

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

3/4/2024

Section E: CPI Report Processing, V2.10

Revision History

Date	Version	Description	Author
3/4/2024	2.10	24.01.00 – Add print options for Social Security Number to CPI reports.	D. Ochala
06/28/2019	2.9	19.02.00 – Increased assignments from 6 to 15. Add button bar to	D. Ochala
		screenshots.	
12/03/2018	2.8	18.03.01 – Remove Infield Status field from reports.	D. Ochala
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		Include Status Report.	
01/29/2016	2.5	15.04.00 – Update Topic 2: Printing Employees' Certificate Information.	D. Ochala
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03/31/2009	2.3	09.01.00 – Added CPI ethnicity code change information and screenshot	C. W. Jones
		examples. Section title changed to "Section E".	
09/26/2008	2.2	08.03.00 – Added Long Term Substitute and HB210/SB327 Retiree	C. W. Jones
		information, and drop-down selection icon I feature information and	
		instructions.	
03/25/2008	2.1	08.01.00 – Added <i>Certified/Classified Employee Error List</i> error message for	C. W. Jones
		employees without salary information.	
10/2/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

For the *Certified (and Non Certified) Employees Biographical/Certificate Information Report*, and the *Certified Employees with Advance/Inhibit Flags of A & E Report*, PCGenesis considers the termination and rehire dates, and the employee's status to determine which employees are included on these reports. PCGenesis excludes employees with a termination date prior to the reporting period unless they have a rehire date within the reporting period. PCGenesis identifies employees with a termination date after the reporting period on the reports with the "*Employee is Active for this Cycle*" message. PCGenesis also displays the CPI reporting cycle dates within the header of the reports.

Where appropriate, PCGenesis displays employee information meeting the following criteria.

<u>Long Term Substitute Information</u>: Substitute employees, payroll class type '**S**', who are employed by the school district for six (6) 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, these employees' information is included in Certified/Classified Personnel Information (CPI) reporting.

House Bill 210/Senate Bill 327 Information: *HB210/SB 327* allows retirees to return to work full-time. PCGenesis includes these employees' information in Certified/Classified Personnel Information (CPI) reporting.

Ethnicity Code Change Information: To meet Federal and CPI reporting requirements beginning calendar year 2010, the *Display/Update Personnel Data* screen displays race/ethnicity definitions to employees' information. CPI processing now requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question concerns the broad category of ethnicity, and the second question is concerned with the less broad designation of an employee's specific race category. The first part asks the respondent to identify his or her ethnicity as a Hispanic or Latino. The second part asks the respondent to identify his or her race or races. <u>User must select at least one race code</u>.

Biographical/Certificate Information Report: The *Certified Biographical/Certificate Information Report* provides *Certified* employees' biographical and certificate information. The *Non-Certified Biographical Information Report* provides classified employees' biographical information and may be printed to include only *Long Term Substitute* information. PCGenesis allows the printing of both reports for all schools and locations, all employees, or for an individual school, location, or employee. In addition to other CPI identifiers, the *Certified Biographical/Certificate Information Report* displays a Professional Standards Commission (PSC) certification request-in-progress flag, and a flag to identify if the employee's certificate is renewable.

Certificate Information Report: When the **Expire Year** field is entered, the report lists all certificated employees, including paraprofessionals, whose certificates have expired or will expire on June 30 of the calendar year specified. When the **Expire Year field** is not entered, the report lists ALL employee certificates. Generate the report for all schools and locations, or for an individual school or location.

PCGenesis automatically prints the *Expired Certificate Information Report* when performing the *CPI Rollover*. Review this report to determine if any of the school district's certified and paraprofessional employees' certificates will expire during the upcoming CPI reporting cycle. Refer to *Section I: Special Functions, Topic 5: Performing the CPI Rollover* for additional information and instructions.

Georgia Department of Education March 4, 2024 • 2:17 PM • Page 1 of 44 All Rights Reserved. **Certified/Non-Certified Worksheets:** Use the *CPI Worksheets* to record an employee's job assignments, and other useful CPI information. As with the *Certified Biographical/Certificate Information Report*, in addition to other CPI identifiers, the worksheet for certified employees also displays a PSC-certification request-in-progress flag, and a flag to identify if the employee's certificate is renewable. The worksheets may be generated for all or for individual schools, locations and employees or for an individual employee. Print the worksheets with or without employee's job assignment information as needed.

Certified/Classified Employees' Error Listing: Both manually and automatically generated where appropriate, the error list's results determine if the CPI data transmission file meets GaDOE processing standards. PCGenesis displays the "*EC029 Long Term Substitute Flag Invalid*" message. PCGenesis produces this message to aid users in the correction of errors, and to promote successful transmission of the *CPI In-Progress Report* to the Georgia Department of Education for processing. To correct this error, refer to the update biographical information procedure within *Section A: Displaying/Updating Individual Employee Information* to adjust the employee's *Long Term Sub?* flag. *4A. Certified/Classified Employee Error List – Example* provides an example of this report, and a corresponding screenshot example of the *Display/Update Individual Employee Information – Certificate File – Biographical Information* for the employee information affected by this error condition.

To safeguard against additional GaDOE-CPI data transmission processing errors PCGenesis users are urged to correct as many inconsistencies as possible even when the report's messages do not prevent the CPI data transmission file from being processed. The *Error Listing* also provides PSC-certification request-in-progress and certificate renewal status flag information and other assignment associated certification record findings.

Multiple Record Proofing Report: The record proofing report lists employees with multiple payroll records by Social Security Number (SSN).

Employees with Questionable CPI Include Status Report: The questionable CPI status report lists employee records containing a questionable *Include On CPI*? status. An example error message is, *"Emp (Employee) CPI eligible but not flagged"*. The *Print Employees With Questionable CPI Include Status* report will not list employees who have been terminated prior to the **Cycle 1 Termination From Date** on *the CPI Control* record. Therefore, only employees who are actually reported during the CPI transmission cycles will be reviewed for the report.

Certified Employees with Advance/Inhibit Flag Set Report: The advance/inhibit report lists employees' records with *Advance/Inhibit* flags set. The report may be generated for all schools and locations, or for an individual school or location where appropriate

Summary Report for Proofing Location, Ethnic, and Termination Codes: The summary proofing report lists employees' records requiring modification before the employee's information can be included in CPI reporting. The report may be generated for an individual or for all schools and locations, and/or all Certified or Non-Certified employees. Print the report by pay class where appropriate.

Georgia Department of Education March 4, 2024 • 2:17 PM • Page 2 of 44 All Rights Reserved. **Employees' Certificate/Years of Experience/Pay Step Report:** The *Certificate/Years Experience/Pay Step Report* lists the certificate level, total years of experience, and current pay step for certified employees including paraprofessionals. Print the report for active and inactive employees, and for an individual school or work location, or for all schools or work locations.

Section A: Displaying/Updating Individual Employee Information and *Section B: Displaying/Updating Personnel Information* provides the instructions to correct the employee information inconsistencies identified on the CPI reports. Once corrected, PCGenesis users should continue to print the specific report until there are no errors.

Topic 1: Printing Employees' Biographical and Certificate 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

PCG Dist=8991 Rel=17.04.00	02/02/2018 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	- • ×
	Certified/Classified Personne	l Information	System	CPIMENU
FKey 	Master Mer	าน		
_1 Display _2 Display _3 Display	/Update Individual Employee Infor /Update Third Party Contractors /Update Personnel Data	mation		
5 CPI Sa 7 CPI Re	ary Schedule porting Menu			
9 Create 11 CPI As:	CPI Report & Transmission File signment File Maintenance			
13 Certific 15 CPI De	ate File Maintenance Menu scription Code Menu			
31 CPI Sp	cial Functions Menu			
20 File Re	organization			
Master Userlist Fis PAX MONITOR				17.04.00
ction				
elect 7 (F7 - 0	(PI Reporting Menu)			

Step 3

	PCG Dist=8991	Rel=15.04.00	01/29/2016 PC	W 002 SV C:\	DEVSYS C:\	SECOND	WHITE				1
			Certified/Cl	assified P.	ersonnel	Informati	on System		CP	I CP 007	
	FKey) -		Repo	rting Me	nu					
	1	Print C Print N	ertified Employ on-Certified En	vee Biograph nployee Biog	ical/Certifi raphical In	cate Info formation					
	3	Print E	mployee Certif	icate Informa	tion & Crea	ate Export C	SV File				
	56	∫ Print C ∫ Print C	ertified/Non-Ce ertified/Classif	rtified Works ied Employe	sheet e Error Lis	t					
	7	Print N Print E	lultiple Record mployees Witl	Proofing Rep Questionab	oort le CPI Incl	ude Status					
	9 10	Print C Print S	ertified Employ ummary Proofi	vees With Ad ng Report	vance/Inhi	bit Flags A&	E				
	_11	🛛 Print E	mployees Cert	ificate/Years	Experienc	e/Pay Step					
Mast F16	er ^{User} list DUS Word S	PAY VEN	DR						15	.03.00	
ct	ion										
' or Siog	Certi graphica	f ied l/Certif	employe	es: ormation	Select n).	1	(F1	-]	Print	Certif	ied
'or İmp	Non-C ployee B	ertifie iograp!	d (Class	ified) e ormation	employ 1).	yees:	Select	2	(F2	- Prin	t No

For **Step 3-F1** selections, the following screen displays:

■ PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE - E	x í
CERTIFIED BIOGRAPHICAL/CERTIFICATE INFORMATION CP	CM411
To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.	
To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.	
To print an individual employee, enter the employee's number in the Individual Employee No. field and press ENTER.	
School/Location:	
Individual Employee No.:	
To print rehired retirees (SB 327) only, enter 'Y'.	
Print rehired retirees only?: <u>N</u> (Y or N)	
Select SSN print option: Print last 4 digits of SSNs Print entire SSN Do not Print SSN 	
ENTER = Continue. F16 = Exit	
	01.00
re ← rr ⊕ rs ⊕ Help	

For **Step 3-F2** selections, the following screen displays:

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	_	
NON-CERTIFIED BIOGRAPHICAL INFORMATION		CPICM412
To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.		
To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.		
School/Location:		
To print long term substitutes only, enter 'Y'.		
Print long term subs only?: <u>N</u> (Y or N)		
Select SSN print option: © Print last 4 digits of SSNs O Print entire SSN O Do not Print SSN		
		24.01.00

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Step	Action
4	For all schools/locations, and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.
	For an individual school/location, or employee: Enter the code, or select the drop-down selection icon icon within the School/Location field or the Individual Employee No. (Individual Employee Number) fields to choose the information.
5	For HB210/SB327 Retirees Only: Enter Y (Yes) in the Print rehired retirees only? field.
6	For Long Term Substitutes Only: Enter Y (Yes) in the Print long term substitutes only? Field
7	Select the [•] radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
8	Select (Enter) twice. "** Processing Request **" briefly displays.



Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
10	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

1A. Certified Employee Biographical/Certificate Information Report – Example



1B. Certified Employee Biographical/Certificate Information Report – HB210/SB327 Rehired Retiree - Example

RUN DATE: 12/03/2018 RUN TIME: 12:45:52 PROGRAM: CPICM411	CERTIFIED D CPI (EMPLOYEE BI Cycle # 3	COGRAPHICAL/CERTIFIC 03/02/2017 To 06/3	CATE INFORMAT 80/2018	TION	PAGE:	337
EMPLOYEE NO: 88298 PAY CLASS: 07 WORK LOC: 8012 STATUS: A BIRTH DATE: 9/01, SEX: F ETHNIC CODE: 02	SSN: 999-08-8298 CERTIFIED 10 MONTH Location 008012 /1959 HISPANIC: N RACE CODES: 1	NAME: WHITE	CH2STAIN, TO2A HIRE DATE: REHIRE DATE: TERMINATION: DATE: REASON:	9/13/2016 1/02/2017	SB 827 REHIRED RETIREE		
EMPLOYMENT BASIS: ADVANCE INHIBIT: ANNUAL CONTRACT DAY:	1.00 STATE YE S: 000 ANNUAL CONTRACT ANNUAL CERT: N	ARS EXP: AMOUNT:	0 STATE PAY STEP 11964.00	?:			
CERTIFICATE LEVEL FIELD CODE FIEL 594 GRAN	: 1 EFF DATE: 01/01/2017 CERTIFICATES (LD NAME PHIC ARTS	CERT ID: ON FILE CERT TYPE D	123456789 OPEN CA PROF/RENEW VALID Y 01/01/	ASE?: N FROM TO 2017 2020			

1C. Non-Certified Employee Biographical Information Report – Example

RUN DA RUN TI PROGRA	ATE: 09/20/20 IME: 09:40:13 AM: CPICM412	017 3 2	NON-CI CP:	CERI PI C	TIFIED EMPLOYEE BIOGRAPHICAL 1 Cycle # 3 07/01/2016 To 06/3	INFORMATION 30/2017	I				PAG	E:	1
EMP #	SSN	NAME	STAT SEX	T CI X WC	LASS DRK LOCATION	BIRTH REHIRE TERM DT	ETHNIC WRK DAYS TERM REA	HISP YRS H ASON	IND EXP H	BLK EMP BAS	WHT SIS	ASN	PAC
87856	999-08-7856	BR8NNER, AL8ENA	A F	02 01	2 TEACHER AIDES 100 Location 000100	8/01/1961 12/19/2007 12/18/2007	. 02 186 9 RES	9 IGNATIO	DIN	1.00	W		
88054	999-08-8057	CA3NES, DU3TY	A F	02 01	2 TEACHER AIDES 100 Location 000100	5/01/1974	02 186	0		1.00	W		
89471	999-08-9471	GA4N, MA4CELINO	T F	02 01	2 TEACHER AIDES 100 Location 000100	2/01/1980 8/04/2014 9/23/2016) 02 180 5 9 RES	2 IGNATI	ON	1.00	W		
87307	999-08-7307	GE7TILE, ST7CEY	A F	02 01	2 TEACHER AIDES 100 Location 000100	10/01/1995	04 186	н 0		B 1.00			
87477	999-08-7478	GR7BER, DA7IEN	A F	02 01	2 TEACHER AIDES 100 Location 000100	6/01/1969	02 186	4		1.00	W		
87794	999-08-7794	HA6, LE6ARD	A F	02 01	2 TEACHER AIDES 100 Location 000100	9/01/1968 8/04/2003 5/31/2002	04 186 9 RES	13 IGNATIO	ON	B 1.00			
89002	999-08-9003	HI7ALGO, VE7ETTA	A F	02 01	2 TEACHER AIDES 100 Location 000100	2/01/1976	02 186	2		1.00	W		
88008	999-08-8008	HU7SON, RU7IN	A F	02 01	2 TEACHER AIDES 100 Location 000100	3/01/1970 8/03/2010	02 0 186	6		1.00	W		
87328	999-08-7328	MC7RTHUR, JO7ANNE	T F	02 01	2 TEACHER AIDES 100 Location 000100	3/01/1976 9/25/2016 5/23/2017	02 186 9 RES	9 IGNATI	DN	0.79	W		
88455	999-08-8455	ME4NS, BO4BIE	A M	02 01	2 TEACHER AIDES 100 Location 000100	5/01/1987	04	0		B 1.00			
89472	999-08-9472	TH3RP, ED3IS	A F	02 01	2 TEACHER AIDES 100 Location 000100	1/01/1984 9/28/2015	02	2		1.00	W	_	

1D. Non-Certified Employee Biographical Information Report – Long Term Substitutes Only - Example

RUN DA RUN TA PROGRA	ATE: 09/20/20 IME: 09:36:12 AM: CPICM412	017 2 2	NON-CE CPI	ERTIFIED EMPLOYEE BIOGRAPHICAL IN DI Cycle # 3 07/01/2016 To 06/30	NFORMATION	ſ			PAGE:	1
EMP #	SSN	NAME	STAT SEX	I CLASS E K WORK LOCATION R I	SIRTH REHIRE FERM DT	ETHNIC H WRK DAYS TERM REAS	HISP I YRS EX SON	IND BLK I IPEMPBAS	WHT ASN IS	PAC
88712	999-08-8712	AM3DOR, MA3IN LONG TERM SUBSTITUTE	A F	03 SUBSTITUTE TEACHERS 1 6793 Location 006793	12/01/1982	02 0	0	1.00	W	
89611	999-08-9611	ME4CHANT, MA4NARD LONG TERM SUBSTITUTE	A F	03 SUBSTITUTE TEACHERS 6793 Location 006793	8/01/1963	02 0	0	1.00	W	
88082	999-08-8082	RESTERIA, ZASE LONG TERM SUBSTITUTE	T M	03 SUBSTITUTE TEACHERS 6793 Location 006793	3/01/1964 5/23/2017	02 0 9 RESIG	0 ENATION	1.00	W	
87277	999-08-7277	TO2LIVER, BO2G LONG TERM SUBSTITUTE	T F	03 SUBSTITUTE TEACHERS 6793 Location 006793	4/01/1971 5/23/2017	02 0 9 RESIG	0 SNATION	1.00	W	
			-				-			-

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Topic 2: Printing Employees' Certificate Information and Creating an Export CSV File

	2 Display	Update Individua Update Third Pai	il Employee Info ty Contractors	rmation		
	<u>3</u> Display	Update Personn	el Data			
	5 CPI Sala 7 CPI Rep	ry Schedule ortina Menu				
	9 Create C	PI Benort & Tran	emission File			
	11 CPI Assi	gnment File Mai	ntenance			
	13 Certifica	te File Maintenar	ice Menu			
	15 CPI Des	cription Code Me	nu			
	<u>31</u> CPI Spe	cial Functions Me	enu			
	20 File Reo	rganization				
Master Usericat						17.04.00
	Words PAY VEND					

1 Select 7 (F7 - CPI Reporting Menu).

The following screen displays:

Step

	PCG Dist=8991	Rel=15.04.00	01/29/2016	PCW 002 SV	C:\DEVSYS	C:\SECOND	WHITE	
		l	Certified/	Classified	Personne	1 Informat:	ion System	CPICP007
	FKey 	2		Re	porting M	lenu		
	1	│ Print Ce │ Print Ne	ertified Emp on-Certified	loyee Biogra Employee Bi	phical/Cert ographical	ificate Info Information		
	3	🛛 Print Er	nployee Ce	tificate Infor	nation & Ci	eate Export (CSV File	
	5 6	│ Print Ce │ Print Ce	ertified/Non- ertified/Clas	Certified Wor sified Employ	rksheet yee Error L	ist		
	7 8	│ Print M │ Print Er	ultiple Reco nployees W	rd Proofing F 'ith Question	leport able CPI In	clude Status		
	9 10	│ Print Ce │ Print Su	ertified Emp ummary Pro	loyees With ofing Report	Advance/In	hibit Flags Að	&E	
	11	🛛 Print Er	nployees C	ertificate/Yea	rs Experie	nce/Pay Step		
Mas	ter ^{User} list							15.03.00
F16	⊨ @3 *°®	MONITOR MONITOR						

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Step	Action
2	Select 3 (F3 - Print Employee Expired Certificate Information).

