



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

2/2/2018

Section C: Third Party Processing, V2.4

Revision History

Date	Version	Description	Author
2/2/2018	2.4	18.01.00 – Update menu screenshots.	D. Ochala
06/03/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
04/25/2013	2.2	13.01.00 – Add cell phone, background-check date, and e-mail address fields to <i>3rd Party Contractor</i> screen.	D. Ochala
11/30/2009	2.1	09.03.01 – Update <i>Overview</i> to clarify setting up <i>3rd Party Contractor Class Code</i> .	D. Ochala
03/30/2009	2.0	09.01.00 – New procedure for processing third party contractor employees.	C. W. Jones

Table of Contents

Overview	1
Procedure A: Creating a Third Party Contractor Employee Record	2
Procedure B: Displaying and Updating a Third Party Contractor Employee Record	10
Procedure C: Deleting a Third Party Contractor Employee Record	17
Procedure D: Printing the CPI Third Party Contractor Listing	23
D1. CPI Third Party Contractor Listing – Example	27
Appendix A: PCGenesis Automatic Record Creation.....	28
<i>A1. Certificate File - Biographical Screen – Example.....</i>	<i>28</i>
<i>A2. Certificate File Maintenance Screen – Example</i>	<i>29</i>
<i>A3. Certificate File – Assignment Screen – Example.....</i>	<i>30</i>
<i>A4. Payroll System Screens – Example</i>	<i>31</i>
A4.1. Add New Employee – Convert Third Party Contractor to Payroll Employee - Examples.....	31
A4.2. Display/Update Personnel Data – Select Employee –Example	33

Overview

PCGenesis allows local school districts and systems to process third party contractor information via the Certified/Classified Personnel Information (CPI) module. PCGenesis users may create, display, update, delete this information, and print a listing of third party contractor information.

Third party contractors have been added to the PAYROLL file so that these individuals can be processed in CPI. On the Payroll *Description File*, a new **Class Type** code has been added when defining payroll classes. A payroll **Class Type** of '3' is now available for third party contractors. Refer to *Section F: Description/Deduction/Annuity File Processing* for the instructions to create the description codes.

The Payroll *Description File* **Class Type** may have the following valid values:

- F – Full Time
- P – Part Time
- S – Substitutes
- **3 – Third Party Contractors**

Third party contractors must be in a class defined with a **Class Type** of '3'. Even though third party contractors are defined in the PAYROLL file, these individuals may not be accessed from any payroll process. For example, a type '3' class code cannot be selected when setting up payroll, and third party contractors cannot be accessed from any payroll data entry screen.

A new option is available on the CPI menu for *Display/Update Third Party Contractors*. This option allows the user to maintain third party contractors for CPI. Third party contractors can be added, updated, or deleted from within this CPI module. Third party contractors must be in a class defined with a **Class Type** of '3'. Also, a list of third party contractors can be printed by selecting the print icon



from the main screen.

When a third party contractor is added, the 'Include on CPI?' option is automatically defaulted to 'Y' so that a CPI record is created for the contractor. Contractors are required to report demographic 'A' records with the *Employee Type* field set to 'P' on the CPI transmission file. Employees flagged as 'P', for third party contract employees, will be required to report both the Demographic 'A', and the Assignment 'C' records. No salary information is reported to CPI for third party contractors, so the Salary 'B' records are NOT produced for *Employee Type* 'P' employees on the CPI transmission file.

Third party contractors can be hired as employees in PCGenesis. To hire a third party contractor as an employee, the user can access *Add A New Employee* in payroll. Once the employee number for the contractor is entered, the user can change the individual's **Class Code** to a payroll class and the contractor will be "hired".

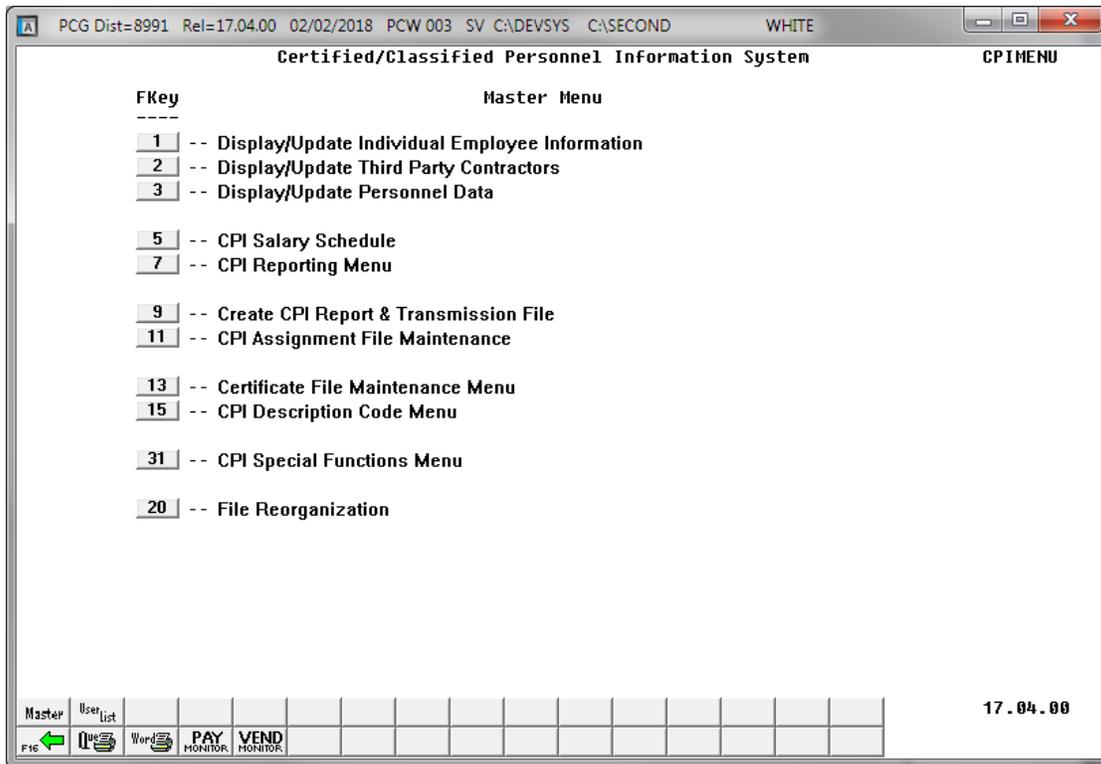
Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Selecting the drop-down selection icon (F15 – Code Lookup) or (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Creating a Third Party Contractor Employee Record

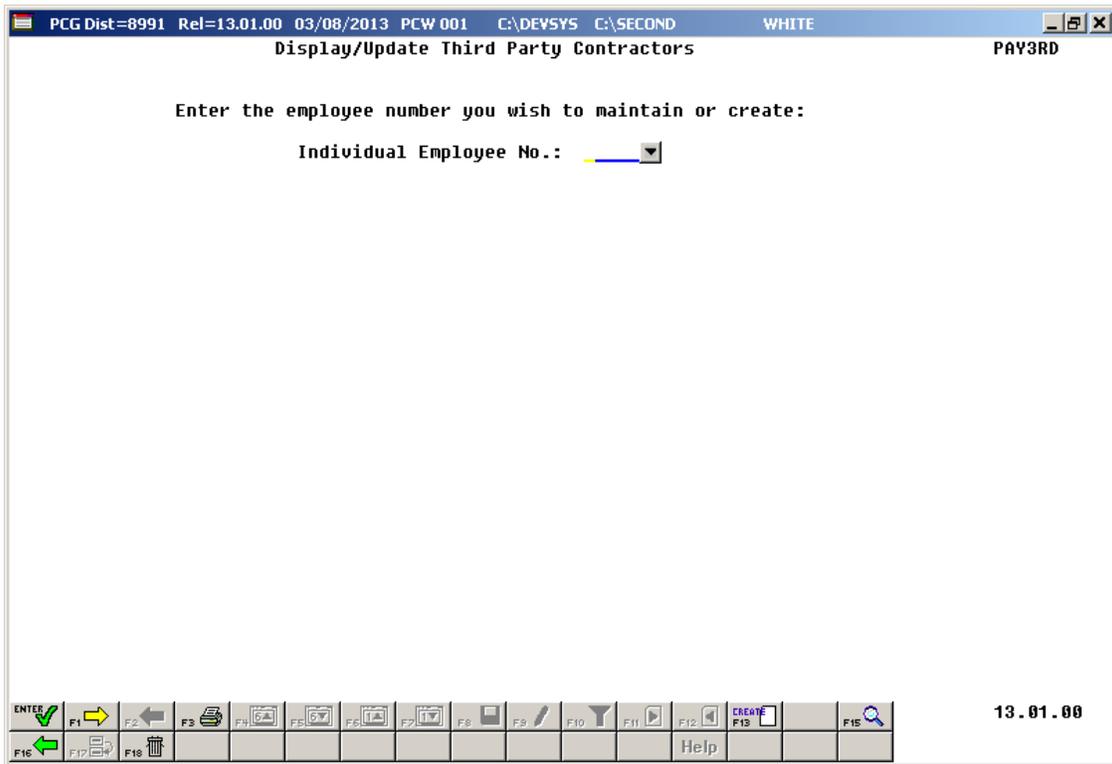
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 – Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
2	Select 2 (F2 – Display/Update Third Party Contractors).

