



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

1/13/2020

Section A: Displaying/Updating
Individual Employee Information, V2.10

Revision History

Date	Version	Description	Author
1/13/2020	2.10	19.04.00 – Add CPI Stride ID field.	D. Ochala
06/28/2019	2.9	19.02.00 – Expand number of CPI Assignments from 6 to 15.	D. Ochala
12/03/2018	2.8	18.03.01 – Remove Infield Status field from screen.	D. Ochala
02/02/2018	2.7	18.01.00 – Update menu screenshots.	D. Ochala
09/20/2017	2.6	17.03.00 – Add the Consolidated Fund Flag to CPI Assignments.	D. Ochala
5/16/2016	2.5	16.01.00 – Updated DOE Logo and Footers.	S. Scrivens
4/10/2014	2.4	14.01.00 – Updated DOE logo.	D. Ochala
03/31/2009	2.3	09.01.00 – Added Data Collection ethnicity code change, and 3 rd party contractor information and instructions where appropriate.	C. W. Jones
09/26/2008	2.2	08.02.00 – Added <i>Long term sub (Long term substitute)?</i> information and instructions. Updated remaining screenshots.	C. W. Jones
05/6/2008	2.1	08.01.00 – Clarified the <i>CPI Rollover</i> procedure as it pertains to CPI biographical information within the <i>Overview</i> .	C. W. Jones
09/26/2007	2.0	07.03.00 – Added automatic CPI biographical salary information update information to <i>Overview</i> .	C. W. Jones

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Overview

Navigation Button Selection: Biographical **Bio**, Certificate **Cert**, and Assignment **Asg** navigation buttons have been added to the maintenance program, and allows easy access to employees' certification maintenance information.

Employee Lookup: PCGenesis performs the following when making a specific entry to locate an employee's CPI information:

- If an SSN is entered, and the employee does not have a Payroll record for the SSN, the “*Employee SSN xxxxxxxxx not found in Payroll.*” message displays.
- When entering an employee number, and PCGenesis is unable to locate a SSN for the employee within CPI, the “*Employee in Payroll but not in CPI, no other # in CPI found.*” message displays.
- When entering an employee number for an employee with multiple employee numbers, if the requested employee number's *Include on CPI flag?* is set to *N (No)*, the “*CPI include flag = N, Use # nnnnn instead.*” message displays. In this instance, enter the employee number to proceed.

For instructions on the **CPI include flag**, refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information.*

When updating biographical, certificate or assignment information, PCGenesis allows updates to the employee's remaining CPI records without having to select **F9** (Modify) each time. As the PCGenesis user accesses the employee's subsequent CPI records, PCGenesis remains in update mode until the user completely exits the employee's record. For new employee information, select **F9** (Modify) to modify the fields' information.

Biographical Information: As an employee's certification status changes from classified to certified on the *Display/Update Personnel Data* screen, PCGenesis automatically updates the employee's CPI biographical salary information to reflect the change.

Setting the **Advance/Inhibit Flag** on an employee's record to **A** (Inhibited Due to Performance), or **E** (Inhibited Due to Lack of Experience), prevents the employee's pay step from being incremented by one during the *CPI Rollover*. PCGenesis clears the **Advance/Inhibit Flag** when the *CPI Rollover* is completed.

Ethnicity Code Change Information: To meet Federal and CPI reporting requirements beginning in calendar year 2010, the *Employee Master Detail Listing* displays race/ethnicity information that is specific to the individual employee. Additionally, CPI processing requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question asks the respondent to identify whether or not his or her ethnicity is Hispanic or Latino. The second question asks the respondent to identify his or her race or races. These responses are now included on various CPI reports.

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

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.

Certificate Information: The *Certificate File Maintenance* screen contains the **Cert Level** (Certification Level), **Eff Date** (Effective Date), **Field Code**, **Cert ID** (Certificate ID), and the **Open Case?** CPI header record information fields. The **Open Case?** flag identifies the status of the employee’s Professional Standards Commission (PSC) certification request where appropriate. Additional certificate information identifiers include **Field Code**, **Cert Type** (Certificate Type), **Prof/Renew** (Professional/Renewable) flag, and **Valid From/To** validity period field information. The **Prof/Renew Flag** determines if the employee’s certificate is renewable.

Certificate ID (Certificate Identification): For Certified employees, the code identifies the employee’s Professional Standards Commission (PSC)-assigned certificate number. This field is not required for classified employees.


Field Code/Validity Field Entries: Although PCGenesis allows the entry of multiple certificate field codes for an individual certificate type, do not duplicate field codes for a certificate type. If the certificate has been renewed, and the field code remains the same, the **Valid From/To** fields must be modified to reflect the appropriate information.



Professional-Renewable and Nonrenewable Certifications: The PSC no longer issues *Provisional* certifications. Instead, the PSC bases employee pay on *Professional-Renewable*, and *Non Renewable* certifications. The agency bases *Professional-Renewable* certificate salaries on the *Professional* salary scale, and bases *Nonrenewable* certificate salaries on the *Provisional* salary scale. Refer to *Section G: CPI Description Code Maintenance* for the instructions to add these codes to the *CPI Description* file.

Assignment Information: PCGenesis provides summary assignment information, and lists up to 15 assignments per employee. As the PSC bases employee salaries on assignments tied to issued and in-progress certifications, it is imperative that all employee assignment and certification record information be complete and valid. Note however that the sum of all assignment percentages must equal 100.0%.

Additional modifiable CPI information includes subject matter codes, secondary fund codes, certificate field codes, and job codes.

The *CPI Code Menu* under the *Certified/Classified Personnel Information (CPI) Menu* on the GA DOE website provides the Data Collection codes required in the update of employee information.

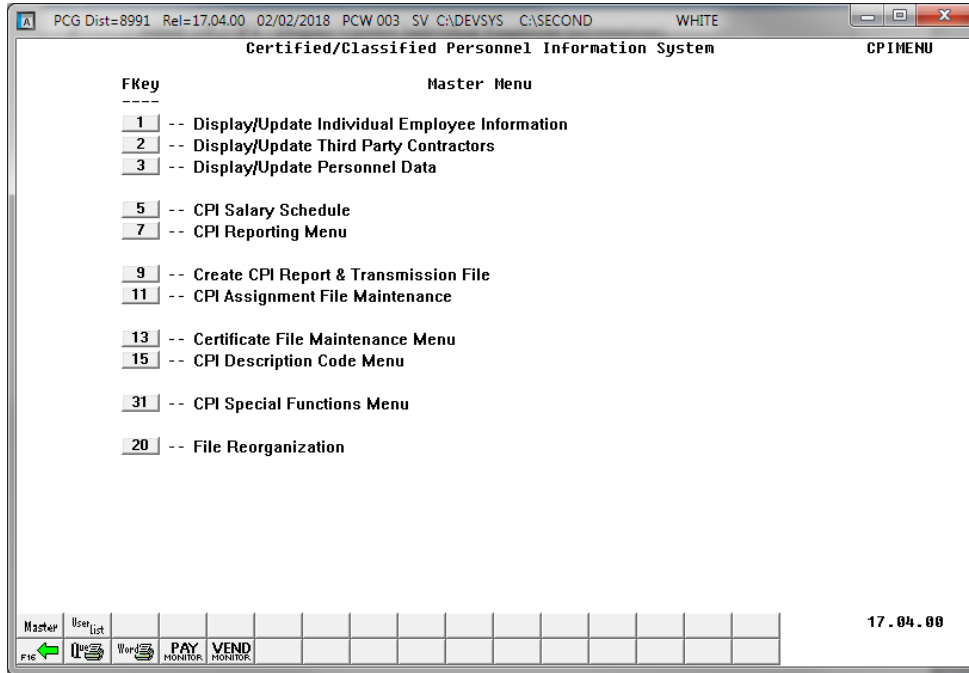
Screen Print: The screen print feature allows the user to obtain a screen print of the *Update/Display Individual Employee Information* screen. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.

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

Topic 1: Display/Update Biographical Information

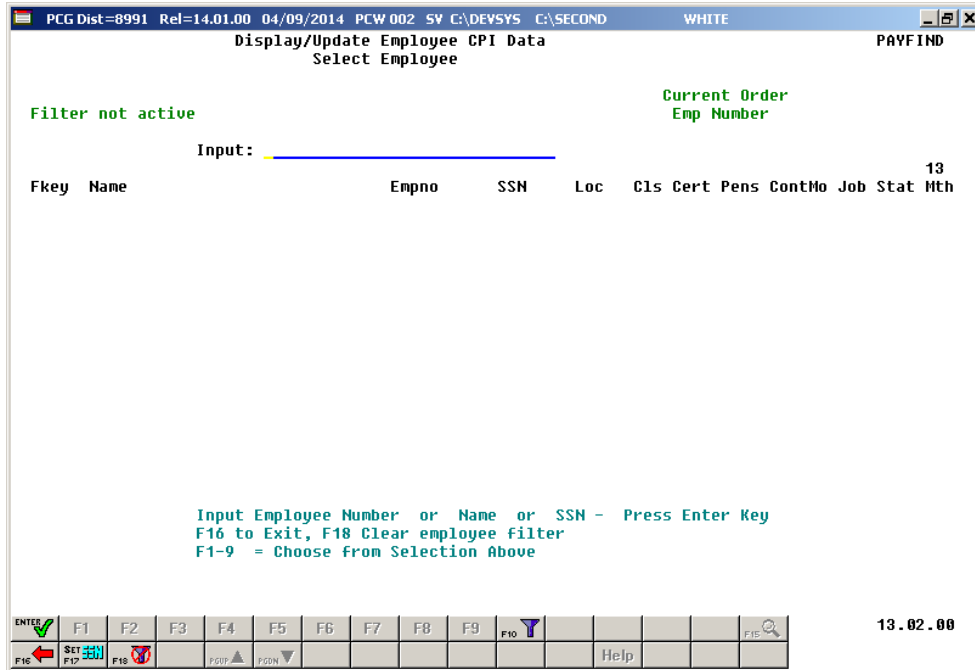
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).


The following screen displays:



Step	Action
2	Select 1 (F1 - Display/Update Individual Employee Information).

The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:

PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEVSYS C:\SECOND WHITE

Display/Update Employee CPI Data
Select Employee

Filter set: Class,Status

Current Order Name

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Hth
Enter	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	13
1	AG9ILERA, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, MI9HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	A55CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MAZYBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16-new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F16 F18

F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

13.02.00

Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee’s record, and select (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer’s keyboard or select either (Page Up) or (Page Down).</p> <p>If no CPI record exists for the employee, review the employee’s Payroll record to ensure the Include on CPI?, Pay Class, Termination Date, Termination Reason, and Pay Status field entries are correct. Make the appropriate corrections to the employee’s Payroll record, and repeat this procedure beginning at Step 1.</p> <p>If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.</p>

For **certified employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CPICM100

**DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION**

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: 0

Work location: 108 Location 000108
Sex: F Birth: 03/01/1994
Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
State minimum salary: \$.00

Annual contract days: Annual work days:

Termination date: Rehire date:
Termination reason:

Long term sub?: N (Y or N)

Not a long term substitute.

19.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Asg

For **long term substitutes**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CPICM100

**DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION**

Employee number: 88531 BA3N, JE3FRY SSN: 999 08 8531
STRIDE ID: 0

Work location: 6793 Location 006793
Sex: F Birth: 06/01/1995
Ethnic: 02

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

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

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

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

Annual contract days: Annual work days:

Termination date: Rehire date:
Termination reason:

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

Long term substitute.

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Asg

For **third party contractor employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 11111 SMITH, DEBRA S. SSN: 111 22 3333
 STRIDE ID: 0

Work location: 100 Location 000100
 Sex: F Birth: 01/01/1980
 Ethnic: 05

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

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

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

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

Annual contract days: Annual work days:

Termination date: Rehire date:
 Termination reason:

Long term sub?: N (Y or N) **3RD PARTY CONTRACTOR**

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Asg

For **rehired TRS employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88049 CA4LE, AL4HONSE SSN: 999 08 8049
 STRIDE ID: 0

Work location: 201 Location 000201
 Sex: F Birth: 06/01/1987
 Ethnic: 02

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

Certificate level: 5 Cert. pay step: 7
 Cert. years exp: 10 Local years exp: 7

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

Annual contract sal: \$ 56,167.00 Annual classified sal: \$.00
 State minimum salary: \$ 49,396.00


Annual contract days: 190 Annual work days:

Termination date: Rehire date:
 Termination reason:

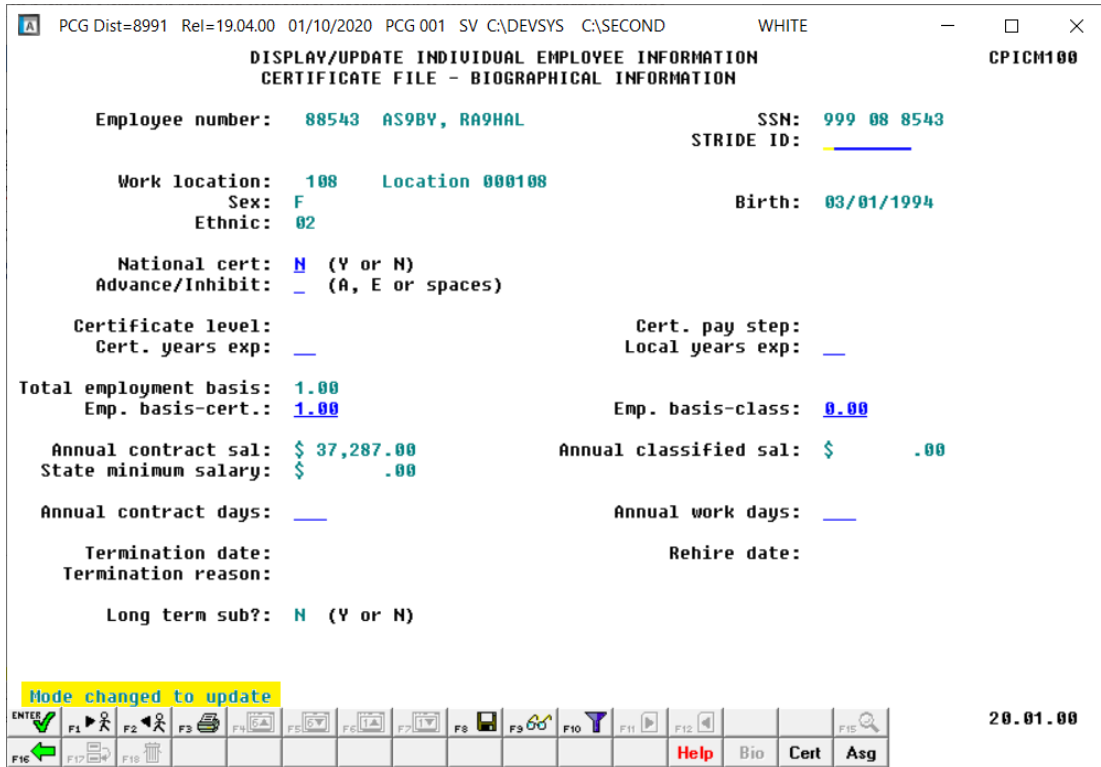
Long term sub?: N (Y or N) **SB 327 REHIRED RETIREE**

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Asg

Step	Action
5	<p>Select  (F9 – Switch to Update Mode).</p> <p><i>If the Update mode remains active from a prior certification module’s selection, such as editing certificates, the editable fields remain highlighted. After selecting the Update mode icon, PCGenesis highlights the modifiable text.</i></p>

For **certified employees**, the following screen displays:



PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: _____

Work location: 108 Location 000108
Sex: F Birth: 03/01/1994
Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
State minimum salary: \$.00

Annual contract days: _____ Annual work days: _____

Termination date: _____ Rehire date: _____
Termination reason: _____



Long term sub?: N (Y or N)

Mode changed to update

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help Bio Cert Asg

Step	Action
6	<p>Verify “Mode changed to update” displays, and make the appropriate entries within the modifiable fields.</p> <p><u>For Certified employees:</u> Enter Y (Yes - Employee is National Board for Professional Teaching Standards (NBPTS) certificated) or N (No – Employee is not NBPTS certificated) in the National Cert (National Certification) field.</p> <p><i>“Warning! Contract salary is below that State Minimum!” displays where appropriate. If this occurs, verify the “Salary” field’s entry is correct on the employee’s payroll record. The Georgia Department of Education (GaDOE) provides the <u>current</u> calendar year’s published State Salary Schedule at: http://public.doe.k12.ga.us/fbo_budget.aspx. Refer to the <u>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Payroll Information</u> for instructions.</i></p> <p><i>Unless identified within Steps 7– 12, the remaining fields default from the employee’s personnel or payroll record.</i></p>

Step	Action
7	Enter the employee's 8-digit STRIDE identification number assigned by the Ga DOE in the STRIDE ID field. <i>This field is reserved for future use.</i>
8	For Certified employees: Enter the number of years of creditable service in the Cert. Years Exp (Certified Years of Experience) field to identify the employee's pay step on the <i>State Salary Schedule</i> .
9	Enter the <u>certified</u> employment basis in the Emp. Basis-Cert. (Employment Basis-Certified) field. <i>The Certified, and Classified employment basis may neither be individually nor combined greater than 2.00.</i>
10	Enter the number of years the employee has been assigned local years of experience in the Local Years Exp. (Local Years Experience) field.
11	Enter the <u>classified</u> employment basis in the Emp. Basis-Class. (Employment Basis-Classified) field. <i>The Certified, and Classified employment basis may neither be individually nor combined greater than 2.00.</i>
12	To increment the employee's years of experience during the CPI Rollover: Leave the Advance Inhibit field blank. To prevent the employee's years of experience from being incremented during the CPI Rollover: Enter A (Inhibited Due to Performance), or E (Inhibited Due to Lack of Experience) in the Advance Inhibit field.
13	For Certified employees: Enter the employee's total contract days in the Annual Contract Days field.
14	FOR CLASSIFIED EMPLOYEES: ENTER THE EMPLOYEE'S TOTAL WORK DAYS IN THE ANNUAL WORK DAYS FIELD.
15	For Long Term Substitutes: Verify Y (Yes) displays in the Long term sub? (Long term substitute?) field.
16	Select  (Enter). Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual Employee Information</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

For **certified employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE — □ ×

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION **CPICH100**

Employee number: **88543 AS9BY, RA9HAL** SSN: **999 08 8543**
STRIDE ID: **12345678**

Work location: **108 Location 000108** Birth: **03/01/1994**
Sex: **F**
Ethnic: **02**

National cert: **N (Y or N)**
Advance/Inhibit: **- (A, E or spaces)**

Certificate level: **—** Cert. pay step: **E**
Cert. years exp: **—** Local years exp: **—**

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

Annual contract sal: **\$ 37,287.00** Annual classified sal: **\$.00**
State minimum salary: **\$.00**

Annual contract days: **190** Annual work days: **—**


Termination date: **—** Rehire date: **—**
Termination reason: **—**

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

Validations passed. Save your changes.

20.01.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
F16 F17 F18 Help Bio Cert Asg

Step	Action
17	Verify “ <i>Validations passed. Save your changes.</i> ” displays, and select  (F8 – Save changes).

For **certified employees**, the following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION CPICH100

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: 12345678

Work location: 108 Location 000108 Birth: 03/01/1994
 Sex: F
 Ethnic: 02

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

Certificate level: Cert. pay step: E
 Cert. years exp: _ Local years exp: _

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
 State minimum salary: \$.00

Annual contract days: 190 Annual work days: _


Termination date: Rehire date:
 Termination reason:

Long term sub?: N (Y or N)

Data saved

20.01.00

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] [F16] [F17] [F18] [Help] [Bio] [Cert] [Asg]

Step	Action
18	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.

