PCGenesis and the CPI Process

GASBO FY2020

Presented By: Katie Green
CPI OVERVIEW

WHAT IS CPI

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

- Reporting of certified and classified personnel based on their **role** within your district
CPI OVERVIEW

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

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

11/14/2014
CPI OVERVIEW

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
CPI OVERVIEW

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
CPI OVERVIEW

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 IDEA Reporting ***
CPI Overview

When is Data Collected?

**A, B, C Records**

**Cycle One**
October 1 to 22, 2019
Data used for T&E funding, HB280 incentives, and reports

**Cycle Two**
March 5-26, 2020
Data used for analysis and reports

**A & D Records**

**Cycle Three – LEAVE**
July 09-23, 2020
Cumulative leave for year
Data used for analysis and reports
CPI Overview

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
MIDDLE NAME

Demographics
CPI Overview

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
- MIDDLE NAME

Demographics
CPI Overview

What Data is Reported?

<table>
<thead>
<tr>
<th>'C01' Record(s) – Job Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL YEAR</td>
</tr>
</tbody>
</table>

Unique Per Person

What Employee Does

Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future
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
PCGENESIS APPLICATION
Locate the Current FY State Salary Schedule

Print Out your CPI Check List for PCGenesis

Print the CPI Transmission Dates
https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-CPI-Resources.aspx

What is the first thing you need to do to start CPI
To start CPI go to the Gadoe website. Once you are on the website, go to Data and Reporting.
CPI Documentation

To View Documentation on Public Website

Under Data and reporting there are multiple links from Financial Review, PCGenesis to Data Collection.
Go to the CPI System Operation Guides
Print out the CPI Check List
We will be following this checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Perform a PCGenesis Data Backup.</td>
</tr>
<tr>
<td>2</td>
<td>Verify the CPI Salary Schedule for the current CPI cycle exists. (F4, F5) &lt;br&gt; <em>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</em></td>
</tr>
<tr>
<td>3</td>
<td>Enter, update, and upload the CPI Salary Schedule for the current year, where appropriate. (F4, F5) &lt;br&gt; <em>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</em></td>
</tr>
<tr>
<td>4</td>
<td>Make sure the correct termination dates exist on employees’ payroll and personnel records. Do NOT change the Include on CPI? flag to N (No) if it is presently Y (Yes). &lt;br&gt; <em>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</em></td>
</tr>
<tr>
<td>5</td>
<td>If the employee’s years should not be incremented: make sure the Advance/Inhibit flag for the employee’s biographical record is correctly set. (F4, F1) &lt;br&gt; <em>CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</em></td>
</tr>
<tr>
<td>7</td>
<td>Enter or verify the GaDOE termination date on the CPI Process Control Inquiry screen. (F4, F31, F9) &lt;br&gt; <em>CPI System Operations Guide, Section I: Special Functions</em></td>
</tr>
</tbody>
</table>
| 8   | Screen-print the CPI Process Control Inquiry screen. (F4, F31, F9)  
    | CPI System Operations Guide, Section I: Special Functions |
|-----|---------------------------------------------------------------------|
| 9   | Perform the CPI Reloader. (F4, F31, F12)  
    | CPI System Operations Guide, Section I: Special Functions |
| 10  | Screen-print the CPI Process Control Inquiry screen. (F4, F31, F9)  
    | CPI System Operations Guide, Section I: Special Functions |
| 11  | OPTIONAL: Update employees’ certificate information using the Professional  
    | Standard Commission’s (PSC’s) downloaded file. (F4, F13, F5)  
| 12  | Print the Employees’ Expired Certificate Report. (F4, F7, F3)  

