE	IND
					S	elect	Empl	oyee											
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		Curren	t i					-							_				13
Fk	ey		<u>.</u>					Empro	5	5N 075	LO	с (С	:15	Cert	Pens	ContMo	Job	Stat	Mth
En	ter	AD4IR	, MI4H/	AELE			1	88757	999	-08-875	11	8	1	Ľ	2	10	4	A.	
		AGUILI	EHA, JI	190F			1	88464	999	-08-846	11	8	1	U -	2	10	4	A .	Ŷ
	-	AM3DU	JK, MA	3IN			1	88902	999	-08-890	2 10	8	1	U -	2	10	8	A .	
	5	AH8EL	UNDU	, KI8TIE				88729	999	-08-872	9 19	5	1	L.	2	10	2	A .	
		AR951	EAD, P	AIGHEL				8//44	999	-08-7744	20		1	U -	2	10	3	<u>^</u>	
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		BAZES	, WA2I)U 			1	88015	999	-08-801) 2L	1	1	Ľ	2	10	8	A .	
<u> </u>	3	BA2MA	AN, MA	2YBELLE			1	89423	999	-08-942	3 10	0	1	C	2	10	9	A	
	9	BA9B,	EM9RY	r			1	87512	999	-08-7512	2 10	10	1	С	2	10	2	A	
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				F16-n	ew sea	rch.	F18-C	lear	Emplo	uee F:	lter								
				F1-9	= Cho	osef	rom S	elect	ion A	bove									
Ord		hange	d te	01nba															
ENTER	F1	F			E5	F6	E7	F8	E9							2		13.0	2.00
	SETT			, 14				10	13	F10	_			_	F15	~			
F16	F17	👬 F18	a u	P GUP	PGDN							Help							

Step	Action
3	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select ENTER (Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empro (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either [PGUP] (Page Up) or [PGUN] (Page Down).
	If no CPI record exists for the employee, review the employee's Payroll record to ensure the Include on CPI?, Pay Class, Termination Date, and Termination Reason, and Pay Status field entries are correct. Make the appropriate corrections to the employee's Payroll record, and repeat this procedure beginning at Step 1.
	If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.

PCG Dist=8991 Rel=19	0.04.00 01/10/2020 PCG 001 SV	C:\DEVSYS C:\SECOND	WHITE	_	\Box \times
	DISPLAY/UPDATE INDIVI CERTIFICATE FILE - B	DUAL EMPLOYEE INFOR Iographical informa	MATION TION		CPICM100
Employee num	ber: 88543 AS9BY, RA	9HAL	SSN: STRIDE ID:	999 08 8543 12345678	
Work locat: Ethi	ion: 108 Location Sex: F nic: 02	000108	Birth:	03/01/1994	
National co Advance/Inhil	ert: N (Y or N) bit: (A, E or space	s)			
Certificate leo Cert. years o	vel: exp:	Cert. Local	pay step: years exp:	E	
Total employment bas Emp. basis-cer	sis: 1.00 rt.: 1.00	Emp. ba	sis-class:	0.00	
Annual contract s State minimum sala	sal: \$ 37,287.00 ary: \$.00	Annual class	ified sal:	\$.00	
Annual contract da	ays: 190	Annual	work days:		
Termination da Termination reas	ate: son:	Re	hire date:		
Long term s	ub?: N (Y or N)				
ENTES F1 ► F2 ► F3 ● F3 F16 ← F17 → F16 ←		F10 F11 F11 F11 F11	Image: Bio definition	Asg	20.01.00
Action					
Select Asg	(F31 – Go to Assign	nment Data).			

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CG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE	_	\Box \times
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION		CPICM100
CERTIFICATE FILE - ASSIGNMENT SUMMARY		
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY		
STRIDE ID: 11223344		
Certificate Level: 4		
ASSIGNMENT SUMMARY		
PFKEY C/N LOC JOB SUBJ FIELD TYPE FUND CONSOL PERCENT		
Asgn 01 #201 C 195 101 230 808 SRT N 30.0		
HSGN 02 F12 U 195 101 270 808 SKI N 20.0		
HSUI 03 F13 C 192 101 410 000 SK1 N 10.0		
Acron 05 F17 C 105 132 200 808 SRT N 30 0		
A S an 86 F18		
Asqn 07 F19		
Asgn 08 F20		
Asgn 09 F21		
Asgn 10 F22		
Asgn 11 F23		
Asgn 12 F24		
HSGN 13 F25		
Ason 15 F27		
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	-	
	6	20.01.00
FIG FIZ	J.	
Action		

Step	Action
5	Choose the assignment by selecting the <i>Function key</i> Fnn next to an empty assignment slot.
	Where appropriate, "Certificate Expired" displays to the right of the "Percent" field. As needed, make the appropriate modifications to the certificate by completing the instructions in 2A. Adding or Modifying a Certificate.
	Select (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual</i> <i>Employee Information – Assignment Summary</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

	□ PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - □ ×
	DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100 Certificate file - Assignment 06 detail information
	SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY STRIDE ID: 11223344
	Assignment Type: (C or N) School/Work Location: _ <u> Location 000195</u>
	Job Code:
	Subject Matter: Field Code:
	Certificate Type:
	Zndary Fund Code: 00 Consolidated Fund Flg: (Y or N)
	Cert. Fffect. Date: Cert. Fynire Vear:
	Certificate Level: 4
	FIG PLA
Step	Action
6	Select F3 (F9 – Switch to Update Mode).

