



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

9/25/2020

Section H: CPI Description Code
Maintenance, V2.5

Revision History

Date	Version	Description	Author
9/25/2020	2.5	20.03.00 – Delete outdated link to Data Collections web page.	D. Ochala
02/02/2018	2.4	15.04.00 - Updated menu screenshots.	D. Ochala
02/04/2016	2.3	15.04.00 - Updated <i>Topic 6: Uploading Description Codes</i> .	D. Ochala
06/13/2013	2.2	13.02.00 - Added <i>Topic 6: Uploading Description Codes</i> .	D. Ochala
03/31/2009	2.1	Section title changed to “ <i>Section H</i> ”.	C. W. Jones
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Overview

Maintaining CPI description codes includes adding, updating, uploading, and displaying the *Description* codes, and printing the *CPI Description File Listing*.

PCGenesis contains the following types of description codes:

- Certificate Type

As the Professional Standards Commission (PSC) no longer issues Provisional certifications, but instead bases employee pay on Professional-Renewable and Non Renewable certifications, PCGenesis no longer requires the description code's final character to be 'B' (Provisional) or 'T' (Teaching). The agency bases Professional-Renewable certificate salaries on the Professional salary scale, and bases Nonrenewable certificate salaries on the Provisional salary scale.

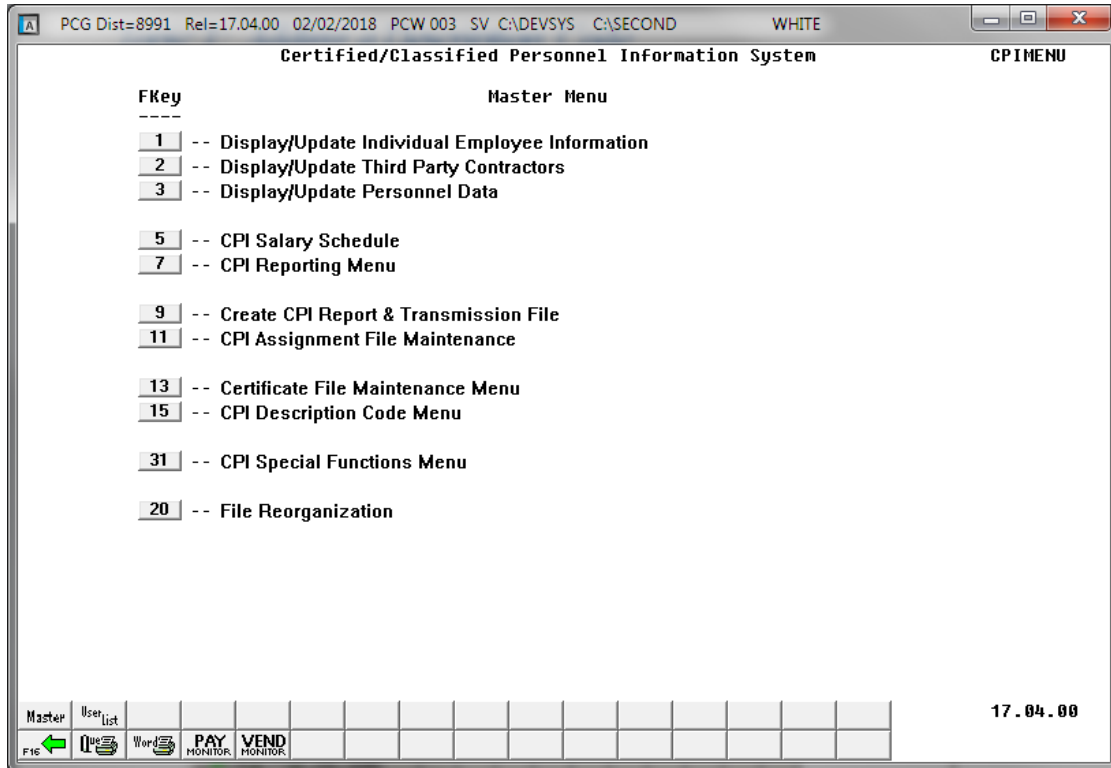
- Job
- Certificate Field
- Secondary Fund
- Infield Status
- Subject Matter
- Certificate Level

Although the screenshot examples apply to Certificate Type codes, these instructions also apply to the remaining description codes.

Topic 1: Adding a Description Code

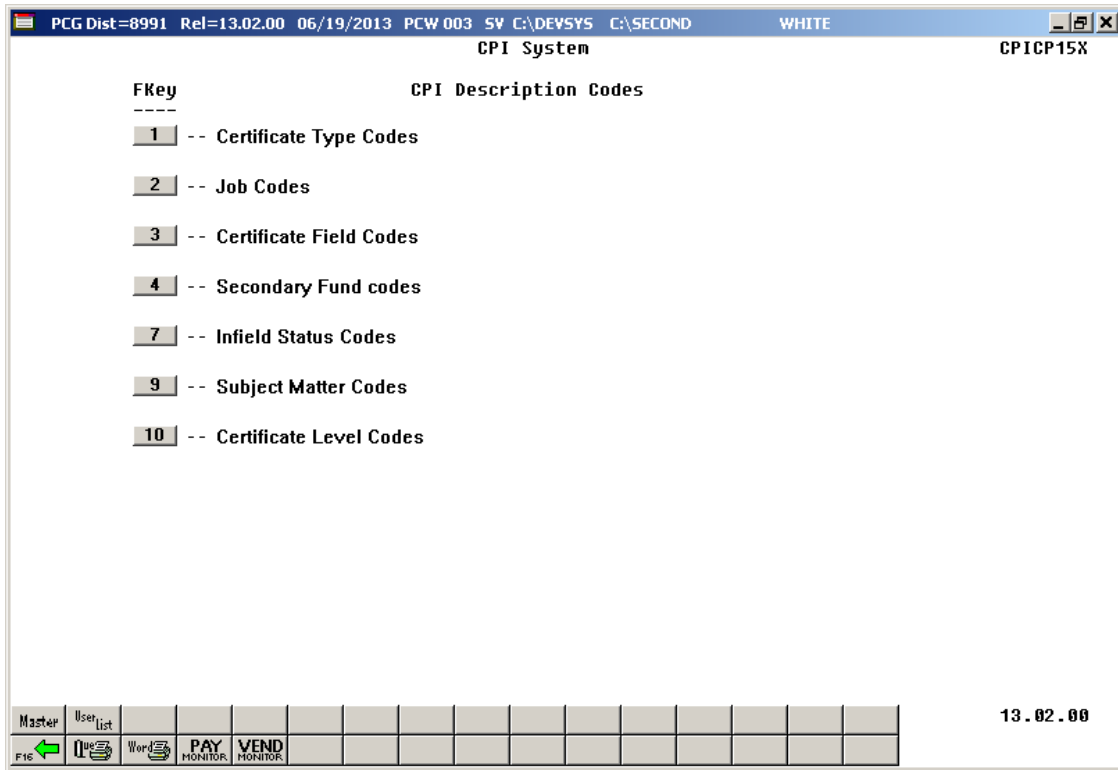
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



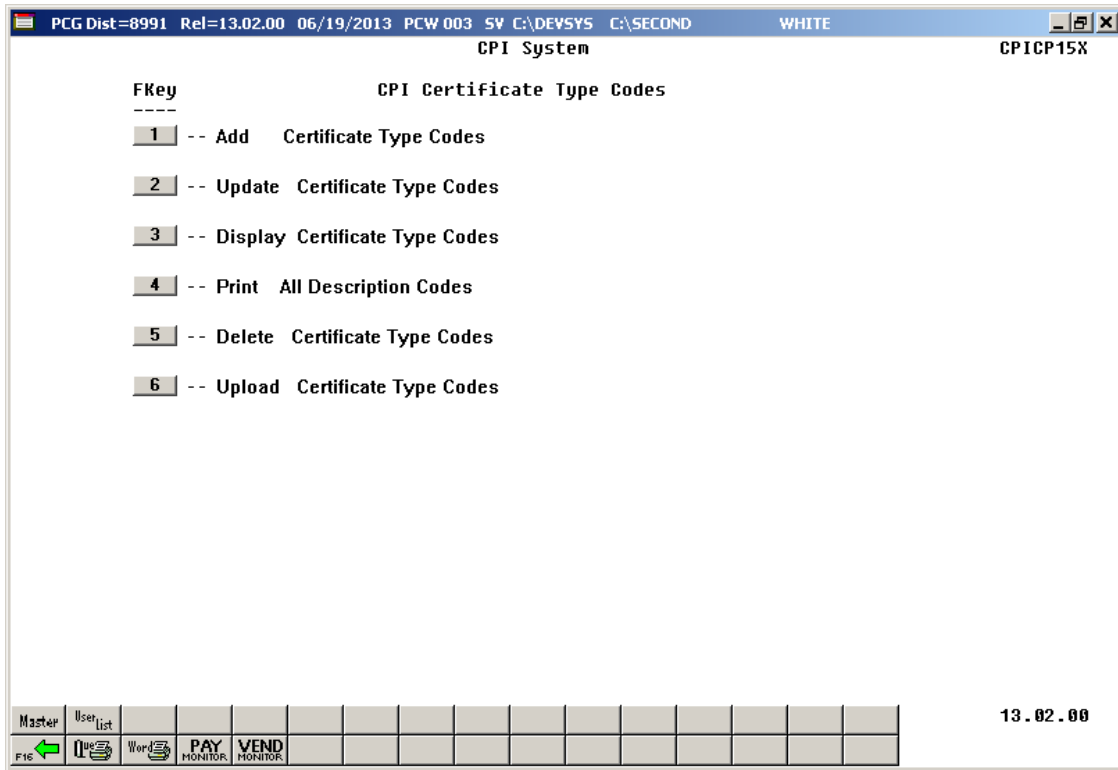
Step	Action
2	Select 15 (F15 - CPI Description Code Menu).

The following screen displays:



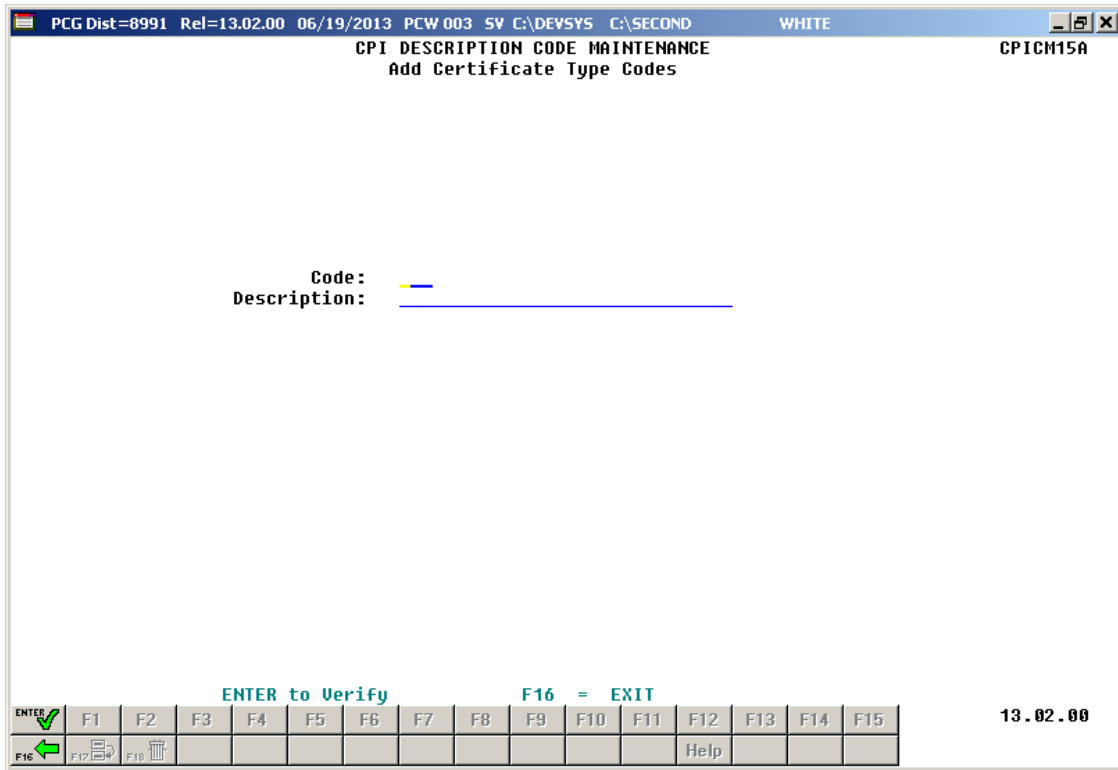
Step	Action
3	Select the appropriate Function key : <ul style="list-style-type: none"> F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes F7 – Infield Status Codes F9 – Subject Matter Codes F10 – Certificate Level Codes



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



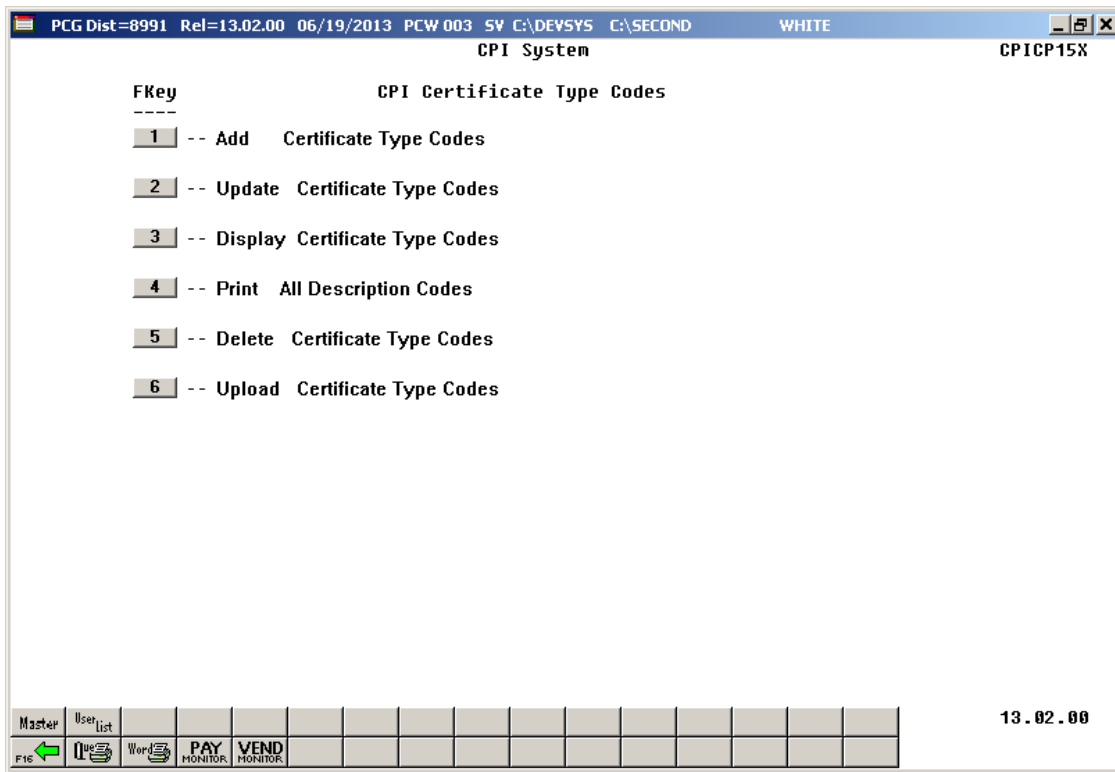
Step	Action
4	Select 1 (F1 - Add Certificate Type Codes).



