

#### **PCGenesis and CPI**

#### Katie Green CPI Data Analyst kagreen@doe.k12.ga.us



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## Introduction

Katie Green has been with the Georgia Department of Education for over nine years, currently working with the Data Collections Department. Katie is responsible for the Certified/Classified Personnel Information collection (CPI). She is also the PCGenesis expert for Data Collections. Katie has 16 years of service in the corporate sector in accounting and six years as a Business Analyst. She is a native of Atlanta, Georgia, and attended Atlanta Public Schools. Katie holds an Associate's Degree in Business Administration and a Bachelor of Science in Technical Management.





# **Objectives / Learning Targets**

- What Certified/Classified Information is collected and who should be reported in the CPI data collection
- The learner will understand the linkage between PCGenesis and the CPI data collections.
- The learner will be able to investigate an error or warning.



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# **Objectives / Learning Targets**

What Certified/Classified Information is collected and who should be reported in the CPI data collection





## What is CPI?

CPI is a collection of data of all certified and classified personnel based on their role within your district.

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



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## When are the CPI Cycles?

#### A, B, C Records

<u>CPI-1</u>

October 04-25, 2022

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

#### <u>CPI-2</u>

March 02-23, 2023 Data used for analysis and reports

#### A & D Records

#### **CPI-3 LEAVE**

July 11- 25, 2023

Cumulative leave for year Data used for analysis and reports



**'A01' Record – Basic** Demographics

**FISCAL YEAR REPORT PERIOD** SYSTEM CODE **EMPLOYEE CODE RECORD TYPE GENDER BIRTH DATE EMPLOYEE TYPE ETHNIC HISPANIC RACE INDIAN RACE ASIAN** RACE BLACK **RACE PACIFIC RACE WHITE** LAST NAME **FIRST NAME** MIDDLE NAME

# What is Reported in the A Record?

**Demographics** 



# **A01' Record Basic Demographics**

Personnel Demographic Info	ormation- A Record (Click here for records re	Bac	k to Employee List Back to Main Menu	
EmpCode:	Employee Type	- Regular Employee 🗸 🗸	- Regular Employee 🗸 Race American Indian	
Last Name	Birth Date (mm/dd/yyyy)		Race Asian	N - Not Race Asian 🗸
First Name	Gender:	V	Race Black	N - Not Race Black 🗸
Middle Initial			Race Pacific	N - Not Race Pacific 🗸
	Ethnic Hispanic	N - Not Ethnic Hispanic 🗸	Race White	N - Not Race White 🗸

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#### **'B01' Record – Contract and Certification** Information

**FISCAL YEAR REPORT PERIOD** SYSTEM CODE **EMPLOYEE CODE RECORD TYPE CERTIFIED EMPLOYMENT BASIS CLASSIFIED EMPLOYMENT BASIS** PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE **CERTIFICATE LEVEL STATE PAY STEP** ANNUAL CONTRACT SALARY FOR CERTIFIED **EMPLOYEE** TOTAL ANNUAL SALARY FOR CLASSIFIED **EMPLOYEE** CONTRACT DAYS FOR CERTIFIED EMPLOYEE ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE **TERMINATION CODE TERMINATION DATE** STATE HEALTH PLAN

# What is reported in the B record?

Contract and Certification Data



# **B01 Record Contract and Certification Information**

			CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee 🗸 🗸	Employment Basis		
Termination Date (mm/dd/yyyy)		Contract Days		
Stop Here For Termina	ated Employee!	Contract Salary		
		Cer <mark>t</mark> ified Years Experience		
State Health Plan		State Pay Step	~	
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary (Emp Basis X Salary)	Payroll Certificate Level		~



<pre>'C01' Record(s) – Job Assignments</pre>
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
ASSIGNMENT SCHOOL CODE
ASSIGNMENT PERCENTAGE OF TIME
ASSIGNMENT TYPE CODE
ASSIGNMENT CERTIFICATE TYPE
ASSIGNMENT JOB CODE
ASSIGNMENT SUBJECT MATTER CODE
ASSIGNMENT FIELD CODE
ASSIGNMENT FUND CODE
ASSIGNMENT CONSOLIDATED FUND FLAG

# What is Reported in the C Record?

**Job Assignments** 



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# **C01 Records- Job Assignments**

Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))								
School ID	Percent Of Time	Assignment Type	In Field Status	Cert Type	Job Code	Sub Code	Cert Field	Fund Code
0103	66.0	C - Certified 🔽	l-h 🔽	Ţ	109	400	748	00
0103	34.0	C - Certified 🔽	l-h 🔽	T	112	910	748	00

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What is Reported in	ן
the D Record?	

