

GASBO FY19

PCGenesis and the CPI Process

Presented By: Katie Green

What is CPI?

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

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

When is Data Collected?



A, B, C Records

Cycle One

October 2 to 23, 2018

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

Cycle Two

March 7-28, 2019

Data used for analysis and reports

A & D Records

Cycle Three – LEAVE

July 11- 25, 2019

Cumulative leave for year
Data used for analysis and reports

What Data is Reported?

Unique
Per
Person

'A01' Record - Basic Demographics

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

Demographics

What Data is Reported?

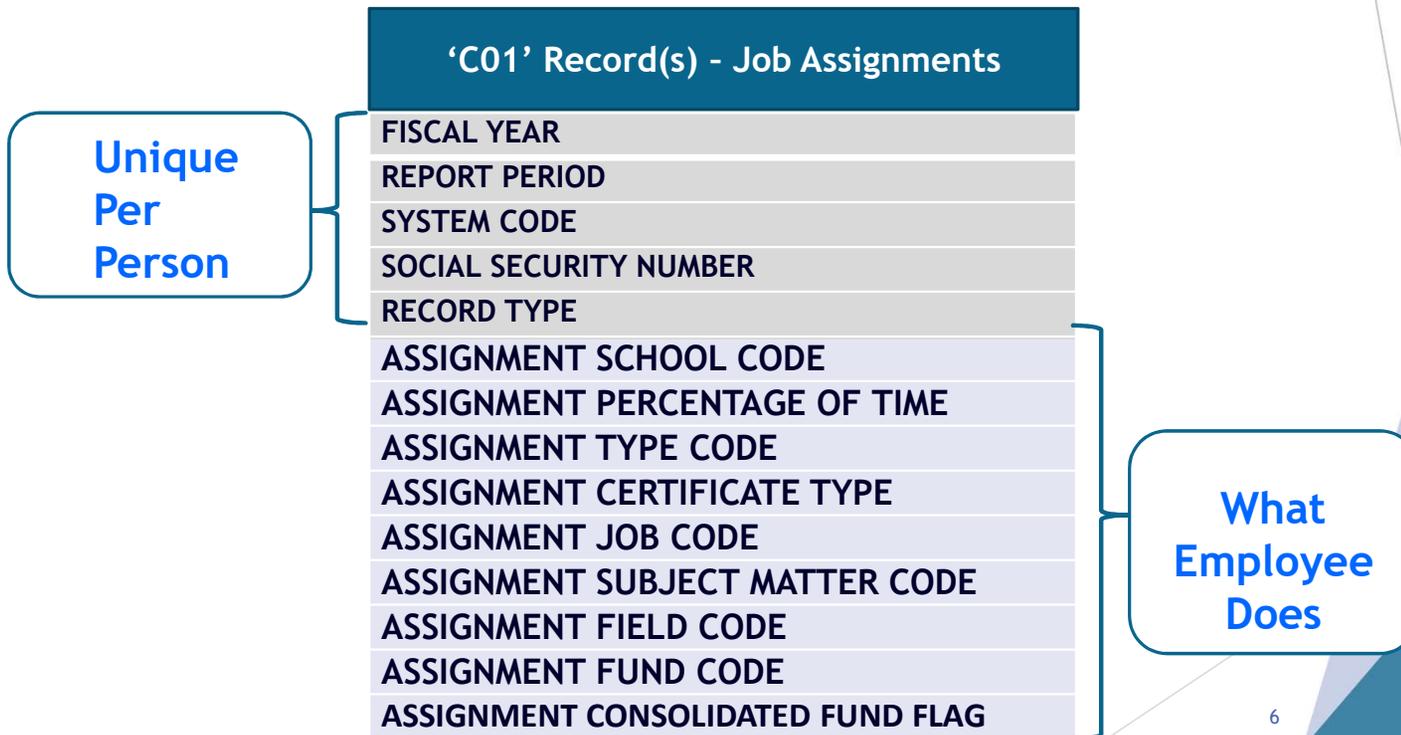
'B01' Record - Contract and Certification Information

Unique
Per
Person

FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
SOCIAL SECURITY NUMBER
RECORD TYPE
CERTIFIED EMPLOYMENT BASIS
CLASSIFIED EMPLOYMENT BASIS
PAYROLL YEARS OF EXPER-IENCE FOR CERTIFIED EMPLOYEE
CERTIFICATE LEVEL
STATE PAY STEP
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE
CONTRACT DAYS FOR CERTIFIED EMPLOYEE
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE
TERMINATION CODE
TERMINATION DATE
LOCAL YEARS OF SERVICE
STATE HEALTH PLAN

Contract
and Cert
Data

What Data is Reported?



Who is Reported in CPI ?

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

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

Third Party Contractors- Not hired directly by the district

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

Data Element called EMPLOYEE TYPE

Regular Employee

EMPLOYEE TYPE = **blank/null**

- Direct contract with school district
- Visiting International Faculty (VIF)

OR

EMPLOYEE TYPE = **“B”**

- Direct contract with school district

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

Report an A, B, C, and D record

Long Term Substitute

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

Report A Record

Third Party Contractor

EMPLOYEE TYPE = “P”

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

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

Report an A and C record



What is a Certified Employee ?

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

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

CPI Overview

What is a Classified Employee ?