The following screen displays:



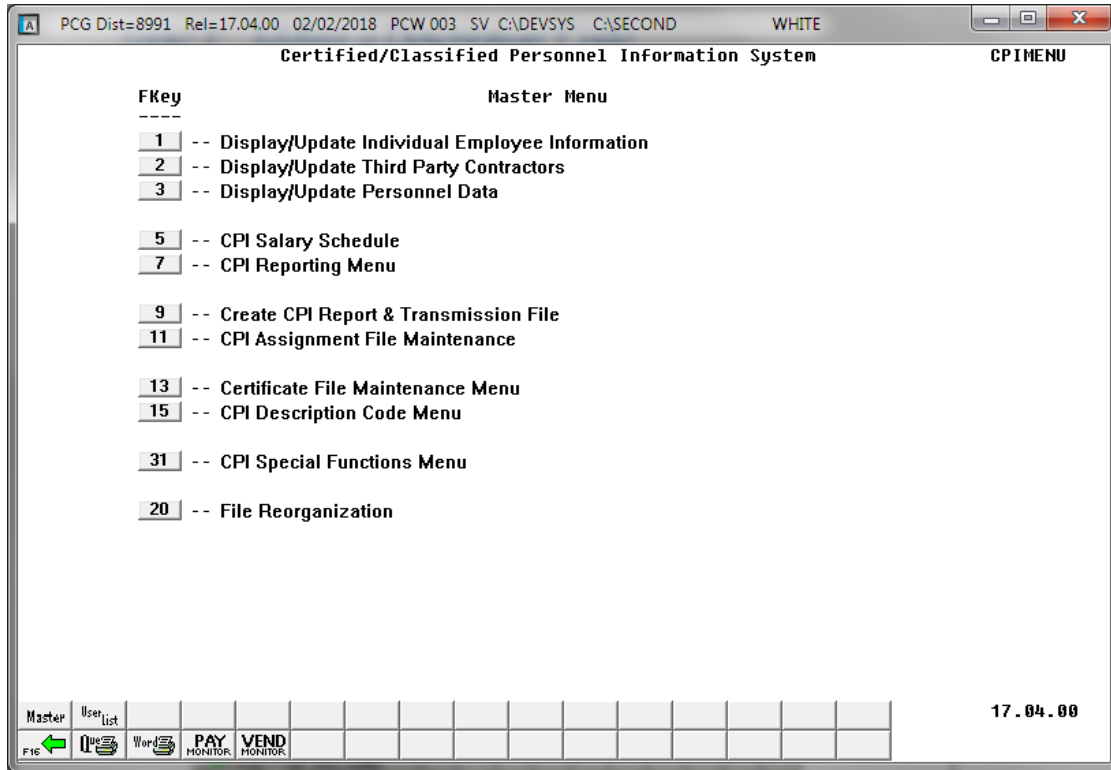
Step	Action
5	Enter the description code in the Code field. <i>Subject Matter codes may contain alphanumeric entries.</i>
6	Enter the code's description, up to thirty (30) characters, in the Description field. <i>For Job Codes: In the thirtieth (30th) position of the "Description" field, enter Y (Certificate required) or N (Certificate not required) to define the certification requirements.</i>
7	Select  (Enter) twice. <i>The CPI Description Code Menu redisplay.</i>
8	For additional Description code entries: Repeat this procedure beginning at <i>Step 5</i> . If there are no additional Description code entries: Select  (F16 - Exit) to return to the <i>CPI Certificate Type Codes Menu</i> .

The following screen displays:



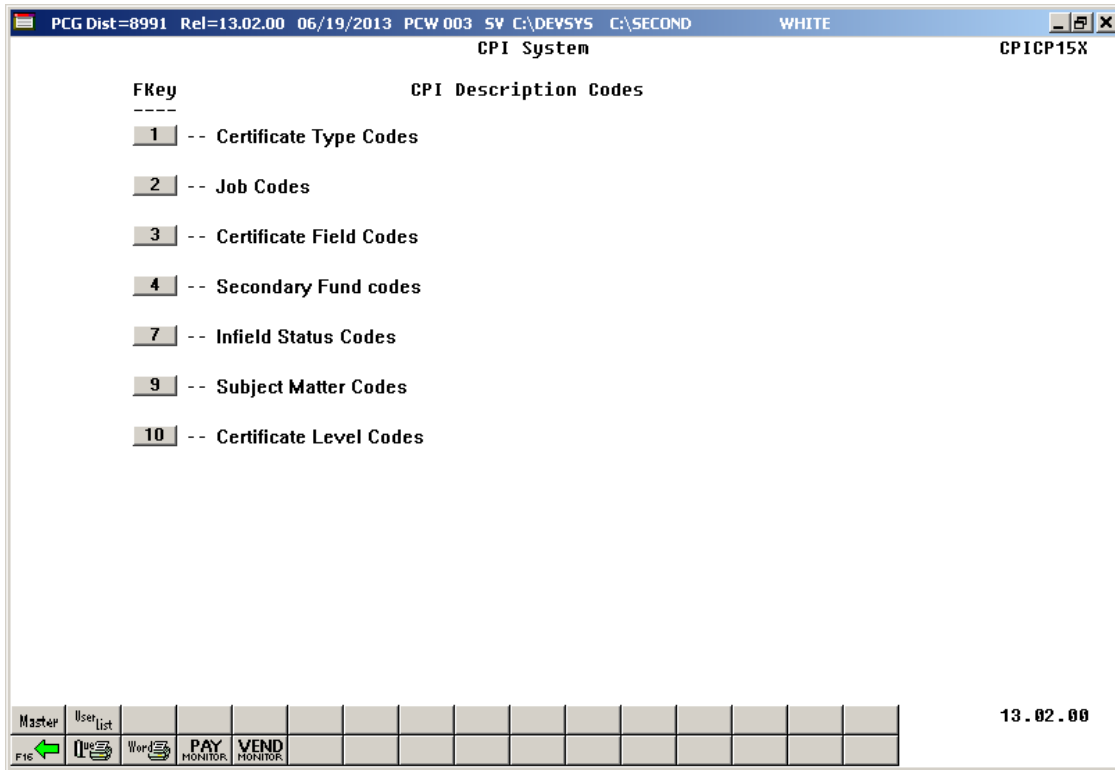
Step	Action
9	Select  (F16 - Exit) to return to the <i>CPI Description Field Codes Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 2: Updating a Description Code



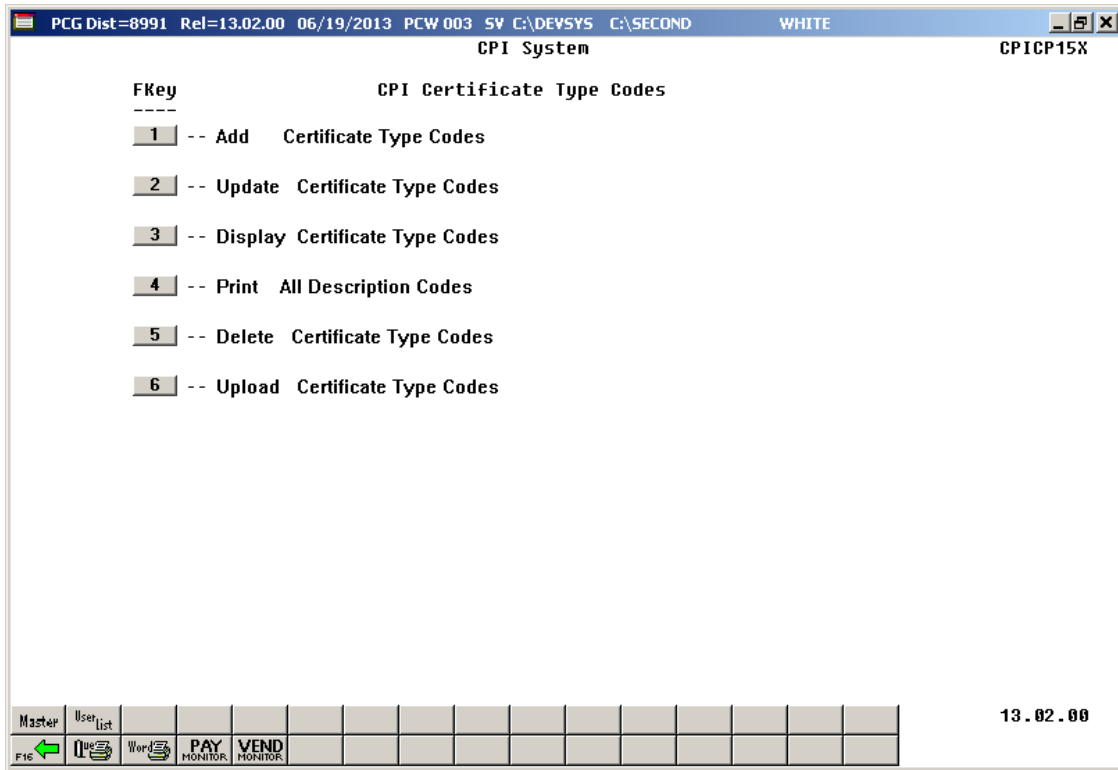
Step	Action
1	Select 15 (F15 - CPI Description Code Menu).

The following screen displays:



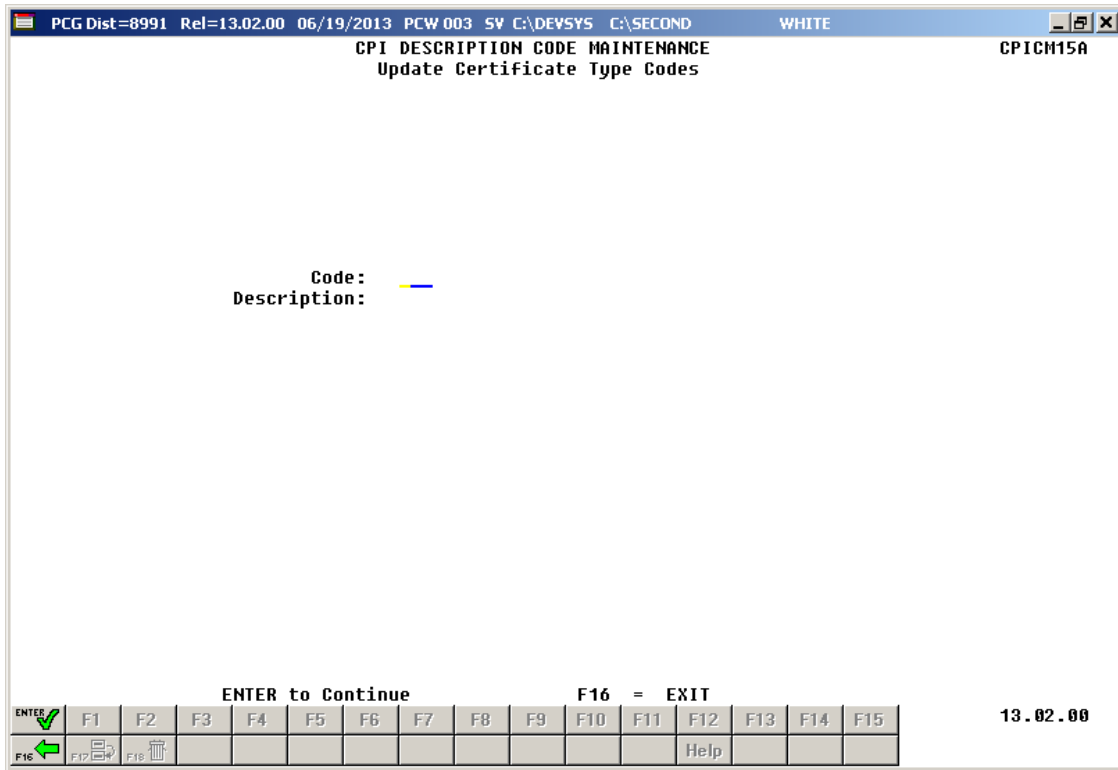
Step	Action
2	Select the appropriate Function key : <ul style="list-style-type: none"> 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 7 F7 – Infield Status Codes 9 F9 – Subject Matter Codes 10 F10 – Certificate Level Codes


For **Step 2 - F1** selections, the following screen displays:



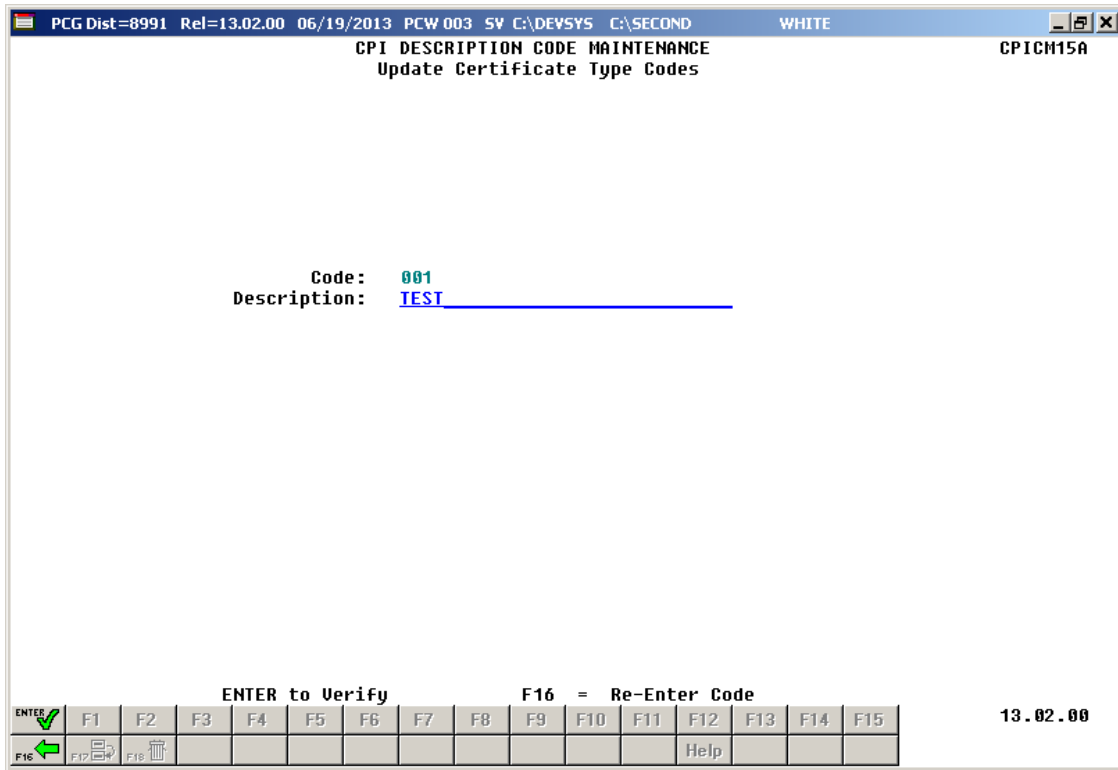
Step	Action
3	Select 2 (F2 - Update Certificate Type Codes).

