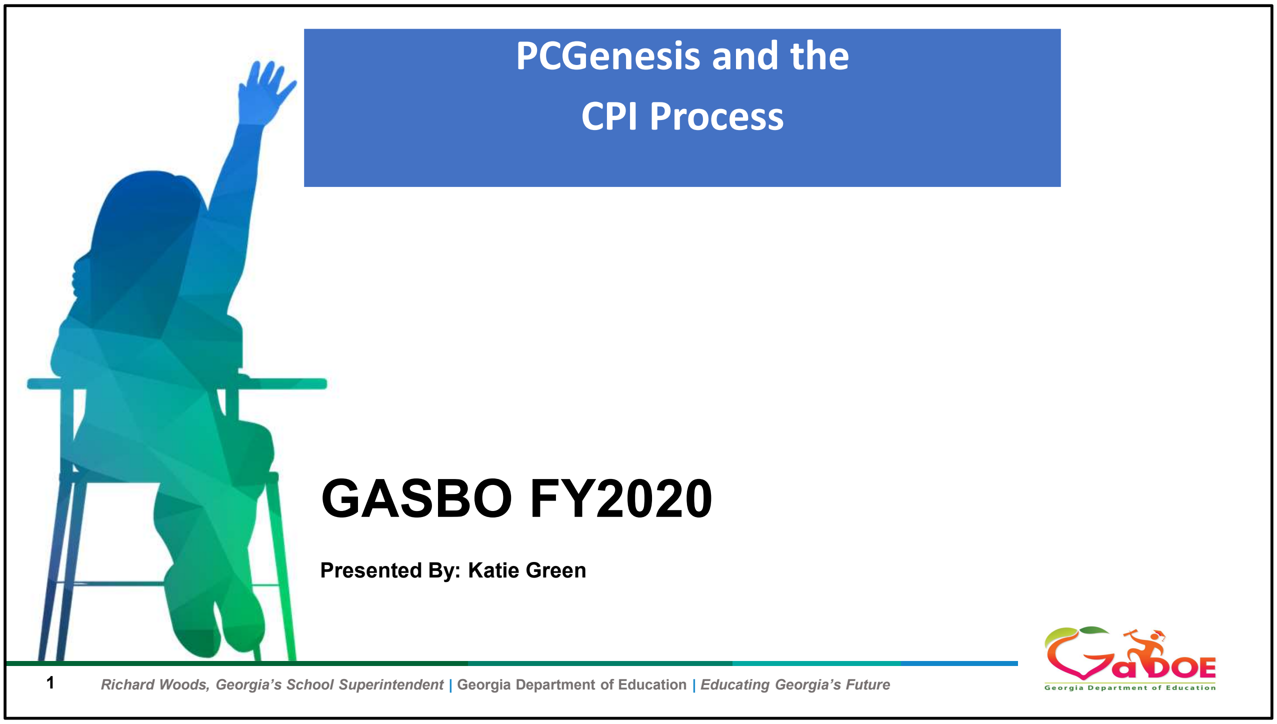
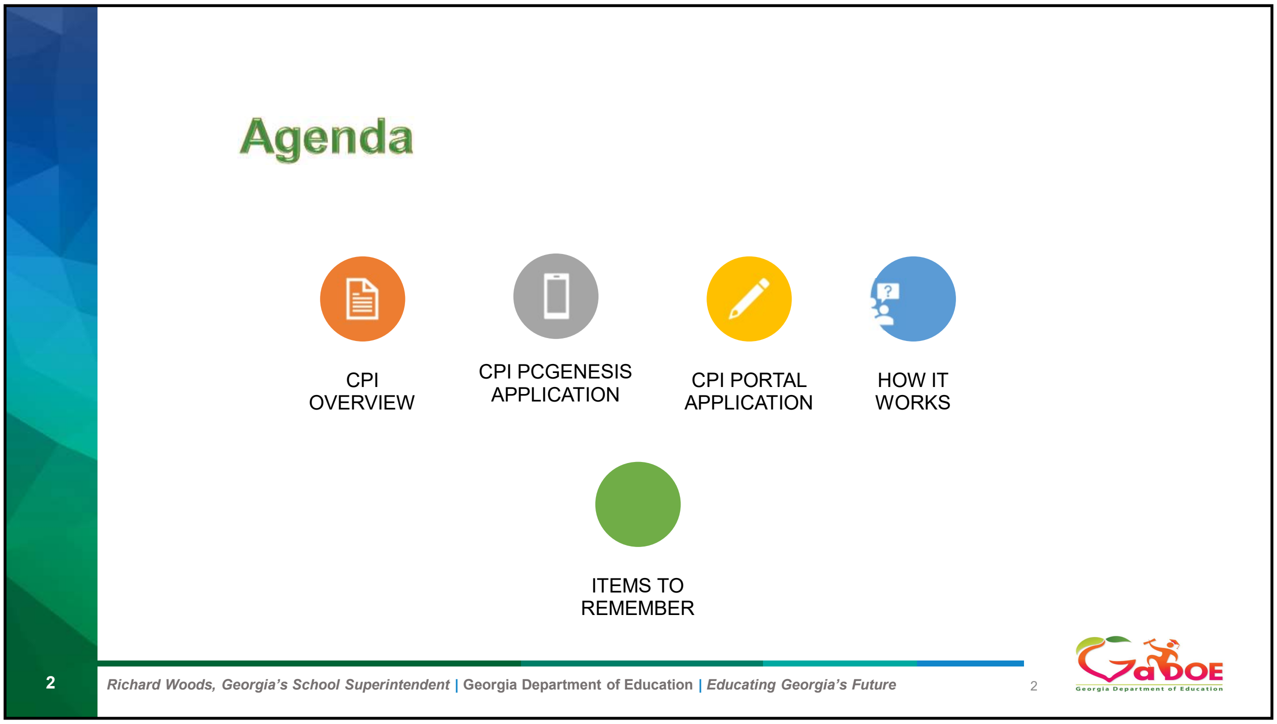


# PCGenesis and the CPI Process

## GASBO FY2020

**Presented By: Katie Green**



# Agenda

- CPI OVERVIEW
- CPI PCGENESIS APPLICATION
- CPI PORTAL APPLICATION
- HOW IT WORKS
- ITEMS TO REMEMBER

# CPI

## OVERVIEW

# CPI OVERVIEW

## WHAT IS CPI

- ❑ Certified and **Classified** Personnel Information (Board Rule 160-5-2-.50)

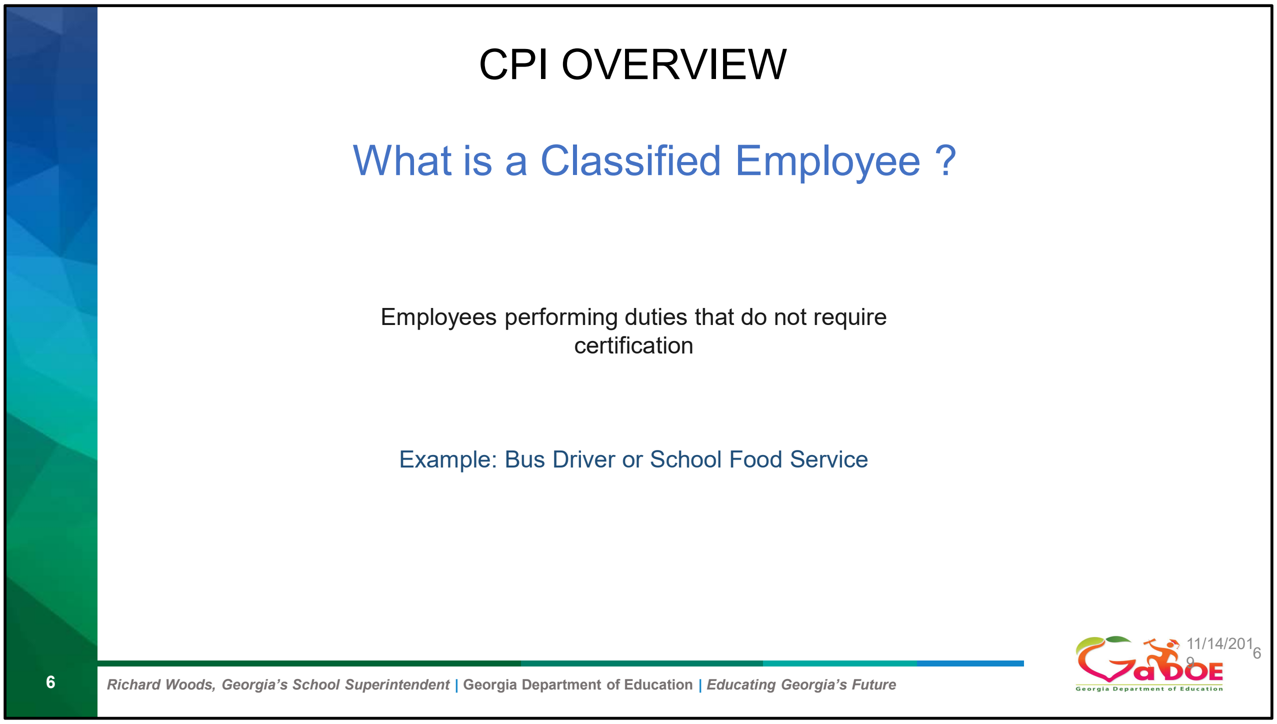
- ❑ Reporting of certified and classified personnel based on their role within your district

# CPI OVERVIEW

## What is a Certified Employee ?

**Certified Personnel** –individuals trained in education who hold the following certifications which are issued by the Georgia Professional Standards Commission.

- Teaching (T)
- Leadership (L)
- Service (S)
- Technical Specialist (TS)
- Permit (P) certification



# CPI OVERVIEW

## What is a Classified Employee ?

Employees performing duties that do not require certification

Example: Bus Driver or School Food Service

# CPI OVERVIEW

## Who is Reported in CPI ?

Regular Employee – are employees that have a direct contract with the District and Retired teachers who come back to teach full time not restricted to the salary schedule minimums

Long Term Substitute – a person that is to temporarily serve in a permanent vacant position.

Third Party Contractors- Not hired directly by the district

Note: In order to define the types of employees that need to reported we use the

Data Element called EMPLOYEE TYPE

# CPI OVERVIEW

## Regular Employee

**EMPLOYEE TYPE** =**blank/null**
- Direct contract with school district
- Visiting International Faculty (VIF)

**OR**

**EMPLOYEE TYPE** = **“B”**

- Direct contract with school district

Retired teachers who have come back
to teach **full time** not restricted to the
salary schedule minimums

Report an A, B, C, and D record

# CPI OVERVIEW

## Long Term Substitute

- **EMPLOYEE TYPE** = "L"
- Hired directly by the district.
- Has an hourly service agreement to occupy a vacant permanent position.
- Must teach in the same vacant position, or replace the same permanent employee, for at least 4 weeks to be considered "long term". (Title II-A definition)
- Does not earn T&E dollars.

Report A Record

# CPI OVERVIEW

## Third Party Contractor

**EMPLOYEE TYPE** = **“P”**

- Not hired directly by the district.
- *Independent contractors (Tax Form 1099)*
- Staff hired by and paid through another agency / private company
  - *Ex. Nurse hired through a hospital*
- Does not earn T&E dollars.

***** Required for Infield Determination for (PSC) and IDEA Reporting *****

Report an A and C record

# CPI Overview

## When is Data Collected?

**A, B, C Records**

**Cycle One**

**October 1 to 22, 2019**

Data used for T&E funding, HB280 incentives, and reports

**Cycle Two**

**March 5-26, 2020**

Data used for analysis and reports

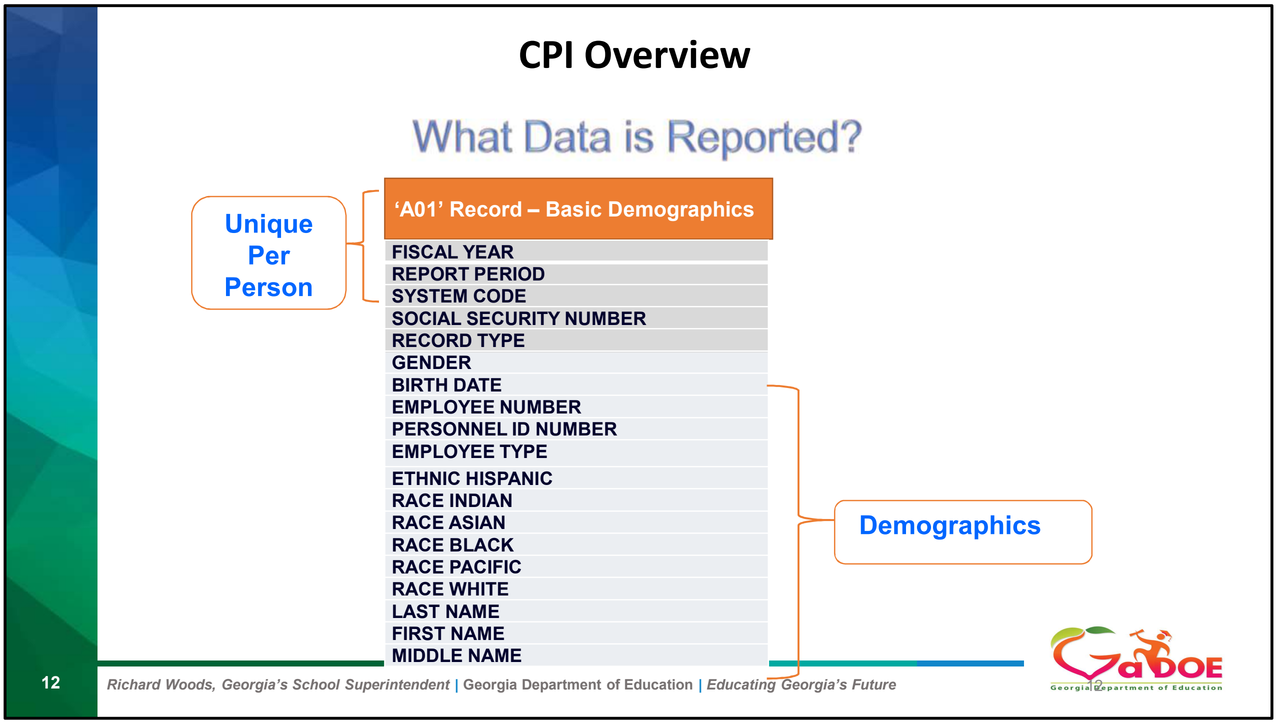
**A & D Records**

**Cycle Three – LEAVE**

**July 09- 23, 2020**

Cumulative leave for year

Data used for analysis and reports



# CPI Overview

## What Data is Reported?

**Unique Per Person**

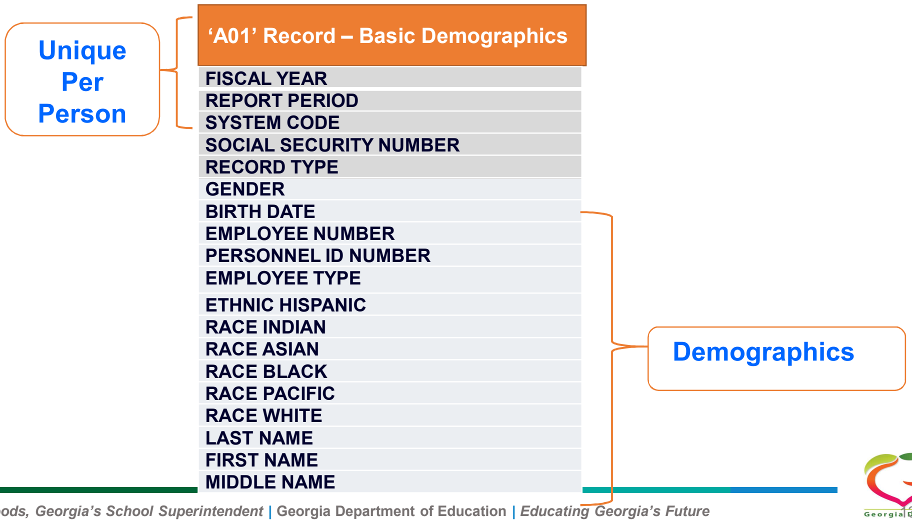
**‘A01’ Record – Basic Demographics**

- FISCAL YEAR
- REPORT PERIOD
- SYSTEM CODE
- SOCIAL SECURITY NUMBER
- RECORD TYPE
- GENDER
- BIRTH DATE
- EMPLOYEE NUMBER
- PERSONNEL ID NUMBER
- EMPLOYEE TYPE
- ETHNIC HISPANIC
- RACE INDIAN
- RACE ASIAN
- RACE BLACK
- RACE PACIFIC
- RACE WHITE
- LAST NAME
- FIRST NAME
- MIDDLE NAME

**Demographics**

# CPI Overview

## What Data is Reported?

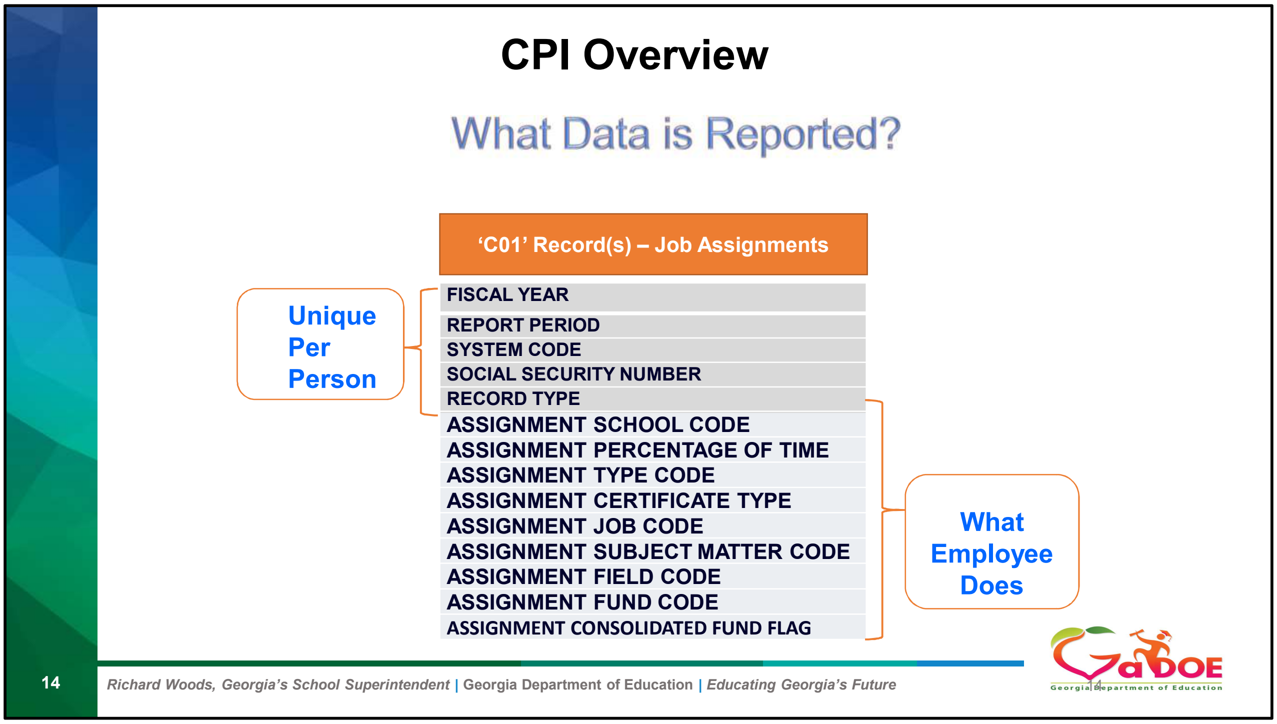


**‘A01’ Record – Basic Demographics**

**Unique Per Person**

- FISCAL YEAR
- REPORT PERIOD
- SYSTEM CODE
- SOCIAL SECURITY NUMBER
- RECORD TYPE
- GENDER
- BIRTH DATE
- EMPLOYEE NUMBER
- PERSONNEL ID NUMBER
- EMPLOYEE TYPE
- ETHNIC HISPANIC
- RACE INDIAN
- RACE ASIAN
- RACE BLACK
- RACE PACIFIC
- RACE WHITE
- LAST NAME
- FIRST NAME
- MIDDLE NAME

**Demographics**



# CPI Overview

## What Data is Reported?

| ‘C01’ Record(s) – Job Assignments |
|---|
| FISCAL YEAR |
| REPORT PERIOD |
| SYSTEM CODE |
| SOCIAL SECURITY NUMBER |
| RECORD TYPE |
| ASSIGNMENT SCHOOL CODE |
| ASSIGNMENT PERCENTAGE OF TIME |
| ASSIGNMENT TYPE CODE |
| ASSIGNMENT CERTIFICATE TYPE |
| ASSIGNMENT JOB CODE |
| ASSIGNMENT SUBJECT MATTER CODE |
| ASSIGNMENT FIELD CODE |
| ASSIGNMENT FUND CODE |
| ASSIGNMENT CONSOLIDATED FUND FLAG |