The following screen displays:



Step	Action
3	Enter the third party contractor's employee number, or select the drop-down selection icon  within the field to choose the employee's information.
4	Select  (F13 – Create New Description Record).

The following screen displays:

Step	Action
5	PCGenesis automatically defaults to A (Active) in the Status field for all new employee entries.
6	The Emp. no. (Employee number) field's entry defaults from the <i>Step 3</i> entry.
7	Enter the location code or select the drop-down selection icon  in the Pay Loc (Pay Location) field to choose the employee's payroll location.
8	Enter the third party contractor class code, or select the drop-down selection icon  in the Class field to choose the pay class. <i>The Third Party Contractor class code must exist in the Description file, and must correspond to the Job field entry in Step 11. Refer to Section F: Description/Deduction/Annuity File Processing for the instructions to create the certified and non-certified payroll class codes where appropriate.</i>
9	Enter F (Female) or M (Male) in the Sex Code field to choose the employee's gender.
10	Enter the location code or select the drop-down selection icon  in the Work Loc (Work Location) field to choose the employee's primary work location code.
11	Enter the code or select the drop-down selection icon  in the Job field to choose the employee's job classification.

Step	Action
12	Enter M (Married) or S (Single) in the Mar Stat (Marital Status) field.
13	Enter the employee's social security number in the SSN (Social Security Number) field. <i>If the employee's social security number is unknown at the time the employee's record is created, enter all nine's (999-99-9999) in the field temporarily. Enter the employee's actual social security number in the SSN (Social Security Number) field before W2 calendar year-end processing however. PCGenesis automatically updates this information for the employee's earnings history information.</i>
14	Enter the employee's first, and middle name or middle initial, up to fifteen (15) characters each in the (NAME) First and (NAME) Middle fields. <i>The First name is a required field. The Middle name or initial is an optional field.</i>
15	Enter the employee's professional title in the (NAME) Prefix field. <i>PCGenesis uses this field in this module for such processes as contract processing. An example of an entry would include Dr. (Doctor).</i>
16	Enter the employee's last name, up to fifteen (15) characters in the (NAME) Last field. <i>The Last name field is a required field.</i>
17	Enter the suffix for the employee's name in the Suffix field. <i>Examples of this entry include Sr. (Senior) or Jr. (Junior).</i>
18	Enter the employee's street/mailling address, up to thirty (30) characters per field, in the Address and Address L2 fields.
19	Enter the employee's city in the first field, up to twenty-seven (27) characters, and the two-character state code in the second City/State field. <i>The comma (,) already exists to separate the two entries.</i>
20	Enter the employee's postal code, including the <i>Zip+4</i> postal codes where appropriate, in the Zip code field.
21	Enter the county of residence code in the County field. <i>Refer to the "Georgia County Code Listing" for a complete listing of Georgia counties and county codes.</i>
22	Enter the employee's telephone number including the area code (###-###-####) in the Phone field.
23	Enter the employee's cell phone number including the area code (###-###-####) in the Cell Phone field.
24	Enter the employee's date of birth (MM/DD/CCYY) in the Birth Date field.

Step	Action
25	Enter the employee's <u>initial</u> hire date (MM/DD/CCYY) in the Hire Date field.
26	Enter the date of the employee's last <u>background-check</u> (MM/DD/CCYY) in the Background Ck field, where appropriate.
27	Enter the employee's <u>rehire</u> date (MM/DD/CCYY) in the Rehire Date field, where appropriate.
28	Enter the employee's termination date (MM/DD/CCYY) in the Term date (Termination date) field, where appropriate.
29	Enter the termination code or select the drop-down selection icon  in the Term reason (Termination reason) field to choose the termination reason where appropriate.
30	The Certificate Type field is not modifiable during the employee record creation procedure. Refer to <i>Section A: Displaying/Updating Individual Employee Information for the instructions to enter certificate information.</i>
31	Enter the employee's CPI job code in the CS1 Job (from CPI) field. <i>The GaDOE provides a complete listing of CPI job codes at http://app.doe.k12.ga.us/ows-bin/owa/cpi_pack_codes01.entry_form.</i>
32	Enter Y (Yes) or N (No) in the Include on CPI? field to identify the employee's inclusion in, or the exclusion from CPI reporting.
33	Enter the code or select the drop-down selection icon  in the Ethnic code field to choose the employee's ethnicity. <i>If leaving the field blank, an E (Ethnicity) record containing all zeroes (0's) and the description of "Unspecified" must exist in the payroll Description File.</i>
34	Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Hispanic/Latino Ethnicity? field.
35	Select the <input type="radio"/> (Radio Button) to left of all of the responses which apply in the Race (Select all that apply) fields. <i>Select at least one response.</i>
36	Enter the employee's e-mail address in the E-mail addr field.
37	Select  (Enter). Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Third Party Contractors</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

PCGDist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE

Display/Update Third Party Contractors PAY3RD

Status a -- Active SMITH, DEBRA B.

Emp. no. 22222 Pay Loc 1050 Location 001050 Class 19 THIRD-PARTY CONTRA

Sex Code E Work Loc 1050 Location 001050 Job 105 TEACHERS

Mar Stat M SSN 222 33 5656

NAME First DEBRA Middle B.

Last SMITH Suffix _____ Prefix _____

Address 1 WEST FIRST STREET Certificate Type

Address L2 APARTMENT 1B CS1 Job (from CPI) 000

City/State ATLANTA, GA Include on CPI ? Y

Zip Code 30000 County 000 EEO-5 Ethnic code 4 BLACK

Phone (777)555-7777 Hispanic/Latino Ethnicity?

Cell phone (777)444-3333 Yes No

Birth Date 1/15/1975 Race (Select all that apply)

Hire Date 1/01/2013 Yes No Am Indian Alaskan

Rehire Date _____ Yes No Black

Background Ck _____ Yes No White

Term Date _____ Yes No Asian

Term Reason - Yes No Hawaiian Pacific

E-mail addr DSMITH@DISTRICT.K12.GA.US

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and then change the class code to a payroll class.
Otherwise, third party contractors CANNOT be accessed from Payroll.

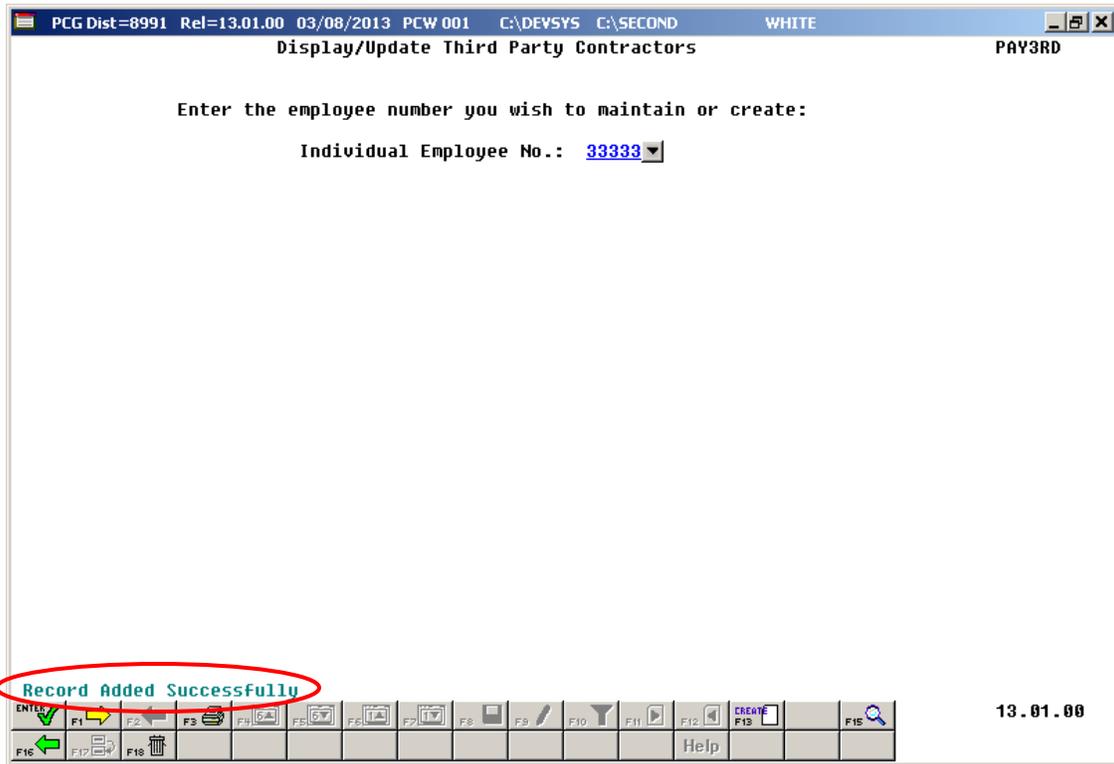
Record Validated Successfully -- PF8 to Save

13.01.00

Although the screenshot example displays for a Non-Certified Third Party Contract employee, the procedure applies to Certified employees as well.