The following screen displays:



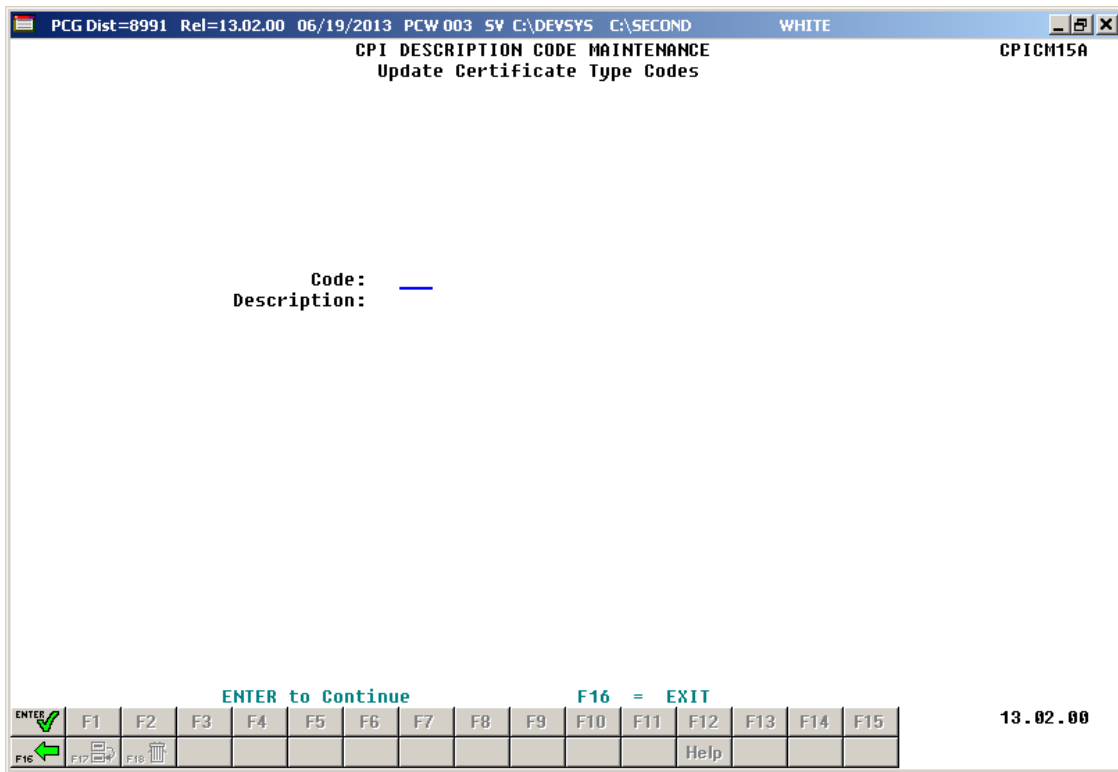
Step	Action
4	Enter the description code in the Code field and select  (Enter). <i>Subject Matter codes may contain alphanumeric entries.</i>


The following screen displays:



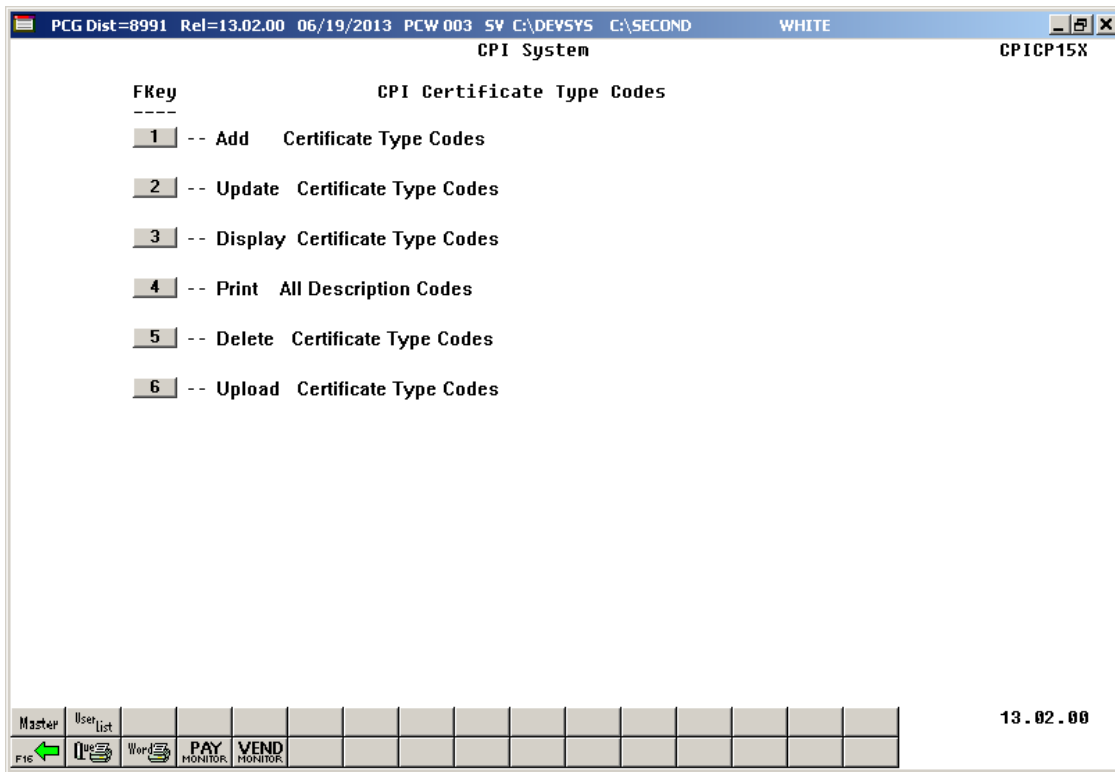
Step	Action
5	Make the appropriate modifications in the Description field, and select  (Enter) <u>twice</u> .



The following screen displays:



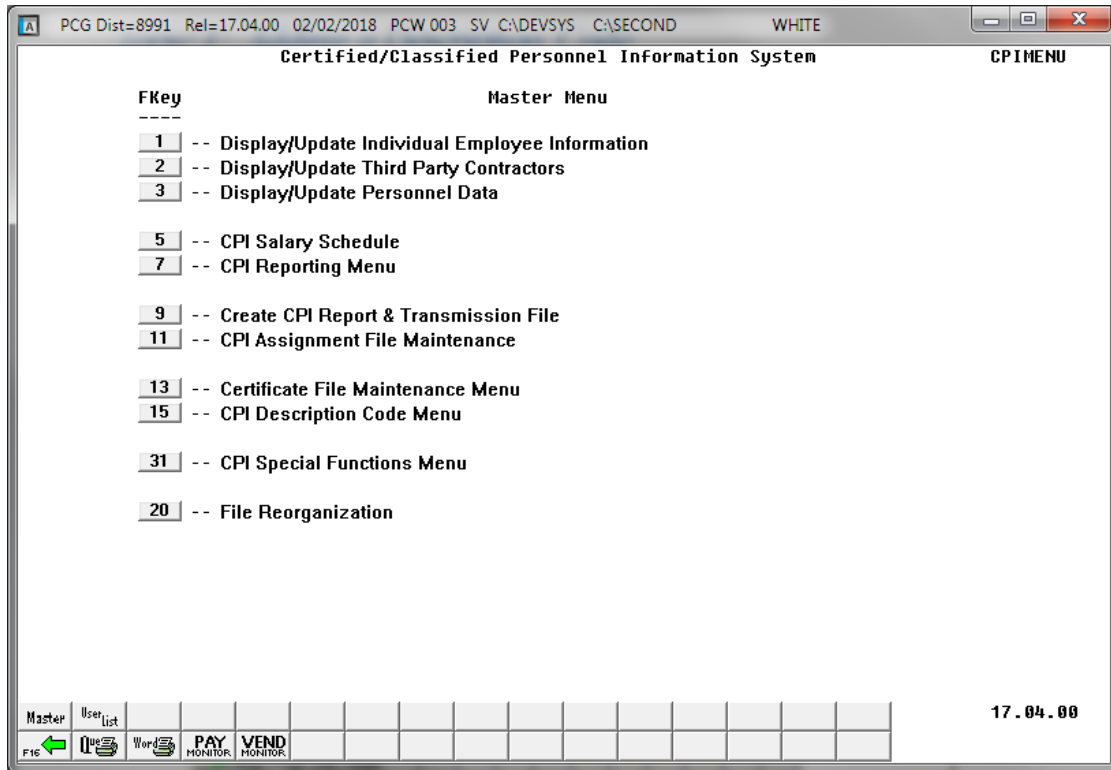
Step	Action
6	Select  (F16 - Exit) to return to the <i>CPI System – CPI Certificate Type Codes Menu</i> .

The following screen displays:



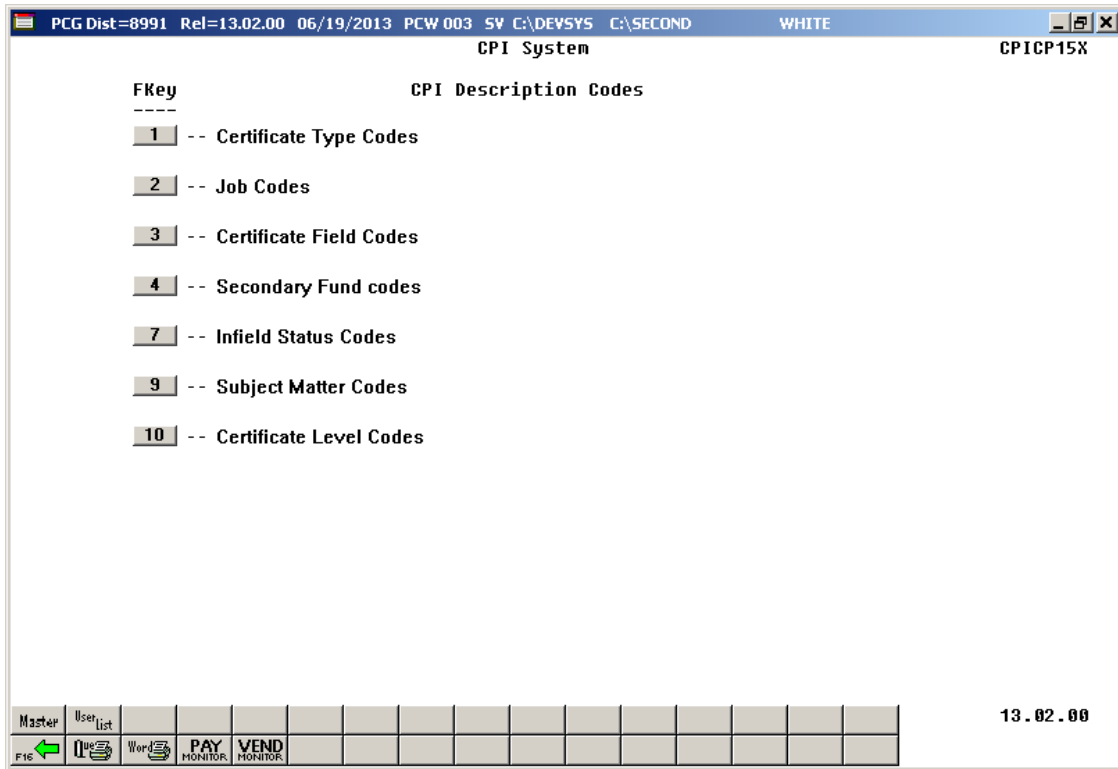
Step	Action
7	Select  (F16 - Exit) to return to the <i>CPI Description Field Codes Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 3: Displaying a Description Code



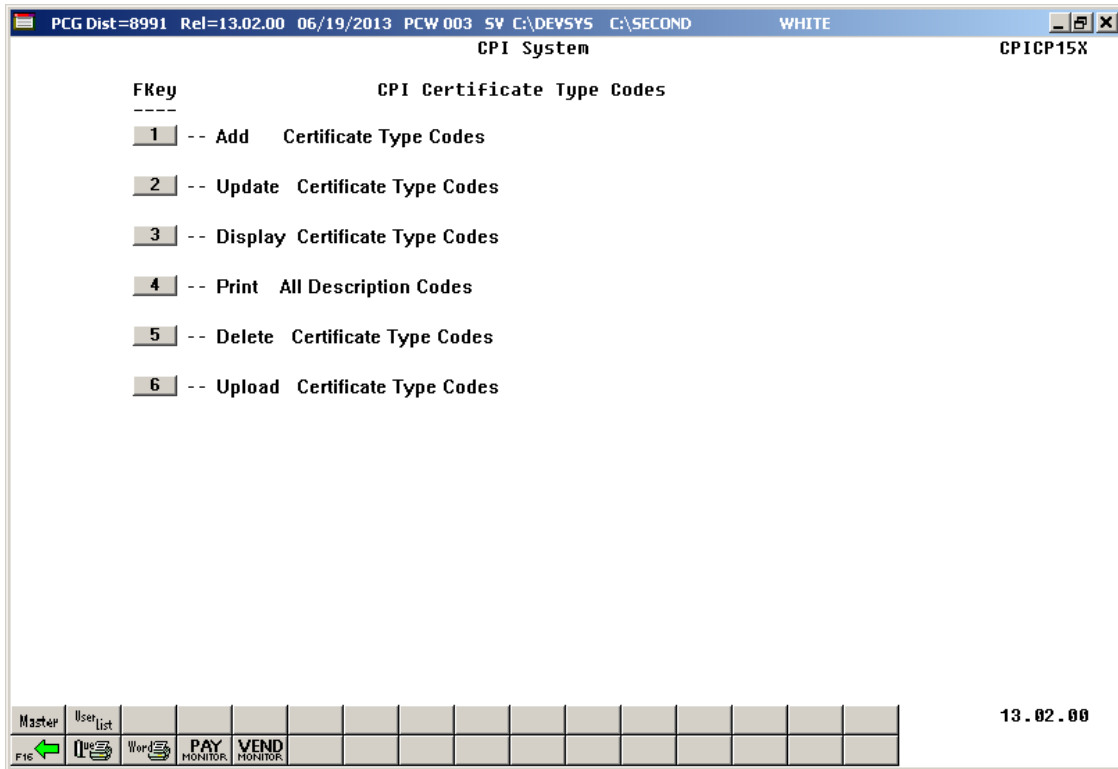
Step	Action
1	Select 15 (F15 - CPI Description Code Menu).

The following screen displays:



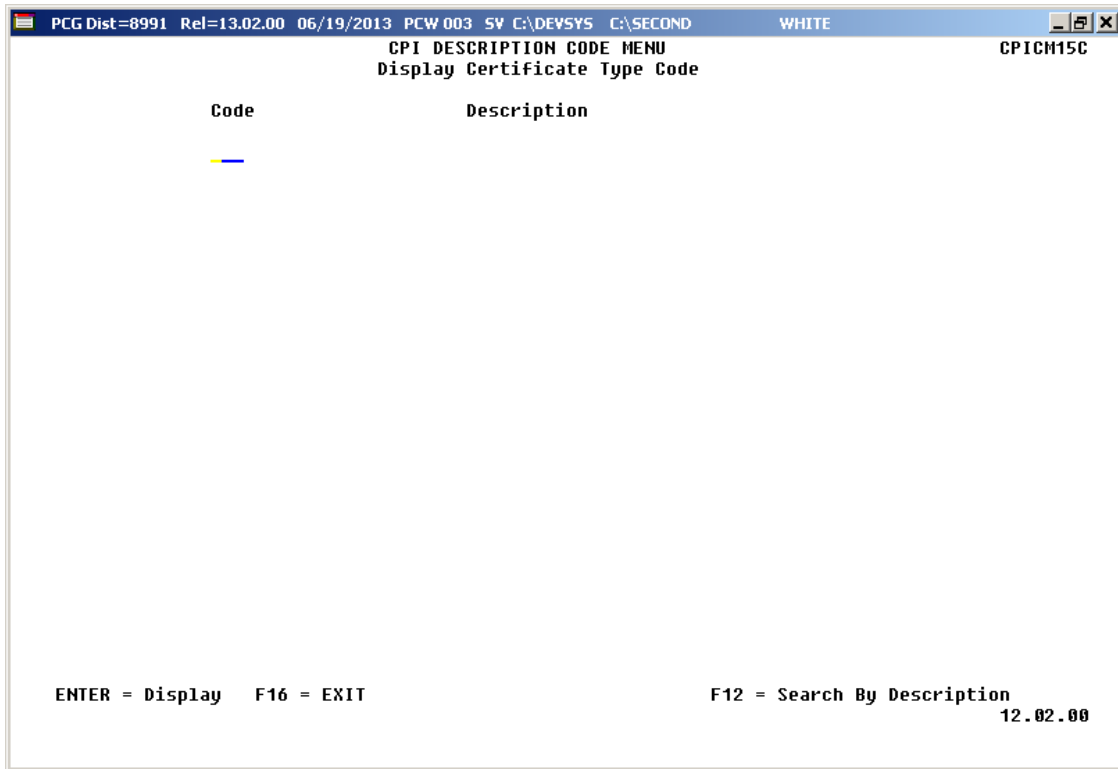
Step	Action
2	<p>Select the appropriate Function key:</p> <ul style="list-style-type: none"> 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 7 F7 – Infield Status Codes 9 F9 – Subject Matter Codes 10 F10 – Certificate Level Codes

For **Step 2 - F1** selections, the following screen displays:



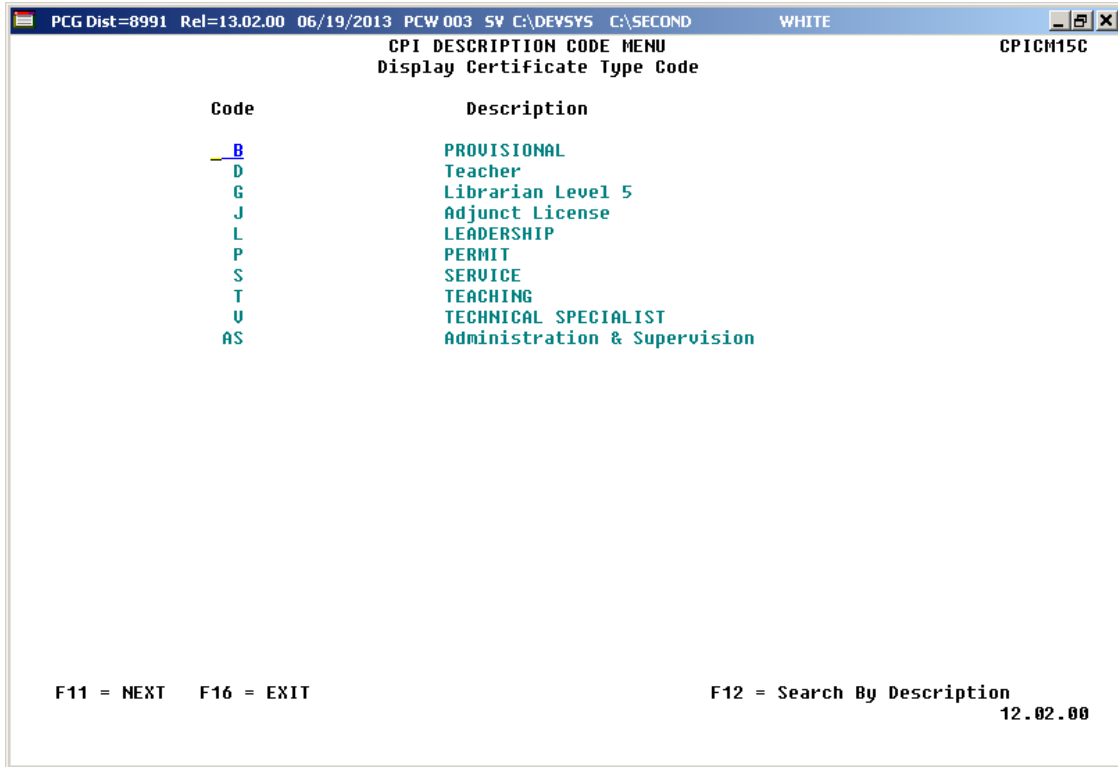
Step	Action
3	Select 3 (F3 - Display Certificate Type Codes).

The following screen displays:



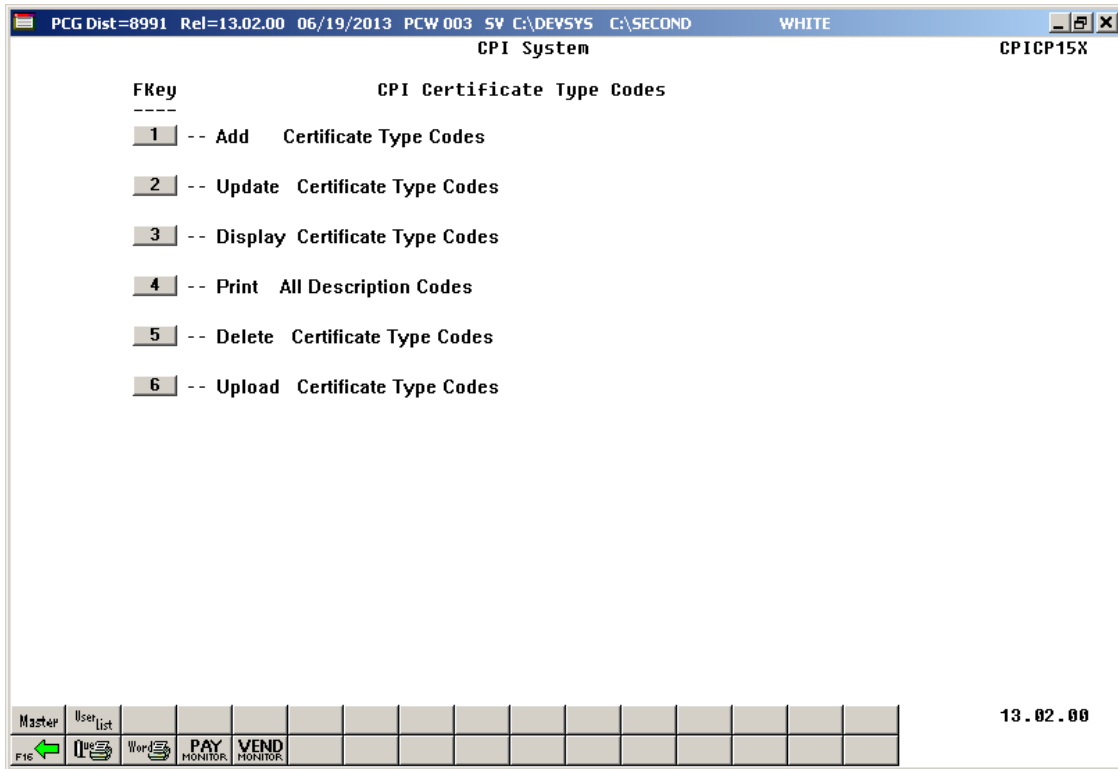
Step	Action
4	<p>Enter the code in the Code field, and select Enter.</p> <p><u>To Search by Description:</u> If the Description Code is unknown, press F12 (Search by Description). The entries will display in order by the description field. On the <i>Display Codes</i> screen, select F11 (Next) until the correct record displays.</p> <p><u>To Search by Code:</u> When displaying entries in order by the description field, select F12 (Search by Code) to search by Description Code. The entries will display in order by the Description Code field. Select F11 (Next) until the correct record displays.</p> <p><i>Subject Matter codes may contain alphanumeric entries.</i></p>



The following screen displays:



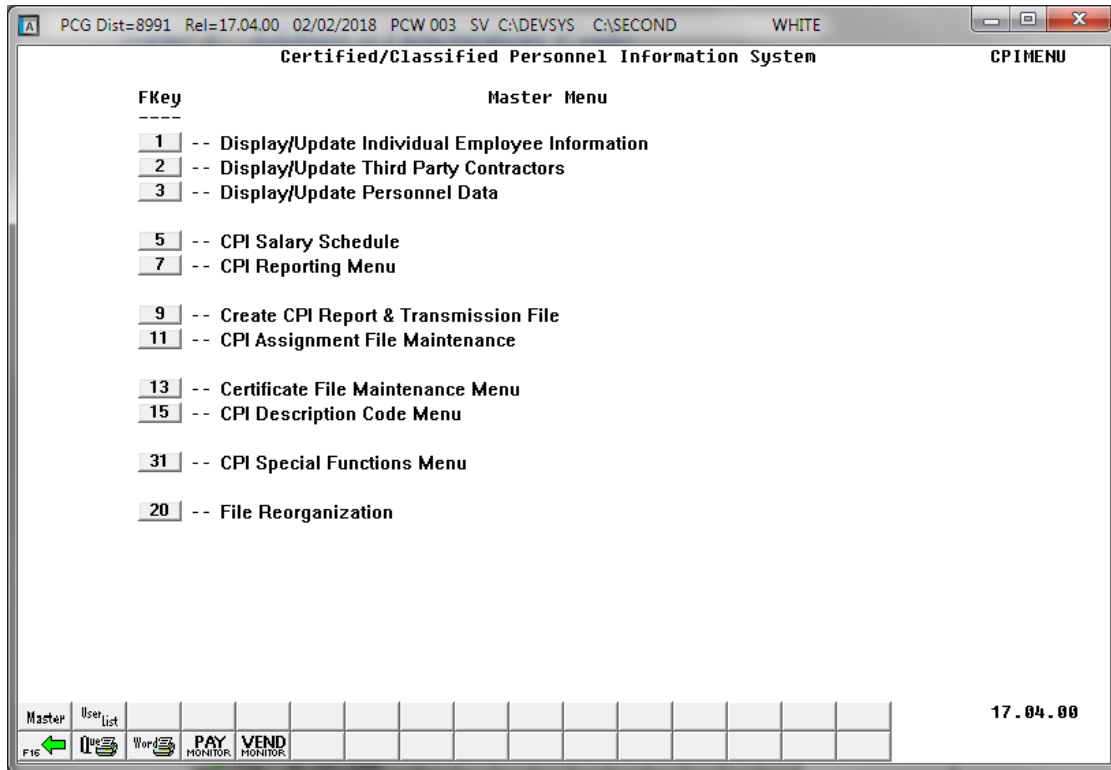
Step	Action
5	Select F16 (Exit) to return to the <i>CPI System - Certificate Type Codes Menu</i> .

The following screen displays:



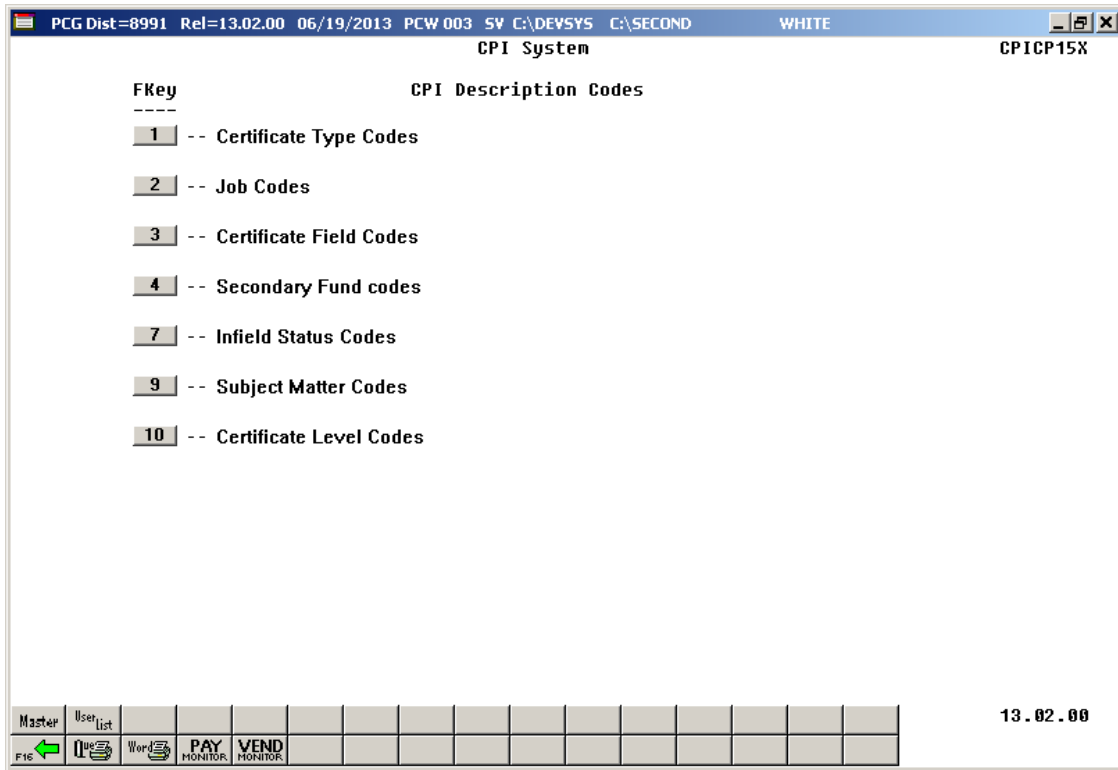
Step	Action
6	Select  (F16 - Exit) to return to the <i>CPI Description Field Codes Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 4: Printing Description Codes



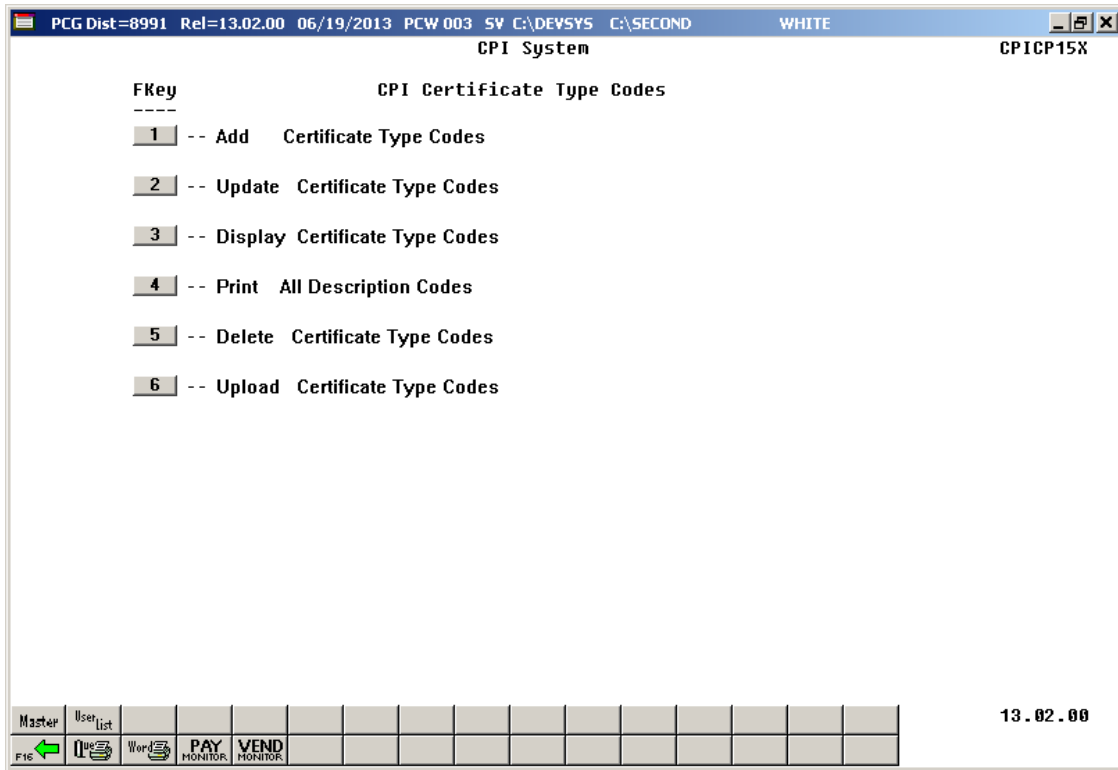
Step	Action
1	Select 15 (F15 - CPI Description Code Menu).





