




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

6/28/2019

Section E: CPI Report Processing, V2.9

## Revision History

| Date       | Version | Description   | Author      |
|------------|---------|---|-------------|
| 6/28/2019  | 2.9     | 19.02.00 – Increased assignments from 6 to 15. Add button bar to screenshots.   | D. Ochala   |
| 12/03/2018 | 2.8     | 18.03.01 – Remove <b>Infield Status</b> field from reports.   | D. Ochala   |
| 02/02/2018 | 2.7     | 18.01.00 – Update menu screenshots.   | D. Ochala   |
| 09/20/2017 | 2.6     | 17.03.00 – Update <i>Topic 6: Printing the Employees with Questionable CPI Include Status Report</i> .  | D. Ochala   |
| 01/29/2016 | 2.5     | 15.04.00 – Update <i>Topic 2: Printing Employees' Certificate Information</i> .   | D. Ochala   |
| 01/07/2014 | 2.4     | 13.04.00 – Update DOE logo and screenshots.   | D. Ochala   |
| 03/31/2009 | 2.3     | 09.01.00 – Added CPI ethnicity code change information and screenshot examples. Section title changed to “Section E”.   | C. W. Jones |
| 09/26/2008 | 2.2     | 08.03.00 – Added <i>Long Term Substitute</i> and <i>HB210/SB327 Retiree</i> information, and drop-down selection icon  feature information and instructions. | C. W. Jones |
| 03/25/2008 | 2.1     | 08.01.00 – Added <i>Certified/Classified Employee Error List</i> error message for employees without salary information.  | C. W. Jones |
| 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.

**Long Term Substitute Information:** 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. User must select at least one race code.

**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.

**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.

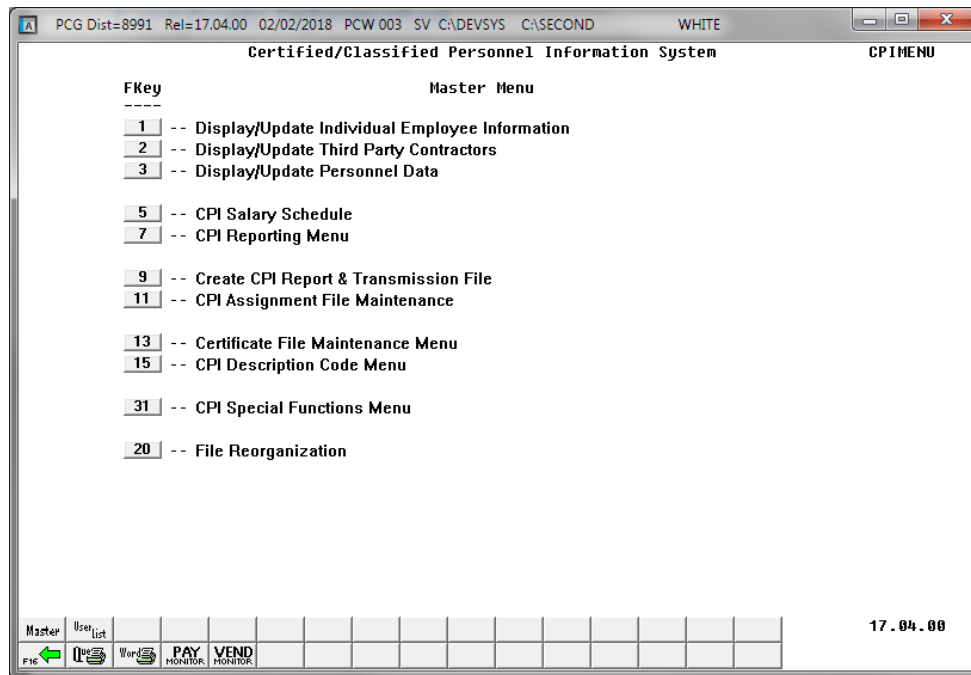
**Employees' Certificate/Years of Experience/Pay Step Report:** The *Certificate/Years Experience/Pay Step Report* lists the certificate level, total years of experience, and current pay step for certified employees including paraprofessionals. Print the report for active and inactive employees, and 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

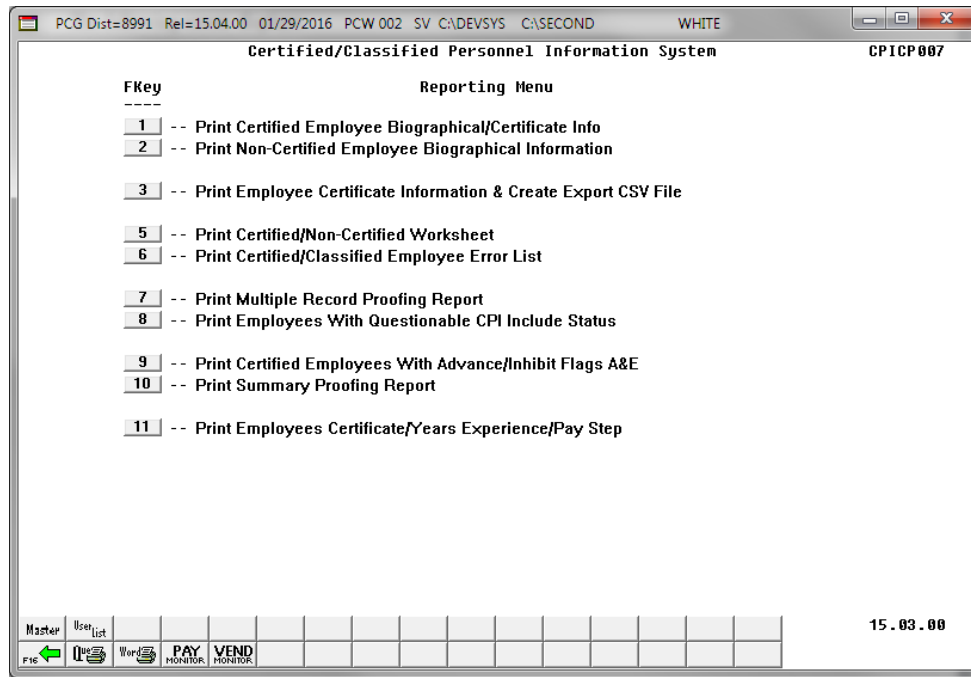
| Step | Action  |
|------|---|
| 1    | From the <i>Business Applications Master Menu</i> , select <b>4</b> (F4 - Certified/Classified Personnel Information System). |

The following screen displays:



| Step | Action                                     |
|------|--|
| 2    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



| Step | Action   |
|------|--|
| 3    | <p><b>For Certified employees:</b> Select <b>1</b> (F1 - Print Certified Employee Biographical/Certificate Information).</p> <p><b>For Non-Certified (Classified) employees:</b> Select <b>2</b> (F2 - Print Non-Certified Employee Biographical Information).</p> |



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

PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CPICM411

**CERTIFIED BIOGRAPHICAL/CERTIFICATE INFORMATION**

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?:  (Y or N)

ENTER = Continue, F16 = Exit

19.02.00

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

PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CPICM412

**NON-CERTIFIED BIOGRAPHICAL INFORMATION**

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'.

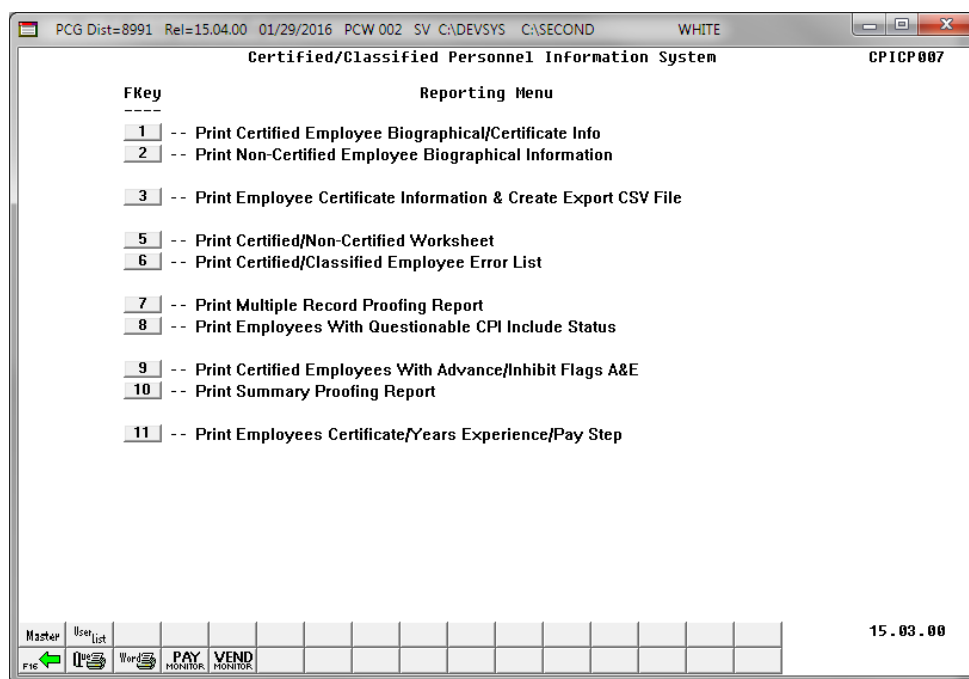
Print long term subs only?:  (Y or N)



ENTER = Continue, F16 = Exit



19.02.00

| Step | Action   |
|------|--|
| 4    | <p><b>For all schools/locations, and employees:</b> Leave the <b>School/Location</b> and the <b>Individual Employee No.</b> (Individual Employee Number) fields blank.</p> <p><b>For an individual school/location, or employee:</b> Enter the code, or select the drop-down selection icon  within the <b>School/Location</b> field or the <b>Individual Employee No.</b> (Individual Employee Number) fields to choose the information.</p> |
| 5    | <b>For HB210/SB327 Retirees <u>Only</u>:</b> Enter Y (Yes) in the <b>Print rehired retirees only?</b> field.   |
| 6    | <b>For Long Term Substitutes <u>Only</u>:</b> Enter Y (Yes) in the <b>Print long term substitutes only?</b> Field  |
| 7    | <p>Select  (<b>Enter</b>) <u>twice</u>.</p> <p>“** Processing Request **” briefly displays.</p>   |

The following screen displays:



| Step | Action   |
|------|--|
| 8    | <p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |

| Step | Action  |
|------|---|
| 9    | Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

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

RUN DATE: 12/03/2018 CERTIFIED EMPLOYEE BIOGRAPHICAL/CERTIFICATE INFORMATION PAGE: 2  
 RUN TIME: 12:35:21 CPI Cycle # 3 03/02/2017 To 06/30/2018  
 PROGRAM: CPICM411

EMPLOYEE NO: 87728 SSN: 999-08-7728 NAME: AR9STEAD, MI9HEL  
 PAY CLASS: 07 CERTIFIED 10 MONTH HIRE DATE: 8/02/2013  
 WORK LOC: 0103 Location 000103 REHIRE DATE:  
 STATUS: A TERMINATION:  
 BIRTH DATE: 6/01/1980 DATE:  
 SEX: F REASON:  
 ETHNIC CODE: 02 HISPANIC: N RACE CODES: WHITE

EMPLOYMENT BASIS: 1.00 STATE YEARS EXP: 15 STATE PAY STEP: L3  
 ADVANCE INHIBIT:  
 ANNUAL CONTRACT DAYS: 190 ANNUAL CONTRACT AMOUNT: 60994.00  
 ANNUAL CERT: N

CERTIFICATE LEVEL: 5 EFF DATE: 03/23/2007 CERT ID: 455624 OPEN CASE?: N  
 CERTIFICATES ON FILE

| FIELD CODE | FIELD NAME                      | CERT TYPE | PROF/RENEW | VALID FROM | TO   |
|------------|---------------------------------|-----------|------------|------------|------|
| 694        | CLEARANCE CERTIFICATE           | C         | Y          | 07/01/2013 | 2018 |
| 808        | EARLY CHILDHOOD EDUCATION (P-5) | SRT       | Y          | 07/01/2013 | 2018 |
| 852        | CONCENTRATION-SCIENCE           | SRT       | Y          | 07/01/2013 | 2018 |
| 854        | CONCENTRATION-SOCIAL SCIENCE    | SRT       | Y          | 07/01/2013 | 2018 |
| 881        | GIFTED IN-FIELD                 | SRT       | Y          | 07/01/2015 | 2018 |

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

RUN DATE: 12/03/2018 CERTIFIED EMPLOYEE BIOGRAPHICAL/CERTIFICATE INFORMATION PAGE: 337  
 RUN TIME: 12:45:52 CPI Cycle # 3 03/02/2017 To 06/30/2018  
 PROGRAM: CPICM411

EMPLOYEE NO: 88298 SSN: 999-08-8298 NAME: CH2STAIN, TO2A  
 PAY CLASS: 07 CERTIFIED 10 MONTH HIRE DATE: 9/13/2016  
 WORK LOC: 8012 Location 008012 REHIRE DATE: 1/02/2017 **SB 327 REHIRED RETIREE**  
 STATUS: A TERMINATION:  
 BIRTH DATE: 9/01/1959 DATE:  
 SEX: F REASON:  
 ETHNIC CODE: 02 HISPANIC: N RACE CODES: WHITE

EMPLOYMENT BASIS: 1.00 STATE YEARS EXP: 0 STATE PAY STEP:  
 ADVANCE INHIBIT:  
 ANNUAL CONTRACT DAYS: 000 ANNUAL CONTRACT AMOUNT: 11964.00  
 ANNUAL CERT: N

CERTIFICATE LEVEL: 1 EFF DATE: 01/01/2017 CERT ID: 123456789 OPEN CASE?: N  
 CERTIFICATES ON FILE

| FIELD CODE | FIELD NAME   | CERT TYPE | PROF/RENEW | VALID FROM | TO   |
|------------|--------------|-----------|------------|------------|------|
| 594        | GRAPHIC ARTS | D         | Y          | 01/01/2017 | 2020 |