The following screen displays:

PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEVSY S C:\SECOND WHITE

Display/Update Employee CPI Data
Select Employee PAYFIND

Filter set: Class, Status Current Order Name

Input: _____

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
1	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	13

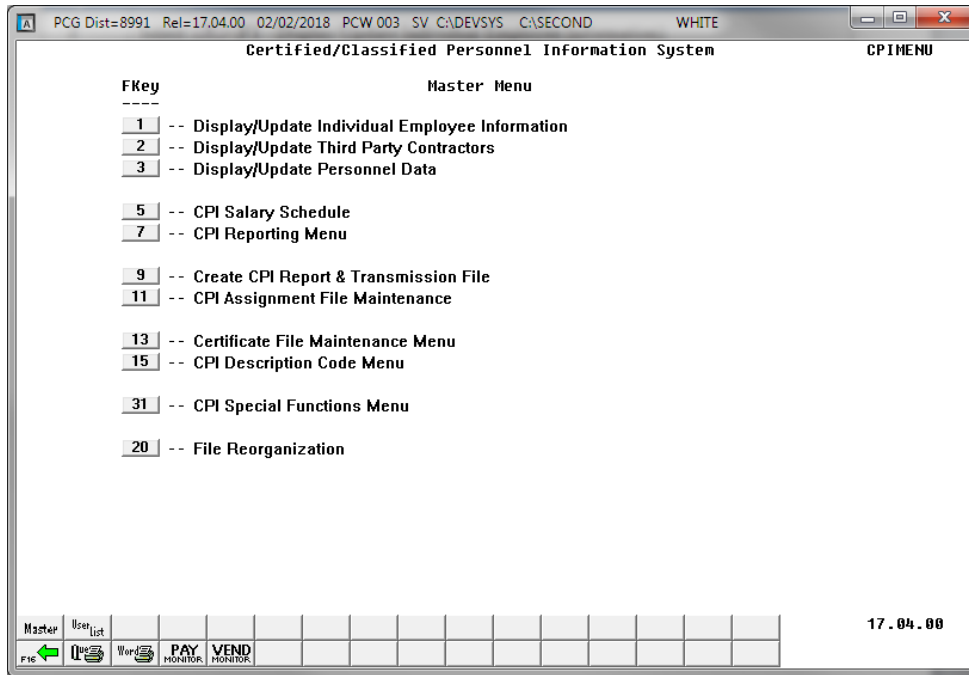
Input Employee Number or Name or SSN - Press Enter Key
 F16 to Exit, F18 Clear employee filter
 F1-9 = Choose from Selection Above


13.02.00

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] [F16] [F17] [F18] [Help] [Bio] [Cert] [Asg]

Step	Action
19	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

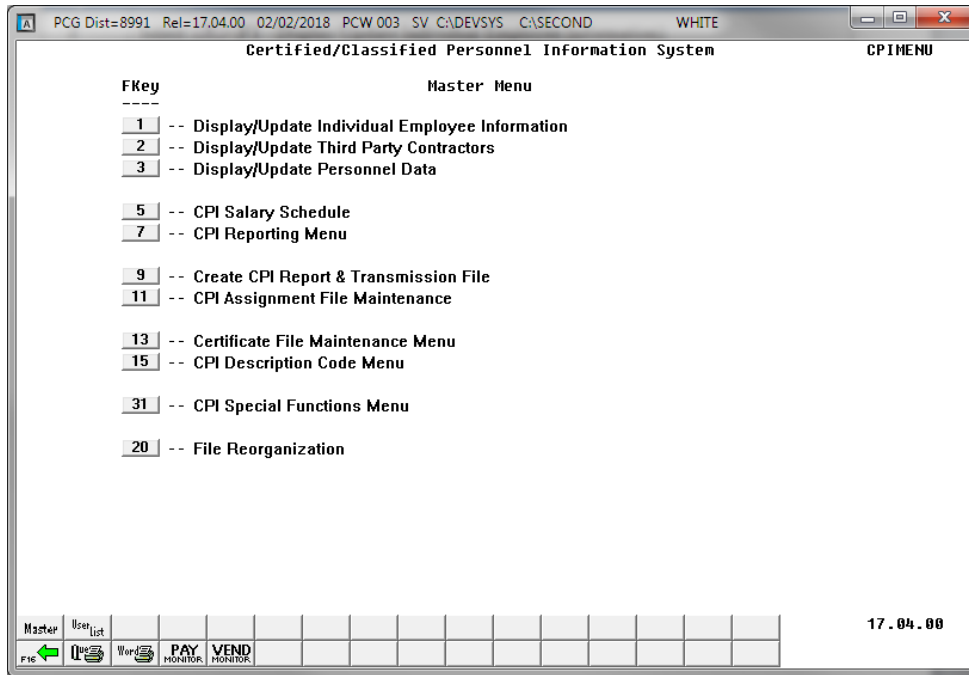
The following screen displays:



Step	Action
20	Continue CPI processing as normal, or select  (Master) to return to the <i>Business Applications Master Menu</i> .

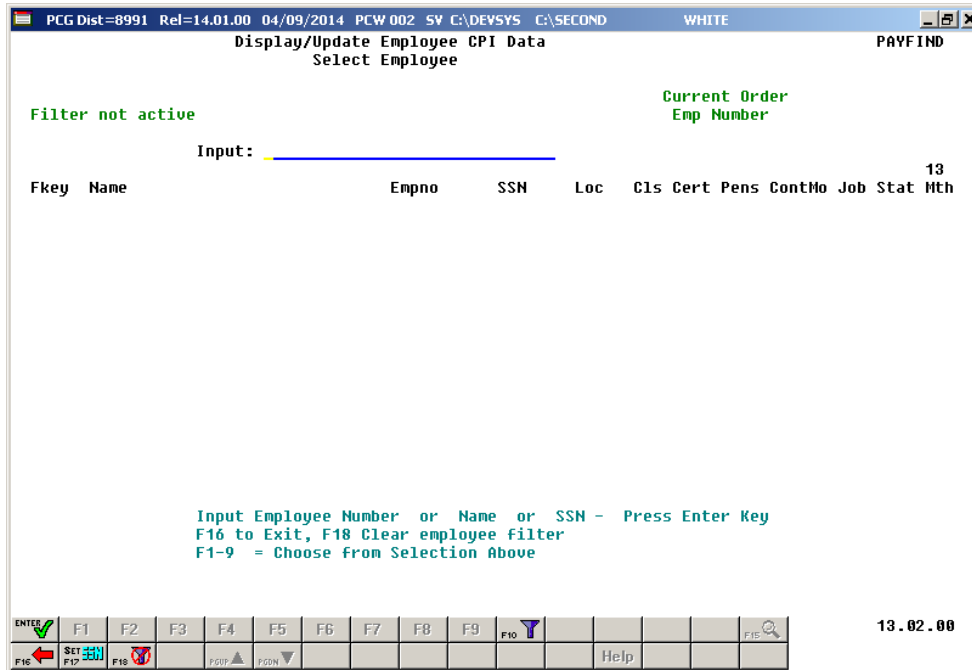
Topic 2: Display/Update Certificate Information


2A. Adding a Certificate



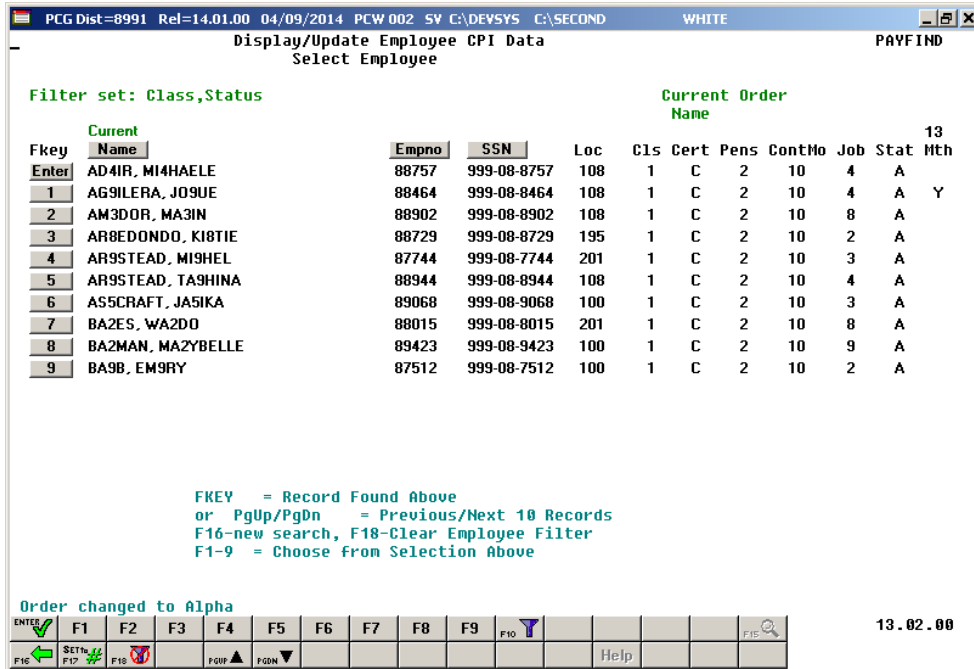
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).





The following screen displays:



Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 4</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:



Step	Action
3	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p> <p><i>If no CPI record exists for the employee, review the employee's Payroll record to ensure the Include on CPI?, Pay Class, Termination Date, and Termination Reason, and Pay Status field entries are correct. Make the appropriate corrections to the employee's Payroll record, and repeat this procedure beginning at Step 1.</i></p> <p><i>If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

**DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION**

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: 12345678

Work location: 108 Location 000108 Birth: 03/01/1994
Sex: F
Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
State minimum salary: \$.00

Annual contract days: 190 Annual work days:


Termination date: Rehire date:

Termination reason:

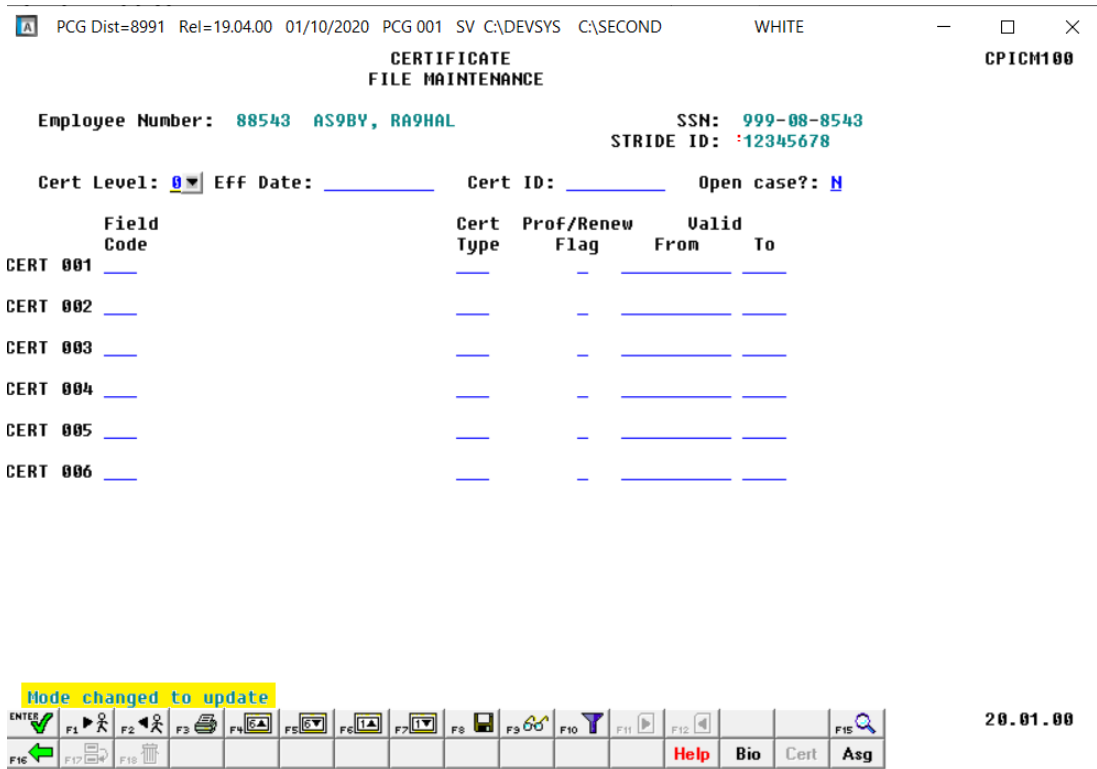
Long term sub?: N (Y or N)


20.01.00








ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000 F1001 F1002 F1003 F1004 F1005 F1006 F1007 F1008 F1009 F1010 F1011 F1012 F1013 F1014 F1015 F1016 F1017 F1018 F1019 F1020 F1021 F1022 F1023 F1024 F1025 F1026 F1027 F1028 F1029 F1030 F1031 F1032 F1033 F1034 F1035 F1036 F1037 F1038 F1039 F1040 F1041 F1042 F1043 F1044 F1045 F1046 F1047 F1048 F1049 F1050 F1051 F1052 F1053 F1054 F1055 F1056 F1057 F1058 F1059 F1060 F1061 F1062 F1063 F1064 F1065 F1066 F1067 F1068 F1069 F1070 F1071 F1072 F1073 F1074 F1075 F1076 F1077 F1078 F1079 F1080 F1081 F1082 F1083 F1084 F1085 F1086 F1087 F1088 F1089 F1090 F1091 F1092 F1093 F1094 F1095 F1096 F1097 F1098 F1099 F1100 F1101 F1102 F1103 F1104 F1105 F1106 F1107 F1108 F1109 F1110 F1111 F1112 F1113 F1114 F1115 F1116 F1117 F1118 F1119 F1120 F1121 F1122 F1123 F1124 F1125 F1126 F1127 F1128 F1129 F1130 F1131 F1132 F1133 F1134 F1135 F1136 F1137 F1138 F1139 F1140 F1141 F1142 F1143 F1144 F1145 F1146 F1147 F1148 F1149 F1150 F1151 F1152 F1153 F1154 F1155 F1156 F1157 F1158 F1159 F1160 F1161 F1162 F1163 F1164 F1165 F1166 F1167 F1168 F1169 F1170 F1171 F1172 F1173 F1174 F1175 F1176 F1177 F1178 F1179 F1180 F1181 F1182 F1183 F1184 F1185 F1186 F1187 F1188 F1189 F1190 F1191 F1192 F1193 F1194 F1195 F1196 F1197 F1198 F1199 F1200 F1201 F1202 F1203 F1204 F1205 F1206 F1207 F1208 F1209 F1210 F1211 F1212 F1213 F1214 F1215 F1216 F1217 F1218 F1219 F1220 F1221 F1222 F1223 F1224 F1225 F1226 F1227 F1228 F1229 F1230 F1231 F1232 F1233 F1234 F1235 F1236 F1237 F1238 F1239 F1240 F1241 F1242 F1243 F1244 F1245 F1246 F1247 F1248 F1249 F1250 F1251 F1252 F1253 F1254 F1255 F1256 F1257 F1258 F1259 F1260 F1261 F1262 F1263 F1264 F1265 F1266 F1267 F1268 F1269 F1270 F1271 F1272 F1273 F1274 F1275 F1276 F1277 F1278 F1279 F1280 F1281 F1282 F1283 F1284 F1285 F1286 F1287 F1288 F1289 F1290 F1291 F1292 F1293 F1294 F1295 F1296 F1297 F1298 F1299 F1300 F1301 F1302 F1303 F1304 F1305 F1306 F1307 F1308 F1309 F1310 F1311 F1312 F1313 F1314 F1315 F1316 F1317 F1318 F1319 F1320 F1321 F1322 F1323 F1324 F1325 F1326 F1327 F1328 F1329 F1330 F1331 F1332 F1333 F1334 F1335 F1336 F1337 F1338 F1339 F1340 F1341 F1342 F1343 F1344 F1345 F1346 F1347 F1348 F1349 F1350 F1351 F1352 F1353 F1354 F1355 F1356 F1357 F1358 F1359 F1360 F1361 F1362 F1363 F1364 F1365 F1366 F1367 F1368 F1369 F1370 F1371 F1372 F1373 F1374 F1375 F1376 F1377 F1378 F1379 F1380 F1381 F1382 F1383 F1384 F1385 F1386 F1387 F1388 F1389 F1390 F1391 F1392 F1393 F1394 F1395 F1396 F1397 F1398 F1399 F1400 F1401 F1402 F1403 F1404 F1405 F1406 F1407 F1408 F1409 F1410 F1411 F1412 F1413 F1414 F1415 F1416 F1417 F1418 F1419 F1420 F1421 F1422 F1423 F1424 F1425 F1426 F1427 F1428 F1429 F1430 F1431 F1432 F1433 F1434 F1435 F1436 F1437 F1438 F1439 F1440 F1441 F1442 F1443 F1444 F1445 F1446 F1447 F1448 F1449 F1450 F1451 F1452 F1453 F1454 F1455 F1456 F1457 F1458 F1459 F1460 F1461 F1462 F1463 F1464 F1465 F1466 F1467 F1468 F1469 F1470 F1471 F1472 F1473 F1474 F1475 F1476 F1477 F1478 F1479 F1480 F1481 F1482 F1483 F1484 F1485 F1486 F1487 F1488 F1489 F1490 F1491 F1492 F1493 F1494 F1495 F1496 F1497 F1498 F1499 F1500 F1501 F1502 F1503 F1504 F1505 F1506 F1507 F1508 F1509 F1510 F1511 F1512 F1513 F1514 F1515 F1516 F1517 F1518 F1519 F1520 F1521 F1522 F1523 F1524 F1525 F1526 F1527 F1528 F1529 F1530 F1531 F1532 F1533 F1534 F1535 F1536 F1537 F1538 F1539 F1540 F1541 F1542 F1543 F1544 F1545 F1546 F1547 F1548 F1549 F1550 F1551 F1552 F1553 F1554 F1555 F1556 F1557 F1558 F1559 F1560 F1561 F1562 F1563 F1564 F1565 F1566 F1567 F1568 F1569 F1570 F1571 F1572 F1573 F1574 F1575 F1576 F1577 F1578 F1579 F1580 F1581 F1582 F1583 F1584 F1585 F1586 F1587 F1588 F1589 F1590 F1591 F1592 F1593 F1594 F1595 F1596 F1597 F1598 F1599 F1600 F1601 F1602 F1603 F1604 F1605 F1606 F1607 F1608 F1609 F1610 F1611 F1612 F1613 F1614 F1615 F1616 F1617 F1618 F1619 F1620 F1621 F1622 F1623 F1624 F1625 F1626 F1627 F1628 F1629 F1630 F1631 F1632 F1633 F1634 F1635 F1636 F1637 F1638 F1639 F1640 F1641 F1642 F1643 F1644 F1645 F1646 F1647 F1648 F1649 F1650 F1651 F1652 F1653 F1654 F1655 F1656 F1657 F1658 F1659 F1660 F1661 F1662 F1663 F1664 F1665 F1666 F1667 F1668 F1669 F1670 F1671 F1672 F1673 F1674 F1675 F1676 F1677 F1678 F1679 F1680 F1681 F1682 F1683 F1684 F1685 F1686 F1687 F1688 F1689 F1690 F1691 F1692 F1693 F1694 F1695 F1696 F1697 F1698 F1699 F1700 F1701 F1702 F1703 F1704 F1705 F1706 F1707 F1708 F1709 F1710 F1711 F1712 F1713 F1714 F1715 F1716 F1717 F1718 F1719 F1720 F1721 F1722 F1723 F1724 F1725 F1726 F1727 F1728 F1729 F1730 F1731 F1732 F1733 F1734 F1735 F1736 F1737 F1738 F1739 F1740 F1741 F1742 F1743 F1744 F1745 F1746 F1747 F1748 F1749 F1750 F1751 F1752 F1753 F1754 F1755 F1756 F1757 F1758 F1759 F1760 F1761 F1762 F1763 F1764 F1765 F1766 F1767 F1768 F1769 F1770 F1771 F1772 F1773 F1774 F1775 F1776 F1777 F1778 F1779 F1780 F1781 F1782 F1783 F1784 F1785 F1786 F1787 F1788 F1789 F1790 F1791 F1792 F1793 F1794 F1795 F1796 F1797 F1798 F1799 F1800 F1801 F1802 F1803 F1804 F1805 F1806 F1807 F1808 F1809 F1810 F1811 F1812 F1813 F1814 F1815 F1816 F1817 F1818 F1819 F1820 F1821 F1822 F1823 F1824 F1825 F1826 F1827 F1828 F1829 F1830 F1831 F1832 F1833 F1834 F1835 F1836 F1837 F1838 F1839 F1840 F1841 F1842 F1843 F1844 F1845 F1846 F1847 F1848 F1849 F1850 F1851 F1852 F1853 F1854 F1855 F1856 F1857 F1858 F1859 F1860 F1861 F1862 F1863 F1864 F1865 F1866 F1867 F1868 F1869 F1870 F1871 F1872 F1873 F1874 F1875 F1876 F1877 F1878 F1879 F1880 F1881 F1882 F1883 F1884 F1885 F1886 F1887 F1888 F1889 F1890 F1891 F1892 F1893 F1894 F1895 F1896 F1897 F1898 F1899 F1900 F1901 F1902 F1903 F1904 F1905 F1906 F1907 F1908 F1909 F1910 F1911 F1912 F1913 F1914 F1915 F1916 F1917 F1918 F1919 F1920 F1921 F1922 F1923 F1924 F1925 F1926 F1927 F1928 F1929 F1930 F1931 F1932 F1933 F1934 F1935 F1936 F1937 F1938 F1939 F1940 F1941 F1942 F1943 F1944 F1945 F1946 F1947 F1948 F1949 F1950 F1951 F1952 F1953 F1954 F1955 F1956 F1957 F1958 F1959 F1960 F1961 F1962 F1963 F1964 F1965 F1966 F1967 F1968 F1969 F1970 F1971 F1972 F1973 F1974 F1975 F1976 F1977 F1978 F1979 F1980 F1981 F1982 F1983 F1984 F1985 F1986 F1987 F1988 F1989 F1990 F1991 F1992 F1993 F1994 F1995 F1996 F1997 F1998 F1999 F2000 F2001 F2002 F2003 F2004 F2005 F2006 F2007 F2008 F2009 F2010 F2011 F2012 F2013 F2014 F2015 F2016 F2017 F2018 F2019 F2020 F2021 F2022 F2023 F2024 F2025 F2026 F2027 F2028 F2029 F2030 F2031 F2032 F2033 F2034 F2035 F2036 F2037 F2038 F2039 F2040 F2041 F2042 F2043 F2044 F2045 F2046 F2047 F2048 F2049 F2050 F2051 F2052 F2053 F2054 F2055 F2056 F2057 F2058 F2059 F2060 F2061 F2062 F2063 F2064 F2065 F2066 F2067 F2068 F2069 F2070 F2071 F2072 F2073 F2074 F2075 F2076 F2077 F2078 F2079 F2080 F2081 F2082 F2083 F2084 F2085 F2086 F2087 F2088 F2089 F2090 F2091 F2092 F2093 F2094 F2095 F2096 F2097 F2098 F2099 F2100 F2101 F2102 F2103 F2104 F2105 F2106 F2107 F2108 F2109 F2110 F2111 F2112 F2113 F2114 F2115 F2116 F2117 F2118 F2119 F2120 F2121 F2122 F2123 F2124 F2125 F2126 F2127 F2128 F2129 F2130 F2131 F2132 F2133 F2134 F2135 F2136 F2137 F2138 F2139 F2140 F2141 F2142 F2143 F2144 F2145 F2146 F2147 F2148 F2149 F2150 F2151 F2152 F2153 F2154 F2155 F2156 F2157 F2158 F2159 F2160 F2161 F2162 F2163 F2164 F2165 F2166 F2167 F2168 F2169 F2170 F2171 F2172 F2173 F2174 F2175 F2176 F2177 F2178 F2179 F2180 F2181 F2182 F2183 F2184 F2185 F2186 F2187 F2188 F2189 F2190 F2191 F2192 F2193 F2194 F2195 F2196 F2197 F2198 F2199 F2200 F2201 F2202 F2203 F2204 F2205 F2206 F2207 F2208 F2209 F2210 F2211 F2212 F2213 F2214 F2215 F2216 F2217 F2218 F2219 F2220 F2221 F2222 F2223 F2224 F2225 F2226 F2227 F2228 F2229 F2230 F2231 F2232 F2233 F2234 F2235 F2236 F2237 F2238 F2239 F2240 F2241 F2242 F2243 F2244 F2245 F2246 F2247 F2248 F2249 F2250 F2251 F2252 F2253 F2254 F2255 F2256 F2257 F2258 F2259 F2260 F2261 F2262 F2263 F2264 F2265 F2266 F2267 F2268 F2269 F2270 F2271 F2272 F2273 F2274 F2275 F2276 F2277 F2278 F2279 F2280 F2281 F2282 F2283 F2284 F2285 F2286 F2287 F2288 F2289 F2290 F2291 F2292 F2293 F2294 F2295 F2296 F2297 F2298 F2299 F2300 F2301 F2302 F2303 F2304 F2305 F2306 F2307 F2308 F2309 F2310 F2311 F2312 F2313 F2314 F2315 F2316 F2317 F2318 F2319 F2320 F2321 F2322 F2323 F2324 F2325 F2326 F2327 F2328 F2329 F2330 F2331 F2332 F2333 F2334 F2335 F2336 F2337 F2338 F2339 F2340 F2341 F2342 F2343 F2344 F2345 F2346 F2347 F2348 F2349 F2350 F2351 F2352 F2353 F2354 F2355 F2356 F2357 F2358 F2359 F2360 F2361 F2362 F2363 F2364 F2365 F2366 F2367 F2368 F2369 F2370 F2371 F2372 F2373 F2374 F2375 F2376 F2377 F2378 F2379 F2380 F2381 F2382 F2383 F2384 F2385 F2386 F2387 F2388 F2389 F2390 F2391 F2392 F2393 F2394 F2395 F2396 F2397 F2398 F2399 F2400 F2401 F2402 F2403 F2404 F2405 F2406 F2407 F2408 F2409 F2410 F2411 F2412 F2413 F2414 F2415 F2416 F2417 F2418 F2419 F2420 F2421 F2422 F2423 F2424 F2425 F2426 F2427 F2428 F2429 F2430 F2431 F2432 F2433 F2434 F2435 F2436 F2437 F2438 F2439 F2440 F2441 F2442 F2443 F2444 F2445 F2446 F2447 F2448 F2449 F2450 F2451 F2452 F2453 F2454 F2455 F2456 F2457 F2458 F2459 F2460 F2461 F2462 F2463 F2464 F2465 F2466 F2467 F2468 F2469 F2470 F2471 F2472 F2473 F2474 F2475 F2476 F2477 F2478 F2479 F2480 F2481 F2482 F2483 F2484 F2485 F2486 F2487 F2488 F2489 F2490 F2491 F2492 F2493 F2494 F2495 F2496 F2497 F2498 F2499 F2500 F2501 F2502 F2503 F2504 F2505 F2506 F2507 F2508 F2509 F2510 F2511 F2512 F2513 F2514 F2515 F2516 F2517 F2518 F2519 F2520 F2521 F2522 F2523 F2524 F2525 F2526 F2527 F2528 F2529 F2530 F2531 F2532 F2533 F2534 F2535 F2536 F2537 F2538 F2539 F2540 F2541 F2542 F2543 F2544 F2545 F2546 F2547 F2548 F2549 F2550 F2551 F2552 F2553 F2554 F2555 F2556 F2557 F2558 F2559 F2560 F2561 F2562 F2563 F2564 F2565 F2566 F2567 F2568 F2569 F2570 F2571 F2572 F2573 F2574 F2575 F2576 F2577 F2578 F2579 F2580 F2581 F2582 F2583 F2584 F2585 F2586 F2587 F2588 F2589 F2590 F2591 F2592 F2593 F2594 F2595 F2596 F2597 F259