The following screen displays:



Step	Action
2	Select the appropriate Function key : <ul style="list-style-type: none"> 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 7 F7 – Infield Status Codes 9 F9 – Subject Matter Codes 10 F10 – Certificate Level Codes

For **Step 2 - F1** selections, the following screen displays:



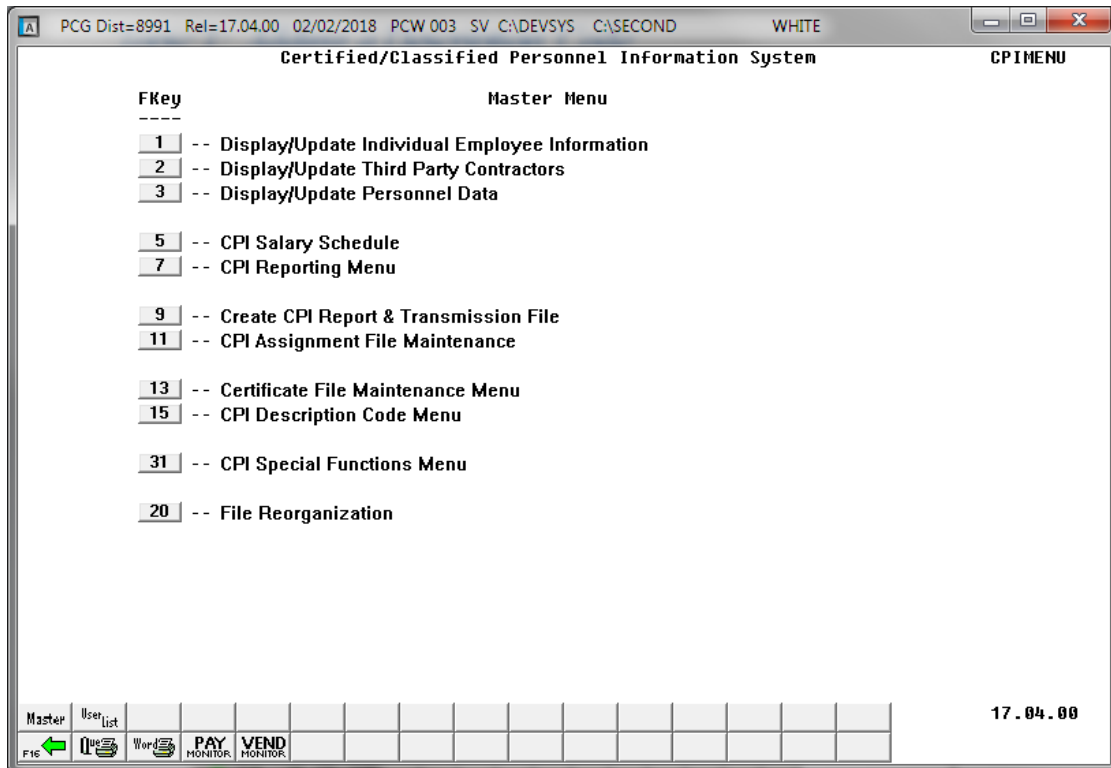
Step	Action
3	Select 4 (F4 - Print All Description Codes). <i>The CPI System – CPI Certificate Type Codes Menu redisplay.</i>
4	To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). Follow the instructions provided in the <i>Technical 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
5	Select  (F16 - Exit) to return to the <i>CPI System - CPI Description Field Codes Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

4.1. CPI Description File - (Certificate Type Codes) Report - Example

REPORT DATE	06/19/2013	CPI DESCRIPTION FILE - CERTIFICATE TYPE CODES	PAGE	1
CODE-ID	CODE	DESCRIPTION		
01	B	PROVISIONAL		
01	D	Teacher		
01	G	Librarian Level 6		
01	J	Adjunct License		
01	L	LEADERSHIP		
01	P	PERMIT		
01	S	SERVICE		
01	T	TEACHING		
01	V	TECHNICAL SPECIALIST		
01	AS	Administration & Supervision		
01	AT	Advanced Degree Alternative Ce		
01	BL	PROVISIONAL L		
01	BS	PROVISIONAL S		
01	BT	PROVISIONAL T		
01	BV	Provisional		
01	CL	CONDITIONAL LEADERSHIP		
01	CS	CONDITIONAL SERVICE		
01	CT	CONDITIONAL TEACHER		
01	DA	Life		
01	DD	Life		
01	DL	LIFE L		
01	DP	Life - Permit		
01	DS	LIFE S		
01	DT	LIFE T		
01	ES	EMERGENCY S		
01	ET	EMERGENCY T		

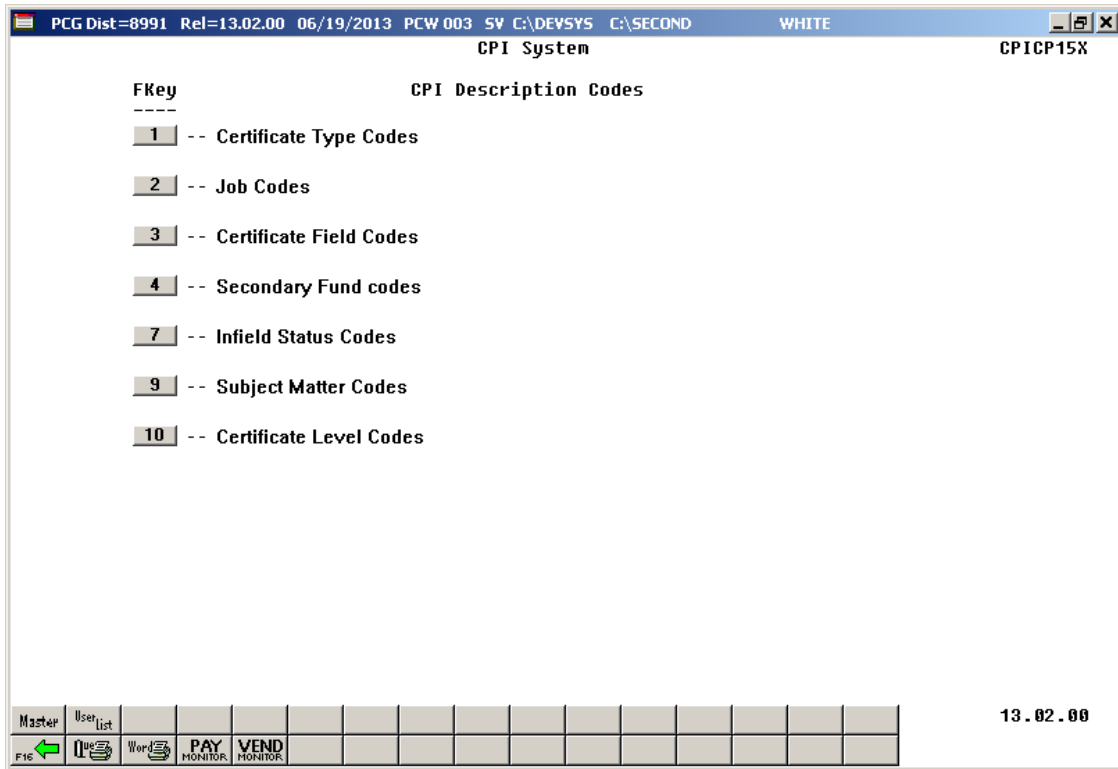
Topic 5: Deleting a Description Code

Step	Action
1	Refer to the <i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section A: Displaying/Updating Individual Employee Information</i> for the instructions to remove the Description Code from the employees' CPI record.



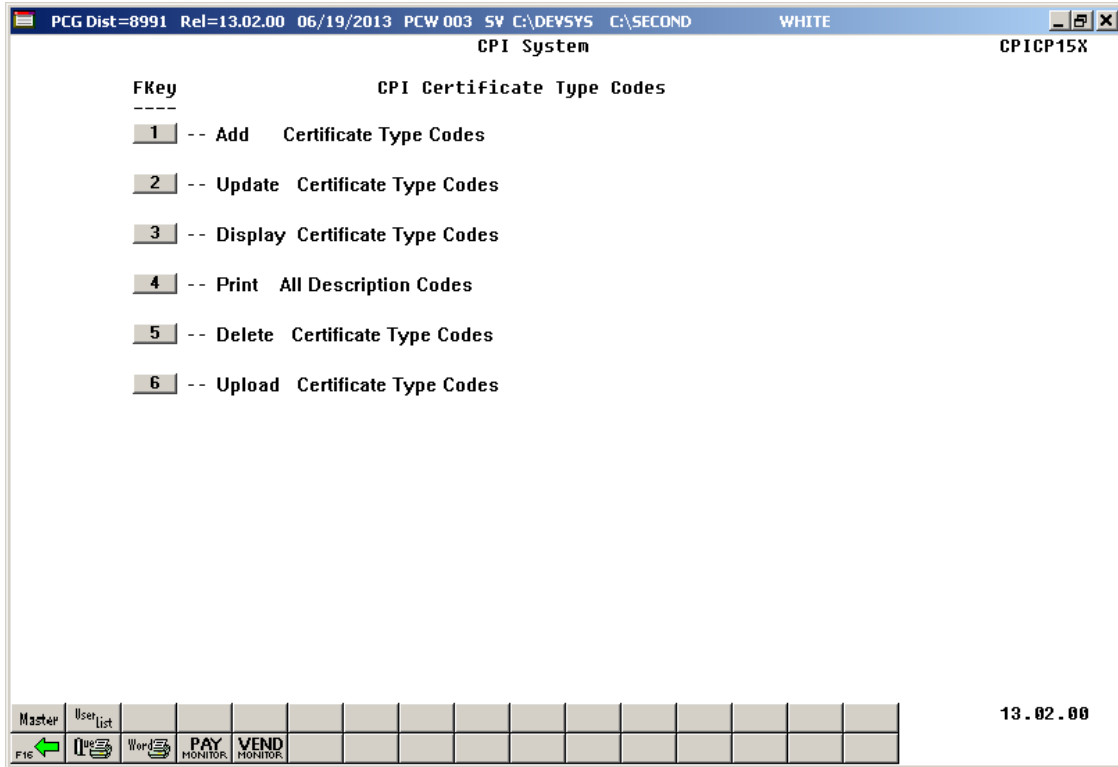
Step	Action
2	Select 15 (F15 - CPI Description Code Menu).

The following screen displays:



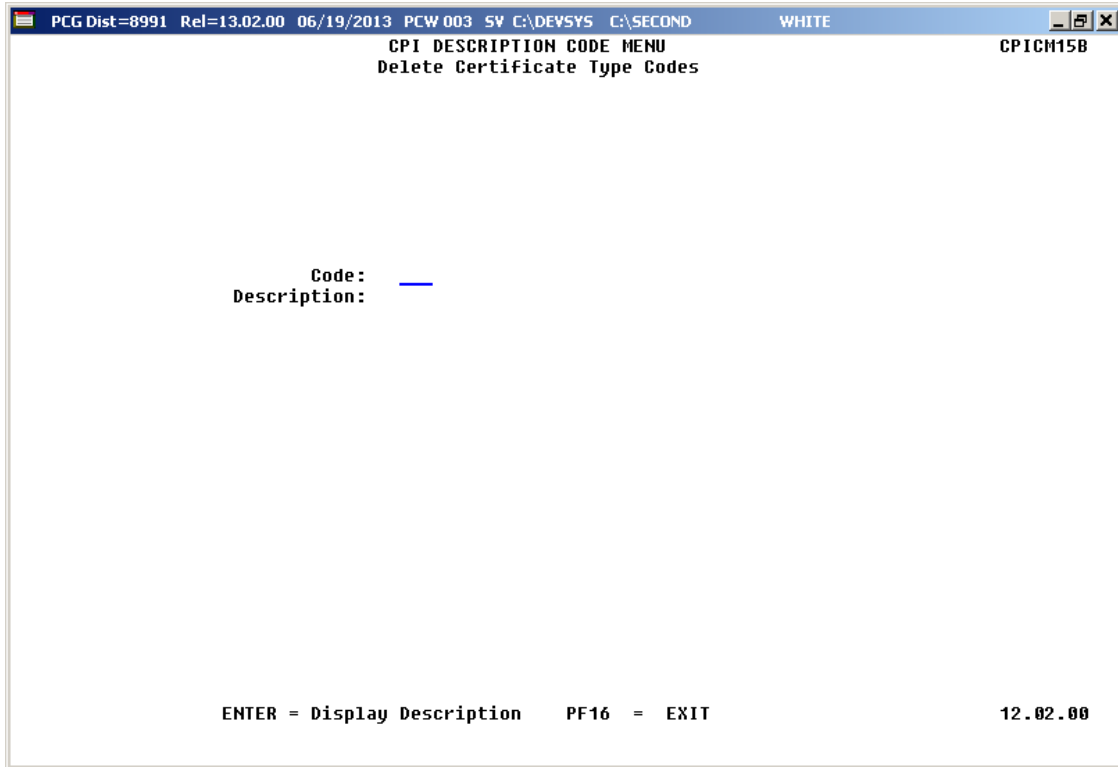
Step	Action
3	Select the appropriate Function key : <ul style="list-style-type: none"> F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes F7 – Infield Status Codes F9 – Subject Matter Codes F10 – Certificate Level Codes

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



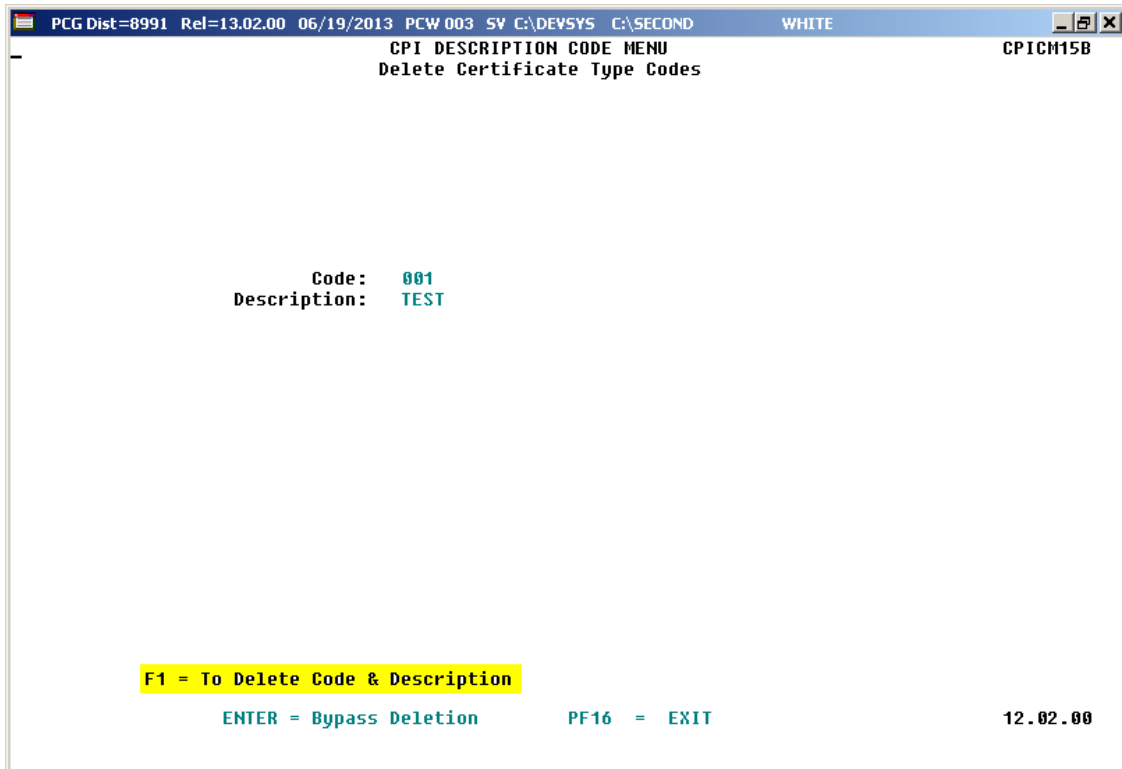
Step	Action
4	Select 5 (F5 - Delete Certificate Type Codes).