Georgia Department of Education  
July 2, 2018 - 11:31 AM - Page 1 of 2  
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<table>
<thead>
<tr>
<th></th>
<th>PCGenesis Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>View and modify Certified employees’ certificate information as needed. (F4, F1) CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</td>
</tr>
<tr>
<td>14</td>
<td>Print, edit, and complete the CPI Worksheet for each employee’s personnel record. (F4, F7, F8) CPI System Operations Guide, Section L: CPI Report Processing</td>
</tr>
<tr>
<td>15</td>
<td>Print the Multiple Record Proofing Report. (F4, F7, F8) CPI System Operations Guide, Section L: CPI Report Processing</td>
</tr>
<tr>
<td>16</td>
<td>Print the Employees with Questionable CPI Include Status Report. (F4, F7, F8) CPI System Operations Guide, Section L: CPI Report Processing</td>
</tr>
<tr>
<td>20</td>
<td>Print the Certified/Classified Employee Error List. (F4, F7, F6) CPI System Operations Guide, Section L: CPI Report Processing</td>
</tr>
<tr>
<td>21</td>
<td>Complete the CPI Detail In-Progress Report (F4, F9, F3) and the CPI Data Transmission File procedure. (F4, F9, F1) CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing</td>
</tr>
<tr>
<td>22</td>
<td>Transmit the CPI data file to the GaDOE. Refer to the applicable MyGaDOE Web portal instructions.</td>
</tr>
</tbody>
</table>
From the Master Menu go to CPI F4 F5
Put in the current year 2019 the click F13 to create
Click on F10 to locate the file that you would have already received from DOE with the Release
Click on that file to upload into PCG
You should see that file name then click enter
Enter the upload file Path and Name (e.g. C:\TEMP\SALARYSCHEDULE.CSV)
C:\TEMP\2023\SALARYSCHEDULE.CSV

*** IMPORT FILE SUCCESSFULLY LOADED ***
Once you upload you should see the complete Salary schedule for that Year.
To verify the termination date. The date is located on the Payroll Personnel screen F2 then F2 update and display.
You will probably not need to adjust this for most people just move to the next step. Adjust only if they do not need to increase years of service.
Verify the Current Cycle is past cycle
PCGenesis

Certified/Classified Personnel Information System

CPI Special Functions Menu

1. Replace Work Locations in Payroll Master File
2. Replace Pay Locations in Payroll Master File
3. Update Job Code for CPI/Payroll/PCS: 1
4. CPI Process Control Inquiry
5. CPI Rollover Processing

9. Perform the CPI Rollover. (F4, F11, F12)
   CPI System Operations Guide, Section I: Special Functions
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.

<table>
<thead>
<tr>
<th>9</th>
<th>Perform the CPI Rollover. (F4,F81,F12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPI System Operations Guide, Section 1: Special Functions</td>
</tr>
</tbody>
</table>
If you have not printed your Transmission Dates go to the Doe portal under Data and Reporting- Data collections CPI
<table>
<thead>
<tr>
<th>Cycle</th>
<th>Start Date</th>
<th>End Date</th>
<th>Transmittions for CPI Cycle 3 begin</th>
<th>End date for initial transmittion of CPI cycle 3 data</th>
<th>End date for initial transmittion of CPI cycle 3 data</th>
<th>End date for initial transmittion of CPI cycle 3 data</th>
<th>Final transmittion date &amp; Signoff Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle 1</td>
<td>April 1, 2020</td>
<td>April 15, 2020</td>
<td>Transmittions for CPI Cycle 3 begin</td>
<td>End date for initial transmittion of CPI cycle 3 data</td>
<td>End date for initial transmittion of CPI cycle 3 data</td>
<td>Final transmittion date &amp; Signoff Deadline</td>
<td></td>
</tr>
<tr>
<td>Cycle 2</td>
<td>July 1, 2020</td>
<td>July 31, 2020</td>
<td>Transmittions for CPI Cycle 3 begin</td>
<td>End date for initial transmittion of CPI cycle 3 data</td>
<td>Final transmittion date &amp; Signoff Deadline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FY2020 CPI Transmission Dates**