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE \times PRINT CERTIFICATE INFORMATION CPICM413 To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER. To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER, or select a single School/Location and press ENTER. School/Location: Expire Year: 2024 C = Certified Pay Class Type: \underline{B} P = Paraprofessional B = Both Select SSN print option:

• Print last 4 digits of SSNs O Print entire SSN C Do not Print SSN Create CPI Certificate List to Load in Excel? • • No • Yes Enter the export file path and name (e.g. C:\EXPORT\CPICrtCYMD.CSU) or F10 to Browse for File C:\EXPORT\CPICrt20240304.CSU NOTE: DIRECTORY Must Already Exist ENTER = Continue, F10 = Browse for File, F16 = Exit 6 F7 F8 F8 F9 / F10 F11 P 24.01.00 F15 F12 Help

Step	Action
3	For all schools and locations: Leave the School/Location field blank.
	For an individual school or location: Enter the code, or select the drop-down selection icon icon within the School/Location field to choose the information.
4	For a specific expiration date: Enter the year (CCYY) in the Expire Year field.
	To print ALL certificates regardless of the expiration date: Enter spaces in the Expire Year field.
	PCGenesis defaults to the current calendar year.
5	Enter the pay class type in the Pay Class Type field.
	Valid codes include C (Classified), P (Paraprofessional), and B (Both).
	PCGenesis defaults to \boldsymbol{B} (Both).

Step	Action
6	Select the • radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
7	Select the radio button • to left of the appropriate response in the Create CPI Certificate List to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select ' Yes '. Otherwise, select ' No '.
8	If creating an export file: Verify the C:\EXPORT folder exists or create the folder where appropriate.
9	If creating an export file: Enter C:\EXPORT\CPICrtccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (F10 - to Browse for file) to locate the file manually.
10	 Select It (Enter) twice. "** Processing Request **" briefly displays. If creating an export file: If the filename from Step 8 is invalid, the "UNABLE TO OPEN CPI Crt CSV FILE - 35 = File Not Found" error message displays. In this instance, return to Step 7 to enter the correct information. If no records match the search criteria, the "***No Records for Selection*** message displays. In this instance, select (F16 – Exit) to return to the Certified/Classified Personnel Information System Reporting Menu.

	PCG Dist=8991 Rel=15.0	04.00 01/29/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Certified/Classified Personnel Information System	CPICP007
	FKey 	Reporting Menu	
	<u>1</u> Pri <u>2</u> Pri	int Certified Employee Biographical/Certificate Info int Non-Certified Employee Biographical Information	
	<u>3</u> Pri	int Employee Certificate Information & Create Export CSV File	
	<u>5</u> Pri <u>6</u> Pri	int Certified/Non-Certified Worksheet int Certified/Classified Employee Error List	
	7 Pri 8 Pri	int Multiple Record Proofing Report int Employees With Questionable CPI Include Status	
	9 Pri 10 Pri	int Certified Employees With Advance/Inhibit Flags A&E int Summary Proofing Report	
	<u>11</u> Pri	int Employees Certificate/Years Experience/Pay Step	
Mas	ter Userlist		15.03.00
F16			

Step	Action
11	To print the report via the Uqueue Print Manager: SelectTo print the report via Microsoft® Word: Select(MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
12	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

2A. Employee Certificate Information Report - Example

RUN DATE: 01/29/2016 RUN TIME: 14:24:51 FROGRAM: CPICM413	EMPLOYEE EXP	IRED CERTIFICATE INFORMATION		PAGE: 1
EMP NO NAME	SSN CLS LOC	FIELD CODE/NAME	CRT TYP RENEW PAR	VALID FROM TO
087633 AP8LEGATE, SH8QUANA	999-08-7633 03 0101	743 MATHEMATICS (7-12)	NT N	07/01/2014 2017
087633 AP8LEGATE, SHBQUANA	999-08-7633 03 0101	809 MIDDLE GRADES (4-8)	SRT Y	07/27/2013 2018
087633 AP8LEGATE, SHBQUANA	999-08-7633 03 0101	851 CONCENTRATION-MATH	SRT Y	07/27/2013 2018
087633 AP8LEGATE, SH8QUANA	999-08-7633 03 0101	854 CONCENTRATION-SOCIAL STUDIES	SRT Y	07/27/2013 2018
086511 BE2UCHAMP, CA2LEE	999-08-6511 03 0101	798 SPED GENERAL CURR. P-12 CONSUL	SRT Y	09/11/2011 2016
086511 BE2UCHAMP, CA2LEE	999-08-6511 03 0101	805 SP ED ADAPTED CURRI(P-12)CONS	SRT Y	09/11/2011 2016
086511 BE2UCHAMP, CA2LEE	999-08-6511 03 0101	942 SPED SS COGN. (P-5, 4-8,6-12)	SRT Y	09/11/2011 2016
087950 BE3ANCOURT, HE3TH	999-08-7950 03 0101	797 SPED ED DEAF ED (P-12) CONSULT	SRT Y	12/13/2014 2019
087950 BE3ANCOURT, HE3TH	999-08-7950 03 0101	798 SPED GENERAL CURR. P-12 CONSUL	SRT Y	12/13/2014 2019
087950 BE3ANCOURT, HE3TH	999-08-7950 03 0101	941 SPED SOC.SCI COG LEVEL P-5,4-8	SRT Y	12/13/2014 2019
088278 BE3MAN, NO3UKO	999-08-8278 03 0101	694 CLEARANCE	C N	07/01/2011 2016
088278 BE3MAN, NO3UKO	999-08-8278 03 0101	748 SCIENCE (7-12)	SRT Y	05/08/2015 2020
088278 BE3MAN, NO3UKO	999-08-8278 03 0101	753 EARTH/SPACE SCIENCE (7-12)	SRT Y	05/08/2015 2020
088278 BE3MAN, NO3UKO	999-08-8278 03 0101	852 CONCENTRATION-SCIENCE	SRT Y	05/08/2015 2020
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	755 HISTORY (6-12)	SRT Y	07/01/2010 2015
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	756 POLITICAL SCIENCE (7-12)	SRT Y	07/01/2010 2015
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	757 ECONOMICS (7-12)	SRT Y	07/01/2010 2015
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	759 GEOGRAPHY (7-12)	SRT Y	07/01/2010 2015
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	766 BEHAVIORAL SCIENCE (7-12)	SRT Y	07/01/2010 2015
088739 BEGAVIDES, ROGY	999-08-8739 03 0101	881 GIFTED IN-FIELD	SRT Y	07/01/2010 2015
087240 BL9NK, LE9UEL	999-08-7240 30 0101	704 EDUCATIONAL LEADERSHIP (P-12)	SRL Y	07/01/2012 2017
087240 BL9NK, LE9UEL	999-08-7240 30 0101	738 GERMAN (7-12)	SRT Y	07/01/2012 2017
087240 BL9NK, LE9UEL	999-08-7240 30 0101	837 SPANISH (P-12)	SRT Y	07/01/2012 2017
087240 BL9NK, LE9UEL	999-08-7240 30 0101	838 GERMAN (P-12)	SRT Y	07/01/2012 2017
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	798 SPED GENERAL CURR. P-12 CONSUL	SRI Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	805 SP ED ADAFTED CURRI(P-12)CONS	SRT Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	808 EARLY CHILDHOOD EDUCATION (P-5	SRT Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	910 SPED MATH COGNITIVE LEVEL P-5	SRI Y	07/01/2013 2018
088611 BOERGEOIS, PEERONILA	999-08-8611 03 0101	920 SPED SCIENCE COG. LEVEL P-5	SRI Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	930 SPED LANG. ARTS COG. P-5	SRT Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	941 SPED SOC.SCI COG LEVEL P-5,4-8	SRI Y	07/01/2013 2018
088611 BOGRGEOIS, PEGRONILA	999-08-8611 03 0101	950 SPED READING COG. LEVEL P-5	SRI Y	07/01/2013 2018
089061 BU4ORD, LE4NY	999-08-9061 03 0101	587 HEALTH OCCUPATIONS CLUSTER	SRI Y	07/01/2012 2017
088521 BUSCH, CHERLESETTA	999-08-8521 04 0101	691 PARA EDUCATOR	PAR N P	07/01/2014 2019
087625 BUSCHETT, ROSELEE	999-08-7625 03 0101	743 MATHEMATICS (7-12)	NNT N	07/01/2013 2016
08/369 CASDONA, ELSONOR	999-08-7369 03 0101	/30 ENGLISH (/-12)	SRI I	07/01/2014 2019
087110 CH3NCE, MASIANELA	999-08-7110 03 0101	764 ART (P-12)	SRI Y	07/01/2014 2019
087094 CL30D, SA3	555-08-7094 03 0101 000-00-7004 03 0101	730 ENGLISH (7-12)	SKI I	07/01/2010 2015
000000 COTEV MOTE	555-08-7054 03 0101	DOI GIFILD IN-FILLD	SKI I	07/01/2010 2015
005002 CULL, MUTTE	555-08-5882 03 0101	745 HAIREMAILUS (7-12)	SKI I	07/01/2014 2019
USSSE CULEY, MUTTE	999-08-9882 03 0101	783 BUSINESS EDUCATION (7-12)	SKI I	07/01/2014 2019
005002 CU/EI, MU/IE	555-08-5882 03 0101 000-00-0002 03 0101	951 CONCENTRATION MATU	SKI I	07/01/2009 2019
089882 CO/EY, MO/TE	999-08-9882 03 0101	851 CONCENTRATION-MATH	SRI Y	07/01/2014 2019
US9882 CUIEI, MUITE	999-08-9882 03 0101	SOI GIEIED IN-EIEED	SKI I	07/01/2014 2019

Topic 3: Printing Employees' Worksheets

	PCG Dist=8991 Rel=17.04.00	02/02/2018 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
		Certified/Classified Person	nel Information	System	CPIMENU
	FKey	Master Mo	enu		
	<u>1</u> Display <u>2</u> Display <u>3</u> Display	y/Update Individual Employee Info y/Update Third Party Contractors y/Update Personnel Data	rmation		
	5 CPI Sa 7 CPI Re	lary Schedule porting Menu			
	9 Create 11 CPI As:	CPI Report & Transmission File signment File Maintenance			
	13 Certific 15 CPI De	ate File Maintenance Menu scription Code Menu			
	31 CPI Sp	ecial Functions Menu			
	20 File Re	organization			
	Master Userlist				17.04.00
	Action				
,	Select 7 (F7 - 0	CPI Reporting Menu).		

