

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

9/25/2020

Section H: CPI Description Code Maintenance, V2.5

## **Revision History**

Date	Version	Description	Author
9/25/2020	2.5	20.03.00 – Delete outdated link to Data Collections web page.	D. Ochala
02/02/2018	2.4	15.04.00 - Updated menu screenshots.	D. Ochala
02/04/2016	2.3	15.04.00 - Updated Topic 6: Uploading Description Codes.	D. Ochala
06/13/2013	2.2	13.02.00 - Added Topic 6: Uploading Description Codes.	D. Ochala
03/31/2009	2.1	Section title changed to "Section H".	C. W. Jones
08/01/2008	2.0	08.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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## **Overview**

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

PCGenesis contains the following types of description codes:

• Certificate Type

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

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

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

## Topic 1: Adding a Description Code

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

A	PCG Dist=8991 Rel	I=17.04.00 02/02/2018	PCW 003 SV C:\DEVS	YS C:\SECOND	WHITE	
		Certified	/Classified Perso	onnel Informa	tion System	CPIMENU
	FKey 		Master	Menu		
	2		idividual Employee li hird Party Contractors ersonnel Data			
		<ul> <li>CPI Salary Schedu</li> <li>CPI Reporting Me</li> </ul>				
		- Create CPI Report - CPI Assignment F	t & Transmission File ile Maintenance			
		<ul> <li>Certificate File Ma</li> <li>CPI Description C</li> </ul>				
		- CPI Special Funct	ions Menu			
	20	- File Reorganizatio	DN			
Mast F16		AY VEND NITOR MONITOR				17.04.00
	Action					
	Select 15	(F15 - CPI)	Description Co	ode Menu).		

🔲 PCG Dist=	=8991 Rel=13.02.00 06/1	9/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×					
		CPI System		CPICP15X					
	FKey 	CPI Description Codes							
	1 Certificate Type Codes								
	2 Job Codes								
	Certificate Field Codes								
	4 Secondary Fu	ind codes							
	_7 Infield Status	Codes							
	9 Subject Matte	r Codes							
	10 Certificate Lev	vel Codes							
Master <sup>User</sup> list				13.02.00					
Acti									
	011								
Sele									
Sere	ct the appropriate	e Function key:							
	1	e Function key: F1 – Certificate Type Codes							
	1	<b>F1</b> – Certificate Type Codes <b>F2</b> – Job Codes							
	1 2 3	<ul> <li>F1 – Certificate Type Codes</li> <li>F2 – Job Codes</li> <li>F3 – Certificate Field Codes</li> </ul>							
	1 2 3 4	F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes							
	1 2 3 4 7	<ul> <li>F1 – Certificate Type Codes</li> <li>F2 – Job Codes</li> <li>F3 – Certificate Field Codes</li> </ul>							
	1 2 3 4	F1 – Certificate Type Codes F2 – Job Codes F3 – Certificate Field Codes F4 – Secondary Fund Codes							

E PCG Dist=8991	l Rel=13.02.00 06/	19/2013 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	_ & ×
		CPI System			CPICP15X
FKe		CPI Certificate Type	Codes		
		icate Type Codes			
_2	🗌 Update Cer	tificate Type Codes			
3	🗌 Display Cer	tificate Type Codes			
4	Print All De	escription Codes			
5	Delete Cert	ificate Type Codes			
6	Upload Cer	tificate Type Codes			
Master <sup>User</sup> list F16 🕶 🕮 Word	PAY VEND				13.02.00
p Action					
Select	<b>1</b> ( <b>F1</b> - A	dd Certificate Type C	odes).		

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

	PCG Dist=8991	Rel=13.02.00 06/19/2013				WHITE		
			DESCRIPTION Add Certific					CPICM15A
		Code: Description:						
		•						
ENT		ENTER to Verify		F16 = EX		540 541	Leve 1	13.02.00
-		F3 F4 F5 F6	F7 F8	F9 F10	F11 F12 Help	F13 F14	F15	13.02.00
F16	F17 H F18				neth			

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

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE     CPI System	
	FKey CPI Certificate Type Codes	
	 1 Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master Userlist	13.02.00
Step	Action	
9	Select <b>F16 - Exit</b> ) to return to the <i>CPI Description Field Cod</i>	es Menu, or select
	Master (Master) to return to the Business Applications Master Menu.	

## *Topic 2: Updating a Description Code*

A	PCG Dist=8991	Rel=17.04.00 02/02/201	3 PCW 003 SV C:\DEV	SYS C:\SECOND	WHITE	
			1/Classified Pers		ion System	CPIMENU
	FKey		Master	. Menu		
	2	Display/Update II Display/Update T Display/Update F	hird Party Contracto			
		CPI Salary Sched CPI Reporting Me				
		Create CPI Repor CPI Assignment F		e		
		Certificate File M CPI Description C				
	31	CPI Special Func	tions Menu			
	20	File Reorganizati	on			
Mas F16		PAY VEND				17.04.00
	Action					
	Select 1	5 ( <b>F15</b> - CPI	Description C	ode Menu).		