Unique Per Person

What Employee Does

# CPI Overview

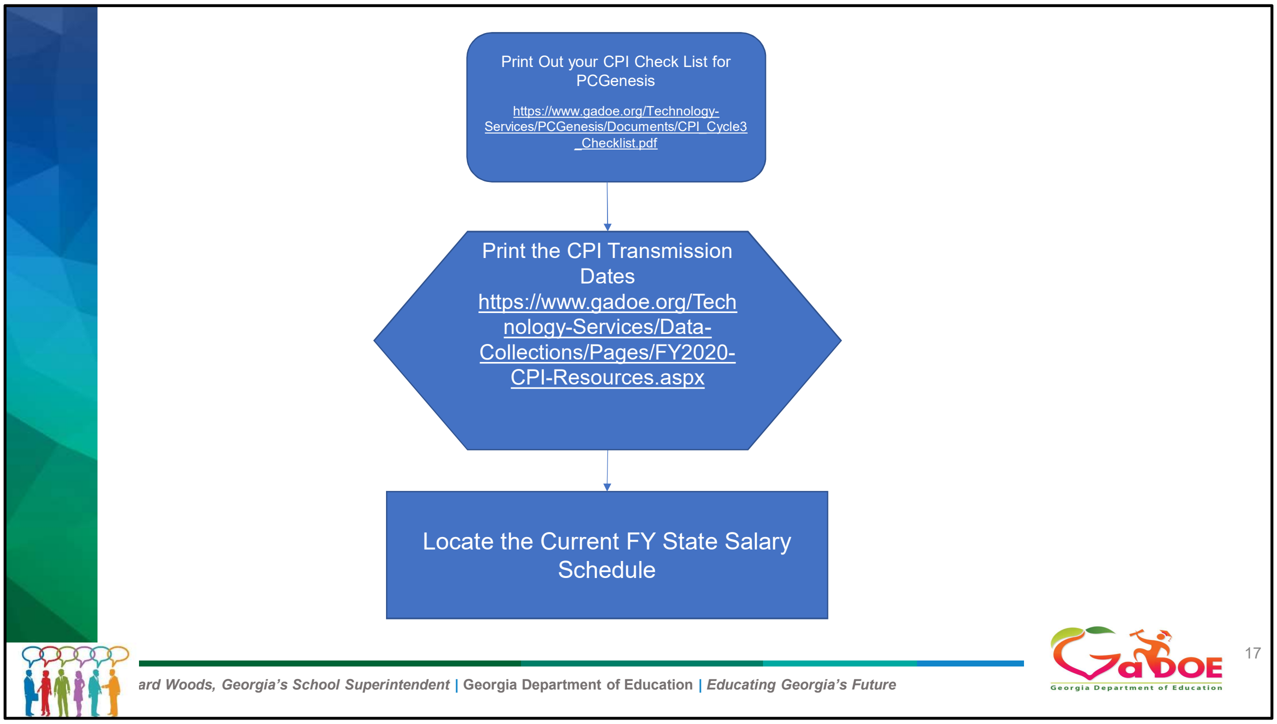
## How is the Data Used

- State funding for certified staff
  - (Training and Experience – T&E)
- Math/Science Incentive Funding (*HB280*)
- Determine Teacher Shortage Areas
- Program Reviews
- State/Federal Reporting
- Title I Comparability Report
- PSC to determine Infield Status for **E**very **S**tudent **S**ucceeds **A**ct (**ESSA**)

CERTIFICATE

# CPI

## PCGENESIS APPLICATION



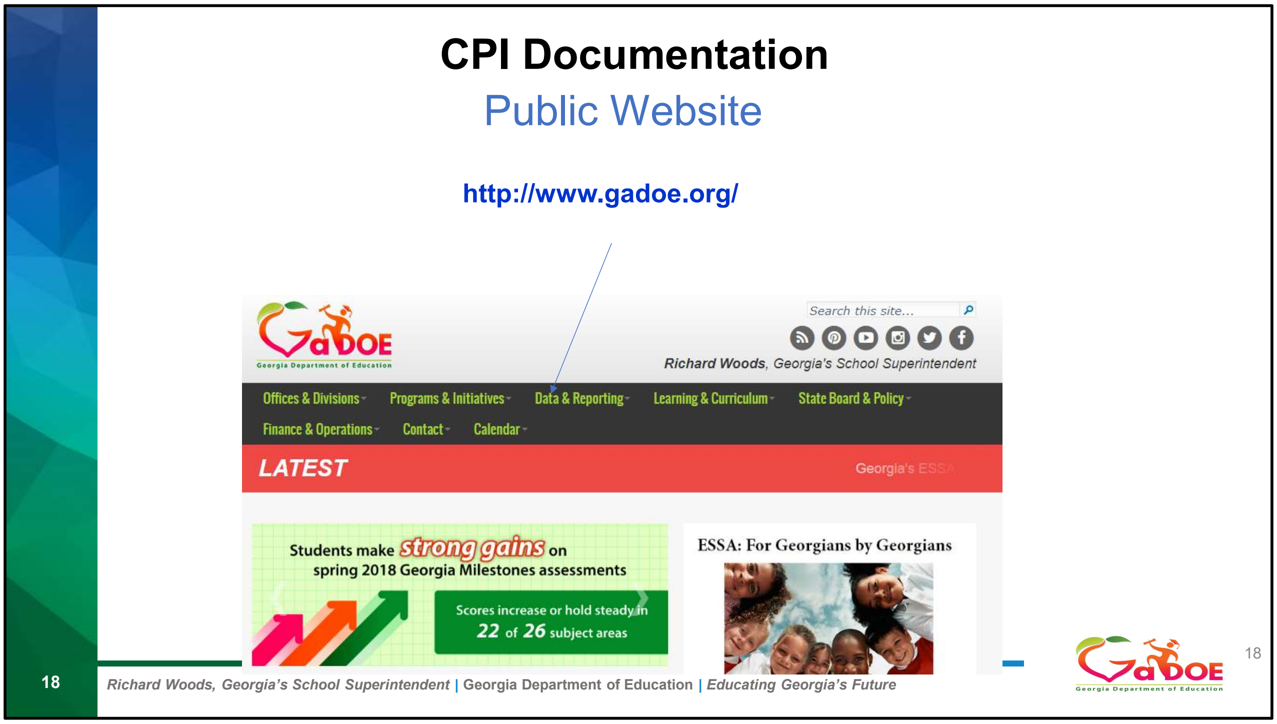
Print Out your CPI Check List for PCGenesis

https://www.gadoe.org/Technology-Services/PCGenesis/Documents/CPI_Cycle3_Checklist.pdf

Print the CPI Transmission Dates https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-CPI-Resources.aspx

Locate the Current FY State Salary Schedule

What is the first thing you need to do to start CPI



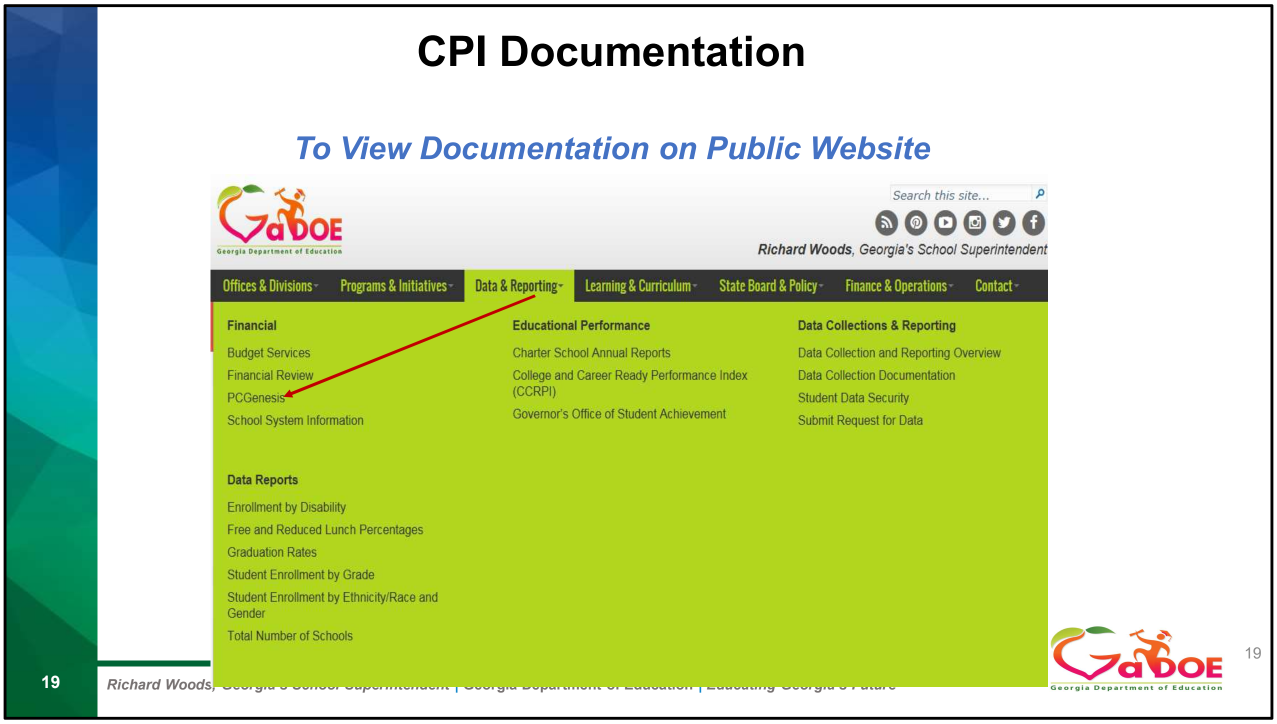
# CPI Documentation

## Public Website

http://www.gadoe.org/

Georgia Department of Education
Search this site...
Richard Woods, Georgia's School Superintendent
Offices & Divisions
Programs & Initiatives
Data & Reporting
Learning & Curriculum
State Board & Policy
Finance & Operations
Contact
Calendar
LATEST
Georgia's ESSA
Students make strong gains on spring 2018 Georgia Milestones assessments
Scores increase or hold steady in 22 of 26 subject areas
ESSA: For Georgians by Georgians

To start CPI go to the Gadoe website Once you are on the website go to Data and Reporting



# CPI Documentation

*To View Documentation on Public Website*

Search this site...

Richard Woods, Georgia's School Superintendent

Georgia Department of Education
Offices & Divisions
Programs & Initiatives
Data & Reporting
Learning & Curriculum
State Board & Policy
Finance & Operations
Contact

**Financial**
- Budget Services
- Financial Review
- PCGenesis
- School System Information

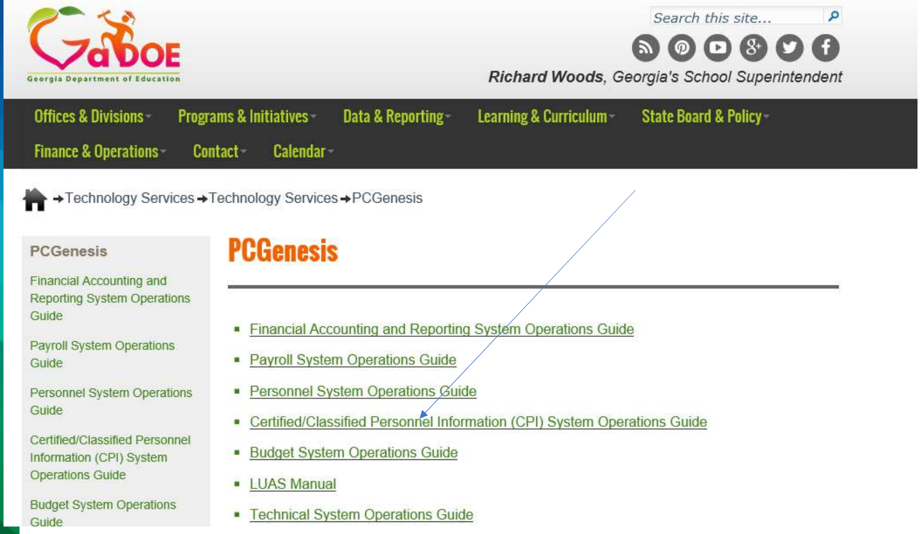
**Educational Performance**
- Charter School Annual Reports
- College and Career Ready Performance Index (CCRPI)
- Governor's Office of Student Achievement

**Data Collections & Reporting**
- Data Collection and Reporting Overview
- Data Collection Documentation
- Student Data Security
- Submit Request for Data

**Data Reports**
- Enrollment by Disability
- Free and Reduced Lunch Percentages
- Graduation Rates
- Student Enrollment by Grade
- Student Enrollment by Ethnicity/Race and Gender
- Total Number of Schools

Under Data and reporting there are multiple links from Financial Review, PCGenesis to Data Collection.

## PCGenesis Documentation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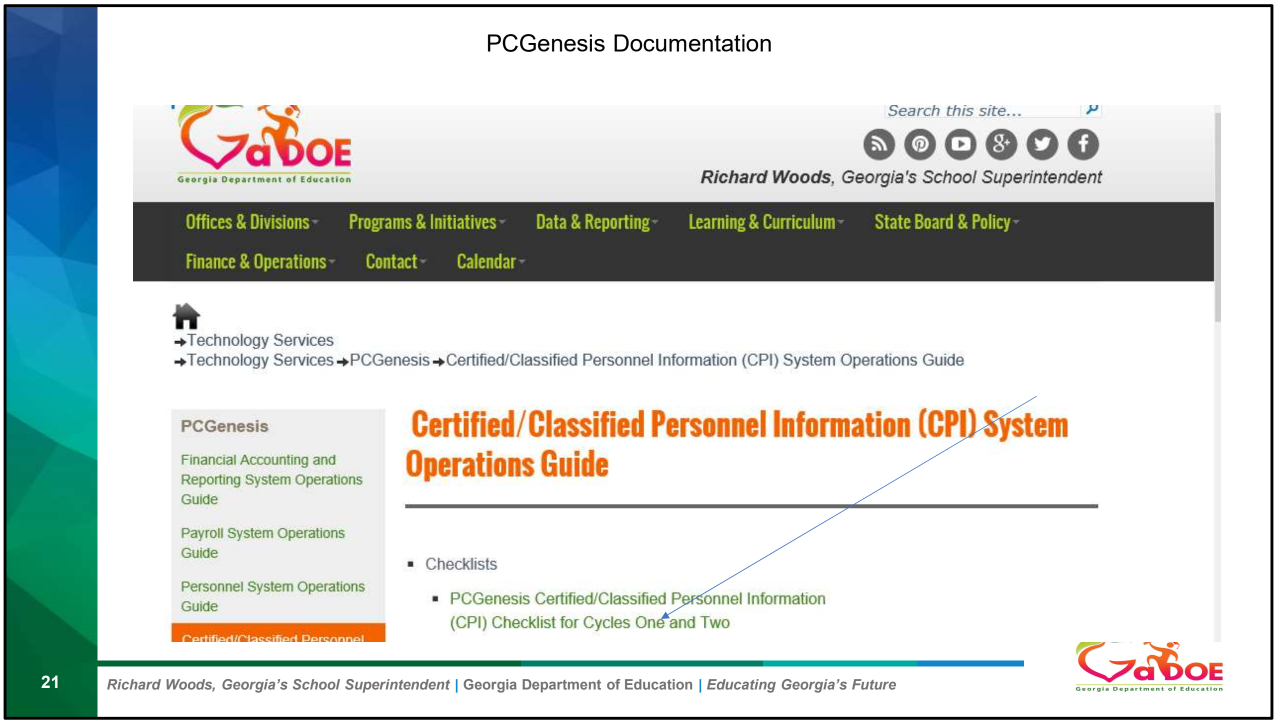
→Technology Services→Technology Services→PCGenesis

PCGenesis
- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide

# PCGenesis

- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide

Go to the CPI System Operation Guides



PCGenesis Documentation

Search this site...
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Learning & Curriculum
State Board & Policy
Finance & Operations
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Calendar

**Richard Woods**, Georgia's School Superintendent

→Technology Services
→Technology Services→PCGenesis→Certified/Classified Personnel Information (CPI) System Operations Guide

**PCGenesis**

- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel

## Certified/Classified Personnel Information (CPI) System Operations Guide

- Checklists
  - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycles One and Two

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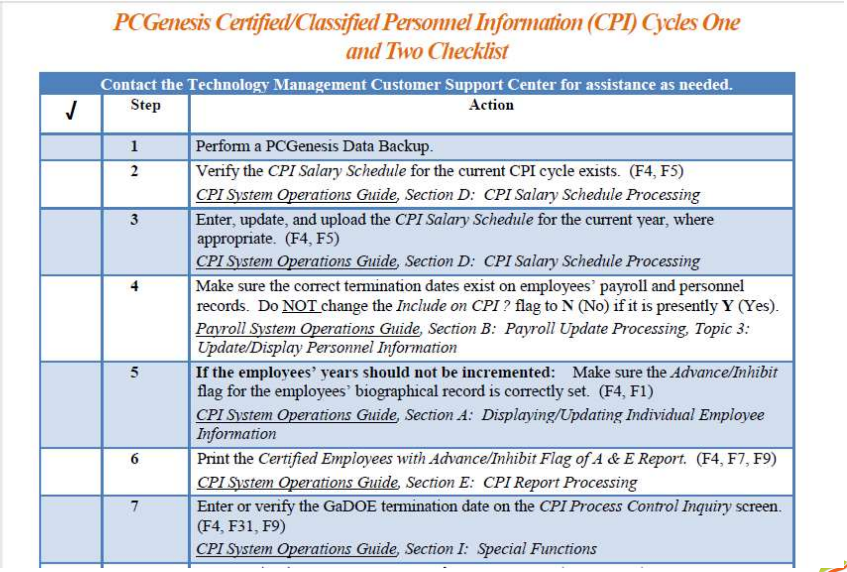
Print out the CPI Check List

# PCGenesis Documentation



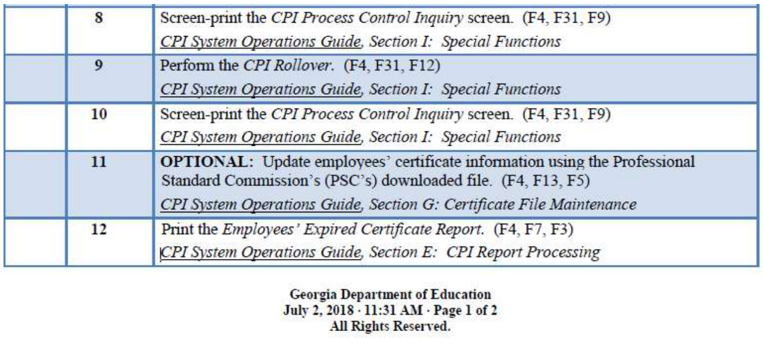
## *PCGenesis Certified/Classified Personnel Information (CPI) Cycles One and Two Checklist*

**Contact the Technology Management Customer Support Center for assistance as needed.**

| ✓ | Step | Action |
|---|---|---|
| | **1** | Perform a PCGenesis Data Backup. |
| | **2** | Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |
| | **3** | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |
| | **4** | Make sure the correct termination dates exist on employees' payroll and personnel records. Do NOT change the *Include on CPI ?* flag to N (No) if it is presently **Y** (Yes).<br>*Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* |
| | **5** | **If the employees' years should not be incremented:** Make sure the *Advance/Inhibit* flag for the employees' biographical record is correctly set. (F4, F1)<br>*CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information* |
| | **6** | Print the *Certified Employees with Advance/Inhibit Flag of A & E Report*. (F4, F7, F9)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **7** | Enter or verify the GaDOE termination date on the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |

We will be following this checklist

# PCGenesis Documentation



| | | |
|---|---|---|
| | **8** | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |
| | **9** | Perform the *CPI Rollover*. (F4, F31, F12)<br>*CPI System Operations Guide, Section I: Special Functions* |
| | **10** | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |
| | **11** | **OPTIONAL:** Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5)<br>*CPI System Operations Guide, Section G: Certificate File Maintenance* |
| | **12** | Print the *Employees' Expired Certificate Report*. (F4, F7, F3)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |

**Georgia Department of Education**
**July 2, 2018 · 11:31 AM · Page 1 of 2**
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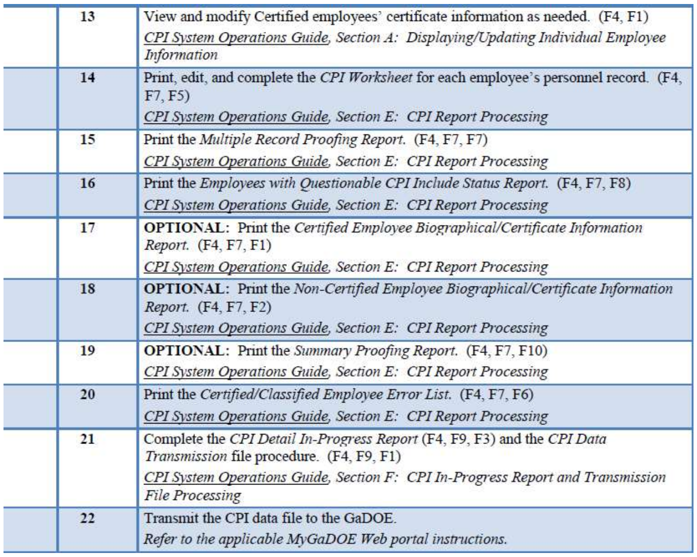
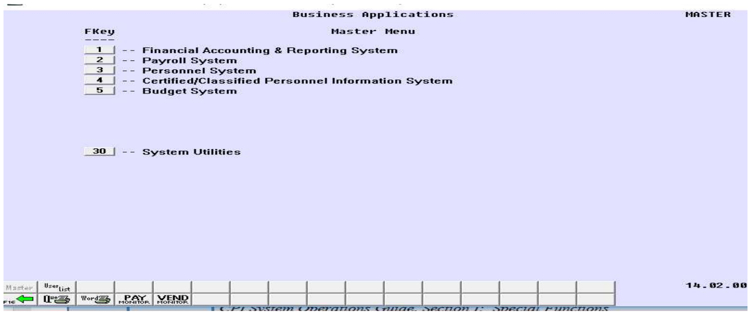
## PCGenesis Documentation

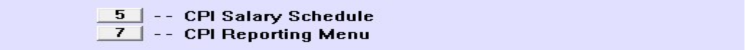


| | | |
|---|---|---|
| | **13** | View and modify Certified employees' certificate information as needed. (F4, F1)<br>*CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information* |
| | **14** | Print, edit, and complete the *CPI Worksheet* for each employee's personnel record. (F4, F7, F5)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **15** | Print the *Multiple Record Proofing Report.* (F4, F7, F7)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **16** | Print the *Employees with Questionable CPI Include Status Report.* (F4, F7, F8)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **17** | **OPTIONAL:** Print the *Certified Employee Biographical/Certificate Information Report.* (F4, F7, F1)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **18** | **OPTIONAL:** Print the *Non-Certified Employee Biographical/Certificate Information Report.* (F4, F7, F2)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **19** | **OPTIONAL:** Print the *Summary Proofing Report.* (F4, F7, F10)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **20** | Print the *Certified/Classified Employee Error List.* (F4, F7, F6)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |
| | **21** | Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1)<br>*CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing* |
| | **22** | Transmit the CPI data file to the GaDOE.<br>*Refer to the applicable MyGaDOE Web portal instructions.* |

