

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

2/2/2018

Section C: Third Party Processing, V2.4

Revision History

Date	Version	Description	Author
2/2/2018	2.4	18.01.00 – Update menu screenshots.	D. Ochala
06/03/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/25/2013	2.2	$13.01.00 -$ Add cell phone, background-check date, and e-mail address fields to 3^{rd} Party Contractor screen.	D. Ochala
11/30/2009	2.1	09.03.01 – Update <i>Overview</i> to clarify setting up 3 rd Party Contractor <i>Class Code</i> .	D. Ochala
03/30/2009	2.0	09.01.00 – New procedure for processing third party contractor employees.	C. W. Jones

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Overview

PCGenesis allows local school districts and systems to process third party contractor information via the Certified/Classified Personnel Information (CPI) module. PCGenesis users may create, display, update, delete this information, and print a listing of third party contractor information.

Third party contractors have been added to the PAYROLL file so that these individuals can be processed in CPI. On the Payroll *Description File*, a new **Class Type** code has been added when defining payroll classes. A payroll **Class Type** of '**3**' is now available for third party contractors. Refer to *Section F: Description/Deduction/Annuity File Processing* for the instructions to create the description codes.

The Payroll Description File Class Type may have the following valid values:

- F Full Time
- P Part Time
- S Substitutes
- 3 Third Party Contractors

Third party contractors must be in a class defined with a **Class Type** of '**3**'. Even though third party contractors are defined in the PAYROLL file, these individuals may not be accessed from any payroll process. For example, a type '**3**' class code cannot be selected when setting up payroll, and third party contractors cannot be accessed from any payroll data entry screen.

A new option is available on the CPI menu for *Display/Update Third Party Contractors*. This option allows the user to maintain third party contractors for CPI. Third party contractors can be added, updated, or deleted from within this CPI module. Third party contractors must be in a class defined with a **Class Type** of '3'. Also, a list of third party contractors can be printed by selecting the print icon from the main screen.

When a third party contractor is added, the '*Include on CPI*?' option is automatically defaulted to '**Y**' so that a CPI record is created for the contractor. Contractors are required to report demographic 'A' records with the *Employee Type* field set to 'P' on the CPI transmission file. Employees flagged as 'P', for third party contract employees, will be required to report both the Demographic 'A', and the Assignment 'C' records. No salary information is reported to CPI for third party contractors, so the Salary 'B' records are NOT produced for *Employee Type* 'P' employees on the CPI transmission file.

Third party contractors can be hired as employees in PCGenesis. To hire a third party contractor as an employee, the user can access *Add A New Employee* in payroll. Once the employee number for the contractor is entered, the user can change the individual's **Class Code** to a <u>payroll</u> class and the contractor will be "hired".

Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the $r_3 \bigoplus$ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

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

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Procedure A: Creating a Third Party Contractor Employee Record

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

	PCG Dist=8991	Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
		Certified/Classified Personnel Information System	CPIMENU
	FKey	Master Menu	
	1 2 3	Display/Update Individual Employee Information Display/Update Third Party Contractors Display/Update Personnel Data	
	5 7	│ CPI Salary Schedule │ CPI Reporting Menu	
	<u>9</u> 11	│ Create CPI Report & Transmission File │ CPI Assignment File Maintenance	
	13 15	Certificate File Maintenance Menu CPI Description Code Menu	
	31	CPI Special Functions Menu	
	_20	File Reorganization	
Ma	ster ^{User} list		17.04.00
F16	← (1°3) Vord3	HORNDR MONATOR	
	Action		
	Select 2	(F2 – Display/Update Third Party Contractors).	

The following screen displays:

Ster

3

4

📕 PCG Dist=8991 Re	I=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Display/Update Third Party Contractors	PAY3RD
En	ter the employee number you wish to maintain or create:	
	Individual Employee No •	
		ີ 13_01_00
Action		
Enter the th	ird party contractor's employee number or select the	dron-down selecti
within the f	ield to choose the employee's information	alop down selecti
	ind to enouse the employee's information.	
Select F13	(F13 - Create New Description Record)	

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 00	1 C:\DEVSYS C:\SECOND WHITE	_ <u>-</u>
Display/Update Th	ird Party Contractors	PAY3RD
Status A Active	Class.	
Say Code Hork Loc	61855 <u> </u>	
Mar Stat Work Loc 00 000		
NAME First Middle _		
Last Suffix	Prefix	
Address	_ Certificate Type	
HOORESS L2	US1_JOD (+rom_UP1)_UUU	
City/State, _	INCLUGE ON CP1 ? Y	
21µ coue county 000	EEO-3 ECUNIC COUP	
rnone (<u>)000-0000</u> Cell phone (<u>)000-0000</u>	Hicpapic/Latino Ethnicitus	
oerr huoue (<u>)000-0000</u>	C Yes@ No	
Rirth Date	V 168 V NU	
Hire Date	Race (Select all that ann)	u)
Rehire Date	O Yes⊙ No. Am Indian Alas	skan
Background Ck	O Yes O No Black	
Term Date	O Yes O No White	
Term Reason	○ Yes⊙ No Asian	
	○ Yes⊙ No Hawaiian Pacif	ic
E-mail addr		
NUIE: TO HIRE a third party contracto	r as an employee, use 'Add New Employee	• in Payroll.
Enter the contractor employee n Otherwise, third party contract	umper, and then change the class code t ave CONNOT be accessed from Pauroll	o a payroll class.
otherwise, third party contract	ors chimor be accessed from Payroll.	
		13.01.00
		1
F15 F17 F18	Help	
Action		
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I Coenesis automatically defau	its to A (Active) in the Status	lielu IOI all llew
entries		

Ste

6

	The Emp. no.	(Employee nun	nber) field's entry	defaults from	the <i>Step 3</i> entry.
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7	Enter the location code or select the drop-down selection icon 🗹 in the Pay Loc (Pay
	Location) field to choose the employee's payroll location.

8	Enter the third party contractor class code, or select the drop-down selection icon I in the
	Class field to choose the pay class.