- Transmittions for CPI Cycle 3 begin: [Start Date]
- End date for initial transmittion of CPI cycle 3 data: [End Date]
- Final transmittion date & Signoff Deadline: [Deadline]

**Cycle 1 Dates**
- April 1, 2020: Transmittions for CPI Cycle 3 begin
- April 15, 2020: End date for initial transmittion of CPI cycle 3 data
- [Deadline]: Final transmittion date & Signoff Deadline

**Cycle 2 Dates**
- July 1, 2020: Transmittions for CPI Cycle 3 begin
- July 31, 2020: End date for initial transmittion of CPI cycle 3 data
- [Deadline]: Final transmittion date & Signoff Deadline
PCGenesis

Certified/Classified Personnel Information System

Menu

1. -- Certificate File Maintenance
2. -- Create ISNM Export File for PSC
3. -- Upload GaDOE ISNM Return File with Certificate Data into PCGenesis

11  OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file (F4, FI3, F5)

GaDOE System Operations Guide Section G: Certificate File Maintenance
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.

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

- 899999087036
- 899999087044
- 899999087051
- 899999087052
- 899999087054
- 899999087055
- 899999087058
- 899999087078

The First Three Digits are the District the last 9 is the SSN
DOWNLOAD PROCESS FOR THE PSC DATA

This CPI application includes an option that allows users to download student certification data that Georgia DPI researchers can use to build educational data sets. This data can be used to support various research projects and initiatives. To download the data, follow these steps:

Step 1: Open the CPI application and select the option to download student certification data. Each row in the file is just 12 bytes long. The file name should end with "xml".

Step 2: Select the extracts from the CPI Data Request. The next screen has the option to download the PSC data to your computer. There is an option to either open or save the data. If you choose to save, it will be saved at a default location, but you can change this by choosing "Save as..." and selecting a location of your choice.

For more information or assistance, please contact the Georgia Department of Education at 404-656-5011.
Steps 15-19 are proofing reports for certified and classified employee’s.

This worksheet can be used to pass alone to your school personnel to help clear up any assignment issues you might have questions about. Steps 13-19 are proofing reports for certified and classified employee’s.
PCGenesis

1. -- Data Transmission and CPI in Progress Report
2. -- CPI In Progress Report ONLY
   Set Up Leave Data for CPI Cycle 3 Reporting (All SYSTEMs)
       Including Enhanced Substitute Pay and Employee Leave Systems
3. -- Import Employee Leave Data
4. -- Create Original Leave of Absence File
5. -- Leave of Absence File Maintenance
6. -- Leave of Absence File Print

21 Complete the CPI Detail In Progress Report (F4, F9, F3) and the CPI Data Transmission File procedure. (F4, F9, F1)
CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing
PCGenesis

Step 21 CPI-In-Progress Report and Transmission File

| 21 | Complete the CPI Detail In-Progress Report (F4, F9, F1) and the CPI Data Transmission file procedure (F4, F9, F1) |
|    | CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing |
From PCGENESIS to PORTAL

Ex: PC Genesis or local vendor system

Local Data System

Extract
Text file

Upload to DOE Application

CPI
current cycle

Production Data

Archived Data *
storage after cycle

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

Important Fact. Please print all reports after Current cycle is complete.
CPI
PORTAL APPLICATION
CPI Overview

If you do not have an account please contact your Security Officer or click on the link
CPI Application

Application Selection

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

What you see when you click on data collection depends on your portal access. But if you do not see CPI active you will need to contact your security officer for access
October 2019 is Fiscal Year 2020

CPI Application
Select Transmission Period

Transmittion Period

October 2019 is Fiscal Year 2020

CPI Overview

Select Transmission Period

Click on the Current cycle to get to the main menu

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

Show the current documentation
CPI Application

CPI Main Menu

Select this link to upload the extract file(s)
CPI Application

Upload Screen

Jasper County - CFS

CPI Sales Collection for Fiscal Year 2020

1. To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the Upload File button.
2. 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 name using the Upload File button. Finally, after specifying all of the files to be uploaded, you must click the Upload All Files button. The list of the files ready for upload. This button displays when you select the first file in the file list.
3. 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: 

[ ]

Back to CPI Menu

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
The first message that upload was successful is just the first step.
Validation Process – Error Checks

Data being validated; please try again later.

