



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

2/2/2018

Section D: Salary Schedule Processing,
V2.7

Revision History

| Date | Version | Description | Author |
|------------|---------|--|-------------|
| 2/2/2018 | 2.7 | 18.01.00 – Update menu screenshots. | D. Ochala |
| 6/2/2016 | 2.6 | 16.01.00 – Update logo and footer. | S. Scrivens |
| 8/27/2014 | 2.5 | 14.02.00 – Add button bar processing to screens. | D. Ochala |
| 06/27/2013 | 2.4 | 13.02.00 – Updated screenshots and links. | D. Ochala |
| 10/19/2011 | 2.3 | 11.03.00 – Updated DOE logo. | D. Ochala |
| 06/30/2009 | 2.2 | 09.02.00 – Added CY2010 salary schedule information and instructions. | C. W. Jones |
| 03/30/2009 | 2.1 | 09.01.00 – Changed section title to “ <i>Section D</i> ”. | C. W. Jones |
| 07/31/2008 | 2.0 | 08.02.00 – Added CY2009 salary schedule, updated remaining screenshots, no programmatic changes. | C. W. Jones |

Table of Contents

| | |
|---|----------|
| <i>Overview</i> | 1 |
| <i>Topic 2: CPI Salary Schedule Processing</i> | 2 |
| <i>Procedure A. Verify the CPI Salary Schedule Exists</i> | 2 |
| <i>Procedure B. Creating the CPI Salary Schedule</i> | 6 |
| <i>B1. Importing the CPI Salary Schedule</i> | 6 |
| <i>B2. Entering the CPI Salary Schedule Manually into PCGenesis</i> | 14 |

Overview

The PCGenesis salary schedule should correspond to the current calendar year's published *State Salary Schedule*. GaDOE Data Collections provides the current calendar year's published *State Salary Schedule* on the GaDOE website. Go to *Data Collections* link shown below:


<http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx>

Follow the link to *Certified/Classified Personnel Information (CPI)*, then go to *FY ccy CPI Resources* (where 'ccy' represents the current fiscal year), then go to *State Salary Schedule*.

The current year's salary schedule must exist in the PCGenesis CPI module before PCGenesis users attempt to create the *CPI Transmission File*.

This document provides the instructions to enter or to import the PCGenesis salary schedule from a .csv file. The *State Salary Schedule* import .csv file is located at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx>

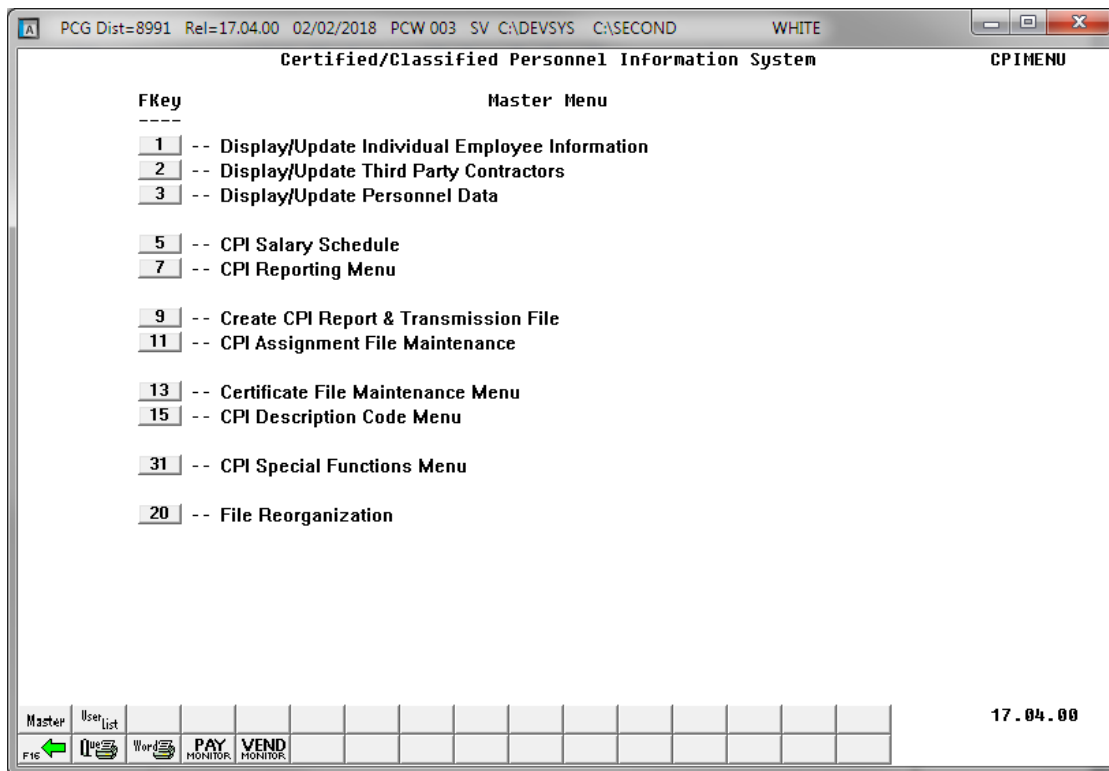
Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Topic 1: CPI Salary Schedule Processing