Leave Taken

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'D01' Record(s) – Leave Assignments	
FISCAL YEAR	
REPORT PERIOD	
SYSTEM CODE	
EMPLOYEE CODE	
RECORD TYPE	
PRIMARY ASSIGNMENT JOB CODE	٦
SICK LEAVE	
STAFF DEVELOPMENT	
VACATION	- H
OTHER LEAVE	
COVID	
PARENTAL LEAVE	

13

## **D01 Record- Leave Information**

Leave Information- D Record						
Job Code	Sick Leave	Staff Development	Vacation	COVID	Parental	Other Leave

Submit Reset



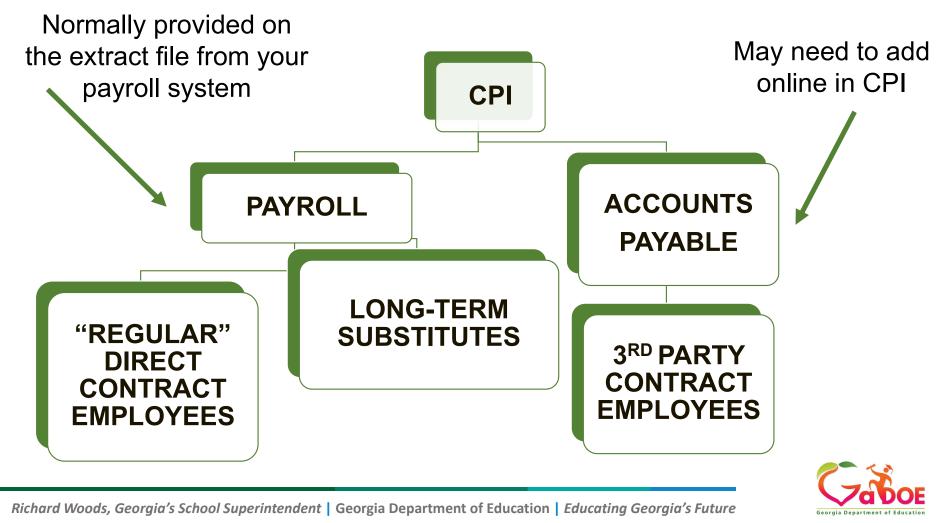
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# Who is Reported in CPI?

- **Regular Employees** are employees who have a direct contract with the district. This includes retired teachers who return to the work force.
- Long Term Substitute is a person who is to temporarily serve in a permanent vacant position. For example, a Long -Term Substitute is hired to fill a second grade teacher vacancy.
- Third Party Contractors are individuals who are contracted with an outside agency and not hired directly by the district.



## Who is Reported in CPI?



# Objectives / Learning Targets

#### **PCGenesis and the CPI Data Collections.**





#### • CPI Checklist for Cycles One and Two (gadoe.org)

ffices & Divisions - Programs & Initiati	ves - Data & Reporting -	Learning & Curriculum -	State Board & Policy -	Finance & Operations -	Contact -
→ Technology Services → Enterprise	Systems and Applications →	PCGenesis → Certified/Cla	assified Personnel Informa	ation (CPI) System Opera	tions Guide
PCGenesis Financial Accounting and Reporting System Operations Guide	Certified/Class	sified Personnel	Information (C	PI) System Ope	rations Guide
Payroll System Operations Guide Personnel System Operations Guide	Checklists				
Certified/Classified Personnel Information (CPI) System Operations Guide		Certified/Classified Person r Cycles One and Two	nnel Information (CPI)		
Budget System Operations Guide		Certified/Classified Person r Cycle Three	nnel Information (CPI)		
Technical System Operations Guide Release Information	<ul> <li>System Operatio</li> <li>Section A: I</li> </ul>	ns Guide Displaying/Updating Individ	dual Employee Information	n	
	Section B:	Displaying/Updating Perso	nnel Information		