- Report Logs
- Handle Reporting Issues
- CR File Issues
- CR Add/Deletes
- Validate All Data to this System
- Validation Rules
- Manual Underpass
- Voucher Learning Verification
- PD Professional Development Course
- PD Professional Development Course
- Add/Copy
- CR Process Details
- D008 History: Tracing/Review Assigned
- CR Data Request

Status Message Line
Data Have Errors or Processed Failed

If you get processed failed, make sure you uploaded the correct file and reload the file.
CPI

How It works
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

FY2020 CPI Data File Layout

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATA ELEMENT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2013</td>
<td>JOB CODE</td>
<td>New field. E12020 - No races were reported and JOB CODE 460 Certification qualification must be included on Race Qualification Report CP54.</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>JOB CODE</td>
<td>New field. E22010 No races were reported with JOB CODE A00.</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>EMPLOYEE CODE</td>
<td>New field. E10200 IE teachers were reported in the Student Class Data Collection. (Please see report CP54).</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>EMPLOYEE CODE</td>
<td>New field. E22020 Teachers of E12 courses were reported in the Student Class Data Collection. No AP teachers have been certified with the additional qualification requirements. Please complete report CP54.</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>EMPLOYEE CODE</td>
<td>New field. E22020 AP teachers were reported in the Student Class Data Collection. (Please see report CP54).</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>EMPLOYEE CODE</td>
<td>New field. E22030 Teachers of AP courses were reported in the Student Class Data Collection. No AP teachers have been certified with the additional qualification requirements. Please complete report CP54.</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>FUND CODE</td>
<td>New field. E12020 Consolidation FUND CODE 01 was reported 9% less or greater than the previous CPI reporting.</td>
</tr>
</tbody>
</table>

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## How it works

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE CODE</td>
<td>New edit: EDSSO EMPLOYEE CODE issued from PSC with a revoked or denied certificate. Please contact the District HR Department.</td>
</tr>
<tr>
<td>MIDDLE NAME</td>
<td>Field length changed from 1-character MIDDLE INITIAL to 30-character MIDDLE NAME.</td>
</tr>
<tr>
<td>MIDDLE NAME</td>
<td>New warning: MIDDLE NAME FULL, legal MIDDLE NAME should be sent in all data submissions.</td>
</tr>
<tr>
<td>EMPLOYEE CODE</td>
<td>New edit: EDSSO-1-Verified employee linked from PSC with a revoked or denied certificate. Please contact the District HR Department.</td>
</tr>
<tr>
<td>STUDE</td>
<td>The STUDE number (Start and Teacher ID for Educators) will not be generated or validated in FY 2019-2020.</td>
</tr>
</tbody>
</table>
### How it works

This record contains basic demographic information regarding employees, including name, date of birth, address, salary, and other details. It is used for various purposes such as tracking employee data, payroll processing, and personnel management.

#### Data Elements and Placement

<table>
<thead>
<tr>
<th>Layout</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Age</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Address</td>
<td>123 Main St</td>
<td>456 Oak St</td>
</tr>
<tr>
<td>Salary</td>
<td>$50,000</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

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

- **Data Elements:**
  - **Name:** First Name, Last Name
  - **Age:** 25, 30
  - **Address:** 123 Main St, 456 Oak St
  - **Salary:** $50,000, $60,000

- **Notes:**
  - The addresses are used for mail correspondence.
  - Salaries are used for payroll calculations.