Step	Action
5	<p>Select  (F9 – Switch to Update Mode).</p> <p>After selecting the icon, PCGenesis highlights the modifiable text. Where appropriate, “Expired” displays to the right of the “Valid From/To” fields. As needed, make the appropriate modifications to the certificate by completing the instructions which follow.</p> <p>If the Update mode remains active from a prior certification module’s selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.</p>

The following screen displays:



Step	Action
6	<p>Verify “Mode changed to update” displays, and either enter the employee’s certificate level or select the drop-down selection icon  within the Cert Level (Certificate Level) field to choose the appropriate code.</p>
7	<p>Modify the date (MM/DD/CCYY) within the Eff Date (Effective Date) field where appropriate.</p>
8	<p>For Certified Employees: Enter or modify the employee’s certification identification code in the Cert ID (Certificate Identification) field.</p> <p><i>For Certified employees, this number identifies the employee’s Professional Standards Commission (PSC)-assigned certificate number. The field is not required for Classified employees.</i></p>

Step	Action
9	Enter Y (Yes) or N (No) in the Open case? field to identify the status of the employee's Professional Standards Commission (PSC) certification request where appropriate.
10	Enter the code or select the drop-down selection icon  within the Field Code , and Certificate Type fields to choose the appropriate information.
11	Enter Y (Yes) or N (No) in the Prof/Renew Flag (Professional, and Renewable Flag) to identify whether the employee's certificate is renewable or non-renewable. <i>Provisional certifications are not renewable.</i>
12	Enter the date range (MM/DD/CCYY, and CCYY) the certificate will remain valid in the Valid From To fields. For Lifetime certificates, enter '9999' in the Validity Period To field. Select  (F4 – Scroll Down 6 Lines),  (F5 – Scroll Up 6 Lines),  (F6 – PgDn 1 Line), or  (F7 – PgUp 1 Line) where appropriate to scroll between certification records.
13	Select  (Enter). Select  (F17 – Print this data) to obtain a screen print of the <i>Certificate File Maintenance</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100















CERTIFICATE FILE MAINTENANCE

Employee Number: 88543 AS9BY, RA9HAL SSN: 999-88-8543
STRIDE ID: 12345678


Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N

CERT	Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
001	737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
002	730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
003	---	---	---	---	---
004	---	---	---	---	---
005	---	---	---	---	---
006	---	---	---	---	---

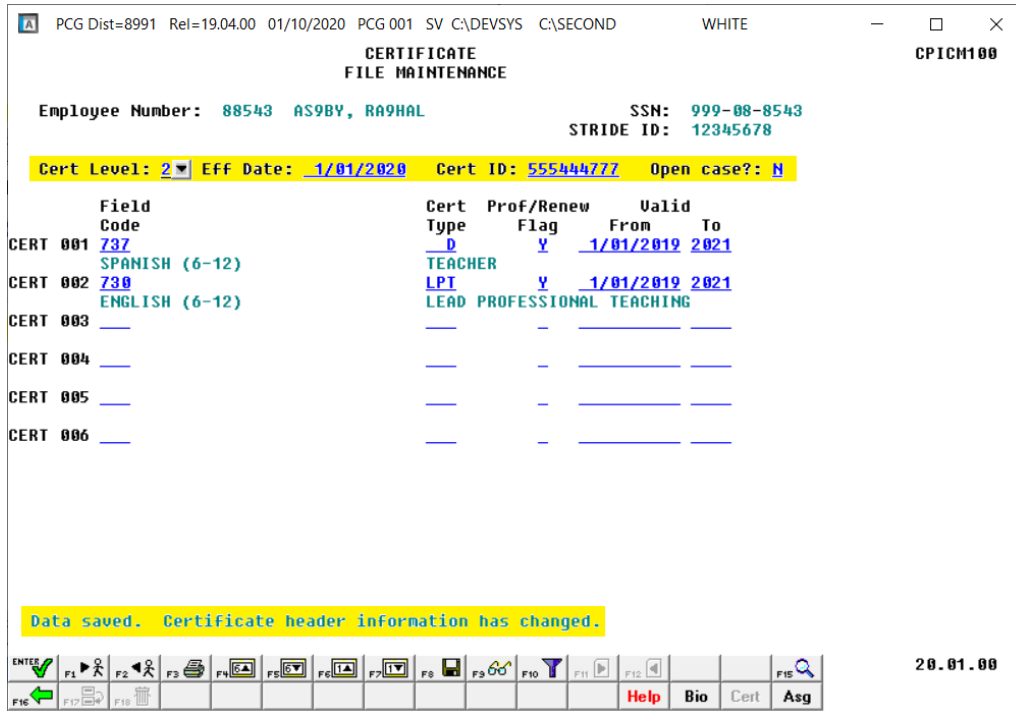
Validations passed. Save your changes.

ENTER  F1  F2  F3  F4  F5  F6  F7  F8  F9  F10  F11  F12  F15  Help Bio Cert Asg

20.01.00

Step	Action
14	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).

For Cert Level, Eff Date, Cert ID or Open Case header field changes, the following screen displays:



PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**

Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678

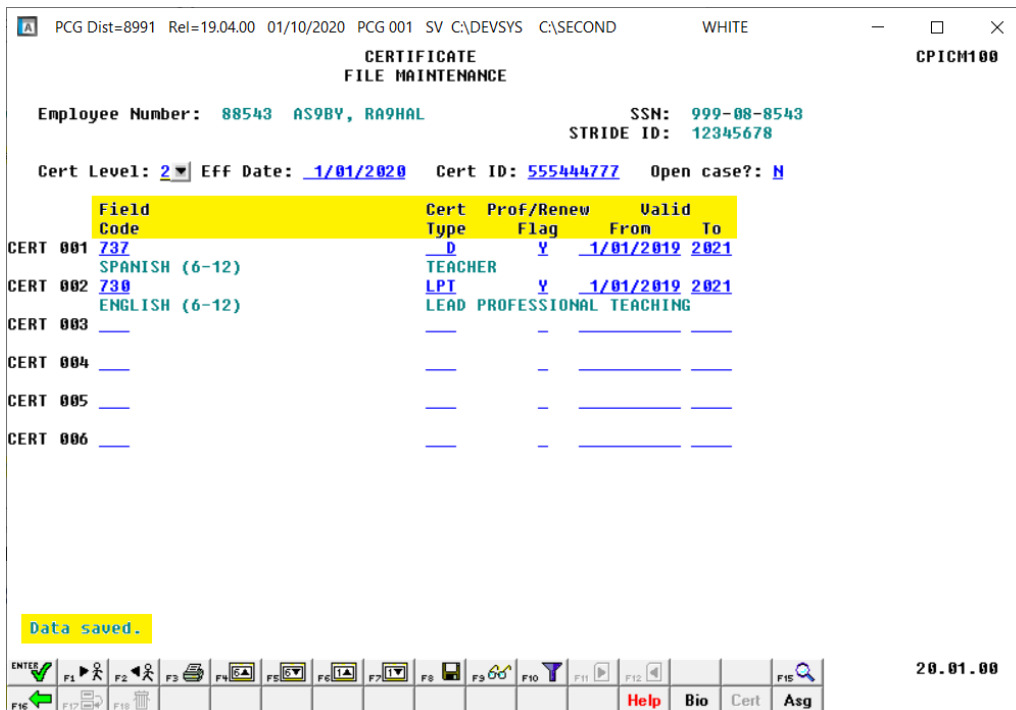
Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N

	Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001	737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002	730 ENGLISH (6-12)	LPI LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003	___	___	___	___	___
CERT 004	___	___	___	___	___
CERT 005	___	___	___	___	___
CERT 006	___	___	___	___	___

Data saved. Certificate header information has changed.

20.01.00

For Certificate record field changes, the following screen displays:



PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**


Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678

Cert Level: 2 Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N

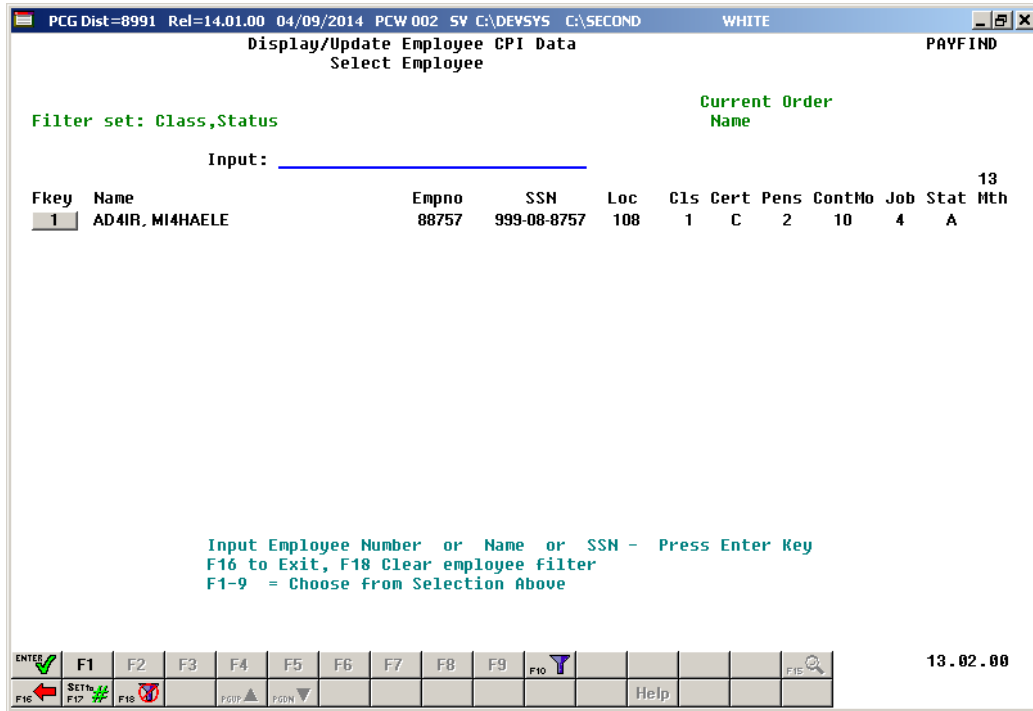
	Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001	737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002	730 ENGLISH (6-12)	LPI LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003	___	___	___	___	___
CERT 004	___	___	___	___	___
CERT 005	___	___	___	___	___
CERT 006	___	___	___	___	___


Data saved.

20.01.00

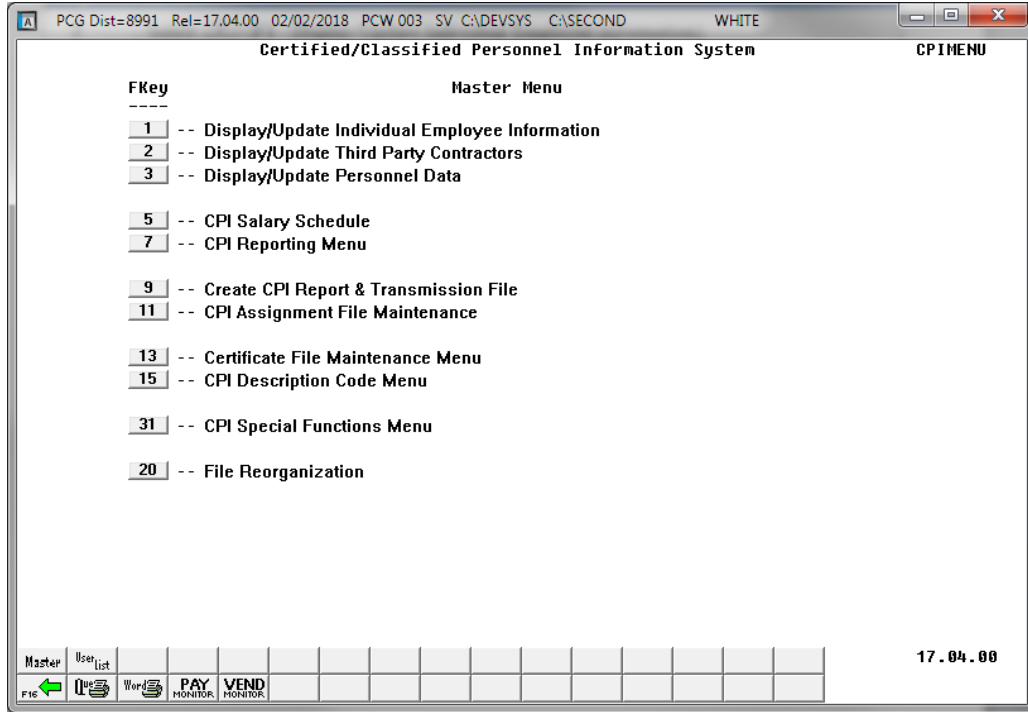
Step	Action
15	Verify “Data saved. Certificate header information has changed.” or “Data saved.” displays, and select  (F16 – Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.