Procedure A. Verify the CPI Salary Schedule Exists

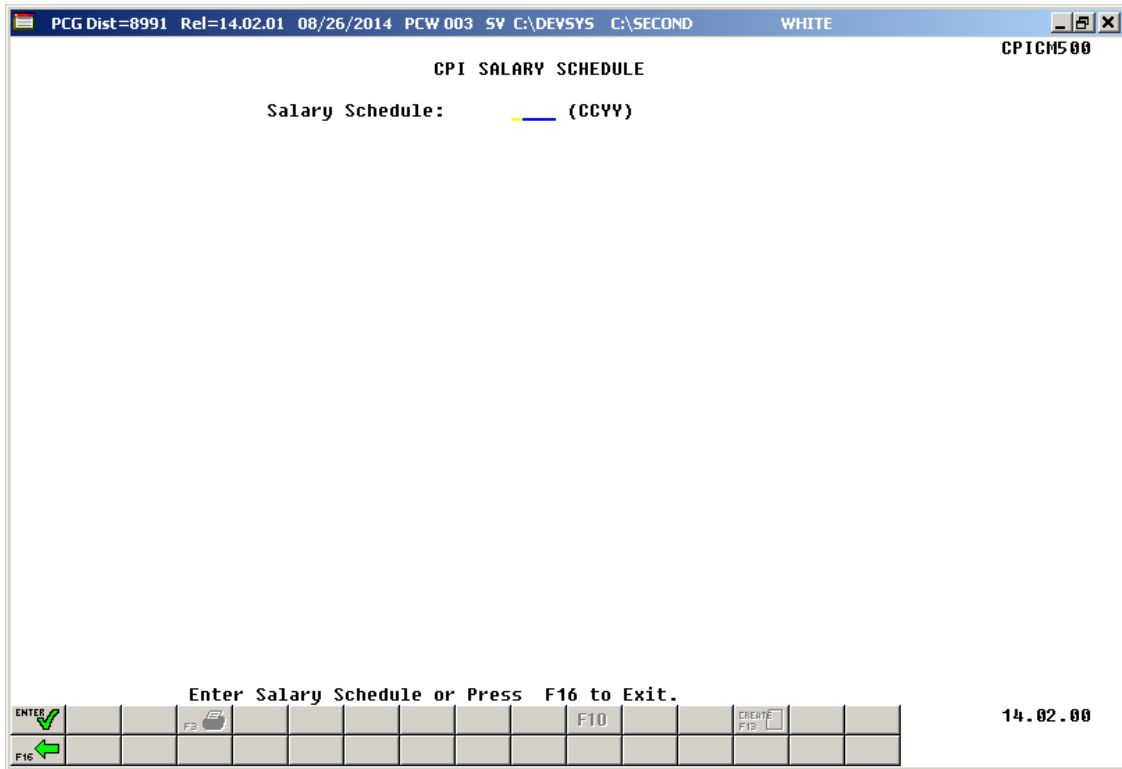
| Step | Action |
|------|---|
| 1 | From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System). |


The following screen displays:



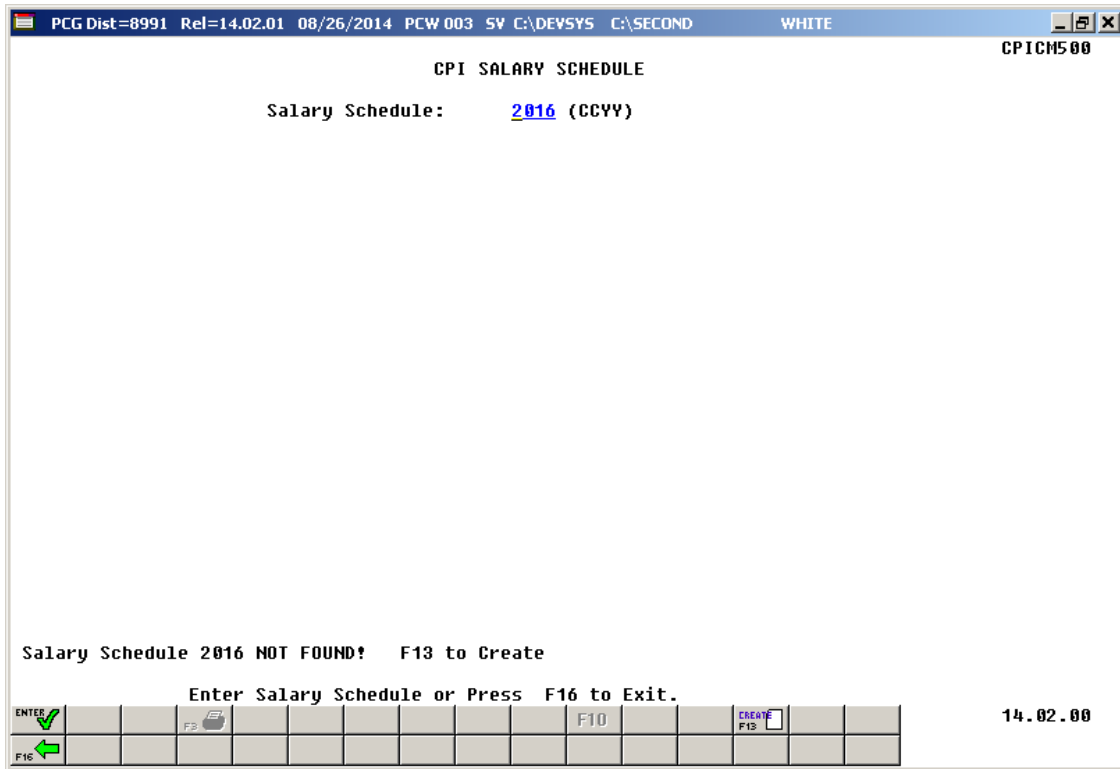
| Step | Action |
|------|---|
| 2 | Select 5 (F5 - CPI Salary Schedule). |

The following screen displays:

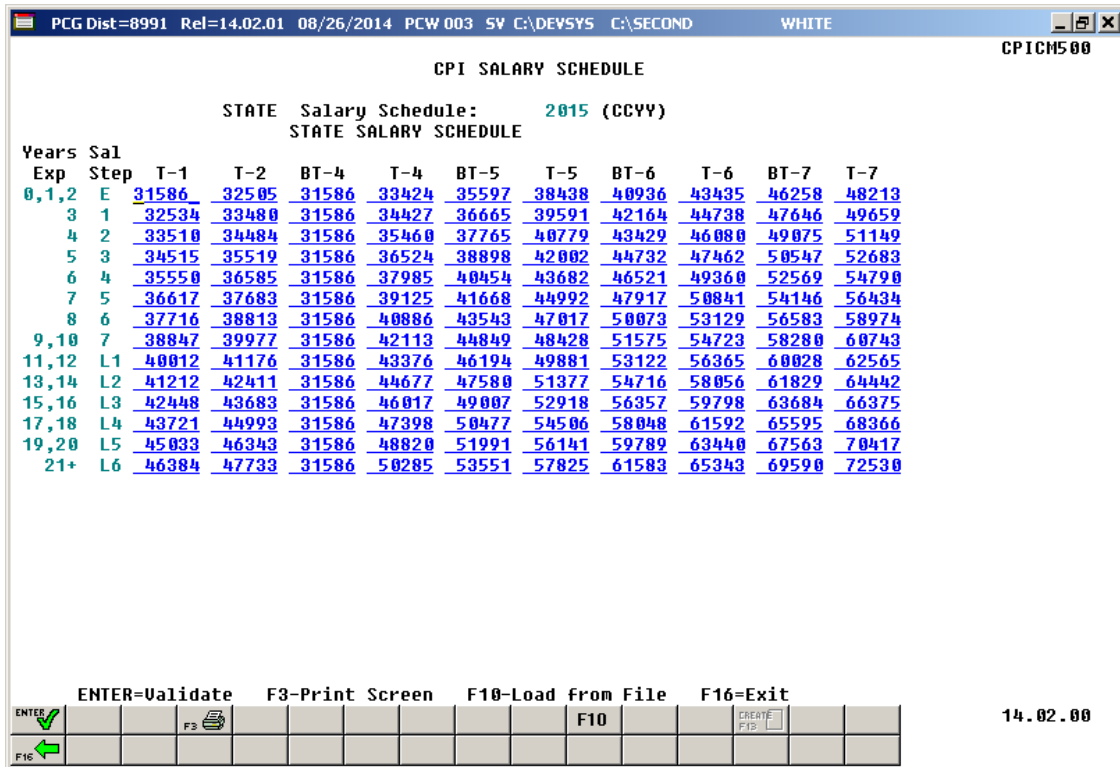






| Step | Action |
|------|---|
| 3 | Enter the 4-digit calendar year (CCYY) in the Salary Schedule field, and select  (Enter). |

If the salary schedule does not exist, the following screen displays:



If the salary schedule exists, the following screen displays:



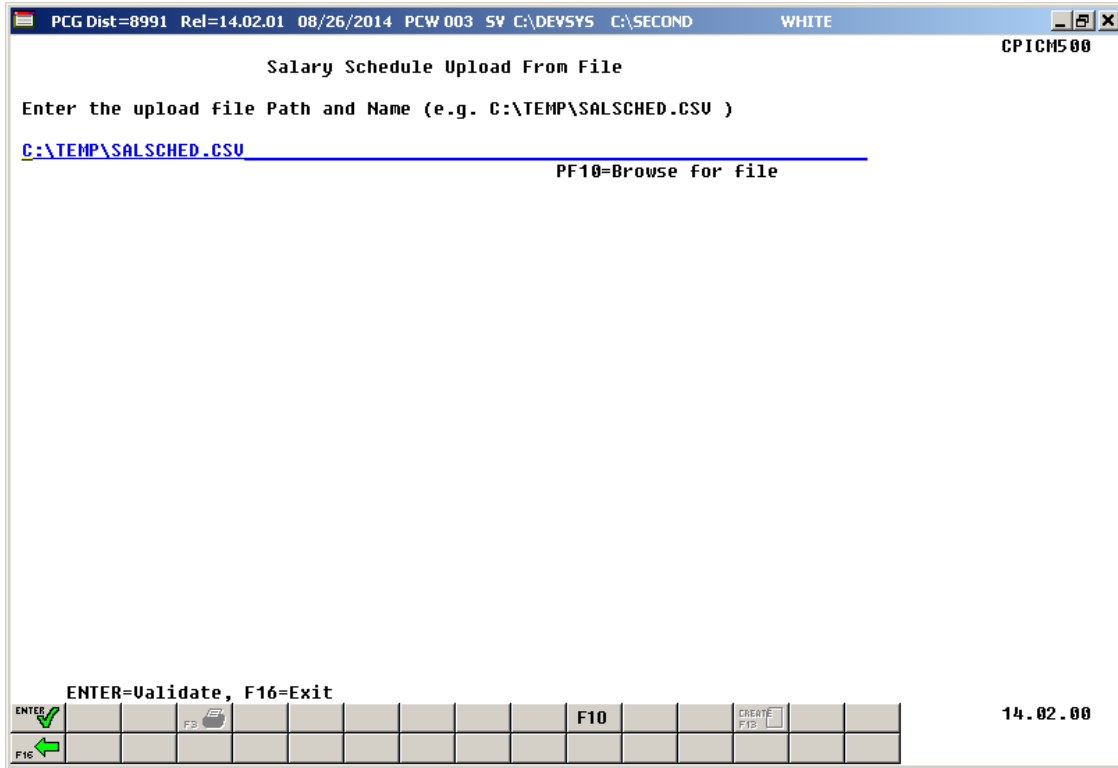
| Step | Action |
|------|--|
| 4 | <p>If the salary schedule exists: Verify the entry in the (STATE) Salary Schedule field has defaulted correctly, and using the <u>current</u> calendar year’s published <i>State Salary Schedule</i>, verify the information is correct. Select  (Enter) <u>twice</u>.</p> <p>If the information is incorrect, enter the correct information and select  (Enter) <u>twice</u>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |
| 5 | <p>If the salary schedule does not exist: Select  (F13 - to Create).</p> <p>To import the State Salary Schedule, proceed to <i>Procedure B1. Importing the CPI Salary Schedule</i>.</p> <p>To enter the State Salary Schedule manually, proceed to <i>Procedure B2. Entering the CPI Salary Schedule Manually into PCGenesis</i>.</p> |