---

**Source:** Georgia Department of Education | **Educating Georgia’s Future**
How it works

What An Extract Looks Like . . .

First Fiscal Year spaces (1-4) next Report Period space (5) then System Code spaces (6-8) then Employee Code spaces (9-17) then Record Type spaces (18-20)
### How it works

#### Comparing Extract Data to Layout

**A-Record – Demographic Data**

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Field</th>
<th>Required for: Edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Current fiscal year</td>
<td>N</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Report Period</td>
<td>Identifies the CPI reporting period</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>System Code</td>
<td>School System code</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Employee Code</td>
<td>Employee's Social Security Number</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Record Type</td>
<td>Identifies part of the record layout</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
</tbody>
</table>

#### FISCAL YEAR
- Fiscal Year must be all four digits of the current valid fiscal year - e.g. for fiscal year from July 1, 2017 to June 30, 2018 = "2018"

#### REPORT PERIOD
- REPORT PERIOD must be the current valid CPI period:
  - "1" = January
  - "2" = February
  - "3" = March
  - "4" = April
  - "5" = May
  - "6" = June

#### SYSTEM CODE
- SYSTEM CODE must be an active school system code in the Facilities Database.

#### EMPLOYEE CODE
- 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.
- 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 = "A01" must have a record with RECORD TYPE = "B01".

#### RECORD TYPE
- Every employee, terminated or non-terminated, must have a record for each valid RECORD TYPE where TERMINATION CODE = 7 or blank.

---

**How it works**

**Comparing Extract Data to Layout**

**A-Record – Demographic Data**

<table>
<thead>
<tr>
<th>Position</th>
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<td>Report Period</td>
<td>Identifies the CPI reporting period</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>System Code</td>
<td>School System code</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Employee Code</td>
<td>Employee's Social Security Number</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Record Type</td>
<td>Identifies part of the record layout</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
</tbody>
</table>

#### FISCAL YEAR
- Fiscal Year must be all four digits of the current valid fiscal year - e.g. for fiscal year from July 1, 2017 to June 30, 2018 = "2018"

#### REPORT PERIOD
- REPORT PERIOD must be the current valid CPI period:
  - "1" = January
  - "2" = February
  - "3" = March
  - "4" = April
  - "5" = May
  - "6" = June

#### SYSTEM CODE
- SYSTEM CODE must be an active school system code in the Facilities Database.

#### EMPLOYEE CODE
- 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.
- 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 = "A01" must have a record with RECORD TYPE = "B01".

#### RECORD TYPE
- Every employee, terminated or non-terminated, must have a record for each valid RECORD TYPE where TERMINATION CODE = 7 or blank.