The following screen displays:



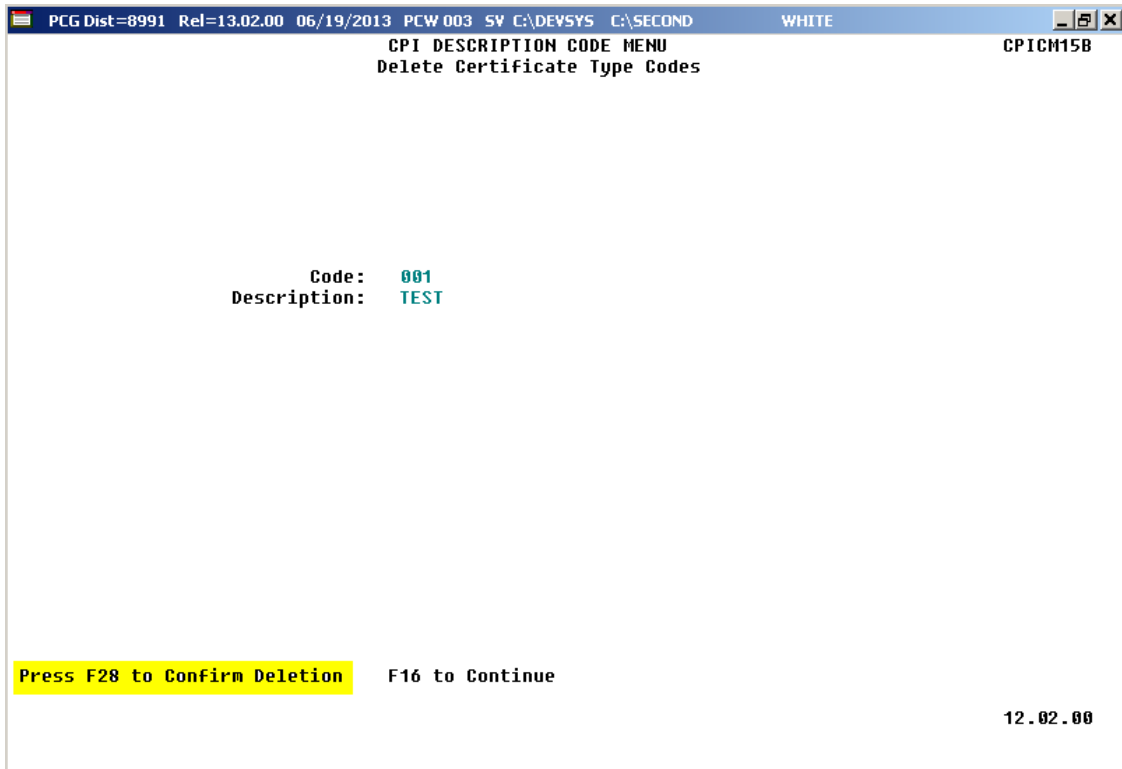
Step	Action
5	Enter the description code in the Code field, and select Enter . <i>Subject Matter codes may contain alphanumeric entries.</i>

The following screen displays:



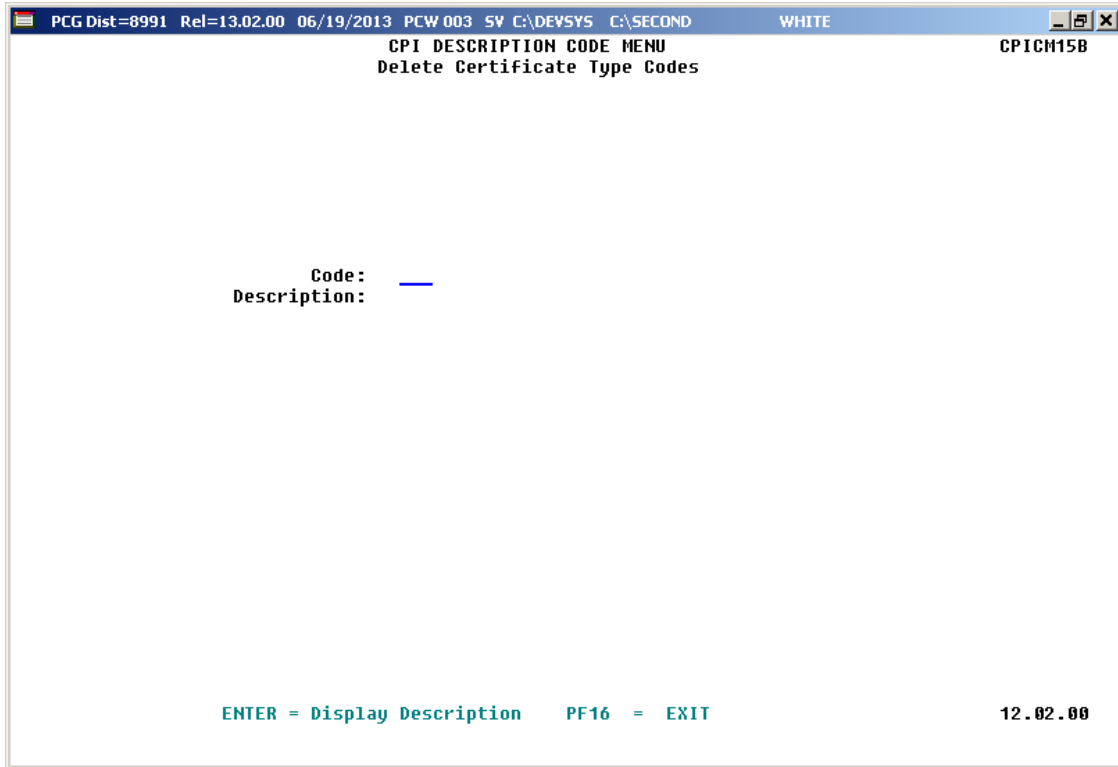
Step	Action
6	Verify the information is correct, and select F1 (To Delete Code & Description). <i>If the information is incorrect, select Enter to exit the procedure.</i>

The following screen displays:



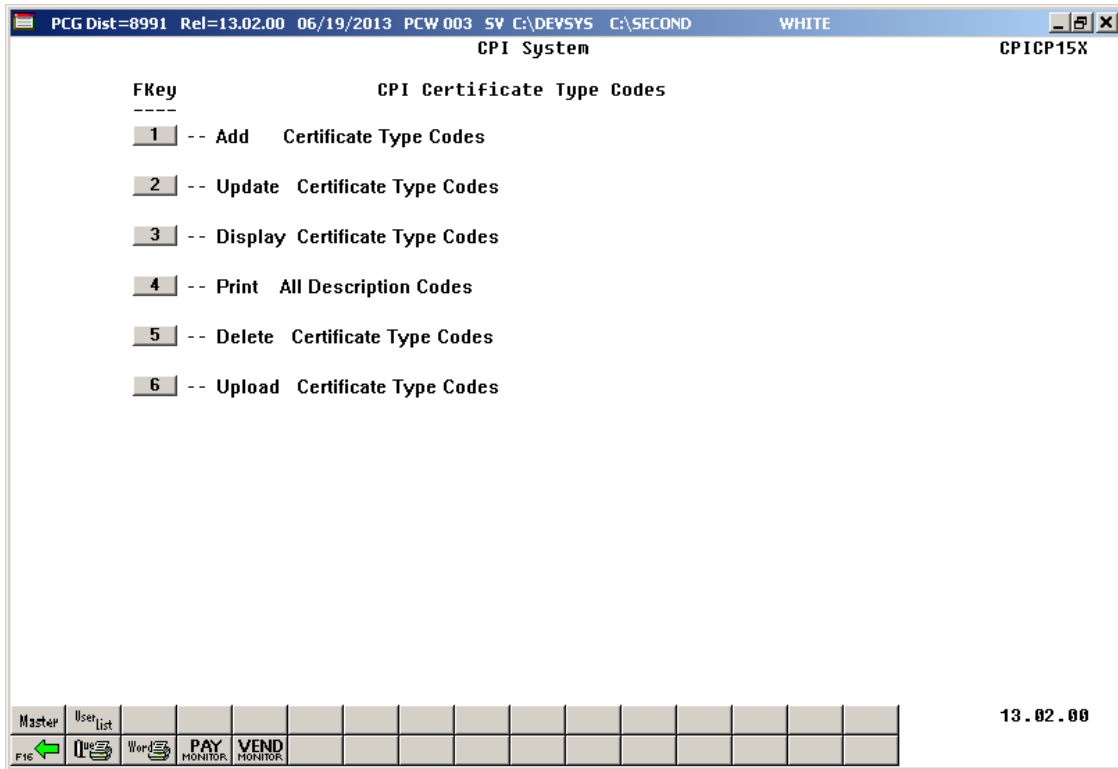
Step	Action
7	Select F28 (to Confirm Deletion).



The following screen displays:



Step	Action
8	<p>For additional Description code entries: Repeat this procedure beginning at <i>Step 5</i>.</p> <p>If there are no additional Description code entries: Select F16 (Exit) to the <i>CPI System - CPI Certificate Type Codes Menu</i>.</p>

The following screen displays:



Step	Action
9	Select  (F16 - Exit) to return to the <i>CPI System - CPI Description Field Codes Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Topic 6: Uploading Description Codes

Procedure A: View/Download Code Tables from the GaDOE Data Collections Website

Step	Action
1	From the GaDOE website, go to <i>Data Collections Documentation</i> link as shown below: https://www.gadoe.org/Pages/Home.aspx

The following screen is displayed:

Home → Technology Services → Technology Services → Data Collections

General Information

- Data Collections Documentation
- Data Collections Overview
- GaDOE Guidelines for Extracting Names
- Records Retention
- School Count by Type

FY2021 Data Collections and Reporting

Data Collection Documentation

- Certified/Classified Personnel Information (CPI)**
 - Data Collection Survey
 - End of Pathway Assessment (EOPA)
 - Free/Reduced Price Meal Eligibility
 - Full-Time Equivalent (FTE)
 - GUIDE (Georgia Unique Identifier for Education)
 - Pre-ID Labels
 - Private School
 - Student Class
 - Student Record
 - 'New Coordinator' Documentation
 - Presentations, Webinars, and Miscellaneous Documentation
 - FY2021 Summary of Transmission Dates
 - Data Collection Team Contacts

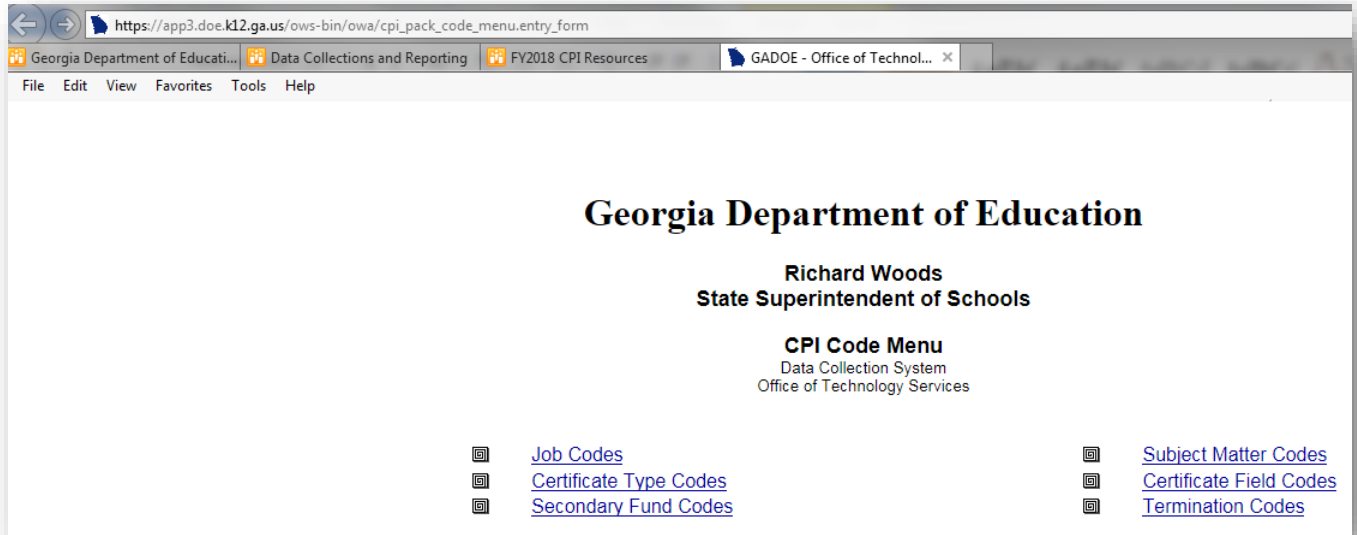
Contact Information

Nicholas L. Handville
 Director of Data Collections, Analysis, and Reporting Technology Services
 Phone: (678) 551-4617
 nhandville@doe.k12.ga.us
<https://www.gadoe.org>

Technology Management Customer Support Center (Helpdesk)
 Georgia Department of Education
 Phone: (800) 869-1011

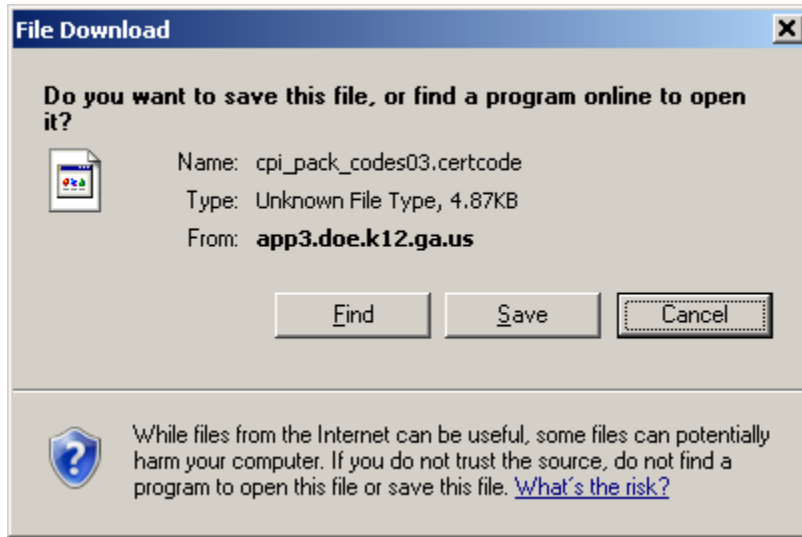
Step	Action
2	Follow the link to <i>Certified/Classified Personnel Information (CPI)</i> .
3	On the page that is displayed, verify the page heading as <i>FYccyy CPI Resources</i> (where 'ccyy' represents the current fiscal year). Select the link to <i>View/Download Code Tables</i> .

The following screen is displayed:



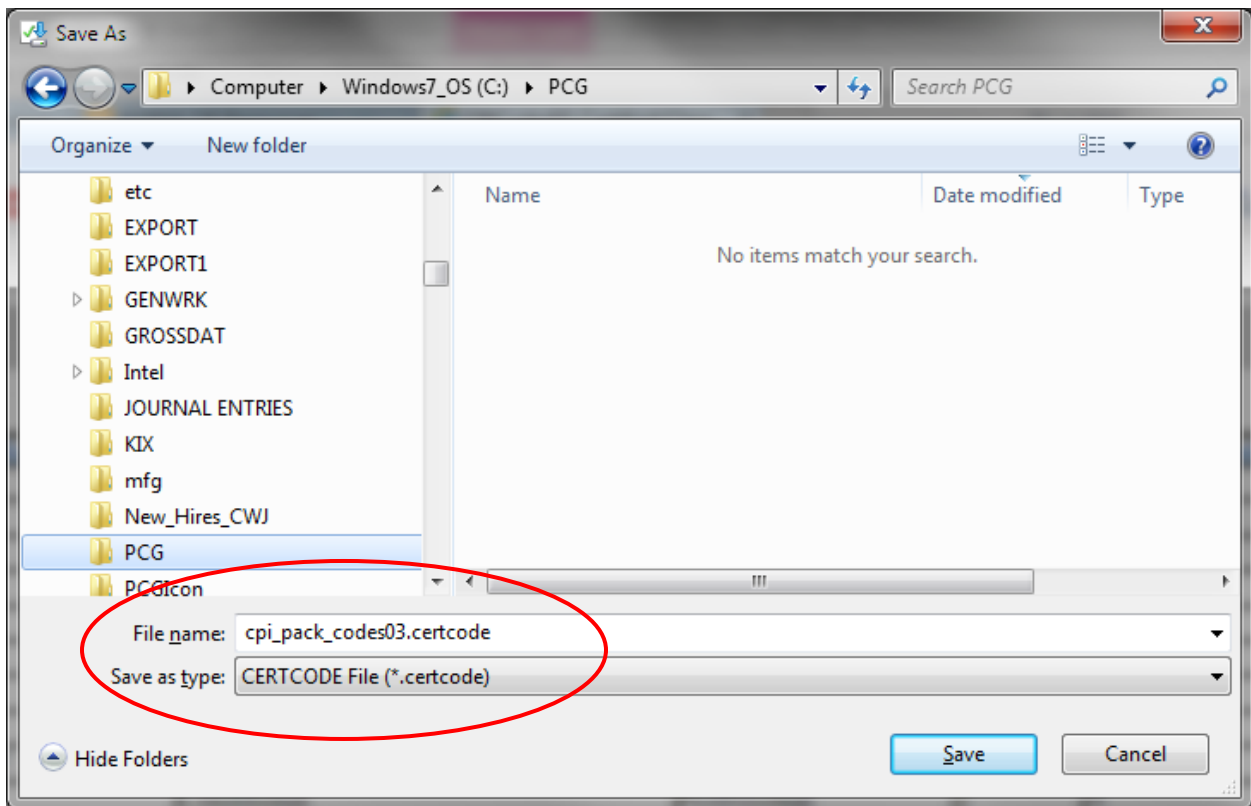
Step	Action
4	Select the appropriate code table : <ul style="list-style-type: none"> • Job Codes • Certificate Type Codes • Secondary Fund Codes • Subject Matter Codes • Certificate Field Codes <p><u>NOTE</u>: The Termination Code table does <u>not</u> support an upload feature in PCGenesis.</p>
5	From the code table display screen, select the Download Codes function.