Procedure B. Creating the CPI Salary Schedule

B1. Importing the CPI Salary Schedule

| Step | Action |
|------|---|
| 1 | Select F10 (F10 - Load from File). |

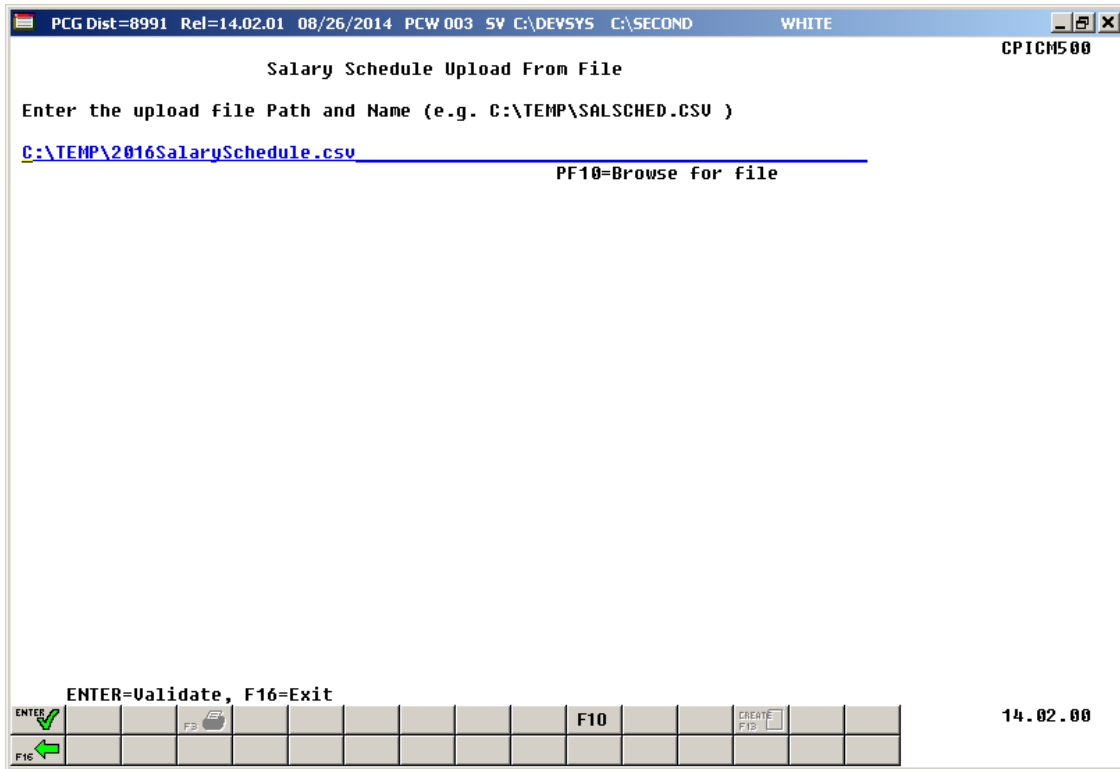
The following screen displays:



| Step | Action |
|------|--|
| 2 | Do not exit the <i>Salary Schedule Upload From File</i> screen. |
| 3 | Using the Web browser, access: http://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx |
| 4 | Select the <i>PCGenesis CPI Salary Schedule.csv File - CCYY</i> link, where <i>CCYY</i> is the appropriate fiscal year. |
| 5 | When the <i>File Download</i> dialog box displays, select <input type="button" value="Save"/> in response to the “Do you want to open or save this file?” message. <i>The dialog box displayed will vary based on the Web browser used. Regardless of the box displayed, or the instructions provided, select the option to <u>save the file</u>.</i> |
| 6 | Navigate to, and save the file with the C:\Temp file folder. <i>The C:\Temp file folder exists from a previous PCGenesis software installation.</i> |
| 7 | Select the drop-down selection icon  within the Save as type field, and select All Files . |
| 8 | Enter the filename, or verify the file is saved as <i>ccyySalarySchedule.csv</i> , where ‘ccyy’ is the current fiscal year, and select <input type="button" value="Save"/> (Save). |

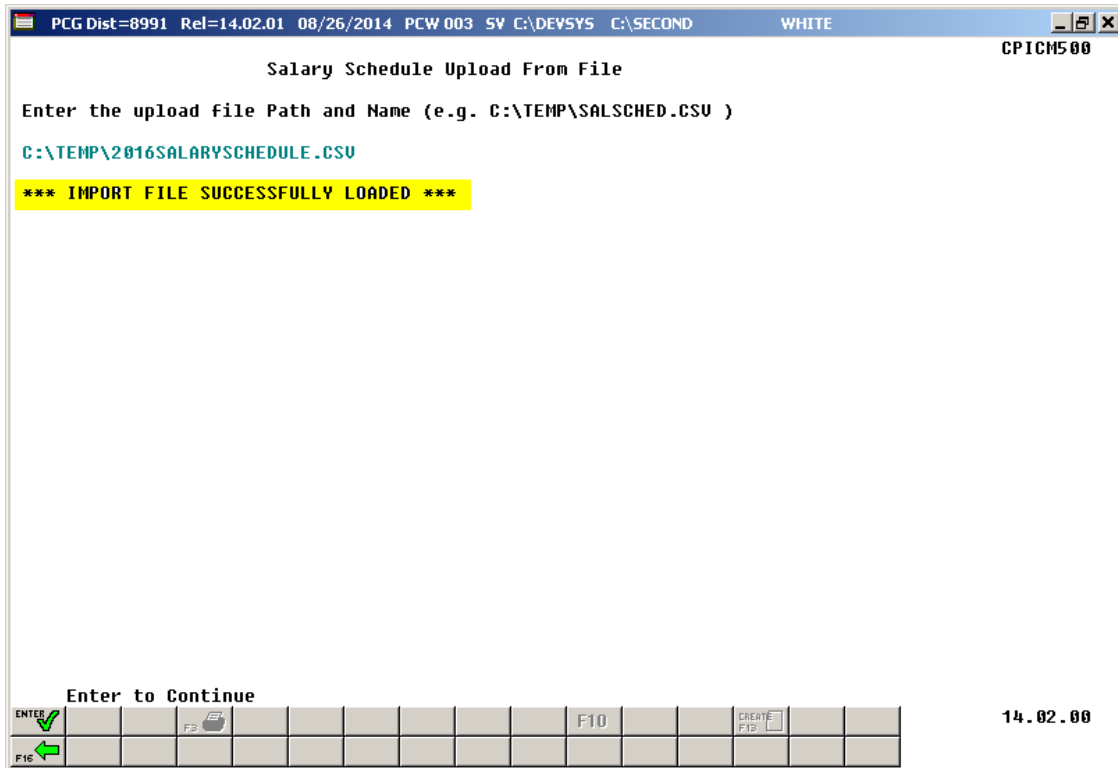
| Step | Action |
|------|----------------------|
| 9 | Return to PCGenesis. |

The following screen displays:

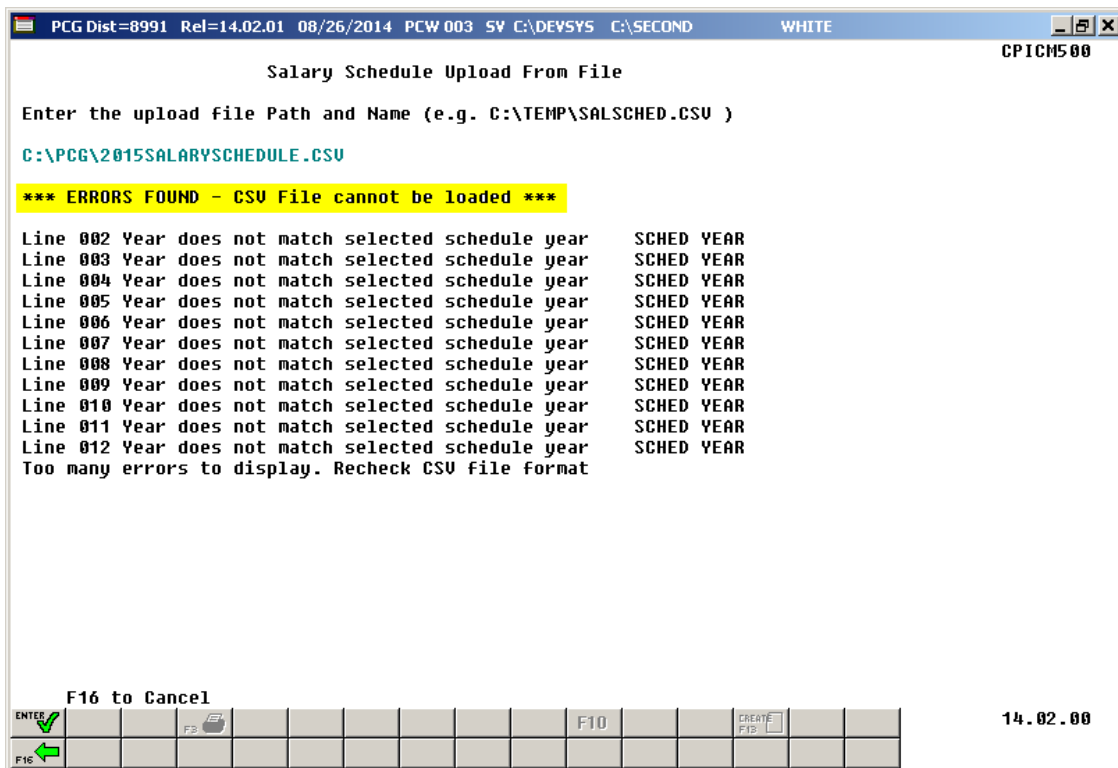




| Step | Action |
|------|--|
| 10 | <p>Verify the defaulting file and pathname in the Enter the upload file Path and Name field is C:\TEMP\ccyySalarySchedule.csv or select F10 (F10 - Browse for file) to locate the file manually.</p> <p><i>If the defaulting file/pathname is incorrect, enter the appropriate information in the field and proceed to Step 11, or select F10 (F10 - Browse for file) to locate the correct file and pathname.</i></p> |
| 11 | <p>Select ENTER (Enter) <u>twice</u>.</p> <p><i>When selecting ENTER (Enter), PCGenesis automatically verifies the file's location and scans each line of the file for invalid characters and data values that are too large. PCGenesis also ensures the file contains the correct number of schedule lines.</i></p> |

For successful file imports, the following screen displays:

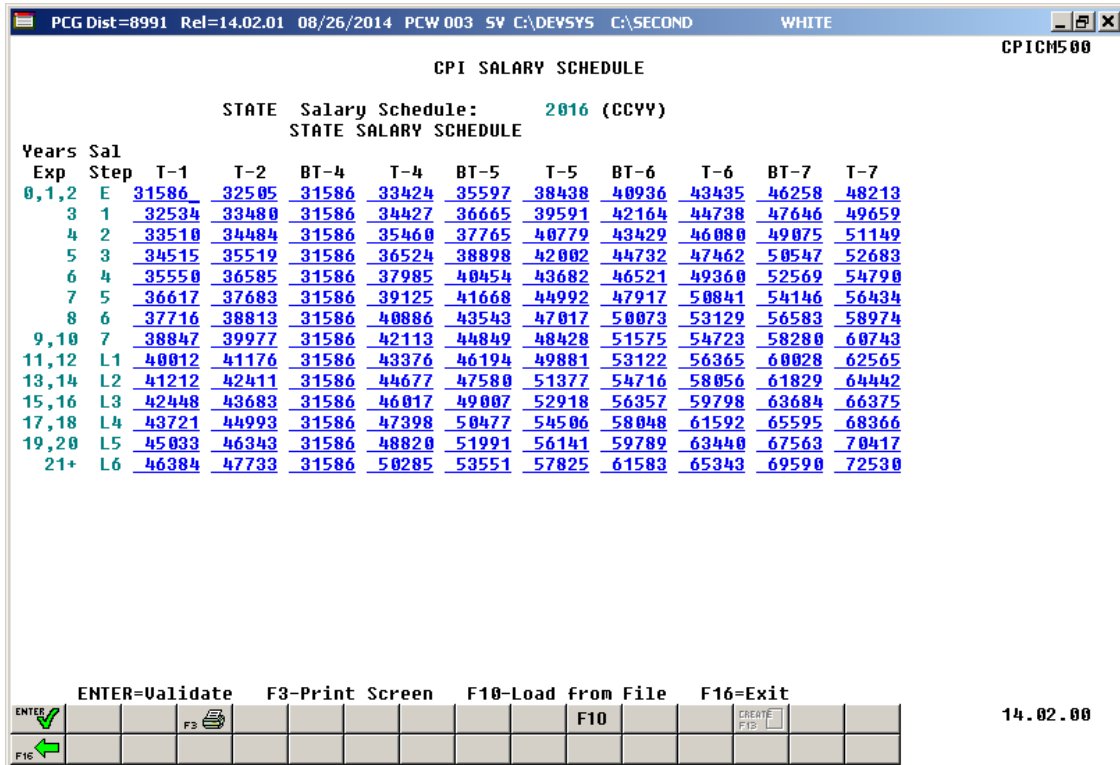


The following screen is an example of an error message screen:



| Step | Action |
|------|---|
| 12 | <p>For successful file imports: Verify the “***Import File Successfully Loaded***” message displays, select  (Enter) and proceed to Step 13.</p> <p>For unsuccessful file imports: Errors display when there are incorrect file selections, and/or if the import file’s year or file layout does not match. Select  (F16 - to Cancel) to return to the <i>Certified/Classified Personnel Information Master Menu</i>, and correct the errors displayed. Return to Step 1 of this procedure to repeat the file’s import.</p> |