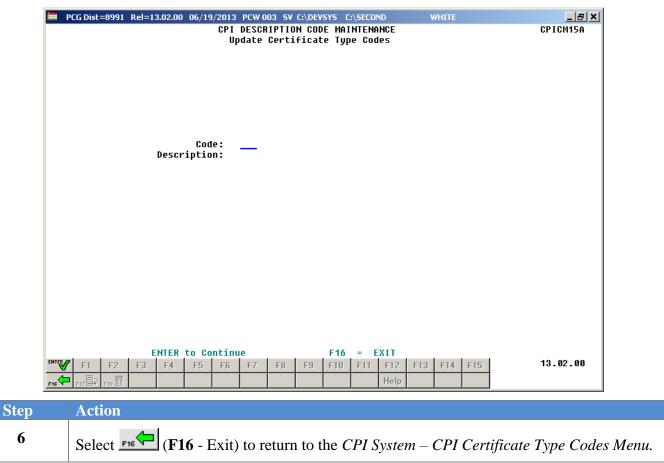
🔲 PCG Dist=8991 R	el=13.02.00 06/19/2	2013 PCW 003 SV C:\DEVSYS C	:\SECOND WHITE	_ 8 ×					
		CPI System		CPICP15X					
FKey 		CPI Description Cod	les						
1	1 Certificate Type Codes								
_2	- Job Codes								
3	_3 Certificate Field Codes								
4	- Secondary Fund	codes							
7.	- Infield Status Co	ıdes							
9	- Subject Matter C	odes							
10	- Certificate Level	Codes							
Master <sup>User</sup> list				13.02.00					
	PAY VEND								
F16 🗘 🗓 🖓 🖓 Mord 🗟 🕅 M									
رچة الله الله الله الله الله الله الله الل		Function key:							
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	Function key:							
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰		F1 – Certificate Typ	e Codes						
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	<b>F1</b> – Certificate Typ <b>F2</b> – Job Codes							
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	F1 – Certificate Typ F2 – Job Codes F3 – Certificate Fiel	d Codes						
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	F1 – Certificate Typ F2 – Job Codes F3 – Certificate Fiel F4 – Secondary Fun	d Codes d Codes						
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	F1 – Certificate Typ F2 – Job Codes F3 – Certificate Fiel	d Codes d Codes						
۲ıs 🕶 🖭 🖓 ۲۵۰ ۲۵ ۲۵ ۲۰۰ ۲۵ ۲۰۰ ۲۵ ۲۰۰	appropriate I	F1 – Certificate Typ F2 – Job Codes F3 – Certificate Fiel F4 – Secondary Fun	d Codes d Codes Codes						

🗐 PO	G Dist=8991 Rel=13.02.	00 06/19/2013 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	<u>_ &amp;  ×</u>
		CPI System			CPICP15X
	FKey	CPI Certificate Type	Codes		
	Add	Certificate Type Codes			
	<u>2</u> Upda	e Certificate Type Codes			
	<u>3</u> Displ	ay Certificate Type Codes			
	4 Print	All Description Codes			
	<u>5</u> Delet	e Certificate Type Codes			
	<u>    6    </u> Uploa	d Certificate Type Codes			
Master F16	User <sub>List</sub> PAY THE WORD PAY VER				13.02.00
)	Action				
	Select 2 (F2	2 - Update Certificate Type	e Codes).		

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

Update Certificate Type Codes		PCG Dist=8991	Rel=1	3.02.00	06/19									WHITE			<u>_ 8 ×</u>
ENTER to Continue																	CPICM15A
				Descr													
	ENTER	<b>7</b> F1 F2	E F3	NTER	to Co F5	ntinu F6	IE F7	F8	F9	F16	= E F11	XIT F12	F13	E14	F15	1	13.02.00
		Enter th					n in t	ha (	obor	field	d on		oot		ן ער	ntor)	

🗐 Р	CG Dist	-8991	Rel=1	3.02.00	06/19				C:\DEV				Ň	HITE			_ & ×	
									DN COD Lficat								CPICH15A	
				Descr	Cod iptio		001 <u>TEST</u>											
			E	NTER	to Ve	rify			F16	= R	le-Ent	ter Co	de					
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		13.02.00	
F16	F17	F18										Help						
	Act	ion_																
	Mał	ce th	e ap	prop	riate	mo	dific	atior	ns in	the <b>I</b>	Desc	ripti	i <b>on</b> f	ïeld,	and	select	ENTER (Ent	er)



Master

	E PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\DEVSY5 C:\SECOND WHITE	
	CPI System	CPICP15X
	FKey CPI Certificate Type Codes	
	1 Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master Userlist	13.02.00
Step	Action	
-sp		
7	Select <b>F16</b> ( <b>F16</b> - <b>Exit</b> ) to return to the <i>CPI Description Field Code</i>	s Menu, or selec
	(Master) to return to the Business Applications Master Menu.	