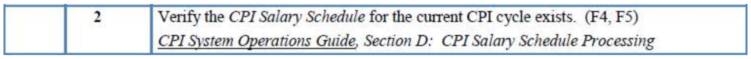
# PCGenesis



```
                         Business Applications                          MASTER
      FKey                          Master Menu
      ----
       1  -- Financial Accounting & Reporting System
       2  -- Payroll System
       3  -- Personnel System
       4  -- Certified/Classified Personnel Information System
       5  -- Budget System



      30  -- System Utilities
                                                                       14.02.00
```



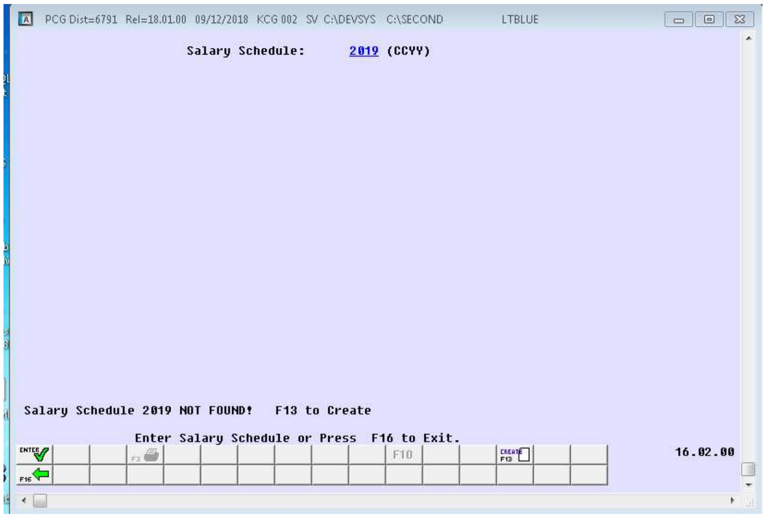
```
      5  -- CPI Salary Schedule
      7  -- CPI Reporting Menu
```



| | | |
|---|---|---|
| | 2 | Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |

From the Master Menu go to CPI F4 F5

## PCGenesis



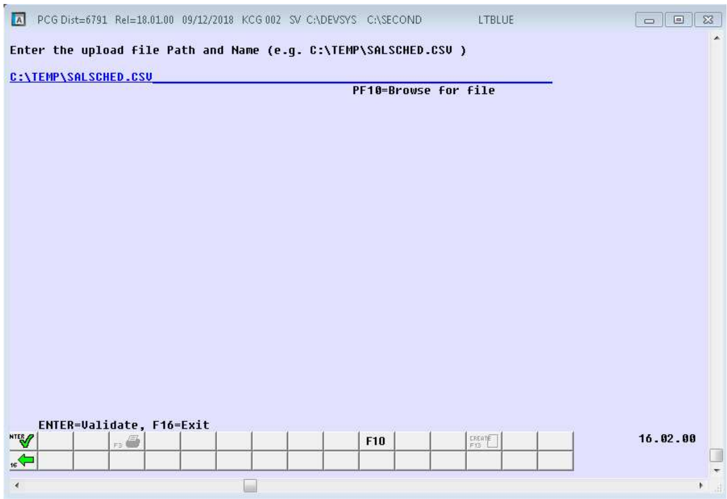
PCG Dist=6791 Rel=18.01.00 09/12/2018 KCG 002 SV C:\DEVSYS C:\SECOND LTBLUE
ENTER
F3
F10
CREATE F13
F16

```
Salary Schedule:      2019 (CCYY)

Salary Schedule 2019 NOT FOUND!   F13 to Create

        Enter Salary Schedule or Press  F16 to Exit.
                                                        16.02.00
```

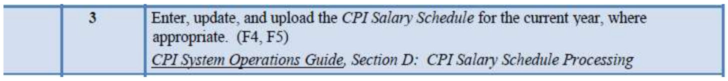
| | | |
|---|---|---|
| | 2 | Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |

Put in the current year 2019 the click F13 to create

## PCGenesis

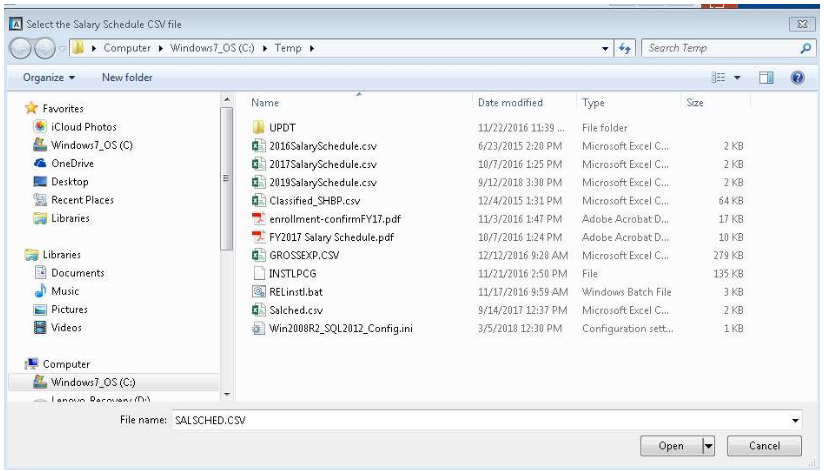

PCG Dist=6791 Rel=18.01.00 09/12/2018 KCG 002 SV C:\DEVSYS C:\SECOND LTBLUE
F10
CREATE F13

```
Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )

C:\TEMP\SALSCHED.CSV
                                            PF10=Browse for file




ENTER=Validate, F16=Exit
                                                                16.02.00
```



| | | |
|---|---|---|
| | 3 | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |

Click on F10 to locate the file that you would have already received from DOE with the Release


Select the Salary Schedule CSV file
Computer ▸ Windows7_OS (C:) ▸ Temp ▸
Search Temp
Organize ▾
New folder
Favorites
iCloud Photos
Windows7_OS (C)
OneDrive
Desktop
Recent Places
Libraries
Libraries
Documents
Music
Pictures
Videos
Computer
Windows7_OS (C:)
Lenovo Recovery (D:)
Open
Cancel

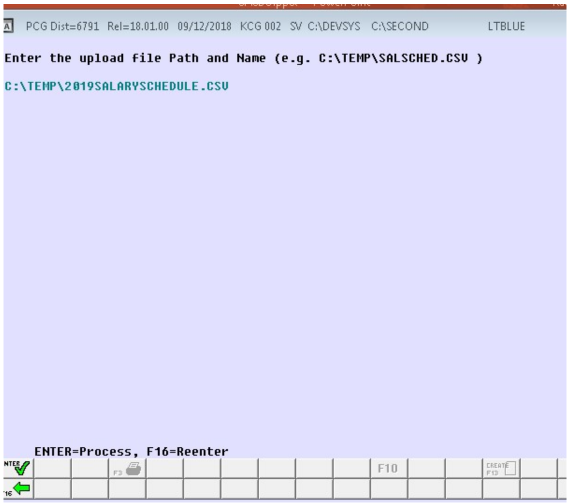
| Name | Date modified | Type | Size |
|---|---|---|---|
| UPDT | 11/22/2016 11:39 ... | File folder | |
| 2016SalarySchedule.csv | 6/23/2015 2:20 PM | Microsoft Excel C... | 2 KB |
| 2017SalarySchedule.csv | 10/7/2016 1:25 PM | Microsoft Excel C... | 2 KB |
| 2019SalarySchedule.csv | 9/12/2018 3:30 PM | Microsoft Excel C... | 2 KB |
| Classified_SHBP.csv | 12/4/2015 1:31 PM | Microsoft Excel C... | 64 KB |
| enrollment-confirmFY17.pdf | 11/3/2016 1:47 PM | Adobe Acrobat D... | 17 KB |
| FY2017 Salary Schedule.pdf | 10/7/2016 1:24 PM | Adobe Acrobat D... | 10 KB |
| GROSSEXP.CSV | 12/12/2016 9:28 AM | Microsoft Excel C... | 279 KB |
| INSTLPCG | 11/21/2016 2:50 PM | File | 135 KB |
| RELinstl.bat | 11/17/2016 9:59 AM | Windows Batch File | 3 KB |
| Salched.csv | 9/14/2017 12:37 PM | Microsoft Excel C... | 2 KB |
| Win2008R2_SQL2012_Config.ini | 3/5/2018 12:30 PM | Configuration sett... | 1 KB |

File name: SALSCHED.CSV

| | | |
|---|---|---|
| | 3 | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*CPI System Operations Guide*, *Section D: CPI Salary Schedule Processing* |

Click on that file to upload into PCG

## PCGenesis

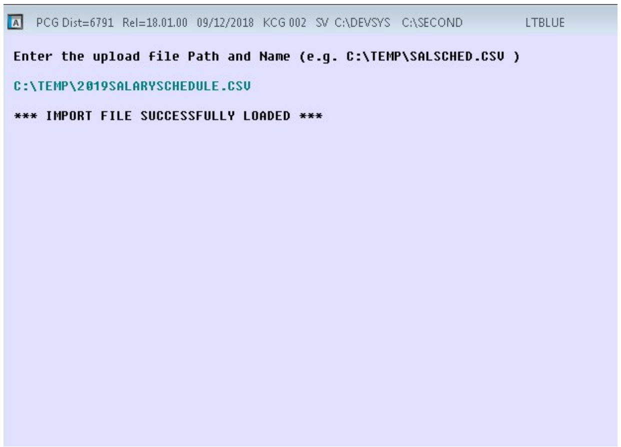


```
PCG Dist=6791  Rel=18.01.00  09/12/2018  KCG 002  SV C:\DEVSYS   C:\SECOND          LTBLUE

Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )

C:\TEMP\2019SALARYSCHEDULE.CSV

    ENTER=Process, F16=Reenter
```

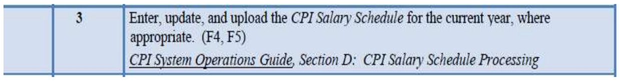
| | | |
|---|---|---|
| | 3 | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |

You should see that file name then click enter

# PCGenesis

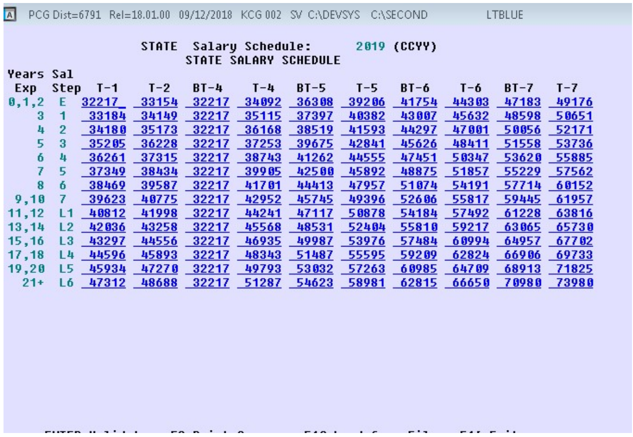


```
PCG Dist=6791   Rel=18.01.00   09/12/2018   KCG 002   SV  C:\DEVSYS   C:\SECOND            LTBLUE

Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )

C:\TEMP\2019SALARYSCHEDULE.CSV

*** IMPORT FILE SUCCESSFULLY LOADED ***
```



| | | |
|---|---|---|
| | 3 | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*<u>CPI System Operations Guide</u>, Section D: CPI Salary Schedule Processing* |

## PCGenesis



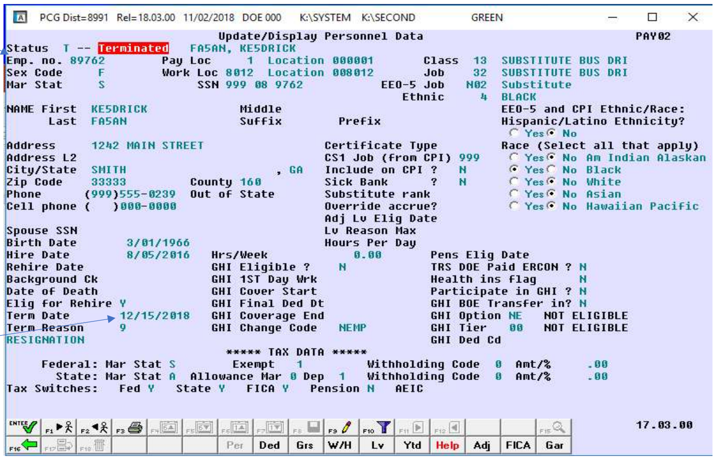
```
PCG Dist=6791  Rel=18.01.00  09/12/2018  KCG 002  SV C:\DEVSYS  C:\SECOND          LTBLUE

                   STATE  Salary Schedule:      2019 (CCYY)
                         STATE SALARY SCHEDULE
Years Sal
 Exp  Step  T-1    T-2    BT-4    T-4    BT-5    T-5    BT-6    T-6    BT-7    T-7
0,1,2  E  32217_  33154  32217  34092  36308  39206  41754  44303  47183  49176
    3  1   33184  34149  32217  35115  37397  40382  43007  45632  48598  50651
    4  2   34180  35173  32217  36168  38519  41593  44297  47001  50056  52171
    5  3   35205  36228  32217  37253  39675  42841  45626  48411  51558  53736
    6  4   36261  37315  32217  38743  41262  44555  47451  50347  53620  55885
    7  5   37349  38434  32217  39905  42500  45892  48875  51857  55229  57562
    8  6   38469  39587  32217  41701  44413  47957  51074  54191  57714  60152
 9,10  7   39623  40775  32217  42952  45745  49396  52606  55817  59445  61957
11,12 L1   40812  41998  32217  44241  47117  50878  54184  57492  61228  63816
13,14 L2   42036  43258  32217  45568  48531  52404  55810  59217  63065  65730
15,16 L3   43297  44556  32217  46935  49987  53976  57484  60994  64957  67702
17,18 L4   44596  45893  32217  48343  51487  55595  59209  62824  66906  69733
19,20 L5   45934  47270  32217  49793  53032  57263  60985  64709  68913  71825
  21+ L6   47312  48688  32217  51287  54623  58981  62815  66650  70980  73980
```

| | | |
|---|---|---|
| | 3 | Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)<br>*CPI System Operations Guide, Section D: CPI Salary Schedule Processing* |

Once you upload you should see the complete Salary schedule for that Year.

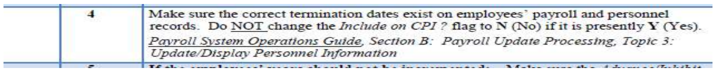
## PCGenesis

Note: In the case where the term date is not in the CPI termination date range. For the October collection use 07/04/current year For the March use 12/25/past year



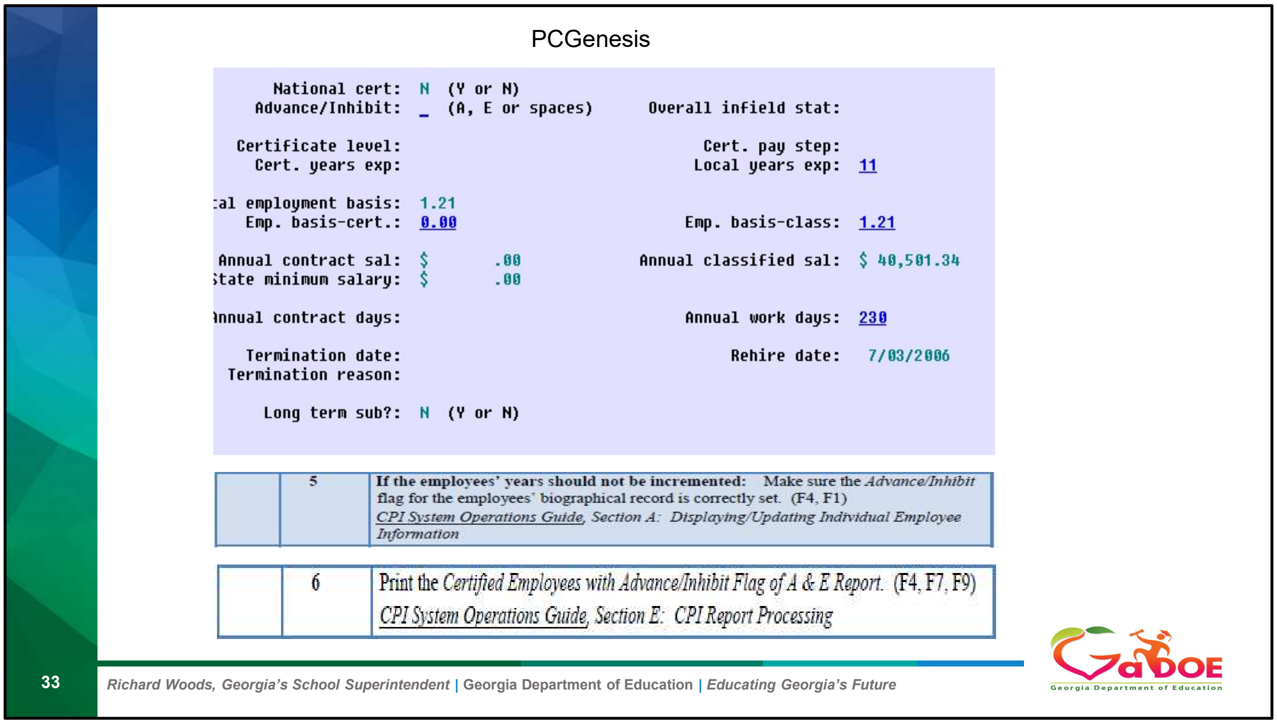
```
PCG Dist=8991  Rel=18.03.00  11/02/2018  DOE 000    K:\SYSTEM   K:\SECOND        GREEN
                              Update/Display Personnel Data                            PAY02
Status   T -- Terminated   FA5AN, KE5DRICK
Emp. no. 89762          Pay Loc     1  Location 000001       Class  13  SUBSTITUTE BUS DRI
Sex Code      F         Work Loc 8012  Location 008012       Job    32  SUBSTITUTE BUS DRI
Mar Stat      S               SSN 999 08 9762         EEO-5 Job   N02  Substitute
                                                          Ethnic    4  BLACK
NAME First  KE5DRICK             Middle                                EEO-5 and CPI Ethnic/Race:
      Last  FA5AN                Suffix        Prefix                  Hispanic/Latino Ethnicity?
                                                                         ○ Yes ● No
Address     1242 MAIN STREET                        Certificate Type   Race (Select all that apply)
Address L2                                          CS1 Job (from CPI) 999  ○ Yes ● No Am Indian Alaskan
City/State  SMITH                        , GA       Include on CPI ?   N    ● Yes ○ No Black
Zip Code    33333         County 160                Sick Bank      ?   N    ○ Yes ● No White
Phone      (999)555-0239  Out of State              Substitute rank         ○ Yes ● No Asian
Cell phone (   )000-0000                            Override accrue?        ○ Yes ● No Hawaiian Pacific
                                                    Adj Lv Elig Date
Spouse SSN                                          Lv Reason Max
Birth Date       3/01/1966                          Hours Per Day
Hire Date        8/05/2016   Hrs/Week                 0.00       Pens Elig Date
Rehire Date                  GHI Eligible ?    N                 TRS DOE Paid ERCON ? N
Background Ck                GHI 1ST Day Wrk                     Health ins flag      N
Date of Death                GHI Cover Start                     Participate in GHI ? N
Elig for Rehire Y            GHI Final Ded Dt                    GHI BOE Transfer in? N
Term Date       12/15/2018   GHI Coverage End                    GHI Option NE    NOT ELIGIBLE
Term Reason     9            GHI Change Code   NEMP              GHI Tier   00    NOT ELIGIBLE
RESIGNATION                                                      GHI Ded Cd
                                   ***** TAX DATA *****
     Federal: Mar Stat S        Exempt    1        Withholding Code  0  Amt/%      .00
       State: Mar Stat A  Allowance Mar 0 Dep   1  Withholding Code  0  Amt/%      .00
Tax Switches:   Fed Y   State Y   FICA Y   Pension N   AEIC
```

F2,F2



| | | |
|---|---|---|
| | 4 | Make sure the correct termination dates exist on employees' payroll and personnel records. Do NOT change the *Include on CPI ?* flag to N (No) if it is presently Y (Yes).<br>*Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information* |

To verify the termination date. The date is located on the Payroll Personnel screen F2 then F2 update and display



PCGenesis

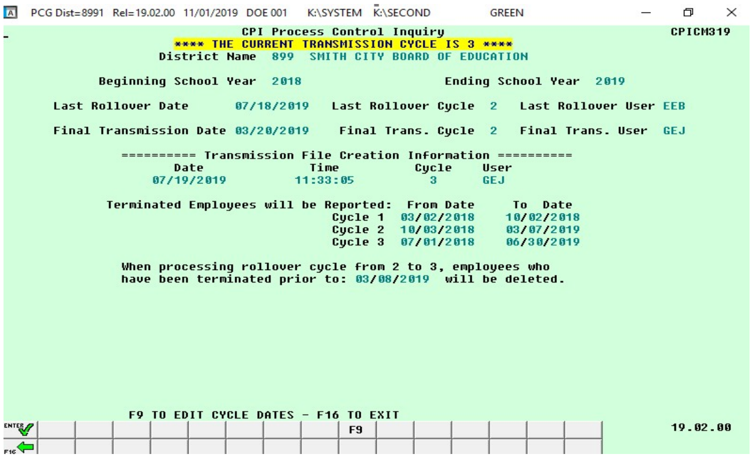
```
       National cert:  N  (Y or N)
     Advance/Inhibit:  _  (A, E or spaces)      Overall infield stat:

   Certificate level:                                Cert. pay step:
     Cert. years exp:                               Local years exp:  11

:al employment basis:  1.21
    Emp. basis-cert.:  0.00                         Emp. basis-class:  1.21

 Annual contract sal:  $       .00             Annual classified sal:  $ 40,501.34
;tate minimum salary:  $       .00

\nnual contract days:                               Annual work days:  230

    Termination date:                                    Rehire date:   7/03/2006
  Termination reason:

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

| | | |
|---|---|---|
| | 5 | **If the employees' years should not be incremented:** Make sure the *Advance/Inhibit* flag for the employees' biographical record is correctly set. (F4, F1)<br>*CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information* |

| | | |
|---|---|---|
| | 6 | Print the *Certified Employees with Advance/Inhibit Flag of A & E Report.* (F4, F7, F9)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |

You will probably not need to adjust this for most people just move to the next step. Adjust only if they do not need to increase years of service.

## PCGenesis

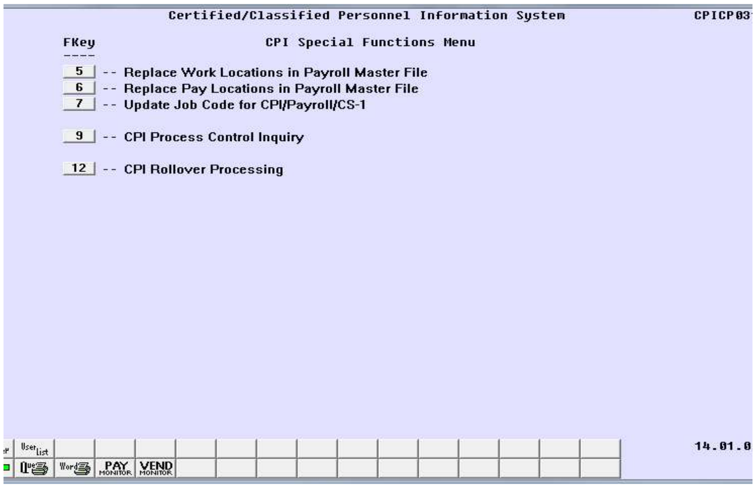

PCG Dist=8991 Rel=19.02.00 11/01/2019 DOE 001 K:\SYSTEM K:\SECOND GREEN
ENTER
F16
F9

```
                           CPI Process Control Inquiry                    CPICM319
                  **** THE CURRENT TRANSMISSION CYCLE IS 3 ****
                   District Name  899  SMITH CITY BOARD OF EDUCATION

      Beginning School Year  2018                  Ending School Year  2019

  Last Rollover Date      07/18/2019  Last Rollover Cycle  2  Last Rollover User EEB

  Final Transmission Date 03/20/2019   Final Trans. Cycle  2  Final Trans. User  GEJ

         ========== Transmission File Creation Information ==========
             Date                 Time            Cycle    User
          07/19/2019            11:33:05            3      GEJ

       Terminated Employees will be Reported:  From Date     To  Date
                                     Cycle 1  03/02/2018    10/02/2018
                                     Cycle 2  10/03/2018    03/07/2019
                                     Cycle 3  07/01/2018    06/30/2019

         When processing rollover cycle from 2 to 3, employees who
         have been terminated prior to: 03/08/2019  will be deleted.