The following screen displays:



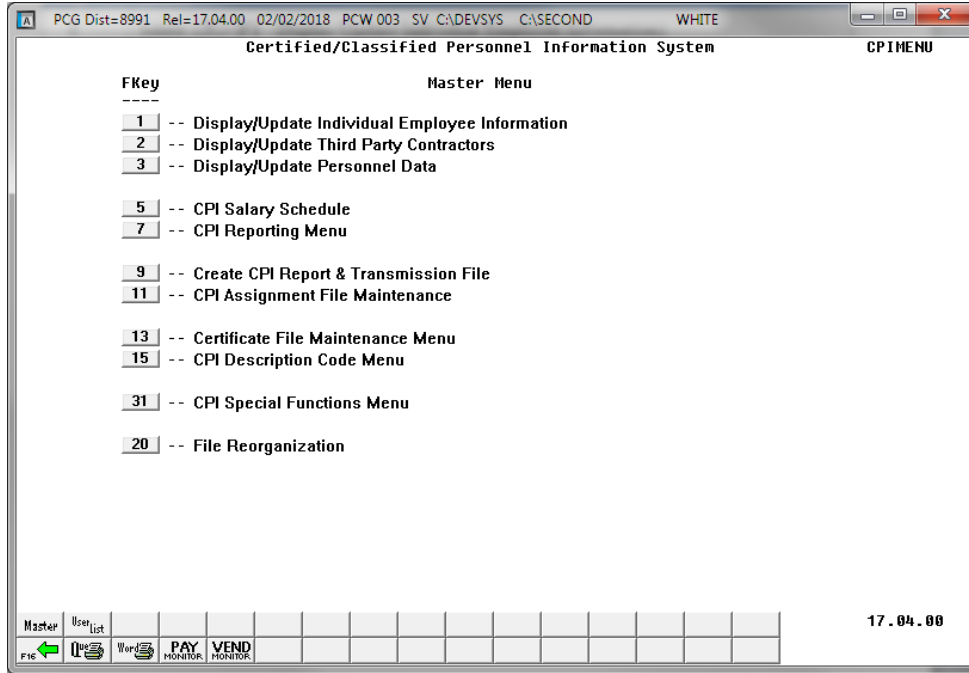
Step	Action
16	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



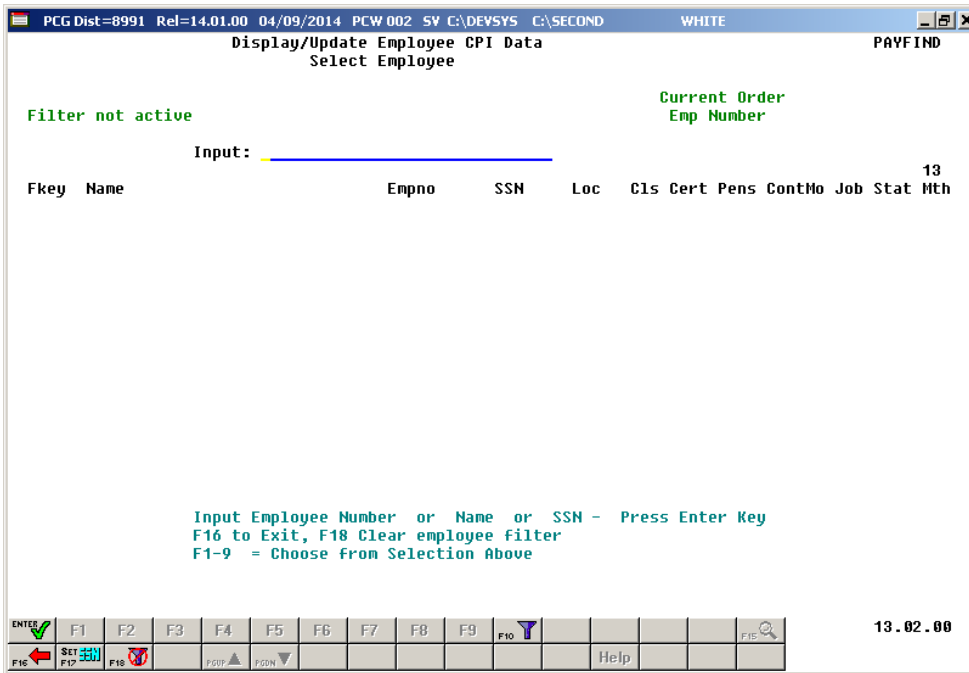
Step	Action
17	Continue CPI processing as normal, or select Master (Master) to return to the <i>Business Applications Master Menu</i> .


2B. Modifying a Certificate



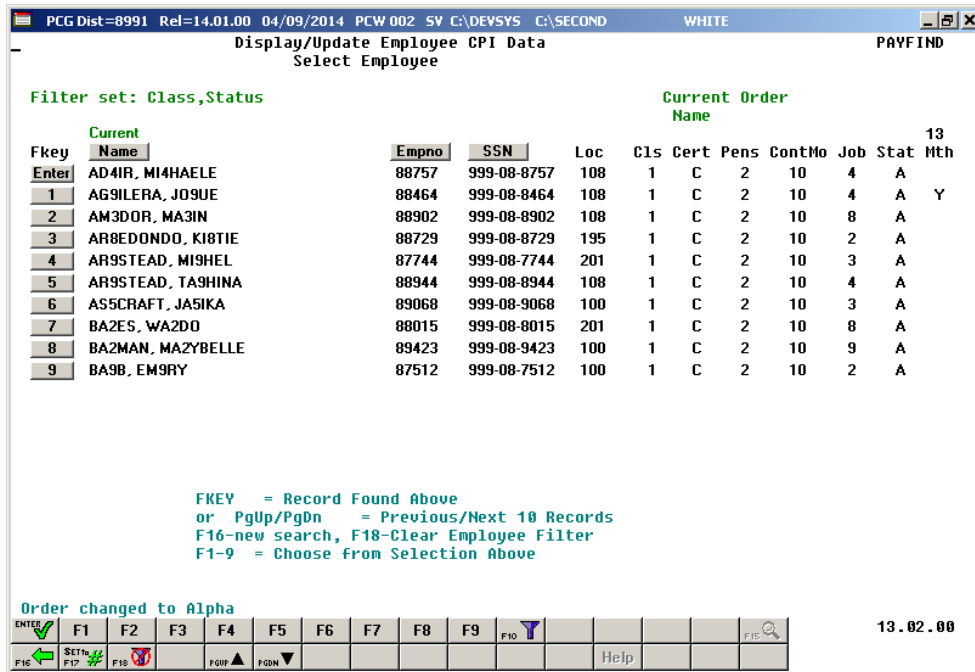
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).

The following screen displays:







Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to Step 4.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:



Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	13
1	AG9ILERA, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, MI9HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	AS5CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MAZYBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

Step	Action
3	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: 12345678

Work location: 108 Location 000108 Birth: 03/01/1994
 Sex: F
 Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
 State minimum salary: \$.00

Annual contract days: 190 Annual work days:

Termination date: Rehire date:
 Termination reason:

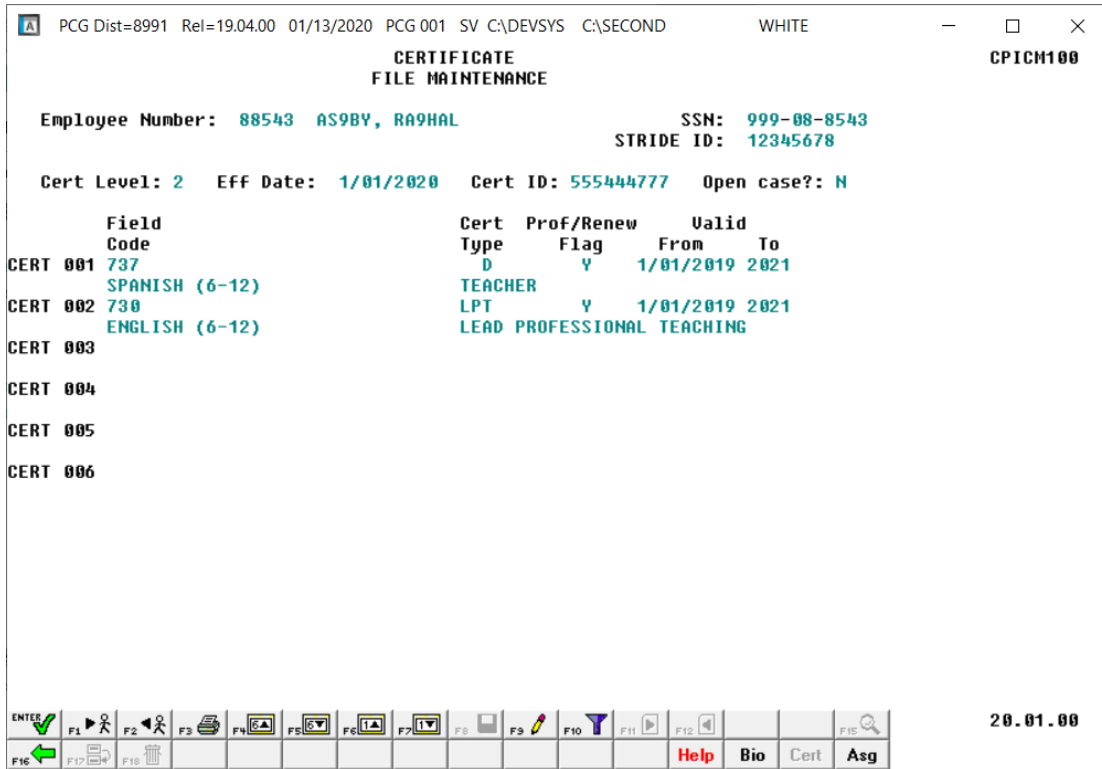
Long term sub?: N (Y or N)


20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 Help Bio **Cert** Asg

Step	Action
4	Select Cert (F30 – Go to Certificate Data).

The following screen displays:



Step	Action
5	<p>Select  (F9 – Switch to Update Mode).</p> <p><i>If the Update mode remains active from a prior certification module’s selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.</i></p> <p><i>After selecting the icon, PCGenesis highlights the modifiable text. Where appropriate, “Expired” displays to the right of the “Valid From/To” fields. As needed, make the appropriate modifications to the certificate by completing the instructions which follow.</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**



Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678

Cert Level: 2 EFF Date: 1/01/2020 Cert ID: 555444777 Open case?: N

Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001 737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002 730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003				
CERT 004				
CERT 005				
CERT 006				

Mode changed to update

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help Bio Cert Asg 20.01.00

Step	Action
6	<p>Verify “Mode changed to update” displays, make the appropriate modifications, and select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Certificate File Maintenance</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**

Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678


Cert Level: 2 EFF Date: 1/01/2020 Cert ID: 555444777 Open case?: N

Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001 737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002 730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003				
CERT 004				
CERT 005				
CERT 006				

Validations passed. Save your changes.

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
F16 F17 F18 Help Bio Cert Asg

Step	Action
7	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**


Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678

Cert Level: 2 EFF Date: 1/01/2020 Cert ID: 555444777 Open case?: N

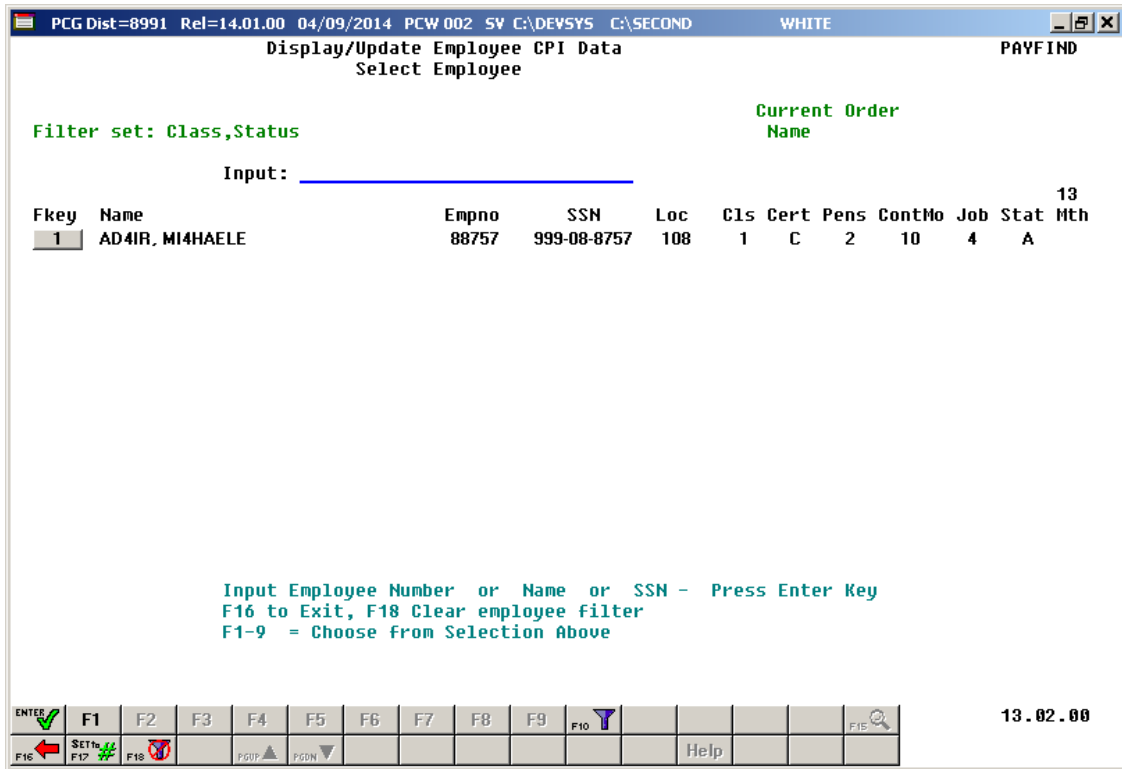
Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001 737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002 730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003				
CERT 004				
CERT 005				
CERT 006				


Data saved.

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
F16 F17 F18 Help Bio Cert Asg 20.01.00

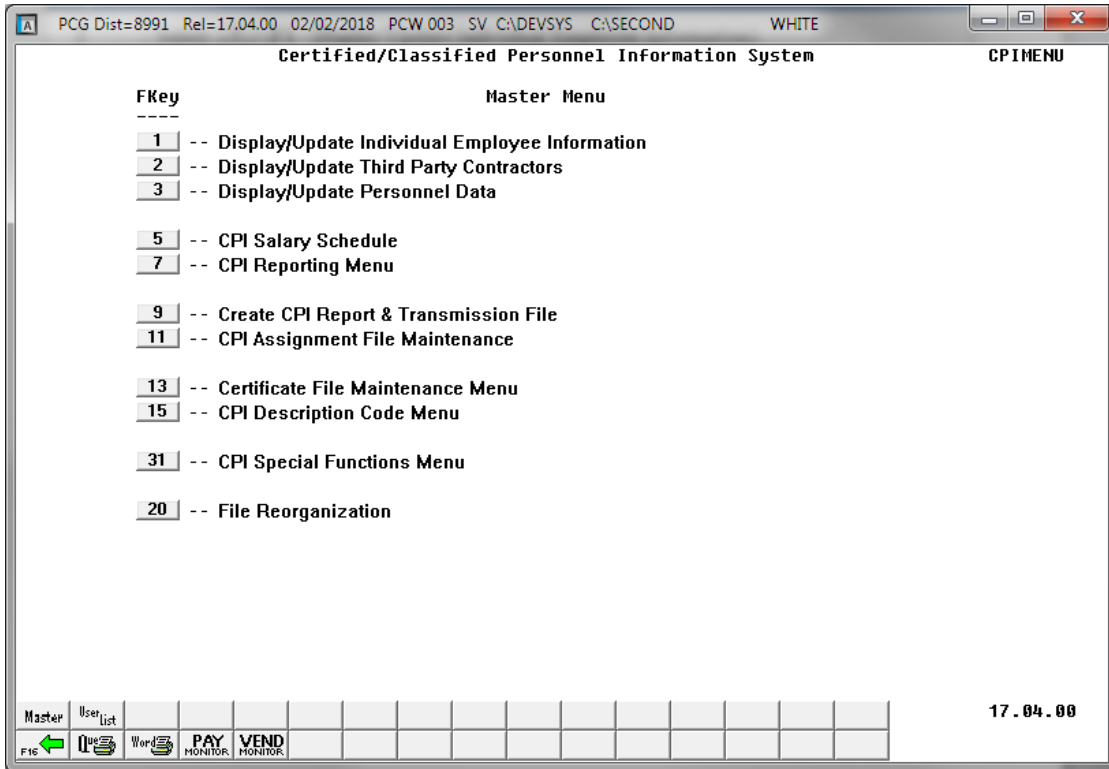
Step	Action
8	Verify "Data saved. Certificate header information has changed." or "Data saved." displays, and select  (F16 – Exit) to return to the Display/Update Employee CPI Data – Select Employee screen.

The following screen displays:



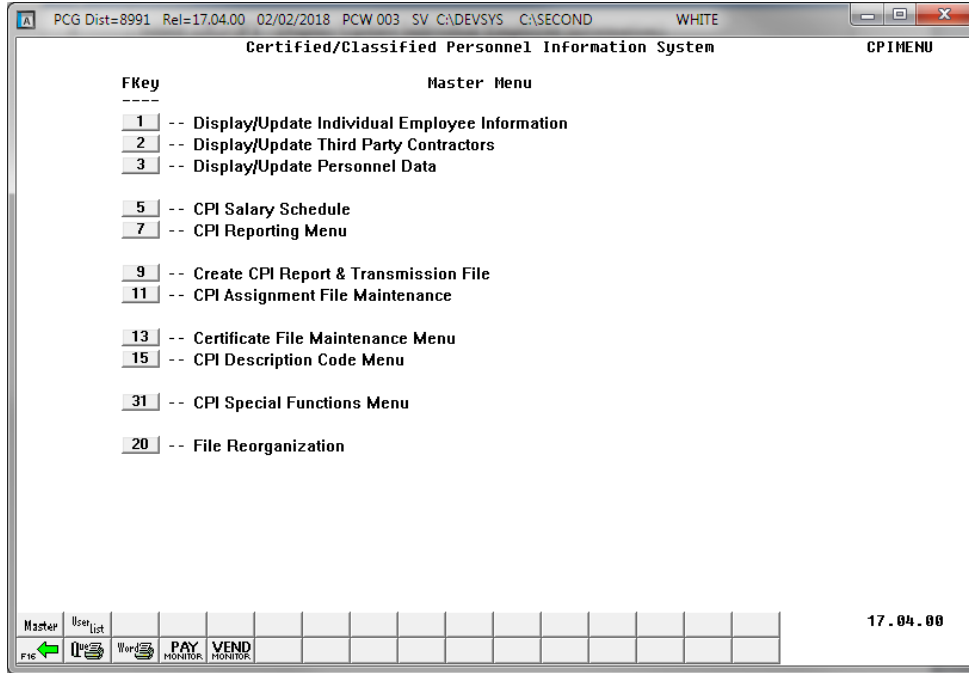
Step	Action
9	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



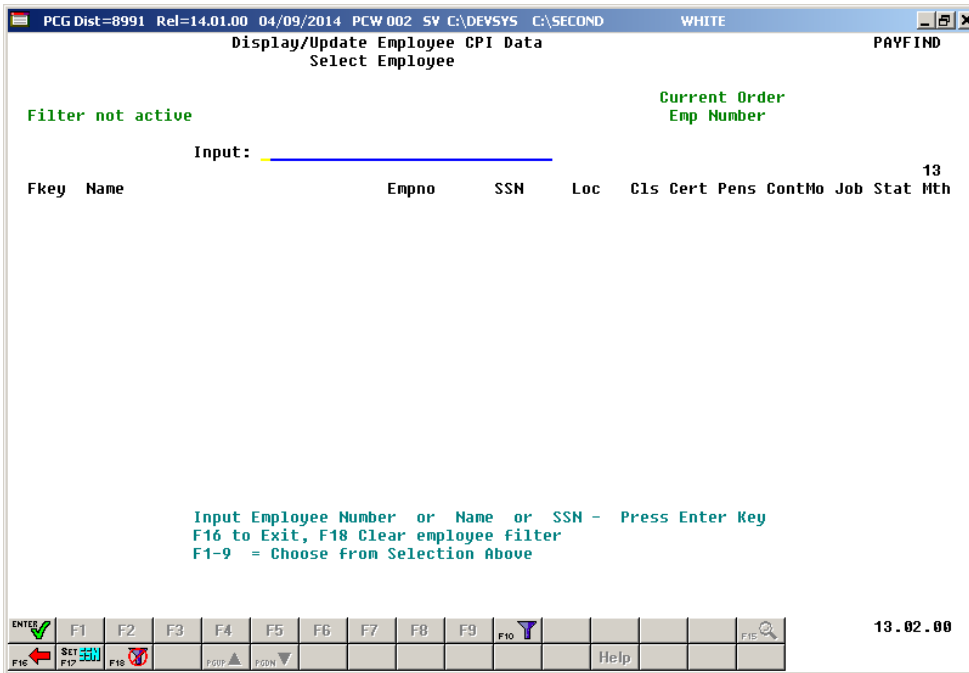
Step	Action
10	Continue CPI processing as normal, or select <input type="button" value="Master"/> (Master) to return to the <i>Business Applications Master Menu</i> .