## *Topic 3: Displaying a Description Code*

PCG Dist=8991 Rel=17.04	4.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE							
	Certified/Classified Personnel Inform	nation System	CPIMENU						
FKey 	Master Menu								
2 Dis	play/Update Individual Employee Information play/Update Third Party Contractors play/Update Personnel Data								
	Salary Schedule Reporting Menu								
	9 Create CPI Report & Transmission File 11 CPI Assignment File Maintenance								
	lificate File Maintenance Menu Description Code Menu								
<u>31</u> CPI	Special Functions Menu								
_20 File	Reorganization								
Master Userlist	ENDR		17.04.00						
Action									
Select 15 (F	15 - CPI Description Code Menu	).							

🔲 PCG	Dist=8991 Rel=13.02.0	00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ <u>-</u>					
		CPI System		CPICP15X					
	FKey 	CPI Description Codes							
	<u>1</u> Certific	cate Type Codes							
	_2 Job Co	odes							
	<u>3</u> Certific	cate Field Codes							
	4 Second	dary Fund codes							
	7 Infield Status Codes								
	9 Subject Matter Codes								
	10 Certific	cate Level Codes							
				12 82 88					
	serilist PAR HONITOR	D.		13.02.00					
FIG D	Par Norta Nonitor Monito	Q		13.02.00					
	Tes Words MONITOR MONITOR			13.02.00					
	Tes Words MONITOR MONITOR	priate <b>Function key</b> :		13.02.00					
	Tes Words MONITOR MONITOR	<ul> <li>priate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> </ul>		13.02.00					
	Tes Words MONITOR MONITOR	priate <b>Function key</b> :		13.02.00					
	Tes Words MONITOR MONITOR	<ul> <li>ppriate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> <li><b>F2</b> – Job Codes</li> <li><b>F3</b> – Certificate Field Codes</li> </ul>		13.02.00					
	Tes Words MONITOR MONITOR	<ul> <li>priate Function key:</li> <li><b>1</b> F1 – Certificate Type Codes</li> <li><b>2</b> F2 – Job Codes</li> </ul>		13.02.00					
	Tes Words MONITOR MONITOR	<ul> <li>priate Function key:</li> <li>1 F1 – Certificate Type Codes</li> <li>2 F2 – Job Codes</li> <li>3 F3 – Certificate Field Codes</li> <li>4 F4 – Secondary Fund Codes</li> <li>7 F7 – Infield Status Codes</li> </ul>		13.02.00					
	Celect the appro	<ul> <li>priate Function key:</li> <li>1 F1 – Certificate Type Codes</li> <li>2 F2 – Job Codes</li> <li>3 F3 – Certificate Field Codes</li> <li>4 F4 – Secondary Fund Codes</li> </ul>		13.02.00					

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\DEV5		WHITE	_ 8 ×
	CPI Syste	n		CPICP15X
	FKey CPI Certificate Ty	oe Codes		
	1 Add Certificate Type Codes			
	2 Update Certificate Type Codes			
	3 Display Certificate Type Codes			
	4 Print All Description Codes			
	<b>5</b> Delete Certificate Type Codes			
	6 Upload Certificate Type Codes			
	ster Userlist			13.02.00
F16				
	Action			
·				

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

🗎 PCG Dist=8991 Rel=13.02.00	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECO CPI DESCRIPTION CODE MENU Display Certificate Type Co		_ 문 × CP I CM15C
Code	Description		
ENTER = Display F16	= EXIT	F12 = Search By	Description 12.02.00

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

Display Certificate Type Code         Code       Description         B       PROVISIONAL         D       Teacher         G       Librarian Level 5         J       Adjunct License         L       LEADERSHIP         P       PERMIT         S       SERVICE         T       TEACHING         U       TECHNICAL SPECIALIST         AS       Administration & Supervision	🔲 PCG Dist	8991 Rel=13.02.00	) 06/19/2013 PCW 003	SV C:\DEVSYS C:\SECOND	WHITE	
B       PROVISIONAL         D       Teacher         G       Librarian Level 5         J       Adjunct License         L       LEADERSHIP         P       PERMIT         S       SERVICE         T       TEACHING         U       TECHNICAL SPECIALIST         AS       Administration & Supervision					2	CPICM15C
D       Teacher         G       Librarian Level 5         J       Adjunct License         L       LEADERSHIP         P       PERMIT         S       SERVICE         T       TEACHING         U       TECHNICAL SPECIALIST         AS       Administration & Supervision		Code		Description		
12.02.0		D G L P S T U	Te Lil Ad LE PEI SEI TE TE	acher brarian Level 5 junct License ADERSHIP RMIT RVICE ACHING CHNICAL SPECIALIST	vision	
			XIT		F12 = Search B	y Description 12.02.00
Select <b>F16</b> (Exit) to return to the <i>CPI System - Certificate Type Codes Menu</i> .				CDI Sustan C		Calar Manu

🔲 РСС	5 Dist=8991	Rel=13.02.00	06/19/2013 PCW 003 9		C:\SECOND	) w	HITE	<u>_ 8 ×</u>
			CI	PI System				CPICP15X
	FKey 		CPI Certif	icate Type	Codes			
	1	Add	Certificate Type Codes					
	2	Update	Certificate Type Code	S				
	3	Display	Certificate Type Code	S				
	4	Print /	All Description Codes					
	5	Delete	Certificate Type Codes	;				
	6	Upload	Certificate Type Code	s				
	<sup>User</sup> list 1•18 <b>5</b> Word <b>35</b>							13.02.00
		MONITOR MONITOR						1
l	Action							
								Codes Menu, or se
(	Master	) to retur	m to the Busines	s Applic	ations I	Master N	Лепи.	