The Third Party Contractor class code must exist in the Description file, and must correspond to the Job field entry in Step 11. Refer to Section F: Description/Deduction/Annuity File Processing for the instructions to create the certified and non-certified payroll class codes where appropriate.

9	Enter F (Female) or M (Male) in the Sex Code field to choose the employee's gender.
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10 Enter the location code or select the drop-down selection icon in the Work Loc (Work Location) to choose the employee's primary work location code.

11 Enter the code or select the drop-down selection icon in the Job field to choose the employee's job classification.

Step	Action
12	Enter M (Married) or S (Single) in the Mar Stat (Marital Status) field.
13	Enter the employee's social security number in the SSN (Social Security Number) field. If the employee's social security number is unknown at the time the employee's record is created, enter all nine's (999-99-9999) in the field <u>temporarily</u> . Enter the employee's <u>actual</u> social security number in the SSN (Social Security Number) field <u>before</u> W2 calendar year- end processing however. PCGenesis automatically updates this information for the employee's earnings history information.
14	Enter the employee's first, and middle name or middle initial, up to fifteen (15) characters each in the (NAME) First and (NAME) Middle fields. <i>The First name is a required field. The Middle name or initial is an optional field.</i>
15	Enter the employee's professional title in the (NAME) Prefix field. PCGenesis uses this field in this module for such processes as contract processing. An example of an entry would include Dr. (Doctor).
16	Enter the employee's last name, up to fifteen (15) characters in the (NAME) Last field. <i>The Last name field is a required field</i> .
17	Enter the suffix for the employee's name in the Suffix field. <i>Examples of this entry include Sr. (Senior) or Jr. (Junior).</i>
18	Enter the employee's street/mailing address, up to thirty (30) characters per field, in the Address and Address L2 fields.
19	Enter the employee's city in the first field, up to twenty-seven (27) characters, and the two- character state code in the second City/State field. <i>The comma</i> (,) <i>already exists to separate the two entries</i> .
20	Enter the employee's postal code, including the $Zip+4$ postal codes where appropriate, in the Zip code field.
21	Enter the county of residence code in the County field. <i>Refer to the "Georgia County Code Listing" for a complete listing of Georgia counties and county codes.</i>
22	Enter the employee's telephone number including the area code (###-#####) in the Phone field.
23	Enter the employee's cell phone number including the area code (###-####-#####) in the Cell Phone field.
24	Enter the employee's date of birth (MM/DD/CCYY) in the Birth Date field.

Step	Action
25	Enter the employee's <u>initial</u> hire date (MM/DD/CCYY) in the Hire Date field.
26	Enter the date of the employee's last <u>background-check</u> (MM/DD/CCYY) in the Background Ck field, where appropriate.
27	Enter the employee's <u>rehire</u> date (MM/DD/CCYY) in the Rehire Date field, where appropriate.
28	Enter the employee's termination date (MM/DD/CCYY) in the Term date (Termination date) field, where appropriate.
29	Enter the termination code or select the drop-down selection icon \blacksquare in the Term reason (Termination reason) field to choose the termination reason where appropriate.
30	The Certificate Type field is not modifiable during the employee record creation procedure. Refer to Section A: Displaying/Updating Individual Employee Information for the instructions to enter certificate information.
31	Enter the employee's CPI job code in the CS1 Job (from CPI) field. <i>The GaDOE provides a complete listing of CPI job codes at <u>http://app.doe.k12.ga.us/ows-bin/owa/cpi_pack_codes01.entry_form</u>.</i>
32	Enter Y (Yes) or N (No) in the Include on CPI? field to identify the employee's inclusion in, or the exclusion from CPI reporting.
33	Enter the code or select the drop-down selection icon in the Ethnic code field to choose the employee's ethnicity.
	If leaving the field blank, an E (Ethnicity) record containing all zeroes (0's) and the description of "Unspecified" must exist in the payroll Description File.
34	Select the O (Radio Button) to left of the appropriate response in the Hispanic/Latino Ethnicity? field.
35	Select the O (Radio Button) to left of all of the responses which apply in the Race (Select all that apply) fields.
	Select at least one response.
36	Enter the employee's e-mail address in the E-mail addr field.
37	Select (Enter).
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Update/Display Third Party Contractors</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS	C:\SECOND WHITE	_ 8 ×
Display/Update Third Party Co	ntractors	PAY3RD
Status <u>A</u> Active SMITH, DEBRA B.		
Emp. no. 22222 Pay Loc <u>1050</u> Location 001050	Class <u>19</u> THIRD-PARTY CONTRA	
Sex Code <u>F</u> Work Loc <u>1050</u> Location 001050	JOD <u>105</u> TEACHERS	
ridr Stat <u>ri</u> SSM <u>222</u> <u>33</u> <u>5050</u>		
NAME First DEBRA Middle B.		
Last SMITH Suffix Prefix		
Address <u>1 WEST FIRST STREET</u>	Certificate Type	
Address L2 <u>APARTMENT 1B</u>	CS1 Job (from CPI) <u>000</u>	
City/State <u>AllANIA</u> , <u>GA</u>	Include on CP1 ? Y	
21p coue <u>30000</u> councy <u>000</u> Phone (777)555-7777	EEU-S ECHNIC COUP <u>4</u> BLHCK	
Cell phone (777)444-3333	Hispanic/Latino Ethnicitu?	
	O Yes⊙ No	
Birth Date <u>1/15/1975</u>		
Hire Date <u>1/01/2013</u>	Race (Select all that apply)	
Rehire Date	🔿 Yes 🖲 No Am Indian Alaskan	
Background Ck	⊙ Yes⊖ No Black	
Term Date	○ Yes⊙ No White	
lerm Reason _	O Yes® No Asian O Yes® No Haumijan Bacific	
	C Test NO Hawallan Facific	
E-mail addr <u>DSMITH@DISTRICT.K12.GA.US</u>		
NOTE: To HIPE a third party contractor as an empl	ouse use 'Add New Employee' in Paur	o11
Foter the contractor employee number, and t	hen channe the class code to a nauro	11 class.
Otherwise, third party contractors CANNOT b	e accessed from Payroll.	
	2	
Record Validated Successfully PF8 to Save		
		13.01.00
	Help	

Although the screenshot example displays for a Non-Certified Third Party Contract employee, the procedure applies to Certified employees as well.