Employees performing duties that do not require certification

Example: Bus Driver or School Food Service

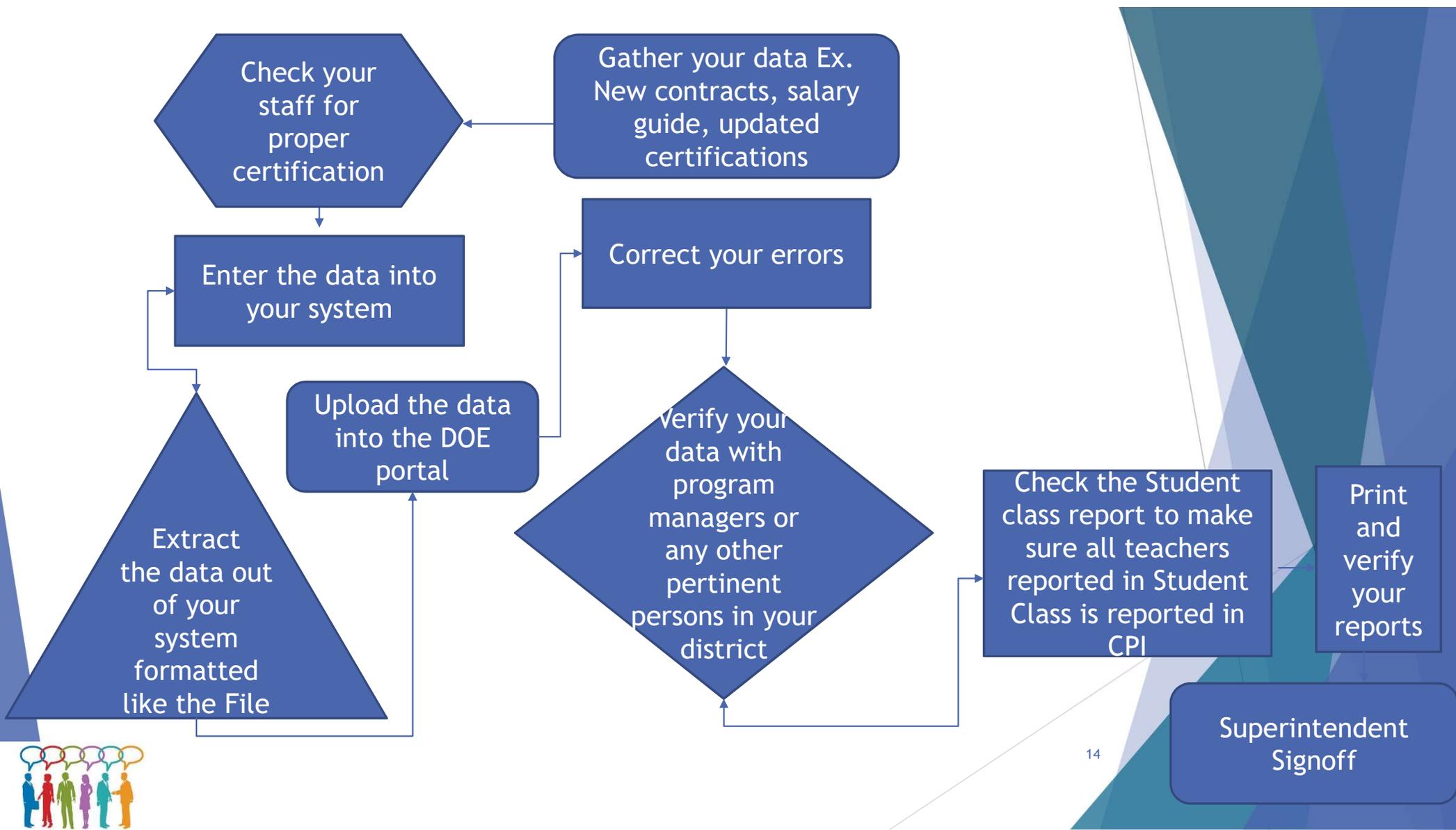
CPI Overview

How is the Data Used



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





CPI Documentation Public Website

<http://www.gadoe.org/>

GaDOE
Georgia Department of Education

Search this site...

Richard Woods, Georgia's School Superintendent

Offices & Divisions - Programs & Initiatives - **Data & Reporting** - Learning & Curriculum - State Board & Policy -
Finance & Operations - Contact - Calendar -

LATEST [Georgia's ESSA](#)

Students make **strong gains** on
spring 2018 Georgia Milestones assessments

Scores increase or hold steady in
22 of 26 subject areas

ESSA: For Georgians by Georgians

CPI Documentation

To View Documentation on Public Website

The screenshot shows the Georgia Department of Education (GaDOE) website. At the top left is the GaDOE logo with the text "Georgia Department of Education". At the top right is a search bar with the text "Search this site..." and a magnifying glass icon. Below the search bar are social media icons for RSS, Pinterest, YouTube, Instagram, Twitter, and Facebook. Below the social media icons is the text "Richard Woods, Georgia's School Superintendent".

The main navigation menu is a dark blue bar with the following items: "Offices & Divisions", "Programs & Initiatives", "Data & Reporting", "Learning & Curriculum", "State Board & Policy", "Finance & Operations", and "Contact". The "Data & Reporting" item is highlighted in a light blue color.

Below the navigation menu is a light blue content area with three columns of links:

- Financial**
 - Budget Services
 - Financial Review
 - PCGenesis
 - School System Information
- Educational Performance**
 - Charter School Annual Reports
 - College and Career Ready Performance Index (CCRPI)
 - Governor's Office of Student Achievement
- Data Collections & Reporting**
 - Data Collection and Reporting Overview
 - Data Collection Documentation
 - Student Data Security
 - Submit Request for Data

Below these columns is a section titled "Data Reports" with the following links:

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

A red arrow points from the "Data & Reporting" menu item to the "PCGenesis" link in the "Financial" column.

PCGenesis Documentation



Search this site...



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- Programs & Initiatives
- Data & Reporting
- Learning & Curriculum
- State Board & Policy
- Finance & Operations
- Contact
- Calendar

Home → Technology Services → Technology Services → PCGenesis

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
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PCGenesis Documentation



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- Calendar



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

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel

Certified/Classified Personnel Information (CPI) System Operations Guide

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

PCGenesis Documentation

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

Contact the Technology Management Customer Support Center for assistance as needed.		
✓	Step	Action
	1	Perform a PCGenesis Data Backup.
	2	Verify the <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 NOT 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>

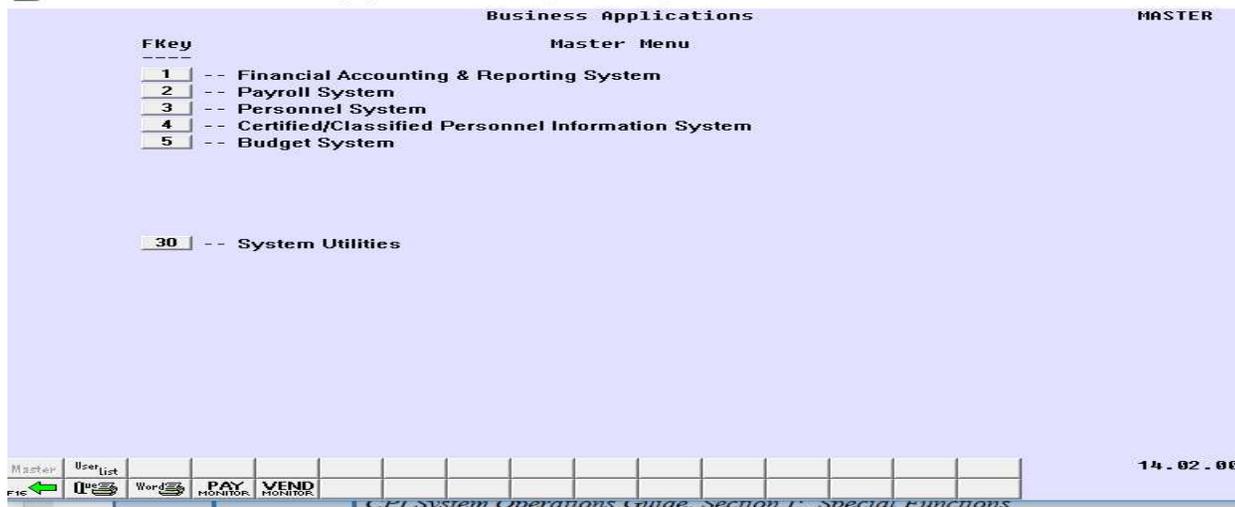
PCGenesis Documentation

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>

PCGenesis Documentation

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>

PCGenesis



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

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>
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PCGenesis