## **Topic 4: Printing Description Codes**

PCG Dist=8991	Rel=17.04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECON	D WHITE							
	Certified/Classified Personnel Info	rmation System	CPIMENU						
FKey 	Master Menu								
2	Display/Update Individual Employee Information Display/Update Third Party Contractors Display/Update Personnel Data								
	CPI Salary Schedule CPI Reporting Menu								
	9 Create CPI Report & Transmission File 11 CPI Assignment File Maintenance								
	13       Certificate File Maintenance Menu         15       CPI Description Code Menu								
31	CPI Special Functions Menu								
20	File Reorganization								
Master <sup>User</sup> list F16 Ues Words	PAY VEND ON THE OPENATION OF THE OPENATI		17.04.00						
Action									
Select 1	5 (F15 - CPI Description Code Men	u).							

🔲 PCG Dist	=8991 Rel=13.02.00 06/19	9/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		CPI System		CPICP15X
	FKey 	CPI Description Codes		
	1 Certificate Ty	pe Codes		
	2 Job Codes			
	3 Certificate Fie	ld Codes		
	4 Secondary Fu	nd codes		
	7 Infield Status	Codes		
	9 Subject Matte	r Codes		
	10 Certificate Lev	vel Codes		
Master User <sub>list</sub>				13.02.00
Act	ion			
	ect the appropriate	e Function key		
		-		
		<b>F1</b> – Certificate Type Codes		
	2	F2 – Job Codes		
	3	F3 – Certificate Field Codes		
	4	F4 – Secondary Fund Codes		
	7	<b>F7</b> – Infield Status Codes		
	9 10	<b>F9</b> – Subject Matter Codes		

-		
	■ PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 5V C:\DEVSYS C:\SECOND         WHITE           CPI System         Cl	
	FKey CPI Certificate Type Codes	101 155
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
		3.02.00
	Master         User         User <thuser< th="">         User         User         &lt;</thuser<>	
Step	Action	
3	Select 4 (F4 - Print All Description Codes).	
5		
	The CPI System – CPI Certificate Type Codes Menu redisplays.	
4	To print the report via the Uqueue Print Manager: Select (Uqu	ielle)
	To print the report via Microsoft® Word: Select (MS WORD)	
	Follow the instructions provided in the <i>Technical System Operations C</i>	
	Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Rep	ort Prin
	the macro necessary to use the feature where appropriate	
5	Salaat sister (F16 Exit) to notion to the CDI Sustain CDI D	
	Select <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>CPI System</i> - <i>CPI Description F</i> select <b>Master</b> ( <b>Master</b> ) to return to the <i>Business Applications Master Ment</i>	

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

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

REPORT DATE	00/15/2015	CPI DESCRIPTION FILE - CERTIFICATE TYPE CODES	PAGE	1	
CODE-ID	CODE	DESCRIPTION			
01	в	PROVISIONAL			
01	D	Teacher			
01	G	Librarian Level 5			
01	J	Adjunct License			
01	L	LEADERSHIP			
01	P	PERMIT			
01	S	SERVICE			
01	т	TEACHING			
01	v	TECHNICAL SPECIALIST			
01	AS	Administration & Supervision			
01	AT	Advanced Degree Alternative Ce			
01	BL	PROVISIONAL L			
01	BS	PROVISIONAL S			
01	BT	PROVISIONAL T			
01	BV	Provisional			
01	CL	CONDITIONAL LEADERSHIP			
01	CS	CONDITIONAL SERVICE			
01	CT	CONDITIONAL TEACHER			
01	DA	Life			
01	DD	Life			
01	DL	LIFE L			
01	DP	Life - Permit			
01	DS	LIFE S			
01	DT	LIFE T			
01	ES	EMERGENCY S			
01	ET	EMERGENCY T			

# Topic 5: Deleting a Description Code

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

PCG Dist=8991 Rel=17.	04.00 02/02/2018 PCW 003 SV C:\DEVSYS C:\SECON Certified/Classified Personnel Info		CP I MENU
FKey	Master Menu		
2 Di	splay/Update Individual Employee Information splay/Update Third Party Contractors splay/Update Personnel Data		
	l Salary Schedule l Reporting Menu		
	eate CPI Report & Transmission File I Assignment File Maintenance		
	rtificate File Maintenance Menu I Description Code Menu		
<u>31</u> CF	I Special Functions Menu		
_20 Fil	e Reorganization		
Master User <sub>list</sub>			17.04.00
Action			
Select 15 (	F15 - CPI Description Code Men	ıu).	