Step	Action
38	Verify "Record Validated Successfully – F8 to Save." displays, and select $\mathbf{F8} = \mathbf{F8} - \mathbf{Save}$ (F8 – Save Changes).

	PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
	Display/Update Third Party Contractors	PAY3RD
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	Individual Employee No.: <u>333333</u> ▼	
R	ecord Added Successfully	
		40 04 00
ENI		13.01.00
F16		13.01.00
F16		13.01.00
ep		13.01.00
ep 39	Action Verify "Record Added Successfully" displays, and select F16 (F16	- Exit) to retur

	PCG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003 S	V C:\DEVSY	S C:\SECOM	١D	WHITE		- · X
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	FKey				Master	lenu				
	1	Display	/Update Indi	vidual En	nployee Int	ormation				
	2	Display	/Update Thi	rd Party C	ontractors					
	3	Display	/Update Per	sonnel Da	ata					
	5	CPI Sal	ary Schedul							
	_7	CPI Rej	orting Menu							
	9	Create	CPI Report &	Transmis	ssion File					
	11	CPIAss	ignment File	Mainten	ance					
	13	Certific:	te File Main	tenance I	Menu					
	15	CPI Des	cription Cod	e Menu	liona					
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F16		MONITOR MONITOR								
	Action									
					_					
	Select F16	– (F16	- Exit) o	or selec	ct Master	(Mas	ter) to	return to	the Bus	iness Applic
1	Master M	enu.					,			I I ····

Procedure B: Displaying and Updating a Third Party Contractor Employee Record

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

Certified/Classified Personnel Information System CPIHENU FKey Haster Menu 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 Special Functions Menu 20 File Reorganization Matter Memiline Memilion 17.94.00	🖪 F	CG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
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Action Select 2 (F2 – Display/Update Third Party Contractors).		20	File Re	organizatio	n			
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Action Select 2 (F2 – Display/Update Third Party Contractors).	Master	User _{list}						17.04.00
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Display/Update Third Party Contractors	PAY3RD
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	-							FHTOND	
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Emp	. no. 222	22	Pay Loc	<u>1050</u> Locatio	on 001050	Class	<u>19</u> THIRD-PARTY	CONTRA	
Sex	Code	E	Work Loc	<u>1050</u> Locatio	on 001050	Job	<u>105</u> TEACHERS		
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	F F1								
NAM	E First	DEBRA		Middle					
	Last	SHEPARD		_ Suffix	Prefix	·			
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Terr	m Date					O Yes⊙ No	o White		
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E-ma	ail addr NOTE: To En	DSHEPAR HIRE a t ter the c	RD@DISTRIC third party contractor	<mark>[.K12.GA.US</mark> / contractor a employee num	as an empl per, and t	oyee, use ' hen change	Add New Employee' the class code to	in Payroll. a payroll clas	55.
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PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS	C:\SECOND WHITE
Display/Update Third Party C	Contractors PAY3RD
Status <u>A</u> Active SHEPARD, DEBRA	
Emp. no. 22222 Pay Loc <u>1050</u> Location 001050) Class <u>19</u> THIRD-PARTY CONTRA
Sex Code <u>F</u> Work Loc <u>1050</u> Location 001050) Job <u>105</u> teachers
Mar Stat <u>M</u> SSN <u>222</u> <u>33</u> <u>5656</u>	
NAME First <u>DEBRA</u> Middle	
Last <u>SHEPARD</u> Suffix Prefi	×
Address <u>1</u>	Certificate Type
Address L2 2	CS1 Job (from CPI) <mark>000</mark>
City/State <u>ATLANTA, GA</u>	Include on CPI ? Y
Zip Code <u>30000</u> County <u>000</u> Phone ()000-0000	EEO-5 Ethnic code <u>4</u> BLACK
Cell phone ()000-0000	Hisnanic/Latino Ethnicitu?
0011 phone (O Yes O No
Birth Date	- 100- HU
Hire Date <u>1/01/2013</u>	Race (Select all that apply)
Rehire Date	🔿 Yes 🖓 No Am Indian Alaskan
Background Ck	⊙ Yes⊖ No Black
Term Date	○ Yes⊙ No White
Term Reason	O Yes 🖲 No. Asian
	O Yes O No Hawaijan Pacific
E-mail addr <u>DSHEPARD@DISTRICT.K12.GA.US</u>	
NOTE: To HIRE a third party contractor as an emp	loyee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and	then change the class code to a payroll class.
Otherwise, third party contractors CANNOT	be accessed from Payroll.
Record Walidated Successfully PE8 to Save	
	0 F11 F12 F13 F15 S
	Help
Action	
	TO (O) $U $ $U $ $U $ $U $ $U $ $U $ U
Verify "Record Validated Successfully –	F8 to Save" displays, and select 📧 🖬 (I
Verify "Record Validated Successfully – .	$F8$ to Save" displays, and select $\mathbf{F} \in \mathbf{F}$ (1)
Verify " <i>Record Validated Successfully</i> – . Changes).	F8 to Save" displays, and select 📧 🖬 (1