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Out of This Part Part

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

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



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



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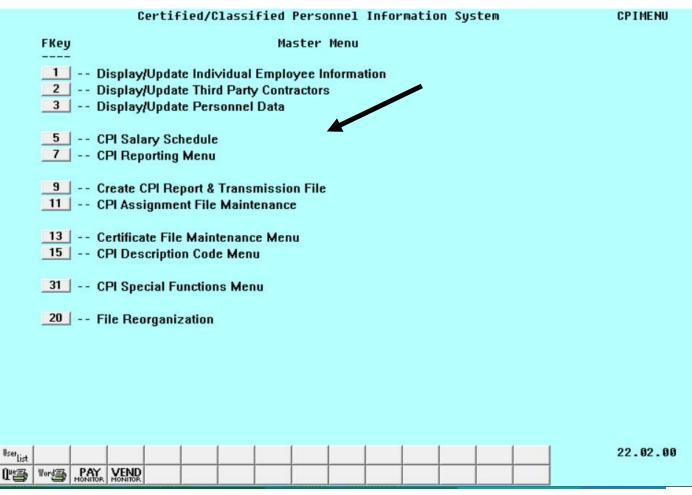
Business Hpplications						
2 Payro 3 Perso	cial Accounting & Rep II System nnel System	portir		em		
The second se	ed/Classified Person	nell	nformat	tion System		
<u>5</u> Budg	et System		Contact the	e Technology Management Customer Support Cente	r for assistance as needed.	
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Backup Select Ty o restore PCGene CGclr icon and s orrect security	C Restore PC C Restore PC	is D Gene Gene Gene , th nini STO	ata sis Data sis DB sis Sche e user strato RE fun	ma must right-click the ** r' to have the ** ctions. This is **		
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_30 System (	Utilities	

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	Enter Salary Schedule or Press	F16 to Exit.	
wree al			

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F16			

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

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ENTER=Validate, F1	16=Exit		
F3		F10	16.02.00

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



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		ер Т- 3721		BT-4 37217	T-4 39092	BT-5 41308	T-5 44206	BT-6 46754		T-7 T-7 2183 5417	2		
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17,	18 L	4 495	96 50893	37217	53343	56487	60595	64209	67824 71	1906 7473	3		
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Enter, update, and upload the CPI Salary Schedule for the current year, where appropriate. (F4, F5)
 CPI System Operations Guide, Section D: CPI Salary Schedule Processing



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PCG Dist=8991 Rel=18.03.00 11/02/2018 DOE 000 K:\SYSTEM K:\SECOND GREEN X PAY02 Update/Display Personnel Data Status T -- Terminated FASAN, KESDRICK Emp. no. 8/9762 Pay LUC t Lucation 000001 Class 13 SUBSTITUTE BUS DRI Sex Code Work Loc 8012 Location 008012 Job 32 SUBSTITUTE BUS DRI Mar Stat SSN 999 08 9762 EE0-5 Job N02 Substitute Note: In the Ethnic h BLACK NAME First Middle EE0-5 and CPI Ethnic/Race: Suffix Prefix Hispanic/Latino Ethnicity? Last case where the C Yes ● No Address **1242 MAIN STREET** Certificate Type Race (Select all that apply) term date is not Address L2 CS1 Job (from CPI) 999 C Yes No Am Indian Alaskan City/State SMITH Include on CPI ? N GA in the CPI Zip Code 33333 County 160 Sick Bank N C Yes No White 2 Phone (999)555-0239 Out of State Substitute rank ○ Yes ○ No Asian termination Cell phone ( )000-0000 **Override** accrue? C Yes ○ No Hawaiian Pacific Adj Lv Eliq Date date range. For Spouse SSN Lv Reason Max Birth Date 3/01/1966 Hours Per Dav the October Hire Date 8/05/2016 Hrs/Week 0.00 Pens Elig Date Rehire Date TRS DOE Paid ERCON ? N GHI Eligible ? N collection use Background Ck GHI 1ST Day Wrk Health ins flag N Date of Death GHI Cover Start Participate in GHI ? N 07/04/current Elia for Rehire Y GHI Final Ded Dt GHI BOE Transfer in? N Term Date 12/15/2018 **GHI Coverage End** GHI Option NE NOT ELIGIBLE year For the Term Reason GHI Change Code GHI Tier 0 NEMP 00 NOT ELIGIBLE ESIGNATION GHI Ded Cd March use \*\*\*\*\* TAX DATA \*\*\*\*\* Federal: Mar Stat S Exempt 1 Withholding Code 😗 Amt/% .00 12/25/past year State: Mar Stat A Allowance Mar 0 Dep 1 Withholding Code 0 Amt/% .00 Tax Switches: Fed Y State Y FICA Y Pension N AFIC ENTER F1 + K F2 + K F3 17.03.00 1.4 F9 / F10 T FII 🍋 -12 (1 P. C. F16 Grs W/H Per Ded Lv Ytd Help Adj FICA Gar 4 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). Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information