The following screen displays if there are no errors:





CPI SALARY SCHEDULE

STATE Salary Schedule: 2016 (CCYY)
STATE SALARY SCHEDULE

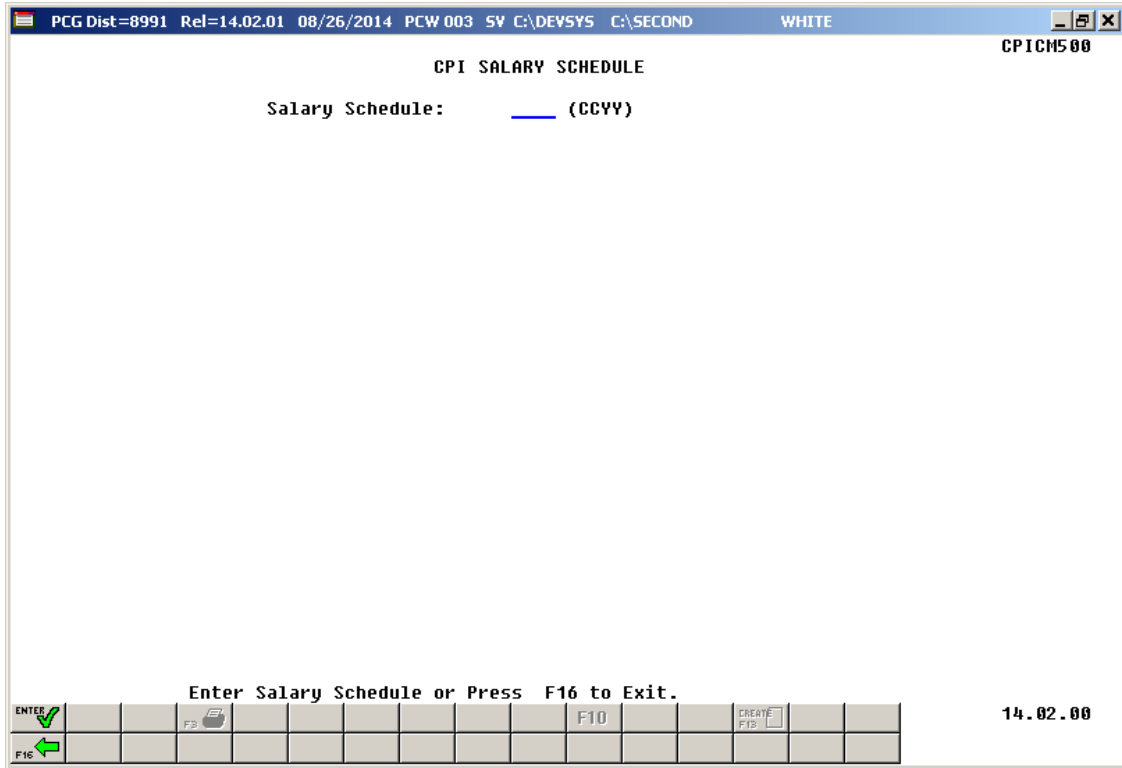
| Years Exp | Sal Step | T-1 | T-2 | BT-4 | T-4 | BT-5 | T-5 | BT-6 | T-6 | BT-7 | T-7 |
|-----------|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 0,1,2 | E | 31586 | 32505 | 31586 | 33424 | 35597 | 38438 | 40936 | 43435 | 46258 | 48213 |
| 3 | 1 | 32534 | 33480 | 31586 | 34427 | 36665 | 39591 | 42164 | 44738 | 47646 | 49659 |
| 4 | 2 | 33510 | 34484 | 31586 | 35460 | 37765 | 40779 | 43429 | 46080 | 49075 | 51149 |
| 5 | 3 | 34515 | 35519 | 31586 | 36524 | 38898 | 42002 | 44732 | 47462 | 50547 | 52683 |
| 6 | 4 | 35550 | 36585 | 31586 | 37985 | 40454 | 43682 | 46521 | 49360 | 52569 | 54790 |
| 7 | 5 | 36617 | 37683 | 31586 | 39125 | 41668 | 44992 | 47917 | 50841 | 54146 | 56434 |
| 8 | 6 | 37716 | 38813 | 31586 | 40886 | 43543 | 47017 | 50073 | 53129 | 56583 | 58974 |
| 9,10 | 7 | 38847 | 39977 | 31586 | 42113 | 44849 | 48428 | 51575 | 54723 | 58280 | 60743 |
| 11,12 | L1 | 40012 | 41176 | 31586 | 43376 | 46194 | 49881 | 53122 | 56365 | 60028 | 62565 |
| 13,14 | L2 | 41212 | 42411 | 31586 | 44677 | 47580 | 51377 | 54716 | 58056 | 61829 | 64442 |
| 15,16 | L3 | 42448 | 43683 | 31586 | 46017 | 49007 | 52918 | 56357 | 59798 | 63684 | 66375 |
| 17,18 | L4 | 43721 | 44993 | 31586 | 47398 | 50477 | 54506 | 58048 | 61592 | 65595 | 68366 |
| 19,20 | L5 | 45033 | 46343 | 31586 | 48820 | 51991 | 56141 | 59789 | 63440 | 67563 | 70417 |
| 21+ | L6 | 46384 | 47733 | 31586 | 50285 | 53551 | 57825 | 61583 | 65343 | 69590 | 72530 |