The following screen displays:

□ PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - □ ×
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
GENITTICHTE FILE - HSSIGNMENT 00 DETHIL INFURMHTIUM
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344
Assignment Type: (C or N) School/Work Location: Location 000195
Job Code:
Field Code:
Consolidated Fund Flg: _ (Y or N) Assignment %:
Cert. Effect. Date: Cert. Expire Year:
Certificate Level: 4
Mode changed to update
▼ F1 F2 F1 F12 F15 F16 F12 F15 F15 F15 F15

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Step	Action
7	Enter C (Certified) or N (Non-Certified) in the Assignment Type field.
	"Certificate for Assignment Does Not Exist. Verify Type, and Field." displays for missing or invalid certificate information. In this instance, correct the "Assignment Type", and "Field Code" field entries.
8	Enter the employee's school or work location code or select the drop-down selection icon vithin the School/Work Location field to choose the location code.
9	Enter the employee's area of employment code or select the drop-down selection icon vithin the Job Code field to choose the area of employment code.
	If the entry in Step 7 is N (Non Certified), proceed to Step 13.
	Steps $10 - 12$ apply to Certified (C) job assignments only.
10	Enter the State-funded course code or select the drop-down selection icon vithin the Subject Matter field to choose the code from the <i>PCG Select CPI Code</i> dialog box.
11	Enter the employee's PSC-assigned certificate field code or select the drop-down selection icon vithin the Field Code field to choose the course code. Within the PCG Select CPI Code dialog box, PCGenesis displays for 'C' (Certified) employees' valid certification field code, and certification type information.
12	Enter the employee's PSC-assigned certificate type code in the Certificate Type field where appropriate.
	When selecting F15 or the drop-down selection icon in <i>Step 11</i> , PCGenesis automatically populates the Certificate Type field entry from the employee's certificate record.
	Steps 13 – 15 apply to Certified (C) and Non-Certified (N) job assignments.
13	Enter the employee's salary fund code, other than from Quality Based Education (QBE) funds, or select the drop-down selection icon vithin the 2ndary Fund Code (Secondary Fund Code) field to choose the fund code.
14	The Consolidated Fund Flag indicates if the employee's assignment should be counted in Consolidated Funding. Valid values for the Consolidated Fund Flag are ' Y ' (Yes) or ' N ' (No).
15	Enter the percentage (%) of time (0.0) the employee spends on the assignment in the Assignment% (Assignment Percentage) field.

Step	Action
16	Select (Enter).
	Select <i>(F17 – Print this data) to obtain a screen print of the Update/Display Individual</i>
	Employee Information – Assignment Detail Information screen. The screen print file will
	be available in the print queue with the name 'PSCNnnnn'.

A	PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - □ ×
	DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100 Certificate file - Assignment 06 detail information
5	SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY STRIDE ID: 11223344
	Assignment Type: <u>C</u> (C or N) School/Work Location: <u>195</u> Location 000195
	Job Code: <u>101</u> GRADE 1 TEACHER Subject Matter: <u>420</u> PSYCHOLOGY Field Code: <u>950</u> SPED READING COGNITIVE LEV P-5 Certificate Type: <u>SRI</u> STANDARD PROF TEACHING
	2ndary Fund Code: <u>81</u> LOTTERY FUNDS Consolidated Fund Flg: <u>N</u> (Y or N) Assignment %: <u>10.0</u>
	Cert. Effect. Date: Cert. Expire Year: Certificate Level: 4
ENTE F16	Validations passed. Save your changes. Validations passed. Save your changes.
ер	Action
17	Verify "Validations passed. Save your changes." displays, and select F8 – changes).

PCG Dist=8991 Rel=19.04.00 01/13/202	0 PCG 001 SV C:\DEVSYS C:\SECOND WH	HITE – 🗆 X	
DISPLAY/UPDATE Certificate file	INDIVIDUAL EMPLOYEE INFORMATION - ASSIGNMENT 06 DETAIL INFORMATION	CPICM100	
SSN: 999-08-9599 EMP Stride Id: 11223344	LOYEE #: 089599 NAME: BA2LEY, TI2ANY		
Assignment Type: School/Work Location:	<u>C</u> (C or N) <u>195</u> Location 000195		
Job Code: Subject Matter: Field Code: Certificate Type:	101 GRADE 1 TEACHER <u>420</u> PSYCHOLOGY <u>950</u> SPED READING COGNITIVE LEV P-5 <u>SRT</u> STANDARD PROF TEACHING		
2ndary Fund Code: Consolidated Fund Flg: Assignment %:	81 LOTTERY FUNDS N (Y or N) 18.9		
Cert. Effect. Date: Certificate Level:	2/23/2018 Cert. Expire Year: 2022 4		
Data saved IME r⊥ № R r₂ ≪ R r₃ ⊕ r⊨ № r∈ ri€ r⊥ № R r₂ ≪ R r₃ ⊕ r⊨ № r∈ r∈	FPT FB FS FS FIT FTE FTE Help Bio	FIS Q 20.01.00 Cert Asg	
Action			
Verify "Data saved" dis Individual Employee Info	plays, and select $\mathbf{F16} (\mathbf{F16} - \mathbf{F16})$	Exit) to return to the <i>Di</i> .	splay/Upc ceen.