The following screen is displayed:



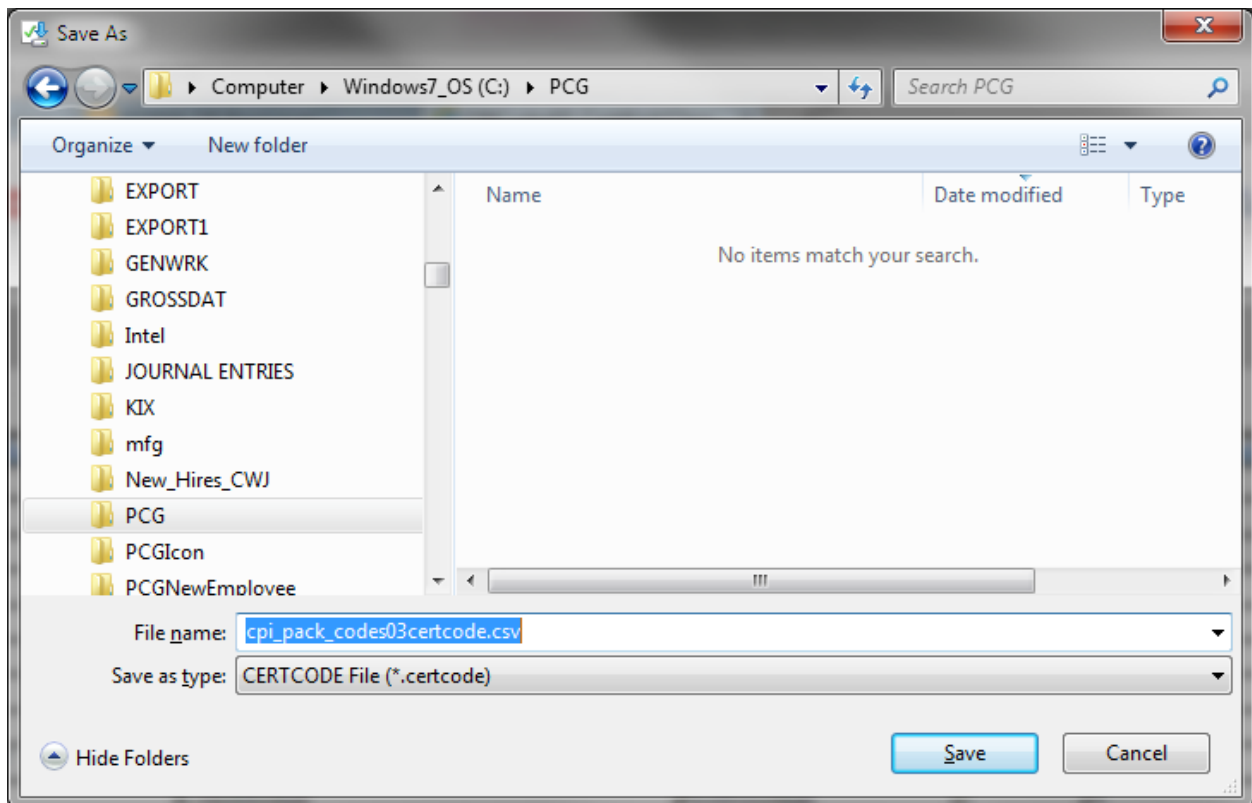
Step	Action
6	Select the  (Save) function.

The following screen is displayed:



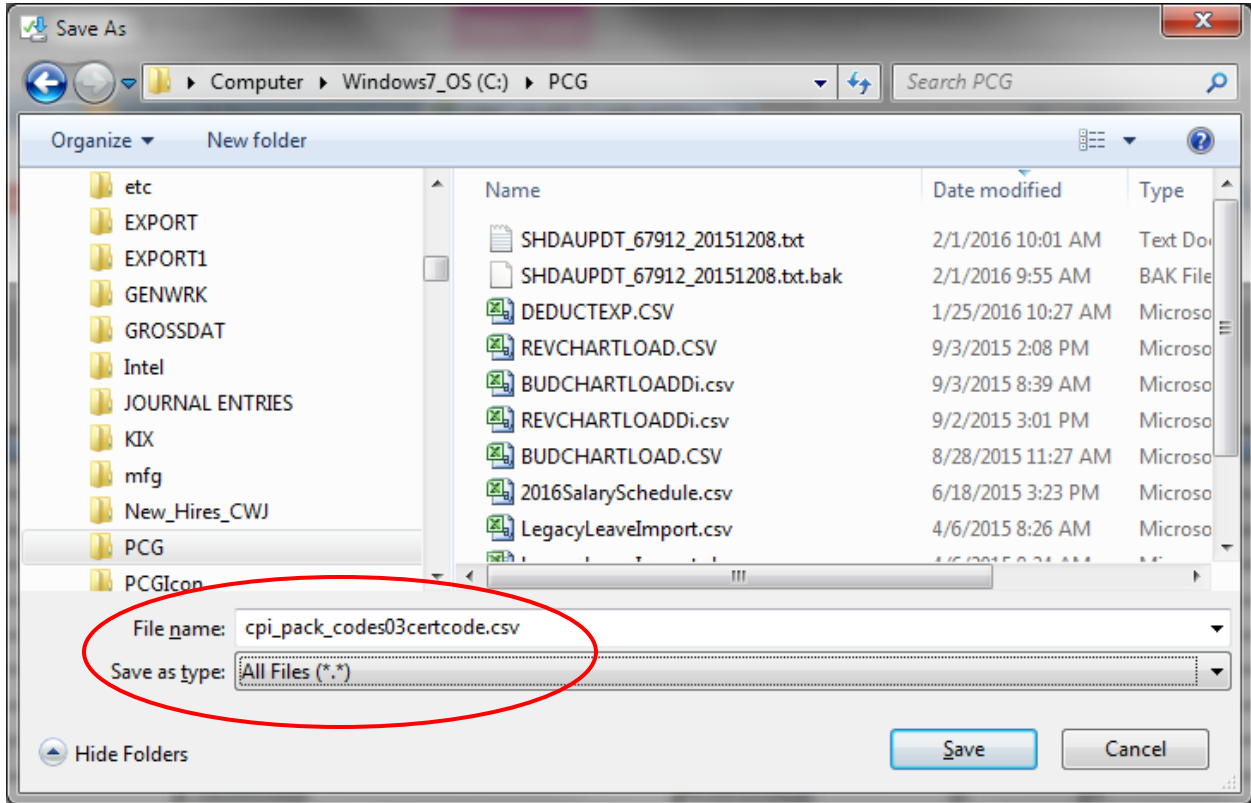
Step	Action
7	Within the Save in: field, select C:\PCG as the location to which the file will be saved.
8	Change the File name to the following:
For Job Codes:	Change cpi_pack_codes01.jobcodes to cpi_pack_codes01jobcodes.csv
For Subject Matter Codes:	Change cpi_pack_codes02.subcodes to cpi_pack_codes02subcodes.csv
For Certificate Type Codes:	Change cpi_pack_codes03.certcode to cpi_pack_codes03certcode.csv
For Certificate Field Codes:	Change cpi_pack_codes04.fieldcode to cpi_pack_codes04fieldcode.csv
For Secondary Fund Codes:	Change cpi_pack_codes05.fundcode to cpi_pack_codes05fundcode.csv

The following screen is displayed:



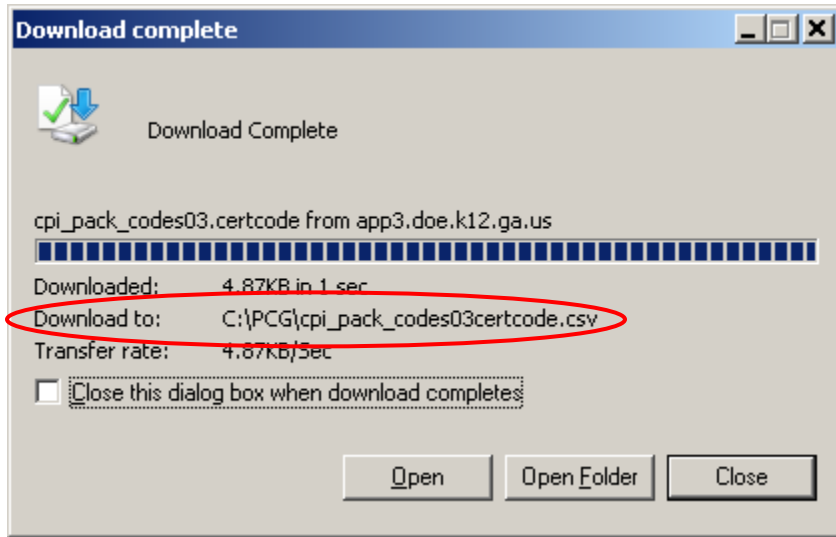
Step	Action
9	Change the Save as Type to <i>All Files</i> .

The following screen displays:



Step	Action
10	Select the  (Save) function.

The following screen displays:

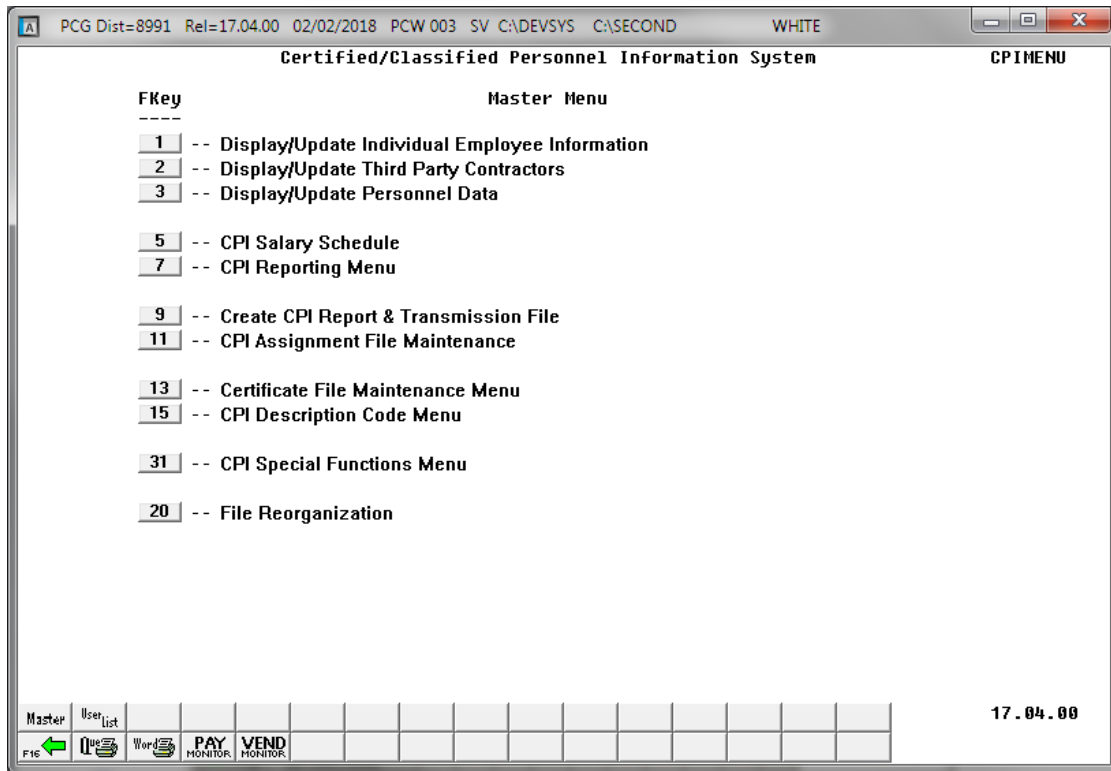


Step	Action
11	<p>Note the location and name of the downloaded file.</p> <p><i>This File/Pathname of the download file will also be entered in Procedure B: Upload Description Codes to PCGenesis, Step 5.</i></p>
12	<p><u>NOTE:</u> Do <u>NOT</u> edit the download file using Microsoft Excel. Editing the download file using Microsoft Excel may cause some data fields to become corrupted. The download file may be reviewed by using the Notepad utility.</p>

Procedure B: Upload Description Codes to PCGenesis

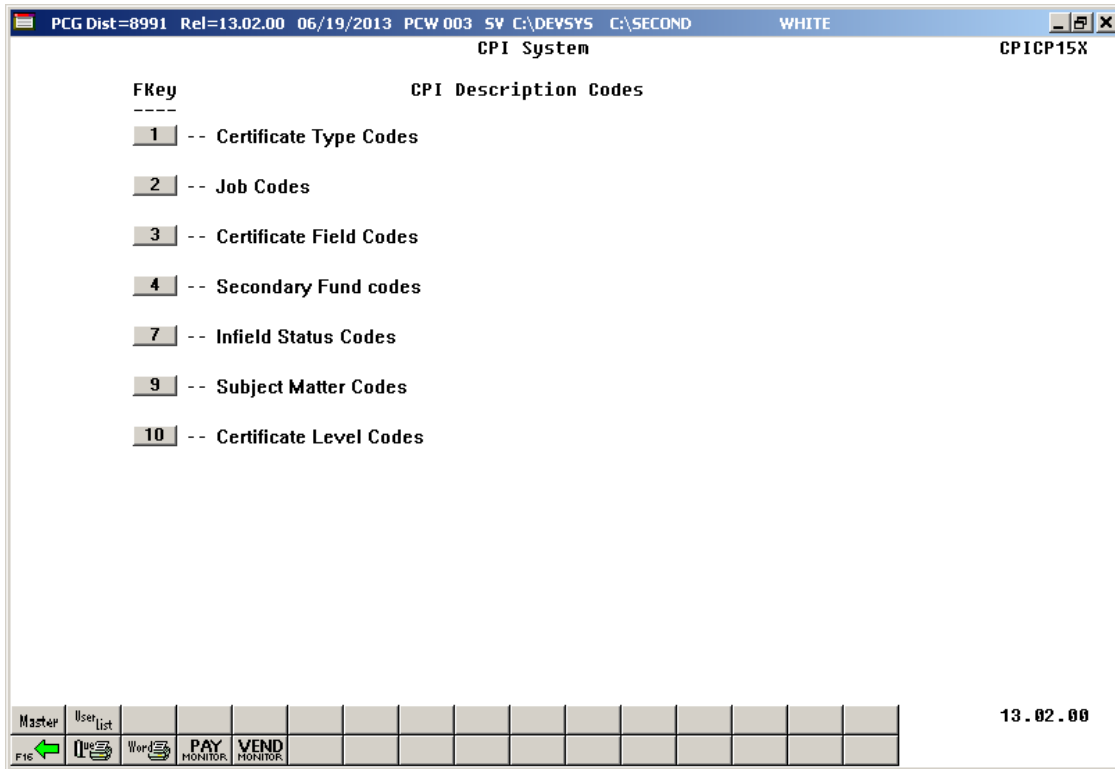
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



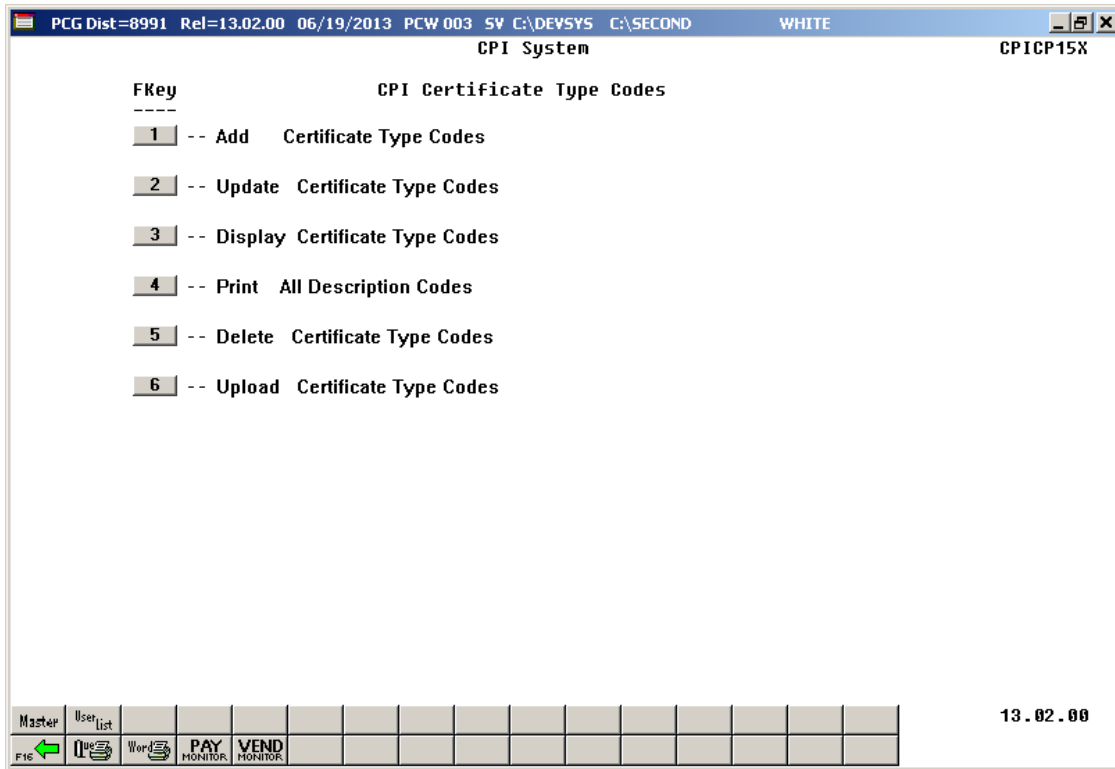
Step	Action
2	Select 15 (F15 - CPI Description Code Menu).