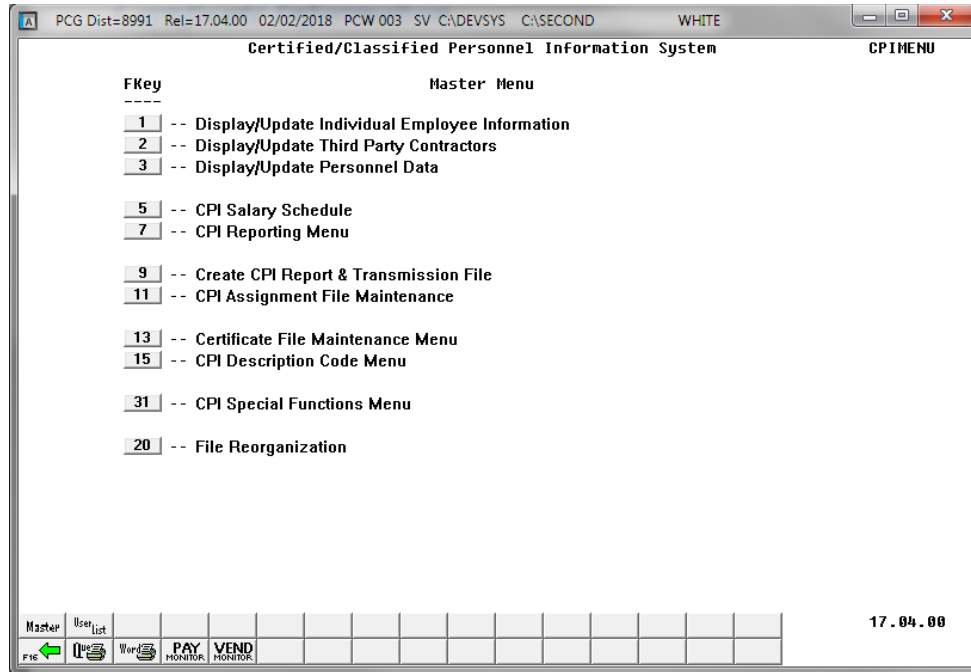
**1C. Non-Certified Employee Biographical Information Report – Example**

| RUN DATE: 09/20/2017<br>RUN TIME: 09:40:13<br>PROGRAM: CPICM412 |             |                   | NON-CERTIFIED EMPLOYEE BIOGRAPHICAL INFORMATION<br>CPI Cycle # 3 07/01/2016 To 06/30/2017 |                      |                   |                         |      |     | PAGE: 1   |     |     |     |
|---|-------------|-------------------|---|----------------------|-------------------|-------------------------|------|-----|-----------|-----|-----|-----|
| EMP #   | SSN         | NAME              | STAT  | CLASS                | BIRTH             | ETHNIC                  | HISP | IND | BLK       | WHT | ASN | PAC |
|   |             |                   | SEX   | WORK LOCATION        | REHIRE<br>TERM DT | WRK DAYS<br>TERM REASON | YRS  | EXP | EMP BASIS |     |     |     |
| 87856   | 999-08-7856 | BRNNER, ALSENA    | A   | 02 TEACHER AIDES     | 8/01/1961         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 12/19/2007        | 186                     | 9    |     | 1.00      |     |     | W   |
|   |             |                   |   |                      | 12/18/2007        | 9 RESIGNATION           |      |     |           |     |     |     |
| 88054   | 999-08-8057 | CA3NES, DU3TY     | A   | 02 TEACHER AIDES     | 5/01/1974         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 |                   | 186                     | 0    |     | 1.00      |     |     | W   |
| 89471   | 999-08-9471 | GA4N, MA4CELINO   | T   | 02 TEACHER AIDES     | 2/01/1980         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 8/04/2014         | 180                     | 2    |     | 1.00      |     |     | W   |
|   |             |                   |   |                      | 9/23/2016         | 9 RESIGNATION           |      |     |           |     |     |     |
| 87307   | 999-08-7307 | GE7TILE, ST7CEY   | A   | 02 TEACHER AIDES     | 10/01/1995        | 04                      | H    |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 |                   | 186                     | 0    |     |           |     |     |     |
| 87477   | 999-08-7478 | GR7BER, DA7IEN    | A   | 02 TEACHER AIDES     | 6/01/1969         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 |                   | 186                     | 4    |     | 1.00      |     |     | W   |
| 87794   | 999-08-7794 | HA6, LE6ARD       | A   | 02 TEACHER AIDES     | 9/01/1968         | 04                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 8/04/2003         | 186                     | 13   |     |           |     |     |     |
|   |             |                   |   |                      | 5/31/2002         | 9 RESIGNATION           |      |     | 1.00      |     |     |     |
| 89002   | 999-08-9003 | HI7ALGO, VE7ETTA  | A   | 02 TEACHER AIDES     | 2/01/1976         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 |                   | 186                     | 2    |     | 1.00      |     |     | W   |
| 88008   | 999-08-8008 | HU7SON, RU7IN     | A   | 02 TEACHER AIDES     | 3/01/1970         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 8/03/2010         | 186                     | 6    |     | 1.00      |     |     | W   |
| 87328   | 999-08-7328 | MC7RIHUR, JO7ANNE | T   | 02 TEACHER AIDES     | 3/01/1976         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 9/25/2016         | 186                     | 9    |     |           |     |     |     |
|   |             |                   |   |                      | 5/23/2017         | 9 RESIGNATION           |      |     | 0.79      |     |     | W   |
| 88455   | 999-08-8455 | ME4NS, BO4BIE     | A   | 02 TEACHER AIDES     | 5/01/1987         | 04                      |      |     |           |     |     |     |
|   |             |                   | M   | 0100 Location 000100 |                   | 0                       | 0    |     |           |     |     |     |
|   |             |                   |   |                      |                   |                         |      |     | 1.00      |     |     |     |
| 89472   | 999-08-9472 | TH3RP, ED3IS      | A   | 02 TEACHER AIDES     | 1/01/1984         | 02                      |      |     |           |     |     |     |
|   |             |                   | F   | 0100 Location 000100 | 9/28/2015         | 186                     | 2    |     | 1.00      |     |     | W   |

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

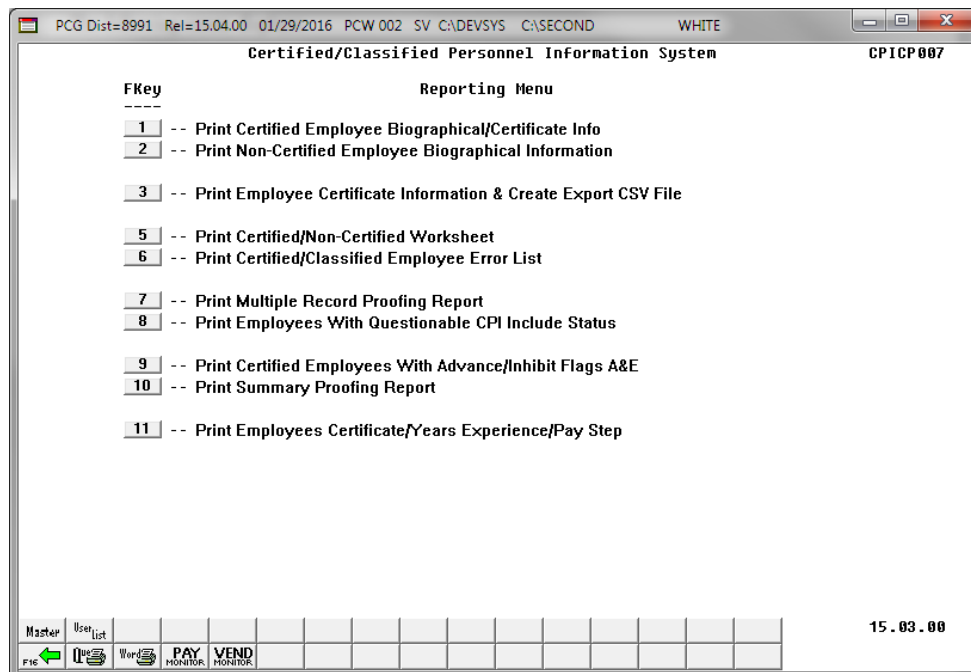
| RUN DATE: 09/20/2017<br>RUN TIME: 09:36:12<br>PROGRAM: CPICM412 |             |   | NON-CERTIFIED EMPLOYEE BIOGRAPHICAL INFORMATION<br>CPI Cycle # 3 07/01/2016 To 06/30/2017 |                            |                                   |             |            | PAGE: 1    |              |            |
|---|-------------|---|---|----------------------------|-----------------------------------|-------------|------------|------------|--------------|------------|
| EMP #   | SSN         | NAME                                      | STAT CLASS<br>SEX WORK LOCATION   | BIRTH<br>REHIRE<br>TERM DT | ETHNIC<br>WRK DAYS<br>TERM REASON | HISP<br>YRS | IND<br>EXP | BLK<br>EMP | WHT<br>BASIS | ASN<br>PAC |
| 88712   | 999-08-8712 | AM3DOR, MA3IN<br>LONG TERM SUBSTITUTE     | A 03 SUBSTITUTE TEACHERS<br>F 6793 Location 006793  | 12/01/1982                 | 02<br>0                           | 0           | 0          | 1.00       | W            |            |
| 89611   | 999-08-9611 | ME4CHANT, MA4NARD<br>LONG TERM SUBSTITUTE | A 03 SUBSTITUTE TEACHERS<br>F 6793 Location 006793  | 8/01/1963                  | 02<br>0                           | 0           | 0          | 1.00       | W            |            |
| 88082   | 999-08-8082 | RE3TERIA, ZA3E<br>LONG TERM SUBSTITUTE    | T 03 SUBSTITUTE TEACHERS<br>M 6793 Location 006793  | 3/01/1964<br>5/23/2017     | 02<br>9 RESIGNATION               | 0           | 0          | 1.00       | W            |            |
| 87277   | 999-08-7277 | TO2LIVER, BO2G<br>LONG TERM SUBSTITUTE    | T 03 SUBSTITUTE TEACHERS<br>F 6793 Location 006793  | 4/01/1971<br>5/23/2017     | 02<br>9 RESIGNATION               | 0           | 0          | 1.00       | W            |            |

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



| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



| Step | Action   |
|------|--|
| 2    | Select <b>3</b> (F3 - Print Employee Expired Certificate Information). |

The following screen displays:

PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 002 SV C:\DEV\SVS C:\SECOND WHITE

**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: 2016

Pay Class Type: B

C = Certified  
P = Paraprofessional  
B = Both

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\CPIcrt20160129.CSU




NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 = Browse for File, F16 = Exit

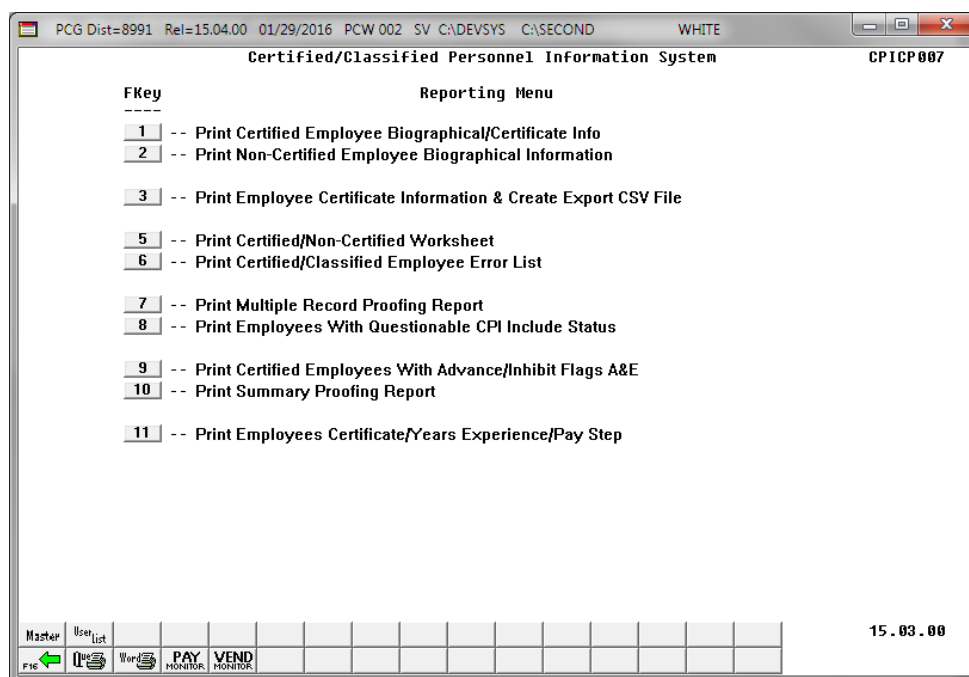
15.03.01





| Step | Action   |
|------|--|
| 3    | <p><b>For all schools and locations:</b> Leave the <b>School/Location</b> field blank.</p> <p><b>For an individual school or location:</b> Enter the code, or select the drop-down selection icon  within the <b>School/Location</b> field to choose the information.</p> |
| 4    | <p><b>For a specific expiration date:</b> Enter the year (CCYY) in the <b>Expire Year</b> field.</p> <p><b>To print ALL certificates regardless of the expiration date:</b> Enter spaces in the <b>Expire Year</b> field.</p> <p><i>PCGenesis defaults to the current calendar year.</i></p>   |
| 5    | <p>Enter the pay class type in the <b>Pay Class Type</b> field.</p> <p>Valid codes include <b>C</b> (Classified), <b>P</b> (Paraprofessional), and <b>B</b> (Both).</p> <p><i>PCGenesis defaults to <b>B</b> (Both).</i></p>   |
| 6    | <p>Select the radio button  to left of the appropriate response in the <b>Create CPI Certificate List to Load in Excel?</b> field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.</p>               |



| Step | Action   |
|------|--|
| 7    | <b>If creating an export file:</b> Verify the C:\EXPORT folder exists, or create the folder where appropriate.   |
| 8    | <b>If creating an export file:</b> Enter C:\EXPORT\CPICrctccyymmdd.csv in the <b>Enter File Name and Path for Export File</b> field, or select  (F10 - to Browse for file) to locate the file manually.  |
| 9    | <p>Select  (Enter) <u>twice</u>.</p> <p>*** Processing Request *** briefly displays.</p> <p><b>If creating an export file:</b> 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.</p> <p>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.</p> |

The following screen displays:



| Step | Action   |
|------|--|
| 10   | <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |
| 11   | <p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>   |

## 2A. Employee Certificate Information Report - Example

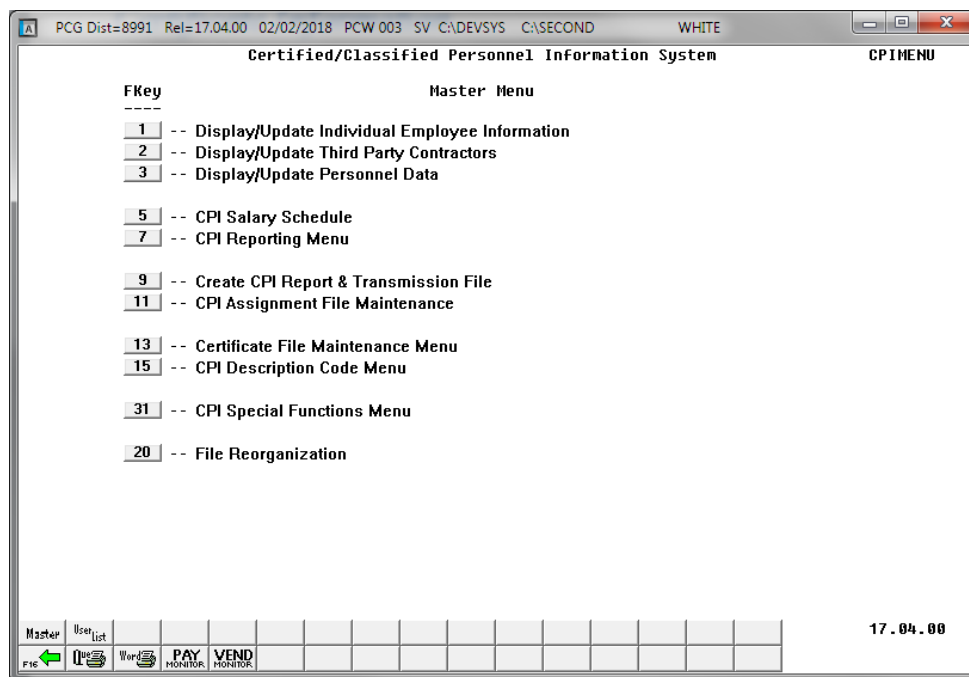
RUN DATE: 01/29/2016  
 RUN TIME: 14:24:51  
 PROGRAM: CPIQM413