	1 CG DISC-0551 1(CI-10.01)	00 03/00/2013 FC# 001	L:\DE¥SYS_L:\SELUN	,	WUITE	
		Display/Update Third	I Party Contract	rs		PAY3RD
Stat	tus <u>A</u> Active	SHEPARD, DEBRA	-			
Emp	. no. 22222 P	ay Loc <u>1050</u> Locatio	on 001050	lass <u>19</u>	THIRD-PARTY CO	INTRA
Sex	Code <u>F</u> W	ork Loc <u>1050</u> Locatic	on 001050	lob <u>105</u>	TEACHERS	
Mar	Stat <u>M</u>	SSN <u>222</u> <u>33</u> <u>5656</u>				
NAM	E First <u>DEBRA</u>	Middle				
	Last <u>SHEPARD</u>	Suffix	Prefix	-		
bbb	rocc 1		Corti	icato Tur	10	
bbn bbû	ress <u>1</u>		1 120	h (from (יפון <mark>מממ</mark>	
Citu	u/State ATLANTA	69	Inclu	le on CPI	? V	
7in	Code 30000	Countu AAA	FF0-5	Ethnic cr	nde 4 BLACK	
Phor	ne ()000-000	0	220 5			
Cel	1 phone ()000-000	0	Hispa	ic/Latino) Ethnicity?	
		-	O Ye	O No	······································	
Bir	th Date	_				
Hire	e Date <u>1/01/201</u>	3	Race	Select al	ll that apply)	
Reh	ire Date	_	O Ye	🖲 No Am	Indian Alaskan	
Bacl	kground Ck	_	⊙ Ye	© No Bla	ick	
Teri	m Date	_	ୁ Ye	🖲 No Whi	ite	
Teri	m Reason 🔤		O Ye	🖲 No Asi	lan	
			O Ye	:⊙ No Hau	vaiian Pacific	
E-m:	MANDARY APPE Lic	NISTRICT 842 CO US				
E-ma	ail addr <u>DSHEPARD@</u>	DISTRICT.K12.GA.US				
E-ma	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi	DISTRICT.K12.GA.US	as an employee.		New Employee' ir	Pauroll.
E-ma	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con	DISTRICT.K12.GA.US rd party contractor a tractor employee numb	as an employee, ber, and then ch	ise 'Add M	Hew Employee' ir class code to a	n Payroll. payroll class.
E-ma	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors	as an employee, ber, and then ch 5 CANNOT be acce	ise 'Add H inge the c ised from	Wew Employee' ir class code to a Payroll.	n Payroll. payroll class.
E-ma	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors	as an employee, ber, and then ch 5 CANNOT be acce	ise 'Add M Inge the c Ised from	Wew Employee' ir class code to a Payroll.	a Payroll. payroll class.
E-mi	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th	DISTRICT.K12.GA.US rd party contractor a tractor employee num ird party contractors	as an employee, p per, and then ch 5 CANNOT be acces	ise 'Add H inge the c ised from	Wew Employee' ir Class code to a Payroll.	n Payroll. payroll class.
E-mi	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th cord Updated Success	DISTRICT.K12.GA.US rd party contractor a tractor employee num ird party contractors fully PF16 to Retu	as an employee, t ber, and then ch 5 CANNOT be acces	ise 'Add H inge the c ised from	New Employee' in class code to a Payroll.	n Payroll. payroll class.
	ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th cord Updated Success	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors fully PF16 to Retu	as an employee, per, and then ch. 5 CANNOT be acces	nse 'Add H inge the c ised from	Hew Employee' ir class code to a Payroll.	n Payroll. payroll class. 13.01.00
	Ail addr <u>DSHEPARD@</u> NOTE: To HIRE a thi Enter the con Otherwise, th Cord Updated Success	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors Fully PF16 to Retu	as an employee, for the ser, and then shows the series of the sector of	se 'Add H inge the c sed from FIZ FIE Help	New Employee' ir Pass code to a Payroll.	n Payroll. payroll class. 13.01.00
	Ail addr DSHEPARD@ NOTE: To HIRE a thi Enter the con Otherwise, th Cord Updated Success	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors Fully PF16 to Retu	as an employee, for the ser, and then she scales are service as the service as th	ise 'Add H nge the c ised from FI2 C CREATE FI2 Help	Hew Employee' ir class code to a Payroll.	n Payroll. payroll class. 13.01.00
E-m.	ADDE: To HIRE a thi Enter the con Otherwise, th Cord Updated Success	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors fully PF16 to Retu	as an employee, poer, and then ch. 5 CANNOT be acces	ise 'Add h inge the c ised from FI2 I FIST Help	Hew Employee' ir class code to a Payroll.	n Payroll. payroll class. 13.01.00
	Action	DISTRICT.K12.GA.US rd party contractor a tractor employee num ird party contractors fully PF16 to Retu	as an employee, per, and then ch. 5 CANNOT be acces	ise 'Add h inge the c ised from F12 (4) F15 Help	Hew Employee' ir class code to a Payroll.	n Payroll. payroll class. 13.01.00
	Action	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors fully PF16 to Retu Folly F	as an employee, per, and then ch. s CANNOT be acces	ise 'Add h inge the c sed from	New Employee' ir Pass code to a Payroll.	n Payroll. payroll class. 13.01.00
	Action	DISTRICT.K12.GA.US rd party contractor a tractor employee numb ird party contractors fully PF16 to Retu Fully PF16 to Retu Fully PF16 to Retu Fully PF16 to Retu Fully PF16 to Retu	as an employee, per, and then ch. s CANNOT be acces rs ro rn m rs ro rn m ully - F16 to 1	re Add h inge the c sed from Fre Fre Help Return "	Wew Employee' in Pass code to a Payroll.	n Payroll. payroll class. 13.01.00
	Action	DISTRICT.K12.GA.US rd party contractor a tractor employee num ird party contractors Fully PF16 to Retu Filly PF16 to Retu	as an employee, in over, and then characterise CANNOT be access FOR FIGURE FIG	ise 'Add h inge the c sed from Fise Fise Help Return "	Hew Employee' in Pass code to a Payroll.	Payroll. payroll class. 13.01.00 select <u>F15</u> (F

E PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
Display/Update Third Party Contractors	PAY3RD
Enter the employee number you wish to maintain or create:	
Individual Employee No.: 22222▼	
	13.01.00
F16 F17 F17 F18 THE Help	
Action	
Action	
Select 10 - Exit) to return to the <i>Certified/Classified Perse</i>	onnel System Ma
Menu	