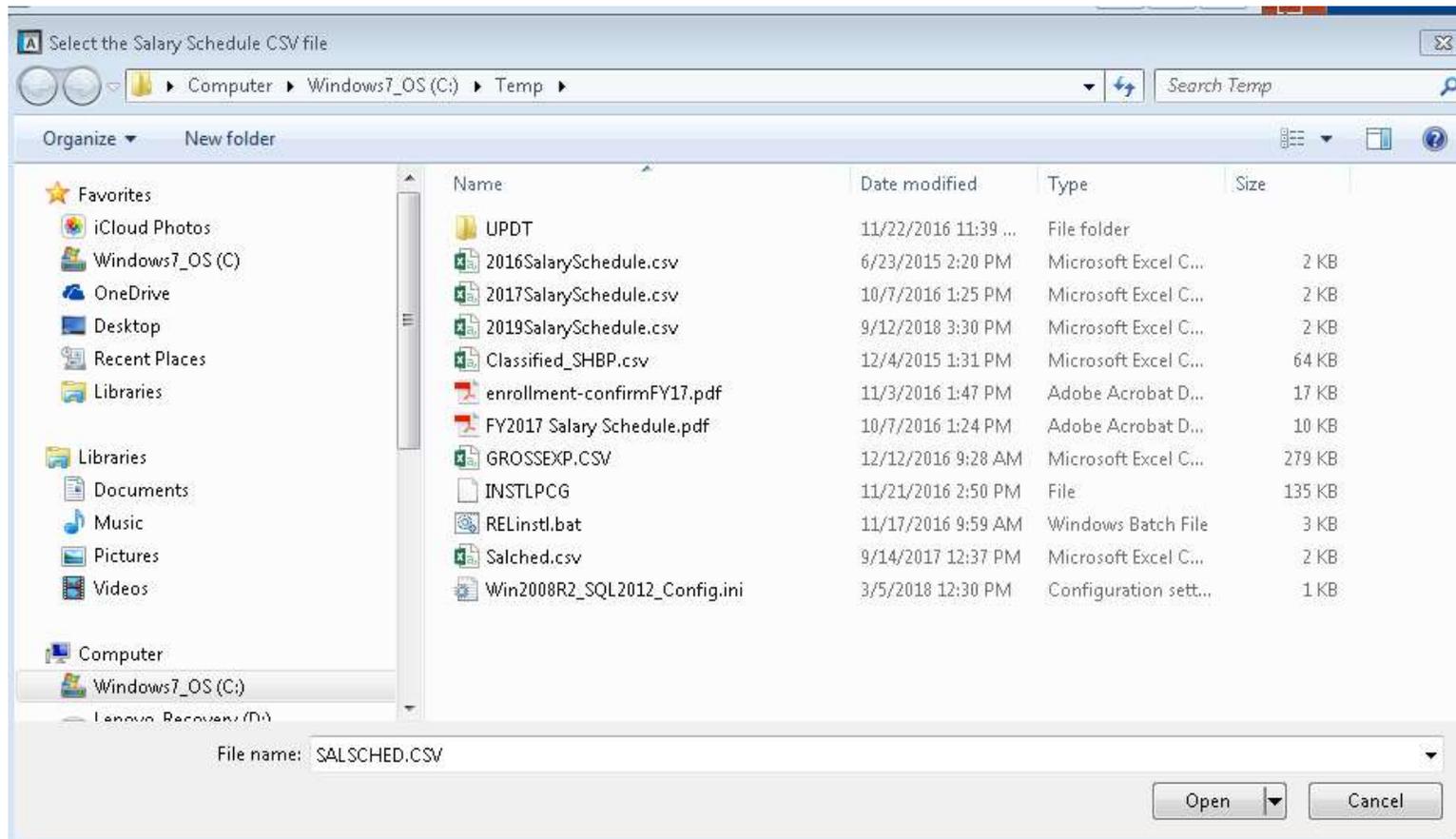
2

Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5)
CPI System Operations Guide, Section D: CPI Salary Schedule Processing

PCGenesis



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>
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3

Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)

CPI System Operations Guide, Section D: CPI Salary Schedule Processing

PCGenesis



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>
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PCGenesis

```
PCG Dist=6791 Rel=18.01.00 09/12/2018 KCG 002 SV CADEVSY S C:\SECOND LTBLUE
Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )
C:\TEMP\2019SALARYSCHEDULE.CSV
*** IMPORT FILE SUCCESSFULLY LOADED ***
```

3

Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)

CPI System Operations Guide, Section D: CPI Salary Schedule Processing

PCGenesis

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

STATE Salary Schedule: 2019 (CCYY)
STATE SALARY SCHEDULE

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

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

PCGenesis

PCG Dist=8991 Rel=18.03.00 11/02/2018 DOE 000 K:\SYSTEM K:\SECOND GREEN

Update/Display Personnel Data PAY02

Status T -- **Terminated** FA5AN, KE5DRICK

Emp. no. 89762 Pay Loc 1 Location 000001 Class 13 SUBSTITUTE BUS DRI
 Sex Code F Work Loc 8012 Location 008012 Job 32 SUBSTITUTE BUS DRI
 Mar Stat S SSN 999 08 9762 EEO-5 Job N02 Substitute
 Ethnic 4 BLACK

NAME First KE5DRICK Middle
 Last FA5AN Suffix Prefix

Address 1242 MAIN STREET Certificate Type
 Address L2 CS1 Job (from CPI) 999
 City/State SMITH , GA Include on CPI ? N
 Zip Code 33333 County 160 Sick Bank ? N
 Phone (999)555-0239 Out of State Substitute rank
 Cell phone ()000-0000 Override accrue?

Spouse SSN Birth Date 3/01/1966 Hrs/Week 0.00 Pens Elig Date
 Hire Date 8/05/2016 GHI Eligible ? N TRS DOE Paid ERCON ? N
 Rehire Date GHI 1ST Day Wrk Health ins flag N
 Background Ck GHI Cover Start Participate in GHI ? N
 Date of Death GHI Final Ded Dt GHI BOE Transfer in? N
 Elig for Rehire Y GHI Coverage End GHI Option NE NOT ELIGIBLE
 Term Date 12/15/2018 GHI Change Code NEMP GHI Tier 00 NOT ELIGIBLE
 Term Reason 9 RESIGNATION GHI Ded Cd

***** TAX DATA *****
 Federal: Mar Stat S Exempt 1 Withholding Code 0 Amt/% .00
 State: Mar Stat A Allowance Mar 0 Dep 1 Withholding Code 0 Amt/% .00
 Tax Switches: Fed Y State Y FICA Y Pension N AEIC

17.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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

F2,F2

4	<p>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></p>
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PCGenesis

```

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

Certificate level:
Cert. years exp:

Local employment basis:  1.21
Emp. basis-cert.:  0.00
Cert. pay step:
Local years exp:  11

Annual contract sal:  $      .00
State minimum salary:  $      .00
Emp. basis-class:  1.21
Annual classified sal:  $ 40,501.34

Annual contract days:
Annual work days:  230

Termination date:
Termination reason:

Rehire date:  7/03/2006

Long term sub?:  N (Y or N)

```

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.

	5	<p>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)</p> <p><i>CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</i></p>
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PCGenesis Documentation

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.