### EMPLOYEE EXPIRED CERTIFICATE INFORMATION

PAGE: 1

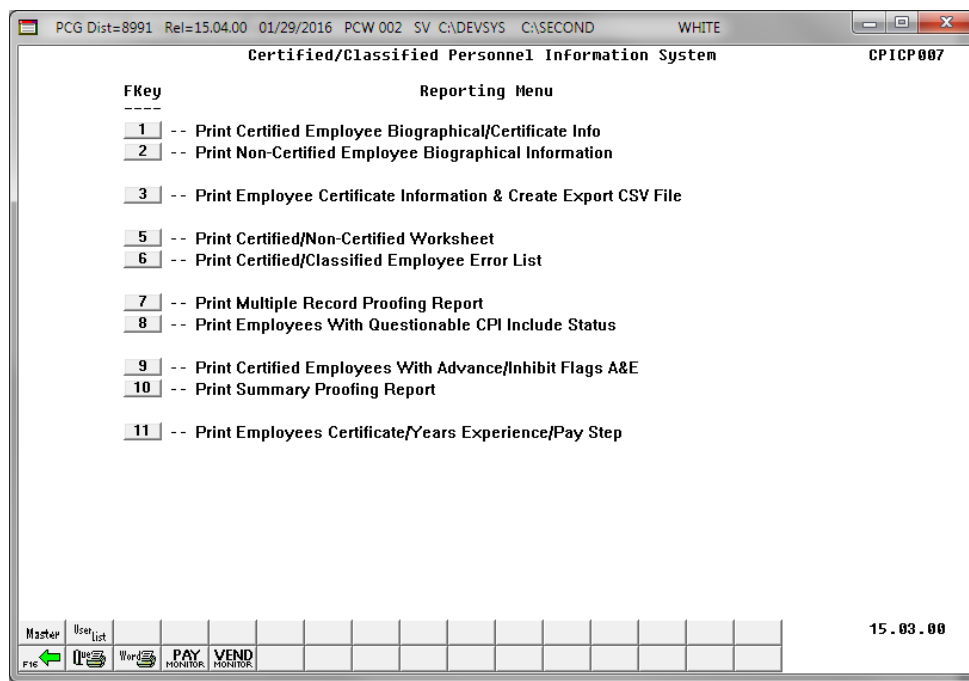
| EMP NO | NAME                 | SSN         | CLS | LOC  | FIELD CODE/NAME                    | CRT | TYP | RENEW | PAR | VALID FROM | TO   |
|--------|----------------------|-------------|-----|------|------------------------------------|-----|-----|-------|-----|------------|------|
| 087633 | APSELEGATE, SH8QUANA | 999-08-7633 | 03  | 0101 | 743 MATHEMATICS (7-12)             | NT  | N   |       |     | 07/01/2014 | 2017 |
| 087633 | APSELEGATE, SH8QUANA | 999-08-7633 | 03  | 0101 | 809 MIDDLE GRADES (4-8)            | SRT | Y   |       |     | 07/27/2013 | 2018 |
| 087633 | APSELEGATE, SH8QUANA | 999-08-7633 | 03  | 0101 | 851 CONCENTRATION-MATH             | SRT | Y   |       |     | 07/27/2013 | 2018 |
| 087633 | APSELEGATE, SH8QUANA | 999-08-7633 | 03  | 0101 | 854 CONCENTRATION-SOCIAL STUDIES   | SRT | Y   |       |     | 07/27/2013 | 2018 |
| 086511 | BEZUCHAMP, CA2LEE    | 999-08-6511 | 03  | 0101 | 798 SPED GENERAL CURR. P-12 CONSUL | SRT | Y   |       |     | 09/11/2011 | 2016 |
| 086511 | BEZUCHAMP, CA2LEE    | 999-08-6511 | 03  | 0101 | 805 SP ED ADAPTED CURRI(P-12)CONS  | SRT | Y   |       |     | 09/11/2011 | 2016 |
| 086511 | BEZUCHAMP, CA2LEE    | 999-08-6511 | 03  | 0101 | 942 SPED SS COGN. (P-5, 4-8,6-12)  | SRT | Y   |       |     | 09/11/2011 | 2016 |
| 087950 | BESANCOURT, HE3TH    | 999-08-7950 | 03  | 0101 | 797 SPED ED DEAF ED (P-12) CONSULT | SRT | Y   |       |     | 12/13/2014 | 2019 |
| 087950 | BESANCOURT, HE3TH    | 999-08-7950 | 03  | 0101 | 798 SPED GENERAL CURR. P-12 CONSUL | SRT | Y   |       |     | 12/13/2014 | 2019 |
| 087950 | BESANCOURT, HE3TH    | 999-08-7950 | 03  | 0101 | 941 SPED SOC.SCI COG LEVEL P-5,4-8 | SRT | Y   |       |     | 12/13/2014 | 2019 |
| 088278 | BESMAN, NO3UKO       | 999-08-8278 | 03  | 0101 | 694 CLEARANCE                      | C   | N   |       |     | 07/01/2011 | 2016 |
| 088278 | BESMAN, NO3UKO       | 999-08-8278 | 03  | 0101 | 748 SCIENCE (7-12)                 | SRT | Y   |       |     | 05/08/2015 | 2020 |
| 088278 | BESMAN, NO3UKO       | 999-08-8278 | 03  | 0101 | 753 EARTH/SPACE SCIENCE (7-12)     | SRT | Y   |       |     | 05/08/2015 | 2020 |
| 088278 | BESMAN, NO3UKO       | 999-08-8278 | 03  | 0101 | 852 CONCENTRATION-SCIENCE          | SRT | Y   |       |     | 05/08/2015 | 2020 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 755 HISTORY (6-12)                 | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 756 POLITICAL SCIENCE (7-12)       | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 757 ECONOMICS (7-12)               | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 759 GEOGRAPHY (7-12)               | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 766 BEHAVIORAL SCIENCE (7-12)      | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 088739 | BEGAVIDES, RO6Y      | 999-08-8739 | 03  | 0101 | 881 GIFTED IN-FIELD                | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 087240 | BL9NKL, LE9UEL       | 999-08-7240 | 30  | 0101 | 704 EDUCATIONAL LEADERSHIP (P-12)  | SRL | Y   |       |     | 07/01/2012 | 2017 |
| 087240 | BL9NKL, LE9UEL       | 999-08-7240 | 30  | 0101 | 738 GERMAN (7-12)                  | SRT | Y   |       |     | 07/01/2012 | 2017 |
| 087240 | BL9NKL, LE9UEL       | 999-08-7240 | 30  | 0101 | 837 SPANISH (P-12)                 | SRT | Y   |       |     | 07/01/2012 | 2017 |
| 087240 | BL9NKL, LE9UEL       | 999-08-7240 | 30  | 0101 | 838 GERMAN (P-12)                  | SRT | Y   |       |     | 07/01/2012 | 2017 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 798 SPED GENERAL CURR. P-12 CONSUL | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 805 SP ED ADAPTED CURRI(P-12)CONS  | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 808 EARLY CHILDHOOD EDUCATION (P-5 | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 910 SPED MATH COGNITIVE LEVEL P-5  | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 920 SPED SCIENCE COG. LEVEL P-5    | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 930 SPED LANG. ARTS COG. P-5       | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 941 SPED SOC.SCI COG LEVEL P-5,4-8 | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 088611 | BOERGEIS, PEGRONILA  | 999-08-8611 | 03  | 0101 | 950 SPED READING COG. LEVEL P-5    | SRT | Y   |       |     | 07/01/2013 | 2018 |
| 089061 | BU4ORD, LE4NY        | 999-08-9061 | 03  | 0101 | 587 HEALTH OCCUPATIONS CLUSTER     | SRT | Y   |       |     | 07/01/2012 | 2017 |
| 088521 | BUSCH, CH8RIESETTA   | 999-08-8521 | 04  | 0101 | 691 PARA EDUCATOR                  | PAR | N   |       | P   | 07/01/2014 | 2019 |
| 087625 | BUSCHETT, RO8ELEE    | 999-08-7625 | 03  | 0101 | 743 MATHEMATICS (7-12)             | NNT | N   |       |     | 07/01/2013 | 2016 |
| 087369 | CASDONA, EL8ONOR     | 999-08-7369 | 03  | 0101 | 730 ENGLISH (7-12)                 | SRT | Y   |       |     | 07/01/2014 | 2019 |
| 087110 | CH3NCE, MASIANELA    | 999-08-7110 | 03  | 0101 | 764 ART (P-12)                     | SRT | Y   |       |     | 07/01/2014 | 2019 |
| 087094 | CL3UD, SA3           | 999-08-7094 | 03  | 0101 | 730 ENGLISH (7-12)                 | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 087094 | CL3UD, SA3           | 999-08-7094 | 03  | 0101 | 881 GIFTED IN-FIELD                | SRT | Y   |       |     | 07/01/2010 | 2015 |
| 089882 | COT7EY, MO7TE        | 999-08-9882 | 03  | 0101 | 743 MATHEMATICS (7-12)             | SRT | Y   |       |     | 07/01/2014 | 2019 |
| 089882 | COT7EY, MO7TE        | 999-08-9882 | 03  | 0101 | 783 BUSINESS EDUCATION (7-12)      | SRT | Y   |       |     | 07/01/2014 | 2019 |
| 089882 | COT7EY, MO7TE        | 999-08-9882 | 03  | 0101 | 809 MIDDLE GRADES (4-8)            | SRT | Y   |       |     | 07/01/2009 | 2019 |
| 089882 | COT7EY, MO7TE        | 999-08-9882 | 03  | 0101 | 851 CONCENTRATION-MATH             | SRT | Y   |       |     | 07/01/2014 | 2019 |
| 089882 | COT7EY, MO7TE        | 999-08-9882 | 03  | 0101 | 881 GIFTED IN-FIELD                | SRT | Y   |       |     | 07/01/2014 | 2019 |

## Topic 3: Printing Employees' Worksheets



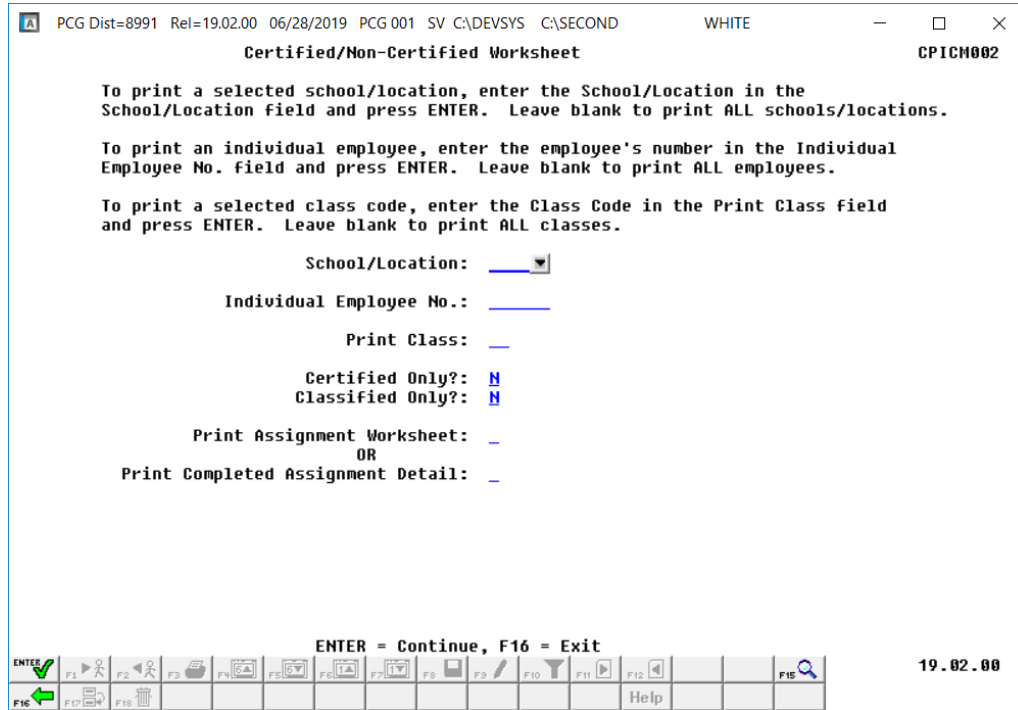
| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



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

The following screen displays:




PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSY C\SECOND WHITE CPICM002

**Certified/Non-Certified Worksheet**

To print a selected school/location, enter the School/Location in the School/Location field and press ENTER. Leave blank to print ALL schools/locations.

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?: **N**


















Classified Only?: **N**




Print Assignment Worksheet: \_\_\_\_\_

OR

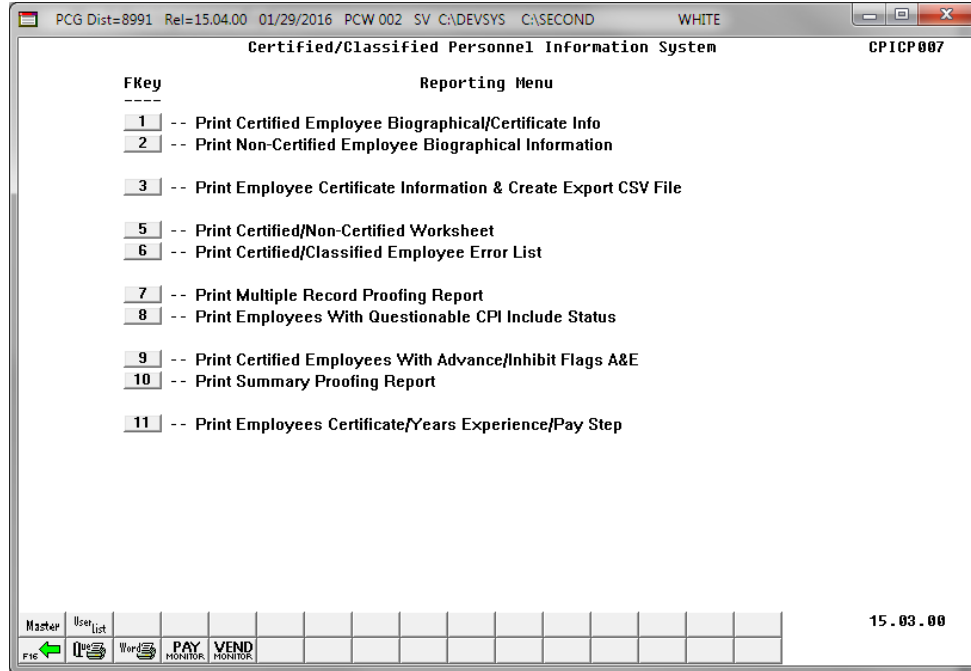
Print Completed Assignment Detail: \_\_\_\_\_





ENTER = Continue, F16 = Exit

ENTER                  19.02.00

| Step | Action  |
|------|---|
| 3    | <p><b>For all schools/locations and employees:</b> Leave the <b>School/Location</b> and the <b>Individual Employee No.</b> (Individual Employee Number) fields blank.</p> <p><b>For an individual school/location, or employee:</b> Enter the code, or select the drop-down selection icon  within the <b>School/Location</b> or the <b>Individual Employee No.</b> (Individual Employee Number) fields to choose the information.</p> |
| 4    | Enter the payroll class code, or select the drop-down selection icon  within the <b>Print Class</b> field to select a specific payroll class code for the report, or leave the field blank to select all payroll class codes.  |
| 5    | Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>Certified Only?</b> <u>and</u> <b>Classified Only?</b> fields to define the type of employee records to be selected for printing on the report.   |
| 6    | Enter <b>Y</b> (Yes) in the <b>Print Assignment Worksheet</b> <u>or</u> the <b>Print Completed Assignment Detail</b> field to define the type of worksheet to be printed.   |
| 7    | <p>Select  (<b>Enter</b>) <u>twice</u>.</p> <p>“** Processing Request **” briefly displays.</p>  |

The following screen displays:



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

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

RUN DATE: 01/29/2016  
 RUN TIME: 14:30:09  
 PROGRAM: CPICM002

PAGE: 1

CERTIFIED/NON-CERTIFIED WORKSHEET  
 SORT ORDER: LOCATION/CLASS/ALPHA

EMPLOYEE NO: 87633      SSN: 999-08-7633      NAME: APSLEGATE, SH8QUANA  
 PAY CLASS: 03      10 MO. TEACHERS      HIRE DATE: 8/01/2010  
 WORK LOC: 0101      Location 000101      REHIRE DATE:  
 STATUS: A      TERMINATION:  
 BIRTH DATE: 4/01/1985      DATE:  
 SEX: M      REASON:  
 ETHNIC CODE: 02      HISPANIC: N      RACE CODES: WHITE

