

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

3/23/2022

Section F: CPI In-Progress Report and Transmission File Processing, V2.12

# Revision History

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		Deleting the Leave of Absence File.	
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		Maintenance.	
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		employee numbers/same SSN within the Overview.	

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# **Overview**

CPI In-Progress Report and transmission file processing includes the following procedures:

**CPI In-Progress Report:** The *In-Progress Report* includes the CPI transmission file results, and will print even if errors are present. Print the report as often as necessary.

**CPI Transmission File:** PCGenesis creates the CPI transmission file for transmission via the *MyGaDOE* Web portal for reporting purposes. Although the transmission file may be transmitted with errors, the *Certified/Classified Employees' Error Listing* should be printed, and errors corrected before the CPI transmission file is processed. Refer to *Section E: CPI Report Processing* for the instructions on printing the *Certified/Classified Employees' Error Listing*. As with the *CPI In-Progress Report*, the transmission file may be created as often as is needed.

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. Period 3 is generally known as the CPI <u>leave</u> reporting cycle. Long term substitutes and third-party contractors are <u>not</u> reported to the GaDOE for CPI reporting period 3 (leave reporting).

The CPI transmission file may contain up to four different record types:

**Personnel Demographic Information – A01 record:** The demographic information (A01 record) contains basic demographic information for employees such as name, date of birth, ethnicity, and gender. Long term substitutes report <u>only</u> demographic information (A01 record) to the GaDOE. This record is reported in every CPI cycle. However, the A01 record is <u>not</u> produced for long term substitutes and third-party contractors for CPI reporting period 3 (leave reporting).

**Salary Information – B01 record:** The salary information (B01 record) contains further demographic information such as contract days, salary, years of experience, and certificate level for classified employees. Long term substitutes and third-party contractors do not report salary information (B01 record) to the GaDOE. The B01 record is reported to the GaDOE for CPI reporting periods 1 and 2.

Assignment Information – Cnn record: The assignment information (Cnn records) contains information regarding the employees' assignments. There can be up to 15 Cnn records (assignments) for each employee. Long term substitutes do not report assignment information (Cnn records) to the GaDOE. The Cnn records are reported to the GaDOE for CPI reporting periods 1 and 2.

**Leave information – Dnn record:** The leave information (Dnn records) contains the total number of days used for the following categories: paid sick, paid staff development, paid vacation, COVID, parental, and other paid leave. There can be up to five Dnn records for each employee. If the employee earns leave for more than two assignments and the leave earned in each assignment is independent of the leave earned in the other assignment(s), then two or more leave records MUST be reported. Long term substitutes and third-party contractors do not report leave information (Dnn records) to the GaDOE. **The Dnn records are submitted to the GaDOE for CPI reporting period 3 ONLY.** 

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

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#### CPI Cycle 3 Leave Reporting

CPI Cycle 3 Leave Processing can be viewed as taking place in three distinct phases: (1) **Payroll Phase** - loading leave into payroll for printing on the pay stub. This is phase is optional. (2) **Personnel Phase** - importing the leave from payroll into the *Leave of Absence File*, or manually creating the *Leave of Absence File*. (3) **CPI Phase** - extracting the leave data from the *Leave of Absence File* into the *CPI Transmission File*.

CPI Cycle 3 Leave Reporting Checklist							
	Payroll and Personnel Phases						
J	Step		Action				
	1	PCG alread <i>Upda</i>	<b>CGenesis Leave System Users Only</b> : Executing <u>all</u> of <i>Step 1</i> assumes that leave data is ready available in PCGenesis. This is the case if employee leave data is displayed on the <i>pdate/Display Balance and YTD Leave</i> screen in payroll.				
		•	The leave data on the <i>Update/Display Balance and YTD Leave</i> screen may have been imported from a third party leave system during payroll processing.				
		•	Leave data will also be available for users of the new <i>Enhanced Substitute Pay and Employee Leave System</i> .				
		<u>Payro</u> Upda	oll System Operations Guide, Section B: Payroll Update Processing, Topic 4: ate/Display Payroll Information, Procedure E: Updating/Displaying Leave Data				
		1.1	<b>1.1</b> Create the <i>Original Leave of Absence</i> file. The <i>Original Leave of Absence File</i> will be created using leave data from payroll.				
			<u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 3: Creating the Original Leave of Absence File				
		1.2	Skip Step 2 and proceed to Step 3.				

CPI Cycle 3 Leave Reporting Checklist						
	Payroll and Personnel Phases - Continued					
J	Step	Action				
	2	<b>Import Leave Data for CPI Reporting Only</b> : Executing <u>all</u> of <i>Step 2</i> assumes that leave data is NOT currently available in PCGenesis. This is the case if there is no employee leave data displayed on the <i>Update/Display Balance and YTD Leave</i> screen in payroll. <u>Payroll System Operations Guide</u> , Section B: Payroll Update Processing, Topic 4:				
		Updai	te/Display Payroll Information, Procedure E: Updating/Displaying Leave Data			
		2.1	<b>To suppress printing leave on checks/direct deposits</b> : Set the <b>Print Leave on</b> <b>Checks</b> option to 'N' on the <i>Payroll Control Information</i> screen. This will allow leave data to be imported into PCGenesis without having the data appear on employees' pay statements. <u>Payroll System Operations Guide</u> , Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing			
		2.2	<b>Optional</b> : Perform the <i>Import Employee Leave Data</i> function on the <i>CPI Report and</i> <i>Data Transmission Menu</i> to import leave data into the PCGenesis system.			
			<u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 2: Import Employee Leave Data			
		2.3	Create the Original Leave of Absence file.			
			• If leave data has been imported ( <i>Step 2.2</i> ) or keyed into the data entry <u>payroll</u> screens, the <i>Original Leave of Absence File</i> will be created using leave data from payroll.			
			• If leave data has NOT been entered into payroll, the <i>Original Leave of Absence File</i> will be created as an <u>empty file</u> .			
			<u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 3: Creating the Original Leave of Absence File			
	3	Maint	ain the Leave of Absence file as needed.			
		<u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 4: Leave of Absence File Maintenance				
	4	Print t	the Leave of Absence file.			
		<u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 5: Printing the Leave of Absence Report				

CPI Cycle 3 Leave Reporting Checklist							
	CPI Phase						
J	Step		Action				
	5	Creat create purpo leave <u>Certij</u> In-Pr Prog	Create the CPI In-Progress Report and the CPI Data Transmission File: PCGenesis creates the CPI transmission file for transmission via the <i>MyGaDOE</i> Web portal for reporting purposes. Period 3 is generally known as the CPI <u>leave</u> reporting cycle and transmits the leave data from the <i>Original Leave of Absence</i> file to Data Collections. <u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F: CPI In-Progress Report and Transmission File Processing, Topic 1: Creating the CPI In- Progress Report and/or the CPI Data Transmission File				
		5.1	Print the CPI In-Progress Report:Verify the leave data in the CPI Cycle 3transmission file by reviewing the CPI In-Progress Report. <u>Certified/Classified Personnel Information (CPI) System Operations Guide</u> , Section F:CPI In-Progress Report and Transmission File Processing, Topic 1B.1:CPI In-Progress Report - Example				

**Payroll Phase:** PCGenesis allows display of and modification to employees' leave information for *State* and *Local* categories including **Sick**, **Personal/Business**, **Vacation**, **Other**, **Leave without Pay**, **Staff Development**, or **Sick Bank**.

Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: <u>Update/Display Payroll Information</u> for instructions on maintaining leave data within payroll. When updating <u>current</u> leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD* (*Used Year-to-Date*) totals. Negative (-) entries <u>may not</u> be made to the *Balance*, and *Used YTD* totals. PCGenesis clears existing <u>current</u> leave usage totals when a new payroll is set up. Leave should reflect leave usage for the <u>current payroll</u>.

Employee leave data displayed on the *Update/Display Balance and YTD Leave* screen may be populated from the following sources:

- The leave data on the *Update/Display Balance and YTD Leave* screen may have been imported from a <u>third party leave system</u> during payroll processing.
- Leave data will also be available for users of the new *Enhanced Substitute Pay and Employee Leave System*.