The following screen displays:

Step

18

C:\SECON	ND WHITE - 🗆 X
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORM	MATION CPICM100
CERTIFICATE FILE - ASSIGNMENT SUMMAR	RY
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2	2LEY, TI2ANY
STRIDE ID: 11223344	
Certificate Level: 4	
PFKEY C/N LOC JOB SUBJ FIELD TYPE FUND C	CONSOL PERCENT
Asgn 01 🖭 C 195 101 230 808 SRT	N 30.0
Asgn 02 F12 C 195 101 270 808 SRT	N 20.0
Asgn 03 F13 C 195 101 410 808 SRT	N 10.0
Asgn 04 F14 C 195 101 450 808 SRT	N 10.0
Asgn 05 <u>F17</u> C 195 132 920 808 SRT	N 30.0
Asgn 06 F18 C 195 101 420 950 SRT 81	N 10.0
Asgn 07 F19	
Asgn 08 F20	
HSgn 09 F21	
HSgn 10 F22	
HSgn 11 F23	
HSUI 12 F24	
HSyll 13 123	
Acap 15 F27	
ingin to <u>ter</u>	
	110-0
WARNING! - Percents on Assignments Do Not Equal 100%	
	20.01.00
F1 ► F2 ► ► F3	F12 F12 F15
	Help Bio Cert Asg

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Step	Action
19	Select $\mathbf{F16} \rightarrow \mathbf{F16}$ (F16 – Exit) to return to the <i>Display/Update Employee CPI Data</i> – Select <i>Employee</i> screen.

Menu.

📕 PCG Dist=8991 Rel=14.01.00 04/09/2014 PC	PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEVSYS C:\SE										
Display/Update Select	Display/Update Employee CPI Data Select Employee										
Filter set: Class,Status				(Currei Name	nt Or	ler				
Input:										19	
Fkey Name 1 AD4IR, MI4HAELE	Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	Cert C	Pens 2	ContMo 10	Job 4	Stat A	Mth	
Input Employee Num F16 to Exit, F18 C	ber or lear emp	Name or S loyee filter	SN -	Press	5 Ent	er Kej	,				
F1-9 = Choose from	W 26T6CC	ton HDOVe									
F1 F2 F3 F4 F5 F6 F	7 F8	F9 F10				F15	0		13.02	.00	
F16 F17 # F18 W PGUP A PGUN V			He	lp							
Action											

Step

21

A	PCG Dist=8991	Rel=17.04.00	02/02/201	8 PCW 00	3 SV C	\DEVSYS	C:\SECON	ID	WH	ITE			×
Γ			Certifie	d/Classi	ified	Personn	el Info	rmation	Syste	2M		CPIMENU	
	FKe	y			Mas	ster Me	nu						
		- Disola	v/Undate I	ndividual	Emplo	vee Info	rmation						
	2	Displa	y/Update 1	Third Part	y Contr	actors							
	3	Displa	//Update I	Personnel	Data								
	5	CPI Sa	lary Scher	dule									
	_7	CPI Re	porting Mo	enu									
	9	Create	CPI Repo	rt & Trans	missio	n File							
	11	CPI As	signment	File Maint	tenance								
	13	Certific	ate File M	laintenand	ce Men	u							
	15	CPI De	scription (Code Men	u								
	31	🛛 CPI Sp	ecial Func	tions Me	nu								
	20	File Be	ornanizat	ion									
			3										
M	aster ^{User} list											17.04.00	'
E1	;<		<u> </u>										
	tion												
AC	uon												
a						1	1	. Me	ister				
20	ntinue C	PI proc	essing	g as n	orma	al, oi	: sele	ct		(Mast	ter) t	to return	n t
p	plications	s Maste	r Men	и.									

3B. Modifying an Assignment

	EKou		Mactor Mo		System	of Theno
			naster ne	nu		
	1 Display	/Update Individual /Update Third Party	Employee Info	rmation		
	3 Display	/Update Personnel	Data			
	5	an Cobadula				
	7 CPI Re	orting Menu				
	9 Creste	CDI Deport 9 Traper	niccion File			
	11 CPI As	signment File Mainte	enance			
	13 Certific	ate File Maintenanc	e Menu			
	15 CPI De	scription Code Menu	I			
	31 CPI Sn	cial Functions Men				
	20 File Re	organization				
Master UserList						17.04.00
F16 🗭 🖓						

1 Select (F1 - Display/Update Individual Employee Information).

The following screen displays:

Step

🔲 PC	G Dist	=8991	Rel=1	4.01.00	04/09	/2014	PCW 0	02 5 ¥	C:\DEV	5 YS C:	SECON	D	W	HITE				_ 8 ×
				Di	splay	/Upda Sele	te Er ct Er	ploye ploye	e CPI e	Data							PAYE	IND
Filt	ter n	iot ac	tive										Cur Em	rent O p Numb	Irder Ier			
Fkey	y Na	ime	I	nput:			E	mpno		SSN	- Lo	c C	ls Ce	rt Pen	is ContM	o Job	Stat	13 Mth
				nnut	Emplo		lumbou		Name		CCM	Due	acc D	atou K				
			F	nput 16 to 1-9	Empio Exit = Cho	, F18 ose f	Clea rom S	r emp elect	loyee ion A	filt bove	er 33M	- Pr	ess E	ncer K	ey			
	F1	E2	F2	EA	FR	FC	57	E0	EQ						0		13.0	2.00
	SET		1-9	14	13	1.0		1.0	-1-0	F10		Help		F	F15 ***			