CERTIFICATE LEVEL: 5      EFF DATE: 05/10/2014      CERT ID: 1017280      OPEN CASE?: N

| FIELD CODE |  | FIELD NAME                   | CERTIFICATES ON FILE | 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 C/N | LOCATION | JOB CODE | SUBJECT CODE | FIELD CODE | TYPE | IN FIELD | FUND | PERCENT |
|------------|---------------|----------|----------|--------------|------------|------|----------|------|---------|
| 1.         |               |          |          |              |            |      |          |      |         |
| 2.         |               |          |          |              |            |      |          |      |         |
| 3.         |               |          |          |              |            |      |          |      |         |
| 4.         |               |          |          |              |            |      |          |      |         |
| 5.         |               |          |          |              |            |      |          |      |         |
| 6.         |               |          |          |              |            |      |          |      |         |

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

RUN DATE: 12/03/2018  
 RUN TIME: 12:50:39  
 PROGRAM: CPICM002

PAGE: 8

CERTIFIED/NON-CERTIFIED WORKSHEET  
 SORT ORDER: LOCATION/CLASS/ALPHA

EMPLOYEE NO: 88438    SSN: 999-08-8438    NAME: CO7IRELL, RE7A  
 PAY CLASS: 07    CERTIFIED 10 MONTH    HIRE DATE: 8/06/2002  
 WORK LOC: 0103    Location 000103    REHIRE DATE: 8/05/2008  
 STATUS: A  
 BIRTH DATE: 9/01/1979    TERMINATION DATE: 5/30/2007  
 SEX: F    REASON: 9 RESIGNATION  
 ETHNIC CODE: 02    HISPANIC: N    RACE CODES: WHITE

CERTIFICATE LEVEL: 6    EFF DATE: 12/14/2008    CERT ID: 443661    OPEN CASE?: N

| FIELD CODE | FIELD NAME                      | CERTIFICATES ON FILE | CERT TYPE | PROF/RENEW | VALID FROM | TO |
|------------|---------------------------------|----------------------|-----------|------------|------------|----|
| 694        | CLEARANCE CERTIFICATE           | C                    | Y         | 07/01/2017 | 2022       |    |
| 798        | GEN CURR CONSULTATIVE (P-12)    | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 808        | EARLY CHILDHOOD EDUCATION (P-5) | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 881        | GIFTED IN-FIELD                 | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 911        | SPED MATH COGNITIVE 4-8         | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 920        | SPED SCIENCE COGNITIVE P-5      | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 931        | SPED LARTS COGNITIVE 4-8        | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 941        | SPED SOCIAL SCIENCE COG 4-8     | SRT                  | Y         | 07/01/2017 | 2022       |    |
| 951        | SPED READING COGNITIVE 4-8      | SRT                  | Y         | 07/01/2017 | 2022       |    |

EMPLOYMENT BASIS: (C) 1.00 (N) .00    STATE YEARS EXPERIENCE 17    STATE PAY STEP L4

ADVANCE INHIBIT:

ANNUAL CONTRACT DAYS: 190

| ASSIGNMENT | CERT. C/N | LOCATION CODE       | JOB CODE                 | SUBJECT CODE | FIELD | TYPE | FUND | CONSOL | PCT |
|------------|-----------|---------------------|--------------------------|--------------|-------|------|------|--------|-----|
| C          | 0103      | 104 GRADE 4 TEACHER | 920 ELEMENTARY INSTRUCTI | 808          | SRT   | 00   | N    | 80.0   |     |
| C          | 0103      | 104 GRADE 4 TEACHER | 922 ELEMENTARY INSTRUCTI | 881          | SRT   | 00   | N    | 20.0   |     |

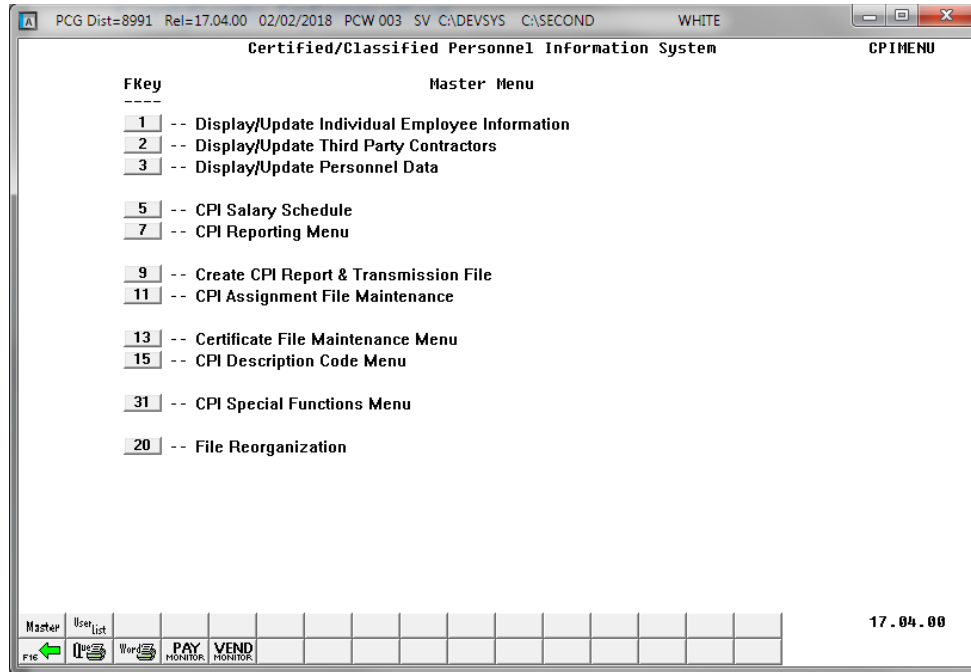
The final page of the report provides the “Correct except for changes as marked” disclaimer, and signature line for the school’s principal.

CORRECT EXCEPT FOR CHANGES AS MARKED

\_\_\_\_\_  
 PRINCIPAL

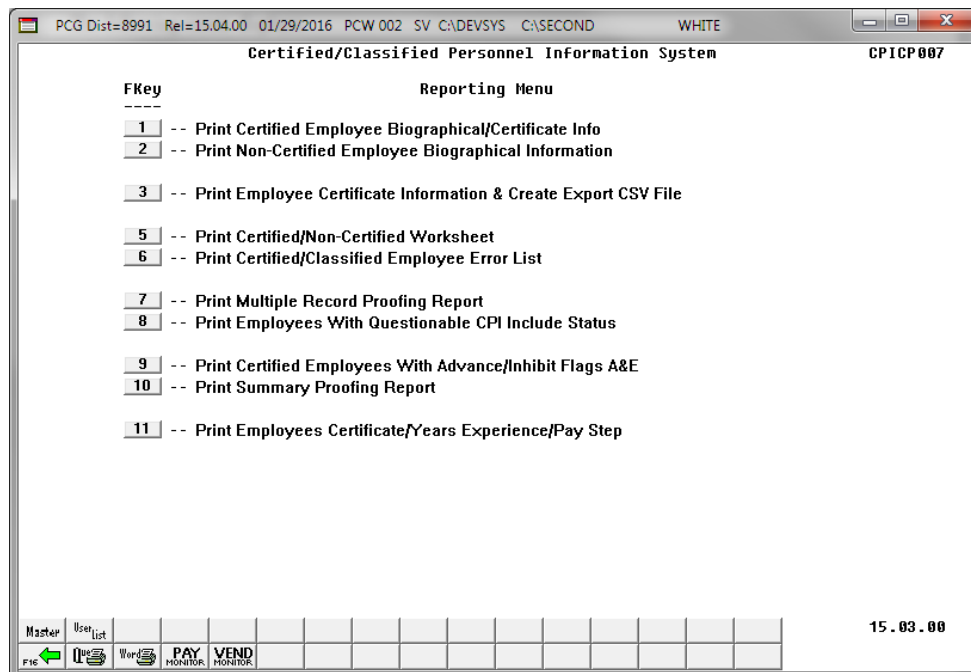
\_\_\_\_\_  
 DATE

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



| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

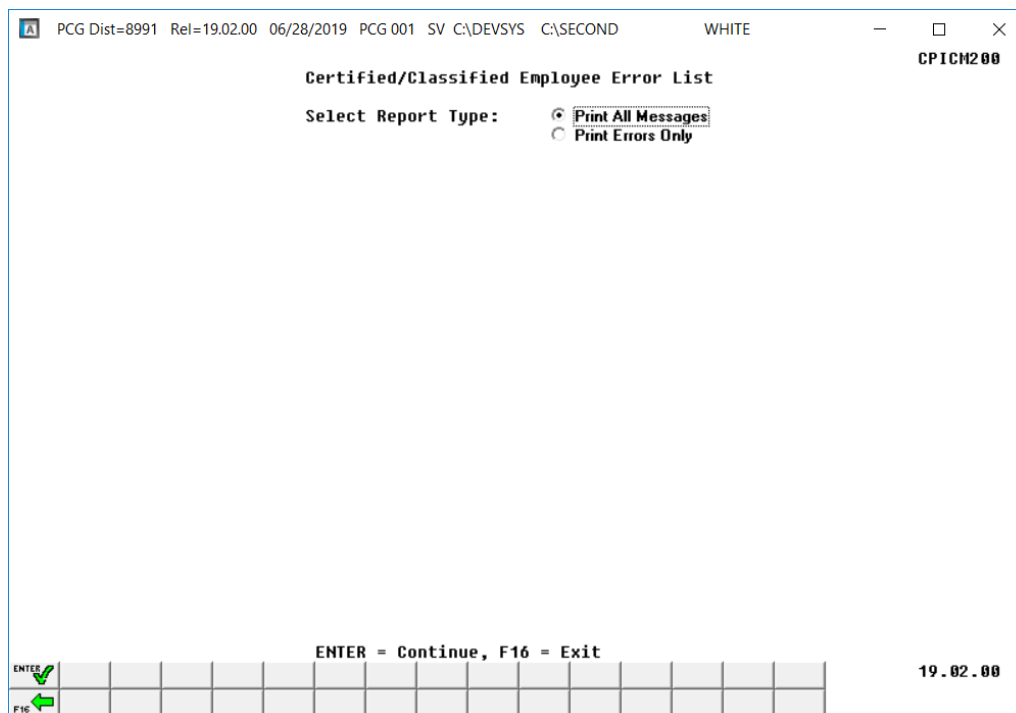
The following screen displays:







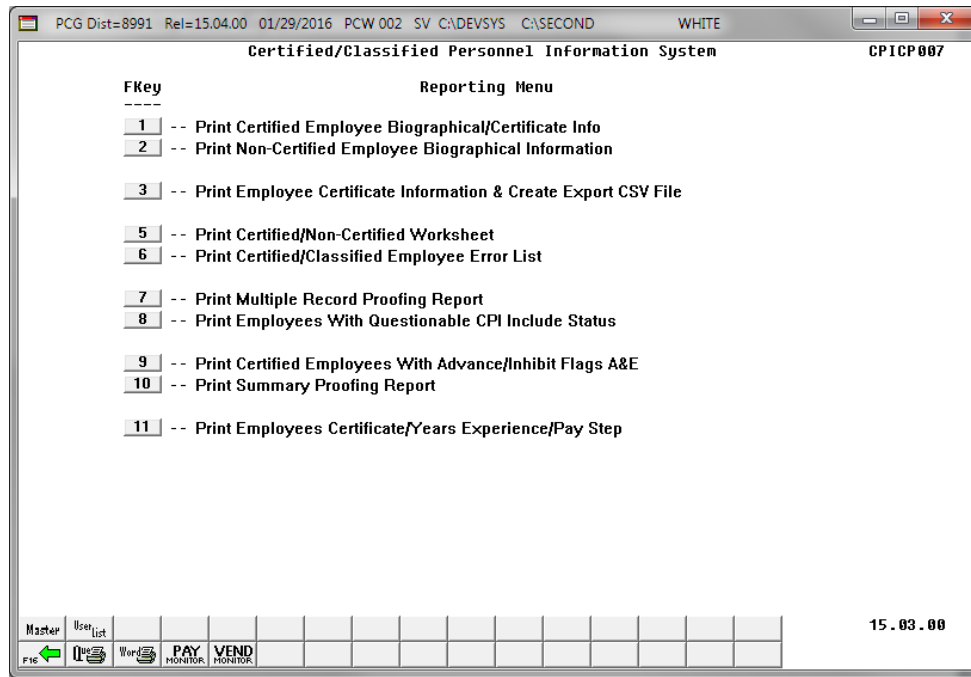
| Step | Action  |
|------|---|
| 2    | Select  ( <b>F6</b> - Print Certified/Classified Employee Error List). |



The following screen displays:



| Step | Action   |
|------|--|
| 3    | Select the radio button  to the left of the desired <b>Select Report Type</b> option to identify the types of messages to be printed. Select <b>Print All Messages</b> to print both warnings and errors. Select <b>Print Errors Only</b> to print only error messages. |
| 4    | Select  ( <b>ENTER</b> ) to continue.<br><i>“*** Processing, Please Wait ***” briefly displays.</i>   |

The following screen displays:



| Step | Action   |
|------|--|
| 5    | Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

## 4A. Certified/Classified Employee Error List – Example

Report Date: 09/20/2017 09:43  
 Program ID: CPICM200  
 899 SMITH CITY BOARD OF EDUCATION

PAGE 1

### CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST

| EMPLOYEE<br>SSN | EMPLOYEE NAME     | ASSIGNMENT<br>LOCATION | ERROR<br>FIELD | ERROR MESSAGE   |
|-----------------|-------------------|------------------------|----------------|---|
| 999087176       | HOSSON, KASHELEEN | 8010                   | 1.00           | EC624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT    |
|                 |                   | 8010 000               |                | EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260      |
|                 |                   | 8010                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999087196       | BISELOW, MA9Y     | 0201                   | 0              | EC013 CERTIFICATE LEVEL NOT VALID                           |
|                 |                   | 0201                   | 1.00           | EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT |
|                 |                   | 0201 000               |                | EC021 CONTRACT DAYS NOT VALID                               |
|                 |                   | 0201                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999087207       | YI7, OD7LL        | 0108                   | 1.00           | EC624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT    |
|                 |                   | 0108 000               |                | EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260      |
|                 |                   | 0108                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999087242       | MA8ORS, SH8NIKA   | 0201                   | 0              | EC013 CERTIFICATE LEVEL NOT VALID                           |
|                 |                   | 0201                   | 1.00           | EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT |
|                 |                   | 0201 000               |                | EC021 CONTRACT DAYS NOT VALID                               |
|                 |                   | 0201                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999087282       | DESNEY, RESD      | 0195                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000000000               |
| 999087301       | SO4MERS, WI4EY    | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000450413               |
| 999087329       | MU6CY, AL6XIS     | 0195                   |                | WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN      |
| 999087439       | OC7MPO, NO7BERT   | 0100                   | 0              | EC013 CERTIFICATE LEVEL NOT VALID                           |
|                 |                   | 0100                   | 1.00           | EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT |
|                 |                   | 0100 000               |                | EC021 CONTRACT DAYS NOT VALID                               |
|                 |                   | 0100                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999087462       | MC2DAMS, BE2HANIE | 0195                   |                | WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN      |
| 999087523       | HA9DER, BL9INE    | 0195                   | 57498.88       | WC009 ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM        |

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

Report Date: 09/20/2017 09:52  
Program ID: CPICM200  
899 SMITH CITY BOARD OF EDUCATION