                F9 TO EDIT CYCLE DATES - F16 TO EXIT
                                                                           19.02.00
```

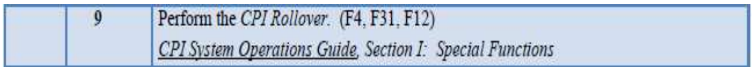
| | | |
|---|---|---|
| | 8 | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |

Verify the Current Cycle is past cycle

# PCGenesis



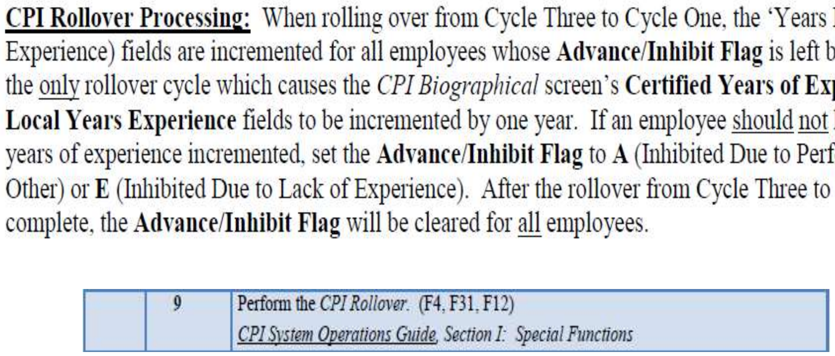
```
                 Certified/Classified Personnel Information System            CPICP03

FKey                         CPI Special Functions Menu
----
  5  -- Replace Work Locations in Payroll Master File
  6  -- Replace Pay Locations in Payroll Master File
  7  -- Update Job Code for CPI/Payroll/CS-1

  9  -- CPI Process Control Inquiry

 12  -- CPI Rollover Processing
                                                                              14.01.0
```



| | | |
|---|---|---|
| | 9 | Perform the *CPI Rollover*. (F4, F31, F12)<br>*<u>CPI System Operations Guide</u>, Section I: Special Functions* |

## PCGenesis Documentation

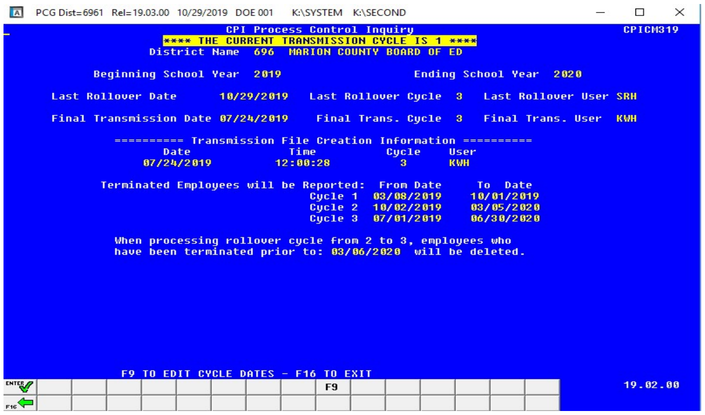
What does the CPI Rollover do?



**CPI Rollover Processing:** When rolling over from Cycle Three to Cycle One, the 'Years Exp' (Years Experience) fields are incremented for all employees whose **Advance/Inhibit Flag** is left blank. This is the only rollover cycle which causes the *CPI Biographical* screen's **Certified Years of Experience**, and **Local Years Experience** fields to be incremented by one year. If an employee should not have their years of experience incremented, set the **Advance/Inhibit Flag** to **A** (Inhibited Due to Performance, Other) or **E** (Inhibited Due to Lack of Experience). After the rollover from Cycle Three to Cycle One is complete, the **Advance/Inhibit Flag** will be cleared for all employees.

| | | |
|---|---|---|
| | 9 | Perform the *CPI Rollover.* (F4, F31, F12)<br>*CPI System Operations Guide, Section I: Special Functions* |

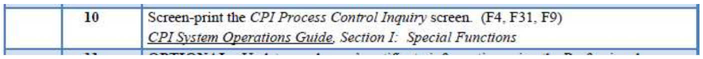
## PCGenesis



PCG Dist=6961 Rel=19.03.00 10/29/2019 DOE 001 K:\SYSTEM K:\SECOND

```
                          CPI Process Control Inquiry                        CPICM319
                    **** THE CURRENT TRANSMISSION CYCLE IS 1 ****
                     District Name  696  MARION COUNTY BOARD OF ED

          Beginning School Year  2019                Ending School Year  2020

      Last Rollover Date      10/29/2019   Last Rollover Cycle  3   Last Rollover User SRH

      Final Transmission Date 07/24/2019    Final Trans. Cycle  3   Final Trans. User  KWH

               ========== Transmission File Creation Information ==========
                      Date               Time           Cycle    User
                   07/24/2019          12:00:28           3      KWH

             Terminated Employees will be Reported:  From Date     To  Date
                                              Cycle 1  03/08/2019    10/01/2019
                                              Cycle 2  10/02/2019    03/05/2020
                                              Cycle 3  07/01/2019    06/30/2020

               When processing rollover cycle from 2 to 3, employees who
               have been terminated prior to: 03/06/2020  will be deleted.




                F9 TO EDIT CYCLE DATES - F16 TO EXIT
                                                                             19.02.00
```

ENTER
F9
F16

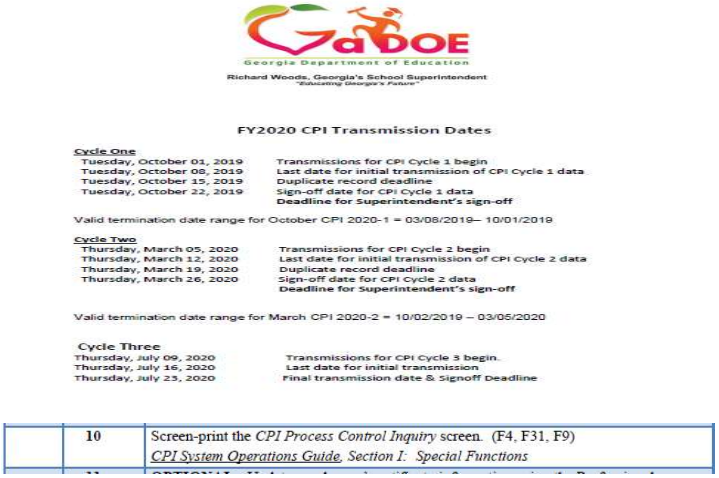


| | | |
|---|---|---|
| | 10 | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |

https://www.gadoe.org/Technology-Services/Data-Collections/Documents/CPI%20Documentation/FY2020/FY2020%20CPI%20Transmission%20Dates.pdf

If you have not printed your Transmission Dates go to the Doe portal under Data and Reporting- Data collections CPI

# FY2020 CPI
# Transmission Dates



Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

## FY2020 CPI Transmission Dates

**Cycle One**

| | |
|---|---|
| Tuesday, October 01, 2019 | Transmissions for CPI Cycle 1 begin |
| Tuesday, October 08, 2019 | Last date for initial transmission of CPI Cycle 1 data |
| Tuesday, October 15, 2019 | Duplicate record deadline |
| Tuesday, October 22, 2019 | Sign-off date for CPI Cycle 1 data<br>**Deadline for Superintendent's sign-off** |

Valid termination date range for October CPI 2020-1 = 03/08/2019– 10/01/2019

**Cycle Two**

| | |
|---|---|
| Thursday, March 05, 2020 | Transmissions for CPI Cycle 2 begin |
| Thursday, March 12, 2020 | Last date for initial transmission of CPI Cycle 2 data |
| Thursday, March 19, 2020 | Duplicate record deadline |
| Thursday, March 26, 2020 | Sign-off date for CPI Cycle 2 data<br>**Deadline for Superintendent's sign-off** |

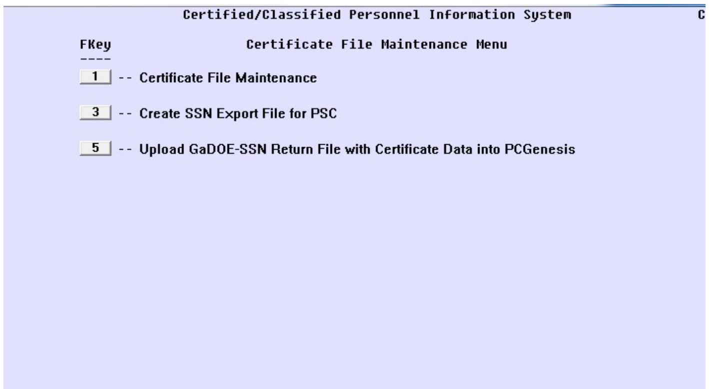
Valid termination date range for March CPI 2020-2 = 10/02/2019 – 03/05/2020

Cycle Three

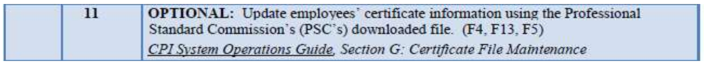
| | |
|---|---|
| Thursday, July 09, 2020 | Transmissions for CPI Cycle 3 begin. |
| Thursday, July 16, 2020 | Last date for initial transmission |
| Thursday, July 23, 2020 | Final transmission date & Signoff Deadline |

| | | |
|---|---|---|
| | 10 | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9)<br>*CPI System Operations Guide, Section I: Special Functions* |

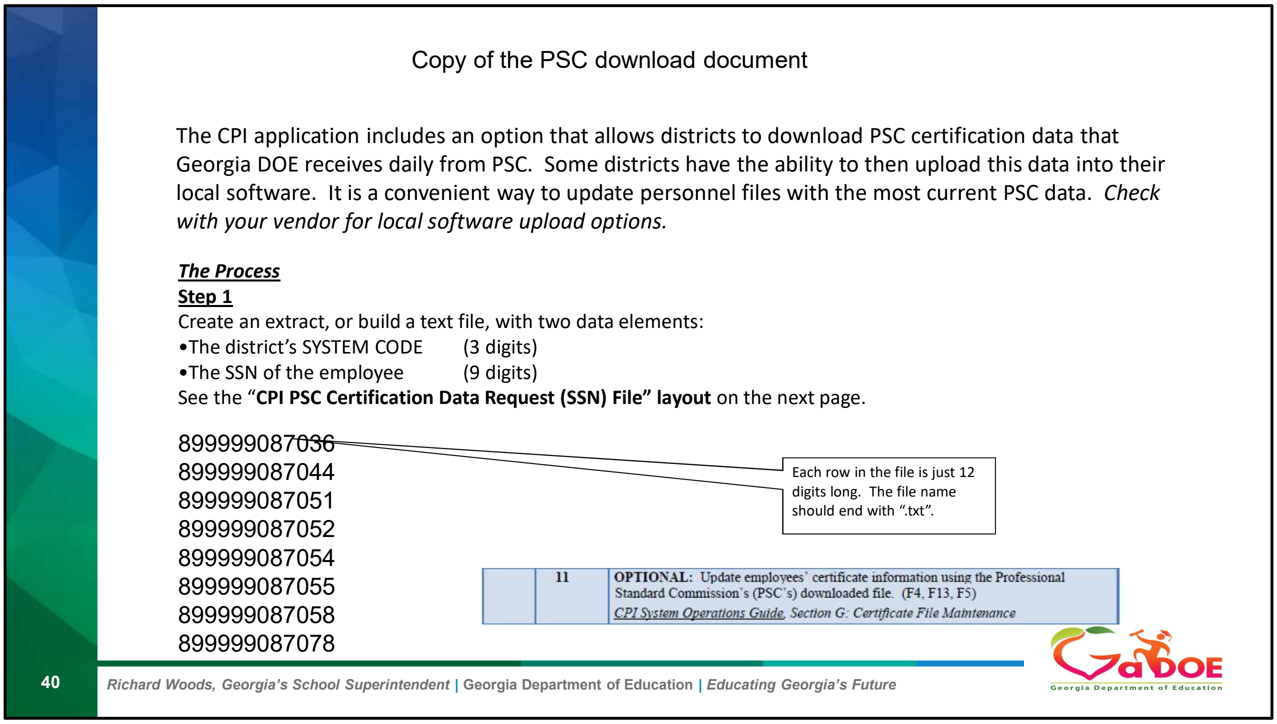
# PCGenesis



```
                Certified/Classified Personnel Information System              C

        FKey                  Certificate File Maintenance Menu
        ----
        1  -- Certificate File Maintenance

        3  -- Create SSN Export File for PSC

        5  -- Upload GaDOE-SSN Return File with Certificate Data into PCGenesis
```



| | | |
|---|---|---|
| | 11 | **OPTIONAL:** Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5)<br>*CPI System Operations Guide, Section G: Certificate File Maintenance* |



## Copy of the PSC download document

The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receives daily from PSC. Some districts have the ability to then upload this data into their local software. It is a convenient way to update personnel files with the most current PSC data. *Check with your vendor for local software upload options.*

***The Process***

**Step 1**

Create an extract, or build a text file, with two data elements:

•The district's SYSTEM CODE (3 digits)

•The SSN of the employee (9 digits)

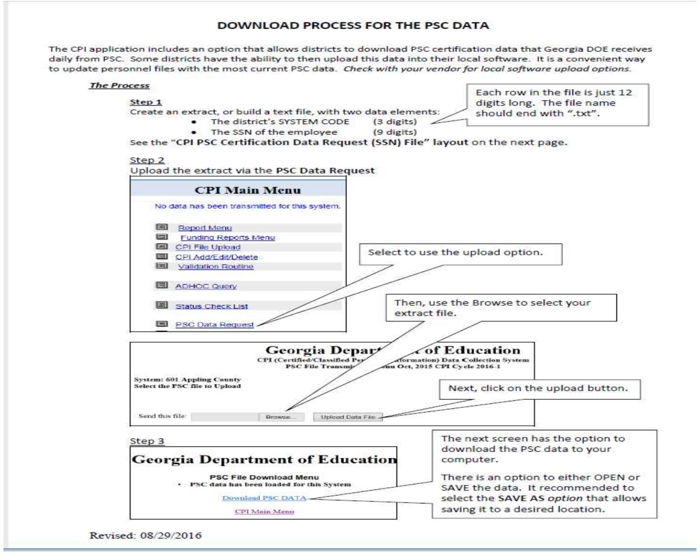
See the "**CPI PSC Certification Data Request (SSN) File" layout** on the next page.

899999087036
899999087044
899999087051
899999087052
899999087054
899999087055
899999087058
899999087078

Each row in the file is just 12 digits long. The file name should end with ".txt".

| | | |
|---|---|---|
| | 11 | **OPTIONAL:** Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5)<br>*CPI System Operations Guide, Section G: Certificate File Maintenance* |

The First Three Digits are the District the last 9 is the SSN



## DOWNLOAD PROCESS FOR THE PSC DATA

The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receives daily from PSC. Some districts have the ability to then upload this data into their local software. It is a convenient way to update personnel files with the most current PSC data. *Check with your vendor for local software upload options.*

***The Process***

**Step 1**

Create an extract, or build a text file, with two data elements:

- The district's SYSTEM CODE (3 digits)
- The SSN of the employee (9 digits)

Each row in the file is just 12 digits long. The file name should end with ".txt".

See the "**CPI PSC Certification Data Request (SSN) File" layout** on the next page.

Step 2

Upload the extract via the **PSC Data Request**

CPI Main Menu
No data has been transmitted for this system.
Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Validation Routine
ADHOC Query
Status Check List
PSC Data Request

Select to use the upload option.

Georgia Depar of Education
CPI (Certified/Classified Pe formation) Data Collection System
PSC File Transmi nu Oct, 2015 CPI Cycle 2016-1
System: 601 Appling County
Select the PSC file to Upload
Send this file:
Browse...
Upload Data File

Then, use the Browse to select your extract file.

Next, click on the upload button.

Step 3

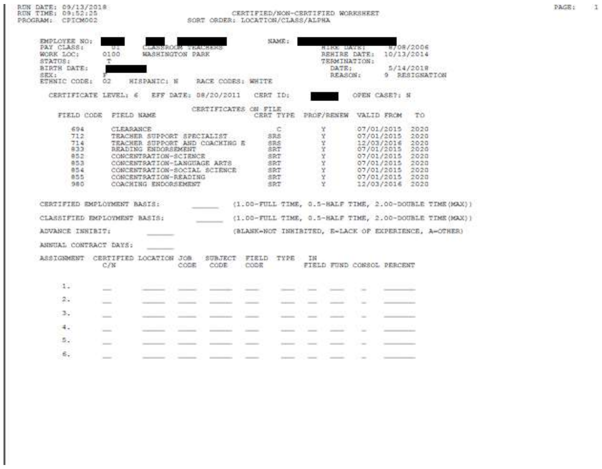
Georgia Department of Education
PSC File Download Menu
PSC data has been loaded for this System
Download PSC DATA
CPI Main Menu

The next screen has the option to download the PSC data to your computer.

There is an option to either OPEN or SAVE the data. It recommended to select the **SAVE AS** *option* that allows saving it to a desired location.

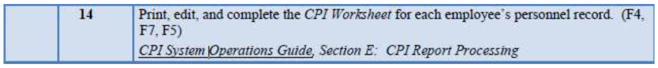
Revised: 08/29/2016

PCGenesis



```
RUN DATE: 09/13/2018                                                                                 PAGE:   1
RUN TIME: 09:52:25                         CERTIFIED/NON-CERTIFIED WORKSHEET
PROGRAM:  CPICM002               SORT ORDER: LOCATION/CLASS/ALPHA

    EMPLOYEE NO: [redacted]  [redacted]  [redacted]        NAME: [redacted]
    PAY CLASS:      01       CLASSROOM TEACHERS                  HIRE DATE:      8/08/2006
    WORK LOC:       0100     WASHINGTON PARK                     REHIRE DATE:  10/13/2014
    STATUS:           T                                          TERMINATION:
    BIRTH DATE:     [redacted]                                     DATE:         5/14/2018
    SEX:            F                                              REASON:      9  RESIGNATION
    ETHNIC CODE:    02    HISPANIC: N    RACE CODES: WHITE

      CERTIFICATE LEVEL: 6   EFF DATE: 08/20/2011   CERT ID:    [redacted]    OPEN CASE?: N

                                          CERTIFICATES ON FILE
        FIELD CODE  FIELD NAME                        CERT TYPE  PROF/RENEW  VALID FROM   TO

           694      CLEARANCE                              C          Y      07/01/2015  2020
           712      TEACHER SUPPORT SPECIALIST            SRS         Y      07/01/2015  2020
           714      TEACHER SUPPORT AND COACHING E        SRS         Y      12/03/2016  2020
           833      READING ENDORSEMENT                   SRT         Y      07/01/2015  2020
           852      CONCENTRATION-SCIENCE                 SRT         Y      07/01/2015  2020
           853      CONCENTRATION-LANGUAGE ARTS           SRT         Y      07/01/2015  2020
           854      CONCENTRATION-SOCIAL SCIENCE          SRT         Y      07/01/2015  2020
           855      CONCENTRATION-READING                 SRT         Y      07/01/2015  2020
           980      COACHING ENDORSEMENT                  SRT         Y      12/03/2016  2020

    CERTIFIED EMPLOYMENT BASIS:          _____   (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME(MAX))