	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>
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PCGenesis

```

CPI Process Control Inquiry
**** THE CURRENT TRANSMISSION CYCLE IS 1 ****
District Name 679 JASPER COUNTY BOARD OF ED
CPICM319

Beginning School Year 2018           Ending School Year 2019
Last Rollover Date 09/13/2018 Last Rollover Cycle 3 Last Rollover User EEB
Final Transmission Date 09/12/2018 Final Trans. Cycle 3 Final Trans. User KCG

===== Transmission File Creation Information =====
Date           Time           Cycle    User
09/12/2018     16:41:35         3       KCG

Terminated Employees will be Reported: From Date    To Date
Cycle 1 03/03/2018    10/03/2018
Cycle 2 10/04/2018    03/01/2019
Cycle 3 07/01/2018    06/30/2019

When Processing Rollover Cycle from 2 to 3, Employees who
have been Terminated Prior to: 03/02/2019 will be Deleted.

ENTER TO VALIDATE OR F16 TO EXIT

12.02.00
```

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

Certified/Classified Personnel Information System CPICP03

FKey **CPI Special Functions Menu**

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

- 9** -- CPI Process Control Inquiry

- 12** -- CPI Rollover Processing

14.01.0

User	List																			
Queue	Word	PAY	VEND																	

9	<i>Perform the CPI Rollover. (F4, F31, F12)</i> <i><u>CPI System Operations Guide, Section I: Special Functions</u></i>
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PCGenesis Documentation

What does the CPI Rollover do?

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

	9	Perform the <i>CPI Rollover</i> . (F4, F31, F12) <i>CPI System Operations Guide, Section I: Special Functions</i>
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Quick Note

When rolling over CPI if it does not rollover try
to recreate a transmission file then try roll over again

To run transmission file F4 F9 FI

PCGenesis

```
CPI Process Control Inquiry                                     CPICM319
**** THE CURRENT TRANSMISSION CYCLE IS 1 ****
District Name 679 JASPER COUNTY BOARD OF ED

Beginning School Year 2018                               Ending School Year 2019

Last Rollover Date 09/13/2018 Last Rollover Cycle 3 Last Rollover User EEB
Final Transmission Date 09/12/2018 Final Trans. Cycle 3 Final Trans. User KCG

===== Transmission File Creation Information =====
      Date           Time           Cycle      User
      09/12/2018     16:41:35             3      KCG

Terminated Employees will be Reported: From Date      To Date
      Cycle 1 03/03/2018    10/03/2018
      Cycle 2 10/04/2018    03/01/2019
      Cycle 3 07/01/2018    06/30/2019

When Processing Rollover Cycle from 2 to 3, Employees who
have been Terminated Prior to: 03/02/2019 will be Deleted.

ENTER TO VALIDATE OR F16 TO EXIT

12.02.00
```

10	Screen-print the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i>
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<http://www.gadoe.org/Technology-Services/Data-Collections/Documents/CPI%20Documentation/FY2019/FY2019%20CPI%20Transmission%20Dates.pdf>

FY2019 CPI Transmission Dates

FY2019 CPI Transmission Dates

Cycle One

Tuesday, October 02, 2018	Transmissions for CPI Cycle 1 begin
Tuesday, October 09, 2018	Last date for initial transmission of CPI Cycle 1 data
Tuesday, October 16, 2018	Duplicate record deadline
Tuesday, October 23, 2018	Sign-off date for CPI Cycle 1 data
	Deadline for Superintendent's sign-off

Valid termination date range for October CPI 2019-1 = 03/02/2018– 10/02/2018

Cycle Two

Thursday, March 07, 2019	Transmissions for CPI Cycle 2 begin
Thursday, March 14, 2019	Last date for initial transmission of CPI Cycle 2 data
Thursday, March 21, 2019	Duplicate record deadline
Thursday, March 28, 2019	Sign-off date for CPI Cycle 2 data
	Deadline for Superintendent's sign-off

Valid termination date range for March CPI 2019-2 = 10/03/2018 – 03/07/2019

Cycle Three

Thursday, July 11, 2019	Transmissions for CPI Cycle 3 begin.
Thursday, July 18, 2019	Last date for initial transmission
Thursday, July 25, 2019	Final transmission date & Signoff Deadline



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

```
Certified/Classified Personnel Information System C
-----
FKey          Certificate File Maintenance Menu
-----
 1 -- Certificate File Maintenance
 3 -- Create SSN Export File for PSC
 5 -- Upload GaDOE-SSN Return File with Certificate Data into PCGenesis
```

11	OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5) <i>CPI System Operations Guide, Section G: Certificate File Maintenance</i>
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Copy of the PSC download document

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

The Process

Step 1

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

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

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

899999087036
899999087044
899999087051
899999087052
899999087054
899999087055
899999087058
899999087078

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

11	OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5) <i>CPI System Operations Guide, Section G: Certificate File Maintenance</i>
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Step 2

Upload the extract via the PSC Data Request

The screenshot shows the 'CPI Main Menu' with the following options:

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Validation Routine
- ADHOC Query
- Status Check List
- PSC Data Request**

Callout 1: 'Select to use the upload option.' points to the 'PSC Data Request' menu item.

Callout 2: 'Then, use the Browse to select your extract file.' points to the 'Browse...' button in the file upload section.

Callout 3: 'Next, click on the upload button.' points to the 'Upload Data File' button.

System: 601 Appling County
Select the PSC file to Upload

Georgia Department of Education
CPI (Certified/Classified Professional Information) Data Collection System
PSC File Transfer Menu Oct, 2015 CPI Cycle 2016-1

Send this file:

11

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

PCGenesis

PAGE: 1

RUN DATE: 09/13/2018
 RUN TIME: 09:52:25
 PROGRAM: CPICM002

CERTIFIED/NON-CERTIFIED WORKSHEET
 SORT ORDER: LOCATION/CLASS/ALPHA

EMPLOYEE NO: [REDACTED] NAME: [REDACTED]
 PAY CLASS: 01 CLASSROOM TEACHER HIRE DATE: 07/06/2006
 WORK LOC: 0100 WASHINGTON PARK REHIRE DATE: 10/13/2014
 STATUS: T TERMINATION: 5/14/2018
 BIRTH DATE: [REDACTED] DATE: 5/14/2018
 SEX: F REASON: 9 RESIGNATION
 ETHNIC CODE: 02 HISPANIC: N RACE CODES: WHITE

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

FIELD CODE	FIELD NAME	CERTIFICATES ON FILE	CERT TYPE	PROF/RENEW	VALID FROM	TO
694	CLEARANCE	C		Y	07/01/2015	2020
712	TEACHER SUPPORT SPECIALIST	SRS		Y	07/01/2015	2020
714	TEACHER SUPPORT AND COACHING E	SRS		Y	12/03/2016	2020
833	READING ENDORSEMENT	SRT		Y	07/01/2015	2020
853	CONCENTRATION-SCIENCE	SRT		Y	07/01/2015	2020
853	CONCENTRATION-LANGUAGE ARTS	SRT		Y	07/01/2015	2020
854	CONCENTRATION-SOCIAL SCIENCE	SRT		Y	07/01/2015	2020
855	CONCENTRATION-READING	SRT		Y	07/01/2015	2020
980	COACHING ENDORSEMENT	SRT		Y	12/03/2016	2020

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

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

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

ANNUAL CONTRACT DAYS: _____

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

1.	---	---	---	---	---	---	---	---	---
2.	---	---	---	---	---	---	---	---	---
3.	---	---	---	---	---	---	---	---	---
4.	---	---	---	---	---	---	---	---	---
5.	---	---	---	---	---	---	---	---	---
6.	---	---	---	---	---	---	---	---	---