PAGE 5

CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST

| EMPLOYEE<br>SSN | EMPLOYEE NAME     | ASSIGNMENT<br>LOCATION | ERROR<br>FIELD | ERROR MESSAGE   |
|-----------------|-------------------|------------------------|----------------|---|
| 999088620       | SP7UILL, ES7EBAN  | 0195                   |                | WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN      |
| 999088626       | AI9SWORTH, XA9IER | 0201                   | 0              | EC013 CERTIFICATE LEVEL NOT VALID                           |
|                 |                   | 0201                   | 1.00           | EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT |
|                 |                   | 0201                   | 000            | EC021 CONTRACT DAYS NOT VALID                               |
|                 |                   | 0201                   |                | EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE       |
| 999088666       | HI6ES, EM6LINE    | 0201                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000227036               |
|                 |                   | 0201                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000227036               |
|                 |                   | 0201                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000227036               |
| 999088685       | DESNEY, CUS7      | 0201                   | 0              | EC013 CERTIFICATE LEVEL NOT VALID                           |
|                 |                   | 0201                   | 1.00           | EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT |
|                 |                   | 0201                   | 000            | EC021 CONTRACT DAYS NOT VALID                               |
|                 |                   | 0201                   |                | EC024 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                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000217264               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000217264               |
|                 |                   | 0100                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000217264               |
| 999088873       | PI4T, DA4IO       | 0108                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000430901               |
| 999088888       | AS7ER, GE7EVIVE   | 0195                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000000000               |
| 999088933       | GE8RY, LI8DSY     | 0195                   |                | WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN      |
| 999088961       | HI2E, OD2S        | 0195                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000461300               |
|                 |                   | 0195                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000461300               |
|                 |                   | 0195                   | 2017           | WC005 EXPIRED CERTIFICATE CERT ID = 000461300               |

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

PCG Dist=8991 Rel=17.03.00 09/20/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION  
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

CPICH100

Employee number: 88712 AM3DOR, MA3IN SSN: 999 08 8712

Work location: 6793 Location 006793 Birth: 12/01/1982

Sex: F Ethnic: 02

National cert: N (Y or N)  
Advance/Inhibit: (A, E or spaces) Overall infield stat:

Certificate level: 1 Cert. pay step:  
Cert. years exp: Local years exp:

Total employment basis: 1.00  
Emp. basis-cert.: 0.00 Emp. basis-class: 1.00

Annual contract sal: \$ .00 Annual classified sal: \$ .00  
State minimum salary: \$ .00

Annual contract days: Annual work days:

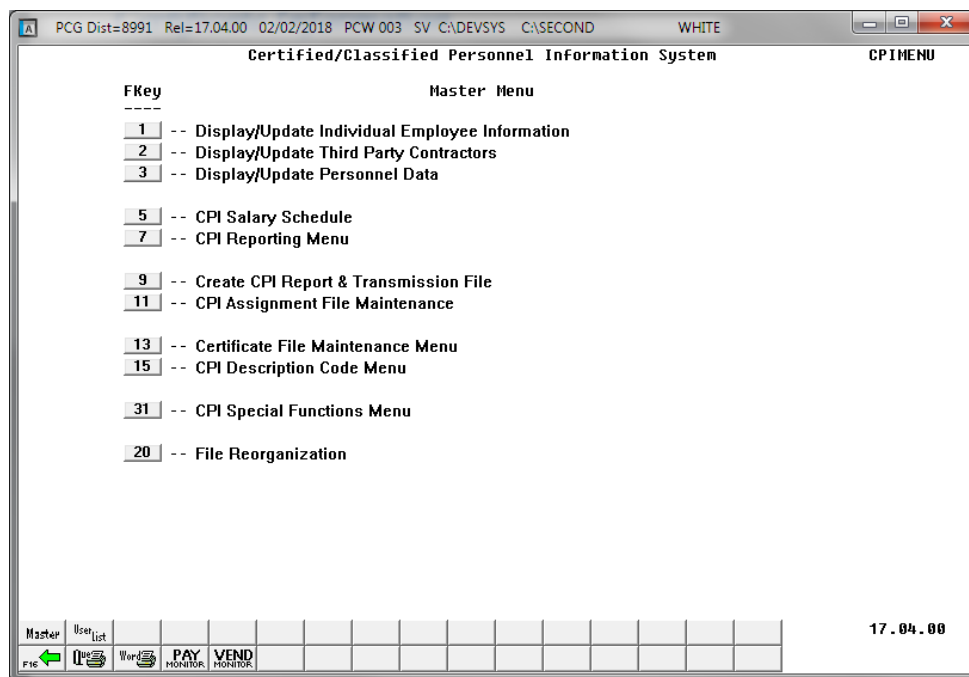
Termination date: Rehire date:  
Termination reason:

Long term sub?: N (Y or N) SUBSTITUTE

17.03.00

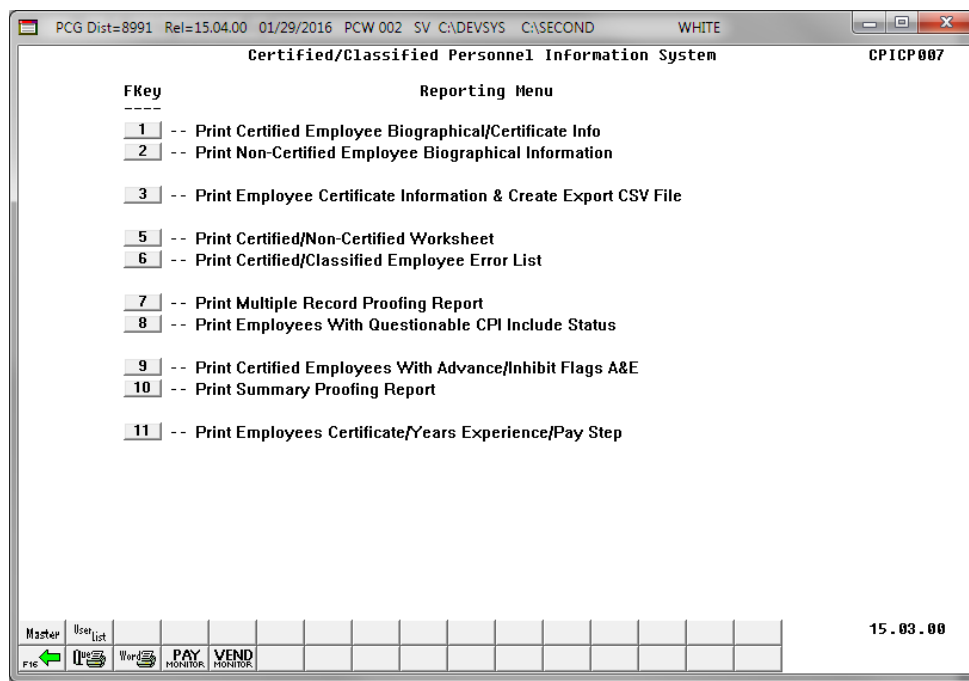
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000 F1001 F1002 F1003 F1004 F1005 F1006 F1007 F1008 F1009 F1010 F1011 F1012 F1013 F1014 F1015 F1016 F1017 F1018 F1019 F1020 F1021 F1022 F1023 F1024 F1025 F1026 F1027 F1028 F1029 F1030 F1031 F1032 F1033 F1034 F1035 F1036 F1037 F1038 F1039 F1040 F1041 F1042 F1043 F1044 F1045 F1046 F1047 F1048 F1049 F1050 F1051 F1052 F1053 F1054 F1055 F1056 F1057 F1058 F1059 F1060 F1061 F1062 F1063 F1064 F1065 F1066 F1067 F1068 F1069 F1070 F1071 F1072 F1073 F1074 F1075 F1076 F1077 F1078 F1079 F1080 F1081 F1082 F1083 F1084 F1085 F1086 F1087 F1088 F1089 F1090 F1091 F1092 F1093 F1094 F1095 F1096 F1097 F1098 F1099 F1100 F1101 F1102 F1103 F1104 F1105 F1106 F1107 F1108 F1109 F1110 F1111 F1112 F1113 F1114 F1115 F1116 F1117 F1118 F1119 F1120 F1121 F1122 F1123 F1124 F1125 F1126 F1127 F1128 F1129 F1130 F1131 F1132 F1133 F1134 F1135 F1136 F1137 F1138 F1139 F1140 F1141 F1142 F1143 F1144 F1145 F1146 F1147 F1148 F1149 F1150 F1151 F1152 F1153 F1154 F1155 F1156 F1157 F1158 F1159 F1160 F1161 F1162 F1163 F1164 F1165 F1166 F1167 F1168 F1169 F1170 F1171 F1172 F1173 F1174 F1175 F1176 F1177 F1178 F1179 F1180 F1181 F1182 F1183 F1184 F1185 F1186 F1187 F1188 F1189 F1190 F1191 F1192 F1193 F1194 F1195 F1196 F1197 F1198 F1199 F1200 F1201 F1202 F1203 F1204 F1205 F1206 F1207 F1208 F1209 F1210 F1211 F1212 F1213 F1214 F1215 F1216 F1217 F1218 F1219 F1220 F1221 F1222 F1223 F1224 F1225 F1226 F1227 F1228 F1229 F1230 F1231 F1232 F1233 F1234 F1235 F1236 F1237 F1238 F1239 F1240 F1241 F1242 F1243 F1244 F1245 F1246 F1247 F1248 F1249 F1250 F1251 F1252 F1253 F1254 F1255 F1256 F1257 F1258 F1259 F1260 F1261 F1262 F1263 F1264 F1265 F1266 F1267 F1268 F1269 F1270 F1271 F1272 F1273 F1274 F1275 F1276 F1277 F1278 F1279 F1280 F1281 F1282 F1283 F1284 F1285 F1286 F1287 F1288 F1289 F1290 F1291 F1292 F1293 F1294 F1295 F1296 F1297 F1298 F1299 F1300 F1301 F1302 F1303 F1304 F1305 F1306 F1307 F1308 F1309 F1310 F1311 F1312 F1313 F1314 F1315 F1316 F1317 F1318 F1319 F1320 F1321 F1322 F1323 F1324 F1325 F1326 F1327 F1328 F1329 F1330 F1331 F1332 F1333 F1334 F1335 F1336 F1337 F1338 F1339 F1340 F1341 F1342 F1343 F1344 F1345 F1346 F1347 F1348 F1349 F1350 F1351 F1352 F1353 F1354 F1355 F1356 F1357 F1358 F1359 F1360 F1361 F1362 F1363 F1364 F1365 F1366 F1367 F1368 F1369 F1370 F1371 F1372 F1373 F1374 F1375 F1376 F1377 F1378 F1379 F1380 F1381 F1382 F1383 F1384 F1385 F1386 F1387 F1388 F1389 F1390 F1391 F1392 F1393 F1394 F1395 F1396 F1397 F1398 F1399 F1400 F1401 F1402 F1403 F1404 F1405 F1406 F1407 F1408 F1409 F1410 F1411 F1412 F1413 F1414 F1415 F1416 F1417 F1418 F1419 F1420 F1421 F1422 F1423 F1424 F1425 F1426 F1427 F1428 F1429 F1430 F1431 F1432 F1433 F1434 F1435 F1436 F1437 F1438 F1439 F1440 F1441 F1442 F1443 F1444 F1445 F1446 F1447 F1448 F1449 F1450 F1451 F1452 F1453 F1454 F1455 F1456 F1457 F1458 F1459 F1460 F1461 F1462 F1463 F1464 F1465 F1466 F1467 F1468 F1469 F1470 F1471 F1472 F1473 F1474 F1475 F1476 F1477 F1478 F1479 F1480 F1481 F1482 F1483 F1484 F1485 F1486 F1487 F1488 F1489 F1490 F1491 F1492 F1493 F1494 F1495 F1496 F1497 F1498 F1499 F1500 F1501 F1502 F1503 F1504 F1505 F1506 F1507 F1508 F1509 F1510 F1511 F1512 F1513 F1514 F1515 F1516 F1517 F1518 F1519 F1520 F1521 F1522 F1523 F1524 F1525 F1526 F1527 F1528 F1529 F1530 F1531 F1532 F1533 F1534 F1535 F1536 F1537 F1538 F1539 F1540 F1541 F1542 F1543 F1544 F1545 F1546 F1547 F1548 F1549 F1550 F1551 F1552 F1553 F1554 F1555 F1556 F1557 F1558 F1559 F1560 F1561 F1562 F1563 F1564 F1565 F1566 F1567 F1568 F1569 F1570 F1571 F1572 F1573 F1574 F1575 F1576 F1577 F1578 F1579 F1580 F1581 F1582 F1583 F1584 F1585 F1586 F1587 F1588 F1589 F1590 F1591 F1592 F1593 F1594 F1595 F1596 F1597 F1598 F1599 F1600 F1601 F1602 F1603 F1604 F1605 F1606 F1607 F1608 F1609 F1610 F1611 F1612 F1613 F1614 F1615 F1616 F1617 F1618 F1619 F1620 F1621 F1622 F1623 F1624 F1625 F1626 F1627 F1628 F1629 F1630 F1631 F1632 F1633 F1634 F1635 F1636 F1637 F1638 F1639 F1640 F1641 F1642 F1643 F1644 F1645 F1646 F1647 F1648 F1649 F1650 F1651 F1652 F1653 F1654 F1655 F1656 F1657 F1658 F1659 F1660 F1661 F1662 F1663 F1664 F1665 F1666 F1667 F1668 F1669 F1670 F1671 F1672 F1673 F1674 F1675 F1676 F1677 F1678 F1679 F1680 F1681 F1682 F1683 F1684 F1685 F1686 F1687 F1688 F1689 F1690 F1691 F1692 F1693 F1694 F1695 F1696 F1697 F1698 F1699 F1700 F1701 F1702 F1703 F1704 F1705 F1706 F1707 F1708 F1709 F1710 F1711 F1712 F1713 F1714 F1715 F1716 F1717 F1718 F1719 F1720 F1721 F1722 F1723 F1724 F1725 F1726 F1727 F1728 F1729 F1730 F1731 F1732 F1733 F1734 F1735 F1736 F1737 F1738 F1739 F1740 F1741 F1742 F1743 F1744 F1745 F1746 F1747 F1748 F1749 F1750 F1751 F1752 F1753 F1754 F1755 F1756 F1757 F1758 F1759 F1760 F1761 F1762 F1763 F1764 F1765 F1766 F1767 F1768 F1769 F1770 F1771 F1772 F1773 F1774 F1775 F1776 F1777 F1778 F1779 F1780 F1781 F1782 F1783 F1784 F1785 F1786 F1787 F1788 F1789 F1790 F1791 F1792 F1793 F1794 F1795 F1796 F1797 F1798 F1799 F1800 F1801 F1802 F1803 F1804 F1805 F1806 F1807 F1808 F1809 F1810 F1811 F1812 F1813 F1814 F1815 F1816 F1817 F1818 F1819 F1820 F1821 F1822 F1823 F1824 F1825 F1826 F1827 F1828 F1829 F1830 F1831 F1832 F1833 F1834 F1835 F1836 F1837 F1838 F1839 F1840 F1841 F1842 F1843 F1844 F1845 F1846 F1847 F1848 F1849 F1850 F1851 F1852 F1853 F1854 F1855 F1856 F1857 F1858 F1859 F1860 F1861 F1862 F1863 F1864 F1865 F1866 F1867 F1868 F1869 F1870 F1871 F1872 F1873 F1874 F1875 F1876 F1877 F1878 F1879 F1880 F1881 F1882 F1883 F1884 F1885 F1886 F1887 F1888 F1889 F1890 F1891 F1892 F1893 F1894 F1895 F1896 F1897 F1898 F1899 F1900 F1901 F1902 F1903 F1904 F1905 F1906 F1907 F1908 F1909 F1910 F1911 F1912 F1913 F1914 F1915 F1916 F1917 F1918 F1919 F1920 F1921 F1922 F1923 F1924 F1925 F1926 F1927 F1928 F1929 F1930 F1931 F1932 F1933 F1934 F1935 F1936 F1937 F1938 F1939 F1940 F1941 F1942 F1943 F1944 F1945 F1946 F1947 F1948 F1949 F1950 F1951 F1952 F1953 F1954 F1955 F1956 F1957 F1958 F1959 F1960 F1961 F1962 F1963 F1964 F1965 F1966 F1967 F1968 F1969 F1970 F1971 F1972 F1973 F1974 F1975 F1976 F1977 F1978 F1979 F1980 F1981 F1982 F1983 F1984 F1985 F1986 F1987 F1988 F1989 F1990 F1991 F1992 F1993 F1994 F1995 F1996 F1997 F1998 F1999 F2000 F2001 F2002 F2003 F2004 F2005 F2006 F2007 F2008 F2009 F2010 F2011 F2012 F2013 F2014 F2015 F2016 F2017 F2018 F2019 F2020 F2021 F2022 F2023 F2024 F2025 F2026 F2027 F2028 F2029 F2030 F2031 F2032 F2033 F2034 F2035 F2036 F2037 F2038 F2039 F2040 F2041 F2042 F2043 F2044 F2045 F2046 F2047 F2048 F2049 F2050 F2051 F2052 F2053 F2054 F2055 F2056 F2057 F2058 F2059 F2060 F2061 F2062 F2063 F2064 F2065 F2066 F2067 F2068 F2069 F2070 F2071 F2072 F2073 F2074 F2075 F2076 F2077 F2078 F2079 F2080 F2081 F2082 F2083 F2084 F2085 F2086 F2087 F2088 F2089 F2090 F2091 F2092 F2093 F2094 F2095 F2096 F2097 F2098 F2099 F2100 F2101 F2102 F2103 F2104 F2105 F2106 F2107 F2108 F2109 F2110 F2111 F2112 F2113 F2114 F2115 F2116 F2117 F2118 F2119 F2120 F2121 F2122 F2123 F2124 F2125 F2126 F2127 F2128 F2129 F2130 F2131 F2132 F2133 F2134 F2135 F2136 F2137 F2138 F2139 F2140 F2141 F2142 F2143 F2144 F2145 F2146 F2147 F2148 F2149 F2150 F2151 F2152 F2153 F2154 F2155 F2156 F2157 F2158 F2159 F2160 F2161 F2162 F2163 F2164 F2165 F2166 F2167 F2168 F2169 F2170 F2171 F2172 F2173 F2174 F2175 F2176 F2177 F2178 F2179 F2180 F2181 F2182 F2183 F2184 F2185 F2186 F2187 F2188 F2189 F2190 F2191 F2192 F2193 F2194 F2195 F2196 F2197 F2198 F2199 F2200 F2201 F2202 F2203 F2204 F2205 F2206 F2207 F2208 F2209 F2210 F2211 F2212 F2213 F2214 F2215 F2216 F2217 F2218 F2219 F2220 F2221 F2222 F2223 F2224 F2225 F2226 F2227 F2228 F2229 F2230 F2231 F2232 F2233 F2234 F2235 F2236 F2237 F2238 F2239 F2240 F2241 F2242 F2243 F2244 F2245 F2246 F2247 F2248 F2