    CLASSIFIED EMPLOYMENT BASIS:          _____  (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME(MAX))

    ADVANCE INHIBIT:            _____            (BLANK=NOT INHIBITED, E=LACK OF EXPERIENCE, A=OTHER)

    ANNUAL CONTRACT DAYS:       _____

    ASSIGNMENT  CERTIFIED LOCATION JOB   SUBJECT  FIELD  TYPE   IN
                   C/N             CODE   CODE    CODE         FIELD FUND CONSOL PERCENT

         1.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
         2.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
         3.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
         4.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
         5.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
         6.        _      _____   _____  _____   ____   ____   ___  ____   _    _______
```

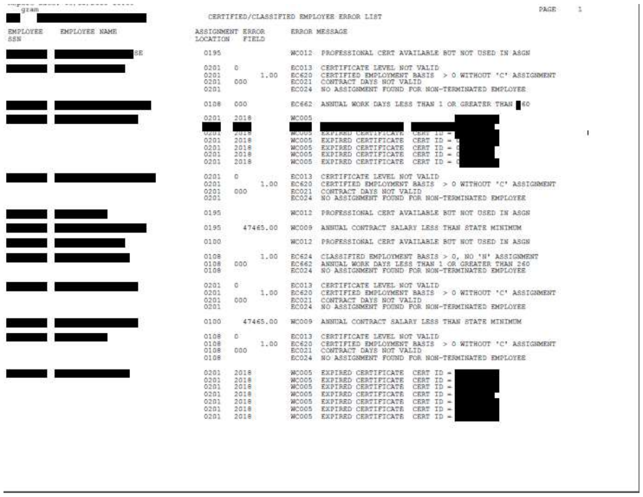
Steps 15-19 are proofing reports for certified and classified



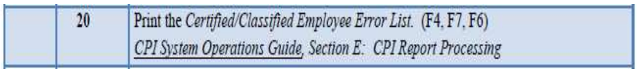
| | | |
|---|---|---|
| | 14 | Print, edit, and complete the *CPI Worksheet* for each employee's personnel record. (F4, F7, F5)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |

This worksheet can be used to pass alone to your school personnel to help clear up any assignment issues you might have questions about. Steps 13-19 are proofing reports for certified and classified employee's

# PCGenesis

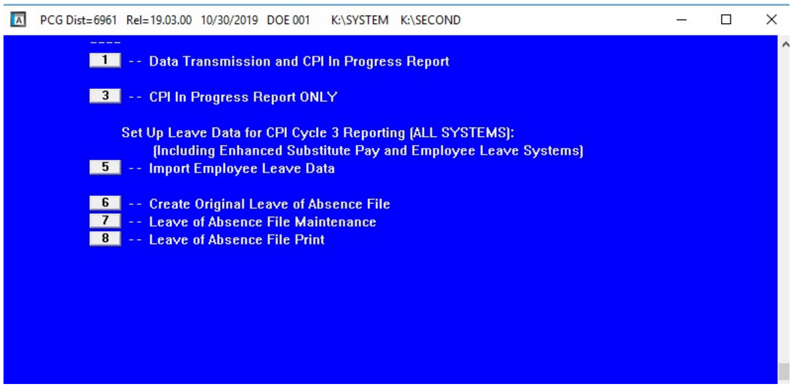


```
   gram
[redacted]                          CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST                                  PAGE     1

EMPLOYEE    EMPLOYEE NAME          ASSIGNMENT ERROR        ERROR MESSAGE
SSN                                LOCATION   FIELD

[redacted]  [redacted]               0195                  WC012  PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN

[redacted]  [redacted]               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

[redacted]  [redacted]               0108     000          EC662  ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN [redacted]60

[redacted]  [redacted]               0201     2018         WC005
                                   [redacted]
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = [redacted]
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 

[redacted]  [redacted]               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

[redacted]  [redacted]               0195                  WC012  PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN

[redacted]  [redacted]               0195      47465.00    WC009  ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM

[redacted]  [redacted]               0100                  WC012  PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN

[redacted]  [redacted]               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

[redacted]  [redacted]               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

[redacted]  [redacted]               0100      47465.00    WC009  ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM

[redacted]  [redacted]               0108     0            EC013  CERTIFICATE LEVEL NOT VALID
                                     0108          1.00    EC620  CERTIFIED EMPLOYMENT BASIS  > 0 WITHOUT 'C' ASSIGNMENT
                                     0108     000          EC021  CONTRACT DAYS NOT VALID
                                     0108                  EC024  NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE

[redacted]  [redacted]               0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = [redacted]
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
                                     0201     2018         WC005  EXPIRED CERTIFICATE  CERT ID = 
```

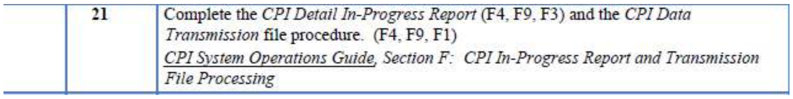


| | | |
|---|---|---|
| | 20 | Print the *Certified/Classified Employee Error List.* (F4, F7, F6)<br>*CPI System Operations Guide, Section E: CPI Report Processing* |

# PCGenesis



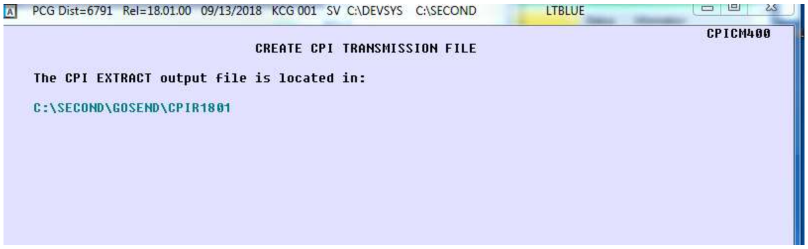
```
PCG Dist=6961   Rel=19.03.00   10/30/2019   DOE 001     K:\SYSTEM   K:\SECOND

           ----
            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
```



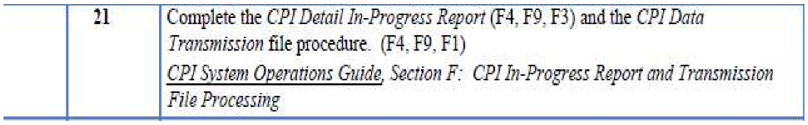
| | | |
|---|---|---|
| | **21** | Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1)<br>*<u>CPI System Operations Guide</u>, Section F: CPI In-Progress Report and Transmission File Processing* |

# PCGenesis

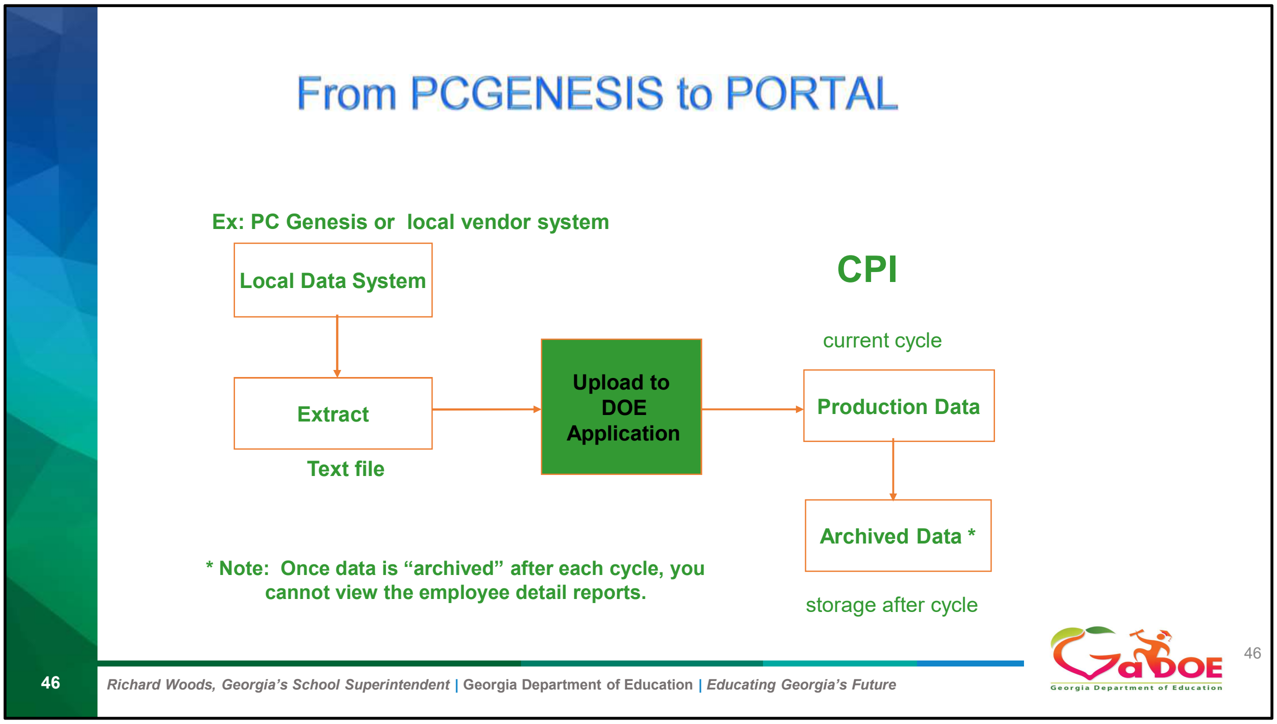
## Step 21 CPI-In-Progress Report and Transmission File


PCG Dist=6791 Rel=18.01.00 09/13/2018 KCG 001 SV C:\DEVSYS C:\SECOND LTBLUE

```
                                                              CPICM400
                        CREATE CPI TRANSMISSION FILE

 The CPI EXTRACT output file is located in:

 C:\SECOND\GOSEND\CPIR1801
```



| | | |
|---|---|---|
| | 21 | Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1)<br>*CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing* |



## From PCGENESIS to PORTAL

Ex: PC Genesis or  local vendor system

Local Data System

Extract

Text file

Upload to DOE Application

CPI

current cycle

Production Data

Archived Data *

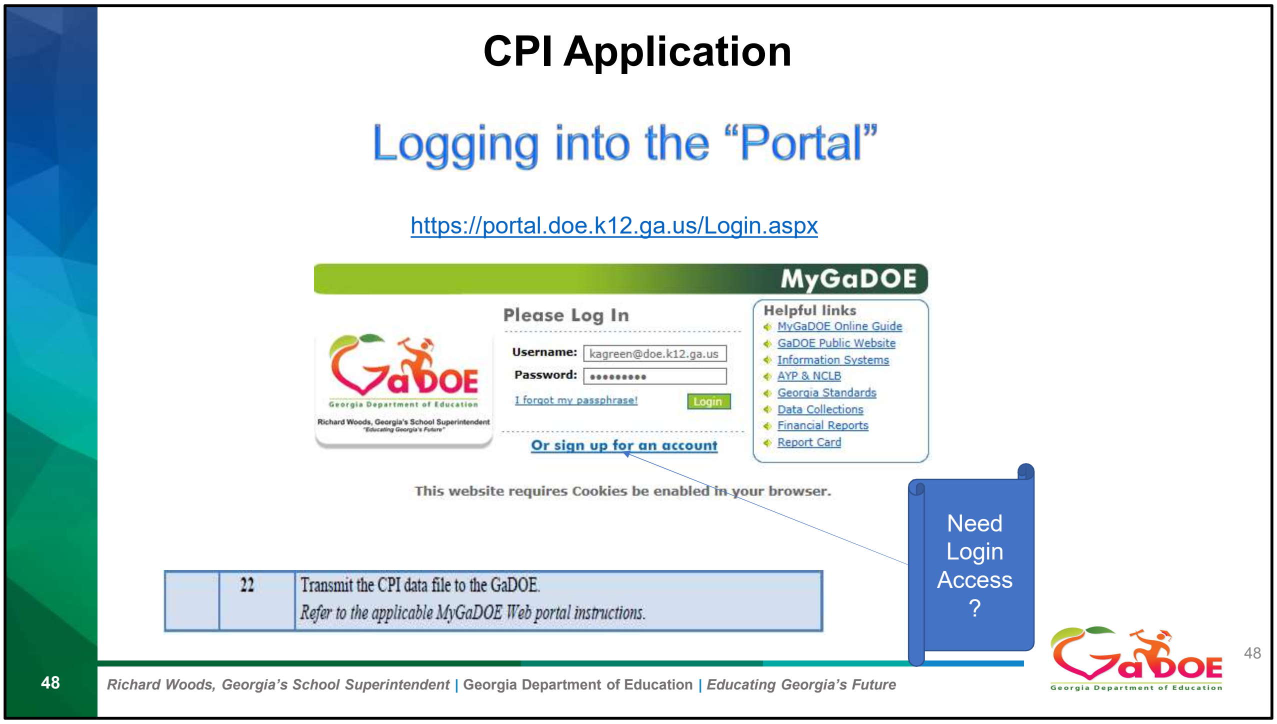
storage after cycle

*** Note:  Once data is "archived" after each cycle, you cannot view the employee detail reports.**

Important Fact. Please print all reports after Current cycle is complete.

# CPI

## PORTAL APPLICATION



# CPI Application

## Logging into the "Portal"

https://portal.doe.k12.ga.us/Login.aspx

**MyGaDOE**

Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

**Please Log In**

**Username:** kagreen@doe.k12.ga.us
**Password:** •••••••••

I forgot my passphrase!
Login

Or sign up for an account

**Helpful links**
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

This website requires Cookies be enabled in your browser.

| | | |
|---|---|---|
| | 22 | Transmit the CPI data file to the GaDOE.<br>*Refer to the applicable MyGaDOE Web portal instructions.* |

Need Login Access ?

48 Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Georgia Department of Education

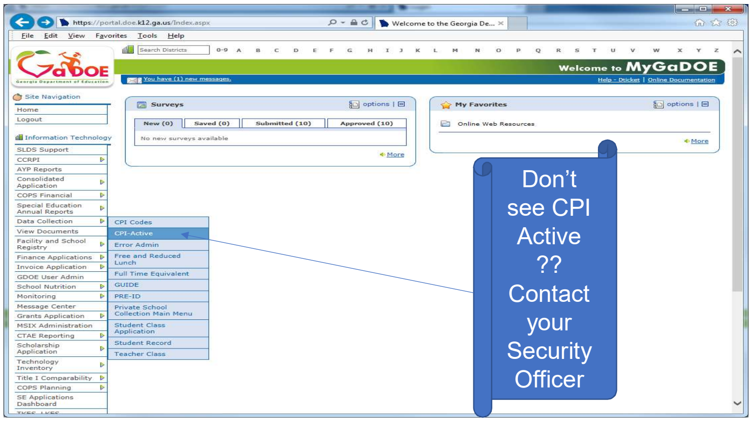
48

If you do not have an account please contact your Security Officer or click on the link

# CPI Application

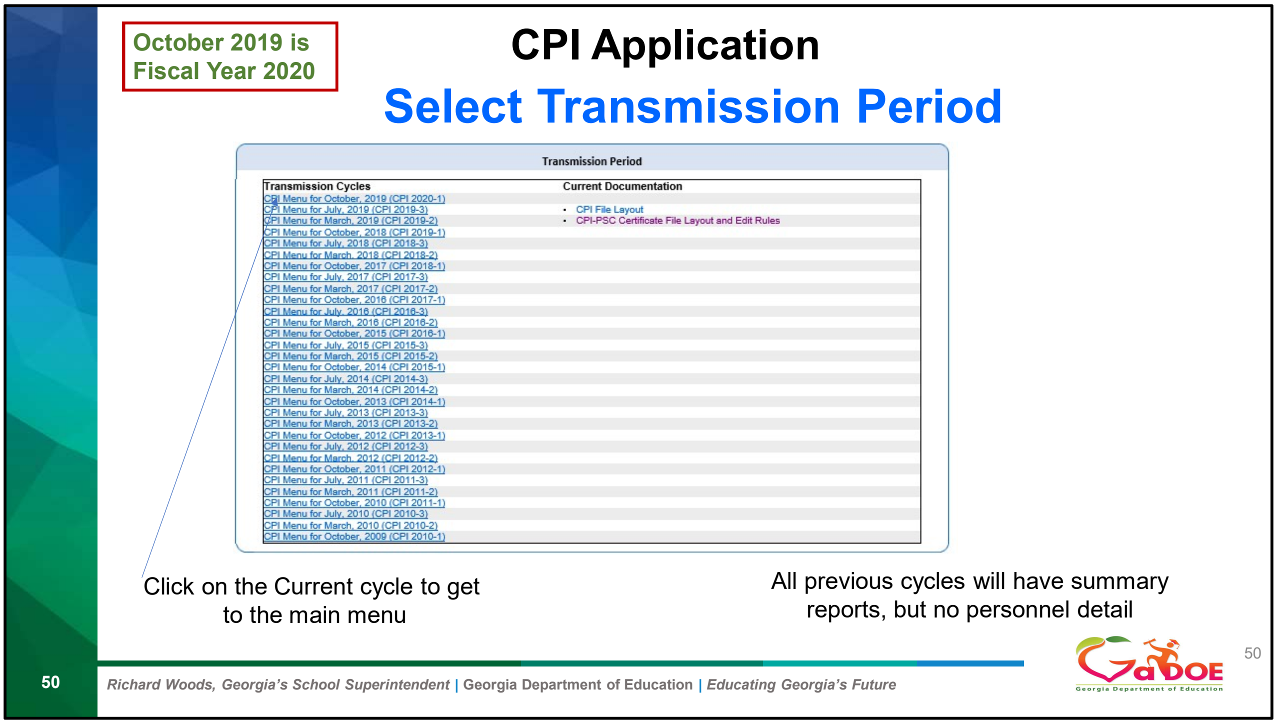
## Application Selection

You may just one option available to you, depending on your access authority


https://portal.doe.k12.ga.us/Index.aspx
Welcome to the Georgia De...
File Edit View Favorites Tools Help
Search Districts
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Welcome to MyGaDOE
You have (1) new messages.
Help - Dticket | Online Documentation
Site Navigation
Home
Logout
Information Technology
SLDS Support
CCRPI
AYP Reports
Consolidated Application
COPS Financial
Special Education Annual Reports
Data Collection
View Documents
Facility and School Registry
Finance Applications
Invoice Application
GDOE User Admin
School Nutrition
Monitoring
Message Center
Grants Application
MSIX Administration
CTAE Reporting
Scholarship Application
Technology Inventory
Title I Comparability
COPS Planning
SE Applications Dashboard
CPI Codes
CPI-Active
Error Admin
Free and Reduced Lunch
Full Time Equivalent
GUIDE
PRE-ID
Private School Collection Main Menu
Student Class Application
Student Record
Teacher Class
Surveys
options
New (0)
Saved (0)
Submitted (10)
Approved (10)
No new surveys available
More
My Favorites
options
Online Web Resources
More

Don't see CPI Active ?? Contact your Security Officer

What you see when you click on data collection depends on your portal access. But if you do not see CPI active you will need to contact your security officer for access



October 2019 is Fiscal Year 2020

# CPI Application

## Select Transmission Period

**Transmission Period**

| Transmission Cycles | Current Documentation |
|---|---|
| CPI Menu for October, 2019 (CPI 2020-1) | |
| CPI Menu for July, 2019 (CPI 2019-3) | • CPI File Layout |
| CPI Menu for March, 2019 (CPI 2019-2) | • CPI-PSC Certificate File Layout and Edit Rules |
| CPI Menu for October, 2018 (CPI 2019-1) | |
| CPI Menu for July, 2018 (CPI 2018-3) | |
| CPI Menu for March, 2018 (CPI 2018-2) | |
| CPI Menu for October, 2017 (CPI 2018-1) | |
| CPI Menu for July, 2017 (CPI 2017-3) | |
| CPI Menu for March, 2017 (CPI 2017-2) | |
| CPI Menu for October, 2016 (CPI 2017-1) | |
| CPI Menu for July, 2016 (CPI 2016-3) | |
| CPI Menu for March, 2016 (CPI 2016-2) | |
| CPI Menu for October, 2015 (CPI 2016-1) | |
| CPI Menu for July, 2015 (CPI 2015-3) | |
| CPI Menu for March, 2015 (CPI 2015-2) | |
| CPI Menu for October, 2014 (CPI 2015-1) | |
| CPI Menu for July, 2014 (CPI 2014-3) | |
| CPI Menu for March, 2014 (CPI 2014-2) | |
| CPI Menu for October, 2013 (CPI 2014-1) | |
| CPI Menu for July, 2013 (CPI 2013-3) | |
| CPI Menu for March, 2013 (CPI 2013-2) | |
| CPI Menu for October, 2012 (CPI 2013-1) | |
| CPI Menu for July, 2012 (CPI 2012-3) | |
| CPI Menu for March, 2012 (CPI 2012-2) | |
| CPI Menu for October, 2011 (CPI 2012-1) | |
| CPI Menu for July, 2011 (CPI 2011-3) | |
| CPI Menu for March, 2011 (CPI 2011-2) | |
| CPI Menu for October, 2010 (CPI 2011-1) | |
| CPI Menu for July, 2010 (CPI 2010-3) | |
| CPI Menu for March, 2010 (CPI 2010-2) | |
| CPI Menu for October, 2009 (CPI 2010-1) | |

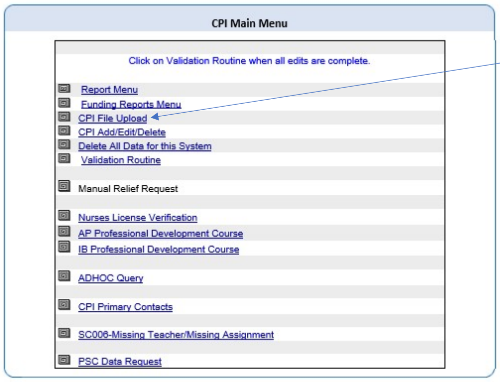
Click on the Current cycle to get to the main menu

All previous cycles will have summary reports, but no personnel detail

Show the current documentation

# CPI Application

## CPI Main Menu



CPI Main Menu

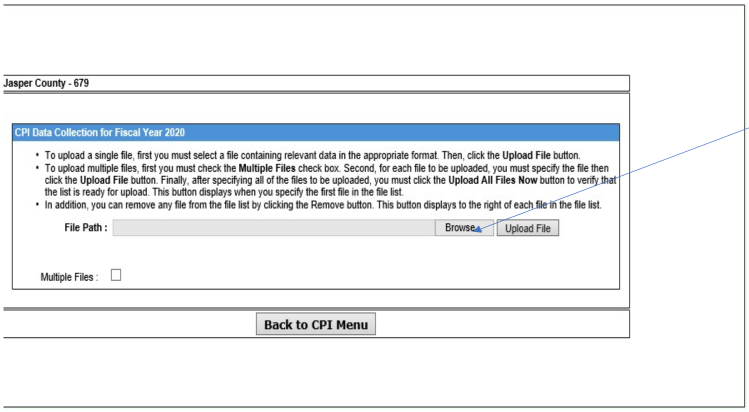
Click on Validation Routine when all edits are complete.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- Nurses License Verification
- AP Professional Development Course
- IB Professional Development Course
- ADHOC Query
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- PSC Data Request

Select this link to upload the extract file (s)

# CPI Application

## Upload Screen



Jasper County - 679

CPI Data Collection for Fiscal Year 2020

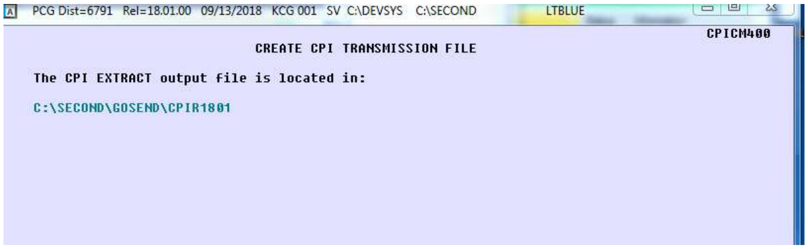
- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :

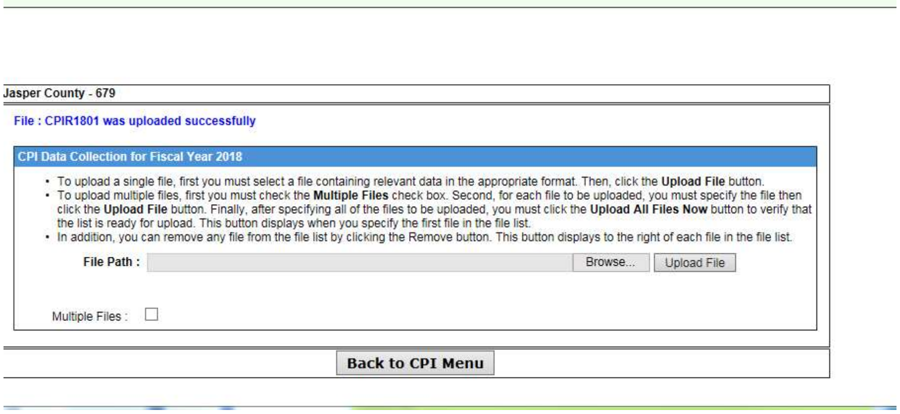
Multiple Files : ☐

Click on ***Browse*** to find and select extract

Browse to the K:drive Second folder find GOSEND the CPIR01 if it is for CPI 1