**Import Leave Data for CPI Reporting Only**: If leave data is NOT available on the *Update/Display Balance and YTD Leave* screen, refer to the *Topic 2: Import Employee Leave Data* for instructions on uploading leave data from a comma separated file. The *Import Employee Leave Data* procedure allows for the upload of a current leave, year-to-date leave, and leave balances from a *.csv* file. The completion of this procedure allows these totals to be printed on the employees' pay stubs, if desired. This feature is not mandatory. School districts and systems electing to track leave information via a Microsoft® Excel spreadsheet or by other means may be able to take advantage of this import capability to save the time required by the manual entry of employees' leave usage during each payroll cycle.

**To suppress printing leave on checks/direct deposits**: Set the **Print Leave on Checks** option to 'N' on the *Payroll Control Information* screen. This will allow leave data to be imported into PCGenesis without having the data appear on employees' pay statements. Refer to the <u>Payroll System Operations</u> <u>Guide</u>, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing for additional information.

**Personnel Phase**: This phase consists primarily of creating and maintaining the *Leave of Absence File*. The first step is to *Create the Original Leave of Absence File*. If leave data has been keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been keyed into payroll, the original *Leave of Absence File* will be created as an <u>empty</u> file. Refer to *Topic 3: Creating the Original Leave of Absence File* for instructions on creating this file. The *Create Original Leave of Absence File* process deletes <u>all</u> prior leave entries and always recreates the file *each and every time this procedure is run*.

The table below illustrates how the 28 leave types in the *Leave of Absence File* are extracted for CPI processing into the four valid CPI leave categories.

**For school districts and systems that use the PCGenesis Leave System**: The *Leave of Absence File* will be created with payroll leave totals from all Sick Leave, Sick Bank Leave, Personal Leave, Vacation Leave, Unpaid Leave, Staff Development, and Other Leave used by employees for the CPI reporting period.

The payroll leave data is converted to Leave of Absence File data as follows:

- Payroll Sick Leave will be created in the *Leave of Absence File* with Absence Type **SLST**, Sick Leave Standard.
- Payroll Personal Leave will be created with Absence Type **PER1**, Personal Leave.
- Payroll Vacation Leave will be created with Absence Type VAC1, Vacation Pay.
- Payroll Unpaid Leave will be created with Absence Type **SLWP**, Sick Leave w/o Pay.
- Payroll Other Leave will be created with Absence Type **ZOT1**, Other Approved Leave.
- Payroll Staff Development Leave will be created with Absence Type STAF, Staff Development.
- Payroll Sick Bank Taken Leave will be created with Absence Type **SLST**, Sick Leave Standard.
- <u>NOTE</u>: Only school districts using the *Enhanced Substitute Pay and Employee Leave System* will automatically include Parental Leave (**PARE**) and COVID Leave (**COVI**) on the *Leave of Absence File*. All other school districts must enter Parental Leave (**PARE**) and/or COVID Leave (**COVI**) manually by keying the leave for each employee using the procedures provided in *Topic 4: Leave of Absence File Maintenance*.

**For school districts and systems that are <u>not</u> using the PCGenesis Leave System**: If PCGenesis Leave System is not being used, an empty *Leave of Absence File* is created. The leave of absence data must be created manually by keying the leave for each employee using the procedures provided in *Topic 4: Leave of Absence File Maintenance*.

**CPI Phase**: This phase consists of extracting the leave data from the *Leave of Absence File* into the *CPI Transmission File*. This is accomplished when creating the *CPI Transmission File* for CPI Reporting Cycle 3. Refer to <u>CPI System Operations Guide</u>, Section F: CPI In-Progress Report and Transmission File Processing, Topic 1: Creating the CPI In-Progress Report and/or the CPI Data Transmission File for instructions on creating the CPI Transmission File.

Leave data is summarized on the 'D' Record (Leave Information) on the *CPI Transmission File*. There can be up to five 'D' (Leave) Records for each employee. 'D' Records are submitted to the Ga DOE for CPI Reporting Cycle 3 ONLY.

The table below illustrates how the 28 leave types in the *Leave of Absence File* are extracted for CPI processing into the four valid CPI leave categories.

**Summary:** Sick, Sick Bank Taken, and Personal leave data from payroll will be reported in CPI as SICK. Other and Unpaid Leave from payroll will be reported in CPI as OTHER. Vacation data from payroll will be reported in CPI as VACATION. Staff Development leave data from payroll will be reported in CPI as STAFF. Parental leave and COVID leave can be extracted from the *Leave History File* for users of the *Enhanced Substitute Pay and Employee Leave System* and reported in CPI as PARE and COVI respectively.

The table below illustrates how leave data entered into payroll is converted to leave data in the personnel *Leave of Absence File*, which is then converted to leave data in the *CPI Transmission File*.

Payroll Category	Leave of Absence File Category	CPI Cycle '3' Transmission File Category		
	BERE – Bereavement/Relig. Leave	Sick Leave		
COVID Leave Type/Reason code extracted from the Leave History File	COVI – COVID Leave	Covid Leave		
	FAM1 – Fam/Med Paid using Sk Lv	Sick Leave		
	FAM2 – Family/Med Leave w/o Pay	Other		
	FT01 – Field Trip	Other		
	FT02 – Field Trip w/o Pay	Other		
	JURY – Jury Duty	Other		
	MIL1 – Military Leave	Other		
Parental Leave Type/Reason code extracted from the Leave History File	PARE – Parental Leave	Parental Leave		
Personal	PER1 – Personal Leave	Sick Leave		
	PER2 – Personal Leave w/o Pay	Other		
	<b>PROF</b> – Professional Dev/Planning	Staff Development		
	SBCC – Sk Bk Cont frm Exc Cryovr	Other		
	SBCS – Sk Bk Cont frm Stnd Quota	Other		
	SBLC – Sk Bk Leav frm Exc Cryovr	Other		
	SBLS – Sk Bk Leav frm Stnd Quota	Sick Leave		
	SBUS – School Business	Other		
	SLEC – Sick Leave, Excess Cryovr	Sick Leave		
Sick Leave	SLST – Sick Leave – Standard	Sick Leave		

Payroll Category	Leave of Absence File Category	CPI Cycle '3' Transmission File Category
Sick Bank Taken	SLST – Sick Leave – Standard	Sick Leave
Unpaid Leave	<b>SLWP</b> – Sick Leave w/o Pay	Other
Staff Development	STAF – Staff Development	Staff Development
	SUBP – Subpoena	Other
Vacation	VAC1 – Vacation Pay	Vacation
	VAC2 – Vacation w/o Pay	Other
	WRC1 – Wrk Comp Paid using Sk Lv	Sick Leave
	WRC2 – Wrk Comp w/o Pay frm Schl	Other
Other	<b>ZOT1</b> – Other Approved Leave	Other
	<b>ZOT2</b> – Other Leave w/o Pay	Other

# *Topic 1: Creating the CPI In-Progress Report and/or the CPI Data Transmission File*

### 1A. CPI In-Progress Report ONLY

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

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	Certified/Classified Personnel Information System	CPIMENU
FKey	Master Menu	
1 Dis 2 Dis 3 Dis	splay/Update Individual Employee Information splay/Update Third Party Contractors splay/Update Personnel Data	
5 CP 7 CP	l Salary Schedule I Reporting Menu	
9 Cre 11 CP	eate CPI Report & Transmission File I Assignment File Maintenance	
<u>13</u> Cer <u>15</u> CP	rtificate File Maintenance Menu I Description Code Menu	
<u>31</u> CPI	I Special Functions Menu	
File	e Reorganization	
Master UserList		17.04.00

Step	Action
2	Select 9 (F9 - Create CPI Report and Transmission File).