ENTER=Validate F3-Print Screen F10-Load from File F16=Exit

14.02.00

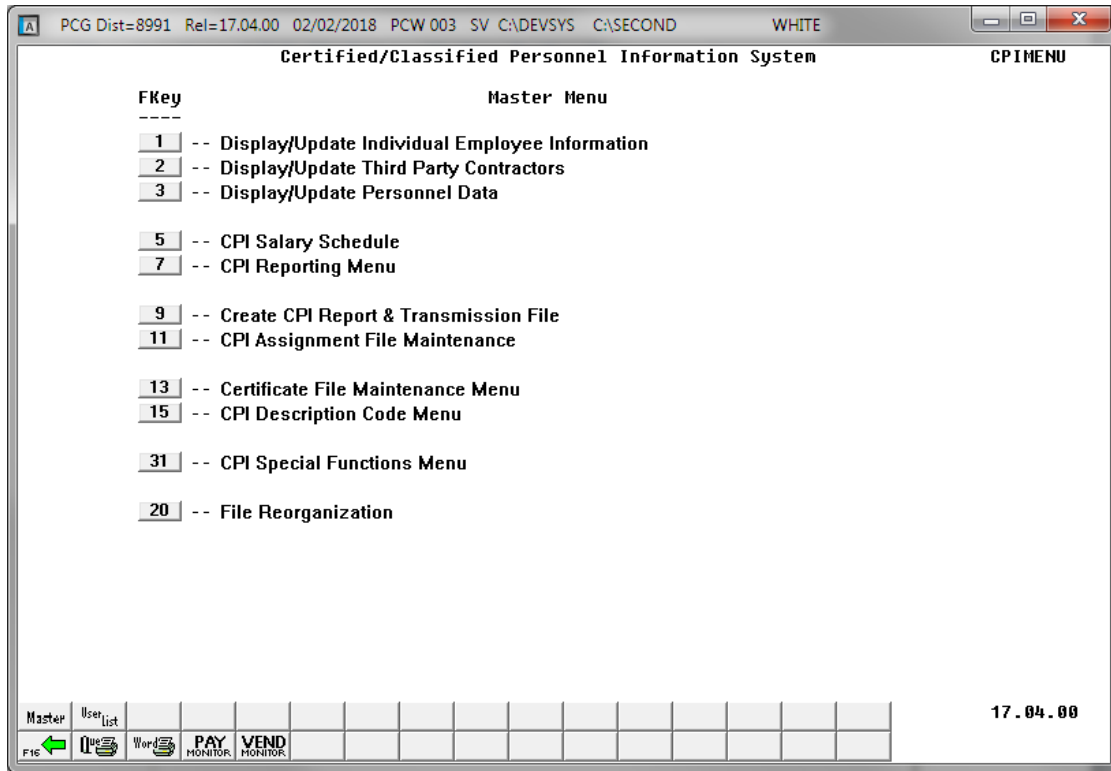
| Step | Action |
|------------------|---|
| <p>13</p> | <p>Verify the screen's entries are correct.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> <p>GaDOE Data Collections provides the current calendar year's published <i>State Salary Schedule</i> on the GaDOE website. Go to <i>Data Collections</i> link shown below:</p> <p>http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx</p> <p>Follow the link to <i>Certified/Classified Personnel Information (CPI)</i>, then go to <i>FY ccyy CPI Resources</i> (where 'ccyy' represents the current fiscal year), then go to <i>State Salary Schedule</i>.</p> <p><i>It is imperative that PCGenesis users verify the screen's entries against the State Salary Schedule indicated. When the information is incorrect, make the appropriate changes.</i></p> |
| <p>14</p> | <p>Select  (Enter) <u>twice</u>.</p> |




The following screen displays:




| Step | Action |
|------|--|
| 15 | Select  (F16 - to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> . |

The following screen displays:



| Step | Action |
|------|--|
| 16 | Select  (F16 - Exit) to return to the <i>Business Applications Master Menu</i> . |
| 17 | <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |

B2. Entering the CPI Salary Schedule Manually into PCGenesis



| Step | Action |
|------|--|
| 1 | <p>Verify the entry in the STATE Salary Schedule field has defaulted correctly.</p> <p>If the information is incorrect, select  (F16) to enter the correct information.</p> |
| 2 | <p>Make the appropriate entries in the fields.</p> <p>GaDOE Data Collections provides the current calendar year’s published <i>State Salary Schedule</i> on the GaDOE website. Go to <i>Data Collections</i> link shown below:</p> <p>http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx</p> <p>Follow the link to <i>Certified/Classified Personnel Information (CPI)</i>, then go to <i>FY ccy CPI Resources</i> (where ‘ccy’ represents the current fiscal year), then go to <i>State Salary Schedule</i>.</p> <p>It is imperative that PCGenesis users verify the screen’s entries against the State Salary Schedule indicated. When the information is incorrect, make the appropriate changes.</p> |

The following screen displays:

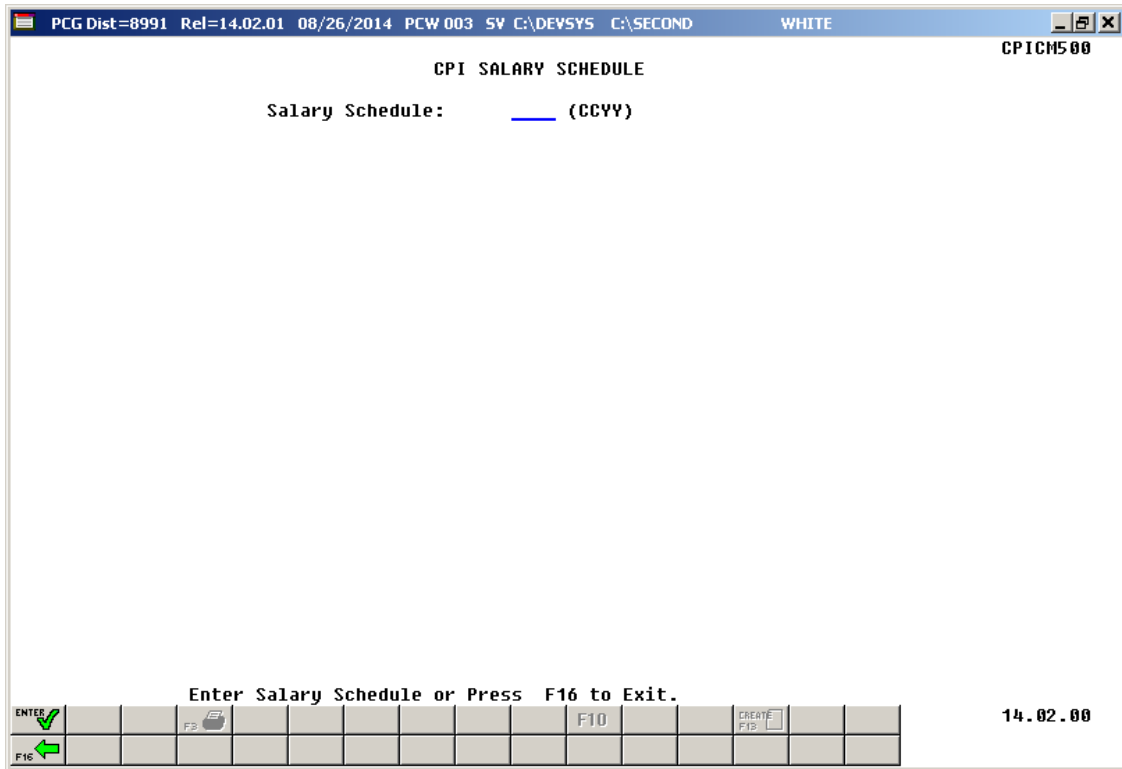
| CPI SALARY SCHEDULE | | | | | | | | | | | |
|------------------------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| STATE Salary Schedule: 2016 (CCYY) | | | | | | | | | | | |
| STATE SALARY SCHEDULE | | | | | | | | | | | |
| Years | Sal | | | | | | | | | | |
| 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 | 31586 | 32505 | 31586 | 33424 | 35597 | 38438 | 40936 | 43435 | 46258 | 48213 |
| 3 | 1 | 32534 | 33480 | 31586 | 34427 | 36665 | 39591 | 42164 | 44738 | 47646 | 49659 |
| 4 | 2 | 33510 | 34484 | 31586 | 35460 | 37765 | 40779 | 43429 | 46080 | 49075 | 51149 |
| 5 | 3 | 34515 | 35519 | 31586 | 36524 | 38898 | 42002 | 44732 | 47462 | 50547 | 52683 |
| 6 | 4 | 35550 | 36585 | 31586 | 37985 | 40454 | 43682 | 46521 | 49360 | 52569 | 54790 |
| 7 | 5 | 36617 | 37683 | 31586 | 39125 | 41668 | 44992 | 47917 | 50841 | 54146 | 56434 |
| 8 | 6 | 37716 | 38813 | 31586 | 40886 | 43543 | 47017 | 50073 | 53129 | 56583 | 58974 |
| 9,10 | 7 | 38847 | 39977 | 31586 | 42113 | 44849 | 48428 | 51575 | 54723 | 58280 | 60743 |
| 11,12 | L1 | 40012 | 41176 | 31586 | 43376 | 46194 | 49881 | 53122 | 56365 | 60028 | 62565 |
| 13,14 | L2 | 41212 | 42411 | 31586 | 44677 | 47580 | 51377 | 54716 | 58056 | 61829 | 64442 |
| 15,16 | L3 | 42448 | 43683 | 31586 | 46017 | 49007 | 52918 | 56357 | 59798 | 63684 | 66375 |
| 17,18 | L4 | 43721 | 44993 | 31586 | 47398 | 50477 | 54506 | 58048 | 61592 | 65595 | 68366 |
| 19,20 | L5 | 45033 | 46343 | 31586 | 48820 | 51991 | 56141 | 59789 | 63440 | 67563 | 70417 |
| 21+ | L6 | 46384 | 47733 | 31586 | 50285 | 53551 | 57825 | 61583 | 65343 | 69590 | 72530 |


ENTER=Validate F3-Print Screen F10-Load from File F16=Exit

14.02.00

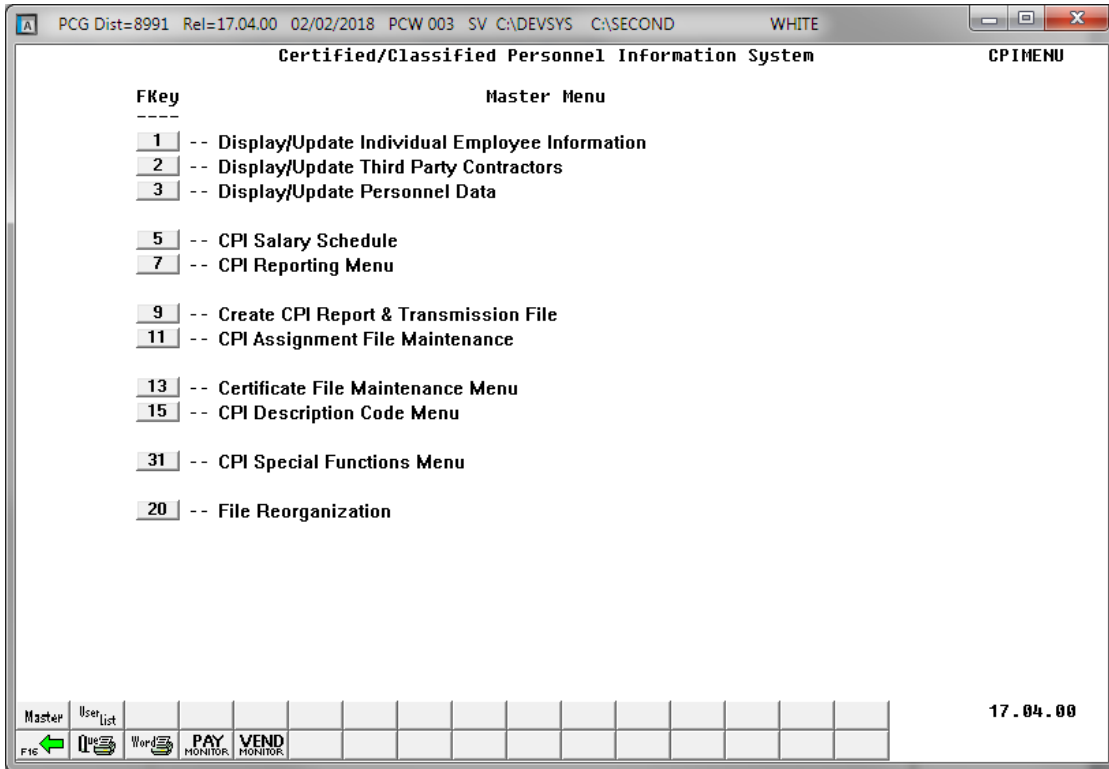
| Step | Action |
|------|--|
| 3 | <p>Select  (Enter) <u>twice</u>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |

The following screen displays:



| Step | Action |
|------|--|
| 4 | Select  (F16 - to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> . |

The following screen displays:



| Step | Action |
|------|--|
| 5 | Continue CPI processing as normal, or select <input type="button" value="Master"/> (Master) to return to the <i>Business Applications Master Menu</i> . |