The following screen displays:

	PCG Dist=8991	Rel=15.04.00 01/29/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Certified/Classified Personnel Information System	CPICP007
	FKey	y Reporting Menu	
	 2	-] Print Certified Employee Biographical/Certificate Info] Print Non-Certified Employee Biographical Information	
	3	Print Employee Certificate Information & Create Export CSV File	
	5 6	☐ Print Certified/Non-Certified Worksheet ☐ Print Certified/Classified Employee Error List	
	7	」 Print Multiple Record Proofing Report 」 Print Employees With Questionable CPI Include Status	
	9 10	」 Print Certified Employees With Advance/Inhibit Flags A&E 」 Print Summary Proofing Report	
	11	Print Employees Certificate/Years Experience/Pay Step	
Mas	ster ^{User} list 1 Oveza Wordza	PAY VEND	15.03.00

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Step	Action
2	Select 5 (F5 - Print Certified/Non-Certified Worksheet).

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	_		×
Certified/Non-Certified Worksheet		CPICMO	02
To print a selected school/location, enter the School/Location in the School/Location field and press ENTER. Leave blank to print ALL schools/]	ocati	ons.	
To print an individual employee, enter the employee's number in the Indivi Employee No. field and press ENTER. Leave blank to print ALL employees.	.dual		
To print a selected class code, enter the Class Code in the Print Class fi and press ENTER. Leave blank to print ALL classes.	.eld		
School/Location:			
Individual Employee No.:			
Print Class:			
Certified Only?: <u>N</u> Classified Only?: <u>N</u>			
Print Assignment Worksheet:			
Print Completed Assignment Detail: _			
Select SSN print option: Print last 4 digits of SSNs Print entire SSN Do not Print SSN			
ENTER = Continue, F16 = Exit		24.01.	00
F12 F12 W F12 W			

Step	Action
3	For all schools/locations and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.
	For an individual school/location, or employee: Enter the code, or select the drop-down selection icon icon within the School/Location or the Individual Employee No. (Individual Employee Number) fields to choose the information.
4	Enter the payroll class code, or select the drop-down selection icon icon within the Print Class field to select a specific payroll class code for the report, or leave the field blank to select all payroll class codes.
5	Enter Y (Yes) or N (No) in the Certified Only ? <u><i>and</i></u> Classified Only ? fields to define the type of employee records to be selected for printing on the report.
6	Enter Y (Yes) in the Print Assignment Worksheet <u>or</u> the Print Completed Assignment Detail field to define the type of worksheet to be printed.

Step	Action
7	Select the • radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
8	Select (Enter) twice. "** Processing Request **" briefly displays.

P	CG Dist=8991 Rel=15.04.00 01/29/2016 PCW 002 SV CADEVSYS CASECOND WHITE	
	Certified/Classified Personnel Information System	CP I CP 007
	FKey Reporting Menu	
	 Print Certified Employee Biographical/Certificate Info Print Non-Certified Employee Biographical Information 	
	3 Print Employee Certificate Information & Create Export CSV File	
	5 Print Certified/Non-Certified Worksheet 6 Print Certified/Classified Employee Error List	
	 7 Print Multiple Record Proofing Report 8 Print Employees With Questionable CPI Include Status 	
	9 Print Certified Employees With Advance/Inhibit Flags A&E 10 Print Summary Proofing Report	
	11 Print Employees Certificate/Years Experience/Pay Step	
		15 82 88
Master F16	Words Market M	12.03.00

Step	Action
9	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
10	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

3A. Certified/Non-Certified Assignment Worksheet - Example

RUN DATE: 01/29/2016 RUN TIME: 14:30:09 CERTIFIED/NON-CERTIFIED WORKSHEET PROGRAM: CPICM002 SORT ORDER: LOCATION/CLASS/ALPHA	PAGE:	1
EMPLOYEE NO: 87633 SSN: 999-08-7633 NAME: AP8LEGATE, SH8QUANA PAY CLASS: 03 10 MO. TEACHERS HIRE DATE: 8/01/2010 WORK LOC: 0101 Location 000101 REHIRE DATE: 8/01/2010 STATUS: A TERMINATION: 1 BIRTH DATE: 4/01/1985 DATE: 5 SEX: M REASON: 1 ETHNIC CODE: 02 HISPANIC: N RACE CODES: WHITE		
CERTIFICATE LEVEL: 5 EFF DATE: 05/10/2014 CERT ID: 1017280 OPEN CASE?: N		_
CERTIFICATES ON FILE FIELD CODE FIELD NAME CERT TYPE PROF/RENEW VALID FROM TO		
743 MATHEMATICS (7-12) NT N 07/01/2014 2017 809 MIDDLE GRADES (4-8) SRT Y 07/27/2013 2018 851 CONCENTRATION-MATH SRT Y 07/27/2013 2018 854 CONCENTRATION-SOCIAL STUDIES SRT Y 07/27/2013 2018		
CERTIFIED EMPLOYMENT BASIS: (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME (MAX))		_
CLASSIFIED EMPLOYMENT BASIS: (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME (MAX))		_
ADVANCE INHIBIT: (BLANK=NOT INHIBITED, E=LACK OF EXPERIENCE, A=OTHER)		_
ANNUAL CONTRACT DAYS:		_
ASSIGNMENT CERTIFIED LOCATION JOB SUBJECT FIELD TYPE IN C/N CODE CODE CODE FIELD FUND PERCENT		
1.		
2.		_
3.		_
4.		_
5.		_
6.		
		_

3B. Certified/Non-Certified Completed Assignment Detail - Example

RUN TIME: PROGRAM:	12/03/20 12:50:39 CPICM002	18	s	CERI ORT ORDER: LC	TIFIED/NON-(DCATION/CLA:	CERTIFIED WO SS/ALPHA	RKSHEET					PAG	E:	8
EMPLO PAY C WORK STATU BIRTH SEX: ETHNI	YEE NO: LASS: LOC: S: DATE: C CODE:	88438 07 0103 A 9/01/19 F 02 HJ	SSN: 999 CERTIFIED 1 Location 00 979 ISPANIC: N	-08-8438 0 MONTH 0103 RACE CODES:	NAME: WHITE	CO7TRELL, R HIRE D REHIRE TERMIN DATE REAS	E7A ATE: DATE: ATION: : ON:	8/06, 8/05, 5/30, 9 RE:	/2002 /2008 /2007 SIGNATION					
CER	TIFICATE	LEVEL: (6 EFF DATE:	12/14/2008	CERT ID:	443661	OPEN C.	ASE?: 1	N					
F	IELD COI	E FIELD	NAME	CERTIFICATES	ON FILE CERT TYPE	PROF/RENEW	VALID	FROM	то					
	694 798 808 911 920 931 941 951	CLEARA GEN CU EARLY GIFTEI SPED 1 SPED 2 SPED 1 SPED 2 SPED 1	ANCE CERTIFIC URR CONSULTAT CHILDHOOD ED D IN-FIELD MATH COGNITIV SCIENCE COGNI LARTS COGNITI SOCIAL SCIENC READING COGNI	ATE IVE (P-12) UCATION (P-5 E 4-8 TIVE P-5 VE 4-8 E COG 4-8 TIVE 4-8	C SRT SRT SRT SRT SRT SRT SRT	Y Y Y Y Y Y Y Y	07/01 07/01 07/01 07/01 07/01 07/01 07/01 07/01	/2017 /2017 /2017 /2017 /2017 /2017 /2017 /2017 /2017	2022 2022 2022 2022 2022 2022 2022 202					
EMPLO	YMENT BA	SIS: (C)	1.00 (N) .0	0 STATE YEAF	RS EXPERIEN	CE 17 STA	TE PAY	STEP 1	L4					
ADVAN	CE INHIE	IT:												
ANNUA	L CONTRA	CT DAYS:	190											
ASSIGNMENT	CERT. C/N	LOCATION CODE	JOB CODE		SUBJECT CODE			FIELD	TYPE	FUND	CONSOL	PCT		
	С	0103	104 GRADE 4	TEACHER	920 ELEM	ENTARY INSTR	UCTI	808	SRT	00	Ν	80.0		
	С	0103	104 GRADE 4	TEACHER	922 ELEM	ENTARY INSTR	UCTI	881	SRT	00	N	20.0		

The final page of the report provides the "Correct except for changes as marked" disclaimer, and signature line for the school's principal.

	CORRECT EXCEPT FOR CHANGES AS MARKED	l
-	PRINCIPAL	 l

Topic 4: Printing the Certified/Classified Employees' Error Listing

	EKen			Master Me	nu		
				naseer ne			
	1 Dis	play/Update li	ndividual E	mployee Infor	mation		
	Dis	play/Update I play/Update P	hird Party (erconnel D	Contractors			
	<u> </u>	piay/opuate i	cisonnei D	ata			
	5 CPI	Salary Sched	ule				
	_7 CPI	Reporting Me	nu				
	9 Cre	ate CPI Repor	t & Transmi	ission File			
	<u>11</u> CPI	Assignment F	ile Mainter	nance			
	13 Cer	tificate File M	aintenance	Menu			
	15 CPI	Description C	ode Menu	mena			
	21 0.00						
	<u>31</u> CPI	Special Func	ions Menu				
	20 File	Reorganizati	on				
Master Userica							17.04.00
	Word PAY	/END					-
						II	 1

1 Select 7 (F7 - CPI Reporting Menu).

The following screen displays:

Step

	CG Dist=8991	Rel=15	.04.00 01/29/	2016 PCW	002 SV C:\D	EVSYS C:	SECOND	WHI	TE	
			Certi	ied/Cla	ssified Pe	rsonnel	Informati	ion Syste	M	CPICP007
	FKeg	y			Repor	ting Me	nu			
	1	Pi Pi	rint Certified rint Non-Cer	Employe tified Emp	e Biographi Ioyee Biogr	cal/Certifi aphical Ir	cate Info formation			
	3] Pi	rint Employe	e Certific	ate Informat	ion & Cre	ate Export C	SV File		
	5 6	Pi Pi	rint Certified rint Certified	/Non-Certi /Classifie	fied Worksl d Employee	neet Error Lis	t			
	7	Pi Pi	rint Multiple rint Employe	Record P es With (roofing Rep Juestionable	ort e CPI Incl	ude Status			
	9 10	Pi Pi	rint Certified rint Summar	Employe y Proofinç	es With Adv j Report	ance/Inhi	bit Flags A&	Ε		
	11] Pi	rint Employe	es Certifi	cate/Years I	Experienc	e/Pay Step			
Master	Userlist	PAY								15.03.00

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Step	Action
2	Select 6 (F6 - Print Certified/Classified Employee Error List).