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National cert: Advance/Inhibit:		es) Overall infield stat:	
Certificate level: Cert. years exp:		Cert. pay step: Local years exp:	11
al employment basis: Emp. basis-cert.:		Emp. basis-class:	<u>1.21</u>
Annual contract sal: State minimum salary:	\$ .00 \$ .00	Annual classified sal:	\$ 40,501.34
Annual contract days:		Annual work days:	<u>230</u>
Termination date: Termination reason:		Rehire date:	7/03/2006
flag <u>CPI</u>	for the employees' years s	should not be incremented: Mak iographical record is correctly set. <i>huide, Section A: Displaying/Updat</i>	(F4, F1)
10 Sec.		yees with Advance/Inhibit Flag of A <u>huide</u> , Section E: CPI Report Proce	-

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PCG Dist=8991 Rel=19.02	.00 11/01/2019 DOE 001	K:\SYSTEM K:\SEC	COND GR	EEN	- 0	$\times$
	CPI Proc **** THE CURRENT District Name 899		YCLE IS 3 ***		CPIC	1319
Beginning	g School Year 2018	1	Ending S	chool Year 2019		
Last Rollover I	Date 07/18/20	9 Last Rollo	over Cycle 2	Last Rollover (	Jser EEB	
Final Transmis	sion Date 03/20/20	9 Final Tra	ans. Cycle <mark>2</mark>	Final Trans. U	ser GEJ	
	===== Transmission Date 7/19/2019	File Creation Time 1:33:05	Information = Cycle Use 3 GEJ	er		
Termina	ted Employees will	Cycle 1 Cycle 2	From Date 33/02/2018 10/03/2018 37/01/2018	10/02/2018 03/07/2019		
have i	processing rolloven been terminated pri	or to: 03/08/2	2019 will be			
	9 TO EDIT CYCLE DAT	ES - F16 TO EXI F9			19.0	2.00

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

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Certified/Classified Personnel Information System

Key	CPI Special Functions Menu
5   -	- Replace Work Locations in Payroll Master File
6 -	<ul> <li>Replace Pay Locations in Payroll Master File</li> </ul>
7.	- Update Job Code for CPI/Payroll/CS-1

12 -- CPI Rollover Processing

۴:	<sup>User</sup> list									
	1°3	Wor 🕞	PAY	VEND MONITOR						

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



#### What does the CPI Rollover do?

<u>CPI Rollover Processing:</u> 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 <u>only</u> 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 <u>should not</u> 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 <u>all</u> employees.

9	Perform the CPI Rollover. (F4, F31, F12)							
	CPI System Operations Guide, Section I: Special Functions							



CPI Process Control Inquiry           **** THE CURRENT TRANSMISSION CYCLE IS 1 ****           District Name 666 GREENE COUNTY BOARD OF ED										
Beginning School Year 2022 Ending School Year 2023										
Last	Rollover	Date	09/01/2022	Last Ro	llover Cy	cle	3 Last	Rollove	r User	RNJ
Fina	l Transmi	ssion Date	07/13/2022	Final	Trans. Cy	cle	3 Final	Trans.	User	DNW
		===== Tra	nsmission Fi	le Creati	on Inform	ation				
	Date Time Cycle User									
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#### FY2023 CPI Transmission Dates

#### Cycle One

Tuesday, October 04, 2022Transmissions for CPI Cycle 1 beginTuesday, October 11, 2022Last date for initial transmission of CPI Cycle 1 dataTuesday, October 18, 2022Duplicate record deadlineTuesday, October 25, 2022Sign-off date for CPI Cycle 1 dataDeadline for Superintendent's sign-off

