



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

| Contact the Technology Management Customer Support Center for assistance as needed. | | |
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| √ | Step | Action |
| | 1 | Perform a PCGenesis Data Backup. |
| | 2 | Verify the <i>CPI Salary Schedule</i> for the current CPI cycle exists. (F4, F5) <i>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</i> |
| | 3 | Enter, update, and upload the <i>CPI Salary Schedule</i> for the current year, where appropriate. (F4, F5) <i>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</i> |
| | 4 | Make sure the correct termination dates exist on employees' payroll and personnel records. Do <u>NOT</u> change the <i>Include on CPI ?</i> flag to N (No) if it is presently Y (Yes). <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</i> |
| | 5 | If the employees' years should not be incremented: Make sure the <i>Advance/Inhibit</i> flag for the employees' biographical record is correctly set. (F4, F1) <i>CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</i> |
| | 6 | Print the <i>Certified Employees with Advance/Inhibit Flag of A & E Report</i> . (F4, F7, F9) <i>CPI System Operations Guide, Section E: CPI Report Processing</i> |
| | 7 | Enter or verify the GaDOE termination date on the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i> |
| | 8 | Screen-print the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i> |
| | 9 | Perform the <i>CPI Rollover</i> . (F4, F31, F12) <i>CPI System Operations Guide, Section I: Special Functions</i> |
| | 10 | Screen-print the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i> |
| | 11 | OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5) <i>CPI System Operations Guide, Section G: Certificate File Maintenance</i> |
| | 12 | Print the <i>Employees' Expired Certificate Report</i> . (F4, F7, F3) <i>CPI System Operations Guide, Section E: CPI Report Processing</i> |



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

Revision History

| Date | Version | Description | Author |
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| 7/2/2018 | 1.0 | 18.02.00 – Update CPI Cycle 1 and 2 Checklist with Fkey sequences. | D. Ochala |