The	foll	lowing	screen	disp	lays:
		0			

	PCG Dist=8991	Rel=17.04.00 02/02/2018	B PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
		Certified	I/Classified Person	nel Informati	ion System	CPIMENU
	FKey	1	Master M	enu		
	1	Display/Update Ir	ndividual Employee Info	ormation		
	2] Display/Update T Display/Undate P	hird Party Contractors ersonnel Data			
	5] CPI Salary Sched] CPI Reporting Me	ule nu			
	9	│ Create CDI Deport	9 Transmission File			
	11	CPI Assignment F	ïle Maintenance			
	13	Certificate File Ma	aintenance Menu			
	15	CPI Description C	ode Menu			
	31	CPI Special Funct	ions Menu			
	20	File Reorganizati	on			
		- 5				
h	Useri:					17.04.00
F	165001 UIST	PAY VEND MONITOR MONITOR				
	Action					
	Salact FIE		or soloot Master	(Master)	to raturn to the	Pusinass Applia
	Master M	(F IV - EXIL) enu		(wraster)		susiness Applice
		<i>Ci i i i</i> i				

Procedure C: Deleting a Third Party Contractor Employee Record

Step	Action
1	Repeat the steps provided in <i>Procedure B: Displaying/Updating a Third Party Contractor Employee Record</i> to change the employee's Include on CPI? flag to N (No).
2	From the <i>Business Applications Master Menu</i> , select 4 (F4 – Certified/Classified Personnel Information System).

The following screen displays:

	PCG Dist=8991	Rel=17.04.00	02/02/2018 PCW	003 SV C:\DEV	SYS C:\SECC	ND	WHITE	
		C	ertified/Clas	sified Per	sonnel Inf	ormatior	n System	CPIMENU
	FKey	l		Maste	r Menu			
	1 2 3 5 7 9 11	Display, Display, Display, CPI Sala CPI Rep Create (CPI Ass CPI Ass	Update Individu Update Third Pa Update Personn ry Schedule orting Menu PI Report & Tra gnment File Ma te File Maintena	al Employee orty Contracto nel Data nsmission Fi intenance once Menu	Information rs le			
	15	CPI Des	cription Code M	enu				
	31	CPI Spe	cial Functions M	lenu				
	_20	File Rec	rganization					
Master F16	User _{list}	PAY VEND MONITOR MONITOR						17.04.00
A	Action							
S	elect 2	(F2 –	Display/Ur	date Thi	rd Partv	Contra	actors).	

	PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Display/Update Third Party Contractors	PAY3RD
	Enter the employee number you wish to maintain or create:	
	Individual Employee No.:▼	
		13.01.00
Step	Action	
4	Enter the third party contractor's employee number, or select the drop-o	lown selection icon
	within the field to choose the employee's information.	
	Select $F1 \rightarrow (F1 \text{ Next Description Record)}$ and $F2 \rightarrow (F2 \text{ Provious})$	Description Record
	to scan the third party contractor file for specific employee information	where appropriate.
5	Select <u>FIT部</u> (F18 – Delete Description Record).	

🔲 PCG Dist=8991 Rel=13.0	1.00 03/08/2013 PCW 001 C:\DEV5Y5	C:\SECOND WHITE	_ 8 ×
	Display/Update Third Party	Contractors	PAY3RD
Status A Active Emp. no. 33333 Sex Code F Mar Stat S	8, H Pay Loc 1050 Location 00105 Work Loc 1050 Location 00105 SSN 888 77 7777	0 Class 19 THIRD-PARTY CO 0 Job 105 Teachers	NTRA
NAME First A Last B	Middle Suffix Pref	ix	
Address 1 Address L2 2 City/State ATLANTA Zip Code 30000 Phone ()000-00 Cell phone ()000-00	, GA County 000 00	Certificate Type CS1 Job (from CPI) 000 Include on CPI ? Y EEO-5 Ethnic code 4 BLACK Hispanic/Latino Ethnicity? ○ Yes⊙ No	
Birth Date Hire Date 1/01/20 Rehire Date Background Ck Term Date Term Reason	13	Race (Select all that apply) ○ Yes⊙ No Am Indian Alaskan ⓒ Yes⊙ No Black ○ Yes⊙ No White ○ Yes⊙ No Asian ○ Yes⊙ No Hawaiian Pacific	
E-mail addr NOTE: To HIRE a th Enter the co Otherwise, t PF18 to delete Record	ird party contractor as an em ntractor employee number, and hird party contractors CANNOT	Dioyee, use 'Add New Employee' in then change the class code to a be accessed from Payroll.	Payroll. payroll class. 13.01.00
Action			
Verify "PF18 t	o Delete Record" display	s, and select <u>F18</u> (F18 – C	onfirm Delete
Select F3 (F Contractors scr 'PSCNnnn'.	3 – Print this data) to obtate een. The screen print file	in a screen print of the <i>Upda</i> will be available in the print	<i>ate/Display Th</i> queue with th

The following dialog box displays:

	YES to DELETE Contractor
	Are you SURE you want to delete this contractor?
	<u>Y</u> es
Step	Action
7	Select \underline{Yes} (Yes).
	When selecting 'NO', "Contractor not deleted" displays. Select [F16] (F16 - Exit) to return to the Display/Update Third Party Contractors Entry/Selection screen, and proceed to Step 9.

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C	:\SECOND WHITE _6
Display/Update Third Party Con Status A Active B, A	tractors PAY3RD
Emp. no. 33333 Pay Loc 1050 Location 001050 Sex Code F Work Loc 1050 Location 001050 Mar Stat S SSN 888 77 7777	JOD 105 TEACHERS
NAME First A Middle Last B Suffix Prefix	
Address 1 Address 1 2	Certificate Type CS1 Job (from CPI) 888
City/State ATLANTA , GA Zip Code 30000 County 000 Phone ()000-0000	Include on CPI ? N EEO-5 Ethnic code 4 BLACK
Cell phone () 000-0000	Hispanic/Latino Ethnicity? ○ Yes⊙ No
Birth Date Hire Date 1/01/2013 Poblec Date	Race (Select all that apply)
Background Ck	© Yes O No Black
Term Date Term Reason	⊖ Yes⊙ No White ⊖ Yes⊙ No Asian ⊖ Yes⊙ No Hawaiian Pacific
E-mail addr	
NOTE: To HIRE a third party contractor as an emplo Enter the contractor employee number, and th Otherwise, third party contractors CANNOT be	yee, use 'Add New Employee' in Payroll. en change the class code to a payroll class accessed from Payroll.
	Help
Action	
Verify "Record Deleted El6 to Return"	displays and select FIS (F16 - Fri
Villy Record Derered 1 1010 Return	(FIU - EXI