14

Print, edit, and complete the *CPI Worksheet* for each employee's personnel record. (F4, F7, F5)

CPI System Operations Guide, Section E: CPI Report Processing

PCGenesis

EMPLOYEE		EMPLOYEE NAME	ASSIGNMENT LOCATION	ERROR FIELD	ERROR MESSAGE
[REDACTED]		[REDACTED]	0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
0201	0		0201	0	EC013 CERTIFICATE LEVEL NOT VALID
0201	000	1.00	0201	000	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
0201			0201		EC021 CONTRACT DAYS NOT VALID
0201			0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
0108	000		0108	000	EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 60
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	0		0201	0	EC013 CERTIFICATE LEVEL NOT VALID
0201	000	1.00	0201	000	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
0201			0201		EC021 CONTRACT DAYS NOT VALID
0201			0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
0195			0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
0195	47465.00		0195	47465.00	WC009 ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
0100			0100		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
0108	000	1.00	0108	000	EC624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'H' ASSIGNMENT
0108			0108		EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260
0108			0108		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
0201	0		0201	0	EC013 CERTIFICATE LEVEL NOT VALID
0201	000	1.00	0201	000	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
0201			0201		EC021 CONTRACT DAYS NOT VALID
0201			0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
0100	47465.00		0100	47465.00	WC009 ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
0108	0		0108	0	EC013 CERTIFICATE LEVEL NOT VALID
0108	000	1.00	0108	000	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
0108			0108		EC021 CONTRACT DAYS NOT VALID
0108			0108		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]
0201	2018		0201	2018	WC005 EXPIRED CERTIFICATE CERT ID = [REDACTED]

PCGenesis

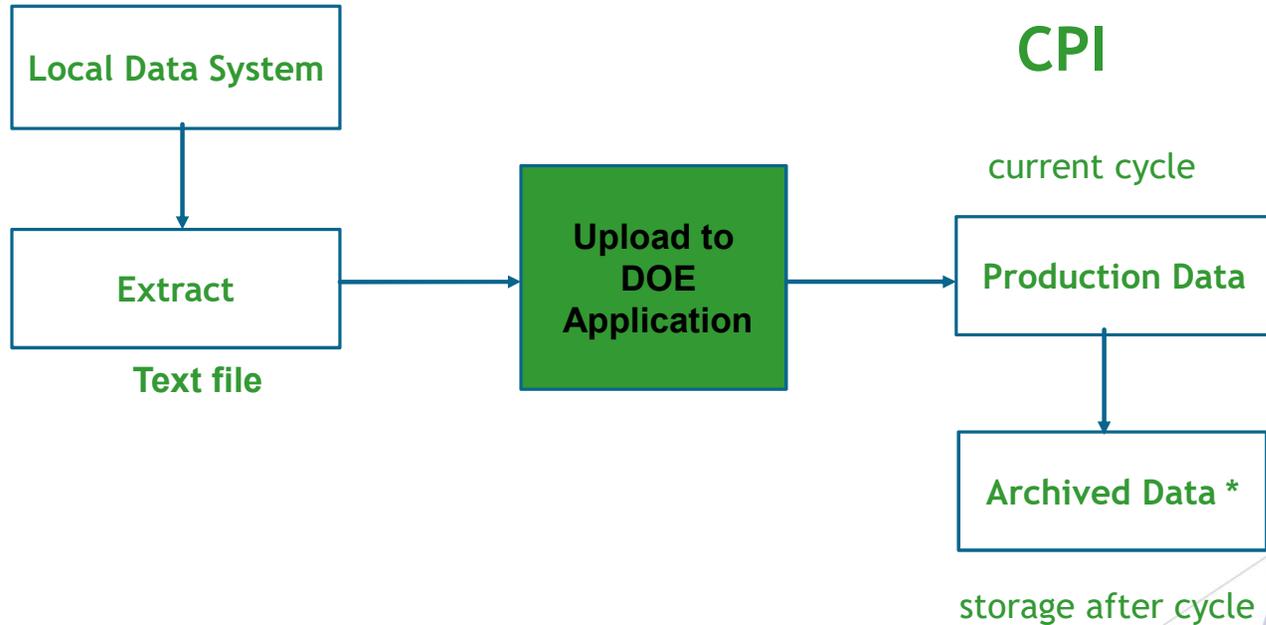
Step 21 CPI-In-Progress Report and Transmission File

```
PCG Dist=6791 Rel=18.01.00 09/13/2018 KCG 001 SV C:\DEVSY S C:\SECOND LTBLUE
CPICM400
CREATE CPI TRANSMISSION FILE
The CPI EXTRACT output file is located in:
C:\SECOND\GOSEND\CPIR1801
```

	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>
--	----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

From Your Local System to CPI

Ex: PC Genesis or local vendor system



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

How it works

Extract

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



How it works

GEORGIA DEPARTMENT OF EDUCATION (GADOE)
Office of Technology Services - Technology Management

FY2019 CPI File Layout

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

FY2019 CPI Data File Layout

Document Revision Updates

DATE	DATA ELEMENT AFFECTED	COMMENTS
07/01/2018		Annual Updates
07/01/2018	ASSIGNMENT JOB CODE	Modify edit E1022- ASSIGNMENT JOB CODE not valid for Consolidated Funding.
07/01/2018	ASSIGNMENT SCHOOL CODE	Modify edit E1023- ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding school list.
07/01/2018	ASSIGNMENT FUND CODE	Remove edit E1024 – District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.
07/01/2018	ASSIGNMENT FIELD CODE	Update edit E645, E6461, E698, E691 – to add ASSIGNMENT FIELD CODE '105', '106' to all errors
07/01/2018	ASSIGNMENT TYPE CODE	Change W62B to Edit E6280- Charter School reported with no certified employees. [All ASSIGNMENT TYPE CODE = 'N']. Please verify data.
07/01/2018	ASSIGNMENT FIELD STATUS	Remove Data Element ASSIGNMENT FIELD STATUS
07/01/2018	ASSIGNMENT FIELD STATUS	Modify Edit E665 to remove verbiage, ASSIGNMENT FIELD STATUS
07/01/2018	ASSIGNMENT FIELD STATUS	Remove edits E688 ASSIGNMENT FIELD STATUS must be one of the following valid values: 'I' = In-Field 'O' = Out-of-Field
07/01/2018	ASSIGNMENT FIELD STATUS	Remove edit E679 - if ASSIGNMENT FIELD STATUS = 'O', ASSIGNMENT JOB CODE must = 085-199, 400-499, 600, 610, 615, 621, or 641.