🔲 PCG Di	st=8991 Rel=15.01	L.00 04/02/2015 P	CW 002 SV C:\E	EVSYS C:\SECON	D	WHITE	- • ×
		Certified/C	lassified Pe	ersonnel Info	rmation Sy	ystem	CP I CP 009
	FKey 	CP	I Report and	l Data Transm	ission		
	_1 Data	a Transmission a	and CPI In Prog	ress Report			
	<u>3</u> CPI	In Progress Rep	ort ONLY				
	Set Up L	eave Data for CF	PI Cycle 3 Rep	orting (ALL SYS	TEMS):		
	linc <u>5</u> Imp	iuding Enhanced ort Employee Lea	i Substitute Pa ave Data	y and Employed	e Leave Sys	stemsj	
	6 Cre:	ate Original Leav	e of Absence I	ile			
	7 Lea	ve of Absence Fil ve of Absence Fil	le Maintenanc le Print	2			
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Master <sup>User</sup> Li	t Datis						14.03.00
		INITOR					
Acti	on						

 Image: PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 001 SV CADEVSYS CASECOND
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 CPI IN PROGRESS REPORT - SORT SELECTION
 Select sort criteria: (any non-blank char.)
 Sort by work location/name : \_
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 Sort by work location/name : \_
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Step	Action
4	Enter Y (Yes) in the Sort by Work Location/Name <u>or</u> the Sort by Social Security No. (Sort by Social Security Number) field to define the sort order.
5	To print all CPI employees: Enter N (No) in the Print classified only <u>and</u> the Print certified only fields to print ALL CPI employees.
	<b>To print classified employees only:</b> Enter <b>Y</b> (Yes) in the <b>Print classified only</b> and enter <b>N</b> (No) in the <b>Print certified only</b> fields to print only classified employees.
	<b>To print certified employees only:</b> Enter N (No) in the <b>Print classified only</b> and enter Y (Yes) in the <b>Print certified only</b> fields to print only certified employees.
6	Select <b>Enter</b> ). "*** Processing Request ***" briefly displays.
	The Certified/Classified Personnel Information System – CPI Report and Data Transmission Menu redisplays.

Step	Action
7	To print the report via the Uqueue Print Manager: Select (Uqueue).
	To print the report via Microsoft® Word: Select (MS WORD).
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
8	Select <b>F16</b> ( <b>F16</b> -Exit) to return to the <i>Certified/Classified Personnel Information</i> <i>Master Menu</i> , or select (Master) to return to the <i>Business Applications Master</i> <i>Menu</i> .
9	<b>If there are errors:</b> From the <i>Certified/Classified Personnel Information System Master Menu,</i> select <b>7</b> ( <b>F7</b> - CPI Reporting Menu), then select <b>6</b> ( <b>F6</b> – Print Certified/Classified Employee Error List).
	Where appropriate, use the Section A: Displaying/Updating Individual Employee Information instructions to make corrections to the employees' records. Repeat this procedure beginning at Step 1.

## 1B. Creating the Data Transmission File and the CPI In-Progress Report

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

A	PCG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003 S	V C:\DEVSYS	C:\SECOND	WH ation Suct	ITE	
			Sercifieu	/61855171	eu rersom	IEI INFORM	acium syst	211	GPINENU
	FKey 	) -			Master Me	enu			
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	<u>9</u> 11	│ Create │ CPIAss	CPI Report signment Fi	& Transmis le Maintena	sion File ance				
	<u>13</u> 15	│ Certific │ CPI De:	ate File Ma scription Co	intenance N ode Menu	lenu				
	31	] CPI Spe	ecial Functi	ons Menu					
	20	File Re	organizatio	n					
Master	r <sup>User</sup> list								17.04.00
F16	• (P3)   Vords	PAY VEND							

Step	Action
2	Select 9 (F9 - Create CPI Report and Transmission File).

	PCG Dist=8991	Rel=15.01.00 04/02	2/2015 PCW 0	02 SV C:\DEVSY	S C:\SECOND	WHITE		1			
		Certi	fied/Class	sified Perso	nnel Informa	tion System	CP I CP 009				
	FKey 	/	CPI Re	eport and Dat	ta Transmiss:	ion					
	1	∫ Data Transm	ission and (	CPI In Progress	Report						
	3	] CPI In Progre	ess Report O	NLY							
		Set Up Leave Da	ta for CPI Cy	cle 3 Reporting	) (ALL SYSTEM	S):					
	(Including Enhanced Substitute Pay and Employee Leave Systems) 5 Import Employee Leave Data										
	6	🛛 Create Origin	nal Leave of	Absence File							
	7	Leave of Abs   Leave of Abs	sence File M sence File Pr	aintenance int							
м	faster <sup>User</sup> list						14.03.00				
M	llaster User <sub>list</sub> 16 <b>CP (125)</b> Words	PAY VEND MONITOR MONITOR					14.03.00				
M	Azster User <sub>list</sub> Ins User Action	PAY VEND HONTOR MONTOR					14.03.00				



PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE X CPICM400 CREATE CPI TRANSMISSION FILE The CPI EXTRACT output file is located in: C:\SECOND\GOSEND\CPIR1902 ENTER to Continue 19.02.00 Step Action Screen-print the Create CPI Transmission File screen and select [[[] (Enter) to 5 continue. Enter this information as the upload filename when transmitting the CPI transmission file for processing. The location of the CPI transmission file is "K: SECOND GOSEND". Also note also that filename is dependent on the reporting year and reporting period. The Certified/Classified Personnel Information System – CPI Report and Data Transmission Menu redisplays. To print the report via the Uqueue Print Manager: Select (Uqueue). 6 To print the report via Microsoft® Word: Select (MS WORD). Follow the instructions provided in the Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate. 7 Select **F16** -Exit) to return to the *Certified/Classified Personnel Information* Master Menu, or select Master (Master) to return to the Business Applications Master

The following screen displays:

Menu.

Step	Action
8	If there are errors: From the Certified/Classified Personnel Information System MasterMenu, select7(F7 - CPI Reporting Menu), then select6(F6 – PrintCertified/Classified Employee Error List).Where appropriate, use the Section A: Displaying/Updating Individual EmployeeInformation instructions to make corrections to the employees' records. Repeat thisprocedure beginning at Step 1.
9	Proceed to Topic 2: Transmitting the CPI Transmission File to the Georgia Department of Education (GaDOE).

#### 1B.1. CPI In-Progress Report – Example

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. The following report is produced for reporting periods 1 and 2.

REPORT REPORT DA	ID: CPI TE: 12/	CM401-D 03/2018	Т			C	CPI DETAIL IN-PROGRESS REPORT REPORT							PAGE: 3 TIME: 14:41:00		
899 SMIT	н сіту в	SOARD OF	EDUC	ATION	WORK	LOCATION:	100	Loc	ation	0001	00		SORT 0	RDER:	LOCATION, LAS	T NAME
SSN	EMPNO	CTASS	EMPLO	OYEE NA	ME				C	ERT	CERT ID					
	EMP BASIS	EMP BASIS	CRT C/N	LOC	PRCNT	LEV	JOB	SUBJ	FLD	TYP	FUND FUND	PAY STEP	YRS EXP	GHI PART	CONTRACT SALARY	TERMINATION DATE
999087211	087211 1.000	D07GHT	Y, EM7 C	7RY 100	25.0	Τ7	159	238	798	C) SRT	369624 N	L6	27	Y	76617.00	
			С	100	25.0		159	278	798	SRT	N					
			С	100	25.0		159	418	798	SRT	N					
			С	100	25.0		159	458	798	SRT	N					
999089752	089752	DU60SE 1.000	, SE64 N	4 100	100.0		410	000	(	N)	N			Y	16535.40	
999088362	088362 1.000	EA3LY,	MY3L		.0				(	(C)				N		
999087465	087465 1.000	EG9LES	TON, C	CA9OYLN 100	59.0	Т5	104	230	808	C) SRT	318784 N	L6	32	N	61289.00	
			С	100	13.0		133	920	808	SRT	N					
			С	100	28.0		146	962	881	SRT	N					
999089806	089806 1.000	FA6LK,	GR6G0 C	DRIO 100	35.0	Τ5	103	230	808	C) SRT	1209335 N	6	8	Y	47465.00	
			С	100	35.0		103	450	808	SRT	N					
			С	100	30.0		132	920	808	SRT	N					
999087225	087225	FE4RAR 1.000	A, HE4 N	IBERTO	100.0		436	000	(	N)	1665119 51 N			N	10467.84	03/16/2018
999089170	089170	GA6NON 1.210	, SIGE N	ENA 100	100.0		435	000	(	N)	1449156 N			Y	33006.40	
999088960	088960 1.000	GI5LET	TE, PI C	A5TY 100	50.0	Т5	440	999	813	C) SRS	204783 N	L6	29	N	61639.00	

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. Period 3 is generally known as the CPI <u>leave</u> reporting cycle. Since the purpose of period 3 is to report <u>only</u> employee leave data, the CPI Detail In-Progress Report displays the leave totals contained on the CPI transmission file.