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Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

🔲 PCG E	Dist=8991 Rel=14.01.00 0	4/09/2014 PCW (02 SV	C:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
_	Disp	lay/Update Er	nploye	e CPI Data							PAYF	I ND
		Select Empl	loyee									
Filte	r set: Class,Status						Currei	nt Or	der			
	_						Name					
Flion	Current		Empro	CCN	1.00	016	Cout	Bong	ContHo	lab	C+-+	13 MED
Entor		1	00767	000 00 0757	100	1	cert r	2	10	300	3141	nen
1	AD4IN, MIANAELE		88464	999-08-8464	108	1	с г	2	10	4	~	Ŷ
2	AMODOR MAGIN		88902	999-08-8902	108	i	r r	2	10	9	ŝ	
3	ABSEDONDO KISTIF		88729	999-08-8729	195	1	r	2	10	2	ŝ	
4	AB9STEAD MIGHEI		87744	999-08-7744	201	i	c	2	10	3	Ā	
5	AB9STEAD TA9HINA		88944	999-08-8944	108	1	C.	2	10	4	 A	
6	AS5CRAFT, JA5IKA		89068	999-08-9068	100	1	Ē	2	10	3	Ă	
7	BA2ES, WA2DO		88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MA2YBELLE		89423	999-08-9423	100	1	С	2	10	9	Α	
9	BA9B, EM9RY		87512	999-08-7512	100	1	C	2	10	2	Α	
FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above												
• • • • • • • • • • • • • • • • • • •	1 F2 F3 F4	F5 F6 F7	18	F9 F10				F15	4		13.0	2.00
F16	*# F18 🐼 PGVP 🔺 PG	DN V			He	lp						

Step Action 3 Select Enter (Enter) or select the Function key corresponding to the employee's record, and select ITEM (Enter). and select ITEM (Enter). To sort by Name: Select Name (Name). To sort by Employee Number: Select Empno (Empno). To sort by Social Security Number: Select SSN (SSN). To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either FGUPA (Page Up) or FGUN▼ (Page Down).

	PCG Dist=8991 Rel=19.04.00	01/10/2020 PCG 001 SV C:\DEVSYS	C:\SECOND WHITE	_	\Box \times
	DIS	PLAY/UPDATE INDIVIDUAL EMP RTIFICATE FILE - BIOGRAPHI	LOYEE INFORMATION CAL INFORMATION		CPICM100
	Employee number:	88543 AS9BY, RA9HAL	SSN: Stride id:	999 08 8543 12345678	
	Work location: Sex: Ethnic:	108 Location 000108 F 02	Birth:	03/01/1994	
	National cert: Advance/Inhibit:	N (Y or N) (A, E or spaces)			
	Certificate level: Cert. years exp:		Cert. pay step: Local years exp:	E	
	Total employment basis: Emp. basis-cert.:	1.00 1.00	Emp. basis-class:	0.00	
	Annual contract sal: State minimum salary:	\$ 37,287.00 A \$.00	nnual classified sal:	\$.00	
	Annual contract days:	190	Annual work days:		
	Termination date: Termination reason:		Rehire date:		
	Long term sub?:	N (YorN)			
	ENTER F1 ► X F2 ► X F3 ♣ F4 ♣ F15 ♣ F15 ♣ F15 ♣ F15 ♣ F15 ♣ F15 ♣		FIO FIT E FI	t Asg	20.01.00
Step	Action				
4	Select Asg (F31	– Go to Assignment	Data).		

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND	WHITE	- 🗆 ×
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMAT	ION	CPICM100
CERTIFICATE FILE - ASSIGNMENT SUMMARY		
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LE	Y, TI2ANY	
STRIDE ID: 11223344		
Certificate Level: 4		
PFKEY C/N LOC JOB SUBJ FIELD TYPE FUND CON	ISOL PERCENT	
Asgn 01 🚛 C 195 101 230 808 SRT N	4 30.0	
Asgn 02 <u>F12</u> C 195 101 270 808 SRT M	20.0	
Asgn 03 <u>F13</u> C 195 101 410 808 SRT M	10.0	
Asgn 04 F14 C 195 101 450 808 SRT M	10.0	
Asgn 05 F17 C 195 132 920 808 SRT N	4 30.0	
HSGN 00 F18 C 195 101 420 950 SKI 81 F	1 10.0	
HSUN 07 F13		
Asan 80 F21		
Asan 10 F22		
Asan 11 F23		
Asgn 12 F24		
Asgn 13 F25		
Asgn 14 F26		
Asgn 15 <u>F27</u>		
	110.0	
WARNING! - Percents on Assignments Do Not Equal 100%		
		20.01.00
	F12 F15 *	
	Help Bio Cert As	9

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Step

6

```
PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND
                                                                WHITE
                                                                                      ×
                DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
                                                                                     CPICM100
              CERTIFICATE FILE - ASSIGNMENT 81 DETAIL INFORMATION
      SSN: 999-08-9599
                          EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344
                                C (CorN)
              Assignment Type:
         School/Work Location: 195 Location 000195
                                101 GRADE 1 TEACHER
                     Job Code:
               Subject Matter:
                                230 ENGLISH LANGUAGE ARTS
                                808 EARLY CHILDHOOD EDUCATION (P-5
                   Field Code:
             Certificate Type:
                                SRT STANDARD PROF TEACHING
             2ndary Fund Code:
                                00
        Consolidated Fund Flg:
                               Ν
                                    (Y or N)
                 Assignment %: 30.0
           Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
            Certificate Level: 4
                                                                                     20.01.00
ENTER F1 P X
                             F8 📕 F9 🖊
                                                -10 F11
                        57
                                                         F12
                                                                        F15 Q
----
    F17
                                                         Help
                                                              Bio Cert
                                                                        Asq
   Action
   Select F9 (F9 - Switch to Update Mode).
```

If the Update mode remains active from a prior certification module's selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, *PCGenesis highlights the modifiable text*.