2C. Deleting a Certificate



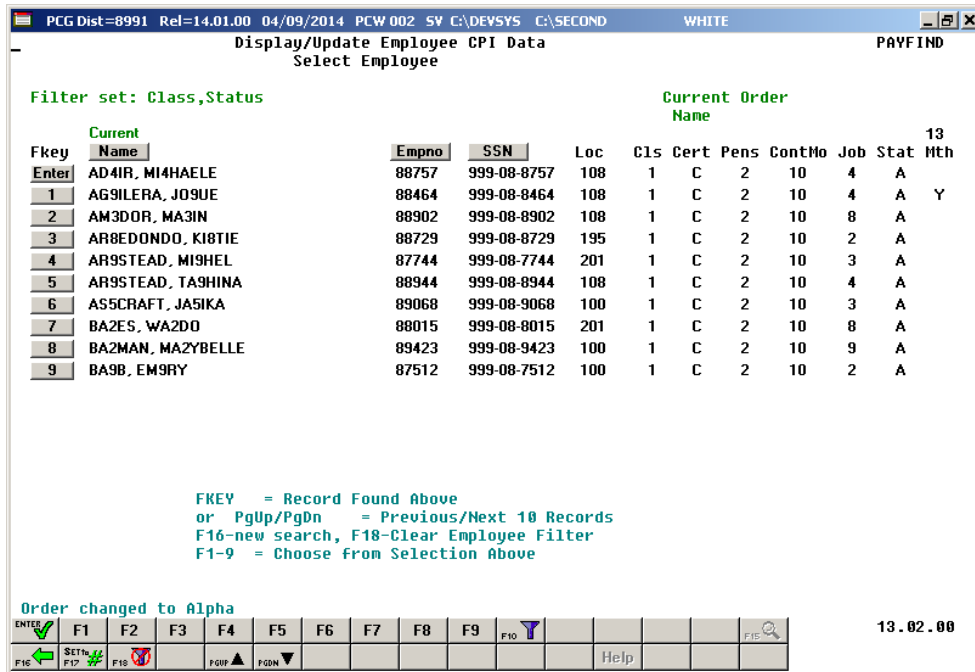
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).

The following screen displays:



Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 4</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:







Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	
1	AG9ILERA, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, MI9HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	AS5CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MAZYBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

FKEY = Record Found Above
 or PgUp/PgDn = Previous/Next 10 Records
 F16=new search, F18-Clear Employee Filter
 F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00

Step	Action
3	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
 STRIDE ID: 12345678

Work location: 108 Location 000108
 Sex: F Birth: 03/01/1994
 Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
 State minimum salary: \$.00

Annual contract days: 190 Annual work days:

Termination date: Rehire date:
 Termination reason:

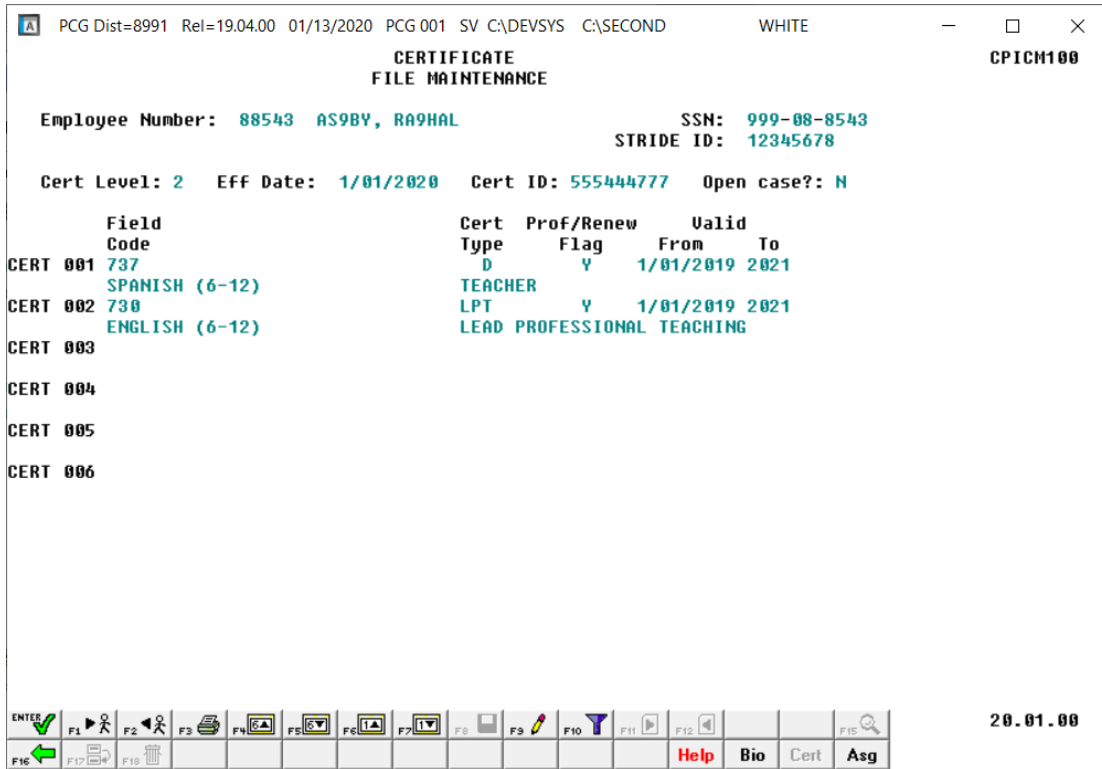
Long term sub?: N (Y or N)


20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 Help Bio **Cert** Asg

Step	Action
4	Select Cert (F30 – Go to Certificate Data).

The following screen displays:



Step	Action
5	<p>Select  (F9 – Switch to Update Mode).</p> <p><i>If the Update mode remains active from a prior certification module’s selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.</i></p> <p><i>After selecting the icon, PCGenesis highlights the modifiable text. Where appropriate, “Expired” displays to the right of the “Valid From/To” fields. As needed, make the appropriate modifications to the certificate by completing the instructions which follow.</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**



Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678

Cert Level: 2 EFF Date: 1/01/2020 Cert ID: 555444777 Open case?: N

Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001 737 SPANISH (6-12)	D TEACHER	Y	1/01/2019	2021
CERT 002 730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	Y	1/01/2019	2021
CERT 003				
CERT 004				
CERT 005				
CERT 006				

Mode changed to update

20.01.00

Step	Action
6	Verify "Mode changed to update" displays. Remove all entries on the certificate line.
7	Select  (Enter). Select  (F17 – Print this data) to obtain a screen print of the <i>Certificate File Maintenance</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**

Employee Number: 88543 AS9BY, RA9HAL SSN: 999-08-8543
STRIDE ID: 12345678


Cert Level: 2 ▾ Eff Date: 1/01/2020 Cert ID: 555444777 Open case?: N

Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001	SPANISH (6-12)	TEACHER		
CERT 002	730 ENGLISH (6-12)	LPT LEAD PROFESSIONAL TEACHING	1/01/2019	2021
CERT 003				
CERT 004				
CERT 005				
CERT 006				

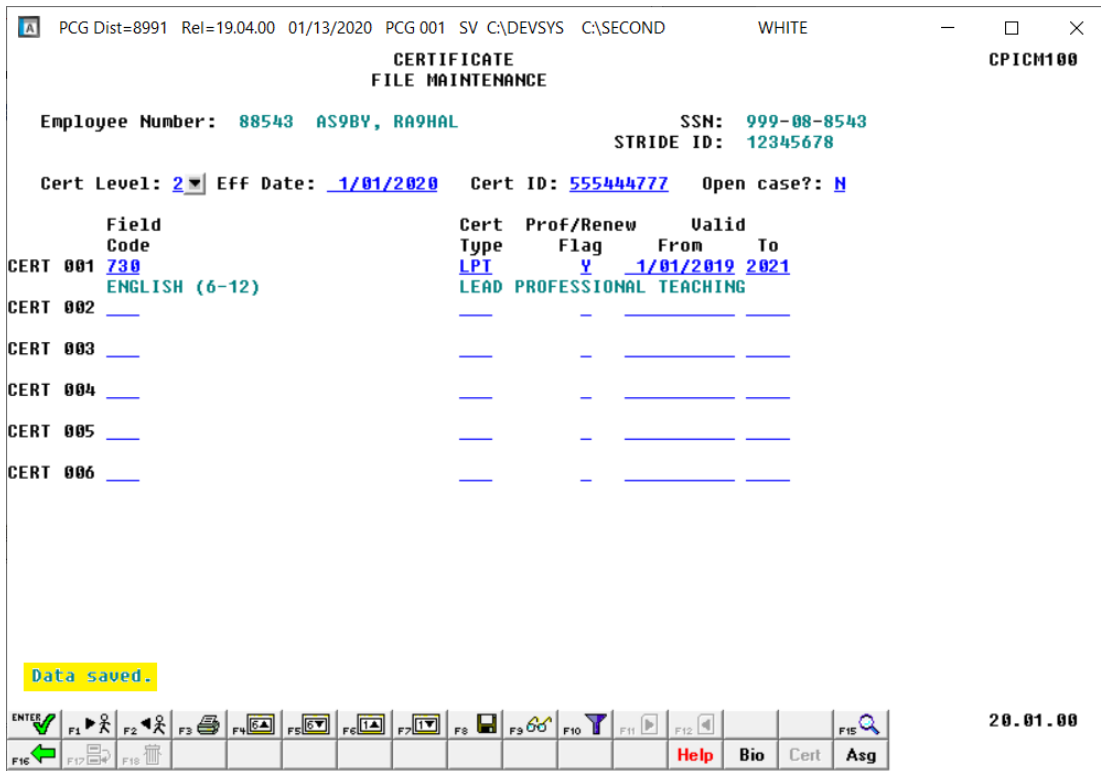
Validations passed. Save your changes.


20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Apg

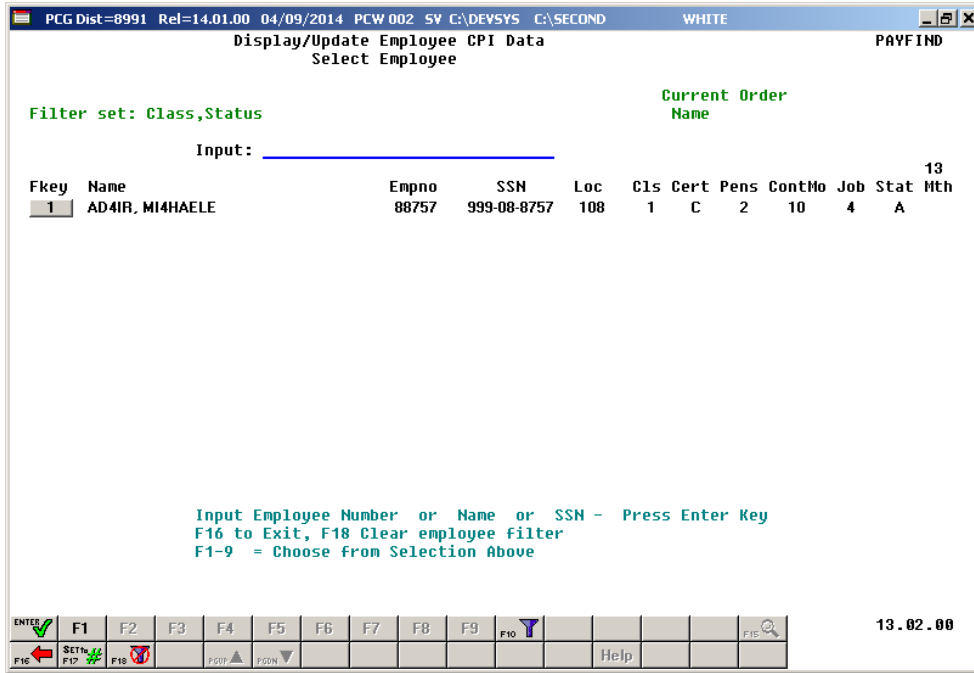
Step	Action
8	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).


The following screen displays:



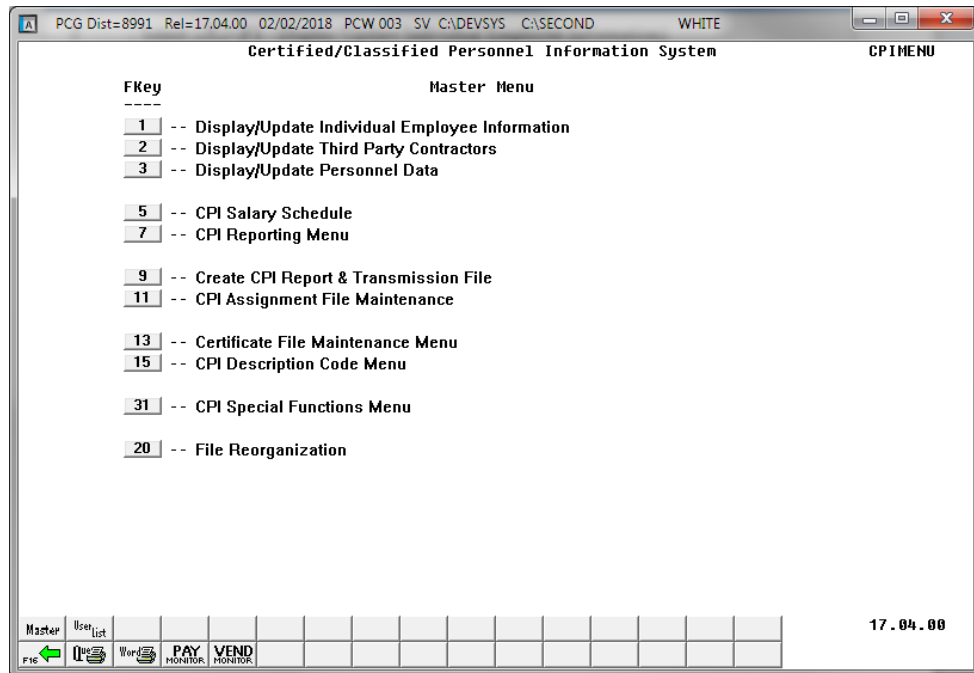
Step	Action
9	Verify “Data saved.” displays, and select  (F16 – Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.


The following screen displays:



Step	Action
10	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

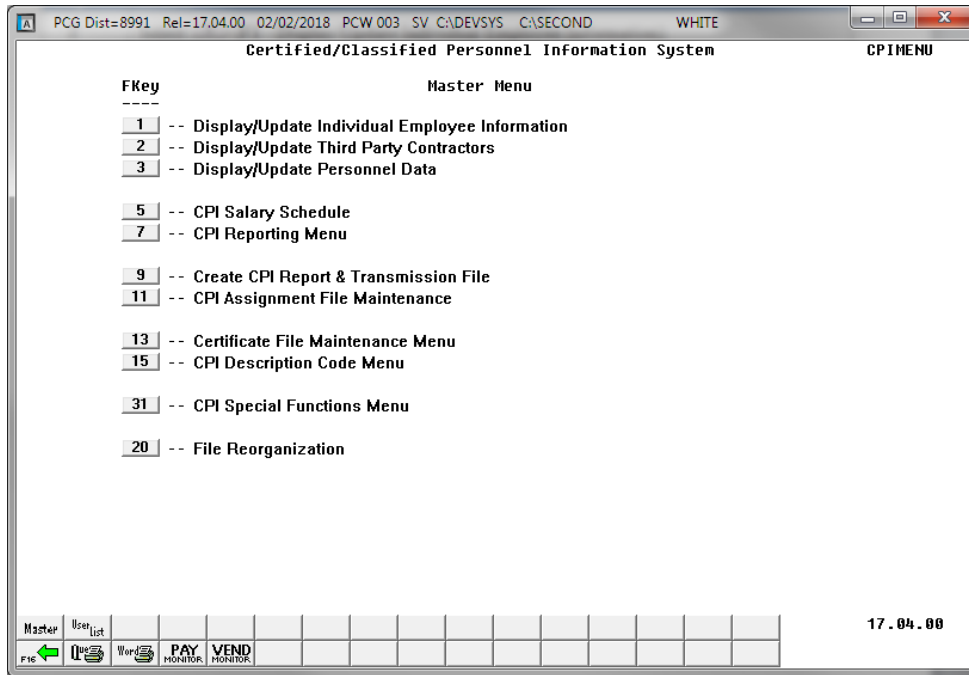
The following screen displays:



Step	Action
11	Continue CPI processing as normal, or select  (Master) to return to the <i>Business Applications Master Menu</i> .

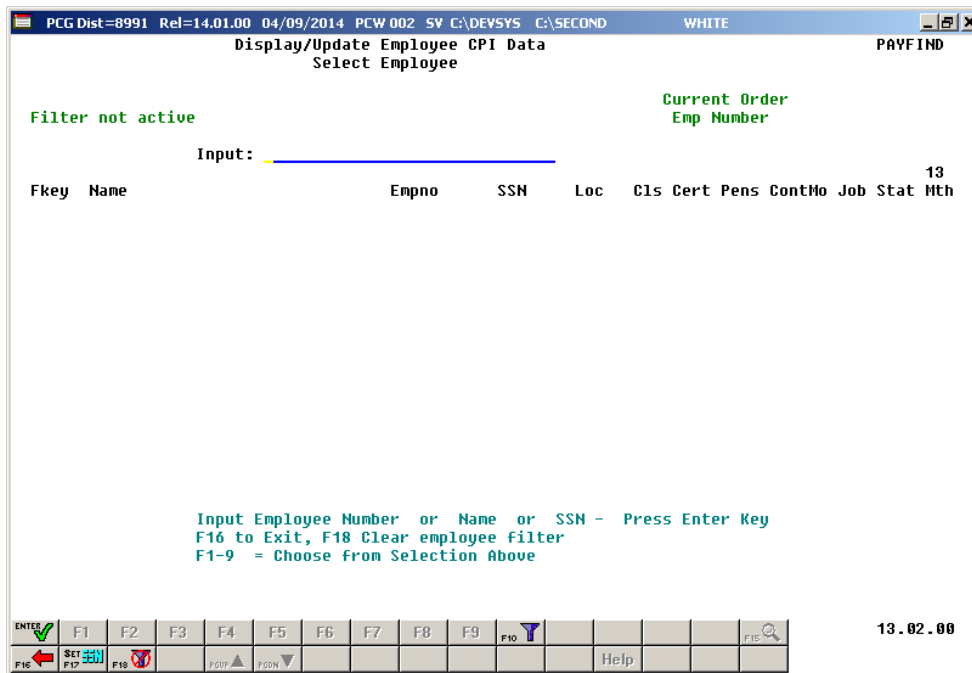
Topic 3: Display/Update Assignment Information


3A. Adding an Assignment



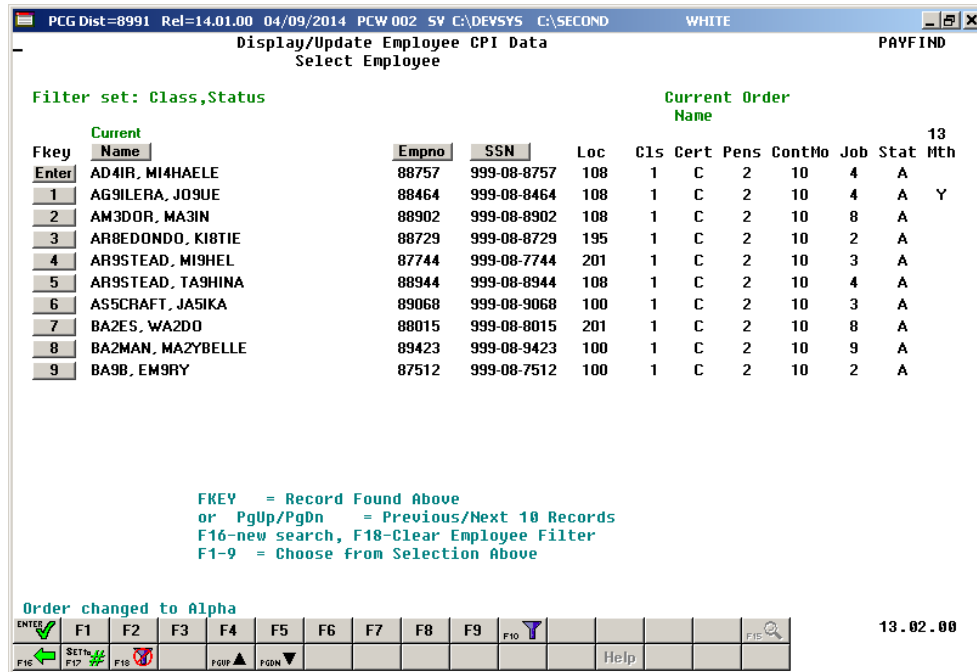
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).