## Topic 5: Printing the Multiple Record Proofing Report



| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



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

## 5A. Multiple Proofing Report – Example

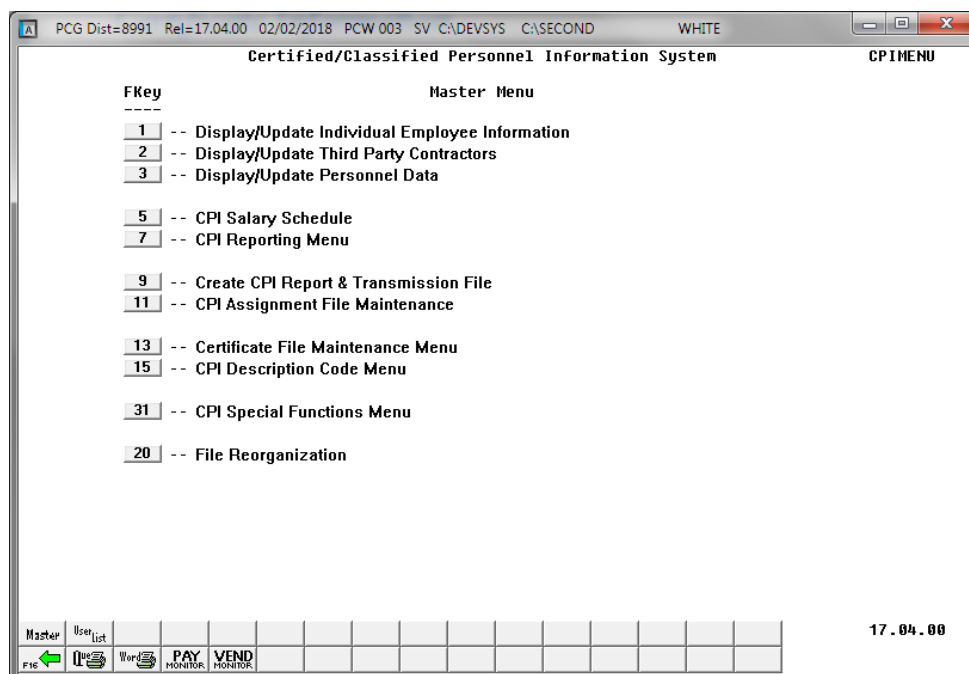
| REPORT DATE 09/20/2017 |       | MULTIPLE RECORD PROOFING REPORT FOR CPI INSTALLATION |         |        |       |      |         |          |          | PAGE 1  |
|------------------------|-------|--|---------|--------|-------|------|---------|----------|----------|---------|
| SOCSEC                 | EMPNO | NAME   | CPIFLAG | STATUS | CLASS | LOC  | WORKLOC | REHIRE   | TERMDT   | TERMREA |
| 999-08-7146            | 87146 | HA3LEY, CR3Z   | N       | T      | 02    | 0100 | 0100    | 08-02-99 | 09-15-00 | 9       |
|                        | 87145 | HA3LEY, CR3Z   | N       | T      | 03    | 6793 | 6793    |          | 07-04-13 | 9       |
|                        | 87144 | HA3LEY, CR3Z   | N       | T      | 03    | 6790 | 0195    |          | 07-04-13 | 9       |
|                        | 87143 | HA3LEY, CR3Z   | N       | A      | 16    | 6793 | 6793    |          |          | 0       |
| 999-08-7204            | 87204 | NE2RETE, MA2WELL                                     | N       | I      | 03    | 6790 | 0100    | 10-27-00 |          | 0       |
|                        | 87203 | NE2RETE, MA2WELL                                     | N       | I      | 16    | 6790 | 2050    |          |          | 0       |
| 999-08-7218            | 87218 | TH5GPEN, RESNNA                                      | N       | T      | 01    | 2051 | 2050    |          | 06-09-93 | 9       |
|                        | 87217 | TH5GPEN, RESNNA                                      | N       | T      | 18    | 2051 | 2050    |          | 06-09-93 | 2       |
| 999-08-7221            | 87221 | VI3AL, RE3ONA  | N       | I      | 01    | 2012 | 0201    |          | 05-31-01 | 9       |
|                        | 87220 | VI3AL, RE3ONA  | N       | I      | 03    | 6790 | 2050    |          |          | 0       |
| 999-08-7229            | 87229 | KU4KENDALL, SE4                                      | N       | T      | 03    | 0195 | 6793    |          | 05-21-14 | 9       |
|                        | 87228 | KU4KENDALL, SE4                                      | Y       | A      | 02    | 0195 | 0195    |          |          | 0       |
| 999-08-7241            | 87241 | LA9HANCE, SH9WANNA                                   | N       | I      | 02    | 1952 | 0195    |          | 06-04-97 | 9       |
|                        | 87240 | LA9HANCE, SH9WANNA                                   | N       | I      | 03    | 2050 | 2050    |          | 08-31-95 | 9       |
| 999-08-7246            | 87246 | RI5GEWAY, SH5ZUE                                     | N       | I      | 03    | 6790 | 0195    |          |          | 0       |
|                        | 87245 | RI5GEWAY, SH5ZUE                                     | N       | I      | 03    | 6790 | 0195    |          |          | 0       |
| 999-08-7248            | 87248 | SA4VEDRA, ST4FANY                                    | N       | T      | 01    | 1952 | 0195    |          | 05-31-01 | 6       |
|                        | 87247 | SA4VEDRA, ST4FANY                                    | N       | T      | 18    | 3052 | 2050    |          | 05-01-98 | 9       |
| 999-08-7268            | 87268 | BA9BOSA, DO9OVAN                                     | N       | T      | 01    | 0100 | 0100    |          | 06-05-07 | 6       |
|                        | 87267 | BA9BOSA, DO9OVAN                                     | N       | I      | 18    | 3051 | 3050    |          | 05-01-98 | 9       |
| 999-08-7271            | 87271 | DO7, HI7AM   | Y       | A      | 01    | 0108 | 0108    | 08-04-14 | 06-05-07 | 6       |
|                        | 87270 | DO7, HI7AM   | N       | I      | 18    | 0101 | 0101    |          |          | 0       |
| 999-08-7277            | 87277 | TO2LIVER, BO2G                                       | Y       | T      | 03    | 0108 | 6793    |          | 05-23-17 | 9       |
|                        | 87276 | TO2LIVER, BO2G                                       | N       | A      | 01    | 0108 | 0108    |          |          | 0       |
| 999-08-7295            | 87295 | BR9EDEN, TY9   | N       | I      | 08    | 0201 | 0201    | 07-17-01 | 05-31-02 | 6       |
|                        | 87294 | BR9EDEN, TY9   | N       | I      | 13    | 2050 | 2050    |          |          | 0       |
| 999-08-7299            | 87299 | PA6MA, RI6OBERTO                                     | N       | T      | 01    | 0195 | 0195    |          | 05-30-12 | 1       |
|                        | 87298 | PA6MA, RI6OBERTO                                     | N       | A      | 03    | 6793 | 6793    |          |          | 0       |
| 999-08-7304            | 87304 | WY2IE, FA2IMAH                                       | N       | I      | 03    | 6790 | 2050    |          |          | 0       |
|                        | 87303 | WY2IE, FA2IMAH                                       | N       | I      | 03    | 6790 | 2050    |          |          | 0       |
| 999-08-7314            | 87314 | CO9KRELL, DE9ICK                                     | N       | T      | 01    | 2052 | 2050    |          | 06-14-95 | 9       |
|                        | 87313 | CO9KRELL, DE9ICK                                     | N       | T      | 13    | 2052 | 8012    |          | 04-14-95 | 9       |

## 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:

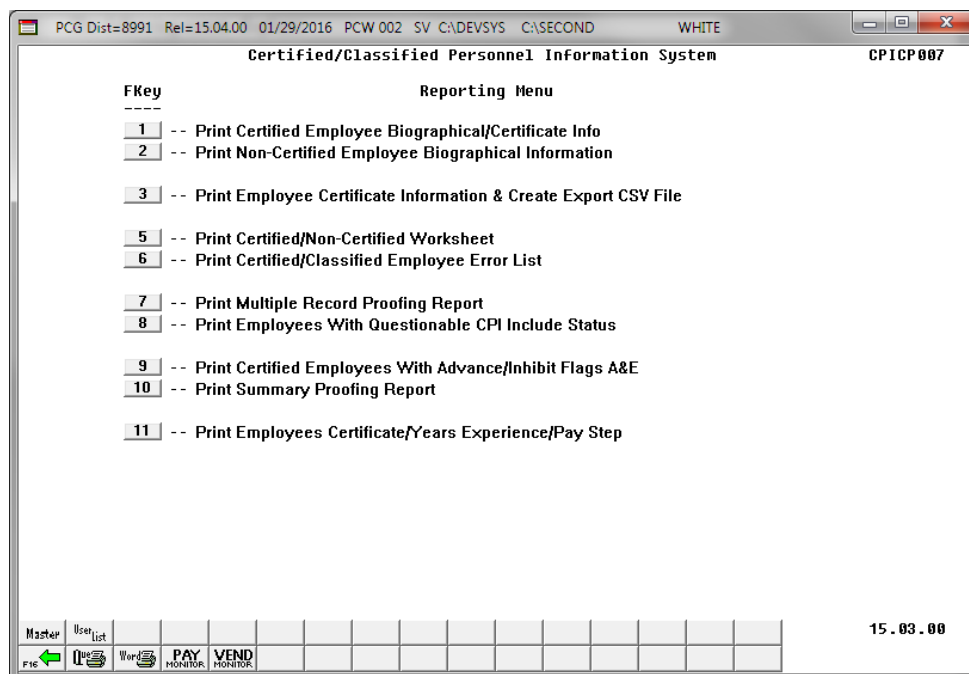
| MESSAGE  | EXPLANATION/RESOLUTION  |
|--|---|
| Substitute Emp Flagged for CPI                                 | The <i>Pay Class</i> of the employee is set up as a <i>Substitute</i> and the employee's <i>Include on CPI?</i> flag is set to <b>Y</b> (Yes). Modify the appropriate field's entry.  |
|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








| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



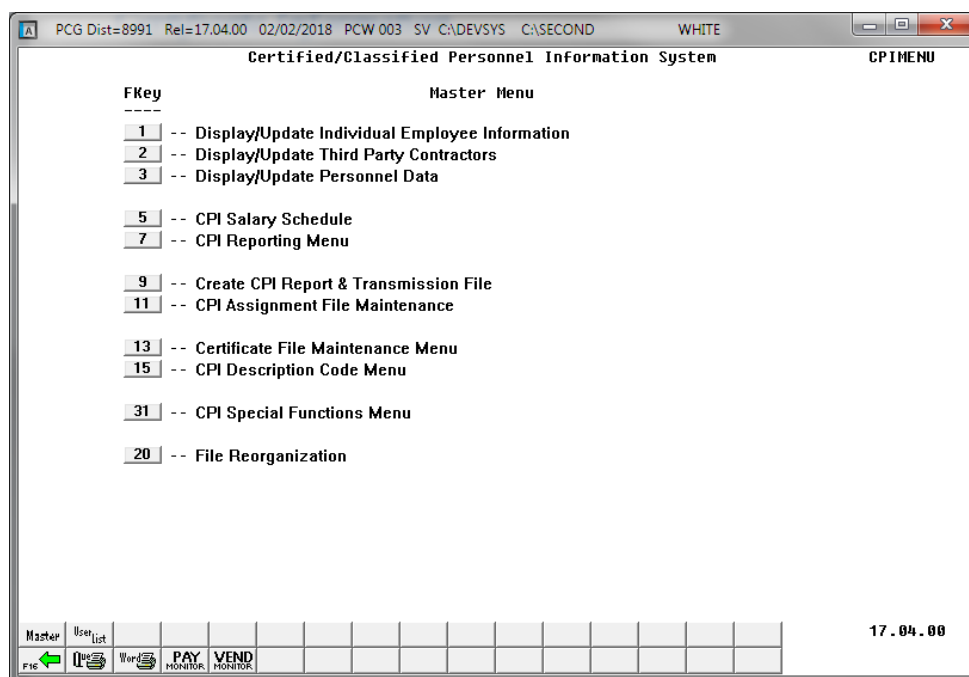
| Step | Action  |
|------|---|
| 2    | Select  (F8 - Print Employees with Questionable CPI Include Status).<br><i>The Certified/Classified Personnel Information System – Reporting Menu redisplay.</i>   |
| 3    | <b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).<br><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).<br>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> 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.