E PCG	Dist=8991 Rel=13.02.0	0 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
		CPI System		CPICP15X
	FKey 	CPI Description Codes		
	1 Certific	cate Type Codes		
	Job Co	odes		
	<u>3</u> Certific	cate Field Codes		
	4 Second	dary Fund codes		
	7 Infield	Status Codes		
	9 Subjec	ct Matter Codes		
	10 Certific	cate Level Codes		
	setlist			13.02.00
	ser <sub>list</sub> <b>PAY</b> INFO MONTOR <b>VENI</b>	DK		13.02.00
F16		DR		13.02.00
p A	tion	priate <b>Function key</b> :		13.02.00
p A	tion	<ul> <li>priate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> <li><b>F2</b> – Job Codes</li> </ul>		13.02.00
p A	tion	<ul> <li>priate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> <li><b>F2</b> – Job Codes</li> <li><b>F3</b> – Certificate Field Codes</li> </ul>		13.02.00
p A	tion	<ul> <li>priate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> <li><b>F2</b> – Job Codes</li> <li><b>F3</b> – Certificate Field Codes</li> <li><b>F4</b> – Secondary Fund Codes</li> </ul>		13.02.00
p A	tion	<ul> <li>priate Function key:</li> <li><b>F1</b> – Certificate Type Codes</li> <li><b>F2</b> – Job Codes</li> <li><b>F3</b> – Certificate Field Codes</li> </ul>		13.02.00

	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	CPI System	CPICP15X
	FKey CPI Certificate Type Codes	
	Add Certificate Type Codes	
	2 Update Certificate Type Codes	
	3 Display Certificate Type Codes	
	4 Print All Description Codes	
	5 Delete Certificate Type Codes	
	6 Upload Certificate Type Codes	
	Master Userlist	13.02.00
	FIG TO THE WORKS PAY VEND	
ep	Action	

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

PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE CPI DESCRIPTION CODE MENU Delete Certificate Type Codes	_ 문 × CPICM15B
Code: Description:	
ENTER = Display Description PF16 = EXIT	12.02.00
Action	
Enter the description code in the <b>Code</b> field, and select <b>Enter</b> . <i>Subject Matter codes may contain alphanumeric entries</i> .	

-	PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND WHITE CPI DESCRIPTION CODE MENU Delete Certificate Type Codes Code: 001 Description: TEST	æ x CPICM15B
	F1 = To Delete Code & Description	
	ENTER = Bypass Deletion PF16 = EXIT	12.02.00
Step	Action	
6	Verify the information is correct, and select <b>F1</b> (To Delete Code <i>If the information is incorrect, select Enter to exit the procedure.</i>	& Description).

	PCG Dist=8991 Rel=13.02.00 06/19/20	13 PCW 003 SV C:\DEVSYS C:\SECOND CPI DESCRIPTION CODE MENU Delete Certificate Type Codes	WHITE	_ 🗗 🗙 CPICM15B
	Code: Description:	001 TEST		
Pre	ess F28 to Confirm Deletion	F16 to Continue		12.02.00
p	Action			
,	Select F28 (to Confirm	Deletion).		

<b>PCG Dist=8991</b>	Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND CPI DESCRIPTION CODE MENU Delete Certificate Type Codes Code: Description:	WHITE EN X
	ENTER = Display Description PF16 = EXIT	12.02.00
p Action		
	litional Description code entries: Repeat this	
If there	are no additional Description code entries:	Select <b>F16</b> (Exit) to the <i>CPI</i>

CPI Certificate Type Codes Menu.

CPI System CPICP15X FKey CPI Certificate Type Codes  1 Add Certificate Type Codes	
1 Add Certificate Type Codes	
2 Update Certificate Type Codes	
3 Display Certificate Type Codes	
4 Print All Description Codes	
5 Delete Certificate Type Codes	
6 Upload Certificate Type Codes	
Master User <sub>list</sub> 13.02.00	
Action	
	'ode
Select <b>F16</b> - Exit) to return to the <i>CPI System</i> - <i>CPI Description Field C</i>	JULE

## *Topic 6: Uploading Description Codes*

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

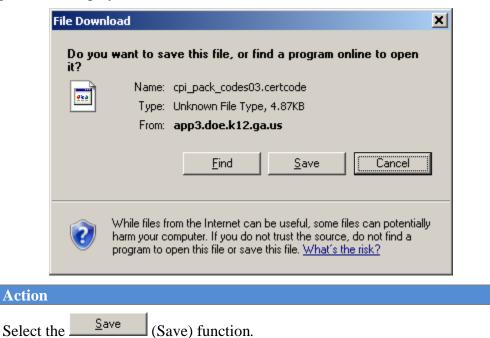
Step	Action
1	From the GaDOE website, go to Data Collections Documentation link as shown below:
	https://www.gadoe.org/Pages/Home.aspx