```
PCG Dist=6791   Rel=18.01.00   09/13/2018   KCG 001   SV  C:\DEVSYS    C:\SECOND              LTBLUE
                                                                                        CPICM400
                          CREATE CPI TRANSMISSION FILE

   The CPI EXTRACT output file is located in:

   C:\SECOND\GOSEND\CPIR1801
```



Jasper County - 679

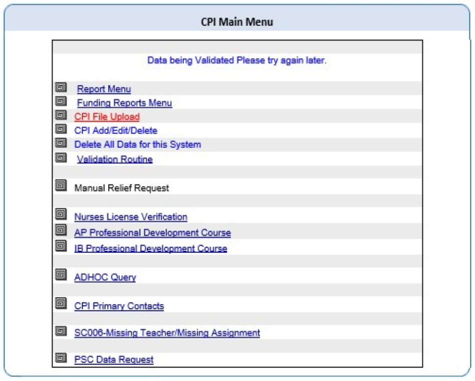
File : CPIR1801 was uploaded successfully

**CPI Data Collection for Fiscal Year 2018**

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

The first message that upload was successful is just the first step.

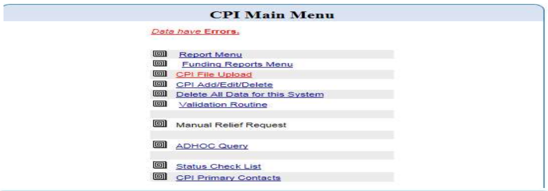
# Validation Process – Error Checks


CPI Main Menu
Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
Nurses License Verification
AP Professional Development Course
IB Professional Development Course
ADHOC Query
CPI Primary Contacts
SC006-Missing Teacher/Missing Assignment
PSC Data Request

Data being Validated Please try again later.

**Status Message Line**

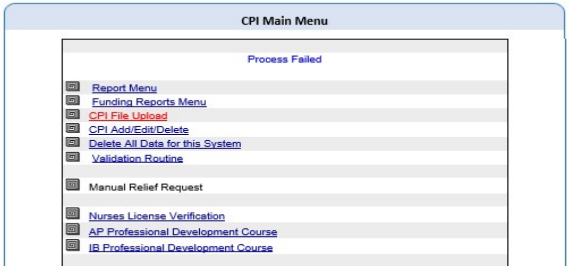
# Data Have Errors or Processed Failed



CPI Main Menu

*Data have* **Errors.**

Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
ADHOC Query
Status Check List
CPI Primary Contacts



CPI Main Menu

Process Failed

Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
Nurses License Verification
AP Professional Development Course
IB Professional Development Course

If you get processed failed, make sure you uploaded the correct file and reload the file.

# CPI

## How It works

# How it works

**Extract**

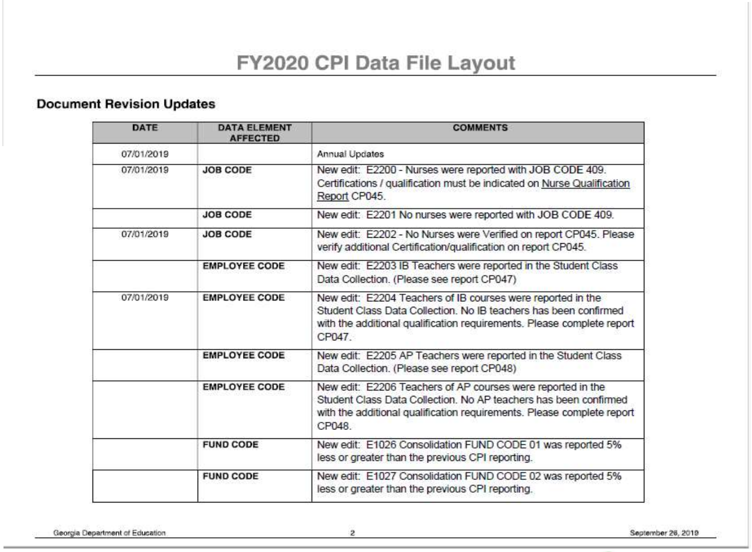
- Text file located on PC hard drive or server
- Formatted to meet GaDOE requirements
- Can be viewed in text editor
- Some text editors evaluation copy free on web
  (ex: Ultra Edit, NotePad++)

FY2020 CPI Data Collection

Data File Layout

The information on the extract is formatted from our DOE document called a File Layout

# How it works



## FY2020 CPI Data File Layout

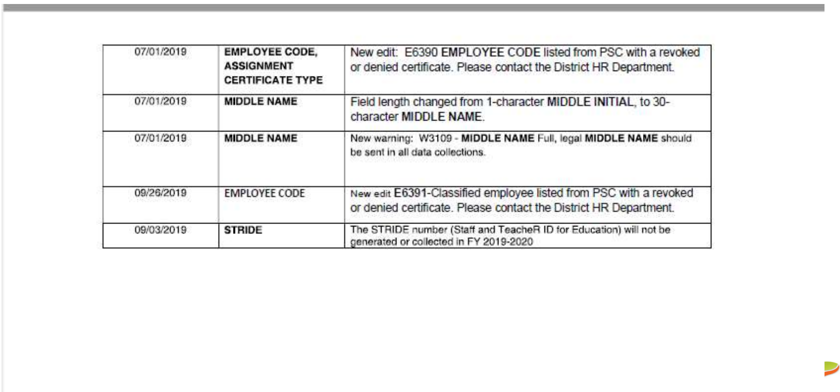
**Document Revision Updates**

| DATE | DATA ELEMENT AFFECTED | COMMENTS |
|---|---|---|
| 07/01/2019 | | Annual Updates |
| 07/01/2019 | **JOB CODE** | New edit: E2200 - Nurses were reported with JOB CODE 409. Certifications / qualification must be indicated on Nurse Qualification Report CP045. |
| | **JOB CODE** | New edit: E2201 No nurses were reported with JOB CODE 409. |
| 07/01/2019 | **JOB CODE** | New edit: E2202 - No Nurses were Verified on report CP045. Please verify additional Certification/qualification on report CP045. |
| | **EMPLOYEE CODE** | New edit: E2203 IB Teachers were reported in the Student Class Data Collection. (Please see report CP047) |
| 07/01/2019 | **EMPLOYEE CODE** | New edit: E2204 Teachers of IB courses were reported in the Student Class Data Collection. No IB teachers has been confirmed with the additional qualification requirements. Please complete report CP047. |
| | **EMPLOYEE CODE** | New edit: E2205 AP Teachers were reported in the Student Class Data Collection. (Please see report CP048) |
| | **EMPLOYEE CODE** | New edit: E2206 Teachers of AP courses were reported in the Student Class Data Collection. No AP teachers has been confirmed with the additional qualification requirements. Please complete report CP048. |
| | **FUND CODE** | New edit: E1026 Consolidation FUND CODE 01 was reported 5% less or greater than the previous CPI reporting. |
| | **FUND CODE** | New edit: E1027 Consolidation FUND CODE 02 was reported 5% less or greater than the previous CPI reporting. |

Georgia Department of Education 2 September 26, 2019

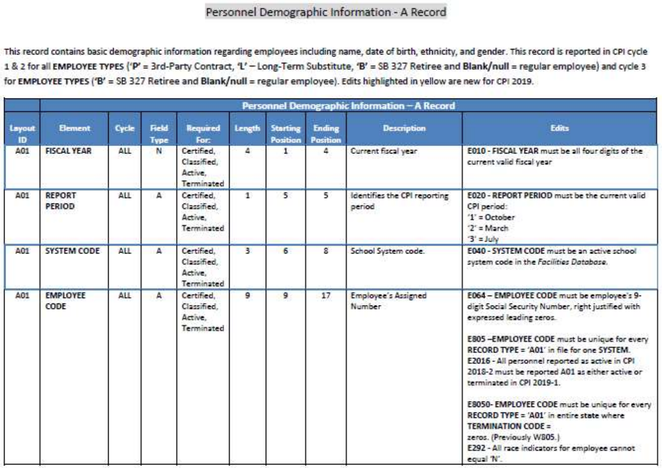
## FY2020 CPI Data Collection
## Data File Layout

# How it works



| | | |
|---|---|---|
| 07/01/2019 | **EMPLOYEE CODE, ASSIGNMENT CERTIFICATE TYPE** | New edit: E6390 **EMPLOYEE CODE** listed from PSC with a revoked or denied certificate. Please contact the District HR Department. |
| 07/01/2019 | **MIDDLE NAME** | Field length changed from 1-character **MIDDLE INITIAL**, to 30-character **MIDDLE NAME**. |
| 07/01/2019 | **MIDDLE NAME** | New warning: W3109 - **MIDDLE NAME** Full, legal **MIDDLE NAME** should be sent in all data collections. |
| 09/26/2019 | EMPLOYEE CODE | New edit E6391-Classified employee listed from PSC with a revoked or denied certificate. Please contact the District HR Department. |
| 09/03/2019 | **STRIDE** | The STRIDE number (Staff and TeacheR ID for Education) will not be generated or collected in FY 2019-2020 |

# How it works

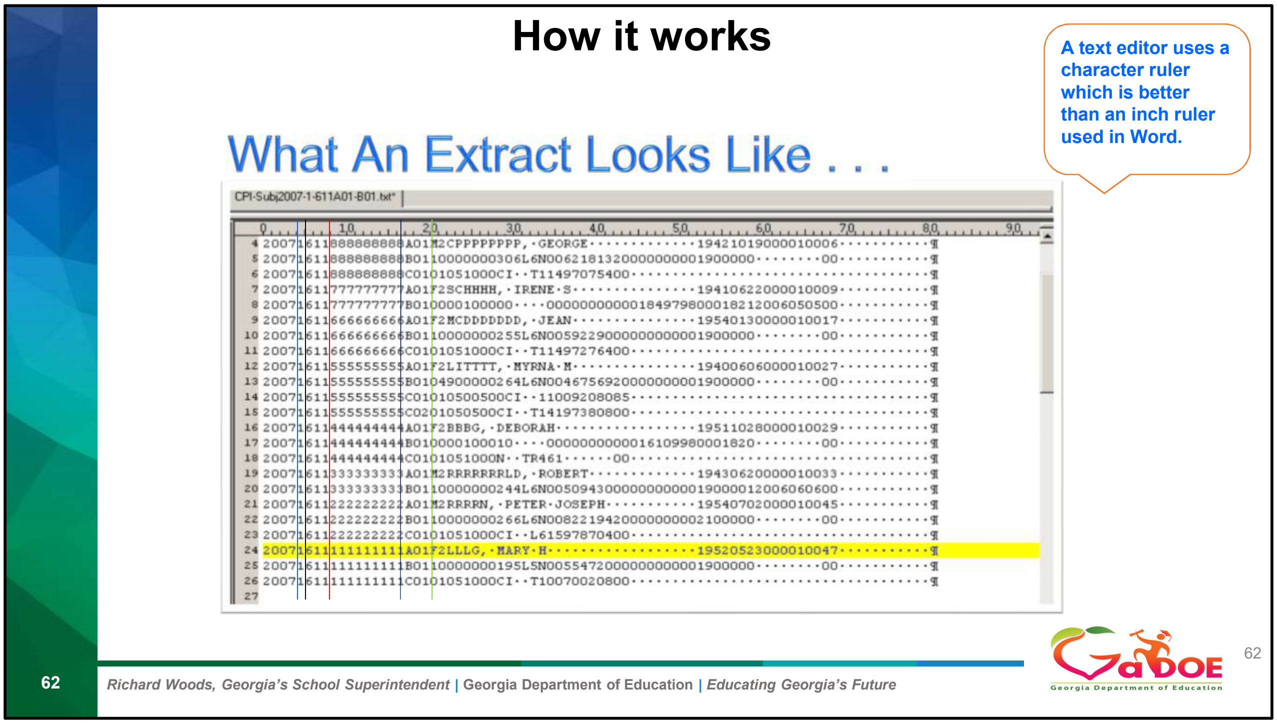


Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender. This record is reported in CPI cycle 1 & 2 for all **EMPLOYEE TYPES** (**'P'** = 3rd-Party Contract, **'L'** – Long-Term Substitute, **'B'** = SB 327 Retiree and **Blank/null** = regular employee) and cycle 3 for **EMPLOYEE TYPES** (**'B'** = SB 327 Retiree and **Blank/null** = regular employee). Edits highlighted in yellow are new for CPI 2019.

| | Personnel Demographic Information – A Record | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Layout ID** | **Element** | **Cycle** | **Field Type** | **Required For:** | **Length** | **Starting Position** | **Ending Position** | **Description** | **Edits** |
| A01 | FISCAL YEAR | ALL | N | Certified, Classified, Active, Terminated | 4 | 1 | 4 | Current fiscal year | **E010 - FISCAL YEAR** must be all four digits of the current valid fiscal year |
| A01 | REPORT PERIOD | ALL | A | Certified, Classified, Active, Terminated | 1 | 5 | 5 | Identifies the CPI reporting period | **E020 - REPORT PERIOD** must be the current valid CPI period:<br>'1' = October<br>'2' = March<br>'3' = July |
| A01 | SYSTEM CODE | ALL | A | Certified, Classified, Active, Terminated | 3 | 6 | 8 | School System code. | **E040 - SYSTEM CODE** must be an active school system code in the *Facilities Database*. |
| A01 | EMPLOYEE CODE | ALL | A | Certified, Classified, Active, Terminated | 9 | 9 | 17 | Employee's Assigned Number | **E064 – EMPLOYEE CODE** must be employee's 9-digit Social Security Number, right justified with expressed leading zeros.<br>**E805 –EMPLOYEE CODE** must be unique for every **RECORD TYPE** = 'A01' in file for one **SYSTEM**.<br>E2016 - All personnel reported as active in CPI 2018-2 must be reported A01 as either active or terminated in CPI 2019-1.<br>**E8050- EMPLOYEE CODE** must be unique for every **RECORD TYPE** = 'A01' in entire state where **TERMINATION CODE** =<br>zeros. (Previously W805.)<br>E292 - All race indicators for employee cannot equal 'N'. |

**Identifies data elements in each layout (record) and their placement in each record.**



## How it works

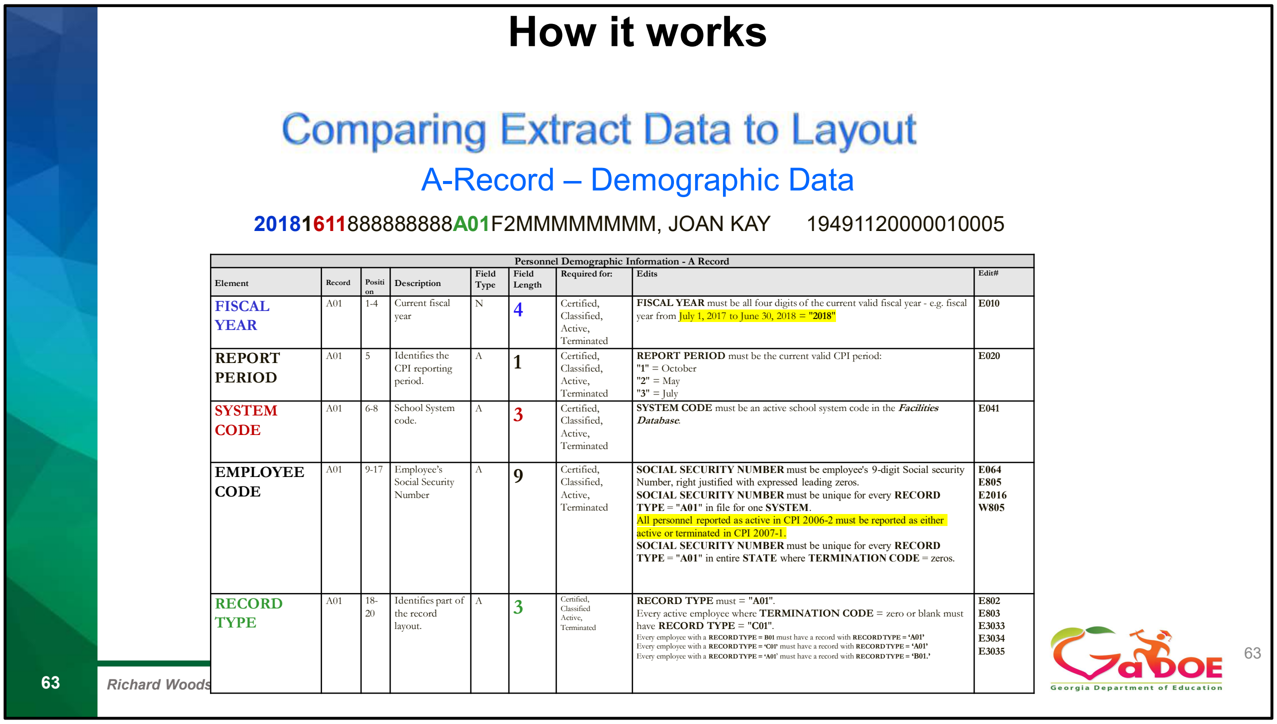
A text editor uses a character ruler which is better than an inch ruler used in Word.

What An Extract Looks Like . . .

CPI-Subj2007-1-611A01-B01.txt*