The following screen displays:



Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 4</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:



PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEV5YS C:\SECOND WHITE

Display/Update Employee CPI Data
Select Employee PAYFIND

Filter set: Class,Status




Current Order Name

Fkey	Current Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Hth
Enter	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	
1	AG9ILERA, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, KI8TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, MI9HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	A55CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MAZYBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16=new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00

Step	Action
3	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p> <p>If no CPI record exists for the employee, review the employee's Payroll record to ensure the Include on CPI?, Pay Class, Termination Date, and Termination Reason, and Pay Status field entries are correct. Make the appropriate corrections to the employee's Payroll record, and repeat this procedure beginning at Step 1.</p> <p>If the Payroll record is correct, but the employee does not have a CPI record, save the Payroll record with the Y (Yes) CPI flag. If the CPI record is missing at this point, contact the Technology Management Customer Support Center for assistance.</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100

CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
STRIDE ID: 12345678

Work location: 108 Location 000108 Birth: 03/01/1994
Sex: F
Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
State minimum salary: \$.00

Annual contract days: 190 Annual work days:

Termination date: Rehire date:
Termination reason:

Long term sub?: N (Y or N)

20.01.00

Function key menu: ENTER, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, Help, Bio, Cert, **Asg**

Step	Action
4	Select Asg (F31 – Go to Assignment Data).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344

Certificate Level: 4

===== ASSIGNMENT SUMMARY =====									
PFKEY	C/M	LOC	JOB	SUBJ	FIELD	TYPE	FUND	CONSOL	PERCENT
Asgn 01	F10	C	195	101	230	808	SRT	N	30.0
Asgn 02	F12	C	195	101	270	808	SRT	N	20.0
Asgn 03	F13	C	195	101	410	808	SRT	N	10.0
Asgn 04	F14	C	195	101	450	808	SRT	N	10.0
Asgn 05	F17	C	195	132	920	808	SRT	N	30.0
Asgn 06	F18								
Asgn 07	F19								
Asgn 08	F20								
Asgn 09	F21								
Asgn 10	F22								
Asgn 11	F23								
Asgn 12	F24								
Asgn 13	F25								
Asgn 14	F26								
Asgn 15	F27								

100.0

20.01.00

Step	Action
5	<p>Choose the assignment by selecting the <i>Function key</i> Fnn next to an empty assignment slot.</p> <p>Where appropriate, “Certificate Expired” displays to the right of the “Percent” field. As needed, make the appropriate modifications to the certificate by completing the instructions in 2A. Adding or Modifying a Certificate.</p> <p>Select (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual Employee Information – Assignment Summary</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
 CERTIFICATE FILE - ASSIGNMENT 06 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344


Assignment Type: (C or N)
 School/Work Location: 195 Location 000195

Job Code: _____
 Subject Matter: _____
 Field Code: _____
 Certificate Type: _____

2ndary Fund Code: 00
 Consolidated Fund Flg: (Y or N)
 Assignment %: _____

Cert. Effect. Date: _____ Cert. Expire Year: _____
 Certificate Level: 4

20.01.00

Step	Action
6	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
 CERTIFICATE FILE - ASSIGNMENT 06 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344

Assignment Type: (C or N)
 School/Work Location: 195 Location 000195







Job Code: _____
 Subject Matter: _____
 Field Code: _____
 Certificate Type: _____



2ndary Fund Code: 00
 Consolidated Fund Flg: (Y or N)
 Assignment %: _____

Cert. Effect. Date: _____ Cert. Expire Year: _____
 Certificate Level: 4

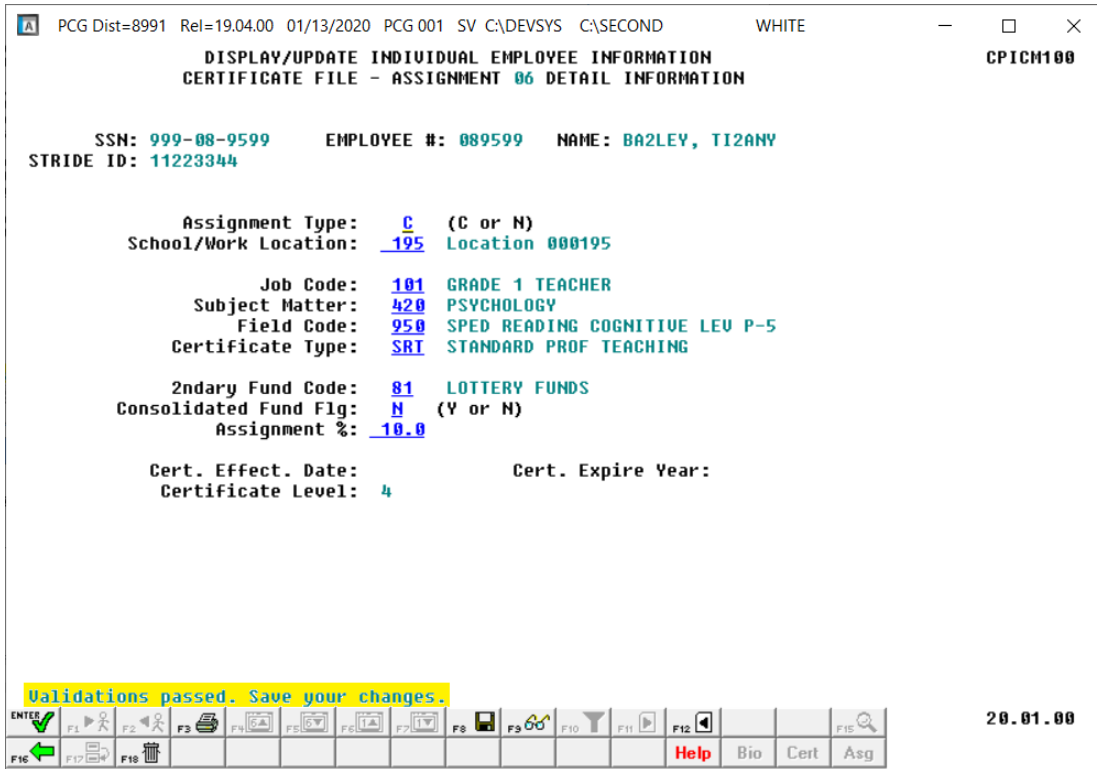
Mode changed to update

20.01.00

Step	Action
7	Enter C (Certified) or N (Non-Certified) in the Assignment Type field. <i>“Certificate for Assignment Does Not Exist. Verify Type, and Field.” displays for missing or invalid certificate information. In this instance, correct the “Assignment Type”, and “Field Code” field entries.</i>
8	Enter the employee’s school or work location code or select the drop-down selection icon  within the School/Work Location field to choose the location code.
9	Enter the employee’s area of employment code or select the drop-down selection icon  within the Job Code field to choose the area of employment code. <i>If the entry in Step 7 is N (Non Certified), proceed to Step 13.</i>
<i>Steps 10 – 12 apply to Certified (C) job assignments only.</i>	
10	Enter the State-funded course code or select the drop-down selection icon  within the Subject Matter field to choose the code from the <i>PCG Select CPI Code</i> dialog box.
11	Enter the employee’s PSC-assigned certificate field code or select the drop-down selection icon  within the Field Code field to choose the course code. <i>Within the PCG Select CPI Code dialog box, PCGenesis displays for ‘C’ (Certified) employees’ valid certification field code, and certification type information.</i>
12	Enter the employee’s PSC-assigned certificate type code in the Certificate Type field where appropriate. When selecting F15 or the drop-down selection icon  in <i>Step 11</i> , PCGenesis automatically populates the Certificate Type field entry from the employee’s certificate record.
<i>Steps 13 – 15 apply to Certified (C) and Non-Certified (N) job assignments.</i>	
13	Enter the employee’s salary fund code, other than from Quality Based Education (QBE) funds, or select the drop-down selection icon  within the 2ndary Fund Code (Secondary Fund Code) field to choose the fund code.
14	The Consolidated Fund Flag indicates if the employee’s assignment should be counted in Consolidated Funding. Valid values for the Consolidated Fund Flag are ‘Y’ (Yes) or ‘N’ (No).
15	Enter the percentage (%) of time (0.0) the employee spends on the assignment in the Assignment% (Assignment Percentage) field.

Step	Action
16	<p>Select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual Employee Information – Assignment Detail Information</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:



PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
 CERTIFICATE FILE - ASSIGNMENT 06 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344

Assignment Type: C (C or N)
 School/Work Location: 195 Location 000195

Job Code: 101 GRADE 1 TEACHER
 Subject Matter: 420 PSYCHOLOGY
 Field Code: 950 SPED READING COGNITIVE LEV P-5
 Certificate Type: SRI STANDARD PROF TEACHING


2ndary Fund Code: 81 LOTTERY FUNDS
 Consolidated Fund Flg: N (Y or N)
 Assignment %: 10.0

Cert. Effect. Date: Cert. Expire Year:
 Certificate Level: 4

Validations passed. Save your changes.

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help Bio Cert Asg

Step	Action
17	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT 06 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344

Assignment Type: C (C or N)
School/Work Location: 195 Location 000195

Job Code: 101 GRADE 1 TEACHER
Subject Matter: 420 PSYCHOLOGY
Field Code: 950 SPED READING COGNITIVE LEV P-5
Certificate Type: SRI STANDARD PROF TEACHING

2ndary Fund Code: 81 LOTTERY FUNDS
Consolidated Fund Flg: N (Y or N)
Assignment %: 10.0

Cert. Effect. Date: 2/23/2018 Cert. Expire Year: 2022
Certificate Level: 4

Data saved

20.01.00

Step	Action
18	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Individual Employee Information – Certificate File – Assignment Summary</i> screen.

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344

Certificate Level: 4


===== ASSIGNMENT SUMMARY =====

Asgn	PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	FUND	CONSOL	PERCENT
01	F11	C	195	101	230	808	SRT		N	30.0
02	F12	C	195	101	270	808	SRT		N	20.0
03	F13	C	195	101	410	808	SRT		N	10.0
04	F14	C	195	101	450	808	SRT		N	10.0
05	F17	C	195	132	920	808	SRT		N	30.0
06	F18	C	195	101	420	950	SRT	81	N	10.0
07	F19									
08	F20									
09	F21									
10	F22									
11	F23									
12	F24									
13	F25									
14	F26									
15	F27									

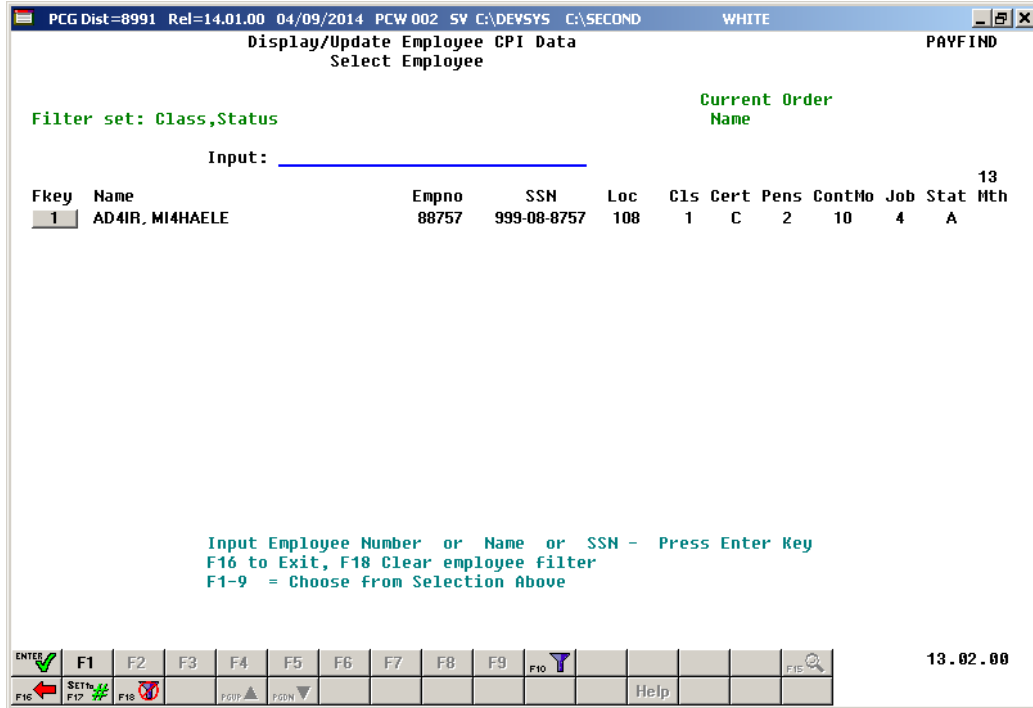
110.0

WARNING! - Percents on Assignments Do Not Equal 100%

20.01.00

Step	Action
19	Select  (F16 – Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.

The following screen displays:



PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEV5YS C:\SECOND WHITE PAYFIND

Display/Update Employee CPI Data
Select Employee


Filter set: Class, Status Current Order Name

Input: _____

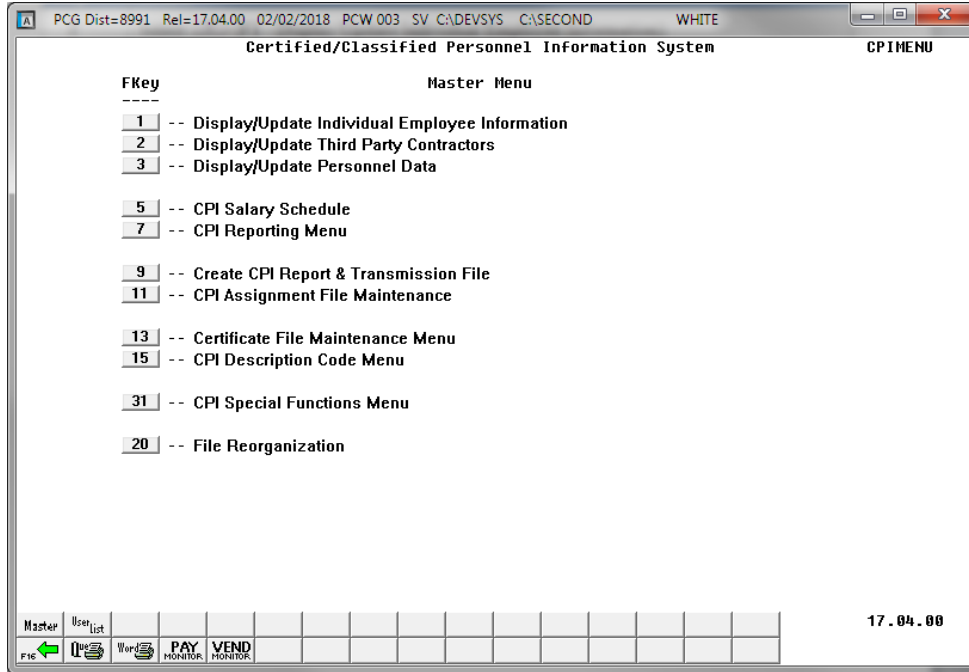
Fkey	Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
1	AD4IR, MI4HAELE	88757	999-08-8757	108	1	C	2	10	4	A	13

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above

13.02.00

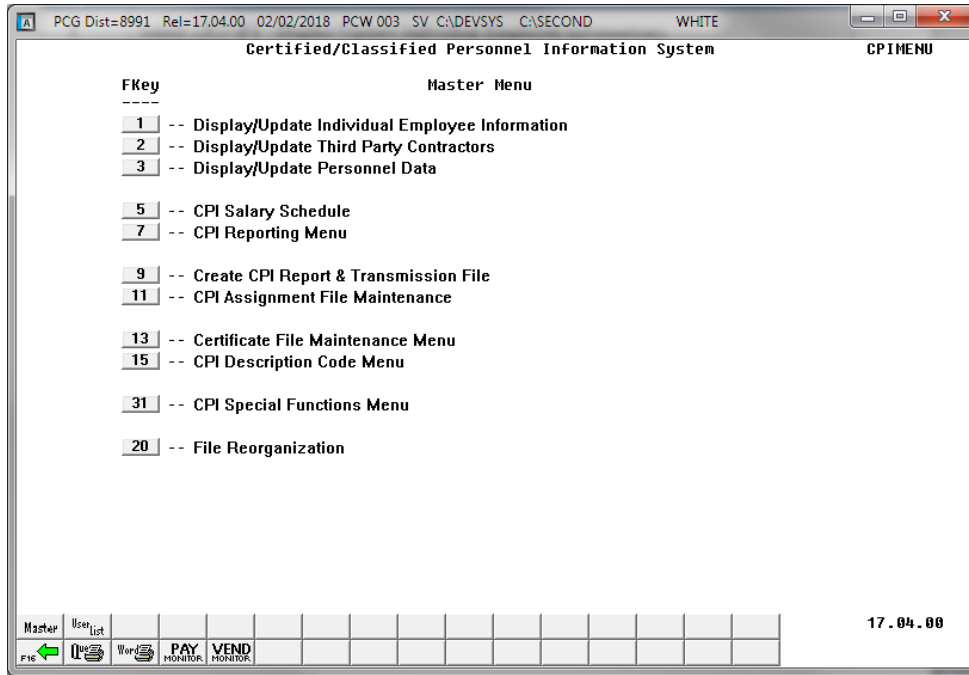
Step	Action
20	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information Master Menu</i> .

The following screen displays:



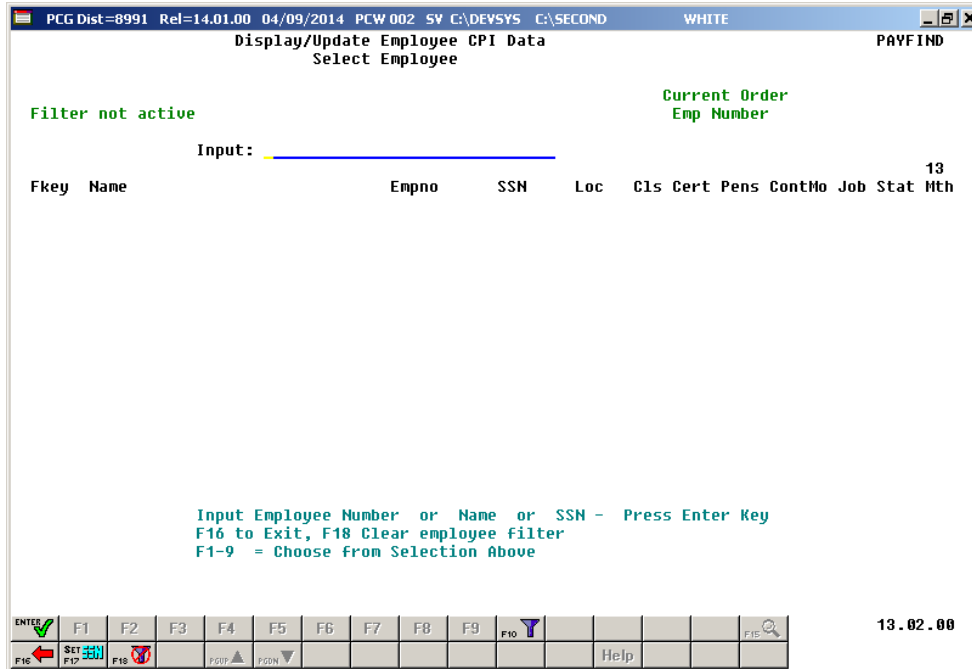
Step	Action
21	Continue CPI processing as normal, or select Master (Master) to return to the <i>Business Applications Master Menu</i> .