The following screen displays:



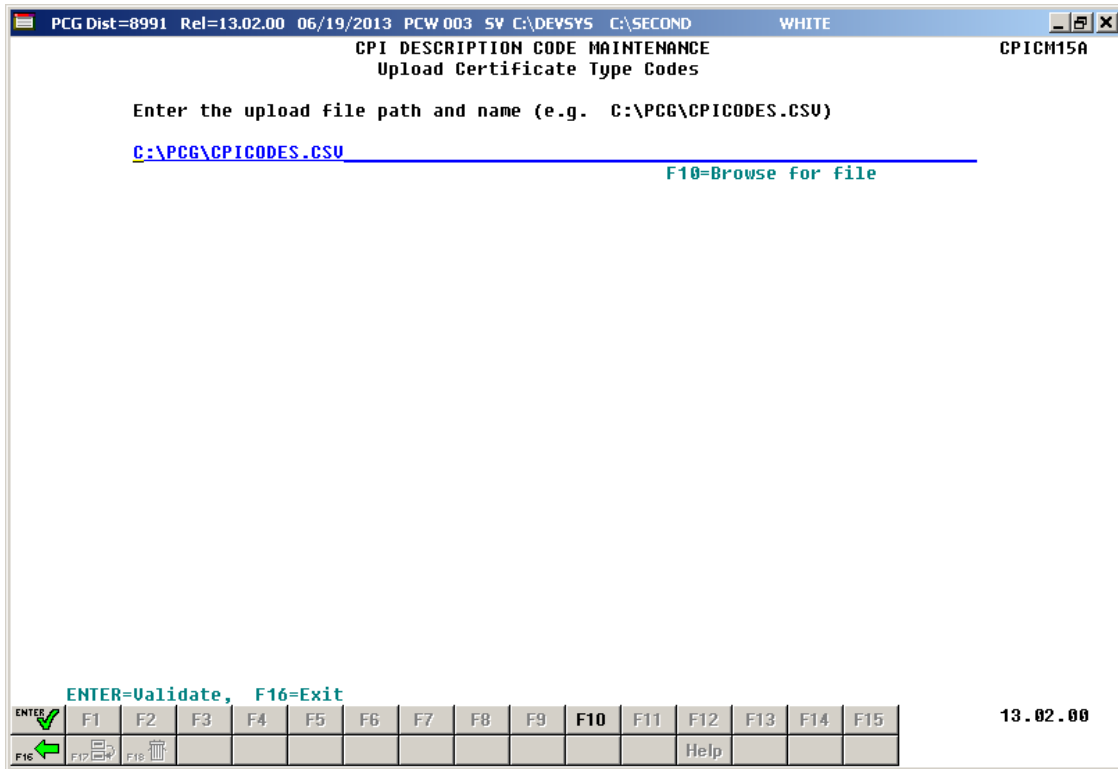
Step	Action
3	<p>Select the appropriate Function key:</p> <ul style="list-style-type: none"> 1 F1 – Certificate Type Codes 2 F2 – Job Codes 3 F3 – Certificate Field Codes 4 F4 – Secondary Fund Codes 9 F9 – Subject Matter Codes <p>NOTE: The functions 7 (F7 – Infield Status Codes) and 10 (F10 – Certificate Level Codes) do <u>not</u> support an upload feature.</p>


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



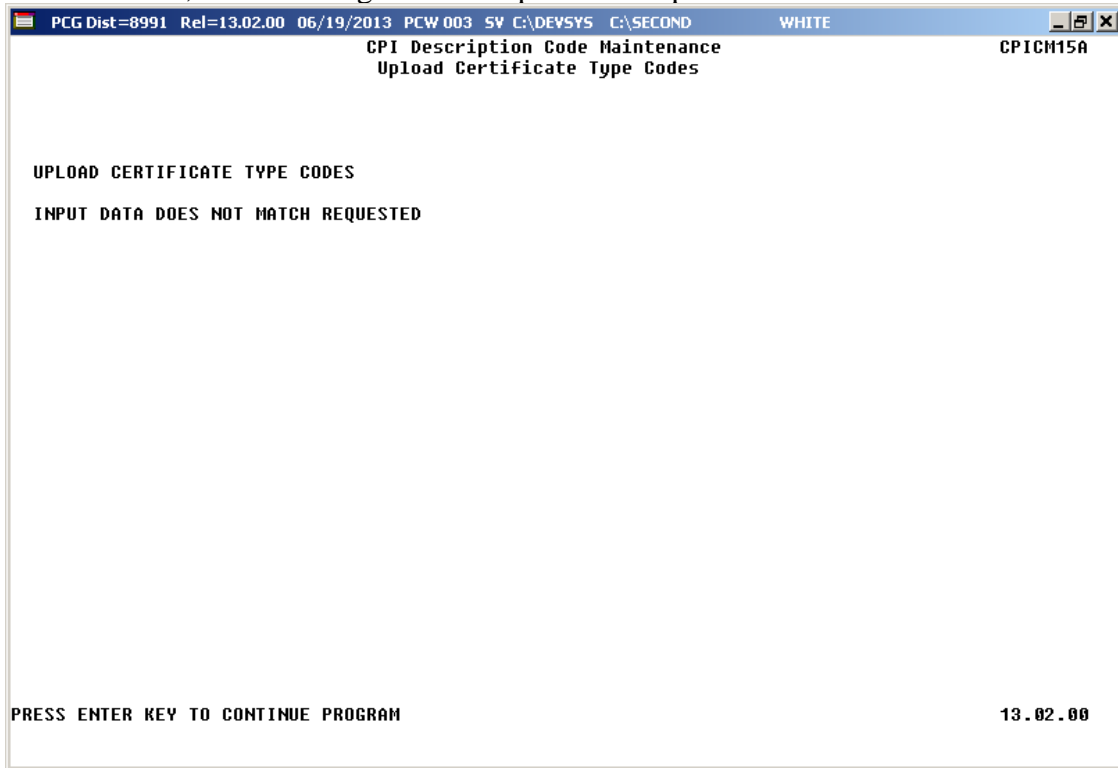
Step	Action
4	Select 6 (F6 - Upload Certificate Type Codes).

The following screen displays:

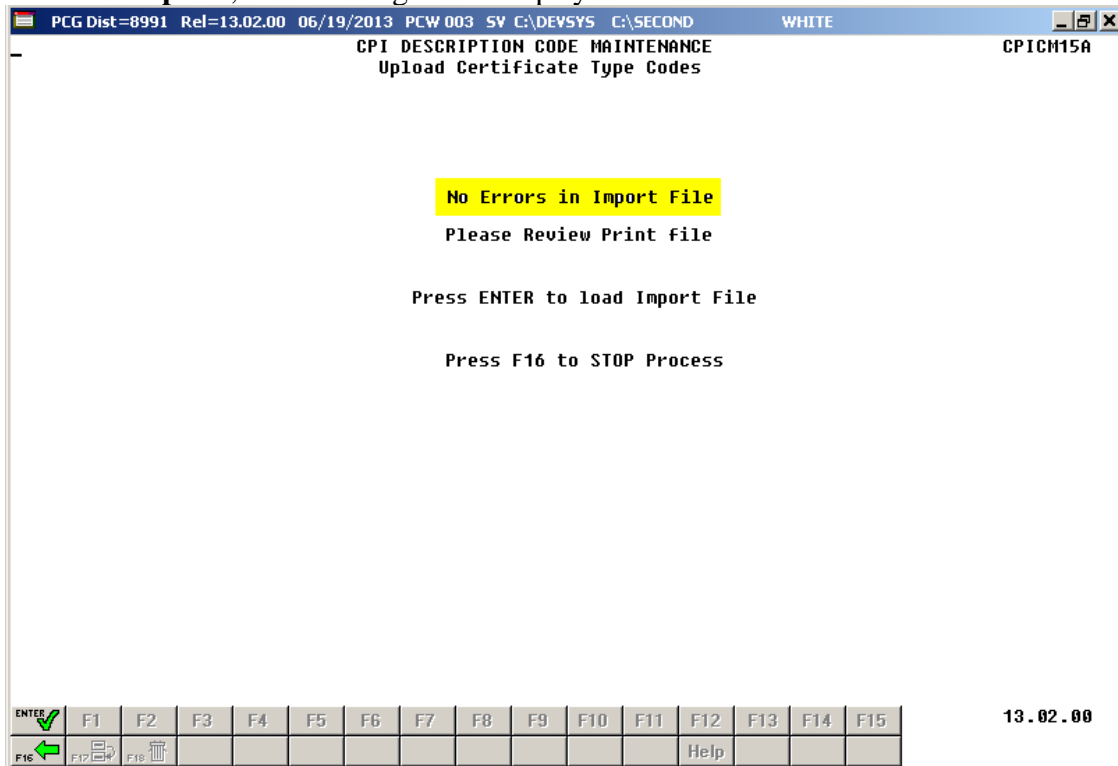



Step	Action
5	<p>Select F10 (F10 - Browse for file), and navigate to the .csv file saved in <i>Procedure A: View/Download Code Tables from the GaDOE Data Collections Website</i>.</p> <p>For F10 (F10 – Browse for file) selections, PCGenesis defaults the Browse window to the .csv file type where appropriate. PCGenesis users may select either the CSV (Comma delimited) (*.csv) or the All Files (*.*) options from the drop-down file listing for Files of type selection. PCGenesis displays a warning message dialog box when an import filename does not contain the .csv file extension.</p>
6	<p>Select  (Enter) <u>twice</u>.</p>

For **import file errors**, the following is an example of an import file error screen:

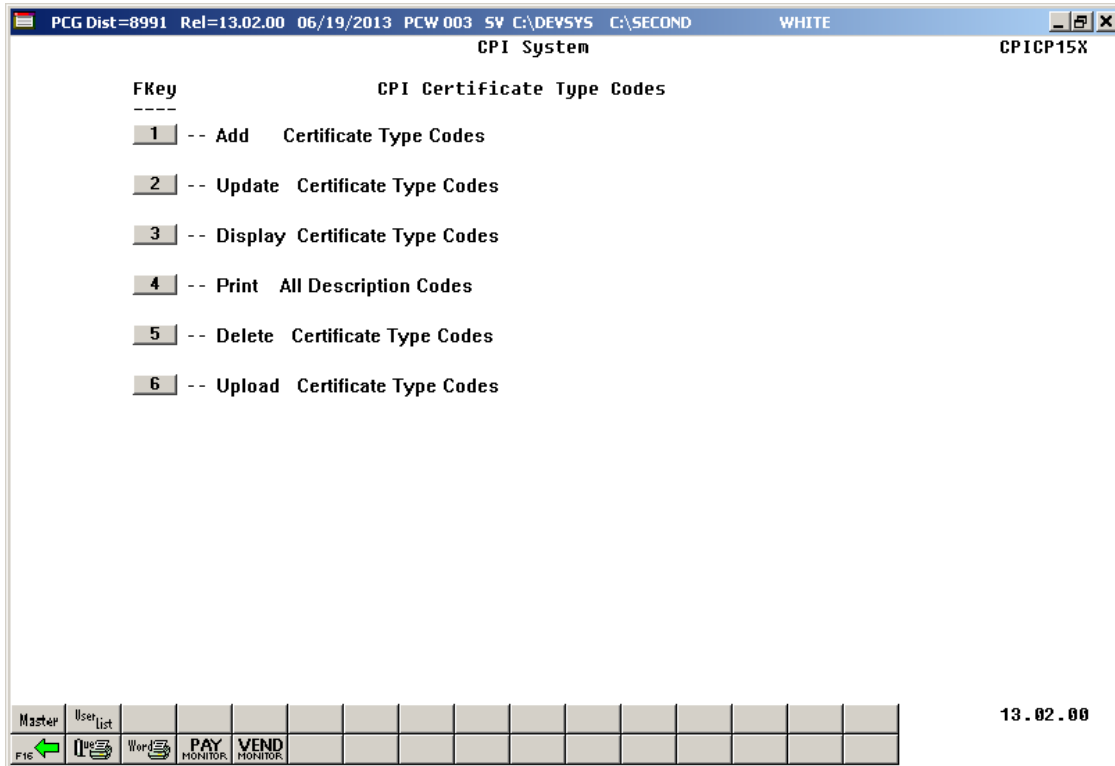






For **successful file imports**, the following screen displays:



Step	Action
7	<p>For successful file imports: Select  (Enter) to continue. Review the <i>CPI Code Import Report</i> after a successful file import.</p> <p>For import file errors: Select Enter to cancel the import process, make the appropriate corrections to the .csv file, and repeat this procedure beginning at <i>Step 3</i>. Make sure the correct .csv file was selected in <i>Step 5</i>.</p>

The following screen displays:



Step	Action
8	<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>
9	<p>Select  (F16 - Exit) to return to the <i>CPI Description Field Codes Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

6B.1. CPI Code Import Report - Example

Note: The warning message ‘Description code already on file – bypass update’ will be printed if the description code value is already present in PCGenesis. Any code value which displays this warning message will NOT be updated. This message represents a warning only, and will not prevent the rest of the code values in the .csv import file from being uploaded into PCGenesis.

Code	Description	Error Message
B	Provisional	
D	Teacher	
G	Librarian Level 5	
J	Adjunct License	
L	Leadership	Description code already on file - bypass update
P	Permit	Description code already on file - bypass update
S	Service	Description code already on file - bypass update
T	Teaching	Description code already on file - bypass update
V	Technical Specialist	
AS	Administration & Supervision	
AT	Advanced Degree Alternative Ce	Description code already on file - bypass update
BL	Provisional	
BS	Provisional	
BT	Provisional	
BV	Provisional	
CL	Conditional	
CS	Conditional	
CT	Conditional	
DA	Life	
DD	Life	
DL	Life	Description code already on file - bypass update
DP	Life - Permit	Description code already on file - bypass update
DS	Life	Description code already on file - bypass update
DT	Life	Description code already on file - bypass update
ES	Emergency	
ET	Emergency	
GA	Librarian Level 2	
GB	Librarian Level 5	