General Information	FY2021 Data Collections and Reporting	
Data Collections Documentation		
Data Collections Overview GaDOE Guidelines for Extracting Names	Data Collection Documentation	Contact Information
Records Retention	Certified/Classified Personnel Information (CPI)	Nicholas L. Handville
School Count by Type	<ul> <li>Data Collection Survey</li> <li>End of Pathway Assessment (EOPA)</li> <li>Free/Reduced Price Meal Eligibility</li> <li>Full-Time Equivalent (FTE)</li> <li>GUIDE (Georgia Unique Identifier for Education)</li> </ul>	Director of Data Collections, Analysis, and Reporting Technology Services Phone: (678) 551-4617 nhandville@doe.k12.ga.us https://www.gadoe.org
	<ul> <li>Pre-ID Labels</li> <li>Private School</li> <li>Student Class</li> <li>Student Record</li> <li>'New Coordinator' Documentation</li> </ul>	Technology Management Customer Support Center (Helpdesk) Georgia Department of Education Phone: (800) 869-1011
	<ul> <li>Presentations, Webinars, and Miscellaneous Documentation</li> <li>FY2021 Summary of Transmission Dates</li> <li>Data Collection Team Contacts</li> </ul>	

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

↔ ↔ https://app3.doe.k12.ga.us/ows-bin/owa/cpi_pack_code	menu.entry_form		
😨 Georgia Department of Educati 🔞 Data Collections and Reporting	🔁 FY2018 CPI Resources 👔 GADOE - Office of Technol 🗴		
File Edit View Favorites Tools Help			
	Georgia Department of Edu	ucatio	n
	Richard Woods		
	State Superintendent of Schools		
	CPI Code Menu		
	Data Collection System		
	Office of Technology Services		
	-		
	Job Codes     Certificate Type Codes	۰	Subject Matter Codes Certificate Field Codes
	Secondary Fund Codes	6	Termination Codes

Step	Action			
4	Select the appropriate code table:			
	Job Codes			
	Certificate Type Codes			
	Secondary Fund Codes			
	Subject Matter Codes			
	Certificate Field Codes			
	<u><b>NOTE</b></u> : The Termination Code table does <u>not</u> support an upload feature in PCGenesis.			
5	From the code table display screen, select the <b>Download Codes</b> function.			



The following screen is displayed:

Select the

Step 6

As Save As	
	✓ 4y Search PCG
Organize 🔻 New folder	1000
etc A Name	Date modified Type
EXPORT E	No items match your search.
PCG Con	4
File name:       cpi_pack_codes03.certcode         Save as type:       CERTCODE File (*.certcode)	<b>▼</b>
Hide Folders	<u>Save</u> Cancel

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

🛃 Save As	-				×
	omputer 🕨 Windows7_0	DS (C:) 🕨 PCG	<b>- 4</b> 9	Search PCG	٩
Organize 🔻 Ne	w folder				:= • 🕡
EXPORT	*	Name		Date modified	Туре
EXPORT1			No Server and the		
GENWRK			No items match your	search.	
GROSSDAT					
lintel					
JOURNAL EI	NTRIES				
L KIX					
📕 mfg					
New_Hires_	CWJ				
PCG					
PCGIcon		•			
File <u>n</u> ame:	cpi_pack_codes03certc	ode.csv			-
Save as <u>t</u> ype:	CERTCODE File (*.certc	ode)			•
Hide Folders			C	Save	Cancel

Step	Action
9	Change the Save as Type to All Files.

Organize  New folder  text text text text text text text t	▲ Name	8≡ Date modified	Type
<ul> <li>EXPORT1</li> <li>GENWRK</li> <li>GROSSDAT</li> <li>Intel</li> <li>JOURNAL ENTRIES</li> <li>KIX</li> <li>mfg</li> <li>New_Hires_CWJ</li> </ul>	SHDAUPDT_67912_20151208.bxt SHDAUPDT_67912_20151208.bxt.bak DEDUCTEXP.CSV REVCHARTLOAD.CSV BUDCHARTLOADDi.csv BUDCHARTLOADDi.csv BUDCHARTLOADD.CSV DEDUCHARTLOAD.CSV DEDUCHARTLOAD.CSV LegacyLeaveImport.csv	2/1/2016 10:01 AM 2/1/2016 9:55 AM 1/25/2016 10:27 AM 9/3/2015 2:08 PM 9/3/2015 8:39 AM 9/2/2015 3:01 PM 8/28/2015 11:27 AM 6/18/2015 3:23 PM 4/6/2015 8:26 AM	Text Do BAK File Microso Microso Microso Microso Microso Microso
PCG File name: cpi_pack_codes03 Save as type: All Files (*.*) Hide Folders			+ + +

Download complete		
Download Complete		
cpi_pack_codes03.certcode from app3.doe.k12.ga.us		
Downloaded; 4.87KB in 1 sec		
Download to: C:\PCG\cpi_pack_codes03certcode.csv		
Transfer rate: 4.87KB/Sec		
Close this dialog box when download completes		
<u>Open</u> Open <u>Folder</u>	Close	

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

## **Procedure B:** Upload Description Codes to PCGenesis

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

	PCG Dist=8991	Rel=17.04.00	02/02/2018	PCW 003 SV	C:\DEVSYS	C:\SECOND		WHITE	- 0 X
		l	Certified/	Classified	Personn	el Inform	ation Sy	stem	 CPIMENU
	FKey	l		М	laster Me	nu			
		Display	//Update Indi //Update Thi //Update Per	rd Party Con	tractors	rmation			
	5		ary Schedul porting Menu						
	11	CPI Ass	CPI Report & signment File	e Maintenan	Cē				
	15	CPIDe	ate File Main scription Cod	le Menu	nu				
			ecial Functio organization						
Mast F16		PAY VENE MONITOR MONITOR							17.04.00
	Action								
	Select 1	5 (F15	- CPI D	escriptio	on Cod	e Menu	).		