REPORT REPORT DA	REPORT ID: CPICM401-DT CPI DETAIL IN-PROGRESS REPORT PAGE: 41 REPORT DATE: 03/23/2022 REPORT TIME: 13:18:00												
899 SMITH CITY BOARD OF EDUCATION 8013 Location 008013													
SSN	EMPNO	EM	PLOYEE N	AME				CERT	CERT ID			STRIDE ID	
	EMP BASIS	EMP BASIS C/I	SICK	STAFF	VAC	OTHER	COVID	PARENT	LEV PAY STEP	YRS GHI EXP PART	CONTRACT SALARY	TERMINATION DATE	
999088935	088935	CH9ATE, LU 1.000	ANNA 000	000	005	001	000	(N) 000		Ν	44693.60	0000000	
999087664	087664	LE8NE, CA0 1.000	HERIN 004	000	004	010	000	(N) 000		Y	44693.60	0000000	
999087704	087704	NE7SOM, GH 1.000	7EVIVE 002	000	000	004	000	(N) 000		Y	44564.00	0000000	
999089184	089184	RE5MAN, FI 1.000	SDINAND 012	000	005	007	000	(N) 000		Y	41308.00	0000000	
999089232	089232	SC3ELL, CI 1.000	13NTAY 007	000	003	010	000	(N) 000		У	35309.60	0000000	
999089573	089573	WE3THERS, 1.000	RE3ONA 002	000	004	000	000	(N) 000		У	84391.20	0000000	
999086842	086842 1.000	WI5LINGHA	1, SC5TT 000	IE 000	000	000	000	(N) 000	1725606 T4 E	Ν		00000000 08/02/2019	
GRAND TOTA	LS		02212	00178	00140	01012	00000	00015					

# Topic 2: Import Employee Leave Data

The *Import Employee Leave Data* procedure allows for the upload of current leave, year-to-date leave, and leave balances from a *.csv* file. The completion of this procedure allows these totals to be printed on the employees' pay stubs, if desired.

<u>This feature is not mandatory.</u> School districts and systems electing to track leave information via a Microsoft® Excel spreadsheet or by other means may be able to take advantage of this import capability to save the time required by the manual entry of employees' leave usage during each payroll cycle.

As with other PCGenesis data imports, this import procedure uses a *.csv* file format, with one line of data per employee to be updated. The import file must also include a header line identifying the school system ID and the payroll date for the current payroll cycle. The import procedure verifies that each employee's number is valid, and verifies the amounts are consistent, for example, that current leave cannot be greater than year-to-date leave, and that leave balances must be greater than or equal to zero. The import procedure does not, however, verify that all employees are included in the upload, as not all employees have leave. If any errors are found, the data is not loaded, and PCGenesis users are given the option to print the error list at this point in processing.

The detailed layout of the comma separated import file is available in section 2A. .csv File Layout of this document.

**NOTE:** If the *Enhanced Substitute Pay and Employee Leave System* is in use, leave updates using this procedure are NOT allowed.

A	PCG Dist=8991 Rel=	17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	- • ×
		Certified/Classified Personnel Information System	CPIMENU
	FKey 	Master Menu	
	1 2 3	Display/Update Individual Employee Information Display/Update Third Party Contractors Display/Update Personnel Data	
	<u>5</u> 7	CPI Salary Schedule CPI Reporting Menu	
	<u>9</u> 11	Create CPI Report & Transmission File CPI Assignment File Maintenance	
	13 15	Certificate File Maintenance Menu CPI Description Code Menu	
	31	CPI Special Functions Menu	
	20	File Reorganization	
Mas F16	rer <sup>User</sup> list PA	YR         WEND	17.04.00

Step	Action
1	Select 9 (F9 - Create CPI Report and Transmission File).

	PCG Dist=8991	Rel=15.01.00	04/02/2015	PCW 002 SV	C:\DEVSYS	C:\SECOND	WHITE	
		l	Certified/O	Classifie	d Personne	l Informat	ion System	CP I CP 009
	FKe	'y	CI	PI Report	and Data	Transmissi	.on	
	1	📕 Data Tr	ansmission	and CPI In	Progress Re	port		
	_3	📕 CPI In F	<sup>2</sup> rogress Rep	port ONLY				
		Set Up Leav	ve Data for C	PI Cycle 3	Reporting (A		S):	
	5	linciud)   Import	ing Enhance Employee Le	d Substitut eave Data	e Pay and E	mployee Lea	ive Systemsj	
	6	Create	Orininal Lea	ve of Ahser	nce File			
	7	Leave	of Absence F	ile Mainten	ance			
	0	Leave	JI ADSENCE F	ne Print				
Ma	ster <sup>User</sup> list							14.03.00
Ma: F16	ster <sup>User</sup> list	BAY VEND						14.03.00
Ma F16	ster User <sub>list</sub>	B PAY VEND						14.03.00
Ma F16	ster <sup>User</sup> list <b>Des Vorde</b> Action	B PAY VEND						14.03.00



The following screen displays if there are no errors:



The following screen displays if there are errors:

E PCG Dist=8991 Rel=13.02.00 07/24/2013 PCW 001 5V C:\DEV5Y5 C:\SECOND WHITE	_ 8 ×
PA Import Leave Data For Pay Stubs From LMS	YP1260
If leave data has already been loaded through the payroll process from a third party leave management system, do not import leave data here.	
If leave data is only being imported for the purpose of CPI reporting and is not being imported to print on checks, go to the Payroll Tax/Withholding/Control Menu and set 'Print Leave on Checks' to 'N' on the Payroll Identification record.	
Enter the upload file path and name (e.g.K:\SECOND\PAYDATA\LMS\LEAVEyymmdd.CSV)	
C:\PCG\LUIMPORT.CSU	
*** ERRORS FOUND - CSV File cannot be loaded ***	
Empno 000000 not found in personnel file Line 00002 Import data value too large for field: YTD-UAC Line 00002 Non-numeric character in numeric field: YTD-OTHER Line 00002 Non-numeric character in numeric field: YTD-STAFF Line 00002 Non-numeric character in numeric field: YTD-SCKBK Line 00002 Import data value too large for field: BAL-SICK Line 00002 Non-numeric character in numeric field: BAL-SICK Line 00002 Non-numeric character in numeric field: BAL-SICK Line 00002 Non-numeric character in numeric field: BAL-VAC Empno 000000 not found in personnel file Line 00003 Import data value too large for field: YTD-VAC Too many errors to display. Print report for complete list.	
F12 to print error report, F16 to exit without report 12	.03.00

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Step	Action
4	<b>If there are errors:</b> Review the error message(s) displayed. Select <b>F12</b> , and access the PCGenesis Uqueue Print Manager to print the <i>Leave Import Error Report</i> . Using the report, make the appropriate corrections to the .csv file, and return to <i>Step 3</i> to repeat this procedure.
5	If there are no errors: Select Enter to continue.
	The "** * Updating Leave Totals * * *" message will be briefly displayed.

	PCG Dist=8991	Rel=15.01.00	04/02/2015	PCW 002 S\	C:\DEVSYS	C:\SECON	ID	WHI	TE		
		1	Certified/	Classifie	d Person	nel Info	rmatio	n Syste	m		CPICP009
	FKeg 	2	C	PI Report	and Dat	a Transm	ission				
	1	🤄 Data Tr	ansmission	and CPI In	Progress	Report					
	3	🛛 CPI In F	Progress Re	port ONLY							
		Set Up Leav	ve Data for C	PI Cycle 3	Reporting	(ALL SYS	TEMS):				
	5	(Includ)   Import	ing Enhance Employee Li	ed Substitut eave Data	te Pay and	Employe	e Leave	System	s)		
	6	Create	 ∩riginal Lea	ve of Abce	nce File						
	7	Leave	of Absence F	ile Mainte	nance						
	8	] Leave	of Absence F	ile Print							
Mast	er <sup>User</sup> list										14.03.00
F16	■ ( <b>U:3</b>   ¥ord <b>3</b> )	PAY VEND MONITOR MONITOR									
	Action										
					1	<i>a</i>		1 . 0			
	Select <u>F16</u>	<u> </u>	- Exit) (	to returi	n to the	Certifi	ed/Cl	lassifi	ed Per	rsonnel I	nformatio
	System M	aster Me	<i>nu</i> , or se	elect	ster (M	aster)	to ret	urn to	the B	usiness 1	Applicatio
1	Master M	enu.									

# 2A. .csv File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.
- One line is created for the file header. (This should be the first data line in the file.) More than one header line is an error.