```
20071611888888888A01M2CPPPPPPPP,·GEORGE············19421019000010006············¶
20071611888888888B0110000000306L6N006218132000000001900000········00············¶
20071611888888888C0101051000CI··T11497075400····································¶
20071611777777777A01F2SCHHHH,·IRENE·S··············19410622000010009············¶
20071611777777777B010000100000····00000000001849798000182120060505 00············¶
20071611666666666A01F2MCDDDDDDD,·JEAN··············19540130000010017············¶
20071611666666666B0110000000255L6N005922900000000001900000········00············¶
20071611666666666C0101051000CI··T11497276400····································¶
20071611555555555A01F2LITTTTT,·MYRNA·M·············19400606000010027············¶
20071611555555555B0104900000264L6N004675692000000001900000········00············¶
20071611555555555C0101050500CI··11009208085·····································¶
20071611555555555C0201050500CI··T14197380800····································¶
20071611444444444A01F2BBBG,·DEBORAH················19511028000010029············¶
20071611444444444B010000100010····000000000016109980001820········00············¶
20071611444444444C0101051000N··TR461······00····································¶
20071611333333333A01M2RRRRRRRLD,·ROBERT············19430620000010033············¶
20071611333333333B0110000000244L6N0050943000000000019000012006060600············¶
20071611222222222A01M2RRRRN,·PETER·JOSEPH··········19540702000010045············¶
20071611222222222B0110000000266L6N008221942000000002100000········00············¶
20071611222222222C0101051000CI··L61597870400····································¶
20071611111111111A01F2LLLG,·MARY·H·················19520523000010047············¶
20071611111111111B0110000000195L5N005547200000000001900000········00············¶
20071611111111111C0101051000CI··T10070020800····································¶
```

First **Fiscal Year** spaces **(1-4)** next **Report Period** space **(5)** then **System Code** spaces **(6-8)** then **Employee Code** spaces (**9-17)**then **Record Type** spaces **(18-20)**



# How it works

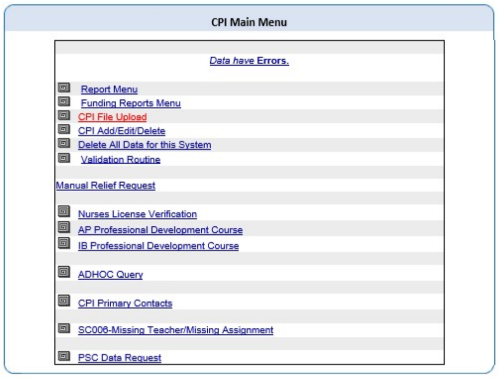
## Comparing Extract Data to Layout

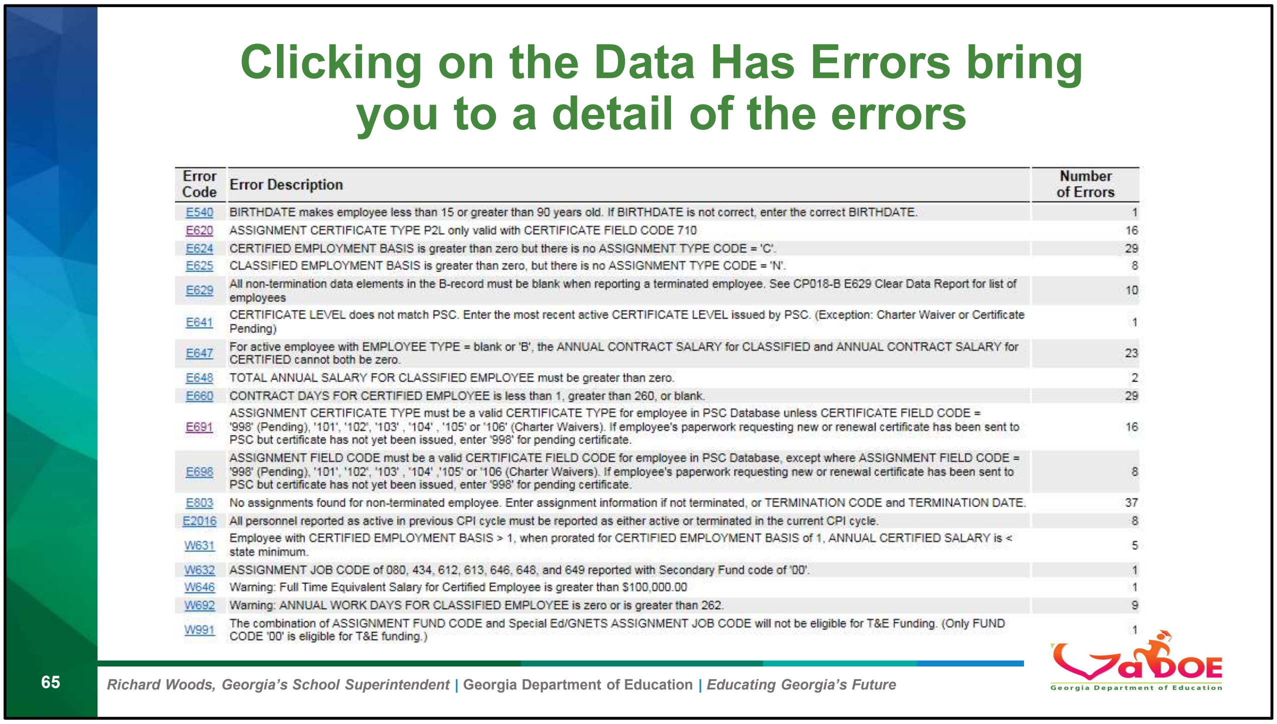
### A-Record – Demographic Data

20181611888888888A01F2MMMMMMMM, JOAN KAY 19491120000010005

| Personnel Demographic Information - A Record | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Element | Record | Position | Description | Field Type | Field Length | Required for: | Edits | Edit# |
| **FISCAL YEAR** | A01 | 1-4 | Current fiscal year | N | **4** | Certified, Classified, Active, Terminated | **FISCAL YEAR** must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = **"2018"** | **E010** |
| **REPORT PERIOD** | A01 | 5 | Identifies the CPI reporting period. | A | **1** | Certified, Classified, Active, Terminated | **REPORT PERIOD** must be the current valid CPI period:<br>**"1"** = October<br>**"2"** = May<br>**"3"** = July | **E020** |
| **SYSTEM CODE** | A01 | 6-8 | School System code. | A | **3** | Certified, Classified, Active, Terminated | **SYSTEM CODE** must be an active school system code in the ***Facilities Database***. | **E041** |
| **EMPLOYEE CODE** | A01 | 9-17 | Employee's Social Security Number | A | **9** | Certified, Classified, Active, Terminated | **SOCIAL SECURITY NUMBER** must be employee's 9-digit Social security Number, right justified with expressed leading zeros.<br>**SOCIAL SECURITY NUMBER** must be unique for every **RECORD TYPE** = **"A01"** in file for one **SYSTEM**.<br>All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1.<br>**SOCIAL SECURITY NUMBER** must be unique for every **RECORD TYPE** = **"A01"** in entire **STATE** where **TERMINATION CODE** = zeros. | **E064**<br>**E805**<br>**E2016**<br>**W805** |
| **RECORD TYPE** | A01 | 18-20 | Identifies part of the record layout. | A | **3** | Certified, Classified Active, Terminated | **RECORD TYPE** must = **"A01"**.<br>Every active employee where **TERMINATION CODE** = zero or blank must have **RECORD TYPE** = **"C01"**.<br>Every employee with a **RECORD TYPE = B01** must have a record with **RECORD TYPE = 'A01'**<br>Every employee with a **RECORD TYPE = 'C01'** must have a record with **RECORD TYPE = 'A01'**<br>Every employee with a **RECORD TYPE = 'A01'** must have a record with **RECORD TYPE = 'B01.'** | **E802**<br>**E803**<br>**E3033**<br>**E3034**<br>**E3035** |

# How it works


CPI Main Menu
Data have Errors.
Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine
Manual Relief Request
Nurses License Verification
AP Professional Development Course
IB Professional Development Course
ADHOC Query
CPI Primary Contacts
SC006-Missing Teacher/Missing Assignment
PSC Data Request



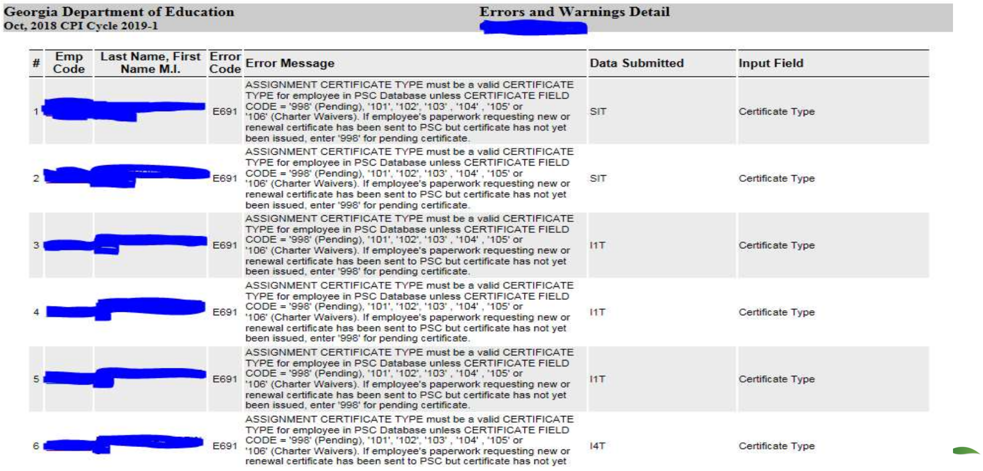
# Clicking on the Data Has Errors bring you to a detail of the errors

| Error Code | Error Description | Number of Errors |
|---|---|---|
| E540 | BIRTHDATE makes employee less than 15 or greater than 90 years old. If BIRTHDATE is not correct, enter the correct BIRTHDATE. | 1 |
| E620 | ASSIGNMENT CERTIFICATE TYPE P2L only valid with CERTIFICATE FIELD CODE 710 | 16 |
| E624 | CERTIFIED EMPLOYMENT BASIS is greater than zero but there is no ASSIGNMENT TYPE CODE = 'C'. | 29 |
| E625 | CLASSIFIED EMPLOYMENT BASIS is greater than zero, but there is no ASSIGNMENT TYPE CODE = 'N'. | 8 |
| E629 | All non-termination data elements in the B-record must be blank when reporting a terminated employee. See CP018-B E629 Clear Data Report for list of employees | 10 |
| E641 | CERTIFICATE LEVEL does not match PSC. Enter the most recent active CERTIFICATE LEVEL issued by PSC. (Exception: Charter Waiver or Certificate Pending) | 1 |
| E647 | For active employee with EMPLOYEE TYPE = blank or 'B', the ANNUAL CONTRACT SALARY for CLASSIFIED and ANNUAL CONTRACT SALARY for CERTIFIED cannot both be zero. | 23 |
| E648 | TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE must be greater than zero. | 2 |
| E660 | CONTRACT DAYS FOR CERTIFIED EMPLOYEE is less than 1, greater than 260, or blank. | 29 |
| E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | 16 |
| E698 | ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD CODE for employee in PSC Database, except where ASSIGNMENT FIELD CODE = '998' (Pending), '101', '102', '103' , '104' ,'105' or '106 (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | 8 |
| E803 | No assignments found for non-terminated employee. Enter assignment information if not terminated, or TERMINATION CODE and TERMINATION DATE. | 37 |
| E2016 | All personnel reported as active in previous CPI cycle must be reported as either active or terminated in the current CPI cycle. | 8 |
| W631 | Employee with CERTIFIED EMPLOYMENT BASIS > 1, when prorated for CERTIFIED EMPLOYMENT BASIS of 1, ANNUAL CERTIFIED SALARY is < state minimum. | 5 |
| W632 | ASSIGNMENT JOB CODE of 080, 434, 612, 613, 646, 648, and 649 reported with Secondary Fund code of '00'. | 1 |
| W646 | Warning: Full Time Equivalent Salary for Certified Employee is greater than $100,000.00 | 1 |
| W692 | Warning: ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE is zero or is greater than 262. | 9 |
| W991 | The combination of ASSIGNMENT FUND CODE and Special Ed/GNETS ASSIGNMENT JOB CODE will not be eligible for T&E Funding. (Only FUND CODE '00' is eligible for T&E funding.) | 1 |

Stop to explain the error screen If we click on E691 it drills down into the detail of that error

## E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = ‘998’ (Pending), ‘101’, ‘102’, ‘103’, ‘104’, ‘105’, or ‘106’ (Charter Waivers).

**(Note: ‘Condition’ in *PSC Database* must be translated to ‘Type’.)**

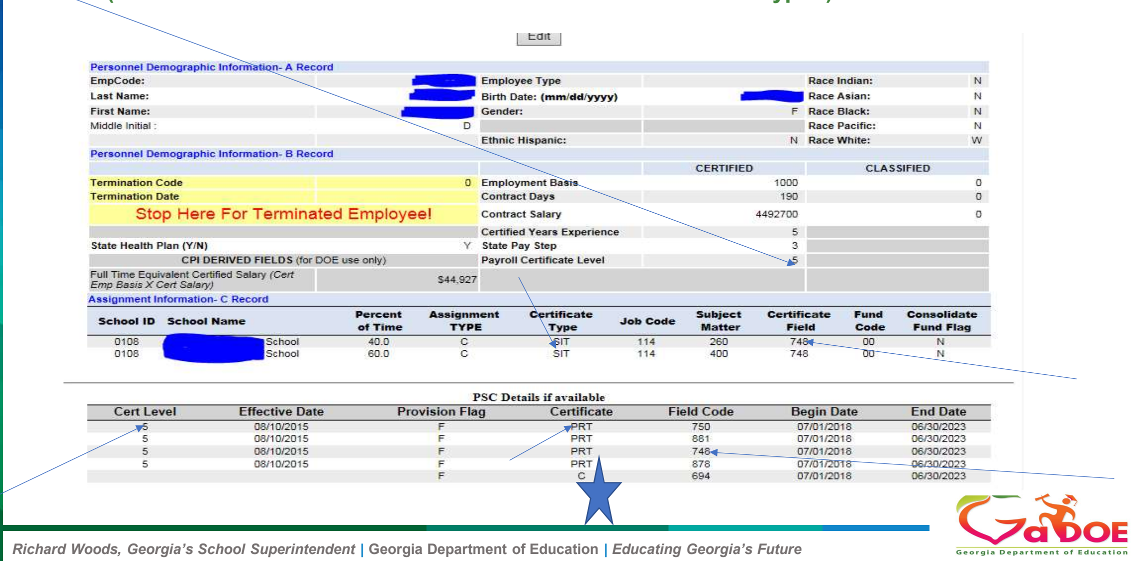


**Georgia Department of Education** **Errors and Warnings Detail**
Oct, 2018 CPI Cycle 2019-1
[redacted]

| # | Emp Code | Last Name, First Name M.I. | Error Code | Error Message | Data Submitted | Input Field |
|---|---|---|---|---|---|---|
| 1 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | SIT | Certificate Type |
| 2 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | SIT | Certificate Type |
| 3 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | I1T | Certificate Type |
| 4 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | I1T | Certificate Type |
| 5 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet been issued, enter '998' for pending certificate. | I1T | Certificate Type |
| 6 | [redacted] | [redacted] | E691 | ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in PSC Database unless CERTIFICATE FIELD CODE = '998' (Pending), '101', '102', '103' , '104' , '105' or '106' (Charter Waivers). If employee's paperwork requesting new or renewal certificate has been sent to PSC but certificate has not yet | I4T | Certificate Type |

Stop: talk about error screen !!!Clicking on the error take you to the detail on what employee has that error.

## E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = ‘998’ (Pending), ‘101’, ‘102’, ‘103’, ‘104’, ‘105’, or ‘106’ (Charter Waivers). (Note: ‘Condition’ in *PSC Database* must be translated to ‘Type’.)



**Personnel Demographic Information- A Record**

| | | | | | |
|---|---|---|---|---|---|
| **EmpCode:** | [redacted] | **Employee Type** | | **Race Indian:** | N |
| **Last Name:** | [redacted] | **Birth Date: (mm/dd/yyyy)** | [redacted] | **Race Asian:** | N |
| **First Name:** | [redacted] | **Gender:** | F | **Race Black:** | N |
| Middle Initial : | D | | | **Race Pacific:** | N |
| | | **Ethnic Hispanic:** | N | **Race White:** | W |

**Personnel Demographic Information- B Record**

| | | | CERTIFIED | CLASSIFIED |
|---|---|---|---|---|
| **Termination Code** | 0 | **Employment Basis** | 1000 | 0 |
| **Termination Date** | | **Contract Days** | 190 | 0 |
| Stop Here For Terminated Employee! | | **Contract Salary** | 4492700 | 0 |
| | | **Certified Years Experience** | 5 | |
| **State Health Plan (Y/N)** | Y | **State Pay Step** | 3 | |
| **CPI DERIVED FIELDS** (for DOE use only) | | **Payroll Certificate Level** | 5 | |
| Full Time Equivalent Certified Salary *(Cert Emp Basis X Cert Salary)* | $44,927 | | | |

**Assignment Information- C Record**

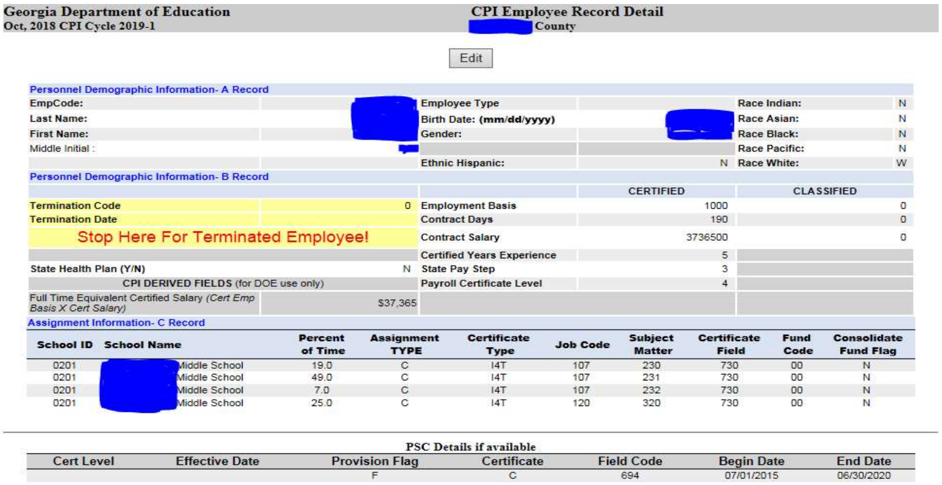
| School ID | School Name | Percent of Time | Assignment TYPE | Certificate Type | Job Code | Subject Matter | Certificate Field | Fund Code | Consolidate Fund Flag |
|---|---|---|---|---|---|---|---|---|---|
| 0108 | [redacted] School | 40.0 | C | SIT | 114 | 260 | 748 | 00 | N |
| 0108 | [redacted] School | 60.0 | C | SIT | 114 | 400 | 748 | 00 | N |

**PSC Details if available**

| Cert Level | Effective Date | Provision Flag | Certificate | Field Code | Begin Date | End Date |
|---|---|---|---|---|---|---|
| 5 | 08/10/2015 | F | PRT | 750 | 07/01/2018 | 06/30/2023 |
| 5 | 08/10/2015 | F | PRT | 881 | 07/01/2018 | 06/30/2023 |
| 5 | 08/10/2015 | F | PRT | 748 | 07/01/2018 | 06/30/2023 |
| 5 | 08/10/2015 | F | PRT | 878 | 07/01/2018 | 06/30/2023 |
| | | F | C | 694 | 07/01/2018 | 06/30/2023 |

Clicking on the employee code take you down to the how you reported the employee.

**E691 - ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in *PSC Database* unless CERTIFICATE FIELD CODE = ‘998’ (Pending), ‘101’, ‘102’, ‘103’, ‘104’, ‘105’, or ‘106’ (Charter Waivers).**
**(Note: ‘Condition’ in *PSC Database* must be translated to ‘Type’.)**



**Georgia Department of Education**
**Oct, 2018 CPI Cycle 2019-1**

**CPI Employee Record Detail**
**[redacted] County**

Personnel Demographic Information- A Record

| | | | | | |
|---|---|---|---|---|---|
| EmpCode: | [redacted] | Employee Type | | Race Indian: | N |