3B. Modifying an Assignment



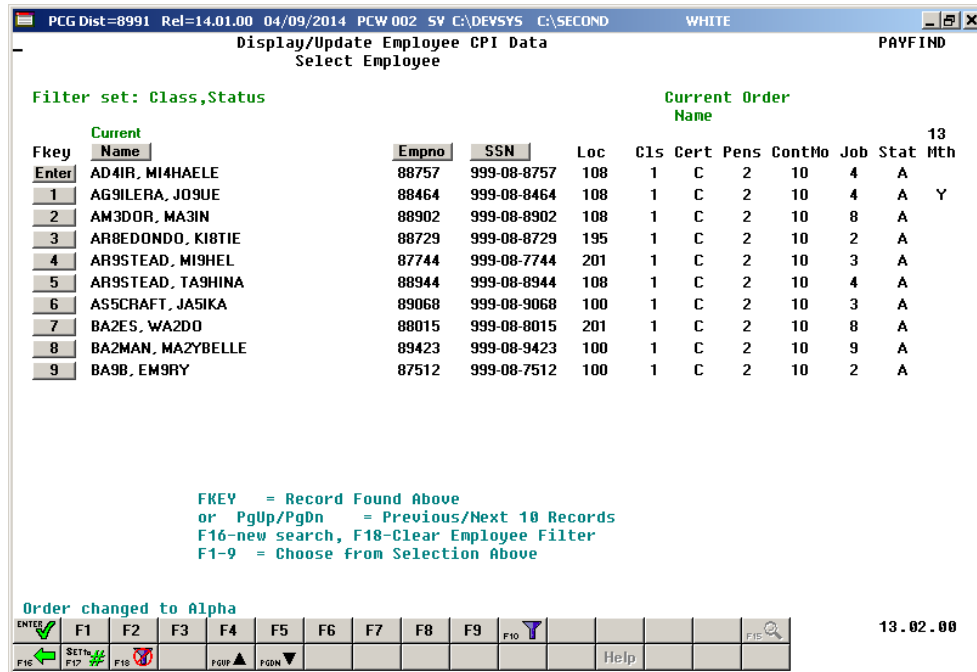
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).





The following screen displays:



Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 4</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:



Step	Action
3	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSYSS C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
 STRIDE ID: 12345678

Work location: 108 Location 000108 Birth: 03/01/1994
 Sex: F
 Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
 State minimum salary: \$.00

Annual contract days: 190 Annual work days:

Termination date:
 Termination reason: Rehire date:

Long term sub?: N (Y or N)

20.01.00

Step	Action
4	Select Asg (F31 – Go to Assignment Data).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSYSS C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344

Certificate Level: 4

===== ASSIGNMENT SUMMARY =====

Asgn	PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	FUND	CONSOL	PERCENT
01	F11	C	195	101	230	808	SRT		N	30.0
02	F12	C	195	101	270	808	SRT		N	20.0
03	F13	C	195	101	410	808	SRT		N	10.0
04	F14	C	195	101	450	808	SRT		N	10.0
05	F17	C	195	132	920	808	SRT		N	30.0
06	F18	C	195	101	420	950	SRT	81	N	10.0
07	F19									
08	F20									
09	F21									
10	F22									
11	F23									
12	F24									
13	F25									
14	F26									
15	F27									

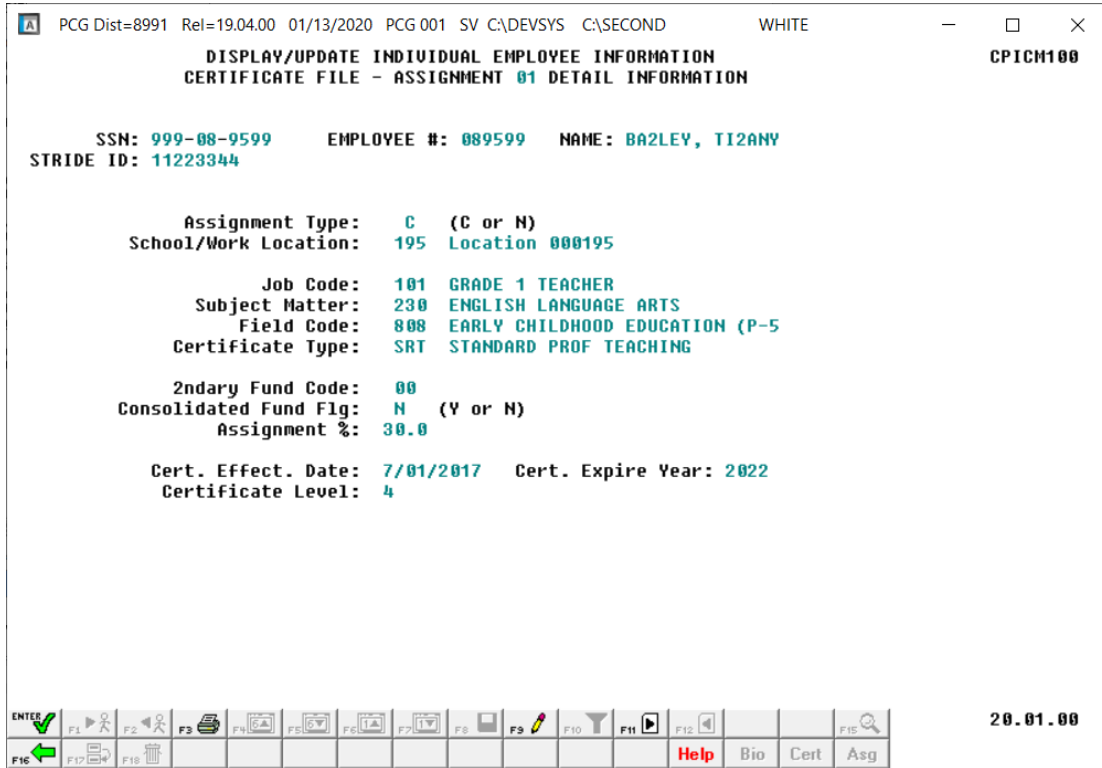
110.0


WARNING! - Percents on Assignments Do Not Equal 100%

20.01.00

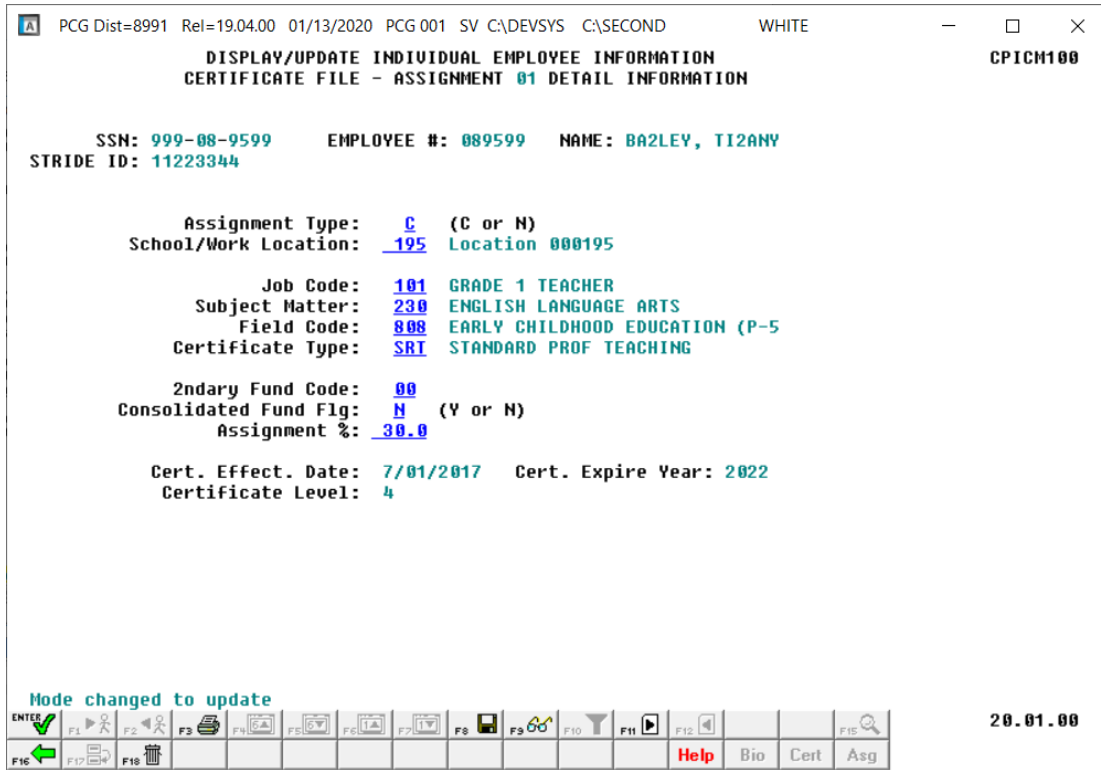
Step	Action
5	Select the <i>Function key</i> Fnn corresponding to the assignment requiring modification.



The following screen displays:



Step	Action
6	Select  (F9 - Switch to Update Mode). <i>If the Update mode remains active from a prior certification module's selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.</i>

The following screen displays:



Step	Action
7	<p>Verify “Mode changed to update” displays, make the appropriate modifications to the fields, and select  (Enter).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual Employee Information – Assignment Detail Information</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT 01 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344

Assignment Type: C (C or N)
School/Work Location: 195 Location 000195


Job Code: 101 GRADE 1 TEACHER
Subject Matter: 230 ENGLISH LANGUAGE ARTS
Field Code: 808 EARLY CHILDHOOD EDUCATION (P-5)
Certificate Type: SRI STANDARD PROF TEACHING

2ndary Fund Code: 00
Consolidated Fund Flg: N (Y or N)
Assignment %: 20.0

Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
Certificate Level: 4

Validations passed. Save your changes.

20.01.00

Step	Action
8	Verify "Validations passed. Save your changes." displays, and select  (F8 – Save changes).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICM100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT 01 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344

Assignment Type: C (C or N)
School/Work Location: 195 Location 000195

Job Code: 101 GRADE 1 TEACHER
Subject Matter: 230 ENGLISH LANGUAGE ARTS
Field Code: 808 EARLY CHILDHOOD EDUCATION (P-5)
Certificate Type: SRI STANDARD PROF TEACHING

2ndary Fund Code: 00
Consolidated Fund Flg: N (Y or N)
Assignment %: 20.0

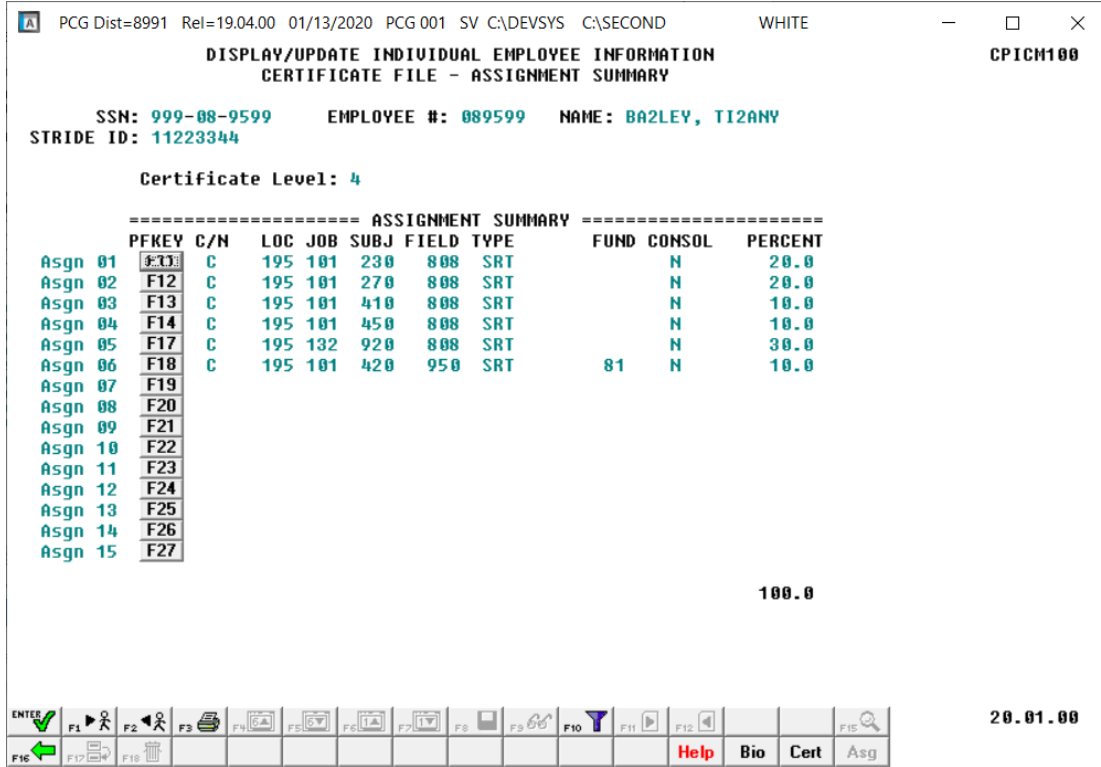
Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
Certificate Level: 4

Data saved

20.01.00

Step	Action
9	Verify "Data saved." displays, and select  (F16 – Exit) to return to the <i>Display/Update Individual Employee Information – Certificate File – Assignment Summary</i> screen.

The following screen displays:



PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100


DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
 STRIDE ID: 11223344

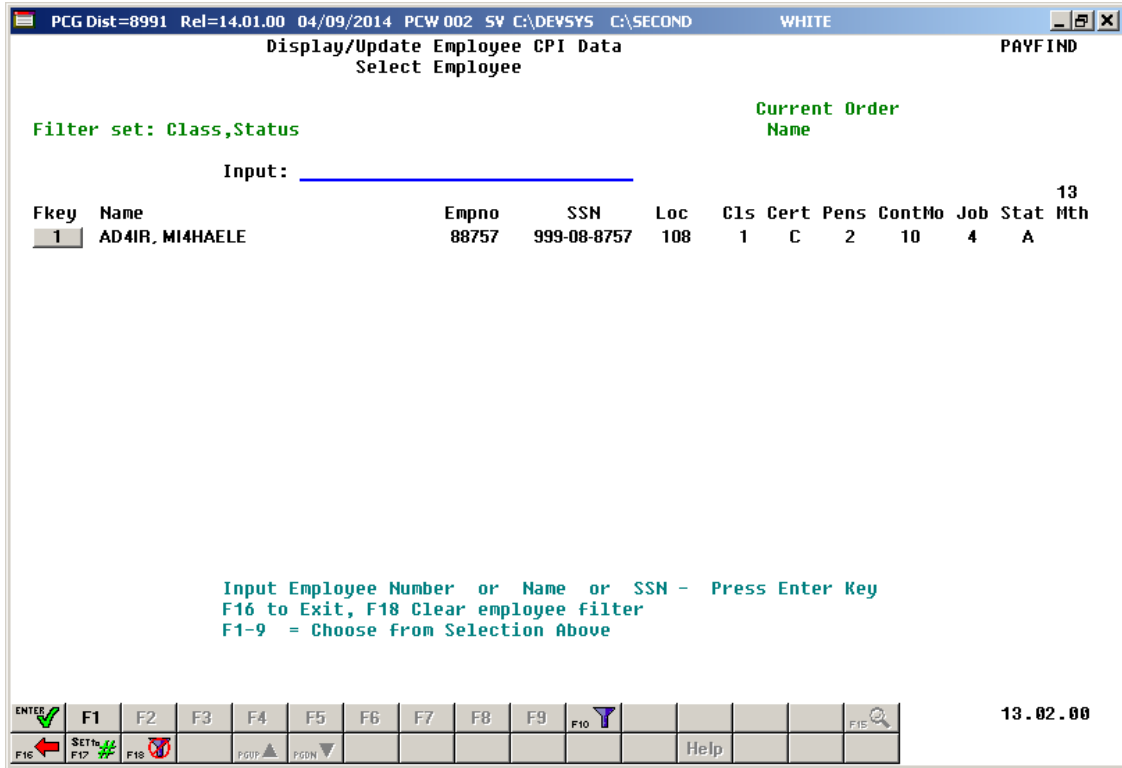
Certificate Level: 4


===== ASSIGNMENT SUMMARY =====										
Asgn	PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	FUND	CONSOL	PERCENT
01	F10	C	195	101	230	808	SRT		N	20.0
02	F12	C	195	101	270	808	SRT		N	20.0
03	F13	C	195	101	410	808	SRT		N	10.0
04	F14	C	195	101	450	808	SRT		N	10.0
05	F17	C	195	132	920	808	SRT		N	30.0
06	F18	C	195	101	420	950	SRT	81	N	10.0
07	F19									
08	F20									
09	F21									
10	F22									
11	F23									
12	F24									
13	F25									
14	F26									
15	F27									
									100.0	

20.01.00

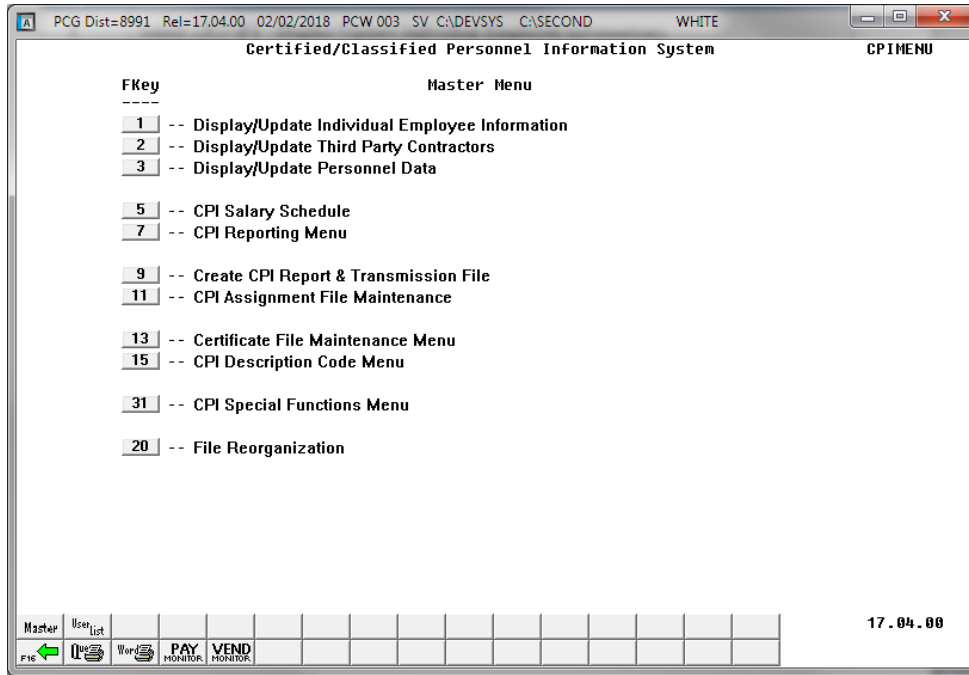
Step	Action
10	Select  (F16 – Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.