7

```
PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND
                                                                                   WHITE
                                                                                                            Х
                            DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
                                                                                                           CPICM100
                          CERTIFICATE FILE - ASSIGNMENT 81 DETAIL INFORMATION
                 SSN: 999-08-9599
                                        EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
           STRIDE ID: 11223344
                          Assignment Type:
                                               C
                                                    (C or N)
                    Assignment Type: <u>C</u> (C or N)
School/Work Location: <u>195</u> Location 000195
                           Job Code: <u>101</u> GRADE 1 TEACHER
Subject Matter: <u>230</u> ENGLISH LANGUAGI
Field Code: <u>808</u> EARLY CHILDHOOD
                                               230 ENGLISH LANGUAGE ARTS
                                               808 EARLY CHILDHOOD EDUCATION (P-5
                         Certificate Type:
                                               SRT STANDARD PROF TEACHING
                   2ndary Fund Code: <u>00</u>
Consolidated Fund Flg: № (Y or N)
Assignment %: <u>30.0</u>
                       Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
                        Certificate Level: 4
          Mode changed to update
                                                                                                           20.01.00
         ENTER F1 P & F2 4 & F3 6 F4 6 A
                                           7 🔽 | F8 🔚 F9 660 | F10 📉 | F11 🕨 |
                                                                           F12
         F16
               F17 🖶 F18 🖶
                                                                            Help
                                                                                 Bio
                                                                                      Cert
                                                                                            Asg
Step
              Action
              Verify "Mode changed to update" displays, make the appropriate modifications to the fields,
              and select (Enter).
              Select  (F17 – Print this data) to obtain a screen print of the Update/Display
              Individual Employee Information – Assignment Detail Information screen. The screen
              print file will be available in the print queue with the name 'PSCNnnnn'.
```

```
PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND
                                                                                         WHITE
                                                                                                                               X
                                                                                                                       DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT 01 DETAIL INFORMATION
                                                                                                                     CPICM100
 SSN: 999-08-9599
STRIDE ID: 11223344
                                     EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
             Assignment Type: <u>C</u> (C or N)
School/Work Location: <u>195</u> Location 000195
                  Job Code: 101 GRADE 1 TEACHER
Subject Matter: 230 ENGLISH LANGUAGE ARTS
Field Code: 808 EARLY CHILDHOOD EDUCATION (P-5
Certificate Type: <u>SRI</u> STANDARD PROF TEACHING
           2ndary Fund Code: <u>00</u>
Consolidated Fund Flg: <u>N</u> (Y or N)
Assignment %: <u>20.0</u>
               Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
Certificate Level: 4
 Validations passed. Save your changes
                                                                                                                     20.01.00
F8 🖬 F9 66 F10 🝸 F11 🕨 F12 🔍
                                                                                                     <u>_Q</u>
       Help
                                                                                       Bio
                                                                                             Cert
                                                                                                    Asg
Action
Verify "Validations passed. Save your changes." displays, and select F8 – Save
changes).
```

The following screen displays:

Step

8

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE	-	
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION		CPICM100
GENIFICHTE FILE - HSSIGNMENT OF DETHIL INFORMATION		
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY		
STRIDE ID: 11223344		
Assignment Type: <u>C</u> (C or N) School/Work Location: <u>195</u> Location 000195		
JOD CODE: <u>101</u> GRADE 1 TEACHER Subject Matter: <u>239</u> ENGLISH LANGUAGE ARTS Field Code: <u>808</u> EARLY CHILDHOOD EDUCATION (P-5 Certificate Type: SRT STANDARD PROF TEACHING		
2ndary Fund Code: <u>00</u> Consolidated Fund Fla: N (Y or N)		
Assignment %: <u>20.0</u>		
Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022		
Certificate Level: 4		
		20 01 00
		20.01.00

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Step	Action
9	Verify "Data saved." displays, and select $\mathbf{F16} - \mathrm{Exit}$ (F16 – Exit) to return to the Display/Update Individual Employee Information – Certificate File – Assignment Summary screen.

	PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\SECOND WHITE —		
	DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CERTIFICATE FILE - ASSIGNMENT SUMMARY	CPICM100	
	SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY STRIDE ID: 11223344		
	Certificate Level: 4		
	ASSIGNMENT SUMMARY		
	PFKEY C/N LOC JOB SUBJ FIELD TYPE FUND CONSOL PERCENT		
	HSUI 01 5.02 C 195 101 230 806 SRI N 20.0		
	Ason 63 F13 C 195 161 216 868 SRT N 10.0		
	Asgn 04 F14 C 195 101 450 808 SRT N 10.0		
	Asgn 05 F17 C 195 132 920 808 SRT N 30.0		
	Asgn 06 F18 C 195 101 420 950 SRT 81 N 10.0		
	Asgn 07 F19		
	HSgn 08 F20		
	Asgi 19 121		
	Asan 11 F23		
	Asgn 12 F24		
	Asgn 13 F25		
	Asgn 14 F26		
	Hsgn 15 <u>F27</u>		
	199-9		
		28.81.88	
	FIS FIS FIS ASG		
<u> </u>			
Step	Action		
4.0			
10	Select F^{15} (F16 – Exit) to return to the Display/Undate Employed	Pe CPI Data _	Select
	Grid - Exity to retain to the Display Opaule Employe	- CII Duiu -	JEIELI
	<i>Employee</i> screen.		