| Last Name: | [redacted] | Birth Date: (mm/dd/yyyy) | [redacted] | Race Asian: | N |
| First Name: | [redacted] | Gender: | [redacted] | Race Black: | N |
| Middle Initial : | [redacted] | | | Race Pacific: | N |
| | | Ethnic Hispanic: | N | Race White: | W |

Personnel Demographic Information- B Record

| | | | CERTIFIED | CLASSIFIED |
|---|---|---|---|---|
| Termination Code | 0 | Employment Basis | 1000 | 0 |
| Termination Date | | Contract Days | 190 | 0 |
| Stop Here For Terminated Employee! | | Contract Salary | 3736500 | 0 |
| | | Certified Years Experience | 5 | |
| State Health Plan (Y/N) | N | State Pay Step | 3 | |
| CPI DERIVED FIELDS (for DOE use only) | | Payroll Certificate Level | 4 | |
| Full Time Equivalent Certified Salary *(Cert Emp Basis X Cert Salary)* | $37,365 | | | |

Assignment Information- C Record

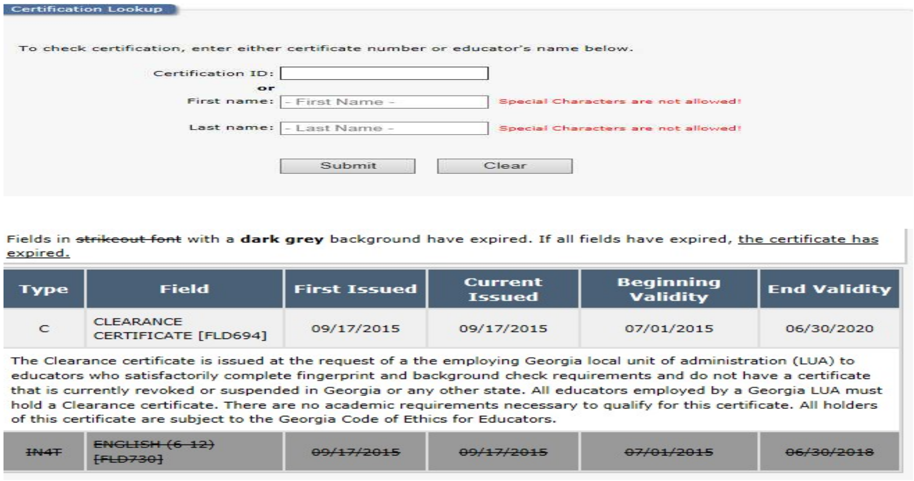
| School ID | School Name | Percent of Time | Assignment TYPE | Certificate Type | Job Code | Subject Matter | Certificate Field | Fund Code | Consolidate Fund Flag |
|---|---|---|---|---|---|---|---|---|---|
| 0201 | [redacted] Middle School | 19.0 | C | I4T | 107 | 230 | 730 | 00 | N |
| 0201 | [redacted] Middle School | 49.0 | C | I4T | 107 | 231 | 730 | 00 | N |
| 0201 | [redacted] Middle School | 7.0 | C | I4T | 107 | 232 | 730 | 00 | N |
| 0201 | [redacted] Middle School | 25.0 | C | I4T | 120 | 320 | 730 | 00 | N |

**PSC Details if available**

| Cert Level | Effective Date | Provision Flag | Certificate | Field Code | Begin Date | End Date |
|---|---|---|---|---|---|---|
| | | F | C | 694 | 07/01/2015 | 06/30/2020 |

# PSC Information

https://www.gapsc.com/Certification/Lookup.aspx



To check certification, enter either certificate number or educator's name below.

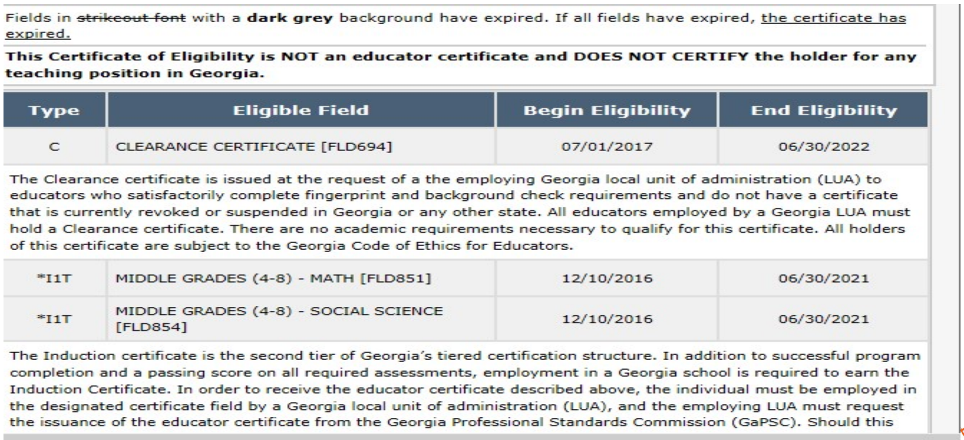
Certification ID:
or
First name: - First Name - Special Characters are not allowed!
Last name: - Last Name - Special Characters are not allowed!

Fields in ~~strikeout font~~ with a **dark grey** background have expired. If all fields have expired, the certificate has expired.

| Type | Field | First Issued | Current Issued | Beginning Validity | End Validity |
|---|---|---|---|---|---|
| C | CLEARANCE CERTIFICATE [FLD694] | 09/17/2015 | 09/17/2015 | 07/01/2015 | 06/30/2020 |
| The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators. | | | | | |
| ~~IN4T~~ | ~~ENGLISH (6-12) [FLD730]~~ | ~~09/17/2015~~ | ~~09/17/2015~~ | ~~07/01/2015~~ | ~~06/30/2018~~ |

Go back to the previous slide

# 505-3-.01 REQUIREMENTS AND STANDARDS FOR APPROVING PROFESSIONAL EDUCATION UNITS AND EDUCATOR PREPARATION PROGRAMS.



Fields in ~~strikeout font~~ with a **dark grey** background have expired. If all fields have expired, the certificate has expired.

**This Certificate of Eligibility is NOT an educator certificate and DOES NOT CERTIFY the holder for any teaching position in Georgia.**

| Type | Eligible Field | Begin Eligibility | End Eligibility |
|---|---|---|---|
| C | CLEARANCE CERTIFICATE [FLD694] | 07/01/2017 | 06/30/2022 |
| The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators. | | | |
| *I1T | MIDDLE GRADES (4-8) - MATH [FLD851] | 12/10/2016 | 06/30/2021 |
| *I1T | MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854] | 12/10/2016 | 06/30/2021 |
| The Induction certificate is the second tier of Georgia's tiered certification structure. In addition to successful program completion and a passing score on all required assessments, employment in a Georgia school is required to earn the Induction Certificate. In order to receive the educator certificate described above, the individual must be employed in the designated certificate field by a Georgia local unit of administration (LUA), and the employing LUA must request the issuance of the educator certificate from the Georgia Professional Standards Commission (GaPSC). Should this | | | |

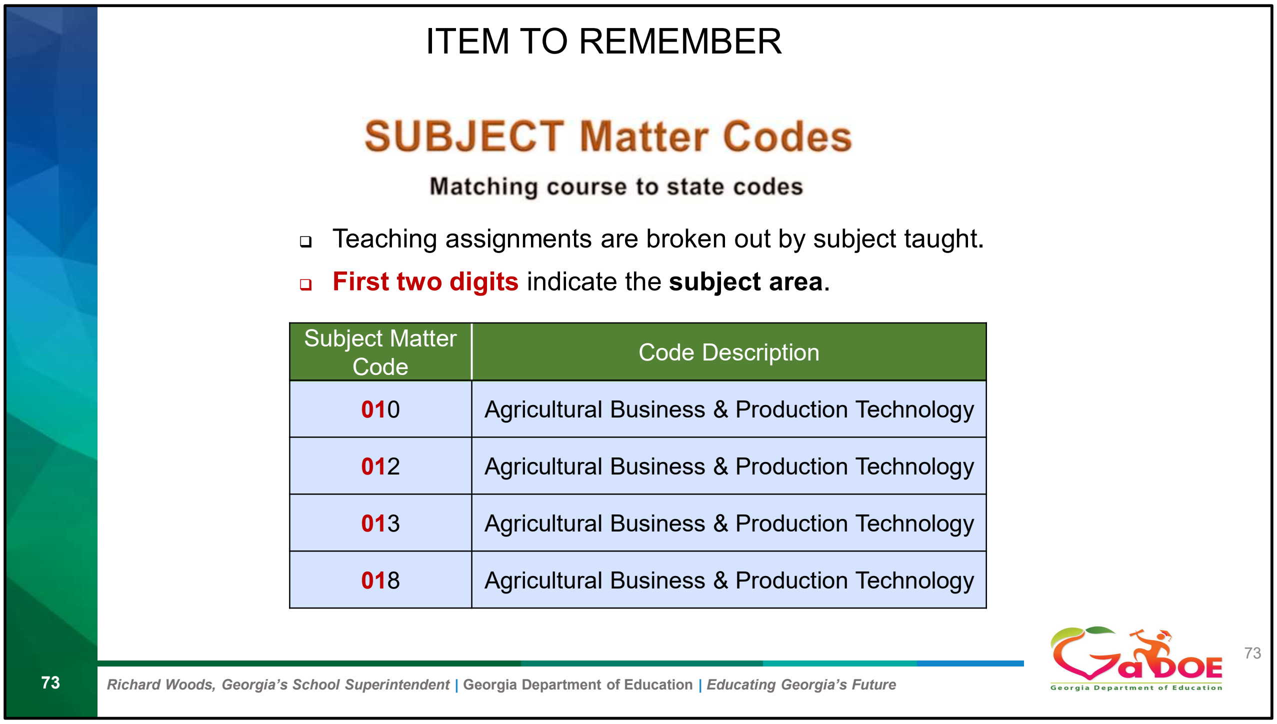
# CPI

# Items To Remember

# ITEM TO REMEMBER

## CHARTER/ SWSS WAVIER

| | | |
|---|---|---|
| 101 | Academic Major | LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes |
| 102 | Course Work<br>(Minimum 21 semester hrs/35 quarter hrs) | LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes |
| 103 | GACE | LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes |
| 105 | In-Field by CTAE Equivalent Requirements | LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T& E Yes |
| 104 | Meets LEA PQ Requirements<br>Does Not Meet ESSA In-Field Requirements | LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T& E Yes |
| 106 | Does Not Meet LEA PQ Requirements<br>Does Not Meet ESSA In-Field Requirements | LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T&E NO |



# ITEM TO REMEMBER

## SUBJECT Matter Codes

### Matching course to state codes

- Teaching assignments are broken out by subject taught.
- **First two digits** indicate the **subject area**.

| Subject Matter Code | Code Description |
|---|---|
| **01**0 | Agricultural Business & Production Technology |
| **01**2 | Agricultural Business & Production Technology |
| **01**3 | Agricultural Business & Production Technology |
| **01**8 | Agricultural Business & Production Technology |

ITEM TO REMEMBER

## SUBJECT Reminders

**Matching course to state codes**

- **Third digit** is the **Type of Instruction (Modality)**
  - 23**1** = Remedial
  - 23**2** = Gifted Education
  - 23**3** = Distance Learning
  - 23**8** = Special Education
  - 23**0** = All Other

- Combining **Subject** with **Type of Instruction**: ***Example:***

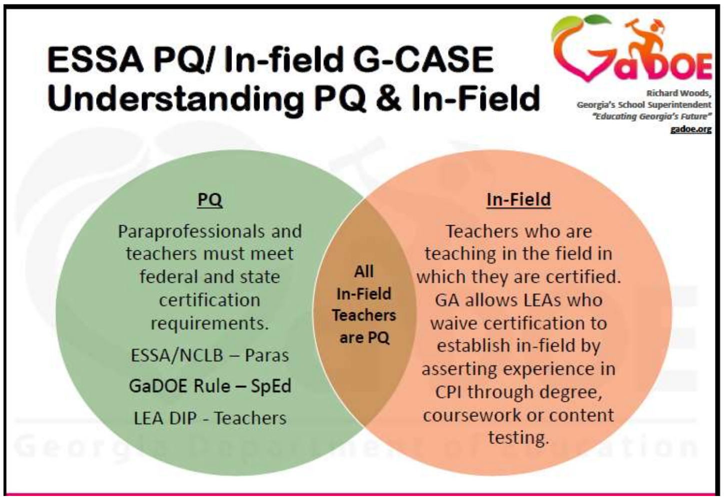
English Language Arts (LA) = **23**.xxxxxxx
231 = Remedial LA
232 = Gifted Education LA
233 = Distance Learning LA
238 = Special Education LA
230 = All Other LA

ITEM TO REMEMBER

## Subject Reminders

- Subject Matter codes should reflect the specialized fields of study wherever possible.
  - Reduces necessary changes in In-Field reporting for PSC
- Subject codes 930-958 are not valid for teachers for Job Codes 080-199 (teachers).
  - These are still valid for any position above 199 (non-teacher)
  - Elementary codes can still be used (920-928) where appropriate

# ITEM TO REMEMBER



## ESSA PQ/ In-field G-CASE
## Understanding PQ & In-Field

Richard Woods,
Georgia's School Superintendent
*"Educating Georgia's Future"*
gadoe.org

**PQ**

Paraprofessionals and teachers must meet federal and state certification requirements.

ESSA/NCLB – Paras

GaDOE Rule – SpEd

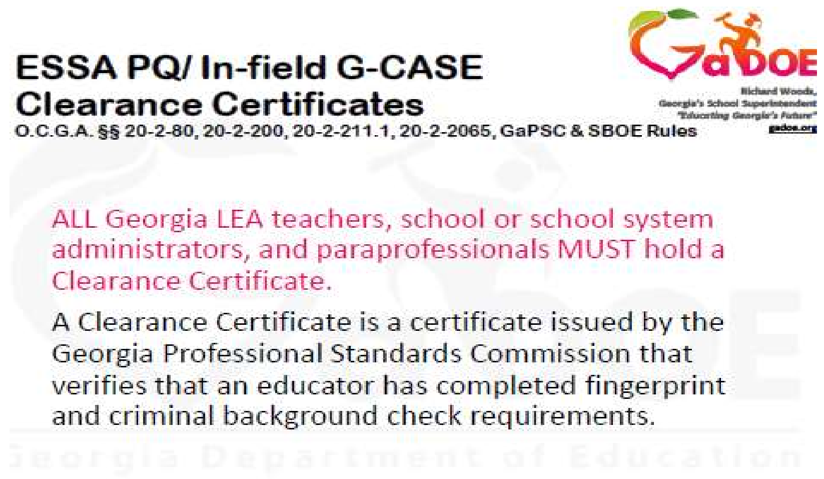
LEA DIP - Teachers

**All In-Field Teachers are PQ**

**In-Field**

Teachers who are teaching in the field in which they are certified. GA allows LEAs who waive certification to establish in-field by asserting experience in CPI through degree, coursework or content testing.

# ITEM TO REMEMBER



## ESSA PQ/ In-field G-CASE Clearance Certificates

O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC & SBOE Rules

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Georgia's School Superintendent
"Educating Georgia's Future"
gadoe.org

ALL Georgia LEA teachers, school or school system administrators, and paraprofessionals MUST hold a Clearance Certificate.

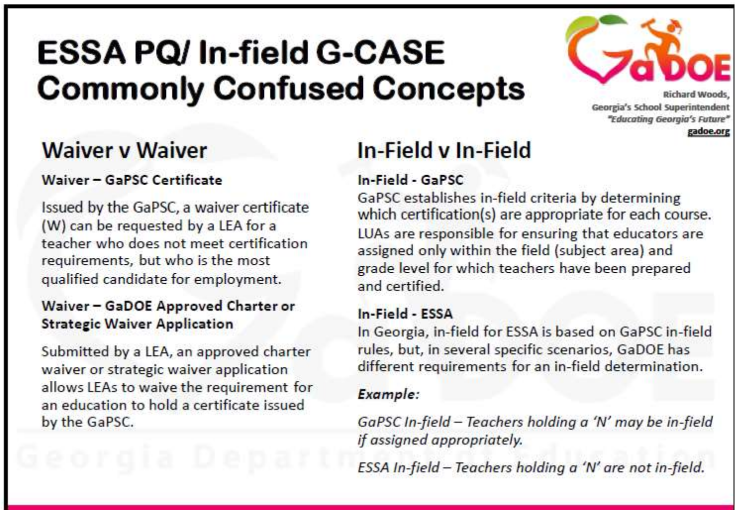
A Clearance Certificate is a certificate issued by the Georgia Professional Standards Commission that verifies that an educator has completed fingerprint and criminal background check requirements.

Georgia Department of Education

# ITEM TO REMEMBER

- All teachers and paraprofessionals are first tested for a clearance certificate
- All paraprofessionals are identified using CPI
- Teachers are identified using Student Class and cross-referenced with CPI to verify several variables
- Teacher courses are collapsed into one record even if the courses deal with gifted, ESOL, and SWD
- ESSA In-Field does NOT use the course or subject modality code to determine credentials for Gifted, ESOL or SWD
  XX.X course number – Student Class
  XXX of subject code - CPI

ITEM TO REMEMBER



# ESSA PQ/ In-field G-CASE Commonly Confused Concepts

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Georgia's School Superintendent
*"Educating Georgia's Future"*
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## Waiver v Waiver

**Waiver – GaPSC Certificate**

Issued by the GaPSC, a waiver certificate (W) can be requested by a LEA for a teacher who does not meet certification requirements, but who is the most qualified candidate for employment.

**Waiver – GaDOE Approved Charter or Strategic Waiver Application**

Submitted by a LEA, an approved charter waiver or strategic waiver application allows LEAs to waive the requirement for an education to hold a certificate issued by the GaPSC.

## In-Field v In-Field

**In-Field - GaPSC**
GaPSC establishes in-field criteria by determining which certification(s) are appropriate for each course. LUAs are responsible for ensuring that educators are assigned only within the field (subject area) and grade level for which teachers have been prepared and certified.

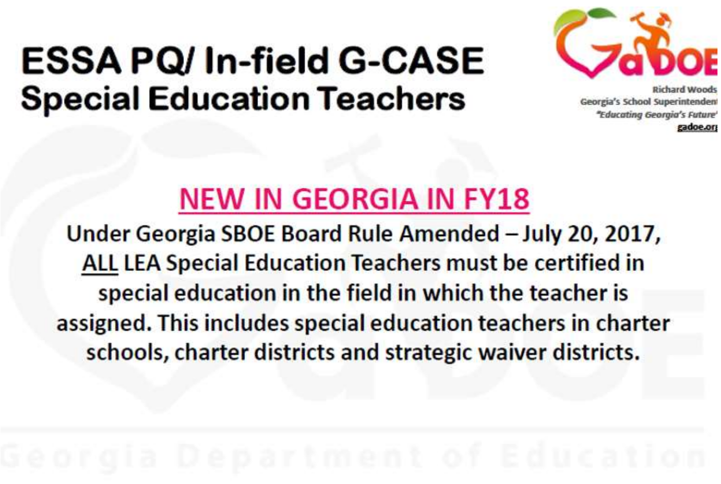
**In-Field - ESSA**
In Georgia, in-field for ESSA is based on GaPSC in-field rules, but, in several specific scenarios, GaDOE has different requirements for an in-field determination.

***Example:***

*GaPSC In-field – Teachers holding a 'N' may be in-field if assigned appropriately.*

*ESSA In-field – Teachers holding a 'N' are not in-field.*

# ITEM TO REMEMBER



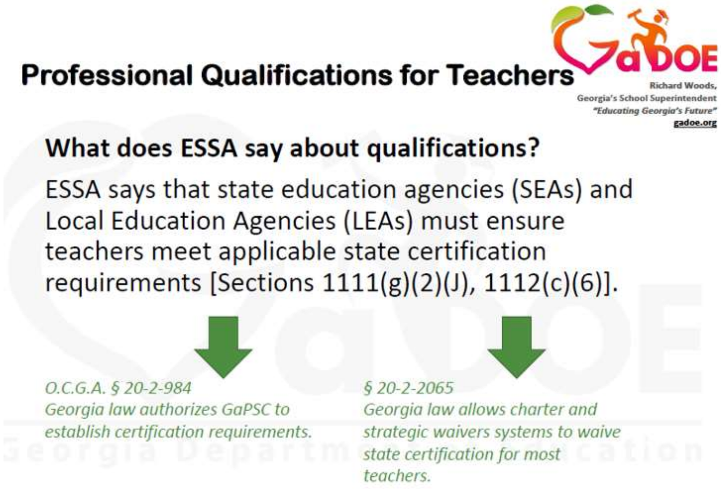
## ESSA PQ/ In-field G-CASE
## Special Education Teachers

Richard Woods
Georgia's School Superintenden
*"Educating Georgia's Future"*
gadoe.or

**NEW IN GEORGIA IN FY18**

**Under Georgia SBOE Board Rule Amended – July 20, 2017, ALL LEA Special Education Teachers must be certified in special education in the field in which the teacher is assigned. This includes special education teachers in charter schools, charter districts and strategic waiver districts.**

# ITEM TO REMEMBER



## Professional Qualifications for Teachers

Richard Woods,
Georgia's School Superintendent
*"Educating Georgia's Future"*
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**What does ESSA say about qualifications?**

ESSA says that state education agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)].

*O.C.G.A. § 20-2-984*
*Georgia law authorizes GaPSC to establish certification requirements.*

*§ 20-2-2065*
*Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.*

# ITEM TO REMEMBER

Report employee's form first day of collection until the last.

Please make sure all employee's have Clearance Certificates.

Make sure you are aware of all Third Party Employee's.

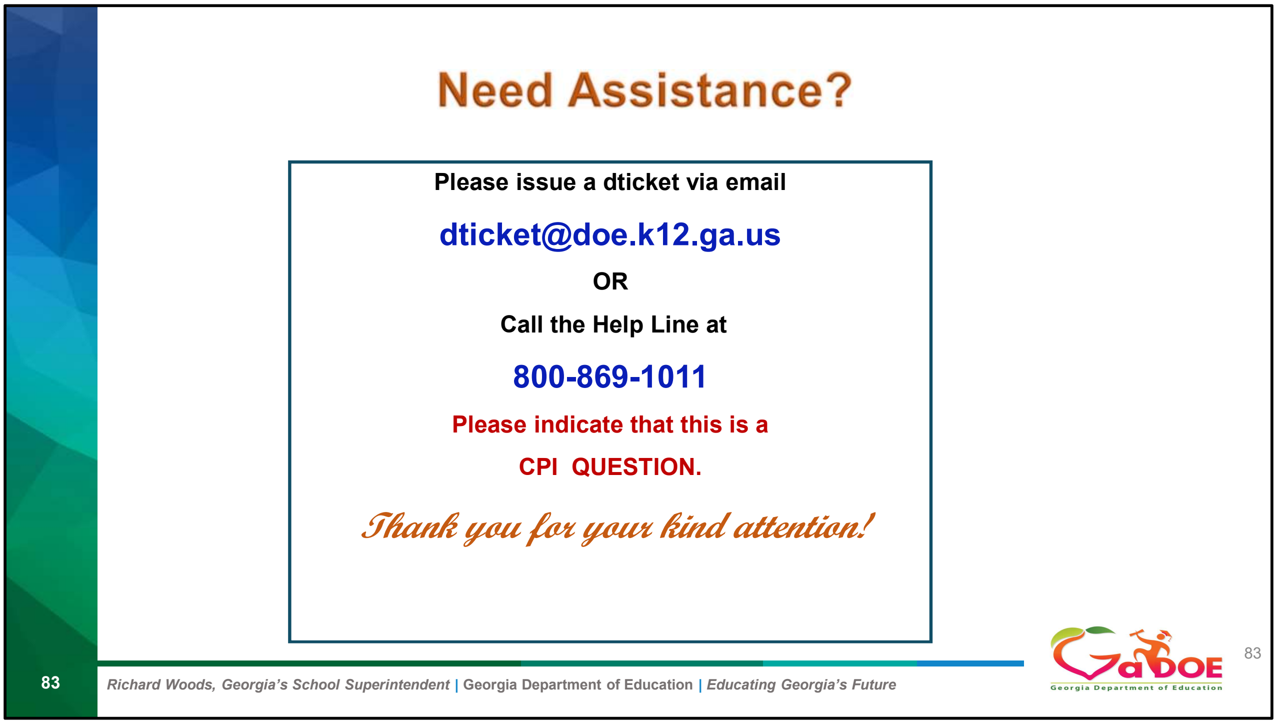
If you are taking advantage of services from other districts please confirm that they are reporting the employee's in there CPI collection.

Remember Termination dates are just that Termination dates.

Make sure you communicate with the Superintendent about signings off before  the signoff date.

Look up your new employee's in PSC to confirm certifications information if you see an (*) contact PSC to inform them that they are working for your LEA.

Know that I Am Here For You!!!!



# Need Assistance?

Please issue a dticket via email

**dticket@doe.k12.ga.us**

OR

Call the Help Line at

**800-869-1011**

**Please indicate that this is a**

**CPI QUESTION.**

*Thank you for your kind attention!*

**www.gadoe.org**

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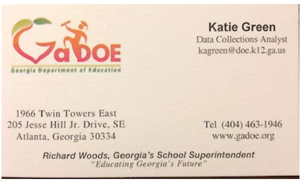

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*Richard Woods, Georgia's School Superintendent*
*"Educating Georgia's Future"*

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