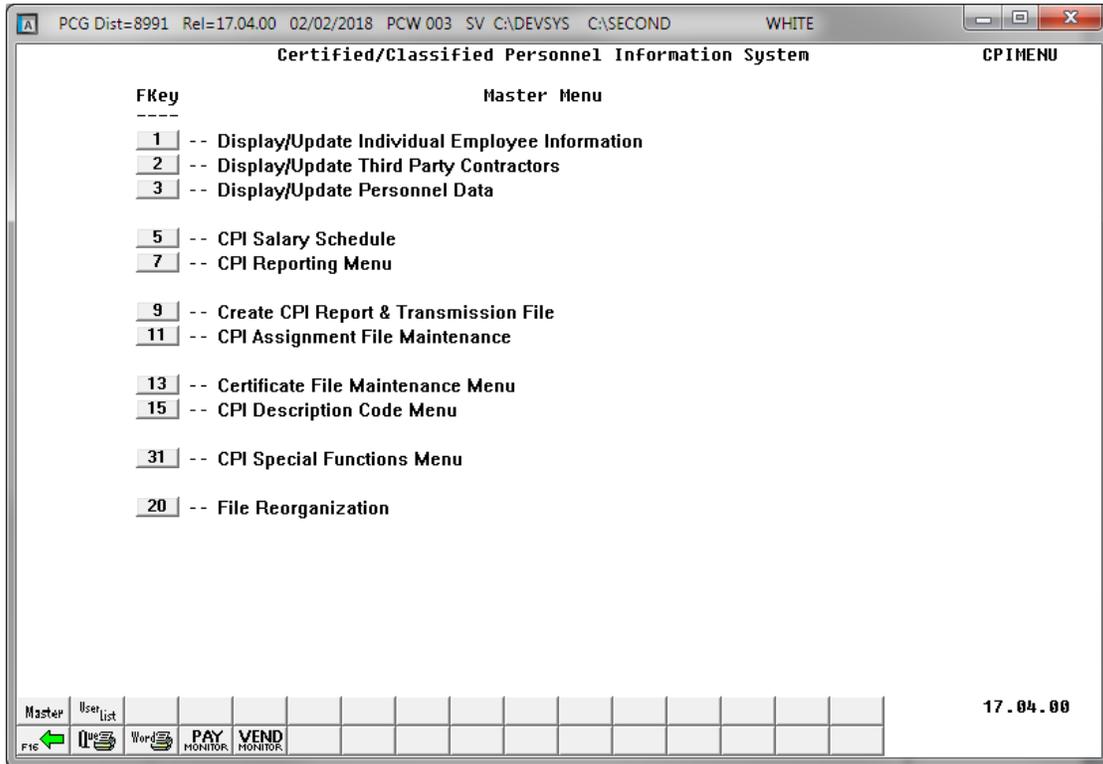
Step	Action
38	Verify “Record Validated Successfully – F8 to Save.” displays, and select  (F8 – Save Changes).

The following screen displays:



Step	Action
39	Verify "Record Added Successfully" displays, and select  (F16 - Exit) to return to the Certified/Classified Personnel System Master Menu.

The following screen displays:

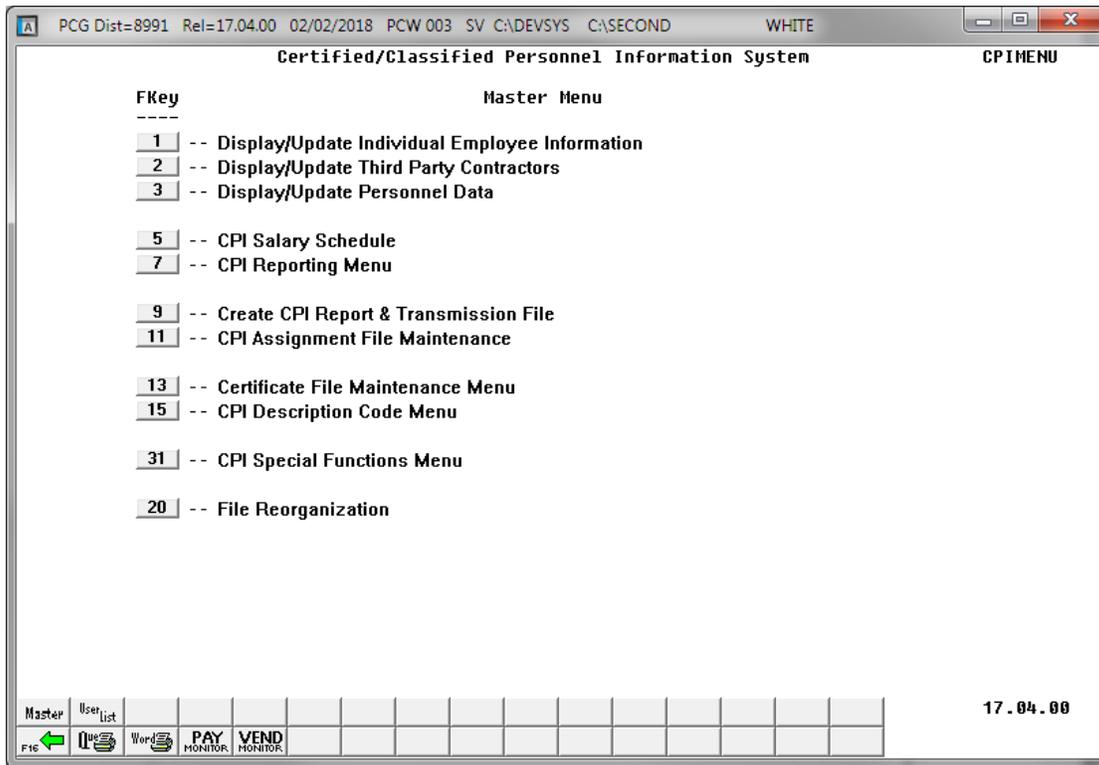


Step	Action
40	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure B: Displaying and Updating a Third Party Contractor Employee Record

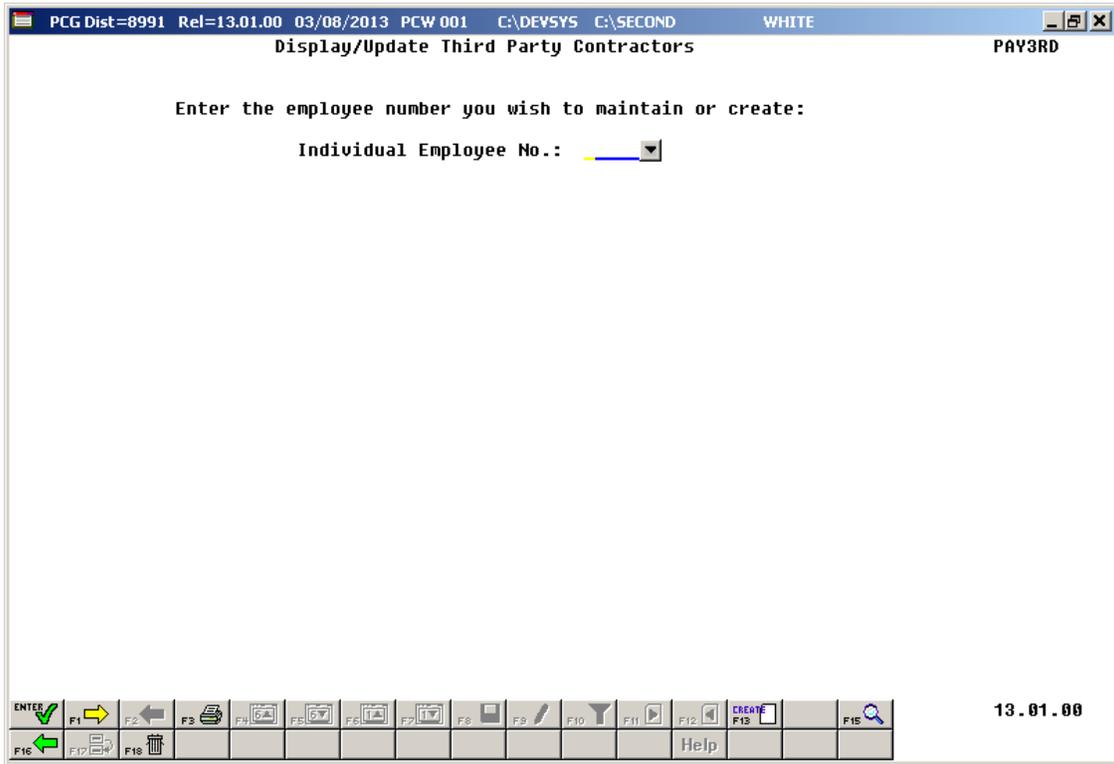
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 – Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
2	Select 2 (F2 – Display/Update Third Party Contractors).

The following screen displays:



Step	Action
3	Enter the third party contractor's employee number, or select the drop-down selection icon  within the field to choose the employee's information.
4	Select  (Enter).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Third Party Contractors PAY3RD

Status A -- Active SHEPARD, DEBRA

Emp. no. 22222 Pay Loc 1050 Location 001050 Class 19 THIRD-PARTY CONTRA

Sex Code E Work Loc 1050 Location 001050 Job 105 TEACHERS

Mar Stat M SSN 222 33 5656

NAME First DEBRA Middle _____

Last SHEPARD Suffix _____ Prefix _____

Address 1 _____ Certificate Type _____

Address L2 2 _____ CS1 Job (from CPI) 000

City/State ATLANTA, GA Include on CPI ? Y

Zip Code 30000 County 000 EEO-5 Ethnic code 4 BLACK

Phone (____) 000-0000

Cell phone (____) 000-0000

Hispanic/Latino Ethnicity?