Column	Field Name	Notes
	Header Red	cord
Column A	Record ID	Letter "H" (for header)
Column B	School System ID (LUA Identifier)	4 digits, e.g. 6341
Column C	Leave Cutoff Date	8 digits: CCYYMMDD
Column D	Payroll Date	8 digits: CCYYMMDD
One line must	Detail Rec be included for each employee's summar	ord y data.
Column A	Record ID	Letter "T" or "S" (for State bucket totals) Letter "L" (for Local bucket totals) (to be implemented in the future)
Column B	Employee Number	6 digits
Column C	Current Sick Leave Usage	-999.99
Column D	Current Personal Leave Usage	-999.99
Column E	Current Vacation Leave Usage	-999.99
Column F	Current Other Leave Usage	-999.99
Column G	Current Leave With Out Pay Usage	-999.99
Column H	Current Staff Development Usage	-999.99
Column I	Current Sick Bank Taken Usage	-999.99
Column J	YTD Sick Leave Usage	999.99
Column K	YTD Personal Leave Usage	999.99
Column L	YTD Vacation Leave Usage	999.99
Column M	YTD Other Leave Usage	999.99
Column N	YTD Leave With Out Pay Usage	999.99
Column O	YTD Staff Development Usage	999.99
Column P	YTD Sick Bank Taken Usage	999.99

Column	Field Name	Notes
	Detail Record - C	Continued
Column Q	Balance Sick Leave Usage	999.99
Column R	Balance Personal Leave Usage	999.99
Column S	Balance Vacation Leave Usage	999.99
Column T	Balance Other Leave Usage	999.99
Column U	Balance Leave With Out Pay Usage	999.99
Column V	Balance Staff Development Usage	999.99
Column W	Balance Sick Bank Taken Usage	999.99

### **2B.** Leave Import Error Report – Example

Run date: 04/06/2015	LEAVE DATA IMPORT ERROR REPORT	Page:	1	
Program: PAYPI260	Load File Name: C:\PCG\LEGACYLEAVEIMPORT.CSV			
Import Input Lines and Er	ror Messages			
T,22222,,,2,3,,,,,,,,,, Empno 02222 not found T,33333,,,,2,2,,,,,,, Empno 033333 not found	in personnel file			

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# *Topic 3: Creating the Original Leave of Absence File*

\* \* \* Attention \* \* \*

#### Repeating this Process deletes all prior entries.

The first step in the leave process is to *Create the Original Leave of Absence File*. If leave data has been keyed into payroll, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been keyed into payroll, the original *Leave of Absence File* will be created as an <u>empty</u> file. The *Create Original Leave of Absence File* process deletes <u>all</u> prior leave entries and always recreates the file *each and every time this procedure is run*.

**For school districts and systems that use the PCGenesis Leave System**: The *Leave of Absence File* will be created with payroll leave totals from all Sick Leave, Sick Bank Leave, Personal Leave, Vacation Leave, Unpaid Leave, Other Leave, and Staff Development Leave used by employees for the CPI reporting period.

The payroll leave data is converted to *Leave of Absence File* data as follows:

- Payroll Sick Leave will be created in the *Leave of Absence File* with Absence Type **SLST**, Sick Leave Standard.
- Payroll Personal Leave will be created with Absence Type **PER1**, Personal Leave.
- Payroll Vacation Leave will be created with Absence Type VAC1, Vacation Pay.
- Payroll Unpaid Leave will be created with Absence Type SLWP, Sick Leave w/o Pay.
- Payroll Other Leave will be created with Absence Type **ZOT1**, Other Approved Leave.
- Payroll Staff Development Leave will be created with Absence Type STAF, Staff Development.
- Payroll Sick Bank Taken Leave will be created with Absence Type **SLST**, Sick Leave Standard.
- <u>NOTE</u>: Only school districts using the *Enhanced Substitute Pay and Employee Leave System* will automatically include Parental Leave (**PARE**) and COVID Leave (**COVI**) on the *Leave of Absence File*. All other school districts must enter Parental Leave (**PARE**) and/or COVID Leave (**COVI**) manually by keying the leave for each employee using the procedures provided in *Topic 4: Leave of Absence File Maintenance*.

**For school districts and systems that are <u>not</u> using the PCGenesis Leave System**: If PCGenesis Leave System is not being used, an empty *Leave of Absence File* is created. The leave of absence data must be created manually by keying the leave for each employee using the procedures provided in *Topic 4: Leave of Absence File Maintenance*.

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

Step	Action
1	Select 9 (F9 - Create CPI Report and Transmission File).

	PCG Dist=8991	Rel=15.01.00	04/02/2015 F	PCW 002 SV (	C:\DEVSYS C:\	SECOND	WHITE	
			Certified/C	lassified:	Personnel	Informati	on System	CP I CP 009
	FKe	y	CF	'I Report a	and Data Tr	ansmissio	n	
	1	_ ∐ Data T	ransmission	and CPI In P	rogress Rep	ort		
	3	🛛 CPI In	Progress Rep	ort ONLY				
		Set Up Lea	ve Data for Cl	PI Cycle 3 R	eporting (ALL	SYSTEMS	): 	
	5	linciud Import	Employee Le	ave Data	Pay and Em	loyee Leav	e systemsj	
	6	🗌 Create	Original Leav	ve of Absenc	e File			
	7	Leave	of Absence Fi of Absence Fi	ile Maintena ile Print	nce			
11.0	ter <sup>User</sup> list 🛥 Oue=2. Word=							 14.03.00
mas	En la seguina de la conde	MONITOR MONITO	ř I					
F16								
F16	Action							



For systems using the *Legacy Leave System*, the following screen displays:

For systems using Enhanced Substitute Pay and Employee Leave System, the following screen displays:

А	PCG Dist=8991 Rel=22.01.00 03/23/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - 🗆 🗙
	Create Original Leave of Absence File LVUPLUG From Leave History File
	This program will delete the existing Leave of Absence File, if it already exists.
	A new original Leave of Absence File will be created from the Leave History File data.
	Enter the PLAN YEAR to be extracted for the Original Leave of Absence File.
	Plan year
	Parental Leave type: Parental Leave reason:
	COVID Leave type: COVID Leave reason:
	ENTER = Continue, F16 = Exit without processing 22.01.00

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Step	Action
3	For school districts and systems that are using the PCGenesis Legacy Leave System: Enter 'Y' to continue processing.
	For school districts and systems that are using the PCGenesis <i>Enhanced Substitute Pay and Employee Leave System</i> :
	• Enter the <b>Plan Year</b> , in CCYY format, of the leave history data to extract for CPI processing. (Required field)
	• Enter the <b>Parental Leave Type</b> and <b>Parental Leave Reason</b> codes of the leave category that contains parental leave. (Optional field)
	• Enter the <b>COVID Leave Type</b> and <b>COVID Leave Reason</b> codes of the leave category that contains COVID leave. (Optional field)
	For school districts and systems that are <u>not</u> using either PCGenesis Leave System: Enter 'Y' to continue processing.
4	Select ENTER to continue processing, or select F16 to exit without processing.
	The <i>Create Original Leave of Absence File</i> process deletes <u>all</u> prior leave entries and always recreates the file <i>each and every time this procedure is run</i> .
	For school districts and systems that are using the PCGenesis Legacy Leave System or the Enhanced Substitute Pay and Employee Leave System: A leave processing file will automatically be created and will include Sick Leave (SLST), Personal Leave (PER1), Vacation Leave (VAC1), Other Leave (ZOT1), Unpaid Leave (SLWP), and Staff Development (STAF) leave totals where appropriate.
	<u>NOTE</u> : Only school districts using the <i>Enhanced Substitute Pay and Employee Leave</i> <i>System</i> will automatically include Parental Leave (PARE) and COVID Leave (COVI) on the <i>Leave of Absence File</i> . All other school districts must enter Parental Leave (PARE) and COVID Leave (COVI) manually by keying the leave for each employee using the procedures provided in <i>Topic 4: Leave of Absence File Maintenance</i> .
	<b>For school districts and systems that are <u>not</u> using either PCGenesis Leave System</b> : If a PCGenesis Leave System is not being used, an empty <i>Leave of Absence File</i> is created. The leave of absence data must be created manually by keying the leave for each employee using the procedures provided in <i>Topic 4: Leave of Absence File Maintenance</i> .
	The Personnel System – Legacy Leave Menu redisplays.