P P	COBISC-0331 KCI-1													
		Dis	play/Up Se	odate E elect E	mploye mploye	e CPI Data e							PAYFIN	D
Fi	Filter set: Class,Status								Curre Name	nt Or	der			
	1	(nput:												.
Fko 1	ey Name 1 AD4IR, MI4HAE	LE			Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	Cert C	Pens 2	ContMo 10	Job 4	Stat M A	th
		input 5		Murrho		Name or 1	CON	Buog	c Fat	ou Ko				
		(nput E 16 to 1-9 =	mployee Exit, F Choose	e Numbe 18 Cle e from	r or ar emp Select	Name or S loyee filter ion Above	55N - r	Pres	s Ent	er Kej	y			
		input E 16 to 1-9 =	mployee Exit, F Choose	e Numbe 18 Cle from	r or ar emp Select	Name or S loyee filten ion Above	55N - r	Pres	s Ent	er Kej	y			
ENTER	F1 F2 F3	Input E 16 to 1-9 = F4	nployee Exit, F Choose F5 Ff	e Numbe 78 Cle e from 6 F7	r or ar emp Select F8	Name or S loyee filter ion Above	SSN - r	Pres	s Ent	er Kej	ų		13.02.	00
ENTER F15	F1 F2 F3	F4 F4 F0PA F4	mployee Exit, F Choose F5 Ft con▼	e Numbe F18 Cle e from 6 F7	r or ar emp Select F8	Name or S loyee filter ion Above	r F	Pres	s Ent	er Ke	y ्		13.02.	00
ENTER F15	F1 F2 F3 StThe Ft0 00 Ft0 Ft0 00 Action	F4	nployee Exit, F Choose F5 Ff con▼	e Numbe F18 Cle e from 6 F7	r or ar emp Select F8	Name or S loyee filter ion Above	SSN - r	Pres	s Ent	er Ke	ų		13.02.	88

3C. Deleting an Assignment

		er cirieu/61d	STLIGA LELZON	тет титогиа	CION SYSTEM	GETHENO
FI	ey 		Master M	?nu		
	🛄 Display	/Update Individu	ial Employee Info	rmation		
_	2 Display	Update Third P	arty Contractors			
_	∍ Display	vopdate Person	nel Data			
_	5 CPI Sal	ary Schedule				
_	7 CPI Re	oorting Menu				
	9 Create	CPI Report & Tra	nsmission File			
	1 CPI Ass	ignment File Ma	intenance			
	3 Cortific	to File Mainton				
	5 CPI De	scription Code M	enu			
	1 CPI Spi	cial Functions N	lenu			
2	0 File Re	organization				
Master Userlist						17.04.00
-16 🗘 🖓 🖓						
ction						

The following screen displays:

Step

1

🔲 PCG	i Dist=	8991	Rel=1	4.01.00	04/09)/2014	PCW 0	02 5 ¥	C:\DEV9	5 YS C	SECON	D	W	HITE				_ 8 ×
				Di	splay	/Upda Sele	te Er ct Er	ploye ploye	e CPI e	Data							PAYE	[ND
Filt	er no	ot ac	tive					. ,					Curi Emp	ent Or Numbe	der Pr			
Fkey	Nar	ne	I	nput:			E	mpno	:	SSN	- Lo	c C	ls Cer	∙t Pens	; ContMo	Job	Stat	13 Mth
			I F F	nput 16 to 1-9	Emplo Exit = Cho	iyee M :, F18 iose f	lumber Clea rom S	or remp elect	Name loyee ion Al	or filt bove	SSN - er	- Pr	ess Er	nter Ke	'Y			
	F1	F2	F3	F4	F5	FG	F7	F8	F9	F10 T				FI	<u>a</u>		13.0	2.00

Step	Action
2	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 4</i> .
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.

🔲 PCG 🛙	Dist=8991 Rel=14.01.00 04/	09/2014 PCW 00	02 5 V (C:\DEVSYS C:\S	ECOND		WHI	TE				_ 8 ×
_	Displa	y/Update Em	ployee	e CPI Data							PAYE	END
		Select Empl	oyee									
Filte	r set: Class,Status					Current Order						
							Name					
Flion	Current	10	mnnal	CCN	1.00	016	Cout	Bong	ContHo	lab	C+-+	13 MED
Enter		9	9757	999-08-8757	100	1	C	2	10	100	SLAL	ncn
1		9	9464	999-08-8464	108	1	с С	2	10	7	~	v
2	AM3DOB MA3IN	9	8902	999-08-8902	108	1	r	2	10	9	ŝ	•
3		9	8729	999-08-8729	195	1	r	2	10	2	ŝ	
4	AB9STEAD MIGHEI	8	7744	999-08-7744	201	1	č	2	10	3	Ā	
5	AR9STEAD, TA9HINA	8	8944	999-08-8944	108	1	č	2	10	4	Ă	
6	AS5CRAFT, JA5IKA	8	9068	999-08-9068	100	1	Ċ	2	10	3	A	
7	BA2ES, WA2DO	8	8015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MA2YBELLE	8	9423	999-08-9423	100	1	С	2	10	9	Α	
9	BA9B, EM9RY	8	7512	999-08-7512	100	1	С	2	10	2	Α	
S BASE, EMSHT 87512 555-08-7512 100 1 C 2 10 2 A FKEY = Record Found Above or PgUp/PgDn = Previous/Next 10 Records F16-new search, F18-Clear Employee Filter F1-9 = Choose from Selection Above												
Order	changed to Alpha							_	- 1			
F	1 F2 F3 F4 F5	F6 F7	F8	F9 F10				F15	2		13.0	2.00
F16	*# F18 🐼 PGUP 🔺 PGDN 🖲	7			He	lp						