Yes No

Birth Date _____

Hire Date 1/01/2013

Rehire Date _____

Background Ck _____

Term Date _____

Term Reason _____

Race (Select all that apply)

Yes No Am Indian Alaskan

Yes No Black

Yes No White

Yes No Asian

Yes No Hawaiian Pacific

E-mail addr DSHEPARD@DISTRICT.K12.GA.US

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll. Enter the contractor employee number, and then change the class code to a payroll class. Otherwise, third party contractors CANNOT be accessed from Payroll.

ENTER ✓ F1 → F2 ← F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 ← Help 13.01.00

Step	Action
5	<p>For record modifications: Make the appropriate modifications and select  (Enter – Validate), and proceed to Step 6.</p> <p>For record displays: Select  (F16 - Exit), and proceed to Step 8.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Third Party Contractors</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p>

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Third Party Contractors PAY3RD

Status A -- Active SHEPARD, DEBRA

Emp. no. 22222 Pay Loc 1050 Location 001050 Class 19 THIRD-PARTY CONTRA

Sex Code E Work Loc 1050 Location 001050 Job 105 TEACHERS

Mar Stat M SSN 222 33 5656

NAME First DEBRA Middle _____

Last SHEPARD Suffix _____ Prefix _____

Address 1 _____ Certificate Type _____

Address L2 2 _____ CS1 Job (from CPI) 000

City/State ATLANTA, GA Include on CPI ? Y

Zip Code 30000 County 000 EEO-5 Ethnic code 4 BLACK

Phone (____) 000-0000

Cell phone (____) 000-0000

Hispanic/Latino Ethnicity?

Yes No

Birth Date _____

Hire Date 1/01/2013

Rehire Date _____

Background Ck _____

Term Date _____

Term Reason -

Race (Select all that apply)

Yes No Am Indian Alaskan

Yes No Black

Yes No White

Yes No Asian

Yes No Hawaiian Pacific

E-mail addr DSHEPARD@DISTRICT.K12.GA.US

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and then change the class code to a payroll class.
Otherwise, third party contractors CANNOT be accessed from Payroll.

Record Validated Successfully -- PF8 to Save

13.01.00

Step	Action
6	Verify "Record Validated Successfully – F8 to Save" displays, and select  (F8 – Save Changes).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Third Party Contractors PAY3RD

Status A -- Active SHEPARD, DEBRA

Emp. no. 22222 Pay Loc 1050 Location 001050 Class 19 THIRD-PARTY CONTRA

Sex Code E Work Loc 1050 Location 001050 Job 105 TEACHERS

Mar Stat M SSN 222 33 5656

NAME First DEBRA Middle _____

Last SHEPARD Suffix _____ Prefix _____

Address 1 _____ Certificate Type _____

Address L2 2 _____ CS1 Job (from CPI) 000

City/State ATLANTA, GA Include on CPI ? Y

Zip Code 30000 County 000 EEO-5 Ethnic code 4 BLACK

Phone (____) 000-0000

Cell phone (____) 000-0000

Hispanic/Latino Ethnicity?

Yes No

Birth Date _____

Hire Date 1/01/2013

Rehire Date _____

Background Ck _____

Term Date _____

Term Reason -

Race (Select all that apply)

Yes No Am Indian Alaskan

Yes No Black

Yes No White

Yes No Asian

Yes No Hawaiian Pacific

E-mail addr DSHEPARD@DISTRICT.K12.GA.US

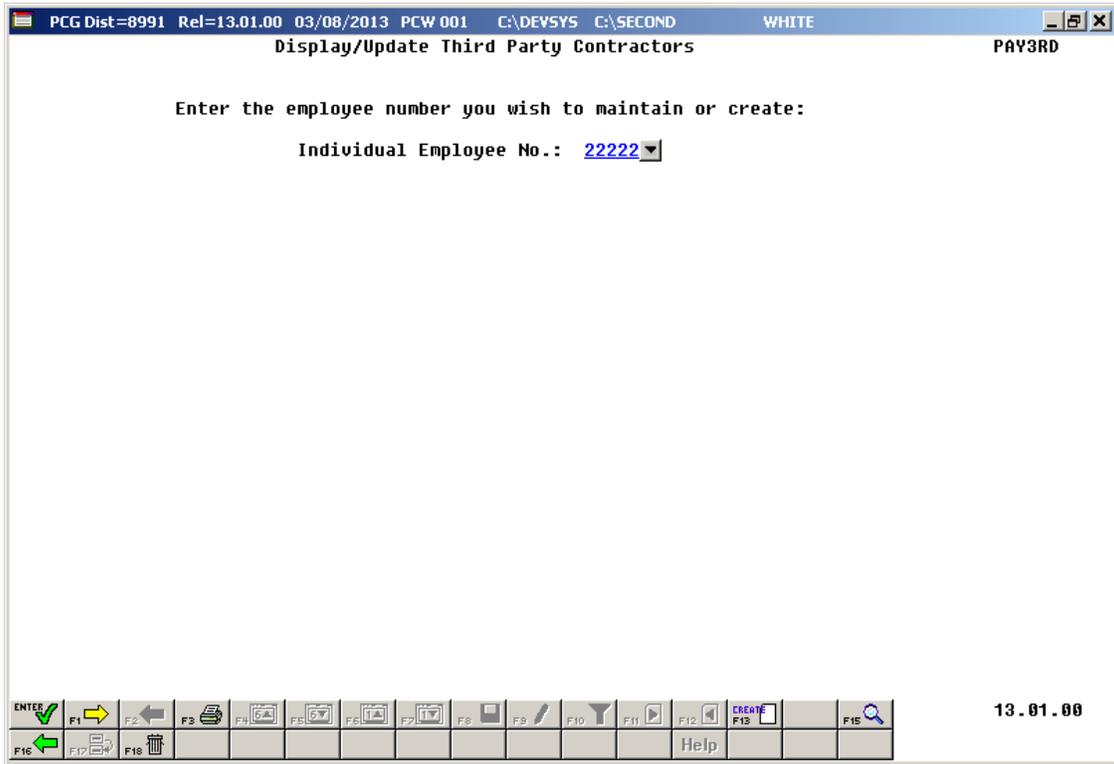
NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and then change the class code to a payroll class.
Otherwise, third party contractors CANNOT be accessed from Payroll.

Record Updated Successfully -- PF16 to Return

13.01.00

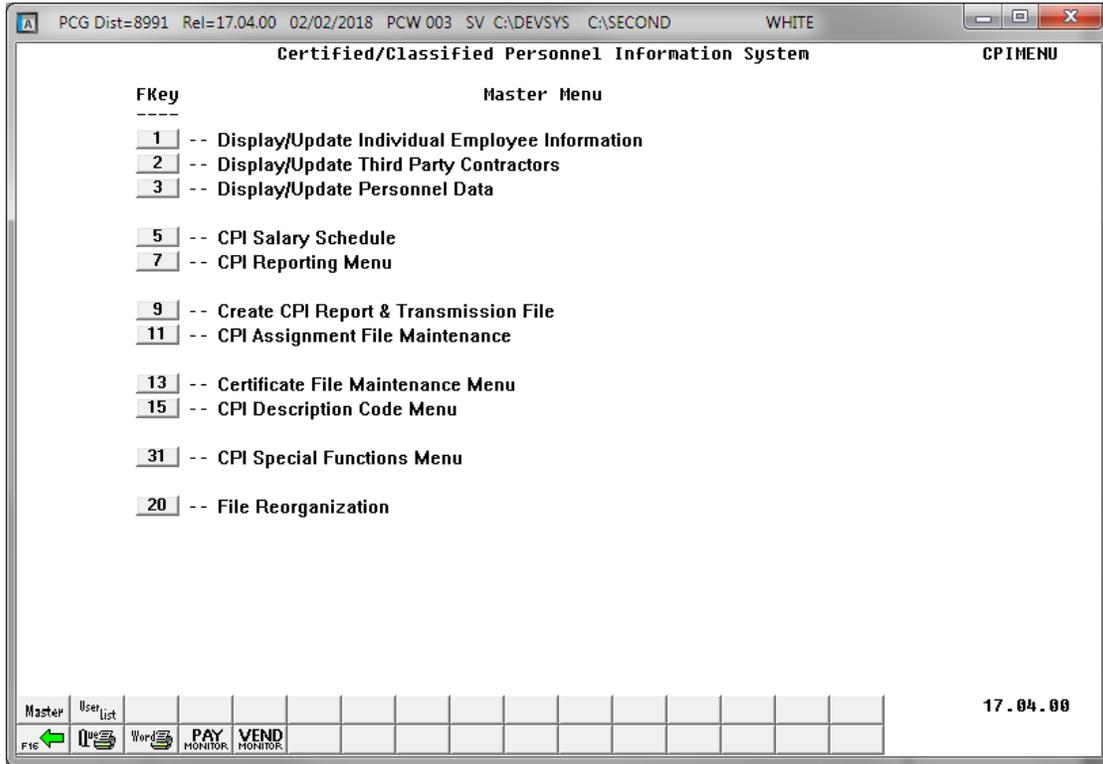
Step	Action
7	Verify "Record Updated Successfully – F16 to Return" displays, and select  (F16 - Exit) to return to the Display/Update Third Party Contractors Entry/Selection screen.