	PCG Dist=8991	Rel=15.01.00	04/02/2015	PCW 002	SV C:\DEVSY	S C:\SECONI	D	WHITE		- • ×
		(	ertified/	Classifi	ed Perso	nnel Infor	mation S	ystem		CPICP009
	FKe	y _	C	PI Repor	•t and Da	ta Transmi	ission			
	_ 1	📙 Data Tr	ansmission	and CPI I	n Progress	Report				
	3	🛛 CPI In F	Progress Re	port ONL	r i					
	5	Set Up Leav (Includ) Import 1	ve Data for ( ing Enhance Employee L	CPI Cycle ed Substit eave Data	3 Reporting ute Pay an	g (ALL SYST d Employee	EMS): Leave Sy	stems)		
	<u>6</u> 7	Create	Original Lea of Absence I	ive of Abs File Maint	ence File enance					
	8	📕 Leave d	of Absence I	File Print						
М	aster <sup>User</sup> list									14.03.00
FI	; <b>(-)</b> ("\$)   ""\$	) PAY VEND MONITOR MONITOR								
	Action									
	ACTION									
	0.1		- Evit)	to retu	rn to the	- Certifi	ed/Clas	ssified P	ersonne	el Informatio
	Select F15		- LAIL)	to retur		cernge		~		0
	Select Field	aster Me	- LXI() nu, or se	elect _	laster (N	(laster)	to retur	n to the	Busines	s Applicatio

# *Topic 4: Leave of Absence File Maintenance*

Step

The *Leave of Absence File Maintenance* procedure allows additional leave records to be entered and allows existing leave records to be modified.

### **Procedure 4A. Add/Update Employee Leave Information**

1 1 2 1 3 1 5 1 7 1 9 1 11 1	Display/Update Display/Update Display/Update CPI Salary Sch CPI Reporting I Create CPI Rep	e Individual e Third Part e Personne edule Menu	Employee I y Contractor I Data	nformation S				
5 ( 7 ( 9 ( 11 (	CPI Salary Sch CPI Reporting I Create CPI Rep	edule Menu						
9 ( 11 (	Create CPI Rep							
	CPI Assignmen	oort & Trans nt File Main	mission File tenance	!				
13 ( 15 (	Certificate File CPI Description	Maintenan n Code Mer	ce Menu Iu					
31 (	CPI Special Fu	nctions Me	nu					
_20	File Reorganiz	ation						
Word PAY								17.04.00
	15 ( 31 ( 20	15        CPI Description         31        CPI Special Fu         20        File Reorganiz         Work@ PAY MEND	15        CPI Description Code Men         31        CPI Special Functions Men         20        File Reorganization	15        CPI Description Code Menu         31        CPI Special Functions Menu         20        File Reorganization	15       CPI Description Code Menu         31       CPI Special Functions Menu         20       File Reorganization	15       CPI Description Code Menu         31       CPI Special Functions Menu         20       File Reorganization	15       CPI Description Code Menu         31       CPI Special Functions Menu         20       File Reorganization	15       CPI Description Code Menu         31       CPI Special Functions Menu         20       File Reorganization

	PCG Dist=8991	1 Rel=15.01.00 04/02/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	_ <b>D</b> X
		Certified/Classified Personnel Information System	CP I CP 009
	FKe	ey CPI Report and Data Transmission	
	1	 Data Transmission and CPI In Progress Report	
	_ 3	CPI In Progress Report ONLY	
		Set Up Leave Data for CPI Cycle 3 Reporting (ALL SYSTEMS): (Including Enhanced Substitute Day and Employee Leave Sustame)	
	5	Import Employee Leave Data	
	6	Create Original Leave of Absence File	
	8	<ul> <li> Leave of Absence File Maintenance</li> <li> Leave of Absence File Print</li> </ul>	
Mas	ster <sup>User</sup> list		14.03.00
F16	🗭 (123) Vorda		
	Action		
	0.1. /		

I	Image: Note of the second s
	Leave of Absence File Maintenance PERHM02
	Emproyee Number: Hosence Type:
	(ENTER) Resident Film For Filmsh For Neutron Fdd Add Meder Fdd Fuith
EN	$\begin{array}{c critery   rostition rile   r2-rirst   r5-rext   r1-rad ride   ride$
F1	<b>ις ←</b> ΓΙ 2 → ΓΙS ↔ Ηelp
	Action
	To update an employee's leave record: Enter the appropriate information in the
	<b>Employee Number</b> and <b>Absence Type</b> fields and select (Enter - Position File).
	10 add an employee's leave record: Select (F11 - Add Mode).
	Additional options will include $(F2 - View the First Record)$ and $(F5 - View the First Record)$
	the Next Record). Select the desired Function key as appropriate.





If **ENTER** (Position File) has been selected, the following screen displays:

PCG Dist=8991         Rel=22.01.00         03/23/2022         DOD 001         SV         K:\SECOND         WHITE	_	
Leave of Absence File Maintenance		PERHM02
Employee Number: 86753 Absence Type: PER1 RO6ENTHAL, BA6TON Total Days: 3.00		
Absence Type & Description Absence Type & Description		
BERE = Bereauement/Relig. Leave COUI = COUID LeaveSBLC = Sk Bk Leav frm Exc Cryour SBLS = Sk Bk Leav frm Stnd QuotaFAM1 = Fam/Med Paid using Sk Lv FAM2 = Family/Med Leave w/o Pay 		
** Display Mode **		
F16-Find Mode F2-First F5-Next F9-Modify F18-Delete		22 81 88
		22.01.00

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Step	Action
4	<b>To update an employee's leave record:</b> Select <b>F9</b> - Modify) and proceed to <i>Step 5</i> .
	To add an employee's leave record: Enter the appropriate information in the Employee
	<b>Number, Absence Type, and Total Days</b> fields and select <b>Enter</b> (Enter) twice. Proceed to <i>Step 6.</i>
	Additional options will include $F16 - Find Mode$ , $F2 (F2 - View the First Record) and F5 (F5 - View the Next Record). Select the desired Function key as$
	appropriate.

If **F9** (Modify) has been selected, the following screen displays:

CG Dist=8991 Rel=22.01.00 03/23/2022 DOD 001 SV	K:\SYSTEM K:\SECOND	WHITE	_	
Leave of Absence File	e Maintenance			PERHM02
Employee Number: 86753 ROGENTHAL, BAGTON	Absence Type: PER Total Days: <u>3.0</u>	1 0		
Absence Type & Description	Absence Type & Des	cription		
BERE = Bereauement/Relig. Leave COUI = COUID Leave FAM1 = Fam/Med Paid using Sk Lv FAM2 = Family/Med Leave w/o Pay FT01 = Field Trip FT02 = Field Trip w/o Pay JURY = Jury Duty MIL1 = Military Leave PARE = Parental Leave PER1 = Personal Leave PER2 = Personal Leave w/o Pay PR0F = Professional Dev/Planning SBCC = Sk Bk Cont frm Exc Cryovr SBCS = Sk Bk Cont frm Stnd Quota	SBLC = Sk Bk Leav SBLS = Sk Bk Leav SBUS = School Busi SLEC = Sick Leave, SLST = Sick Leave SLWP = Sick Leave STAF = Staff Devel SUBP = Subpoena VAC1 = Vacation Pa VAC2 = Vacation W/ WRC1 = Wrk Comp Pa WRC2 = Wrk Comp W/ ZOT1 = Other Appro ZOT2 = Other Leave	frm Exc Cryovr frm Stnd Quota ness Excess Cryovr - Standard w/o Pay opment y o Pay id using Sk Lv o Pay frm Schl ved Leave w/o Pay		
** Modify (ENTER)-Modify Record	Mode ** d F1-Display Mode			
	F9 F10 F11 F12	۲ <u>۲۱۶</u> ۹		22.01.00
F16 F17 R F18 T	He	IP I		

Step	Action
5	To update an employee's leave record: Make the appropriate modifications to the field and select (Enter - Modify Record). Additional options will include [F1] (F1 - Display Mode). Select the desired Function key as appropriate.
6	Select F16 - Find Mode).

A	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE Leave of Absence File Maintenance	_	□ × PERHM02
	Employee Number: Absence Type:		
a	NTER)-Position File F2-First F5-Next F11-Add Mode F1	6-Exit	
ENTI	✓     F1     F2     F3     F4     F5     F6     F7     F8     F9     ✓     F10     ¥11     F12       ►     F1     F1     F1     F1     F1     F1     F1     F1	F15	19.02.00
p _	Action		
7	Select <b>F16</b> - Exit) to return to the <i>CPI Report and De</i>	ata Transmi	ssion Menu.