How it works

Personnel Demographic Information - A Record

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

Personnel Demographic Information - A Record									
Layout ID	Element	Cycle	Field Type	Required For:	Length	Starting Position	Ending Position	Description	Edits
A01	FISCAL YEAR	ALL	N	Certified, Classified, Active, Terminated	4	1	4	Current fiscal year	E010 - FISCAL YEAR must be all four digits of the current valid fiscal year
A01	REPORT PERIOD	ALL	A	Certified, Classified, Active, Terminated	1	5	5	Identifies the CPI reporting period	E020 - REPORT PERIOD must be the current valid CPI period: '1' = October '2' = March '3' = July
A01	SYSTEM CODE	ALL	A	Certified, Classified, Active, Terminated	3	6	8	School System code.	E040 - SYSTEM CODE must be an active school system code in the Facilities Database.
A01	EMPLOYEE CODE	ALL	A	Certified, Classified, Active, Terminated	9	9	17	Employee's Assigned Number	E064 - EMPLOYEE CODE must be employee's 9-digit Social Security Number, right justified with expressed leading zeros. E805 -EMPLOYEE CODE must be unique for every RECORD TYPE = 'A01' in file for one SYSTEM. E2016 - All personnel reported as active in CPI 2018-2 must be reported A01 as either active or terminated in CPI 2019-1. E8050- EMPLOYEE CODE must be unique for every RECORD TYPE = 'A01' in entire state where TERMINATION CODE = zeros. (Previously WB05.) E292 - All race indicators for employee cannot equal 'N'.

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

How it works

What An Extract Looks Like . . .

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

```
CPI-Subj2007-1-611A01-801.txt*
0 10 20 30 40 50 60 70 80 90
4 20071611888888888888AO1M2CP PPPPPP, GEORGE.....19421019000010006.....
5 20071611888888888888BO110000000306L6N0062181320000000001900000.....00.....
6 20071611888888888888CO101051000CI..T11497075400.....
7 20071611777777777777AO1F2SCHHHH, IRENE.S.....19410622000010009.....
8 20071611777777777777BO10000100000...00000000000184979800018212006050500.....
9 20071611666666666666AO1F2MCD DDDDD, JEAN.....19540130000010017.....
10 20071611666666666666BO110000000255L6N0059229000000000001900000.....00.....
11 20071611666666666666CO101051000CI..T11497276400.....
12 20071611555555555555AO1F2LITTTT, MYRNA.M.....19400606000010027.....
13 20071611555555555555BO104900000264L6N0046756920000000001900000.....00.....
14 20071611555555555555CO1010500500CI..11009208085.....
15 20071611555555555555CO201050500CI..T14197380800.....
16 20071611444444444444AO1F2BBBG, DEBORAH.....19511028000010029.....
17 20071611444444444444BO10000100010...0000000000016109980001820.....00.....
18 20071611444444444444CO101051000N..TR461.....00.....
19 20071611333333333333AO1M2RRRRRRRLD, ROBERT.....19430620000010033.....
20 20071611333333333333BO110000000244L6N00509430000000000019000012006060600.....
21 20071611222222222222AO1M2RRRRN, PETER.JOSEPH.....19540702000010045.....
22 20071611222222222222BO110000000266L6N0082219420000000002100000.....00.....
23 20071611222222222222CO101051000CI..L61597870400.....
24 20071611111111111111AO1F2LLLG, MARY.H.....19520523000010047.....
25 20071611111111111111BO110000000195L5N0055472000000000001900000.....00.....
26 20071611111111111111CO101051000CI..T10070020800.....
27
```

How it works

Comparing Extract Data to Layout

A-Record - Demographic Data

2018161188888888A01F2MMMMMMMM, JOAN KAY 19491120000010005

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = "2018"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = May "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E041
EMPLOYEE CODE	A01	9-17	Employee's Social Security Number	A	9	Certified, Classified, Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM . All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.	E064 E805 E2016 W805
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified, Active, Terminated	RECORD TYPE must = "A01". Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01". Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01'. 49	E802 E803 E3033 E3034 E3035

CPI Application

Logging into the “Portal”

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

MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

Need
Login
Access?

22	Transmit the CPI data file to the GaDOE. <i>Refer to the applicable MyGaDOE Web portal instructions.</i>
----	-------------------------------------------------------------------------------------------------------------

CPI Application Application Selection

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

The screenshot shows the MyGaDOE portal interface. The browser address bar displays <https://portal.doe.k12.ga.us/Index.aspx>. The page header includes the Georgia Department of Education logo and a search bar for districts. A navigation menu on the left lists various services, with 'Data Collection' expanded to show a sub-menu. In this sub-menu, 'CPI Codes' and 'CPI-Active' are visible, with 'CPI-Active' highlighted. A blue callout box with a scroll effect points to the 'CPI-Active' item, containing the text: 'Don't see CPI Active ?? Contact your Security Officer'. Other sections on the page include 'Surveys' (showing counts for New, Saved, Submitted, and Approved) and 'My Favorites' (with 'Online Web Resources').

October 2017 is
Fiscal Year 2018

CPI Application

Select Transmission Period

Georgia Department of Education

CPI Transmission Cycle Menu

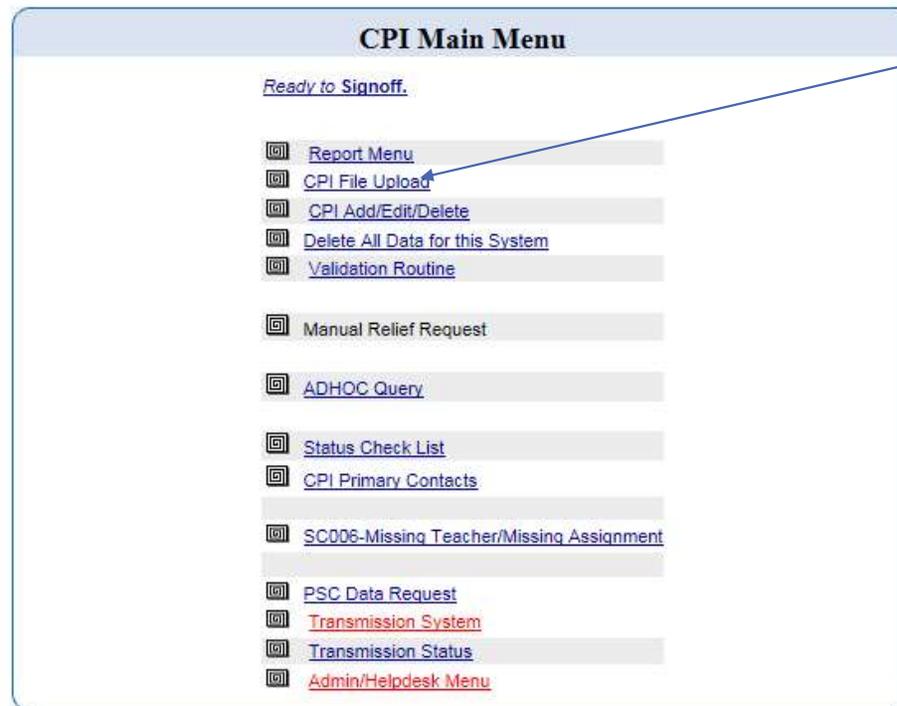
Transmission Cycles	Current Documentation
CPI Menu for July, 2018 (CPI 2018-3)	
CPI Menu for March, 2018 (CPI 2018-2)	• CPI File Layout NEW
CPI Menu for October, 2017 (CPI 2018-1)	• CPI-PSC Certificate File Layout and Edit Rules
CPI Menu for July, 2017 (CPI 2017-3)	
CPI Menu for March, 2017 (CPI 2017-2)	
CPI Menu for October, 2016 (CPI 2017-1)	
CPI Menu for July, 2016 (CPI 2016-3)	
CPI Menu for March, 2016 (CPI 2016-2)	
CPI Menu for October, 2015 (CPI 2016-1)	
CPI Menu for July, 2015 (CPI 2015-3)	
CPI Menu for March, 2015 (CPI 2015-2)	
CPI Menu for October, 2014 (CPI 2015-1)	
CPI Menu for July, 2014 (CPI 2014-3)	
CPI Menu for March, 2014 (CPI 2014-2)	
CPI Menu for October, 2013 (CPI 2014-1)	
CPI Menu for July, 2013 (CPI 2013-3)	