The following screen displays:



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

The following screen displays:

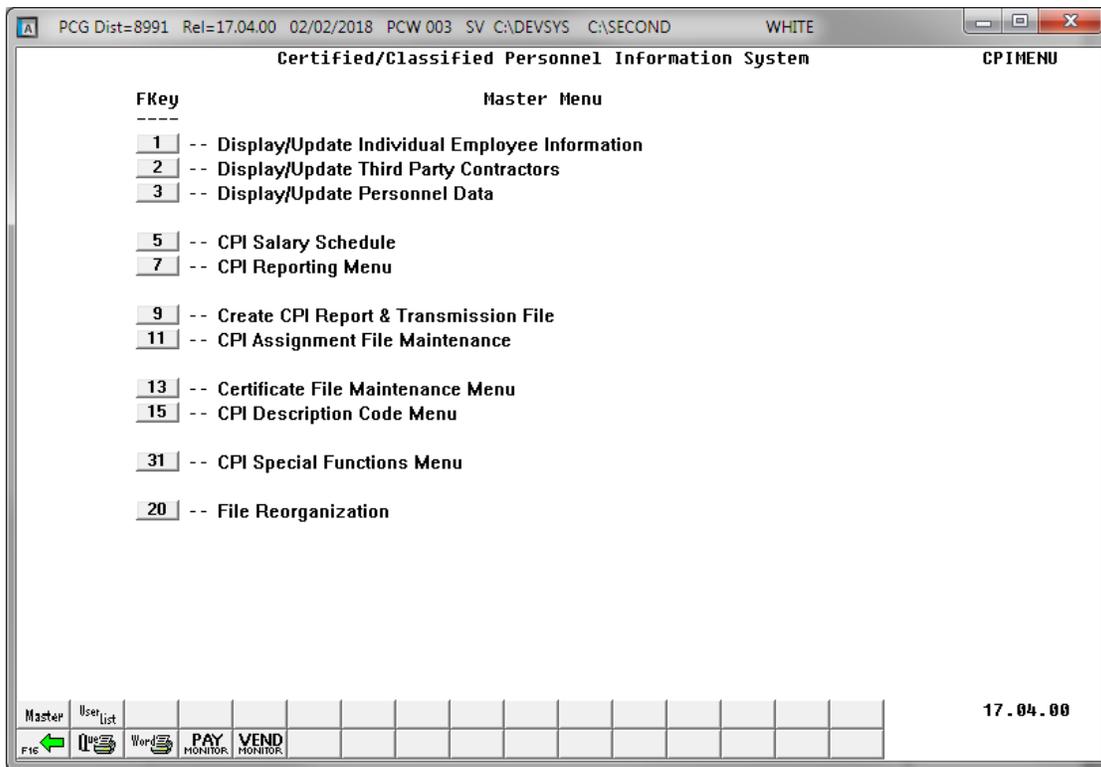


Step	Action
9	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure C: Deleting a Third Party Contractor Employee Record

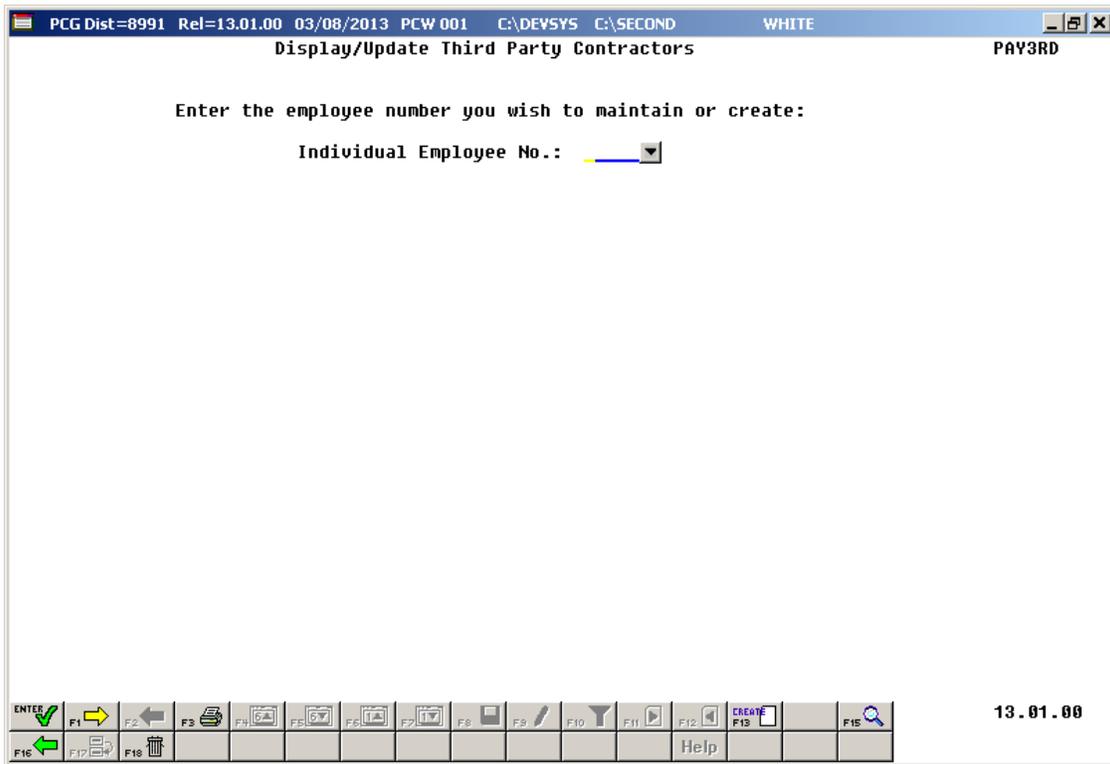
Step	Action
1	Repeat the steps provided in <i>Procedure B: Displaying/Updating a Third Party Contractor Employee Record</i> to change the employee's Include on CPI? flag to N (No).
2	From the <i>Business Applications Master Menu</i> , select 4 (F4 – Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
3	Select 2 (F2 – Display/Update Third Party Contractors).

The following screen displays:



Step	Action
4	Enter the third party contractor's employee number, or select the drop-down selection icon  within the field to choose the employee's information. Select  (F1 – Next Description Record) and  (F2 – Previous Description Record) to scan the third party contractor file for specific employee information where appropriate.
5	Select  (F18 – Delete Description Record).

The following screen displays:

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Third Party Contractors PAY3RD

Status A -- Active B, A
 Emp. no. 33333 Pay Loc 1050 Location 001050 Class 19 THIRD-PARTY CONTRA
 Sex Code F Work Loc 1050 Location 001050 Job 105 TEACHERS
 Mar Stat S SSN 888 77 7777

NAME First A Middle
 Last B Suffix Prefix

Address 1 Certificate Type
 Address L2 2 CS1 Job (from CPI) 000
 City/State ATLANTA , GA Include on CPI ? Y
 Zip Code 30000 County 000 EEO-5 Ethnic code 4 BLACK
 Phone () 000-0000
 Cell phone () 000-0000

Birth Date
 Hire Date 1/01/2013
 Rehire Date
 Background Ck
 Term Date
 Term Reason

Hispanic/Latino Ethnicity?
 Yes No

Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

E-mail addr

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
 Enter the contractor employee number, and then change the class code to a payroll class.
 Otherwise, third party contractors CANNOT be accessed from Payroll.

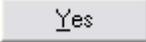
PF18 to delete Record

13.01.00

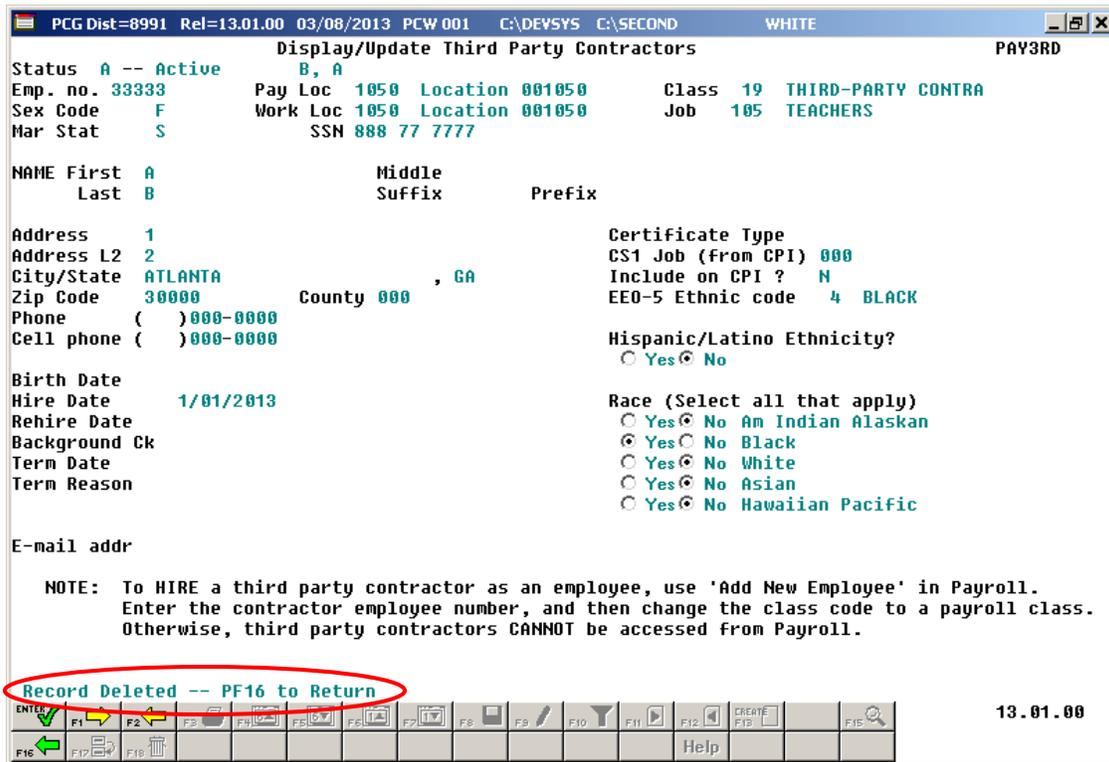
Step	Action
6	<p>Verify “PF18 to Delete Record” displays, and select  (F18 – Confirm Delete).</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Update/Display Third Party Contractors</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p>