Step Action

3	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select Enter (Enter).
	To sort by Name: Select Name (Name).
	To sort by Employee Number: Select Empno (Empno).
	To sort by Social Security Number: Select SSN (SSN).
	To scroll between pages: Select the $PgUp/PgDn$ keys on the computer's keyboard or select either $PgUP \triangleq$ (Page Up) or $PgUP equation (Page Down)$.

A	PCG Dist=8991 Rel=19.04.00	01/10/2020 PCG 001	SV C:\DEVSYS	C:\SECOND	WHITE		- 🗆	×
	DIS Ce	PLAY/UPDATE IND RTIFICATE FILE	IVIDUAL EMP - BIOGRAPHI	LOYEE INFORM CAL INFORMAT	ATION Ion		CPICM	199
	Employee number:	88543 AS9BY,	RA9HAL	S	SSN: TRIDE ID:	999 08 8543 12345678	1	
	Work location: Sex: Ethnic:	108 Locatio F 02	on 000108		Birth:	03/01/1994		
	National cert: Advance/Inhibit:	N (Y or N) (A, E or spa	aces)					
	Certificate level: Cert. years exp:			Cert. Local y	pay step: ears exp:	E		
To	tal employment basis: Emp. basis-cert.:	1.00 1.00		Emp. bas	is-class:	0.00		
:	Annual contract sal: State minimum salary:	\$ 37,287.00 \$.00	A	nnual classi	fied sal:	\$.00)	
1	Annual contract days:	190		Annual w	ork days:			
	Termination date: Termination reason:			Reh	ire date:			
	Long term sub?:	N (Y or N)						
	F1 ▶ € F2 ♥ € F3 ⊕ F4 € F1 ⊕ F1 ⊕ F1 ⊕ F1 ⊕	FS FS FS F7	F8 F9 / F	10 Fit Fit Fit Hel	D Bio Cer	rt Asg	20.01	- 00
ep	Action							
4	Select Asg (F3	1 – Go to Ass	signment	Data).				



The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE	_	
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CERTIFICATE FILE - ASSIGNMENT 04 DETAIL INFORMATION		CPICM100
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY STRIDE ID: 11223344		
Assignment Type: C (C or N) School/Work Location: 195 Location 000195		
Job Code: 101 GRADE 1 TEACHER		
Subject Matter: 450 SOCIAL SCIENCES Field Code: 808 EARLY CHILDHOOD EDUCATION (P-5		
Certificate Type: SRT STANDARD PROF TEACHING		
2ndary Fund Code: 00 Consolidated Fund Flg: N (Y or N) Assignment %: 10.0		
Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022 Certificate Level: 4		
	a.	20.01.00
FIS FIZ FIZ FIZ TO Cert A	lsg	

Georgia Department of Education January 13, 2020 • 9:42 AM • Page 60 of 64 All Rights Reserved.

Step	Action
6	Select F9 (F9 – Switch to Update Mode).
	If the Update mode remains active from a prior certification module's selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CERTIFICATE FILE - ASSIGNMENT 04 DETAIL INFORMATION	- 🗆 × CPICM100
SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY	
Assignment Tupe: C (C or N)	
School/Work Location: <u>195</u> Location 000195	
JOb Code: <u>101</u> GRADE 1 TEACHER Subject Matter: <u>450</u> SOCIAL SCIENCES Field Code: <u>808</u> EARLY CHILDHOOD EDUCATION (P-5 Certificate Type: <u>SRT</u> STANDARD PROF TEACHING	
2ndary Fund Code: <u>00</u> Consolidated Fund Flg: <u>N</u> (Y or N) Assignment %: <u>10.0</u>	
Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022 Certificate Level: 4	
Mode changed to update Image: prime p	20.01.00

Step	Action
7	Verify "Mode changed to update" displays, and select <u>F18</u> (F18 – Delete Employee).
	Select (F17 – Print this data) to obtain a screen print of the <i>Update/Display</i> <i>Individual Employee Information – Assignment Detail Information</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	Where appropriate, select $(F11 - Go \text{ to Assignment 2})$ or $(F12 - Go \text{ to Assignment 2})$ to scroll between records.

The following dialog box displays:

		Delete verification
		Do you really want to delete?
		<u>Yes</u> <u>N</u> o
Step	Action	
8	Select Yes	(Yes).