---

**How it works**

**Comparing Extract Data to Layout**

**A-Record – Demographic Data**

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Field</th>
<th>Required for: Edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Current fiscal year</td>
<td>N</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Report Period</td>
<td>Identifies the CPI reporting period</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>System Code</td>
<td>School System code</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Employee Code</td>
<td>Employee's Social Security Number</td>
<td>A</td>
<td>Certified, Classified, Active, Terminated</td>
</tr>
<tr>
<td>Record Type</td>
<td>Identifies part of the record layout</td>
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#### RECORD TYPE
- Every employee, terminated or non-terminated, must have a record for each valid RECORD TYPE where TERMINATION CODE = 7 or blank.
How it works
Clicking on the Data Has Errors bring you to a detail of the errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Description</th>
<th>Number of Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>E440</td>
<td>BIRTHDATE makes employee less than 15 or greater than 90 yrs old. If BIRTHDATE is not correct, enter the correct BIRTHDATE.</td>
<td>1</td>
</tr>
<tr>
<td>E520</td>
<td>ASSIGNMENT CERTIFICATE TYPE F2, only valid with CERTIFICATE FIELD CODE F10.</td>
<td>16</td>
</tr>
<tr>
<td>E590</td>
<td>CERTIFIED/Employment BASIS is greater than zero but there is no ASSIGNMENT TYPE CODE = 'C'.</td>
<td>29</td>
</tr>
<tr>
<td>E620</td>
<td>CLASSIFIED/Employment BASIS is greater than zero, but there is no ASSIGNMENT TYPE CODE = 'Y'.</td>
<td>8</td>
</tr>
<tr>
<td>E629</td>
<td>All non-termination data elements in the B record must be blank when reporting a terminated employee. See DPF18-E ED29 Class Data Report for list of employees.</td>
<td>15</td>
</tr>
<tr>
<td>E641</td>
<td>CERTIFICATION LEVEL does not match PSC. Enter the most recent active CERTIFICATION LEVEL issued by PSC. (Exception: Charter Weiner or Certificate Pending).</td>
<td>1</td>
</tr>
<tr>
<td>E647</td>
<td>For active employee with EMPLOYEE TYPE = blank or 'B', the ANNUAL CONTRACT SALARY for CERTIFIED cannot be blank.</td>
<td>23</td>
</tr>
<tr>
<td>E648</td>
<td>TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE must be greater than zero.</td>
<td>2</td>
</tr>
<tr>
<td>E690</td>
<td>CONTRACT DAYS FOR CERTIFIED EMPLOYEE is less than 1, greater than 365, or blank.</td>
<td>29</td>
</tr>
<tr>
<td>E699</td>
<td>ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE FIELD CODE for employees in PSC Database unless CERTIFICATE FIELD_CODE = 999 (Pending).</td>
<td>14</td>
</tr>
<tr>
<td>E700</td>
<td>CONTRACT DAYS FOR CERTIFIED EMPLOYEE is less than 1, greater than 365, or blank.</td>
<td>29</td>
</tr>
<tr>
<td>E709</td>
<td>ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD_CODE for employees in PSC Database unless CERTIFICATE FIELD_CODE = ' 999 (Pending)'.</td>
<td>14</td>
</tr>
<tr>
<td>E710</td>
<td>ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD_CODE for employees in PSC Database unless CERTIFICATE FIELD_CODE = ' 999 (Pending)'.</td>
<td>14</td>
</tr>
<tr>
<td>E715</td>
<td>all personnel reported as active in previous CPI cycle must be reported as either active or terminated in the current CPI cycle.</td>
<td>1</td>
</tr>
<tr>
<td>W510</td>
<td>Employees with CERTIFIED/Employment BASIS &gt; 1, when provided for CERTIFIED/Employment BASIS of 1, ANNUAL CERTIFIED SALARY ≤ state minimum.</td>
<td>5</td>
</tr>
<tr>
<td>W511</td>
<td>ASSIGNMENT JOB CODE of 002, 434, 612, 613, 646, 648, and 614 reported with Secondary Fund code of '0'.</td>
<td>1</td>
</tr>
<tr>
<td>W512</td>
<td>Warning: Full Time Equivalent Salary for Certified Employee is greater than $100,000.00.</td>
<td>1</td>
</tr>
<tr>
<td>W513</td>
<td>Warning: ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE is zero or is greater than 362.</td>
<td>9</td>
</tr>
<tr>
<td>W514</td>
<td>The combination of ASSIGNMENT FUND CODE and Special EARNINGS ASSIGNMENT JOB CODE will not be eligible for TAE Funding. (Only FUND CODE '03' is eligible for TAE funding.).</td>
<td>1</td>
</tr>
</tbody>
</table>

Stop to explain the error screen If we click on E691 it drills down into the detail of that error.
Stop: talk about error screen !!!Clicking on the error take you to the detail on what employee has that error.
Clicking on the employee code takes you down to how you reported the employee.
(Note: ‘Condition’ in PSC Database must be translated to ‘Type’.)