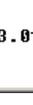
The following dialog box displays:



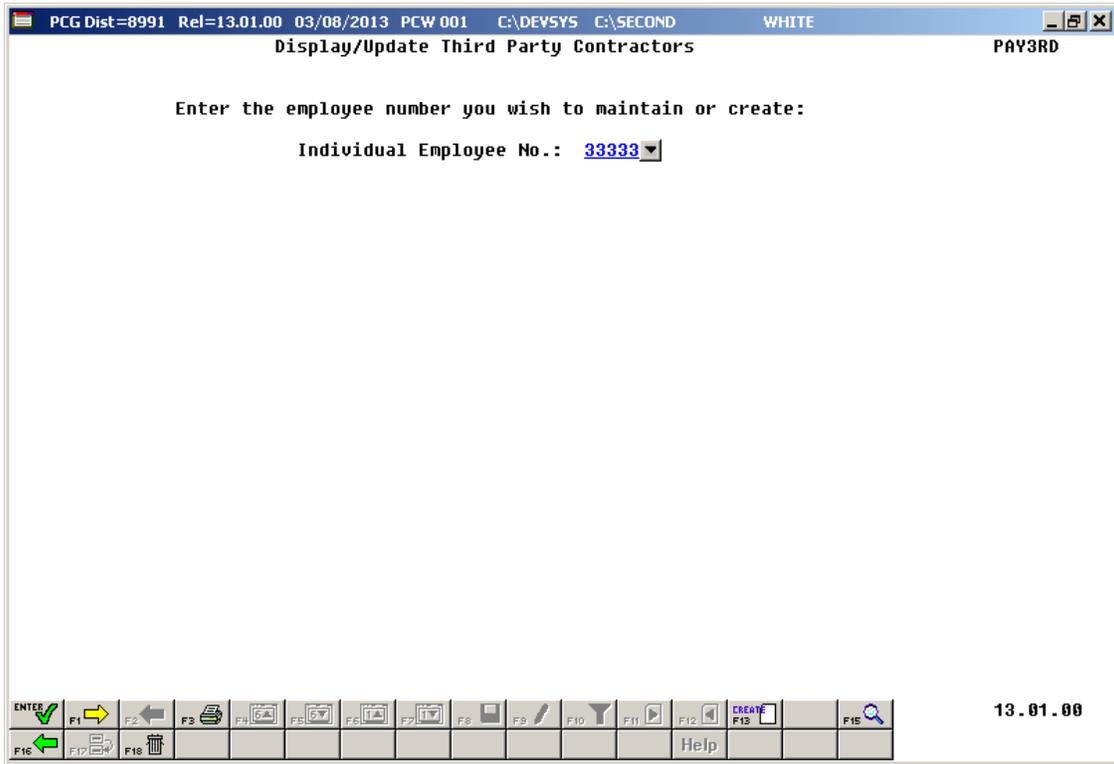
Step	Action
7	Select  (Yes). When selecting 'NO', "Contractor not deleted" displays. Select  (F16 - Exit) to return to the Display/Update Third Party Contractors Entry/Selection screen, and proceed to Step 9.

The following screen displays:



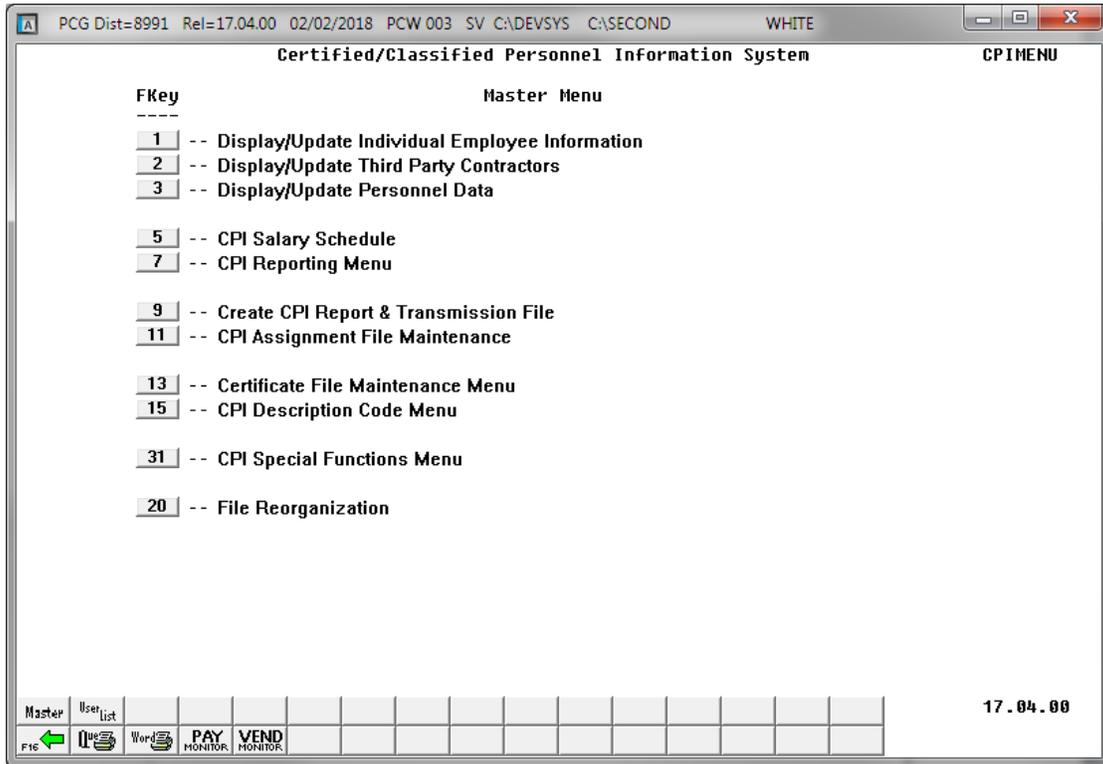
Step	Action
8	Verify "Record Deleted -- F16 to Return" displays, and select  (F16 - Exit) to return to the Display/Update Third Party Contractors Entry/Selection screen.

The following screen displays:



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

The following screen displays:

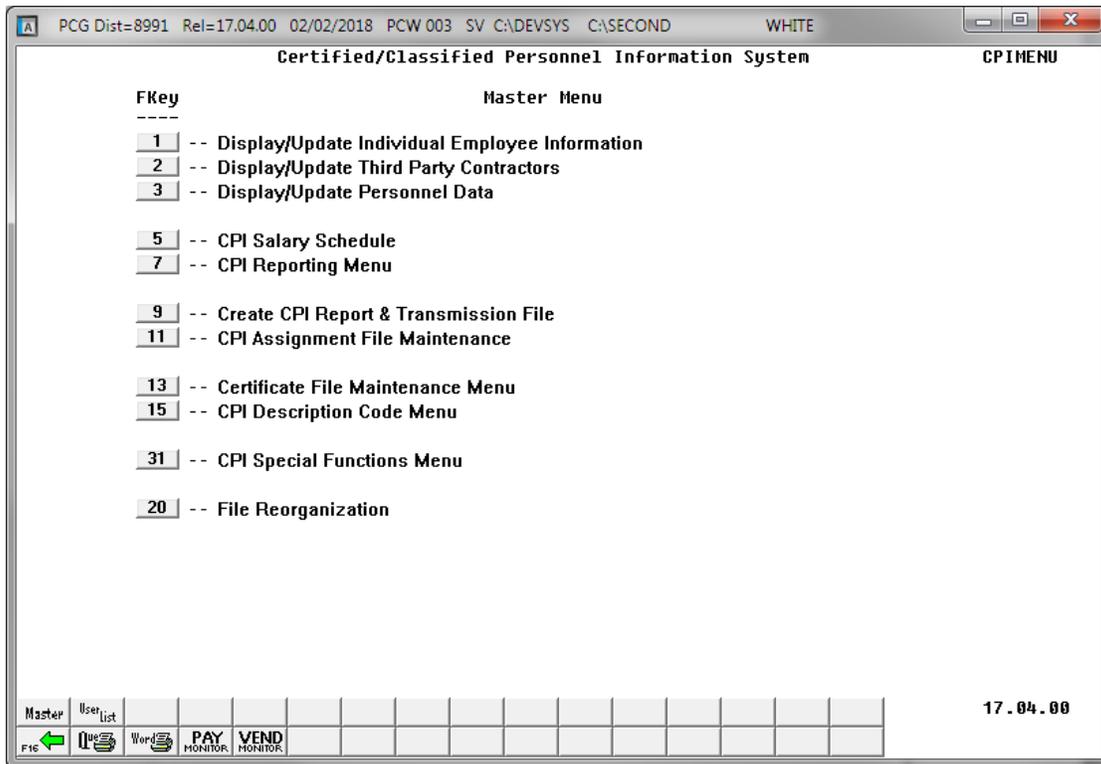


Step	Action
10	Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Printing the CPI Third Party Contractor Listing