	PLG Dist=8991 Rei=	:13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	<u></u>
		CPI System		CPICP15X
	FKey 	CPI Description Codes		
	1	Certificate Type Codes		
	2	Job Codes		
	3	Certificate Field Codes		
	4	Secondary Fund codes		
	7	Infield Status Codes		
	9 :	Subject Matter Codes		
	10	Certificate Level Codes		
N	Master <sup>User</sup> list			13.02.00
N	Master User <sub>list</sub> 16 CP (1998) Words Monitor	Г		13.02.00
F1		VEND         Image: Constraint of the second se		13.02.00
<u>N</u> <u>F1</u>	الله الله الله الله الله الله الله الل			13.02.00
F1	الله الله الله الله الله الله الله الل	ppropriate <b>Function key</b> :		13.02.00
F1	الله الله الله الله الله الله الله الل			13.02.00
F1	الله الله الله الله الله الله الله الل	ppropriate <b>Function key</b> : <b>F1</b> – Certificate Type Codes		13.02.00
F1	الله الله الله الله الله الله الله الل	<ul> <li>ppropriate Function key:</li> <li><b>1</b> F1 – Certificate Type Codes</li> <li><b>2</b> F2 – Job Codes</li> <li><b>3</b> F3 – Certificate Field Codes</li> <li><b>4</b> F4 – Secondary Fund Codes</li> </ul>		13.02.00
F1	الله الله الله الله الله الله الله الل	<ul> <li>appropriate Function key:</li> <li><b>1</b> F1 – Certificate Type Codes</li> <li><b>2</b> F2 – Job Codes</li> <li><b>3</b> F3 – Certificate Field Codes</li> </ul>		13.02.00
F1	Action Select the a	<ul> <li>ppropriate Function key:</li> <li><b>1</b> F1 – Certificate Type Codes</li> <li><b>2</b> F2 – Job Codes</li> <li><b>3</b> F3 – Certificate Field Codes</li> <li><b>4</b> F4 – Secondary Fund Codes</li> </ul>	odes) and 10	

	PCG Dist=8991 Rel=13.02	.00 06/19/2013 PCW 003 5V C:\DEV5Y5	C:\SECOND	WHITE	_  8  ×
		CPI System			CPICP15X
	FKey	CPI Certificate Typ	e Codes		
	Add	Certificate Type Codes			
	_2 Upda	te Certificate Type Codes			
	<u>3</u> Disp	lay Certificate Type Codes			
	_4 Print	All Description Codes			
	<u>5</u> Dele	te Certificate Type Codes			
	<u>6</u> Uplo	ad Certificate Type Codes			
	nter User <sub>list</sub> PAY	NR IIII			13.02.00
F16					
ep	Action				
4	Select 6 (F	6 - Upload Certificate Typ	e Codes).		