Click on the Current cycle to get
to the main menu

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

CPI Application

CPI Main Menu



Select this link to upload the extract file (s)

CPI Application

Upload Screen

Address https://portaluat/CPIMainMenu.aspx?oid=46028 Go | Li

Navigation

Appling County - 601

CPI Data Collection for Fiscal Year 2007

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

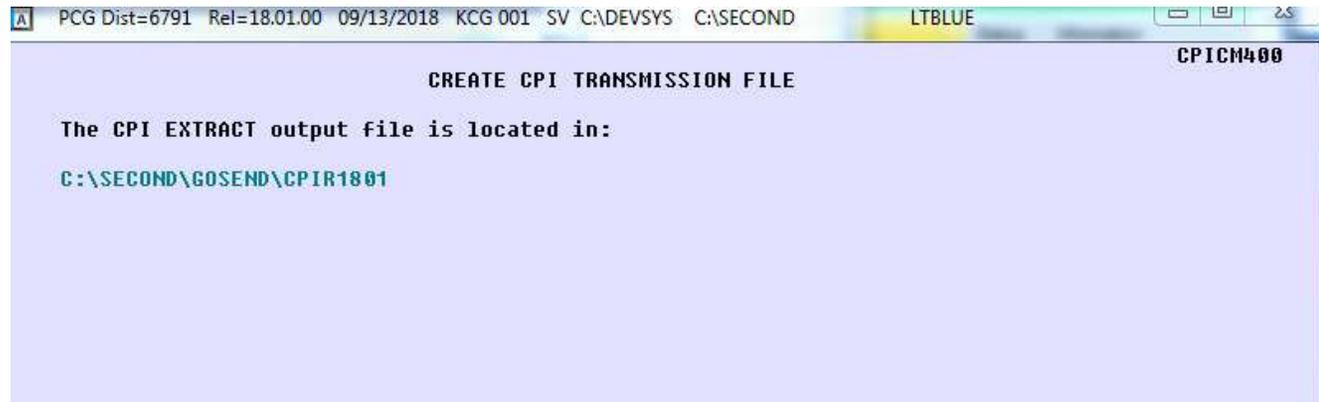
File Path :

Multiple Files :

54

Click on *Browse* to find and select extract

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



```
PCG Dist=6791 Rel=18.01.00 09/13/2018 KCG 001 SV CADEVSY5 C:SECOND LTBLUE CPICM400
CREATE CPI TRANSMISSION FILE
The CPI EXTRACT output file is located in:
C:\SECOND\GOSEND\CPIR1801
```

Jasper County - 679

File : CPIR1801 was uploaded successfully

CPI Data Collection for Fiscal Year 2018

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

File Path :

Multiple Files :

Validation Process - Error Checks

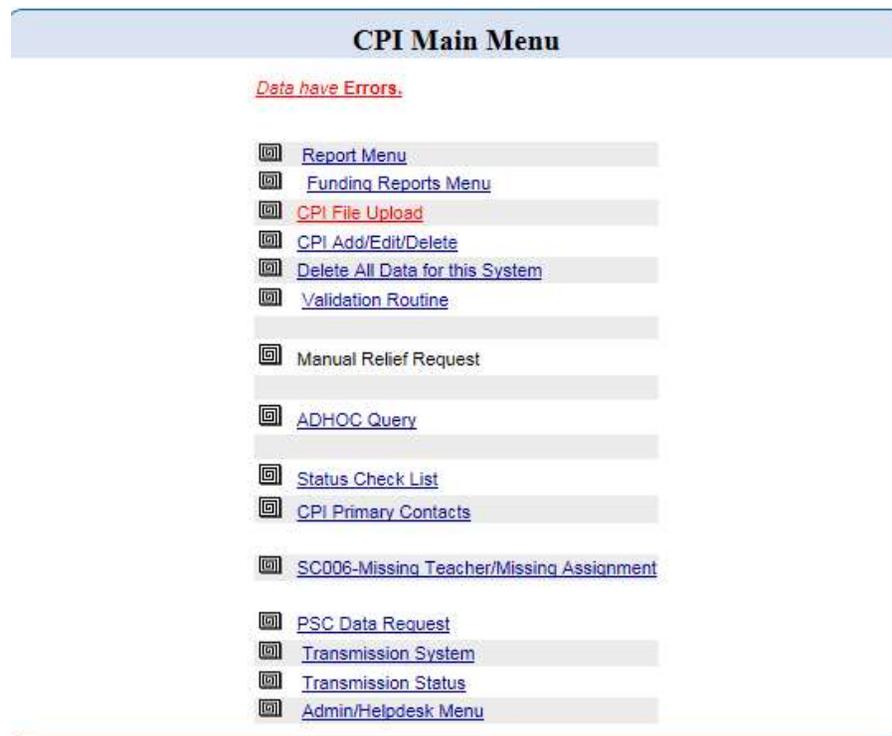
CPI Main Menu

Data being validated. Please try again later.

Status Message Line

-  [Report Menu](#)
-  [ADHOC Query](#)
-  [CPI Primary Contacts](#)
-  [PSC Data Request](#)
-  [Transmission System](#)
-  [Transmission Status](#)
-  [Admin/Helpdesk Menu](#)

Data Has Errors or Processed Failed



CPI Main Menu

Data have Errors.

- Report Menu
- Funding Reports Menu
- CPI File Upload**
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- ADHOC Query
- Status Check List
- CPI Primary Contacts
- SC006-Missing Teacher/Missing Assignment
- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

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

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

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

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

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

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

Personnel Demographic Information- A Record

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

Personnel Demographic Information- B Record

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

Assignment Information- C Record

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

PSC Details if available

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

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

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

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

Type	Eligible Field	Begin Eligibility	End Eligibility
C	CLEARANCE CERTIFICATE [FLD694]	07/01/2017	06/30/2022

The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.

*I1T	MIDDLE GRADES (4-8) - MATH [FLD851]	12/10/2016	06/30/2021
*I1T	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	12/10/2016	06/30/2021

The Induction certificate is the second tier of Georgia's tiered certification structure. In addition to successful program completion and a passing score on all required assessments, employment in a Georgia school is required to earn the Induction Certificate. In order to receive the educator certificate described above, the individual must be employed in the designated certificate field by a Georgia local unit of administration (LUA), and the employing LUA must request the issuance of the educator certificate from the Georgia Professional Standards Commission (GaPSC). Should this

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

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

CPI Employee Record Detail
 [Redacted] County

Edit

Personnel Demographic Information- A Record

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

Personnel Demographic Information- B Record

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

Assignment Information- C Record

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

PSC Details if available

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

PSC Information

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

Certification Lookup

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

Certification ID:

or

First name: *Special Characters are not allowed!*

Last name: *Special Characters are not allowed!*

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

Type	Field	First Issued	Current Issued	Beginning Validity	End Validity
C	CLEARANCE CERTIFICATE [FLD694]	09/17/2015	09/17/2015	07/01/2015	06/30/2020

The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.