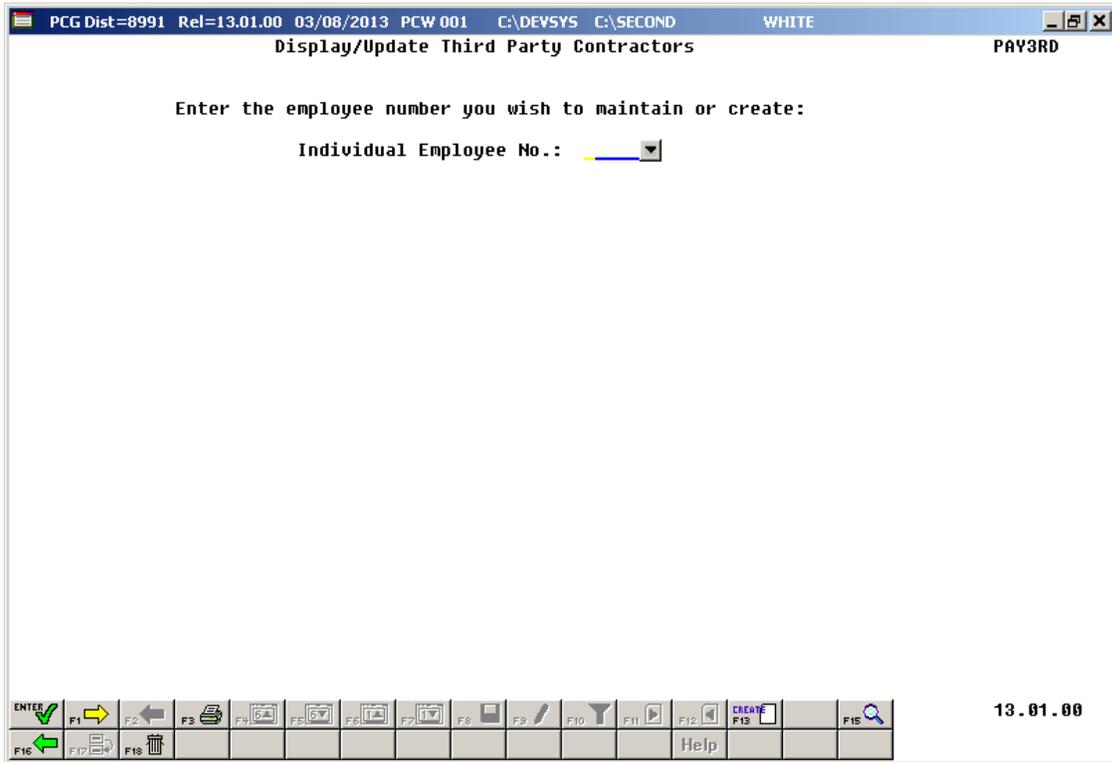
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 – Certified/Classified Personnel Information System).

The following screen displays:



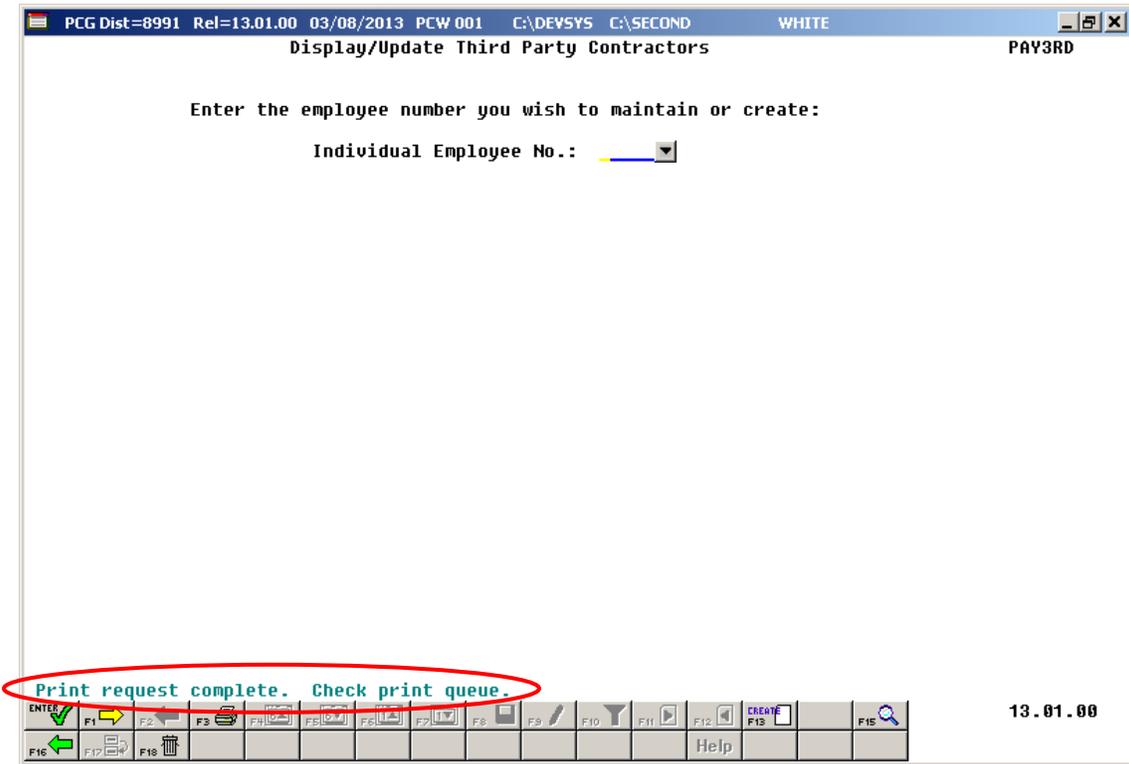
Step	Action
2	Select 2 (F2 – Display/Update Third Party Contractors).

The following screen displays:



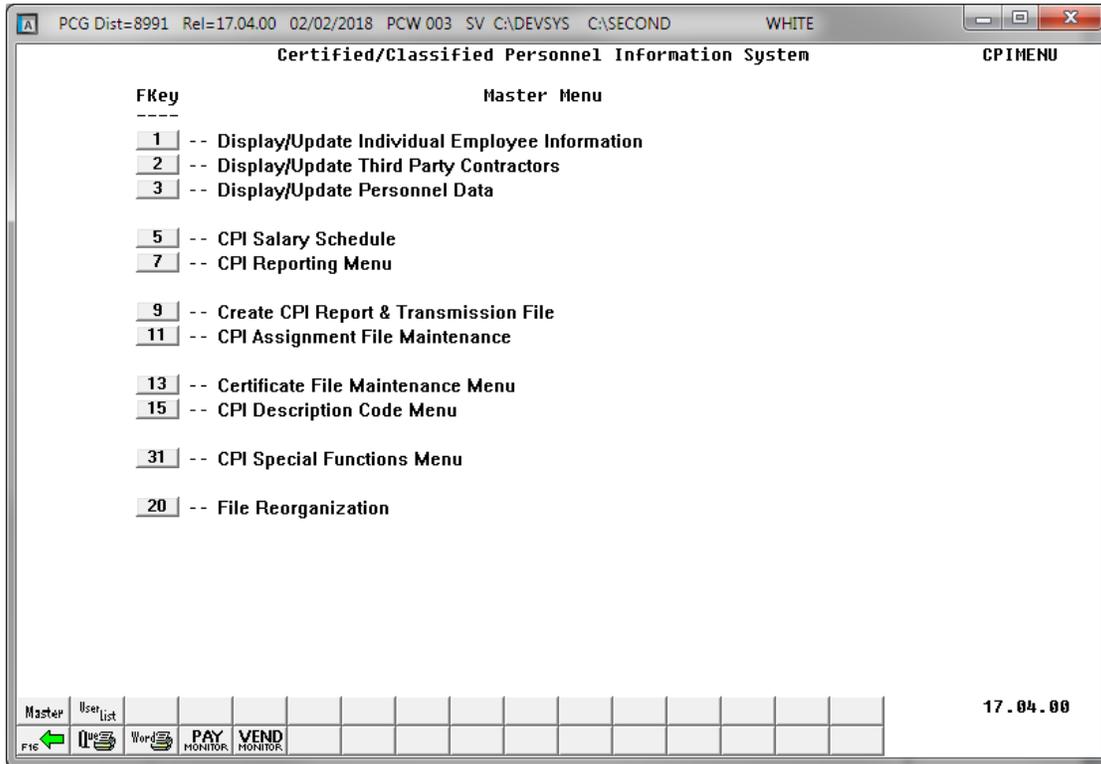
Step	Action
3	Select  (F3 – Print this Data).

The following screen displays:



Step	Action
4	Verify "Print request complete. Check print queue." Displays, and select  (F16 - Exit) to return to the <i>Certified/Classified Personnel System Master Menu</i> .