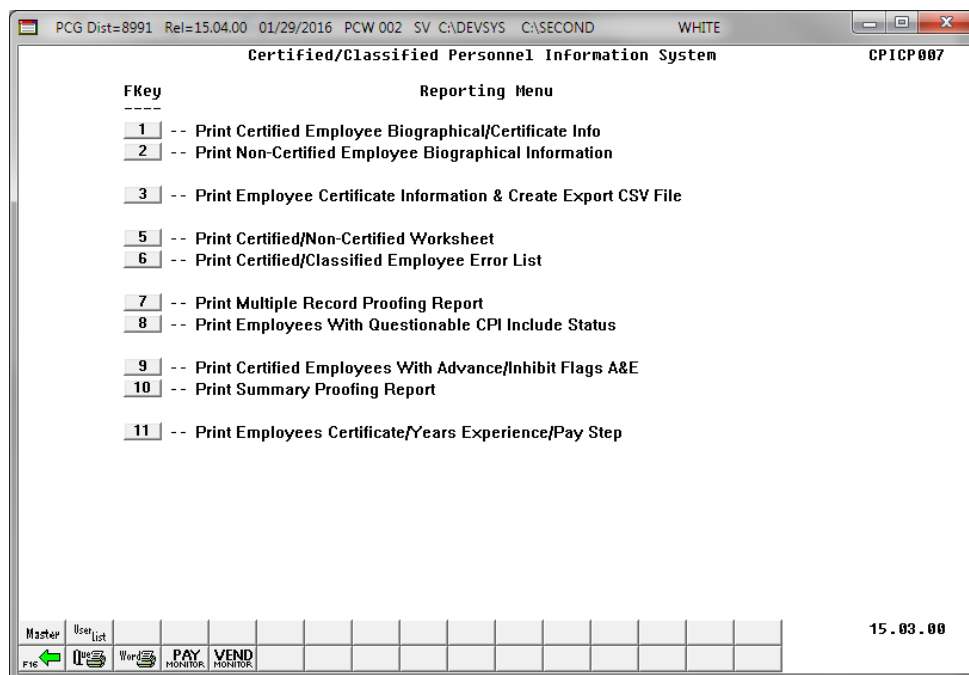
| REPORT DATE 09/20/2017   |       | EMPLOYEES WITH QUESTIONABLE CPI INCLUDE STATUS |         |        |       |         |            |         | PAGE 5     |
|--|-------|--|---------|--------|-------|---------|------------|---------|------------|
| SOCSEC   | EMPNO | NAME   | CPIFLAG | STATUS | CLASS | WORKLOC | TERMDT     | TERMREA | REHIRE     |
| 999088501--  | 88501 | KI3ER, DI3GO                                   | N       | I      | 01    | 2050    | 01-06-1998 | 1       |            |
|  | 88500 | KI3ER, DI3GO                                   | N       | I      | 18    | 2050    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088513--  | 88513 | AR8EDONDO, KI8TIE                              | N       | I      | 05    | 0100    | 05-31-2002 | 9       |            |
|  | 88512 | AR8EDONDO, KI8TIE                              | N       | I      | 18    | 0100    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088520--  | 88520 | BO4DS, KO4TNEY                                 | N       | I      | 01    | 0201    | 05-31-2001 | 9       |            |
|  | 88519 | BO4DS, KO4TNEY                                 | N       | I      | 18    | 0101    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088606--  | 88606 | MA4ON, WI4LIAMS                                | N       | T      | 08    | 8010    | 06-30-2015 | 6       | 07-01-2010 |
|  | 88605 | MA4ON, WI4LIAMS                                | N       | I      | 18    | 0101    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088712--  | 88712 | AM3DOR, MA3IN                                  | Y       | A      | 03    | 6793    |            | 0       |            |
| ** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS ** |       |  |         |        |       |         |            |         |            |
| 999088734--  | 88734 | GO6SETT, RO6BIE                                | N       | I      | 01    | 0100    | 05-26-2004 | 6       |            |
|  | 88733 | GO6SETT, RO6BIE                                | N       | I      | 18    | 0100    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088735--  | 88735 | LESIEUX, SESSUKO                               | N       | T      | 31    | 8010    | 06-30-2017 | 9       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999088795--  | 88795 | GR6FFITHS, JE6S                                | N       | A      | 19    | 8012    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999089012--  | 89012 | NE8MANN, YE8ETTE                               | N       | I      | 01    | 0195    | 05-31-2002 | 9       |            |
|  | 89011 | NE8MANN, YE8ETTE                               | N       | I      | 18    | 0195    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999089043--  | 89043 | CU6RIER, FR6TZ                                 | N       | T      | 09    | 0201    | 12-01-2006 | 9       | 08-01-2003 |
|  | 89042 | CU6RIER, FR6TZ                                 | N       | I      | 18    | 8010    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999089068--  | 89068 | HE9TON, LE9                                    | N       | T      | 05    | 0100    | 05-26-2006 | 9       |            |
|  | 89067 | HE9TON, LE9                                    | N       | I      | 18    | 3050    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999089071--  | 89071 | MO7RELL, DE7MY                                 | N       | I      | 01    | 0101    | 05-31-2002 | 6       |            |
|  | 89070 | MO7RELL, DE7MY                                 | N       | I      | 18    | 0101    |            | 0       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |
| 999089074--  | 89074 | HO4M, RE4UGIO                                  | N       | T      | 17    | 8010    | 12-31-2016 | 9       |            |
| ** EMP CPI ELIGIBLE BUT NOT FLAGGED **                               |       |  |         |        |       |         |            |         |            |

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



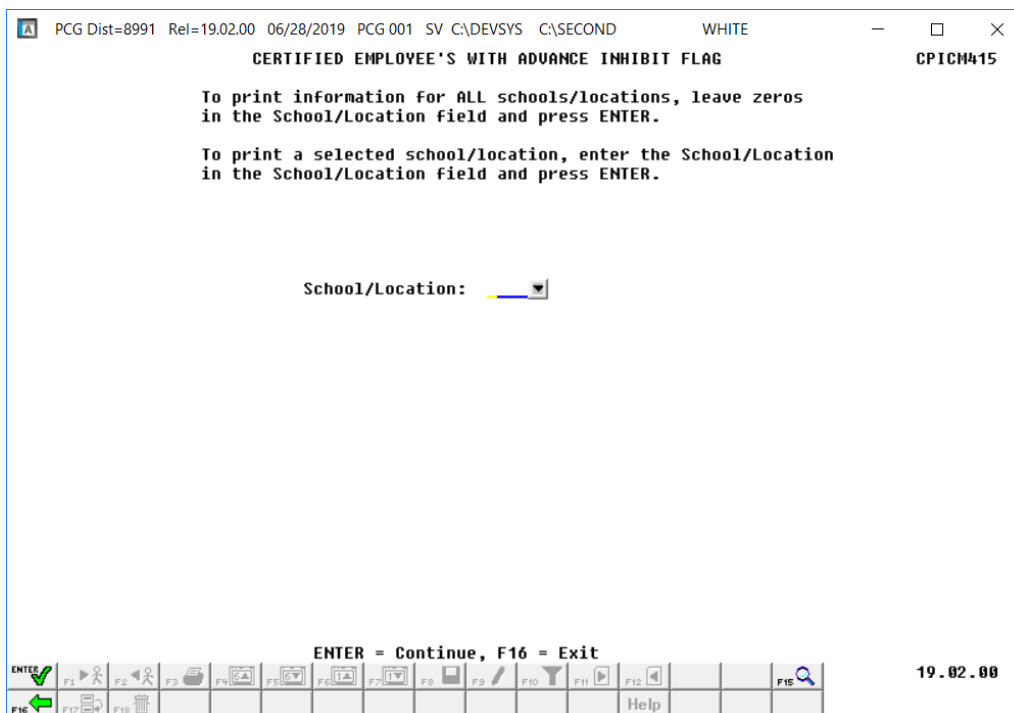
| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |




The following screen displays:



| Step | Action   |
|------|--|
| 2    | Select  (F9 - Print Certified Employees with Advance/Inhibit Flags of A & E). |

The following screen displays:



| Step | Action   |
|------|--|
| 3    | <p><b>For all schools and locations:</b> Leave the <b>School/Location</b> field blank.</p> <p><b>For an individual school or location:</b> Enter the code, or select the drop-down selection icon  within the <b>School/Location</b> field to choose the information.</p>   |
| 4    | <p>Select  (Enter) <u>twice</u>.</p> <p><i>“** Processing Request **” briefly displays.</i></p> <p><i>PCGenesis displays the “No Records for Selection” message where appropriate. In this instance, select  (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.</i></p> |

The following screen displays:

PCG Dist=8991 Rel=15.04.00 01/29/2016 PCW 002 SV CADEVSY5 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 User List Queue Word PAY MONITOR VEND MONITOR 15.03.00

| Step | Action  |
|------|---|
| 5    | <p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |
| 6    | <p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>  |

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

```

RUN DATE: 01/29/2016          CERTIFIED EMPLOYEE'S WITH ADVANCE INHIBIT FLAG SET          PAGE: 1
RUN TIME: 14:46:45          CPI Cycle # 1    03/06/2015 To 10/06/2015
PROGRAM:  CPICM415

EMP #  SSN      NAME                STAT CLASS      HIRE DT    BIRTH      EMP BASIS      A/I
      SEX WORK LOCATION              REHIRE  ETHNIC  HISP  IND  BLK  WHT  ASN  PAC
      TERM DT    TERM REASON

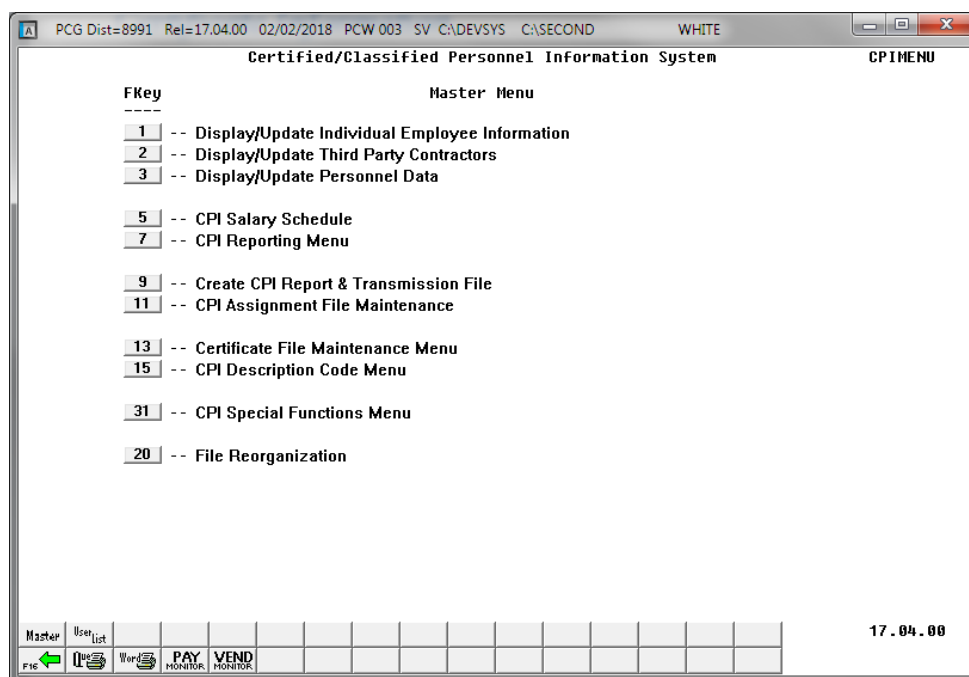
87204  999-08-7204  BASGETT, DASN      A  03   10 MO. TEACHERS      8/01/1993    9/01/1970      1.00          E
      F  5050 Location 005050              02

86953  999-08-6953  GIBCHRIST, BIELIE  A  03   10 MO. TEACHERS      8/01/1996    2/01/1955      1.00          A
      F  5050 Location 005050              02

*** NOTE: Employee is Active for This Cycle

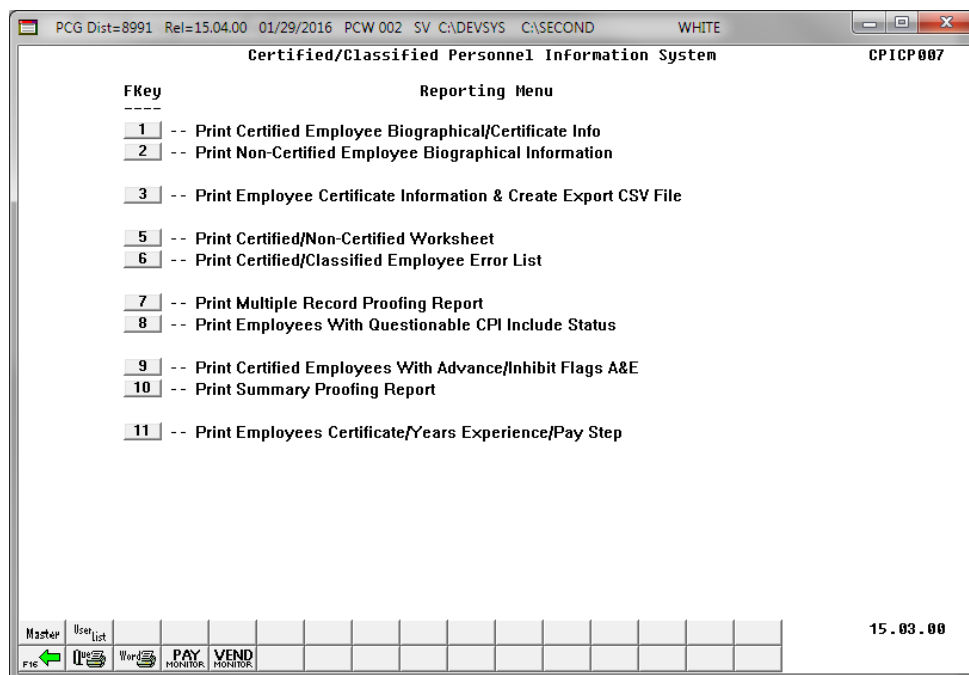
```

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



| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



| Step | Action  |
|------|---|
| 2    | Select <b>10</b> (F10 - Print Summary Proofing Report). |

The following screen displays:

PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH416

**Summary Proofing Report**

To print a selected school/location, enter the School/Location in the School/Location field and press ENTER. Leave blank to print ALL schools/locations.