	PCG Dist=8991 R	Rel=15.01.00	04/02/2015 PCW	002 SV C:\DEVSYS	C:\SECOND	WHITE		
		C	ertified/Cla	ssified Person	nel Informat	ion System	CPICP009	
	FKey		CPI	Report and Data	a Transmissi	on		
	1	Data Tr:	ansmission and	d CPI In Progress I	Report			
	3		roaress Report					
		CI I III I	Togress ricpon					
	S	et Up Leav Includi	e Data for CPI ( ing Enhanced S	Cycle 3 Reporting	(ALL SYSTEMS Employee Lea	š): ve Systems)		
	5	Import E	Employee Leav	e Data	2	i o oyotomoj		
	6	Create (	Original Leave	of Absence File				
	7	Leave o	f Absence File	Maintenance				
	8	Leave o	it Absence File	Print				
	Master Userlict						14.03.00	
	F16 - UB Vorta M	PAY VEND						
ep	Action							
8	Select F16	<b>–</b> (F1	<b>6</b> - Exit)	to return to	the Cer	tified/Classified	Personnel Inform	matio
	System Ma	astor M	anu or se	lect Master	(Mastar)	to return to the	Business Applic	ration
	Master Me	13161 MI 1911			(masici)	to return to the	Dusiness Applie	anon
	Wiuster Wiel	<i></i>						

## **Procedure 4B. Delete Individual Employee Leave** Information

PCG Dist=89	21 Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	
	Certified/Classified Personnel Information System	CPIMENU
FF	ley Master Menu	
	Display/Update Individual Employee Information	
	2 Display/Update Inite Party Contractors	
I =	5 CPI Salary Schedule	
	7 CPI Reporting Menu	
	- 1	
	3 Create CPI Report & Transmission File	
1 -	UPI Assignment file Maintenance	
	3 Certificate File Maintenance Menu	
	5 CPI Description Code Menu	
	1 CPI Special Functions Menu	
	A File Depression	
Mactae Userica		17.04.00
USC USC		
Action		
Action		
Select	9 (F0 - Create CPI Report and Transmission File)	

			04/02/2015 10		.,				
		C	ertified/Cl	lassified	Personnel	Informatio	on System	CPICP00	19
	FKey		CPI	í Report a	nd Data Tra	ansmissior	ı		
	1	Data Tra	insmission ai	nd CPI In Pr	ogress Repo	rt			
	3	CPI In P	rogress Repo	ort ONLY					
		Set Up Leave	e Data for CPI	l Cycle 3 Re	porting (ALL	SYSTEMS):	e Sveteme)		
	5	Import E	mployee Lea	ve Data	ay and cinp	UYCC LCav	c oystemsj		
	6	Create C	)riginal Leave	e of Absence	e File				
	7	Leave o Leave o	f Absence File f Absence File	e Maintenar e Print	ice				
м	Ister Userlist							14.03.0	10
M	aster User <sub>list</sub>	PAY VEND MONITOR						14.03.0	18
M	aster Userlist	PAY VEND HONITOR HONITOR						14.03.0	0

	A	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 001 SV C:\DEVSYS C:\SECOND	WHITE -	- 🗆 X	
		Leave of Absence File Maintenance		PERHM02	
		Employee Number: Absence Type:			
	(E	NTER)-Position File F2-First F5-Next F11-Add Mode	F16-Exit		
		F1 F2 F3 F F5 F6 F5 F6 F7 F8 F5 F10 F11 F12	F15 🔍	19.02.00	
	F16	FIZER FIEL Help			
tep		Action			
3		Enter the appropriate information in the <b>Employee</b> N	umber and Abs	e <b>nce Type</b> field	ds and
·					as and
		select (Enter - Position File).			

PCG Dist=8991 Rel=22.01.00 03/2	3/2022 DOD 001 SV K:\SYSTEM K:\SECOND	WHITE	- 🗆 ×
Leave	of Absence File Maintenance		PERHM02
Employee Nu ROGENTHAL, BAGTON	mber: 86753 Absence Type: Total Days:	PER1 3.00	
Absence Type & Descriptio	n Absence Type &	Description	
BERE = Bereavement/Relig. COVI = COVID Leave FAM1 = Fam/Med Paid using FAM2 = Family/Med Leave w/ FTØ1 = Field Trip FTØ2 = Field Trip w/o Pay JURY = Jury Duty MIL1 = Military Leave PARE = Parental Leave PER1 = Personal Leave PER2 = Personal Leave w/o PROF = Professional Dev/P1 SBCC = Sk Bk Cont frm Exc SBCS = Sk Bk Cont frm Stnd	Leave SBLC = Sk Bk Le SBLS = Sk Bk Le Sk Lv SBUS = School B o Pay SLEC = Sick Lea SLWP = Sick Lea SLWP = Sick Lea STAF = Staff De SUBP = Subpoena VAC1 = Vacation VAC2 = Vacation Pay WRC1 = Wrk Comp Cryovr 20T1 = Other Ap Quota 20T2 = Other Le	av frm Exc Cryovr av frm Exc Cryovr av frm Stnd Quota Business Ive, Excess Cryovr Ive - Standard Ive V/O Pay Evelopment I Pay I W/O Pay I Paid using Sk Lv I W/O Pay frm Schl Iproved Leave Evave W/O Pay	
F16-Find         Mode         F2-           ▷NTEY         F1         F2         r= €         r= €         F5           P16         P17=0         P10         1	** Display Mode **           First F5-Next F9-Modify         F1           i         rsim rsim rsim rsim rsim rsim rsim rsim	8-Delete Fiz d Fis Q Help	22.01.00
Action			
Select <b>F18</b> ( <b>F18</b> - D	Delete).		

I	PCG Dist=8991 Rel=22.01.00 03/23/2022 DOD 001 SV K	SYSTEM K:\SECOND WHITE	– 🗆 X
	Leave of Absence File	Maintenance	PERHM02
	Employee Number: 86753 ROGENTHAL, BAGTON	Absence Type: PER1 Total Days: 3.00	
	Absence Type & Description	Absence Type & Description	
	BERE = Bereavement/Relig. Leave COUI = COVID Leave FAM1 = Fam/Med Paid using Sk Lv FAM2 = Family/Med Leave w/o Pay FT01 = Field Trip FT02 = Field Trip w/o Pay JURY = Jury Duty MIL1 = Military Leave PARE = Parental Leave PER1 = Personal Leave PER2 = Personal Leave w/o Pay PR0F = Professional Dev/Planning SBCC = Sk Bk Cont frm Exc Cryovr SBCS = Sk Bk Cont frm Stnd Quota	SBLC = Sk Bk Leav frm Exc Cryovr SBLS = Sk Bk Leav frm Stnd Quota SBUS = School Business SLEC = Sick Leave, Excess Cryovr SLST = Sick Leave - Standard SLWP = Sick Leave w/o Pay STAF = Staff Development SUBP = Subpoena UAC1 = Uacation Pay UAC2 = Uacation W/o Pay WRC1 = Wrk Comp Paid Using Sk Lu WRC2 = Wrk Comp W/o Pay frm Schl ZOT1 = Other Approved Leave ZOT2 = Other Leave W/o Pay	
	** Delete   (ENTER)-Delete Record	Mode ** F1-Displav Mode	
EN F		F9 F10 F11 F12 F1 F15 C	22.01.00
tep	Action		
5	Select (Enter - Delete Reco	ord).	