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Percent of Time</th>
<th>Assignment TYPE</th>
<th>Certificate Type</th>
<th>Job Code</th>
<th>Subject Matter</th>
<th>Certificate Field</th>
<th>Fund Code</th>
<th>Consolidated Fund Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>0231</td>
<td>Middle School</td>
<td>100</td>
<td>C</td>
<td>HT</td>
<td>107</td>
<td>107</td>
<td>750</td>
<td>090</td>
<td>N</td>
</tr>
<tr>
<td>0231</td>
<td>Middle School</td>
<td>70</td>
<td>C</td>
<td>HT</td>
<td>107</td>
<td>232</td>
<td>750</td>
<td>090</td>
<td>N</td>
</tr>
<tr>
<td>0231</td>
<td>Middle School</td>
<td>20</td>
<td>C</td>
<td>HT</td>
<td>120</td>
<td>320</td>
<td>750</td>
<td>090</td>
<td>N</td>
</tr>
</tbody>
</table>

PSC Details if available:

<table>
<thead>
<tr>
<th>Cert Level</th>
<th>Effective Date</th>
<th>Provisional Flag</th>
<th>Certificate</th>
<th>Field Code</th>
<th>Degree Date</th>
<th>Grad Date</th>
<th>Grad Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>06/21/2016</td>
<td>C</td>
<td>364</td>
<td>0904</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Go back to the previous slide
Fields in blue-outlined text 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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Eligible Field</th>
<th>Begin Eligibility</th>
<th>End Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>CLEARANCE CERTIFICATE (PLD694)</td>
<td>07/01/2017</td>
<td>05/30/2022</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Eligible Field</th>
<th>Begin Eligibility</th>
<th>End Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;11T&quot;</td>
<td>MIDDLE GRADES (4-8) - MATH (PLD851)</td>
<td>12/10/2016</td>
<td>05/30/2021</td>
</tr>
<tr>
<td>&quot;11T&quot;</td>
<td>MIDDLE GRADES (4-8) - SOCIAL SCIENCE</td>
<td>12/10/2016</td>
<td>05/30/2021</td>
</tr>
</tbody>
</table>

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...
CPI
Items To Remember
<table>
<thead>
<tr>
<th>ITEM TO REMEMBER</th>
<th>CHARTER/ SWSS WAIVER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>101</strong> Academic Major</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements  T&amp;E Yes</td>
</tr>
<tr>
<td><strong>102</strong> Course Work (Minimum 21 semester hrs/35 quarter hrs)</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T&amp;E Yes</td>
</tr>
<tr>
<td><strong>103</strong> GACE</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T&amp;E Yes</td>
</tr>
<tr>
<td><strong>105</strong> In-Field by CTAE Equivalent Requirements</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements T&amp;E Yes</td>
</tr>
<tr>
<td><strong>104</strong> Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials T&amp;E Yes</td>
</tr>
<tr>
<td><strong>106</strong> Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>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&amp;E NO</td>
</tr>
</tbody>
</table>
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**.

<table>
<thead>
<tr>
<th>Subject Matter Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>012</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>013</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>018</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
</tbody>
</table>
ITEM TO REMEMBER

SUBJECT Reminders

Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**
  - 231 = Remedial
  - 232 = Gifted Education
  - 233 = Distance Learning
  - 238 = Special Education
  - 230 = All Other

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

  English Language Arts (LA) = 23.xxxxxxxxx
  - 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

ESSA PQ/ In-field G-CASE
Understanding PQ & In-Field

PQ
Paraprofessionals and teachers must meet federal and state certification requirements.
ESSA/NCLB – Paras
GaDOE Rule – SpEd
LEA DIP – Teachers

In-Field
Teachers who are teaching in the field in which they are certified.
Ga allows LEAs who waive certification to establish in-field by asserting experience in CPI through degree, coursework or content testing.

All In-Field Teachers are PQ
ITEM TO REMEMBER

ESSA PQ/In-field G-CASE Clearance Certificates

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.
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. LEAs 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.
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.
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!