The following screen displays:



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

D1. CPI Third Party Contractor Listing – Example

REPORT DATE: 03/08/2013 14:51:04		CPI THIRD PARTY CONTRACTORS				PAGE 1					
PROGRAM: PAY3RD											
EMP #	SSN	NAME	STAT CLASS	BIRTH	ETHNIC	HISP	IND	BLK	WHT	ASN	PAC
			SEX WORK LOCATION	REHIRE	WRK DAYS	YRS	EXP	CERT	BASIS	CLASS	BAS
				TERM DT		REASON					
88944	999-08-8944	AR9STEAD, TASHINA	A 19 THIRD-PARTY CONTRACTOR-C F 8010 Location 008010	12/01/1970	02				W		1.00
88730	999-08-8730	BE7GMAN, KR7S	T 18 THIRD-PARTY CONTRACTOR-NC F 8010 Location 008010	8/01/1988	02						1.00
				2/01/2008	9	RESIGNATION					
88670	999-08-8670	FR3END, BE3NARDO	A 18 THIRD-PARTY CONTRACTOR-NC F 6211 Location 006211	12/01/1953	02				W		1.00
89378	999-08-9378	GA7LIN, GA7A	A 19 THIRD-PARTY CONTRACTOR-C F 8010 Location 008010	1/01/1981	02				W		1.00
89538	999-08-9538	HA7MONS, DOTNETTA	T 18 THIRD-PARTY CONTRACTOR-NC F 8010 Location 008010	11/01/1968	02						1.00
				1/01/2006	9	RESIGNATION					
88503	999-08-8503	IV2, BI2LI	A 19 THIRD-PARTY CONTRACTOR-C F 8010 Location 008010	3/01/1975	02				W		1.00
88354	999-08-8354	LA7DRUM, JA7EL	T 18 THIRD-PARTY CONTRACTOR-NC F 8010 Location 008010	7/01/1974	02						1.00
				5/01/2002	9	RESIGNATION					
22222	222-33-5656	SHEPARD, DEBRA	A 19 THIRD-PARTY CONTRACTOR-C F 1050 Location 001050		04				B		1.00

Appendix A: PCGenesis Automatic Record Creation

A1. Certificate File - Biographical Screen – Example

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE		CPICM100																																																								
DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION																																																										
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION																																																										
Employee number:	88670 FR3END, BE3NARDO	SSN: 999 08 8670																																																								
Work location:	6211 Location 006211																																																									
Sex:	F	Birth: 12/01/1953																																																								
Ethnic:	02																																																									
National cert:	N (Y or N)																																																									
Advance/Inhibit:	(A, E or spaces)	Overall infield stat:																																																								
Certificate level:		Cert. pay step:																																																								
Cert. years exp:		Local years exp:																																																								
Total employment basis:	1.00																																																									
Emp. basis-cert.:	0.00	Emp. basis-class: 1.00																																																								
Annual contract sal:	\$.00	Annual classified sal: \$.00																																																								
State minimum salary:	\$.00																																																									
Annual contract days:		Annual work days:																																																								
Termination date:		Rehire date:																																																								
Termination reason:																																																										
Long term sub?:	N (Y or N)																																																									
3RD PARTY CONTRACTOR																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ENTER ✓</td> <td>F1</td> <td>F2</td> <td>F3</td> <td>F4</td> <td>F5</td> <td>F6</td> <td>F7</td> <td>F8</td> <td>F9</td> <td>F10</td> <td>F11</td> <td>F12</td> <td>F15</td> </tr> <tr> <td>F16</td> <td>F17</td> <td>F18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Help</td> <td>Bio</td> </tr> <tr> <td></td> <td>Cert</td> </tr> <tr> <td></td> <td>Asg</td> </tr> </table>		ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F15	F16	F17	F18										Help	Bio														Cert														Asg	12.03.00
ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F15																																													
F16	F17	F18										Help	Bio																																													
													Cert																																													
													Asg																																													

A2. Certificate File Maintenance Screen – Example

PCGDist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE CPICM100

**CERTIFICATE
FILE MAINTENANCE**

Employee Number: 88670 FR3END, BE3NARDO SSN: 999 08 8670

Cert Level: 0 Eff Date: Cert ID: Open case?: N

Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001				
CERT 002				
CERT 003				
CERT 004				
CERT 005				
CERT 006				

12.03.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Help Bio Cert Apg

A3. Certificate File – Assignment Screen – Example

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
 CERTIFICATE FILE - ASSIGNMENT SUMMARY CPICM100

SSN: 999 - 08 - 8670 EMPLOYEE #: 088670 NAME: FR3END, BE3HARDO

Certificate Level: 0

===== ASSIGNMENT SUMMARY =====

PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	INFLD	FUND	PERCENT
F21	N	8010	165						100.0
F22									
F23									
F24									
F25									
F26									
									100.0

12.03.00

ENTER, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F15, F16, F17, F18, F21, F22, F23, F24, F25, F26, Help, Bio, Cert, Asg

PCGDist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE

Add New Employee PAY01

Status **A -- Active**

Emp. no. **88670** Pay Loc **6211** Location **006211** **Class 18 INVALID 3RD PARTY**

Sex Code _____ Work Loc _____ Job _____

Mar Stat _____ SSN _____ EE0-5 Job _____

EE0-5 Ethnic _____

Hispanic/Latino Ethnicity?

NAME First _____ Middle _____ Prefix _____

Last _____ Suffix _____ Race (Select all that apply)

Address _____ Certificate Type _____

Address L2 _____ CS1 Job (from CPI) _____

City/State _____ Include on CPI ? _____

Zip Code _____ Sick Bank ? _____

Phone () - _____ Out of State _____ Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? _____

Hire Date _____ GHI Eligible ? _____ Participate in GHI ? _____

Rehire Date _____ GHI 1st Day Wrk _____ GHI Option WAIVED

Term Date _____ GHI Eff Date _____ GHI Tier NO COVERAGE

Term Reason _____ GHI Change Date _____ GHI Ded Cd _____

GHI Change Code _____

***** TAX DATA *****

Federal: Mar Stat _____ Exempt _____ Withholding Code _____ Amt/% _____

State: Mar Stat _____ Allowance Mar _____ Dep _____ Withholding Code _____ Amt/% _____

Tax Switches: Fed _____ State _____ FICA _____ Retire _____

3rd party contractor class not allowed.

F17=Import new employee data

13.01.00

Once the employee number for the contractor is entered, the user can change the individual's **Class Code** to a payroll class and the contractor will be "hired".

PCGDist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSY S C:\SECOND WHITE

Add New Employee PAY01

Status **A -- Active**

Emp. no. **88670** Pay Loc **6211** Location **006211** **Class 5 TEACHERS**

Sex Code **E** Work Loc **6211** Location **006211** Job **119 THIRD-PARTY CONTRA**

Mar Stat **M** SSN **999 08 8670** EE0-5 Job **000 Undefined**

EE0-5 Ethnic **2 WHITE**

Hispanic/Latino Ethnicity?

NAME First **BE3NARDO** Middle _____

Last **FR3END** Suffix _____ Prefix _____

Address **2350 MAIN STREET** Certificate Type **B0**

Address L2 _____ CS1 Job (from CPI) **165**

City/State **SMITH, GA** Include on CPI ? **Y**

Zip Code **33333** County **160** Sick Bank ? **N**

Phone **(999)555-1330** Out of State _____ Hours Per Day _____

Birth Date **12/01/1953** Pens Elig Date _____ TRS DOE Paid ERCON ? **_**

Hire Date **8/01/2011** GHI Eligible ? **Y** Participate in GHI ? **_**

Rehire Date _____ GHI 1st Day Wrk _____ GHI Option **NC** WAIVED

Term Date _____ GHI Eff Date _____ GHI Tier **00** NO COVERAGE

Term Reason _____ GHI Change Date _____ GHI Ded Cd _____

GHI Change Code **NEMP**

New Employee Hire

***** TAX DATA *****

Federal: Mar Stat **_** Exempt **0** Withholding Code **0** Amt/% **_.00**

State: Mar Stat **_** Allowance Mar **0** Dep **0** Withholding Code **0** Amt/% **_.00**

Tax Switches: Fed **Y** State **Y** FICA **Y** Retire **Y**

13.01.00

A4.2. Display/Update Personnel Data – Select Employee –Example

PCG Dist=8991 Rel=13.01.00 03/08/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Personnel Data
Select Employee

Filter set: Class,Status
Current Order Name

Input: _____

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContMo	Job	Stat
1	FR3END, BE3NARDO	88670	999-08-8670	6211	18	N	0		119	A
2	MAGRY, COGENE	44444	999-08-8355	101	8	N	0		108	A
3	CAGALES, DA6	88363	999-08-8363	302	8	N	2	10	108	A
4	RE3TERIA, ZA3E	88358	999-08-8358	302	16	N	5	10	116	A Y
5	AR9STEAD, TA9HINA	88944	999-08-8944	8010	19	C	0		119	A
6	LA4KFORD, GL4YDS	89381	999-08-9381	101	5	C	2	10	105	A
7	AB3EU, ET3AN D	88942	999-08-8942	101	5	C	2	10	105	A
8	BE7NIER, CO7RINNE	55555	999-08-8362	101	14	N	0		114	A

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above

Employee is a 3rd party contractor. Access this employee from CPI.

12.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

Help