IN4F	ENGLISH (6-12) [FLD730]	09/17/2015	09/17/2015	07/01/2015	06/30/2018
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Important Points

The background features abstract geometric shapes in various shades of blue and teal. On the right side, there is a large, complex shape composed of several overlapping triangles and polygons. A thin, light-colored line extends from the bottom left towards the center of this complex shape. On the far left edge, a small portion of a blue triangle is visible.

CHARTER/ SWSS WAVIER

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



REPORT TO MONITOR

67

SC006 Transmission on 08/17/2018 03:07:37 pm - Data Have Errors
 Georgia Department of Education

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI. The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

Student Class Teacher not Reported in CPI														
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0108	Jasper County High School	*****0000				N			60.0710000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0720000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0730000	000			E5083	Missing Teacher in CPI

ITEM TO REMEMBER

SUBJECT Matter Codes

Matching course to state codes

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

Subject Matter Code	Code Description
010	Agricultural Business & Production Technology
012	Agricultural Business & Production Technology
013	Agricultural Business & Production Technology
018	Agricultural Business & Production Technology

ITEM TO REMEMBER

SUBJECT Reminders

Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**

23**1** = Remedial

23**2** = Gifted Education

23**3** = Distance Learning

23**8** = Special Education

23**0** = All Other

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

English Language Arts (LA) = **23**.xxxxxxx

231 = Remedial LA

232 = Gifted Education LA

233 = Distance Learning LA

238 = Special Education LA

230 = All Other LA

ITEM TO REMEMBER

Subject Reminders

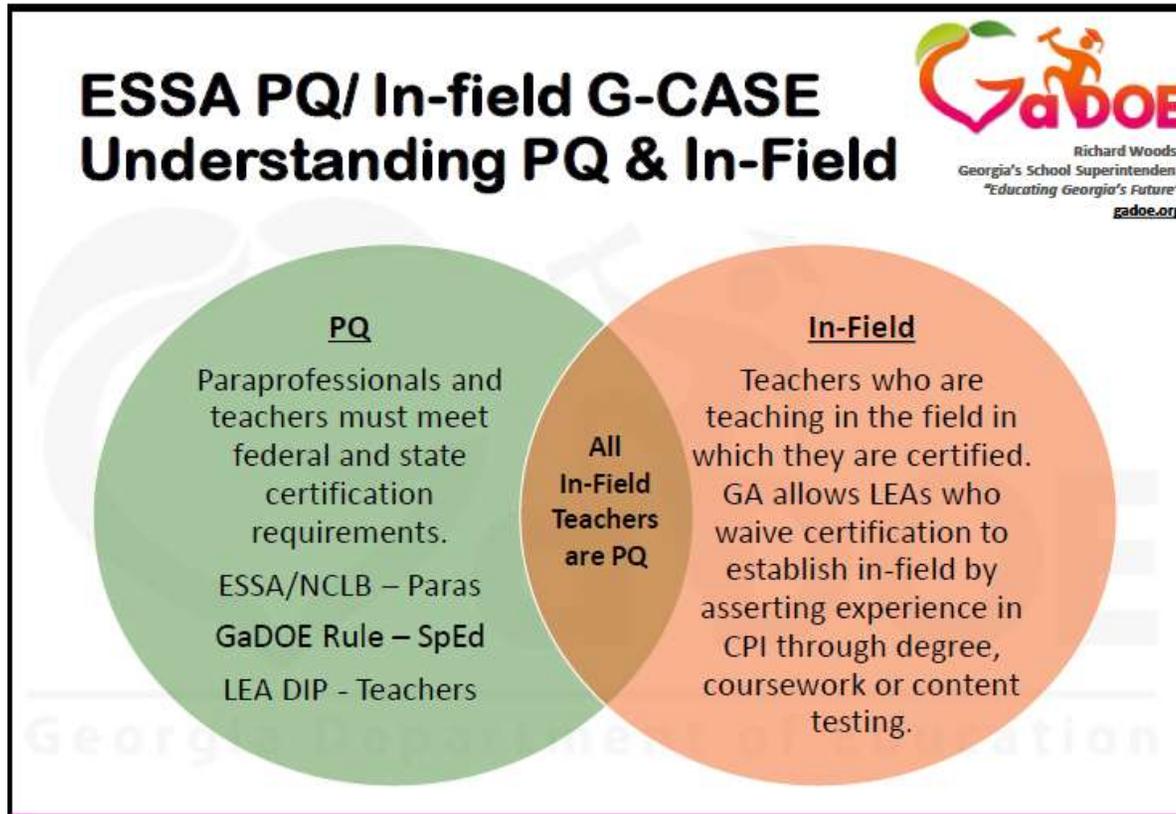
- **Subject Matter** codes should reflect the **specialized fields of study** wherever possible.
 - ❖ Reduces necessary changes in In-Field reporting for PSC

- Subject codes **930-958** are **not valid for teachers** for Job Codes 080-199 (teachers).
 - ❖ These are still valid for any position above 199 (non-teacher)
 - ❖ Elementary codes can still be used (920-928) where appropriate



ITEM TO REMEMBER

71



ITEM TO REMEMBER

ESSA PQ/ In-field G-CASE Clearance Certificates

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



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

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

Georgia Department of Education



ITEM TO REMEMBER

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

ITEM TO REMEMBER

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



Waiver v Waiver

Waiver – GaPSC Certificate

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

Waiver – GaDOE Approved Charter or Strategic Waiver Application

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

In-Field v In-Field

In-Field - GaPSC

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

In-Field - ESSA

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

Example:

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

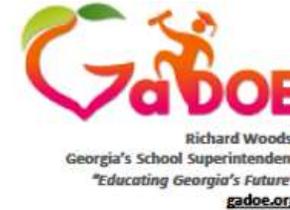
ESSA In-field – Teachers holding a 'N' are not in-field.

Georgia Department of Education



ITEM TO REMEMBER

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



NEW IN GEORGIA IN FY18

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

Georgia Department of Education



ITEM TO REMEMBER

Professional Qualifications for Teachers



What does ESSA say about qualifications?

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



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



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



ITEM TO REMEMBER

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

Please make sure all employee's have Clearance Certificates.

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

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

Remember Termination dates are just that Termination dates.

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

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

Know that I Am Here For You!!!!

Need Assistance?

Please issue a dticket via email

dticket@doe.k12.ga.us

OR

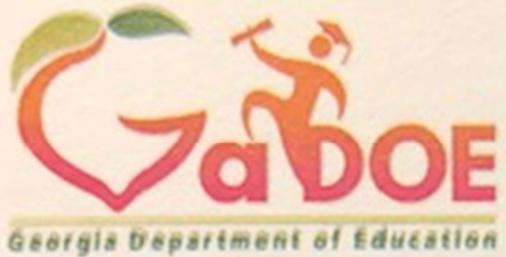
Call the Help Line at

800-869-1011

Please indicate that this is a

CPI QUESTION.

Thank you for your kind attention!



Katie Green
Data Collections Analyst
kagreen@doe.k12.ga.us

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