The following screen displays:



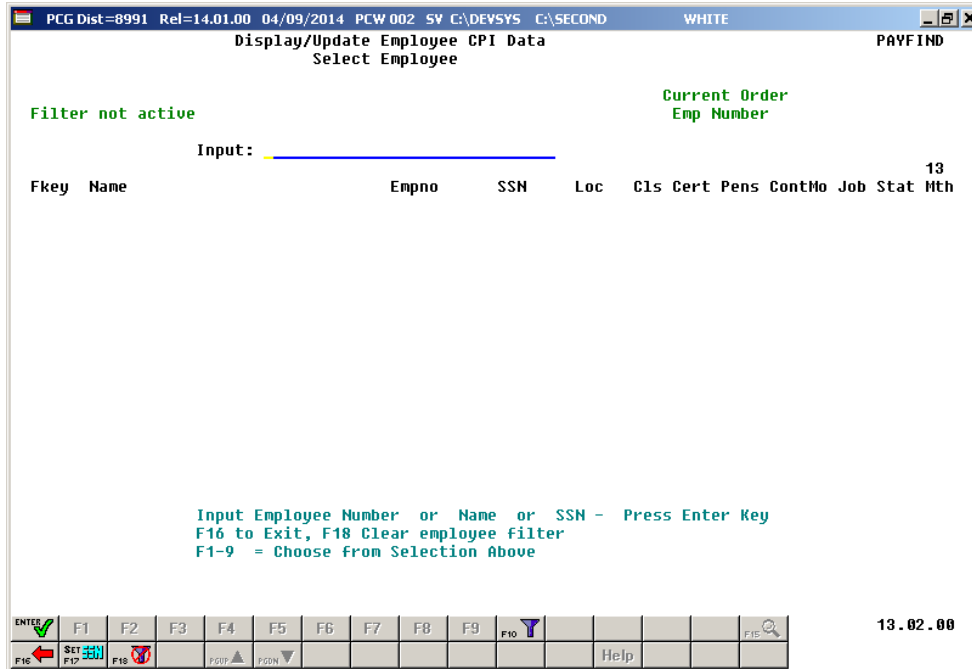
Step	Action
11	Select  (F16 – Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .


3C. Deleting an Assignment



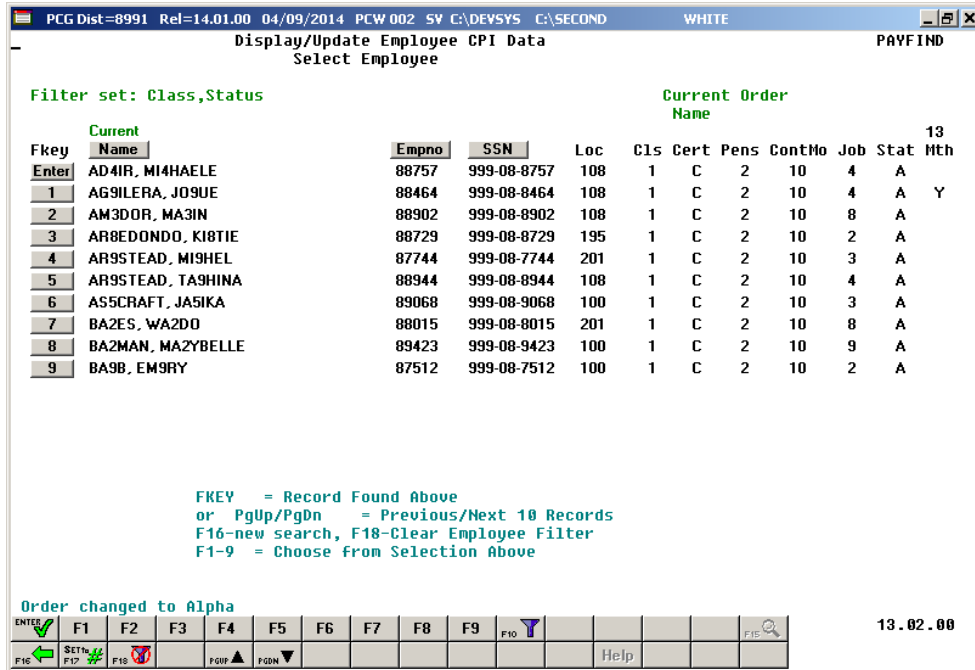
Step	Action
1	Select 1 (F1 - Display/Update Individual Employee Information).

The following screen displays:



Step	Action
2	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 4</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 3.</i></p>

The following screen displays:



PCG Dist=8991 Rel=14.01.00 04/09/2014 PCW 002 SV C:\DEV5YS C:\SECOND WHITE

Display/Update Employee CPI Data
Select Employee

Filter set: Class, Status





Current Order Name

Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat	Hth
Enter	AD4IR, M14HAELE	88757	999-08-8757	108	1	C	2	10	4	A	
1	AG9ILERA, JO9UE	88464	999-08-8464	108	1	C	2	10	4	A	Y
2	AM3DOR, MA3IN	88902	999-08-8902	108	1	C	2	10	8	A	
3	AR8EDONDO, K18TIE	88729	999-08-8729	195	1	C	2	10	2	A	
4	AR9STEAD, M19HEL	87744	999-08-7744	201	1	C	2	10	3	A	
5	AR9STEAD, TA9HINA	88944	999-08-8944	108	1	C	2	10	4	A	
6	A55CRAFT, JA5IKA	89068	999-08-9068	100	1	C	2	10	3	A	
7	BA2ES, WA2DO	88015	999-08-8015	201	1	C	2	10	8	A	
8	BA2MAN, MAZYBELLE	89423	999-08-9423	100	1	C	2	10	9	A	
9	BA9B, EM9RY	87512	999-08-7512	100	1	C	2	10	2	A	

FKEY = Record Found Above
or PgUp/PgDn = Previous/Next 10 Records
F16-new search, F18-Clear Employee Filter
F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00

Step	Action
3	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p><i>To sort by Name: Select Name (Name).</i></p> <p><i>To sort by Employee Number: Select Empno (Empno).</i></p> <p><i>To sort by Social Security Number: Select SSN (SSN).</i></p> <p><i>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</i></p>

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 88543 AS9BY, RA9HAL SSN: 999 08 8543
 STRIDE ID: 12345678

Work location: 108 Location 000108
 Sex: F Birth: 03/01/1994
 Ethnic: 02

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

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

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

Annual contract sal: \$ 37,287.00 Annual classified sal: \$.00
 State minimum salary: \$.00

Annual contract days: 190 Annual work days:

Termination date: Rehire date:
 Termination reason:

Long term sub?: N (Y or N)

20.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 Help Bio Cert **Asg**

Step	Action
4	Select Asg (F31 – Go to Assignment Data).

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344

Certificate Level: 4

===== ASSIGNMENT SUMMARY =====											
ASGN	PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	FUND	CONSOL	PERCENT	
Asgn 01	F10	C	195	101	230	808	SRT		N	20.0	
Asgn 02	F12	C	195	101	270	808	SRT		N	20.0	
Asgn 03	F13	C	195	101	410	808	SRT		N	10.0	
Asgn 04	F14	C	195	101	450	808	SRT		N	10.0	
Asgn 05	F17	C	195	132	920	808	SRT		N	30.0	
Asgn 06	F18	C	195	101	420	950	SRT	81	N	10.0	
Asgn 07	F19										
Asgn 08	F20										
Asgn 09	F21										
Asgn 10	F22										
Asgn 11	F23										
Asgn 12	F24										
Asgn 13	F25										
Asgn 14	F26										
Asgn 15	F27										

100.0

20.01.00

Step	Action
5	Select the <i>Function key</i> Fnn corresponding to the assignment requiring deletion.

The following screen displays:

PCG Dist=8991 Rel=19.04.00 01/13/2020 PCG 001 SV C:\DEVSY S C:\SECOND WHITE CPICH100

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
CERTIFICATE FILE - ASSIGNMENT 04 DETAIL INFORMATION

SSN: 999-08-9599 EMPLOYEE #: 089599 NAME: BA2LEY, TI2ANY
STRIDE ID: 11223344


Assignment Type: C (C or N)
School/Work Location: 195 Location 000195

Job Code: 101 GRADE 1 TEACHER
Subject Matter: 450 SOCIAL SCIENCES
Field Code: 808 EARLY CHILDHOOD EDUCATION (P-5)
Certificate Type: SRT STANDARD PROF TEACHING

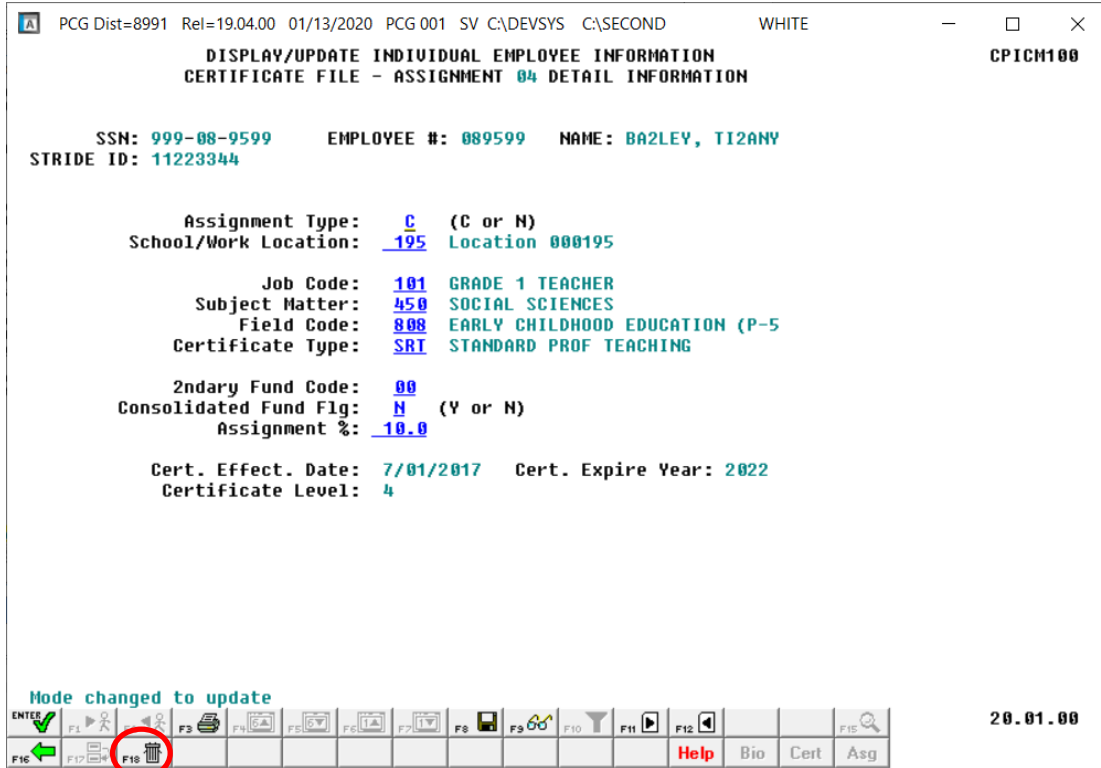
2ndary Fund Code: 00
Consolidated Fund Flg: N (Y or N)
Assignment %: 10.0





Cert. Effect. Date: 7/01/2017 Cert. Expire Year: 2022
Certificate Level: 4

20.01.00

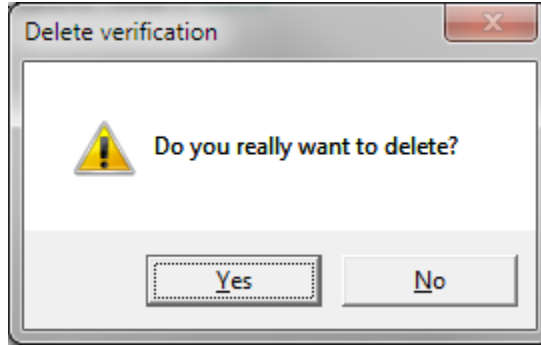
Step	Action
6	<p>Select  (F9 – Switch to Update Mode).</p> <p><i>If the Update mode remains active from a prior certification module’s selection, such as editing certificates, the editable fields remain highlighted. After selecting the icon, PCGenesis highlights the modifiable text.</i></p>

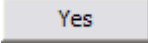
The following screen displays:



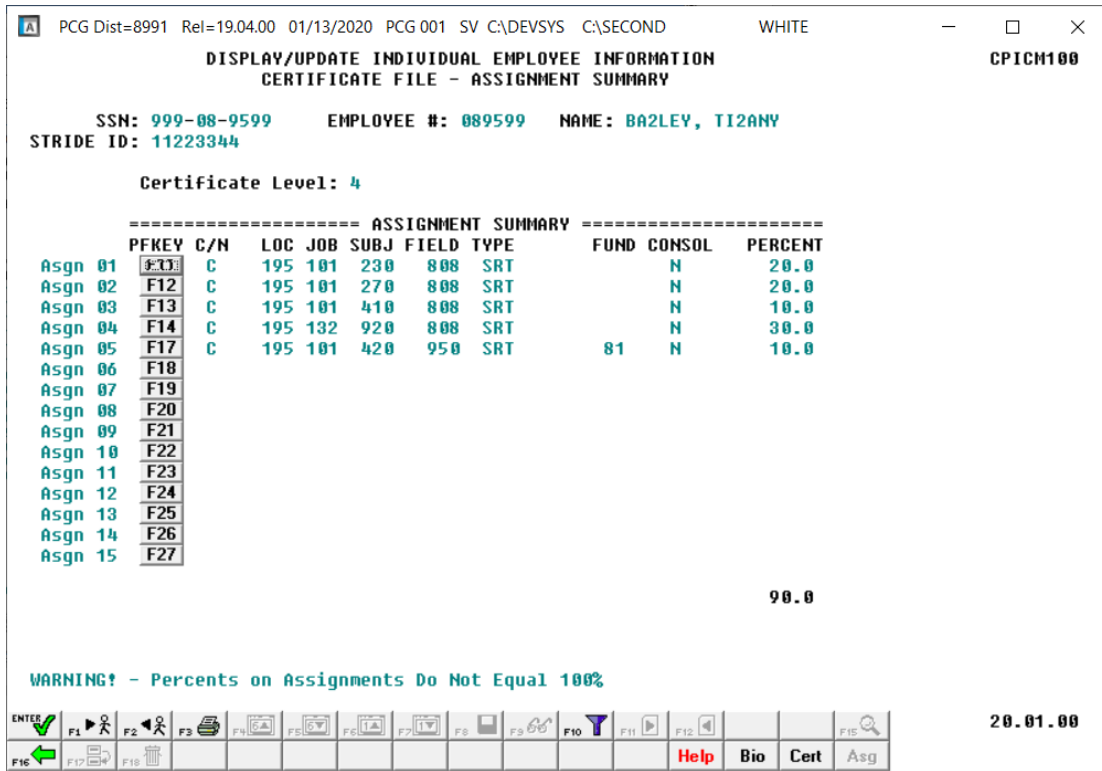
Step	Action
7	<p>Verify “Mode changed to update” displays, and select  (F18 – Delete Employee).</p> <p>Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Individual Employee Information – Assignment Detail Information</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> <p>Where appropriate, select  (F11 – Go to Assignment 2) or  (F12 – Go to Assignment 2) to scroll between records.</p>


The following dialog box displays:



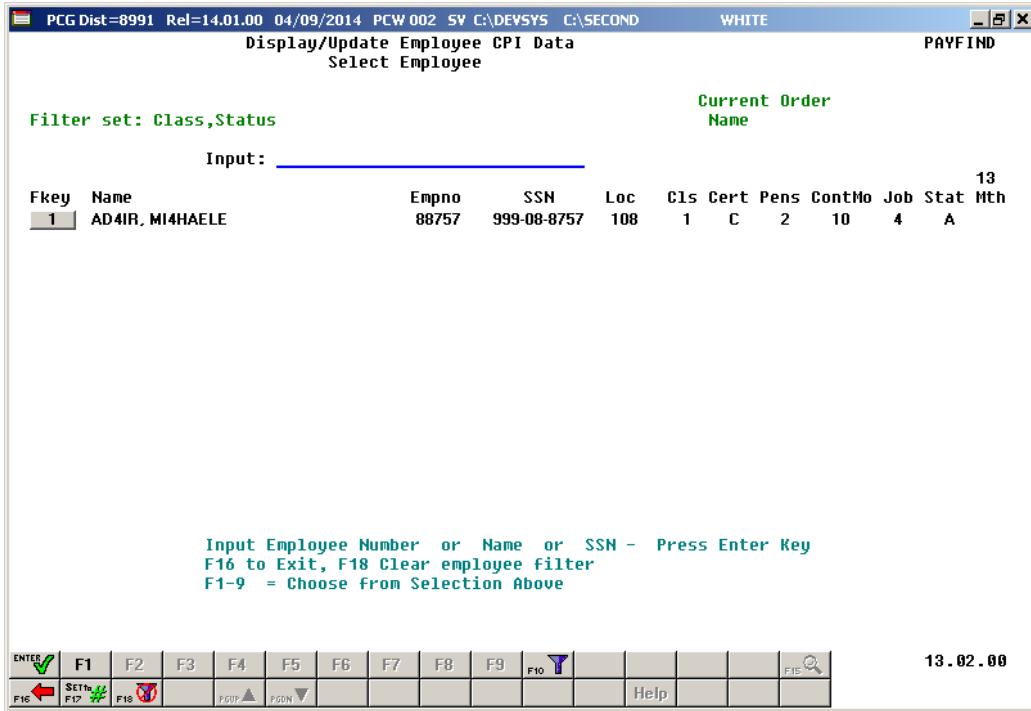
Step	Action
8	Select  (Yes).


The following screen displays:



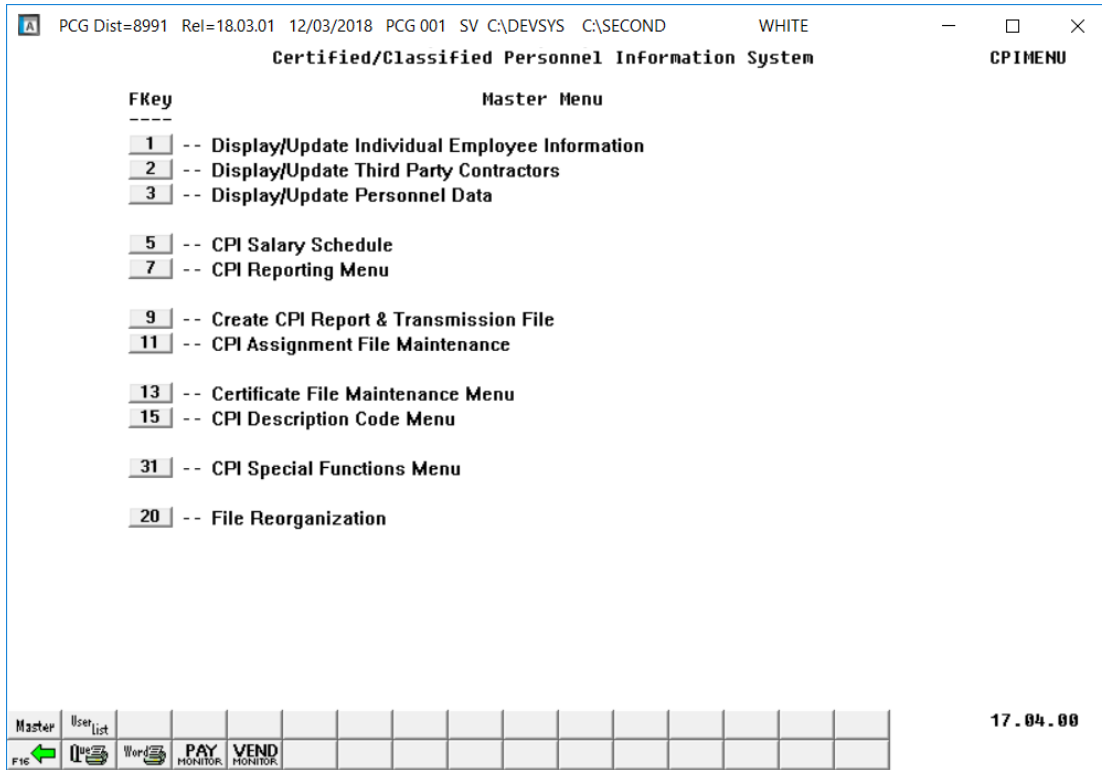
Step	Action
9	Select  (F16 - Exit) to return to the <i>Display/Update Employee CPI Data – Select Employee</i> screen.


The following screen displays:



Step	Action
10	Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



Step	Action
11	Continue CPI processing as normal, or select  (Master) to return to the <i>Business Applications Master Menu</i> .