	Image: Non-Section Action Image: Non-Section Action Image: Non-Section Action Image: Non-Section Action Image: Non-Section Action Acti	
	Certified/Classified Employee Error List	
	Select Report Type: Print All Messages Print Errors Only	
	Select SSN print option:	
	ENTER = Continue, F16 = Exit	
Step	Action	
3	Select the radio button • to the left of the desired Select Report Type option to identify the types of messages to be printed. Select Print All Messages to print both warnings a errors. Select Print Errors Only to print only error messages.	y .nd
4	Select the • radio button to the left of the desired option for Select SSN print option .	
	Number, or to print only the last four digits of Social Security Number on the CPI repor This feature allows sensitive payroll data to be protected.	t.
5	Salast ENTER (ENTER) to continue	

Select **ENTER**) to continue.

"*** Processing, Please Wait ***" briefly displays.

Step

6

3	PCG Dist=8991	Rel	el=15.04.00 01/	29/2016 P	CW 002	SV C:\DE	vsys c	:\SECOND		WHITE			- 🗆 🗙	
		_	Cert	ified/C	lassif	ied Per	sonne	l Inform	nation S	System			CPICP007	1
	FKe	y				Report	ing Me	enu						
	1 2	- 	- Print Certifi - Print Non-C	ed Emplo ertified E	yee Bio mploye	ographica e Biogra	al/Certi phical	ficate Info Informati) DN					
	3	I	- Print Emplo	iyee Certi	ficate lı	nformatio	n & Cro	eate Exp	ort CSV F	ile				
	5]	 Print Certifi Print Certifi 	ed/Non-C ed/Classi	ertified ified Err	Workshe Iployee E	et Frror Li	st						
	7]	 Print Multip Print Emplo 	le Record yees Wit	l Proofi th Ques	ng Repor tionable	t CPI Inc	lude Stat	us					
	9 10]	- Print Certifi - Print Sumп	ed Emplo ary Proo	yees W fing Rej	/ith Ad∨a oort	nce/Int	nibit Flag	s A&E					
	11	J	- Print Emplo	iyees Cei	tificate/	Years E	<perien< td=""><td>ice/Pay S</td><td>tep</td><td></td><td></td><td></td><td></td><td></td></perien<>	ice/Pay S	tep					
Mast	er User _{List}	- Pi					_						15.03.00	
716	- US ***3	MON	NITOR MONITOR											J
ct	ion													
ele	ct F16	ا ((F16 - E	xit) to	o retu	irn to	the	Certį	fied/(Classi	fied P	erso	nnel Info	or
ep Ter	orting M u.	ler	nu, or se	lect_	master	l (Ma	astei	r) to r	eturn	to the	e Busi	ness	Applica	ıti

4A. Certified/Classified Employee Error List – Example

Report Date: 09/20/2017 09:43			
Program ID: CPICM200 899 SMITH CITY BOARD OF EDUCATION	CERTIFIED/CLASSIFIED	PAGE PAGE	1
EMPLOYEE EMPLOYEE NAME SSN	ASSIGNMENT ERROR E	RROR MESSAGE	
999087176 HOSSON, KASHELEEN	8010 1.00 E 8010 000 E 8010 E	C624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT C662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260 C024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087196 BIGELOW, MAGY	0201 0 E 0201 1.00 E 0201 000 E 0201 E	CO13 CERTIFICATE LEVEL NOT VALID CC20 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CC21 CONTRACT DAYS NOT VALID CC224 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087207 YI7, OD7LL	0108 1.00 E 0108 000 E 0108 E	CC624 CLASSIFIED EMPLOYMENT BASIS ≻ 0, NO 'N' ASSIGNMENT CC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260 CC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087242 MABORS, SHENIKA	0201 0 E 0201 1.00 E 0201 000 E 0201 E	CO13 CERTIFICATE LEVEL NOT VALID CC20 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CC21 CONTRACT DAYS NOT VALID CC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087282 DE5NEY, RE5D	0195 2017 W	CO05 EXPIRED CERTIFICATE CERT ID = 000000000	
999087301 SO4MERS, WI4EY	0100 2017 W 0100 2017 W	CO05EXPIRED CERTIFICATECERT ID=000450413CO05EXPIRED CERTIFICATECERT ID=000450413C005EXPIRED CERTIFICATECERT ID=000450413	
999087329 MUECY, ALEXIS	0195 W	CO12 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999087439 OC7MPO, NO7BERT	0100 0 E 0100 1.00 E 0100 000 E 0100 E	CO13 CERTIFICATE LEVEL NOT VALID CC20 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CC21 CONTRACT DAYS NOT VALID CC224 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087462 MC2DAMS, BE2HANIE	0195 ₩	CO12 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999087523 HA9DER, BL9INE	0195 57498.88 ₩	CO09 ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM	_

4B. Certified/Classified Employee Error List – Long Term Substitute Example

899 SMI	TH CITY BOARD OF EDUCATION	CERT	IFIED/O	LASSIF	IED EMPI	OYEE ERROR LIST	
EMPLOYEE SSN	EMPLOYEE NAME	ASSIGNMI LOCATIO	ENT ERF	ROR	ERROR	MESSAGE	
999088620	SP7UILL, ES7EBAN	0195			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999088626	AI9SWORTH, XA9IER	0201 0201 0201 0201	0 000	1.00	EC013 EC620 EC021 EC024	CERTIFICATE LEVEL NOT VALID CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CONTRACT DAYS NOT VALID NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999088666	HIGES, EMGLINE	0201 0201 0201	2017 2017 2017		WC0 05 WC0 05 WC0 05	EXPIRED CERTIFICATE CERT ID = 000227036 EXPIRED CERTIFICATE CERT ID = 000227036 EXPIRED CERTIFICATE CERT ID = 000227036	
999088685	DESNEY, CUST	0201 0201 0201 0201	0 000	1.00	EC013 EC620 EC021 EC024	CERTIFICATE LEVEL NOT VALID CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CONTRACT DAYS NOT VALID NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999088712	AM3DOR, MA3IN	6793	N		WC013	SUBSTITUTE IN CPI NOT FLAGGED AS LONG TERM SUB	
999088801	VA9DES, HA9SIE	0100 0100 0100	2017 2017 2017		WC005 WC005 WC005	EXPIRED CERTIFICATE CERT ID = 000217264 EXPIRED CERTIFICATE CERT ID = 000217264 EXPIRED CERTIFICATE CERT ID = 000217264	
999088873	PI4T, DA4IO	0108	2017		WC005	EXPIRED CERTIFICATE CERT ID = 000430901	
999088888	AS7ER, GE7EVIVE	0195	2017		WC0 05	EXPIRED CERTIFICATE CERT ID = 000000000	
999088933	GESRY, LISDSY	0195			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999088961	HI2E, OD2S	0195 0195 0195	2017 2017 2017		WC005 WC005 WC005	EXPIRED CERTIFICATE CERT ID = 000461300 EXPIRED CERTIFICATE CERT ID = 000461300 EXPIRED CERTIFICATE CERT ID = 000461300	

PCGenesis displays various warning and error messages pertaining to Long Term Substitute employee information where appropriate.

UISPEHRYDPUHIE INDIVIDUHE EMPLUYEE INFURMATIUN CPICMIBI CERTIFICATE FILF - RIOGRAPHICAL INFORMATION										
Employee number:	88712	AM3DOR, MA3IN		SSN:	999 08 8712					
Work location:	6793	Location 006793	l							
Sex: Etbnic:	F 82		E	Birth:	12/01/1982					
L'INIC.	02									
National cert:	N (Y or	N)	Quowall infield	ctat.						
HUVANCE/INNIDIC:	(н, с	or spaces)	overall Infleiu	Stat:						
Certificate level:	1		Cert. pay	step:						
cert. years exp:			Local years	s exp:						
Total employment basis:	1.00									
Emp. basis-cert.:	0.00		Emp. basis-o	:lass:	1.00					
Annual contract sal:	\$.00	Annual classified	i sal:	\$.00					
State minimum salary:	\$. 00								
Annual contract days:			Annual work	days:						
Termination date:			Rehire	date:						
Termination reason:										
Long term sub?:	N (Y or	N)			SUBSTITUTE					
						47 00 0				
""\$√ ▶⊁ ◀위 🛋 🖾 !	6 平 1▲				(D)	17.03.0				

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Topic 5: Printing the Multiple Record Proofing Report

PCG Dist=8991	Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	- • ×
	Certified/Classified Personne	1 Information	System	CPIMENU
FKe	y Master Men	iu -		
1	_] Display/Update Individual Employee Inforr	nation		
2	Display/Update Third Party Contractors			
3	Display/Update Personnel Data			
5	CPI Salary Schedule			
7	CPI Reporting Menu			
9	Create CBI Benort & Transmission File			
11	CPI Assignment File Maintenance			
13	Certificate File Maintenance Menu CPI Description Code Menu			
31	I CPI Special Functions Menu			
20	File Reorganization			
	- 5			
Mactan Userica				17.04.00
List	PAY VEND			
Action				
7.1				
	(r / - CPI Reporting Menu).	,		