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?: N



Classified Only?: N

Select employees: B



A = Active  
T = Inactive/Terminated  
B = Both

ENTER = Continue, F16 = Exit

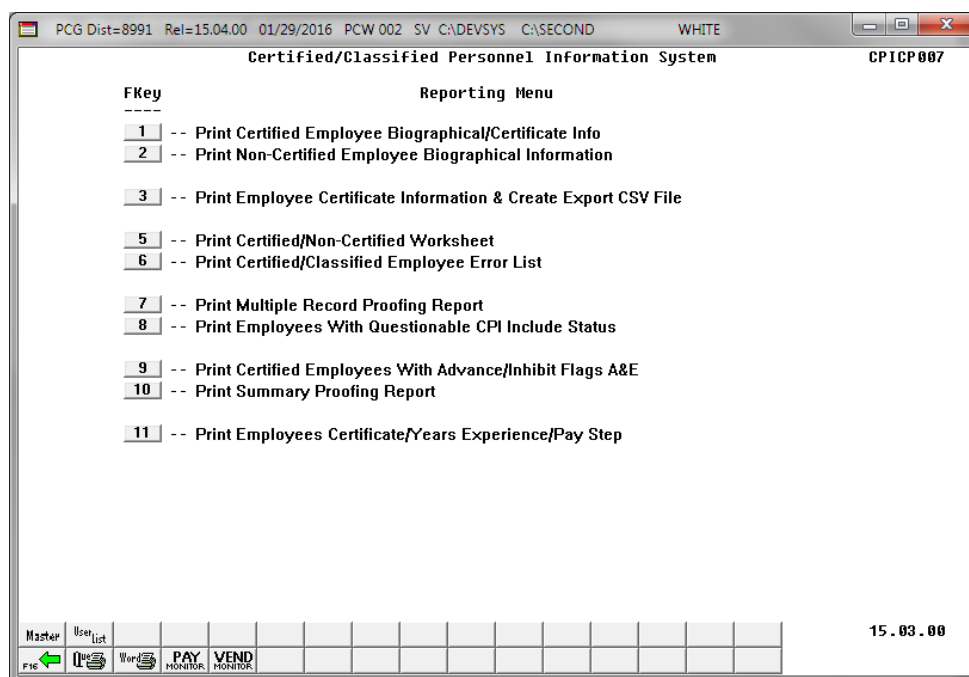
19.02.00





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



| Step | Action  |
|------|---|
| 7    | <p>Select  (Enter) twice.</p> <p>“** Processing Request **” briefly displays.</p> <p>PCGenesis displays the “No Records for Selection” message where appropriate. In this instance, select  (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.</p> |

The following screen displays:

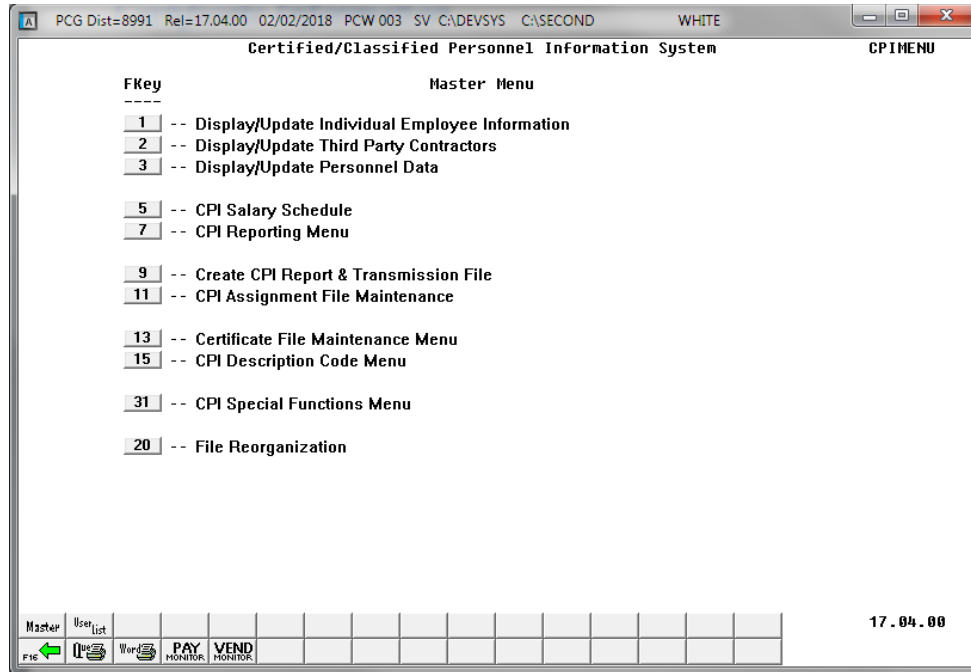


| Step | Action   |
|------|--|
| 8    | <p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures,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

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

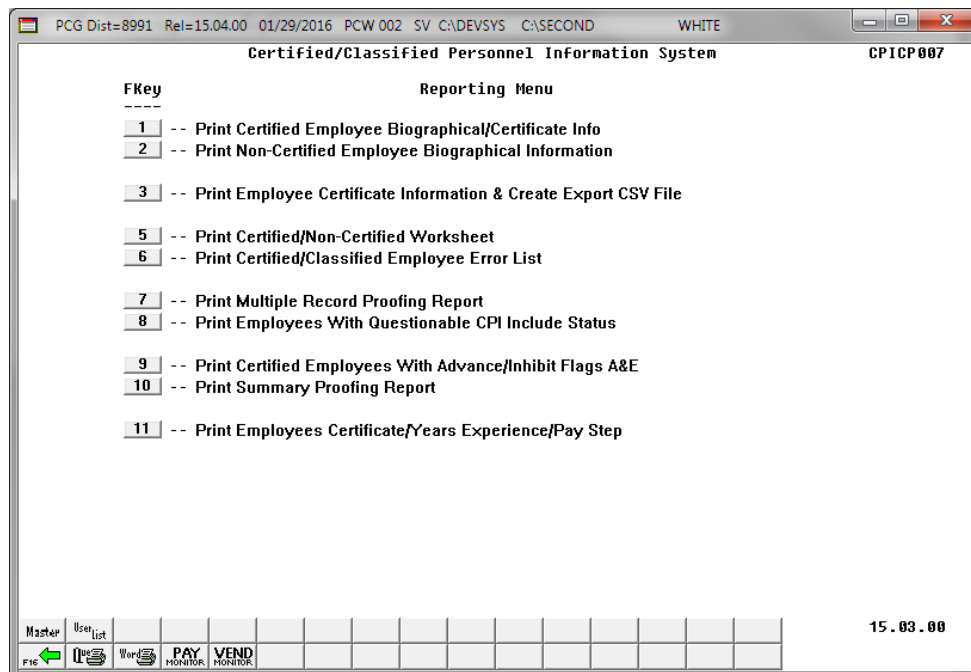
| REPORT DATE 01/29/2016<br>REPORT TIME 14:47:59<br>PROG NAME CPICM416 |                   |      | SUMMARY REPORT FOR PROOFING LOCATION, ETHNIC AND TERM CODES<br>SORT ORDER: ALPHABETICAL WITHIN WORK LOCATION |     |      |        |       |     |                        |                         |      |     | PAGE 256 |     |     |     |
|--|-------------------|------|--|-----|------|--------|-------|-----|------------------------|-------------------------|------|-----|----------|-----|-----|-----|
| EMPNO  | NAME              | STAT | CLASS  | CS1 | WORK | ETHNIC | HOURS | T/R | TERMDT<br>REHIRE       | HIRE<br>B'DATE          | HISP | IND | BLK      | WHT | ASN | PAC |
| 88406  | SH3H, CY3US       | T    | 15   | 435 | 9206 | 02     | 0.000 | 9   | 8/01/2002              | 8/01/1998<br>11/01/1967 |      |     |          |     |     | W   |
| 89790  | SH3RRILL, SH3RELL | I    | 15   | 000 | 9206 | 02     | 0.000 | 1   | 2/01/2000              | 8/01/1989<br>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 | T    | 15   | 999 | 9206 | 02     | 0.000 | 9   | 8/01/2005<br>1/01/2005 | 3/01/2001<br>10/01/1955 |      |     |          |     |     | W   |
| 88518  | TI3SLEY, DE3VER   | I    | 13   | 410 | 9206 | 01     | 0.000 | 9   | 11/01/1995             | 1/01/2001               |      |     |          |     |     |     |
| 87169  | TO8H, AL8ENA      | I    | 13   | 410 | 9206 | 01     | 0.000 | 9   | 11/01/1995             | 2/01/1990               |      |     |          |     |     |     |
| 88636  | VASN, 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, CARMEN   | I    | 13   |     | 9206 | 01     | 0.000 | 9   | 11/01/1995             | 10/01/1989              |      |     |          |     |     |     |
| 89472  | WH9ATLEY, JA9QUES | T    | 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



| Step | Action                                     |
|------|--|
| 1    | Select <b>7</b> (F7 - CPI Reporting Menu). |

The following screen displays:



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

The following screen displays:

PCG Dist=8991 Rel=19.02.00 06/28/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM417

**Employees Certificate/Years Experience/Pay Step**

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 Employees: **A**



Pay Class Type: **B**

A = Active  
I = Inactive  
B = Both

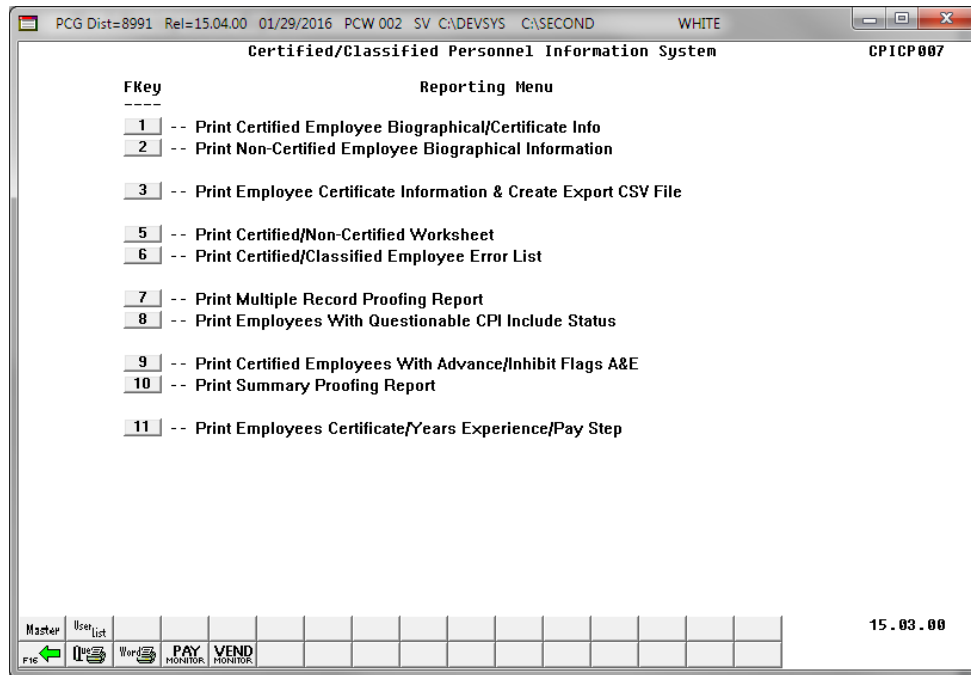
C = Certified  
P = Paraprofessional  
B = Both





ENTER = Continue, F16 = Exit

19.02.00

| Step | Action  |
|------|---|
| 3    | <p><b>For all schools/locations:</b> Leave the <b>School/Location</b> field blank.</p> <p><b>For an individual school/location:</b> Enter the code, or select the drop-down selection icon  within the <b>School/Location</b> field to choose the information.</p> |
| 4    | <p>Enter the status code in the <b>Select Employees</b> field to define the type of employee records to be included.</p> <p><i>Valid codes include A (Active), I (Inactive/Terminated) or B (Both). PCGenesis Defaults to A (Active).</i></p>   |
| 5    | <p>Enter the pay class type in the <b>Pay Class Type</b> field to define the type of pay class records to be included.</p> <p><i>Valid codes include C (Certified), P (Paraprofessional) or B (Both). ). PCGenesis Defaults to B (Both).</i></p>  |
| 6    | <p>Select  (<b>Enter</b>) <u>twice</u>.</p> <p><i>“** Processing Request **” briefly displays.</i></p>   |

The following screen displays:



| Step | Action   |
|------|--|
| 7    | <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |
| 8    | <p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>   |

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

| RUN DATE: 12/03/2018 |             | Employees Certificate/Years Experience/Pay Step |        |       |     |             |                     |              |               |             |               | PAGE: 1       |
|----------------------|-------------|---|--------|-------|-----|-------------|---------------------|--------------|---------------|-------------|---------------|---------------|
| RUN TIME: 12:54:34   |             | SORT ORDER: LOCATION, CLASS, ALPHA              |        |       |     |             |                     |              |               |             |               |               |
| PROGRAM: CPICM417    |             |   |        |       |     |             |                     |              |               |             |               |               |
| EMP #                | SSN         | NAME  | STATUS | CLASS | PAR | WORK<br>LOC | HIRE/REHIRE<br>DATE | CERT<br>LEVL | YEARS<br>EXP. | PAY<br>STEP | CONT.<br>DAYS | CONT.<br>SAL. |
| 089587               | 999-08-9587 | AL4RECHT, CA4MELO                               | A      | 07    |     | 0103        | 08/03/15            | 5            | 17            | L4          | 190           | 63624         |
| 087728               | 999-08-7728 | AR9STEAD, MI9HEL                                | A      | 07    |     | 0103        | 08/02/13            | 5            | 15            | L3          | 190           | 60994         |
| 088155               | 999-08-8155 | AS9TON, YV9NE                                   | A      | 07    |     | 0103        | 01/15/01            | 6            | 18            | L4          | 190           | 71792         |
| 089654               | 999-08-9654 | BL2M, NIKOLAS                                   | A      | 07    |     | 0103        | 01/02/17            | 6            | 23            | L6          | 190           | 77576         |
| 089117               | 999-08-9117 | BO7RQUE, ON7E                                   | A      | 07    |     | 0103        | 08/14/96            | 4            | 23            | L6          | 190           | 57960         |
| 089753               | 999-08-9753 | BO8SER, JO8SPH                                  | A      | 07    |     | 0103        | 08/01/16            | 4            | 1             | E           | 190           | 40871         |
| 087988               | 999-08-7988 | BR5THERS, ALSYNA                                | A      | 07    |     | 0103        | 08/18/98            | 6            | 29            | L6          | 190           | 79903         |
| 088438               | 999-08-8438 | CO7TRELL, RE7A                                  | A      | 07    |     | 0103        | 08/05/08            | 6            | 17            | L4          | 190           | 71792         |
| 087704               | 999-08-7704 | CO9NEY, LO9D                                    | A      | 07    |     | 0103        | 09/11/12            | 4            | 7             | 5           | 190           | 45097         |
| 089935               | 999-08-9935 | CR2NDALL, ST2PANIE                              | A      | 07    |     | 0103        | 08/03/04            | 4            | 15            | L3          | 190           | 53039         |
| 087900               | 999-08-7900 | CR5WLEY, PR5SCILA                               | A      | 07    |     | 0103        | 08/18/98            | 6            | 21            | L6          | 190           | 76116         |
| 087508               | 999-08-7508 | DO4DY, CI4DERELLA                               | A      | 07    |     | 0103        | 08/02/05            | 5            | 26            | L6          | 190           | 71836         |
| 087077               | 999-08-7077 | EL9SWORTH, LI9LIANA                             | A      | 07    |     | 0103        | 07/31/17            | 4            | 3             | 1           | 190           | 40871         |
| 087094               | 999-08-7094 | ET8ERIDGE, CH8UNCEY                             | A      | 07    |     | 0103        | 08/04/14            | 5            | 23            | L6          | 190           | 69449         |
| 087755               | 999-08-7755 | FE6NANDES, RE6INIA                              | A      | 07    |     | 0103        | 08/01/16            | 5            | 5             | 3           | 190           | 48412         |
| 089697               | 999-08-9697 | FE8DER, FL8TA                                   | A      | 07    |     | 0103        | 08/01/16            | 7            | 22            | L6          | 190           | 83600         |
| 089744               | 999-08-9744 | FU9ATE, MI9HEL                                  | A      | 07    |     | 0103        | 01/02/97            | 5            | 22            | L6          | 190           | 66651         |
| 088068               | 999-08-8068 | GO6DEN, KR6STEEN                                | A      | 07    |     | 0103        | 07/31/17            | 6            | 18            | L4          | 190           | 70992         |
| 087105               | 999-08-7105 | JASRELL, PAS7Y                                  | A      | 07    |     | 0103        | 09/20/17            | 4            | 3             | 1           | 90            | 21048         |
| 088059               | 999-08-8060 | MA6AN, JE6                                      | A      | 07    |     | 0103        | 08/15/00            | 6            | 24            | L6          | 190           | 78376         |
| 088587               | 999-08-8587 | NA5LOR, MA5QUITTA                               | A      | 07    |     | 0103        | 09/10/13            | 5            | 6             | 4           | 190           | 50349         |
| 087967               | 999-08-7967 | PU2LEN, BR2T                                    | A      | 07    |     | 0103        | 08/14/96            | 6            | 25            | L6          | 190           | 79903         |
| 089717               | 999-08-9717 | RU4S, JU4E                                      | A      | 07    |     | 0103        | 08/18/98            | 6            | 21            | L6          | 190           | 75316         |
| 087188               | 999-08-7188 | SH3H, DE3E                                      | A      | 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         |