🔲 PCG E	st=8991 Rel=13.01.00 03/08/2013 PG	CW 001 C:\DEVSYS C:\SECOND	WHITE	<u>_8×</u>
	Display/Updat	e Third Party Contractors		PAY3RD
	Entry the employee pur	where were wigh to maintain ere	avaata.	
	Enter the employee hum	ider you wish to maintain or	create:	
	Individual	Employee No.: <u>33333</u> ▼		
ENTER O				10 01 00
F1		E F8 F8 F8 F10 F11 F11 F12 F12	F15	13.01.00
F16 F17	F18	Help		
Ac	ion			
S_1	et F15 (F16 - Evit) to	return to the Cartified/(lassified Personne	l System Max
	$(\mathbf{F} \mathbf{I} 0 - \mathbf{L} \mathbf{X} \mathbf{I}) \mathbf{I} 0$	i cium to une cerigieu/	<i>iussifica i cisolille</i>	s system wius
Me	ш.			

	PCG Dist=8991	Rel=17.04.00 02/02/2	018 PCW 003 9	SV C:\DEVSYS C	:\SECOND	WHITE		x
		Certif	ied/Classifi	ed Personne	l Information	System	CPIMEN	U
	FKey 			Master Men	IJ			
	1	Display/Updat	e Individual Er	nployee Inform	nation			
	2	Display/Updat	e Third Party C	Contractors				
		Display/Opdat	e Personnel Da	ata				
	5	CPI Salary Sch	edule					
	_7	CPI Reporting	Menu					
	9	Create CPI Ber	ort & Transmi	ssion File				
	11	CPI Assignmer	nt File Mainten	ance				
	13	Cartificata Fila	Maintananoa I	Manu				
	15	CPI Description	n Code Menu	MCIIU				
	31	CPI Special Fu	nctions Menu					
	20	File Reorganiz	ation					
м	aster ^{User} list						17.04.	00
F1	🗢 🕮 Vordz	PAY VEND MONITOR]	
	Action							
		<u>5</u> 1		Marine and				
	Select F15	 (F16 - Ex	it) or sele	ct <u>master</u> (Master) to	return to th	ne Business A	pplic
	Master Me	enu.						

Procedure D: Printing the CPI Third Party Contractor Listing

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

	PCG Dist=8991	Rel=17.04.00 02/02/2018	PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
		Certified	I/Classified Person	nel Informati	ion System	CPIMENU
	FKey	l -	Master M	enu		
	1 2 3	Display/Update Ir Display/Update T Display/Update P	idividual Employee Info hird Party Contractors ersonnel Data	ormation		
	5 7	CPI Salary Sched CPI Reporting Me	ule nu			
	<u>9</u> 11	Create CPI Repor CPI Assignment F	t & Transmission File ile Maintenance			
	13 15	Certificate File Ma CPI Description C	iintenance Menu ode Menu			
	31	CPI Special Funct	ions Menu			
	20	File Reorganizati	DN			
Mast F16	ter ^{User} list D D ® Word	PAY VEND MONITOR				17.04.00
	Action					
	Select 2	$(\mathbf{F2} - \mathbf{Displa})$	y/Update Third	Party Cont	tractors).	

	PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	
	Display/Update Third Party Contractors	PAY3RD
	Enter the employee number you wish to maintain or create:	
	Individual Employee No.: 🔤 🔽	
EN		13.01.00
FI		
	Action	
	Salaat B 🖨 (F2 Drint this Data)	
	select <u></u>	

1	PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
	Display/Update Third Party Contractors	PAY3RD
	Enter the employee number you wish to maintain or create:	
	Individual Employee No.:▼	
ENI	rint request complete. Check print queue.	13.01.00
ep	Action	
L		<u> </u>
Ŧ	Verify "Print request complete. Check print queue." Displays, and sel	ect <u>F15</u> (F
	Exit) to return to the Certified/Classified Personnel System Master Men	и.

	PCG Dist=8991 Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	Certified/Classified Personnel Information System CPI	MENU
	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 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	
		04.00
P.	aster User Mark Menu Mark Mark <t< th=""><th></th></t<>	
ľ	aster User User Image: Section 17.6	
F	aster User Image: Select 17.6 Action Image: Select Image: Select <td< th=""><th>ue).</th></td<>	ue).
F	aster User List 17.6 Image: Mords PARY MEND 10 10 17.6 Action Image: Mords Image: Select Image: Selec	ue).
	aster User List 17.6 Image: Instructions Image: Instructions 17.6 Action Image: Instructions Image: Instructions Image: Instructions To print the report via the Uqueue Print Manager: Select Image:	ue). User l
	aster User List 17.6 Image: Words PARY VEND 10 10 10 17.6 Action Action Image: Select	ue). User I rt Print
	aster User List 17.6 Image: Margin PARK MEND 10 10 10 11 Action Image: Select	ue). User I rt Print

D1. CPI Third Party Contractor Listing – Example

RE POR	T DATE: 03/0 ROGRAM: PAY3	8/2013 14:51:04 RD	4	CPI T	HIRD PARTY CONTRACTORS			P2	AGE 1	
EMP #	SSN	NAME	STAT SEX	CLASS WORK	5 LOCATION	BIRTH REHIRE TERM DT	ETHNIC WRK DAYS TERM REJ	HISP IN YRS EXP ASON	D BLK WHT CERT BASIS	ASN PAC CLASS BAS
88944	999-08-8944	AR9STEAD, TA9HINA	A F	19 8010	THIRD-PARTY CONTRACTOR-C Location 008010	12/01/1970	02	2	W	1.00
88730	999-08-8730	BE7GMAN, KR7S	TF	18 8010	THIRD-PARTY CONTRACTOR-NC Location 008010	8/01/1988 2/01/2008	02 0 9 RESI	2 IGNATION		1.00
8670	999-08-8670	FR3END, BE3NARDO	A F	18 6211	THIRD-PARTY CONTRACTOR-NC Location 006211	12/01/1953	02	0	W	1.00
9378	999-08-9378	GA7LIN, GA7A	A F	19 8010	THIRD-PARTY CONTRACTOR-C Location 008010	1/01/1981	02	2	W	1.00
9538	999-08-9538	HA7MONS, DO7NETTA	T F	18 8010	THIRD-PARTY CONTRACTOR-NC Location 008010	11/01/1968 1/01/2006	02 0 9 RESI	2 IGNATION		1.00
8503	999-08-8503	IV2, BI2LI	A F	19 8010	THIRD-PARTY CONTRACTOR-C Location 008010	3/01/1975	02	2	W	1.00
88354	999-08-8354	LA7DRUM, JA7EL	T F	18 8010	THIRD-PARTY CONTRACTOR-NC Location 008010	7/01/1974 5/01/2002	02 0 9 RESI	2 IGNATION		1.00
22222	222-33-5656	SHEPARD, DEBRA	A F	19 1050	THIRD-PARTY CONTRACTOR-C Location 001050		04 0	0	B 1.00	