	PCG Dist=8991 Rel=19.04	4.00 01/13/2020 PCG 00*	1 SV C:\DEVSYS	C:\SECO	ID	WHITE	- 🗆 X	
	DISP	LAY/UPDATE INDIVI	DUAL EMPLOYE	E INFOR	MATION		CPICM100	
			- HSSIGNMEN	I SUMMA	n T			
	SSN: 999-08-959 STRIDE ID: 11223344	99 EMPLOYEE #	: 089599 N	AME: BA	ZLEY, TI	LZANY		
	Certificat	e Level: 4						
		N3122A ======	MENT SIIMMARY					
	PFKEY C/N	LOC JOB SUBJ FIE	LD TYPE	FUND	CONSOL	PERCENT		
	Asgn 01 0000 C Asgn 02 F12 C	195 101 230 8 195 101 270 8	08 SRT 08 SRT		N	20.0 20.0		
	Asgn 03 F13 C	195 101 410 8	08 SRT		N	10.0		
	Asgn 04 F14 C	195 132 920 8	08 SRT	0.4	N	30.0		
	Asqn 06 F18	195 101 420 93	20 281	81	м	10.0		
	Asgn 07 F19							
	Asgn 08 F20 Asgn 09 F21							
	Asgn 10 F22							
	Asgn 11 F23							
	Asgn 13 F25							
	Asgn 14 F26							
	Asgn 15 <u>F27</u>							
						90.0		
						90.0		
	HORNINGS - Records	on Accientonte De	Not Equal 1	999		90.0		
	WARNING! - Percents (on Assignments Do	Not Equal 1	00%		98.8		
	WARNING† - Percents (ENTEN F1 ► & F2 ◄ & F3 F1	on Assignments Do	Not Equal 1	9 6% 10 T Fit [F12	98.8 _{FIS} Q	20.01.00	
	WARNING! - Percents ENTES F1 ▶ € F2 ◆ € F3 ⊕ F10 F16 F17 ⊕ F18 ⊕ F18 ⊕ F18 ⊕	on Assignments Do	Not Equal 1	9 9% 10 T Ftt [F12 d Help	98.8 <u>Fig</u> Q <u>Bio</u> Cert Asg	28.01.00	
step	WARNING? - Percents of ENTEND F1 → R F2 → R F3 → F15 F15 → F17 → F15 → F15 → F15	on Assignments Do	Not Equal 1	9 9% 10 T Ftt [F12 d Help	98.8 <u>reQ</u> Bio Cert Asg	20.01.00	
Step	WARNING! - Percents of INTSV r₁ ▶ ℜ r₂ ℜ r₃ ∰ r₃ r⊮ ← r₂ ℜ r₂ ℜ r₃ ∰ r₃ Action	on Assignments Do	Not Equal 1	99% •• T Fit [F12 Help	98.8 _{FIS} Q Bio Cert Asg	20.01.00	
step 9	WARNING! - Percents of $F_{15} \rightarrow F_{17} \rightarrow F_{15} \rightarrow F_{1$	on Assignments Do	Not Equal 1	96% ∞ ▼ ⊨n Ω the <i>L</i>	Help	98.8 Bio Cert Asg	20.01.00 Dyee CPI Data – Sel	ect

🔲 PCG Dist=899	SECOND	COND WHITE					<u>_ 8 ×</u>				
	Display/Update Employee CPI Data Select Employee Filter set: Class,Status									PAYF	I ND
Filter set:							Current Order Name				
	Input:										19
Fkey Name 1 AD4IR,	MI4HAELE	Empno 88757	SSN 999-08-8757	Loc 108	C1s 1	Cert C	Pens 2	ContMo 10	Job 4	Stat A	Mth
		o Number or	Name or S	- CM	Buoc						
	Input Employe F16 to Exit, F1-9 = Choos	F18 Clear empl F18 From Selecti	loyee filter ion Above	53N -	rres:	s Enc	er ke	,			
F1 F2	Input Employe F16 to Exit, F1-9 = Choos F3 F4 F5 I Ø POTA POTA POTA	F18 Clear empl se from Selecti	F9 F10 F1	He	elp		FIE FIE	्		13.0	2.00
ENTE F1 F2 F6 F1 F2 F10 F1 F10 F1 F10 F1 F10 F1 F10 F2 F10 F10 F2 F10 F10 F2 F10 F10 F10 F10 F10 F10 F10 F10 F10 F10 F10 F10 F1	Input Employe F16 to Exit, F1-9 = Choos	F18 Clear empl se from Selecti	F3 F10 T	He	elp			<u>a</u>		13.0	2.00

A	PCG Dist=8991	Rel=18.03.01	12/03/2018 PCG	001 SV C:\DEVSY	S C:\SECOND	WHITE		- 🗆 X
		C	ertified/Clas	ssified Perso	onnel Infor	nation System		CPIMENU
	FKey			Master	Menu			
	1 2 3	Display Display Display	/Update Individu /Update Third Pa /Update Person	ual Employee In arty Contractors nel Data	nformation s			
	5	CPI Sala CPI Rep	ary Schedule orting Menu					
	9 11	Create (CPI Ass	CPI Report & Tra ignment File Ma	nsmission File iintenance	1			
	13 15	Certifica CPI Des	nte File Maintena cription Code M	ance Menu Ienu				
	31	CPI Spe	cial Functions N	lenu				
	20	File Red	organization					
Mast F16	er User _{list}	PAY VEND						17.04.00
	Action							
	Continue Applicat	e CPI pr	ocessing as	s normal,	or select	Master (Ma	aster) to	o return to the