The following screen displays:

Ste

1

	PCG Dist=8991	Rel=15.04.00 01/29/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE									
		Certified/Classified Personnel Information System	CP I CP 007								
	FKey	y Reporting Menu									
	1] Print Certified Employee Biographical/Certificate Info] Print Non-Certified Employee Biographical Information									
	3] Print Employee Certificate Information & Create Export CSV File									
	5	」 Print Certified∤Non-Certified Worksheet 」 Print Certified/Classified Employee Error List									
	7 Print Multiple Record Proofing Report 8 Print Employees With Questionable CPI Include Status										
	9 10	」 Print Certified Employees With Advance/Inhibit Flags A&E 」 Print Summary Proofing Report									
	11] Print Employees Certificate/Years Experience/Pay Step									
Mas	ter ^{User} list		15.03.00								
F16	- US **3										

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Step	Action
2	Select F7 (Print Multiple Record Proofing Report).
	The Certified/Classified Personnel Information System – Reporting Menu redisplays.
3	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
4	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

5A. Multiple Proofing Report – Example

REPORT DATE 03/04/2024 MULTIPLE RECORD PROOFING REPORT FOR CPI INSTALLATION PAGE								1			
SOCSEC	EMPNO	NAME	CPIFLAG	STATUS	CLASS	LOC	WORKLOC	REHIRE	TERMDT	TERMREA	
***-**-6223	86222 86223	LU7HER, CY7DY LU7HER, CY7DY	N N	т т	02 03	8010 0050	0050 0050		09-01-02 06-01-21	5 9	
***-**-6318	86317 86318	HA9P, EV9A HA9P, EV9A	N N	T T	02 02	0201 0201	0050 0050		06-07-91 06-07-91	1 1	
***-**-6364	86363 86364	MA4HADO, AU4USTUS MA4HADO, AU4USTUS	N N	т т	13 13	8010 8010	8013 8013		05-31-07 05-31-07	3 3	
***-**-6367	86366 86367	PO2DER, KO2Y PO2DER, KO2Y	N N	т т	07 07	8010 8010	8010 8012		09-01-95 08-11-99	5 9	
***-**-6369	86368 86369	PO9TILLO, LU9NNA PO9TILLO, LU9NNA	N N	т т	02 08	0401 0401	0401 0401		06-09-04 06-09-04	9 9	
***-**-6379	86378 86379	ET8ERIDGE, CH8UNCEY ET8ERIDGE, CH8UNCEY	N N	T T	08 08	0401 0401	0401 0401		06-07-95 06-07-95	1 1	
***-**-6383	86382 86383	HU5PHREYS, MI5E HU5PHREYS, MI5E	N N	т т	02 02	0050 0050	0183 0183		09-01-95 06-12-97	5 9	
***-**-6389	86388 86389	BE8ERLY, PO8FIRIO BE8ERLY, PO8FIRIO	N N	т т	02 02	0101 0101	0401 0101		09-01-95 05-25-01	5 9	
***-**-6404	86403 86404	CH2VIS, ST2CEE CH2VIS, ST2CEE	N N	т т	02 02	8010 8010	8014 8010		07-31-04 06-30-11	9 1	
***-**-6420	86419 86420	RU3H, TO3ETTE RU3H, TO3ETTE	N N	т т	02 15	0401 0401	0401 0401		09-01-95 06-30-98	5 9	
***-**-6430	86429 86430	SI2GLETARY, YA2L SI2GLETARY, YA2L	N N	т т	02 02	6001 6001	6504 6504		06-30-08 06-07-05	9 9	
***-**-6435	86434 86435	CA6ALES, JA6AAL CA6ALES, JA6AAL	N N	т т	02 02	0401 0401	0401 0401		06-07-95 06-07-95	1 1	
***-**-6440	86438 86439 86440	NE3BY, YU3I NE3BY, YU3I NE3BY, YU3I	N N N	T T T	02 02 02	0301 0301 0301	0301 0301 0301		06-09-93 06-09-93 06-09-93	1 1 1	
***-**-6448	86447 86448	GU4NN, AM4EE GU4NN, AM4EE	N N	T T	02 02	0401 0401	0401 0401		06-07-95 06-07-95	1 1	
***-**-6451	86450 86451	KI2BROUGH, AL2ONZO KI2BROUGH, AL2ONZO	N N	T T	02 02	0401 0401	0401 0401		12-20-91 12-20-91	1 1	

Topic 6: Printing the Employees with Questionable CPI Include Status Report

The table below lists the Employees with Questionable CPI Include Status Report's error messages and an explanation and resolution for each:

MESSAGE	EXPLANATION/RESOLUTION
Substitute Emp Flagged for CPI	The Pay Class of the employee is set up as a Substitute and the
	employee's Include on CPI? flag is set to Y (Yes). Modify the
	appropriate field's entry.
Substitute Flagged for CPI, Must	The substitute employee's Long Term Sub? Flag is set to N (No).
Validate Long Term Sub Status	Modify the appropriate field's entry.
Terminated Emp Flagged for	The employee has a termination date prior to the Cycle 1
CPI	Termination From Date on the CPI Control record, the initial
	cutoff reporting date for CPI. The employee's Include on CPI? flag
	is set to Y (Yes). Modify the appropriate field's entry.
Emp Flagged for CPI More Than	The employee has multiple payroll records containing the <i>Include on</i>
Once	<i>CPI</i> ? flag of Y (Yes). The record(s) that are not tied to CPI must
	have their <i>Include on CPI</i> ? flag changed to N (No).
Emp CPI Eligible But Not	The Pay Class of the employee has not been set up as a Substitute,
Flagged	the employee has multiple payroll records with the <i>Include on CPI</i> ?
	flag of N (No) and the employee was not terminated prior to the
	Cycle 1 Termination From Date on the CPI Control record. The
	employee must therefore be included on CPI. If multiple payroll
	records exist, the appropriate record must be selected and the
	Include on CPI? flag changed to Y (Yes).





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Step	Action								
2	Select 8 (F8 - Print Employees with Questionable CPI Include Status).								
	The Certified/Classified Personnel Information System – Reporting Menu redisplays.								
3	To print the report via the Uqueue Print Manager: Select (Uqueue).								
	To print the report via Microsoft® Word: Select (MS WORD).								
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to								
	create the macro necessary to use the feature where appropriate.								

6A. Employees with Questionable CPI Include Status Report – Example

The questionable CPI status report lists employee records containing a questionable *Include On CPI*? status. The *Print Employees With Questionable CPI Include Status* report will not list employees who have been terminated prior to the **Cycle 1 Termination From Date** on *the CPI Control* record. Therefore, only employees who are actually reported during the CPI transmission cycles will be reviewed for the report.

REPORT DATE 03/04/2024	EMPLOYEES WITH (QUESTIONAL	BLE CPI	INCLUDE	STATUS		PAGE	1
SOCSEC EMPNO NAME	CPIFLAG	STATUS	CLASS	WORKLOC	TERMDT	TERMREA	REHIRE	
*****6246 86246 ST8EETER, RESNALDO ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	Y TE LONG TERM SUB	A STATUS *	03	0050	05-31-2022	9	09-01-2022	
*****6252 86252 AL2NSO, WI2L ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	Т	05	0401	05-06-2022	9		
*****6282 86282 AU4USTINE, DA4ION ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	Y TE LONG TERM SUB	A STATUS *	03 *	0050	05-31-2022	9	08-01-2022	
*****6506 86506 ST5NER, FL5RIA ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	A	22	8010		0		
*****6612 86612 MA6TSON, SI6ENA ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	А	22	8010		0		
*****6841 86841 GR7VER, CL7IR ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	А	22	8010		0		
*****6875 86875 RH9ADES, CH9RITA ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	Т	22	8010	02-28-2023	3		
*****6934 86933 SA2TER, IS2DRO 86934 SA2TER, IS2DRO ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	N N	T A	02 02	0301 0401	05-31-2007 05-31-2022	9 1	10-01-2022	
*****7283 87283 EG9LESTON, CA9OYLN ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	I	21	0401		0		
*****7770 87770 OR2URKE, DE2A ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	Y TE LONG TERM SUB	A STATUS *	11 *	8012		0	02-13-2018	
*****7802 87802 LI8ES, JU8ES ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	Y TE LONG TERM SUB	A STATUS *	03 *	0050	11-30-2022	9	12-01-2022	
*****7824 87824 RI6LEY, LA6ENYA ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	А	15	8014		0		
*****8206 88206 WH3TTINGTON, CR3Z ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	TE LONG TERM SUB	A STATUS *	11 *	8012	10-19-2020	5	05-01-2023	
*****8223 88222 HU7TLEY, JO7NATHON 88223 HU7TLEY, JO7NATHON ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDA	N Y TE LONG TERM SUB	T A STATUS *	04 11	6001 8010	09-01-1995 09-30-2021	5 1	11-01-2021	
*****9140 89140 GE5BER, AL50 ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	Ν	т	22	8010	12-31-2022	9		
*****9968 89968 MA6CUS, EL6ANDA ** EMP CPI ELIGIBLE BUT NOT FLAGGED **	N	A	15	0109		0		

Topic 7: Printing the Certified Employees with Advance/ Inhibit Flags of A & E Report

PCG Dist=8991	el=17.04.00 02/02/2018 PCW 003 SV CADEVSYS CASECO		- 0 X
	Certified/Classified Personnel In	Formation System	CPIMENU
FKey	Master Menu		
	Display/Update Individual Employee Information	1	
3	Display/Opdate Personnel Data		
5	CPI Salary Schedule		
	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 Beorganization		
	· · · · · · · · · · · · · · · · · · ·		
			 47 06 00
Master ^{User} list	PAY VEND		17.04.00
	ส่งที่ห่อฟ สงที่หง่		
A			
Action			
Salaat 7	(F7 CDI Deporting Mary)		
	r / - CPI keporting Menu).		