Appendix A: PCGenesis Automatic Record Creation A1. Certificate File - Biographical Screen – Example

🔲 PCG Dist=8991 Rel=13.01.00	03/08/2013 PCW 001 C:\[DEVSYS C:\SECOND WHITE	<u></u> 8_×
DIS	PLAY/UPDATE INDIVIDUAL	. EMPLOYEE INFORMATION	CPICM100
L	KIIFICHIE FILE - BIUGN	HPHICHL INFORMATION	
Employee number:	88670 FR3END, BE3NA	IRDO SSN:	999 08 8670
Work location:	6211 Location 0062	:11	
Sex: Ethnic:	F 02	Birth:	12/01/1953
National cert: Advance/Inhibit:	N (Y or N) (A, E or spaces)	Overall infield stat:	
Certificate level: Cert. vears exp:		Cert. pay step: Local vears exp:	
Total employment basis:	1.00	Emn hasis-class.	1 88
Emp: Busis cerei.		Emp: 50515 C1055.	
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
		FIO FIO FIO FIO FOO	FIE C 12.03.00
F16 F17 F18			

A2. Certificate File Maintenance Screen – Example

👅 PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 00	1 C:\DEVSYS C:\SECOND	WHITE BX
	ICATE	CPICM100
Employee Number: 88670 FR3END, BE3NA	IRDO SSN:	999 08 8670
Cert Level: 0 Eff Date:	Cert ID: Oper	n case?: N
Field	Cert Prof/Renew Valid	1
Code CERT 001	Type Flag From	To
CERT 002		
CERT 003		
CERT 004		
CERT 005		
CERT 006		
	F8 🔲 F9 🖉 F10 🝸 F11 🖻 F12 🕄	12.03.00
	Help	Bio Cert Asg

A3. Certificate File – Assignment Screen – Example

🔲 PCG	5 Dist=8991	Rel=13	3.01.00	03/08	/2013	PCW 0	D1 C	:\DEV5	YS C:\	SECOND		W	HITE			_ 8 ×
		DI	SPLAY	/UPDA	TE IN	DIVID	UAL E	MPLOY	EE IN	FORMA	TION					CPICM100
			ÜE	RIIFI	CAIE	FILE	- 822	IGNME	NI SU	MMAKY						
· N22	000 - 0	A 9 - 94	78 EM	101 NVE	c #•	09967	0 N	оме -	EDGEN	ID BE	2N0DD	n				
3311.	777 0	5 00	ru Ln		L #.	00007			INJEN	, DL	JIIII	0				
	Co	etific	ato I	• 1010	ß											
	00		ατε τ	ever.												
	===				ASSIG	NMENT		ARY =		=====	===== [DOCN	== T				
	F2	1 Ν	801	0 165	2083	FIEL	U IYP	EINF	LD FU	NU P	EKCEN 100.0	1				
	F2	2														
	F2	3														
	F2	+ 5														
	F2	5														
											100.0					
	▶₽	E	54	57	141	171								0	l	12.03.00
		F3 😅	F412	F5	F22	F23	F8	F8 F25	F10	FIT	Help	Bio	Cert	Asa		

A4. Payroll System Screens – Example

A4.1. Add New Employee – Convert Third Party Contractor to Payroll Employee - Examples

🔲 PCG Dist=8991	Rel=13.01.00	03/08/2	013 PCW 0	01 (:\DEVS	YS C:\	SECON)	W	HITE		_ B ×
			Add	New	Emplo	yee						PAY01
Status A A Emp. no. <u>88670</u>	ctive Pay	Loc	•				C	lass				
Sex Code	Wor	k Loc					J	lob				
Mar Stat		SSN				EE	0-5 J	lob				
						EE	U-5 E	CNN1C				
										Hispa	nic/L	atino Ethnicity?
NAME First			Middle		_					_		
Last			Suffix		Pre	fix				Race	(Sele	ct all that apply) Am Indian Alaskan
Address					Certi	ficat	е Тур	e				Black
Address L2					CS1 J	ob (f	rom C	PI)				White
City/State			,		Inclu	de on	CPI	?				Asian
Zip Code		County)		Sick	Bank	D	?				Hawallan Pacific
Phone () -				Hours	Per	vay					
Birth Date		Pen	ns Eliq D	ate			Т	RS DO	E Pai	d ERC	ON ?	
Hire Date		GHI	Eligībl	e ?			P	artic	ipate	in G	HI?	
Rehire Date		GHI	í 1st Day	Wrk			G	HI Op	tion			
Term Date		GHI	EFF Dat	e			G	HI TI	er d od			
Term Keasun		CHI	Change Change	Code			6	HI VE	u cu			
			onunge	oouc								
			**** TAX	ПАТА	****	*						
Federal: M	ar Stat	E	xempt		•	Withh	oldin	q Cod	le	Amt	1%	
State: M	ar Stat	Allowan	nce Mar	Dep		Withh	oldin	ig Cod	le	Amt	/%	
Tax Switches:	Fed St	ate	FICA	Retir	·e							
F17=Import new	employee d	ata										
	F3 🖨 F4 🖾	F5 57 F6		F8	F9	F10	F11 🕨	F12			F15 🔍	13.01.00
F16 F17 F18 T								Help				

contractor.										
or, answer 'YES'.										
Otherwise, answer 'NO' and try a different employee number.										
/ t										