	Leave of Absence File	Maintenance	PERHM02
	Employee Number: 86753 ROGENTHAL, BAGTON	Absence Type: SLST Total Days: 25.75	
	Absence Type & Description	Absence Type & Description	
	BERE = Bereavement/Relig. Leave COUI = COUID Leave FAM1 = Fam/Med Paid using Sk Lu FAM2 = Family/Med Leave w/o Pay FT01 = Field Trip FT02 = Field Trip w/o Pay JURY = Jury Duty MIL1 = Military Leave PARE = Parental Leave PER1 = Personal Leave PER2 = Personal Leave w/o Pay PROF = Professional Dev/Planning SBCC = Sk Bk Cont frm Exc Cryovr SBCS = Sk Bk Cont frm Stnd Quota	SBLC = Sk Bk Leau frm Exc Cryour SBLS = Sk Bk Leau frm Stnd Quota SBUS = School Business SLEC = Sick Leave, Excess Cryour SLST = Sick Leave - Standard SLWP = Sick Leave w/o Pay STAF = Staff Development SUBP = Subpoena UAC1 = Vacation Pay UAC2 = Vacation Pay WRC1 = Wrk Comp Paid using Sk Lu WRC2 = Wrk Comp W/O Pay frm Schl ZOT1 = Other Approved Leave ZOT2 = Other Leave w/o Pay	
F	PREVIOUS RECORD DELETED ** Display N F16-Find Mode F2-First F5-Next F1 F2 r3 F1 F5 rc F5 rc F7 r6 F5 c r r r r r r r r r r r r r r r r r r r	Mode <b>**</b> <b>F9-Modify F18-Delete</b> <b>F10 F11</b> F12 ● F15 Q F10 F11 Help - F15 Q	22.01.00
F	PREVIOUS RECORD DELETED ** Display M F16-Find Mode F2-First F5-Next F1 F2 F3 → F+G F5 F=G F7 F8 → F1 F2 F3 → F+G F5 F=G F7 F8 → Action	Mode ** F9-Modify F18-Delete F3 F10 F11 F12 F1 Help	22.01.00

	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 001 SV C:\DEVSYS C:\SECOND WHITE Leave of Absence File Maintenance	-	D Perhm02	×
	Employee Number: Absence Type:			
(	ENTER)-Position File F2-First F5-Next F11-Add Mode F16-Exit		19.02.0	0
F16	F12         F12         F13         F13 <th></th> <th></th> <th></th>			
р	Action			
7	Select <b>FIG</b> - Exit) to return to the <i>CPI Report and Data Tran</i>	smis	sion M	lenu.

[]	PCG Dist=8991 Rel	el=15.01.00 04/02	/2015 PCW 002 S	V C:\DEVSYS C	\SECOND	WHITE		
		Certi	fied/Classifi	ed Personne]	Informatio	n System	CPICP009	
	FKey		CPI Report	t and Data 1	ransmissior	I		
	1	- Data Transm	ission and CPI In	Progress Re	oort			
	3	- CPI In Progre	ss Report ONLY					
	Set	et Up Leave Da (Including En - Import Emplo	ta for CPI Cycle 3 nhanced Substitu nyee Leave Data	Reporting (AL te Pay and En	L SYSTEMS): ployee Leave	e Systems)		
	6 7 8	<ul> <li>Create Origin</li> <li>Leave of Abs</li> <li>Leave of Abs</li> </ul>	al Leave of Abse ence File Mainte ence File Print	nce File nance				
	Master <sup>User</sup> list F16 US Word Mon	PAY VEND MITTOR					14.03.00	
tom	Action							
lep	Action							
8	Select FIE	<b>•</b> (F16 -	Exit) to r	eturn to	the Certi	fied/Classified H	Personnel Inform	matio
	System Mas Master Men	ster Menu 1u.	, or select	Master (N	<b>laster</b> ) to	o return to the	Business Applic	cation

# Topic 5: Printing the Leave of Absence Report

PCG Dist=8991	Rel=17.04.00 02/02/2018	PCW 003 SV C:\DEVSYS C	C:\SECOND	WHITE		
	Certified,	Classified Personne/	l Information	System	CPIMENU	
FKe	y -	Master Men	u			
1 2 3	│ Display/Update Ind │ Display/Update Th │ Display/Update Pe	dividual Employee Inforn ird Party Contractors rsonnel Data	nation			
5	CPI Salary Schedu CPI Reporting Men	le u				
<u>9</u> 11	<ul> <li> Create CPI Report</li> <li> CPI Assignment Fi</li> </ul>	& Transmission File le Maintenance				
13 15	13       Certificate File Maintenance Menu         15       CPI Description Code Menu					
31	31 CPI Special Functions Menu					
_20	File Reorganizatio	n				
Master <sup>User</sup> list F16 12 12 Word	PAY VEND MONITOR				17.04.00	
Action						
Select	<b>B</b> ( <b>F9 -</b> Create	CPI Report and 7	Fransmissio	n File).		

	PCG Dist=8991 Rel=15.01.00 04/02/2015 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
	Certified/Classified Personnel Information System	CPICP009
	FKey CPI Report and Data Transmission	
	1 Data Transmission and CPI In Progress Report	
	3 CPI In Progress Report ONLY	
	Set Up Leave Data for CPI Cycle 3 Reporting (ALL SYSTEMS): (Including Enhanced Substitute Pay and Employee Leave Systems) 5 Import Employee Leave Data 6 Create Original Leave of Absence File 7 Leave of Absence File Maintenance 8 Leave of Absence File Print	
Sten	Naster     User       Pro     Wor       Pro     Wor       Monitor     Monitor	14.03.00
Step		
2	<ul> <li>Select • (F8 - Leave of Absence File Print).</li> <li>For school districts and systems that are using the PCGenesis Leave employees by Social Security Number (SSN), employee number, employed, absence type, absence days and the from date of the absence af of Absence File has been created (F6), will be generated.</li> <li>For school districts and systems that are not using the PCGenesis Leave (Leave of Absence File Maintenance) to enter the employees' leave in Leave of Absence file and refer to Topic 4: for instructions.</li> <li>The CPI Report and Data Transmission Menu redisplays.</li> </ul>	<u>system:</u> A listing og oyee name, LUA <u>ter</u> the Original Lea <u>ave system:</u> Select H oformation into the
3	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Certified/Classified Personal</i> System Master Menu, or select Master (Master) to return to the Busin Master Menu.	nel Information ess Applications
4	<b>To print the report via the Uqueue Print Manager:</b> Select	(Uqueue).
	To print the report via Microsoft® Word: Select (MS WO	<b>RD</b> ).
	Follow the instructions provided in the <u>Technical System Operations</u> Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for create the macro necessary to use the feature where appropriate.	<u>Guide</u> , User Interfac r Report Printing to

# 5A. Leave of Absence Report – Example

RT DATE 07/28/08	TDE: 14:34		LEAVE	OF ABSENCE	REPORT		PAGE	1
SOC. SEC.	EMPLOYEE	DISTRICT	ABSENCE	ABSERCE	FROM DATE	EMPLOYEE		
NUMBER	NUMBER	NUMBER	TYPE	DAYS	(MM/DD/CCYY)	RAME		
999088857	000088857	8991	SLST	000.75	00/00/0000	WORKSHARD, WILLAMINA		
999088857	000088857	8991	VAC1	003.00	00/00/0000	WORKSHARD, WILLAMINA		
999088901	000088901	8991	SLST	002.00	00/00/0000	HICEGUY, HORMAN		
999088926	000088925	8991	SLST	001.00	00/00/0000	KRABBY, KARL		
999088953	000088953	8991	SLST	002.00	00/00/0000	AY2ES, VI2ENTE		
999088978	000088978	8991	SLST	001.00	00/00/0000	WISEGIRL, WILMA		
999088994	000088994	8991	SLST	040.00	00/00/0000	ACCIDENTALLYFELL, AMPILIA X		
999089021	000089021	8991	SLST	001.00	00/00/0000	PF7IFFER, CI7A		
999089024	000089024	8991	SLST	001.00	00/00/0000	SPELLINGTEACHER, SPARTAN		
999089101	000089101	8991	SLST	001.00	00/00/0000	VU7, MATIELLE		
999089102	000089102	8991	SLST	002.00	00/00/0000	CH6PA, LE6ARD		

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# *Topic 6: Transmitting the CPI Transmission File to the Georgia Department of Education (GaDOE)*

Step	Action
1	Follow normal processing procedures to submit the file via the <i>MyGaDOE</i> Web portal.
	GA DOE Data Collections provides transmission instructions on the GADOE website. Go to the Data Collections link as shown below:
	http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx
	Follow the link to <i>Certified/Classified Personnel Information (CPI)</i> , then go to <i>FY ccyy CPI Resources</i> (where ' <i>ccyy</i> ' represents the current fiscal year), then go to <i>Transmission Instructions</i> .
2	Navigate to <i>K:\SECOND\GOSEND</i> , locating the <i>CPIRyy##</i> file, where 'yy' is the 2-digit calendar year and '##' is the 2-digit CPI processing cycle. If the file does not exist, contact the Technology Management Customer Support Center for
	assistance.
3	Access the <i>MyGaDOE</i> Web portal at: <u>https://portal.doe.k12.ga.us/Login.aspx</u>
4	Enter the <i>CPIRyy##'s</i> filename in the <i>MyGaDOE</i> Web portal's <b>Send this file: field</b> .
5	Follow the on-line prompts to complete the process.