The following screen displays:

Ste

1

	PCG Dist=8991	Rel=15.04.0	00 01/29/2	016 PCW 00	2 SV C:\DEVSY	S C:\SEC	OND	WHI	TE		- 0 X
			Certif	ied/Class	ified Perso	nnel In	formatio	on Syste	m		CPICP007
	FKe	y -			Reportin	g Menu					
	1 2	Print Print	Certified Non-Certi	Employee E fied Employ	3iographical/(/ee Biograph	Certificato ical Infor	e Info mation				
	3	🛛 Print	Employe	e Certificate	Information	& Create	Export CS	SV File			
	5	Print Print	Certified/ Certified/	Non-Certifie Classified E	d Worksheet Employee Err	or List					
	7	Print Print	Multiple I Employe	Record Proc es With Que	ofing Report estionable CF	4 Include	Status				
	9 10	Print Print	Certified Summary	Employees Proofing R	With Ad∨anc eport	e/Inhibit	Flags A&E				
	11	Print	Employe	es Certificat	e/Years Expo	erience/P	ay Step				
Maste	44 Usetliet								1	1	15.03.00
F16	- 19:5 Vords	PAY VE	NDR							1	

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[■ PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE - □ ×
	CERTIFIED EMPLOYEE'S WITH ADVANCE INHIBIT FLAG CPICM415
	To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.
	To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.
	School/Location:▼
	Select SSN print option: Print last 4 digits of SSN Print entire SSN Do not print SSN
-	ENTER = Continue, F16 = Exit ENTEV F1 × F2 × F2 F F1 F2
Step	Action
3	For all schools and locations: Leave the School/Location field blank.
	For an individual school or location: Enter the code, or select the drop-down selection icon icon within the School/Location field to choose the information.
4	Select the • radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
5	Select (Enter) twice. "** Processing Request **" briefly displays.
	PCGenesis displays the "No Records for Selection" message where appropriate. In this instance, select $\mathbf{F16}$ (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.
	J J

The following	ng screen displays:
	PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 002 SV CADEVSYS CASECOND WHITE
	Certified/Classified Personnel Information System CPICP007
	FKey Reporting Menu
	1 Print Certified Employee Biographical/Certificate Info 2 Print Non-Certified Employee Biographical Information
	3 Print Employee Certificate Information & Create Export CSV File
	5 Print Certified/Non-Certified Worksheet 6 Print Certified/Classified Employee Error List
	7 Print Multiple Record Proofing Report 8 Print Employees With Questionable CPI Include Status
	9 Print Certified Employees With Advance/Inhibit Flags A&E 10 Print Summary Proofing Report
	11 Print Employees Certificate/Years Experience/Pay Step
	Master Use District 15.03.00 Pric Wards PAY MONITOR 15.03.00
Step	Action
6	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WOPD)
	To print the report via wherosonte word. Select (WS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to
	create the macro necessary to use the feature where appropriate.
7	Select F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i>
	Reporting Menu, or select (Master) to return to the Business Applications Master
	Menu.

7A. Certified Employees with the Advance/Inhibit Flag Set Report – Example

RUN DATE: 01/29/2016 RUN TIME: 14:46:45 PROGRAM: CPICM415	CERTIFIED EMPLOYEE'S WITH ADVANCE IN CPI Cycle # 1 03/06/2015 To 10/0	HIBIT FLAG SET D6/2015	PAGE: 1
EMP # SSN NAME	STAT CLASS SEX WORK LOCATION	HIRE DT BIRTH EMP E REHIRE ETHNIC HISP IND BL& TERM DT TERM REASON	BASIS A/I WHT ASN PAC
87204 999-08-7204 BASGETT, DASN	A 03 10 MO. TEACHERS	8/01/1993 9/01/1970 1.	00 E
	F 5050 Location 005050	02	W
86953 999-08-6953 GI8CHRIST, BI8LIE	A 03 10 MO. TEACHERS	8/01/1996 2/01/1955 1.	00 A
*** NOTE: Employee is Active for This Cycle	F 5050 Location 005050	02	W

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Topic 8: Printing the Summary Proofing Report for Location, Ethnic and Termination Codes

A	PCG Dist=8991	Rel=17.04.00 02/0	02/2018 PCW 00	3 SV C:\DEVSYS	C:\SECOND	WHITE	
		Cert	ified/Classi	ified Personn	el Informatio	n System	CPIMENU
	FKey	I		Master Me	nu		
	1 2 3 5 7 9 11 13 15 31 20	Display/Up Display/Up Display/Up CPI Salary 9 CPI Reportin CPI Assignr CPI Assignr CPI Descrip CPI Descrip CPI Special	late Individual date Third Part late Personnel Schedule ng Menu Report & Trans nent File Maint ille Maintenan ille Maintenan Functions Men nization	Employee Infor y Contractors I Data emission File tenance ce Menu u nu	rmation		
M	laster ^{User} list e ← IP을 Vore c+ ore	PAY VEND MONITER MODIFIER					17.04.00
Ac	ction						
Se	lect 7	(F7 - CPI	Reporti	ng Menu)			

The following screen displays:

	PCG Dist=8991	Rel=15	.04.00	01/29/2	2016 P	CW 002	SV C	\DEVSY	S C:\S	SECONE)	٧	VHITE		
			C	ertif	ied/C	lassi	Fied I	Perso	nnel	Infor	matio	on Sys	tem		CPICP007
	FKe	y					Rep	ortin	g Men	u					
	1 2	- Pr Pr	rint Cer rint No	tified n-Cert	Empla ified E	oyee Bi imploye	ograpi ee Bio	hical/C graphi	ertific cal Int	ate Inf format	fo ion				
	_3] Pr	int Em	ploye	e Cert	ificate I	nform	ation &	& Crea	te Exp	oort CS	SV File			
	56	Pr Pr	rint Cer rint Cer	tified/ tified/	Non-C Classi	ertified ified Er	Work nploye	sheet ee Erro	or List						
	7	Pr Pr	rint Mu rint Em	ltiple ploye	Recor es Wit	d Proof th Ques	ing Re stional	port ble CP	l Inclu	de Sta	itus				
	9 10	Pr Pr	rint Cer rint Sur	tified nmary	Empla / Proo	yees V fing Re	Vith Ac port	dvance	e/Inhit	oit Flag	js A&E	Ξ			
	11] Pr	int Em	ploye	es Cei	rtificate	Prears	s Expe	rienco	e/Pay	Step				
Mas	ter ^{User} list														15.03.00
F16	 #3 **3	MONITOR	VEND MONITOR												

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Step	Action
2	Select 10 (F10 - Print Summary Proofing Report).

A	PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE -		
	Summary Proofing Report	CPICM416	
	To print a selected school/location, enter the School/Location in the School/Location field and press ENTER. Leave blank to print ALL schools/locati	ons.	
	To print an individual employee, enter the employee's number in the Individual Employee No. field and press ENTER. Leave blank to print ALL employees.		
	To print a selected class code, enter the Class Code in the Print Class field and press ENTER. Leave blank to print ALL classes.		
	School/Location:		
	Individual Employee No.:		
	Print Class:		
	Certified Only?: <u>N</u> Classified Only?: <u>N</u>		
	A = Active Select employees: <u>B</u> T = Inactive/Terminated B = Both		
ENTER	ENTER = Continue, F16 = Exit	40 00 00	
		19.02.00	

Step	Action
3	For all schools/location, and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.
	For an individual school/location, or employee: Enter the code, or select the drop-down selection icon substitution within the School/Location field, or the Individual Employee No. (Individual Employee Number) to choose the information. Proceed to <i>Step 7</i> .
4	For all payroll class codes: Leave the Print Class field blank.
	For an individual payroll class code: Enter the code or select the drop-down selection icon icon within the Print Class field to select the payroll class code for printing.
5	Enter Y (Yes) or N (No) in the Certified Only? and Classified Only fields to define the type of employee records to be selected for printing.
6	Enter the status code in the Select Employees: Active (A) or Inactive/Terminated (T) or Both (B) field to define the employee's employment status. <i>Valid codes include A (Active), T (Inactive/Terminated) or B (Both). PCGenesis defaults to</i> <i>B (Both).</i>

Step	Action
7	Select (Enter) twice.
	"** Processing Request **" briefly displays.
	PCGenesis displays the "No Records for Selection" message where appropriate. In this
	instance, select $\mathbf{F16}$ (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.