🔲 PCG Dist=8991 Rel=13.01	.00 03/08/2013 PCW 001	C:\DEVSYS C:\SECOND	WHITE	
	Add Ne	w Employee		PAY01
Status A Active Emp. no. <u>88670</u> F Sex Code V Mar Stat	'ay Loc <u>6211</u> Locati <i>I</i> ork Loc SSN	on 006211 Cla Job EE0-5 Job	SS <mark>18</mark> INVALID 3R	D PARTY
		EEO-5 Eth	nic	
NOME First	Middlo		Hispanic/L	atino Ethnicity?
Last	Suffix	Prefix	Race (Sele	ct all that apply) Am Indian Alaskan
Address Address L2		Certificate Type CS1 Job (from CPI)	Black White
Zip Code Phone () -	, County Out of State	Include on CPI ? Sick Bank ? Hours Per Day		HSIAN Hawaiian Pacific
Birth Date Hire Date Rehire Date	Pens Elig Date GHI Eligible ? GHI 1st Dau Wr	TRS Par K GHT	DOE Paid ERCON ? ticipate in GHI ? Ontion WAIUF	D
Term Date Term Reason	GHI Eff Date GHI Change Dat GHI Change Cod	GHI e GHI le	Tier NO CO Ded Cd	VERAGE
Endoral: Mar Stat	***** TAX DA Evomot	TA ****	Codo Amt/9	
State: Mar Stat	Allowance Mar De	p Withholding	Code Amt/%	
Tax Switches: Fed 3rd party contractor cl	State FICA Ret ass not allowed.	ire		
		E F9 / F10 F11 E F12	FIE Q	13.01.00
F16 F17 - F18 - F1		H	elp	

Once the employee number for the contractor is entered, the user can change the individual's **Class Code** to a <u>payroll</u> class and the contractor will be "hired".

🔲 PCG Dist=8991 Rel=13.0	01.00 03/08/2013 PCW 001	C:\DEVSYS	C:\SECOND	WHITE		_ 8 ×
	Add No	ew Employee			Р	AY 01
Status <u>A</u> Active Emp. no. 88670 Sex Code <u>F</u> Mar Stat <u>M</u>	FR3END, BE3NARDO Pay Loc 6211 Locat: Work Loc <u>6211</u> Locat: SSN <u>999</u> <u>08</u> <u>8670</u>	ion 006211 ion 006211	Class Job EEO-5 Job EEO-5 Ethnic	5 TEACH 119 THIRU 000 Undef _2 WHITE	ERS PARTY CONTRA ined	
NAME First <u>BE3NARDO</u> Last <u>FR3END</u>	Middle Suffix	Prefix		Hispa O Ye Race O Ye	nic/Latino Ethn s⊙ No (Select all tha s⊙ No Am India	icity? t apply) n Alaskan
Address2350 MAINAddressL2City/StateSMITHZip Code33333Phone(999)555-1	<u></u>	Certific CS1 Job Include Sick Ban Hours Pe	ate Type B (from CPI) <u>1</u> on CPI ? Y k ? <u>N</u> r Day _	8 C Ye 65 © Ye C Ye C Ye C Ye	s⊙ No Black s○ No White s⊙ No Asian s⊙ No Hawaiian	Pacific
Birth Date <u>12/01/195</u> Hire Date <u>8/01/201</u> Rehire Date Term Date Term Reason _	3 Pens Elig Dato 1 GHI Eligible (_ GHI 1st Day W _ GHI Eff Date GHI Change Dat GHI Change Cor	e Y ? Y rk te de <u>NEMP</u> New Empl	TRS DO Partic GHI Op GHI Ti GHI De Oyee Hire	E Paid ERC ipate in G tion <u>NC</u> er <u>00</u> d Cd <u>—</u>	DN ? _ HI ? _ Waived No Coverage	
Federal: Mar Stat State: Mar Stat	***** TAX Di _ Exempt <u>0</u> _ Allowance Mar <u>0</u> Di	ATA ***** Wit ep <u>0</u> Wit	hholding Cod hholding Cod	le <u>0</u> Amt le <u>0</u> Amt	/% <u>.00</u> /%0	
Tax Switches: Fed Y	State Y FICA Y Real	tire <u>Y</u>	F11 F 12		FIB 🔍 🚺 1	3.01.00
			Help			

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A4.2. Display/Update Personnel Data – Select Employee – Example

🔲 PCG Dist=8991	Rel=13.01.00 03/08/2013 P0	EW 001 C:	DEVSYS C:\SE	OND		WHIT	E				_ 8 ×
	Display/Updat Select	e Personn Fmnlouee	nel Data							PAYE	(ND
	361600	. cmproyee									
Filton cot. C	Filter set: Place Statue							der			
Filter Set: 6.	Filler Set. Glass, Status										
	Input:										
Fkey Name		Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	
FR3END,	BE3NARDO	88670	999-08-8670	6211	18	N	0		119	Α	
2 MAGRY, C	OGENE	44444	999-08-8355	101	8	N	0		108	Α	
3 CA6ALES,	, DAG	88363	999-08-8363	302	8	N	2	10	108	Α	
4 RESTERIA	A, ZA3E	88358	999-08-8358	302	16	N	5	10	116	Α	Y
5 AR9STEA	D, TA9HINA	88944	999-08-8944	8010	19	C	0		119	Α	
6 LA4KFORI	D, GL4YDS	89381	999-08-9381	101	5	С	2	10	105	Α	
7 AB3EU, E	T3AN D	88942	999-08-8942	101	5	C	2	10	105	Α	
<u> </u>	CO7RINNE	55555	999-08-8362	101	14	N	0		114	Α	
Input Employee Number or Name or SSN - Press Enter Key F16 to Exit, F18 Clear employee filter F1-9 = Choose from Selection Above											
Employee is a ENTE F1 F2 F16 F12 F13 Ø	String String String F3 F4 F5 F6 PSOP PSON I	Access t	this employe	e from He	IP I		F15	Q		12.03	3.00