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

		3.02.00 06/19				WHITE	
					MAINTENANCE Type Codes		CPICMISH
	Enter the	e upload fi	le path an.	d name (e.g	. C:\PCG\CPICO	DES.CSV)	
	<u>C:\PCG\CP</u>	PICODES.CSU			540.0	<i>c c t t</i>	
					F10=Br0	wse for file	
	R=Validate,			50 50	<b>F10</b>   F14   F10		13 82 88
ENTER F1	F2 F3	<b>F16=Exit</b> F4 F5	F6 F7	F8 F9	F10 F11 F12 Help	F13 F14 F15	13.02.00
	F2 F3			F8 F9		F13 F14 F15	13.02.00
	F2 F3			F8 F9		F13 F14 F15	13.02.00
	F2 F3 录 FIE 部 tion	F4 F5	F6 F7		Help		
FI FIC FI FIC FIT FIC FIT FIT FIT FIT FIT FIT FIT FIT FIT FIT	F2 F3 → FB → F3 tion lect F10	F4 F5	F6 F7 Browse fc	or file), an	d navigate to	the . <i>csv</i> file s	aved in <i>Procedure</i>
FI FI	F2     F3       FFF部     F3       tion       lect     F10       ew/Downlog	F4 F5 ( <b>F10 -</b> E oad Code	F6     F7       Browse for       e Tables j	or file), and from the (	d navigate to GaDOE Data	the . <i>csv</i> file s <i>Collections V</i>	aved in <i>Procedure</i> Vebsite.
Act	F2     F3       →     F8       tion       lect     F10       ew/Downlo       r     F10       (H	F4 F5 (F10 - E oad Code F10 - Bre	F6 F7 Browse fc e Tables j	or file), an from the ( file) selec	d navigate to GaDOE Data tions, PCGer	the .csv file s Collections V	aved in Procedure Vebsite. the Browse window
Act Sel Vie For .cs	F2     F3       FB     F3       tion       lect     F10       cw/Downlog       r     F10       r     F10       v file type	<b>F4 F5</b> ( <b>F10 - E</b> ) oad Code <b>F10</b> – Bro where ap	F6 F7 Browse fo e Tables j owse for ppropriat	or file), an from the ( file) selec te. PCGe	d navigate to GaDOE Data tions, PCGer nesis users m	the .csv file s Collections V pesis defaults i pay select eithe	aved in Procedure Vebsite. the Browse window er the CSV (Comm
Act Sel Vie For .csv del	F2     F3       FFB     F10       lect     F10       ew/Downlog       r     F10       (H       v     file type       limited) (*	(F10 - E oad Code F10 – Bro where ap f.csv) or f	F6 F7 Browse for e Tables j owse for ppropriation the All Fi	or file), an from the ( file) selec te. PCGe iles (*.*)	d navigate to GaDOE Data tions, PCGer nesis users m options from	the .csv file s Collections V tesis defaults the drop-down	aved in Procedure Vebsite. the Browse window er the CSV (Comm 1 file listing for <b>Fi</b>
KITEV F1 Ft€ F1 Ft C F1 F1 F1 F1 F1 F1 F1 F1 F1 F1	F2       F3         ▶       F8         tion         lect       F10         ew/Downlog         r       F10         y       file type         limited) (*         e       selection	F4 F5 (F10 - E oad Code F10 - Bro where ap f.csv) or t n. PCGet	F6 F7 Browse for e Tables j owse for ppropriat the All Fi nesis disp	or file), an from the ( file) selec te. PCGe iles (*.*) ( plays a wa	d navigate to GaDOE Data tions, PCGer nesis users m options from	the .csv file s Collections V tesis defaults the drop-down	aved in Procedure Vebsite. the Browse window er the CSV (Comm
Act Sel Vie For .csv del typ	F2     F3       FFB     F10       lect     F10       ew/Downlog       r     F10       (H       v     file type       limited) (*	F4 F5 (F10 - E oad Code F10 - Bro where ap f.csv) or t n. PCGet	F6 F7 Browse for e Tables j owse for ppropriat the All Fi nesis disp	or file), an from the ( file) selec te. PCGe iles (*.*) ( plays a wa	d navigate to GaDOE Data tions, PCGer nesis users m options from	the .csv file s Collections V tesis defaults the drop-down	aved in Procedure Vebsite. the Browse window er the CSV (Comm 1 file listing for <b>Fi</b>

boit the errors, the following is an example of an import in	ie entor sereen.	
E PCG Dist=8991 Rel=13.02.00 06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
CPI Description Code Maintenance Upload Certificate Type Codes		CPICM15A
UPLOAD CERTIFICATE TYPE CODES		
INPUT DATA DOES NOT MATCH REQUESTED		
PRESS ENTER KEY TO CONTINUE PROGRAM		13.02.00

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

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

PCG Di	st=8991	Rel=1	3.02.00	06/19								۷	VHITE			_ 8
							IPTIO Certi									CPICM15A
					υþ	IUau	001 11	TICAL	стур	e	63					
									_							
						· ·	<del>l</del> o Err	ors i	n Imp	ort F	ile					
						P	lease	Revi	ew Pr	int f	ile					
						Pres	s ENT	ER to	load	Impo	rt Fi	1e				
						P	ress	F16 t	o STO	P Pro	cess					
"😵 F 1	F2	F3	F4	F5	F6	- F7	F8	F9	F10	F11	F12	F13	F14	F15		13.02.00
C ETZE	P F18										Help					

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

🔲 PCG Dist=8991 Rel=13.02.00	06/19/2013 PCW 003 SV C:\DEVSYS C:\SECOND	WHITE	
	CPI System		CPICP15X
FKey	CPI Certificate Type Codes		
<u>1</u> Add	Certificate Type Codes		
_2 Update	Certificate Type Codes		
<u>3</u> Display	V Certificate Type Codes		
4 Print #	All Description Codes		
<u>5</u> Delete	Certificate Type Codes		
<u>    6     </u> Upload	Certificate Type Codes		
			13.02.00
Master Userlist PAT PAT MONITOR MONITOR			13.02.00

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

## 6B.1. CPI Code Import Report - Example

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

	DATE: 06/27/2013	UPLOAD CERTIFICATE TYPE CODES	
ode	Description	Error Message	
	Provisional		
	Teacher		
_	Librarian Level 5		
	Adjunct License		
	Leadership	Description code already on file - bypass update	
	Permit	Description code already on file - bypass update	
	Service	Description code already on file - bypass update	
	Teaching	Description code already on file - bypass update	
	Technical Specialist		
1	Administration & Supervision		
	Advanced Degree Alternative Ce	Description code already on file - bypass update	
1	Provisional		
5 1	Provisional		
1	Provisional		
7 1	Provisional		
5 (	Conditional		
( (	Conditional		
: (	Conditional		
. 1	Life		
) 1	Life		
. 1	Life	Description code already on file - bypass update	
2 1	Life - Permit	Description code already on file - bypass update	
5 1	Life	Description code already on file - bypass update	
: 1	Life	Description code already on file - bypass update	
5 1	Emergency		
: I	Emergency		
A 1	Librarian Level 2		
3 1	Librarian Level 5		