	PCG Dist=8991 Rel=15.04.00 01	/29/2016 PCW 002 SV C:\DEVSYS	C:\SECOND	WHITE							
	Cer	tified/Classified Personn	el Information	System	CP I CP 007						
	FKey 	Reporting	Menu								
	1 Print Certi 2 Print Non-	fied Employee Biographical/Cer Certified Employee Biographica	rtificate Info Il Information								
	3 Print Emp	oyee Certificate Information & (Create Export CSV	File							
	5 Print Certified/Non-Certified Worksheet 6 Print Certified/Classified Employee Error List										
	7 Print Multi 8 Print Emp	ple Record Proofing Report loyees With Questionable CPI I	nclude Status								
	9 Print Certi 10 Print Sum	fied Employees With Advance/I mary Proofing Report	nhibit Flags A&E								
	11 Print Emp	oyees Certificate/Years Experi	ence/Pay Step								
					15 03 00						
Mast F16					12.00.00						

Step	Action
8	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft [®] Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
9	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

8A. Summary Report for Proofing Location, Ethnic and Termination Codes - Example

REPORT DATE 01/29/2016 REPORT TIME 14:47:59 PROG NAME CPICM416	SUMMAR	Y REPOP SORT C	RT FOR ORDER :	ALPHA	ING LOCA BETICAL	TION, E WITHIN	THN I WORE	IC AND TERM K LOCATION	CODES	PJ	AGE 2	56		
EMPNO NAME	STAT	CLASS	CS1	WORK	ETHNIC	HOURS	T/I	R TERMDT REHIRE	HIRE HISE B'DATE	ND IND	BLK	WHT	ASN	PAC
88406 SH3H, CY3US	Т	15	435	9206	02	0.000	9	8/01/2002	8/01/1998 11/01/1967			W		
89790 SH3RRILL, SH3RELL	I	15	000	9206	02	0.000	1	2/01/2000	8/01/1989 3/01/1929					
89436 SL5DE, OR5LEE	I	13		9206	02	0.000	9	11/01/1995	10/01/1992					
88282 SN7WDEN, KA7EEM	I	15	000	9206	02	0.000	9	8/01/2004	12/01/1999					
89492 SP5NN, NU5BERS	I	13		9206	01	0.000	9	11/01/1995	8/01/1990					
86470 TH3BODEAUX, ER3OL	Т	15	999	9206	02	0.000	9	8/01/2005 1/01/2005	3/01/2001 10/01/1955			W		
88518 TI3SLEY, DE3VER	I	13	410	9206	01	0.000	9	11/01/1995	1/01/2001					
87169 TOSH, ALSENA	I	13	410	9206	01	0.000	9	11/01/1995	2/01/1990					
88636 VA5N, SH5RILYN	I	15	000	9206	02	0.000	9	8/01/2004	9/01/2001					
88034 VA7NEY, CI7A	I	15	000	9206	02	0.000	9	8/01/2004	8/01/1999					
86584 VA9DES, HO9LIS	I	15	316	9206	02	0.000	0		10/01/1999					
88696 WA9DRON, CA9MEN	I	13		9206	01	0.000	9	11/01/1995	10/01/1989					
89472 WH9ATLEY, JA9QUES	Т	15	000	9206	04	0.000	9	8/01/2002	10/01/2000			W		
89613 ZI4MER, PH4NG	I	15	000	9206	04	0.000	0		10/01/1999					
03713 EMPLOYEES														

Topic 9: Printing the Employees' Certificate/Years of Experience/Pay Step Report

	PCG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003	SV C:\DEVSY	S C:\SECO	ND	WHITE	
			Certified	/Classif	ied Perso	nnel Inf	ormatio	n System	CPIMENU
	FKey	,			Master	Menu			
	1	- J Display	//Update In	dividual E	mployee In	formation			
	2	Display Display	//Update Th //Undate Pr	ird Party ersonnel I	Contractors Data				
	F								
	7	⊥ CPISa ⊥ CPIRe	ary Schedu porting Mer	ne 1u					
	9	l Create	CPI Benort	& Transm	ussion File				
	11	CPI As	signment Fi	le Mainte	nance				
	13	Certific	ate File Ma	intenance	Menu				
	15	CPI De	scription Co	ode Menu					
	31] CPI Sp	ecial Functi	ons Menu	ı				
	20	File Re	organizatio	n					
Mast	er ^{User} list								17.04.00
F16	- (#3) ^v ~3	PAY VENI MONITOR MONITOR	2						
	Action								
	Action								
		7							

1 Select 7 (F7 - CPI Reporting Menu).

	PCG Dist=8991	Rel=15.04.00 01/29/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
		Certified/Classified Personnel Information System	CP I CP 007
	FKey 	y Reporting Menu	
	1] Print Certified Employee Biographical/Certificate Info] Print Non-Certified Employee Biographical Information	
	3] Print Employee Certificate Information & Create Export CSV File	
	5	」 Print Certified/Non-Certified Worksheet 」 Print Certified/Classified Employee Error List	
	7 8] Print Multiple Record Proofing Report] Print Employees With Questionable CPI Include Status	
	9 10	」 Print Certified Employees With Advance/Inhibit Flags A&E 」 Print Summary Proofing Report	
	11] Print Employees Certificate/Years Experience/Pay Step	
	1		15 82 88
F16	er ^{oser} list D (1923) Words	PACTOR MENDE	12.00.00

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Step	Action
2	Select 11 (F11 - Print Certified Employees High Cert./Years Exp./Pay Step).

	PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE	_		\times
	Employees Certificate/Years Experience/Pay Step		CPICM	417
	To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.			
	To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.			
	School/Location:			
	A = Active Select Employees: <u>A</u> I = Inactive B = Both			
	C = Certified Pay Class Type: <u>B</u> P = Paraprofessional B = Both			
	Select SSN print option:			
NTER	ENTER = Continue, F16 = Exit		24.01	. 00

Step	Action
3	 For all schools/locations: Leave the School/Location field blank. For an individual school/location: Enter the code, or select the drop-down selection icon ✓ within the School/Location field to choose the information.
4	Enter the status code in the Select Employees field to define the type of employee records to be included. <i>Valid codes include A (Active), I (Inactive/Terminated) or B (Both). PCGenesis Defaults to A (Active).</i>
5	Enter the pay class type in the Pay Class Type field to define the type of pay class records to be included. <i>Valid codes include C (Certified), P (Paraprofessional) or B (Both).). PCGenesis Defaults to B (Both).</i>
6	Select the • radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.

Step	Action
7	Select (Enter) twice.
	"** Processing Request **" briefly displays.

	PCG Dist=89	91 Rel=1	15.04.00 01/29/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE									
			Certified/Classified Personnel Information System	CPICP007								
	FI	Key	Reporting Menu									
	 - Print Certified Employee Biographical/Certificate Info - Print Non-Certified Employee Biographical Information 											
	3 Print Employee Certificate Information & Create Export CSV File											
	_	5 F 6 F	Print Certified/Non-Certified Worksheet Print Certified/Classified Employee Error List									
		7 F 8 F	Print Multiple Record Proofing Report Print Employees With Questionable CPI Include Status									
		9 F 10 F	Print Certified Employees With Advance/Inhibit Flags A&E Print Summary Proofing Report									
		11 F	Print Employees Certificate/Years Experience/Pay Step									
Mas	ter ^{User} list			15.03.00								
F16	<mark>> @3</mark> **											

Step	Action
8	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
9	Select F16 - Exit) to return to the <i>Certified/Classified Personnel Information System</i> <i>Reporting Menu</i> , or select Master (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .

9A. Employees Certificate/Years Experience/Pay Step Report -Example

RUN DATE: 12/03/2018 RUN TIME: 12:54:34 PROGRAM: CPICM417	Employees Cer SORT OR	tificate DER: L(e/Years DCATION,	Exper , CLAS	cience/Pay S S, ALPHA	tep					PAGE:	1
EMP # SSN NAME	STATUS	CLASS	PAR	WORK LOC	HIRE/REHIRE DATE	CERT LEVL	YEARS EXP.	PAY STEP	CONT. DAYS	CONT. SAL.		
089587 999-08-9587 AL4RECHT, CA4MELO	А	07		0103	08/03/15	5	17	L4	190	63624		- 1
087728 999-08-7728 AR9STEAD, MI9HEL	А	07		0103	08/02/13	5	15	L3	190	60994		
088155 999-08-8155 AS9TON, YV9NE	А	07		0103	01/15/01	6	18	L4	190	71792		
089654 999-08-9654 BL2M, NI2KOLAS	А	07		0103	01/02/17	6	23	L6	190	77576		- 1
089117 999-08-9117 BO7RQUE, ON7E	А	07		0103	08/14/96	4	23	L6	190	57960		
089753 999-08-9753 BO8SER, JO8SPH	А	07		0103	08/01/16	4	1	Е	190	40871		- 1
087988 999-08-7988 BR5THERS, AL5YNA	А	07		0103	08/18/98	6	29	L6	190	79903		- 1
088438 999-08-8438 CO7TRELL, RE7A	А	07		0103	08/05/08	6	17	L4	190	71792		- 1
087704 999-08-7704 CO9NEY, LO9D	А	07		0103	09/11/12	4	7	5	190	45097		- 1
089935 999-08-9935 CR2NDALL, ST2PANIE	А	07		0103	08/03/04	4	15	L3	190	53039		- 1
087900 999-08-7900 CR5WLEY, PR5SCILA	А	07		0103	08/18/98	6	21	L6	190	76116		- 1
087508 999-08-7508 DO4DY, CI4DERELLA	А	07		0103	08/02/05	5	26	L6	190	71836		- 1
087077 999-08-7077 EL9SWORTH, LI9LIANA	А	07		0103	07/31/17	4	3	1	190	40871		- 1
087094 999-08-7094 ET8ERIDGE, CH8UNCEY	А	07		0103	08/04/14	5	23	L6	190	69449		- 1
087755 999-08-7755 FE6NANDES, RE6INIA	А	07		0103	08/01/16	5	5	3	190	48412		- 1
089697 999-08-9697 FE8DER, FL8TA	А	07		0103	08/01/16	7	22	L6	190	83600		
089744 999-08-9744 FU9ATE, MI9HEL	А	07		0103	01/02/97	5	22	L6	190	66651		- 1
088068 999-08-8068 GO6DEN, KR6STEEN	А	07		0103	07/31/17	6	18	L4	190	70992		- 1
087105 999-08-7105 JA5RELL, PA5TY	А	07		0103	09/20/17	4	3	1	90	21048		
088059 999-08-8060 MAGAN, JE6	А	07		0103	08/15/00	6	24	L6	190	78376		
088587 999-08-8587 NA5LOR, MA5QUITTA	А	07		0103	09/10/13	5	6	4	190	50349		
087967 999-08-7967 PU2LEN, BR2T	А	07		0103	08/14/96	6	25	L6	190	79903		
089717 999-08-9717 RU4S, JU4E	А	07		0103	08/18/98	6	21	L6	190	75316		
087188 999-08-7188 SH3H, DE3E	А	07		0103	08/04/14	5	22	L6	190	67451		
089306 999-08-9306 SH3LER, LU3IEN	A	07		0103	08/01/12	5	26	L6	190	71509		