Valid termination date range for October CPI 2023-1 = 03/04/2022 – 10/04/2022

#### Cycle Two

Thursday, March 02, 2023 Thursday, March 09, 2023 Thursday, March 16, 2023 Thursday, March 23, 2023 Transmissions for CPI Cycle 2 begin Last date for initial transmission of CPI Cycle 2 data Duplicate record deadline Sign-off date for CPI Cycle 2 data **Deadline for Superintendent's sign-off** 

Valid termination date range for March CPI 2023-2 = 10/05/2022 – 03/02/2023

#### Cycle Three

Tuesday, July 11, 2023 Tuesday, July 18, 2023 Tuesday, July 25, 2023 Transmissions for CPI Cycle 3 begin. Last date for initial transmission Final transmission date & Signoff Deadline





Certified/Classified Personnel Information System

Certificate File Maintenance Menu

1 -- Certificate File Maintenance

FKey

- 3 -- Create SSN Export File for PSC
- 5 -- Upload GaDOE-SSN Return File with Certificate Data into PCGenesis

 
 11
 OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5)

 CPI System Operations Guide, Section G: Certificate File Maintenance



Copy of the PSC download document

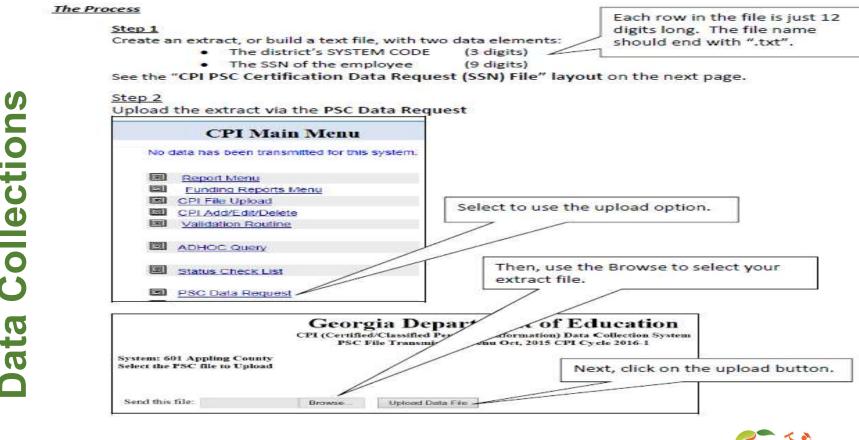
The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receives daily from PSC. Some districts have the ability to then upload this data into their local software. It is a convenient way to update personnel files with the most current PSC data.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

#### The Process

#### Step 1 Create an extract, or build a text file, with two data elements: •The district's SYSTEM CODE (3 digits) •The SSN of the employee (9 digits) See the "CPI PSC Certification Data Request (SSN) File" layout on the next page. Each row in the file is just 12 digits long. The file 899999087036 name should end with ".txt". 899999087044 899999087051 899999087052 **OPTIONAL:** Update employees' certificate information using the Professional 11 899999087054 Standard Commission's (PSC's) downloaded file. (F4, F13, F5) 899999087055 CPI System Operations Guide, Section G: Certificate File Maintenance 899999087058 899999087078

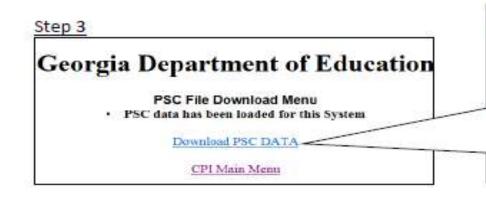
#### DOWNLOAD PROCESS FOR THE PSC DATA

The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receive 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*.



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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. It recommended to select the SAVE AS option that allows saving it to a desired location.



RUN DATE: 09/13/2018 RUN TIME: 09:52:25 PROGRAM: CPICM002 SORT ORDE:	CERTIFIED/NON-CERTIFIED WO R: LOCATION/CLASS/ALPHA	RKSHEET	
EMPLOYEE NO: PAY CLASS: UI CLASSROOM TEACHERS WORK LOC: 0100 MASHINGTON PARK STATUS: T BIRTH DATE: SEX: F ETHNIC CODE: 02 HISPANIC: N RACE CO		DATE: 10/13/2014 ATION: : 5/14/2018	Steps 12-19 are proofing reports for
CERTIFICATE LEVEL: 6 EFF DATE: 08/20/2 FIELD CODE FIELD NAME	OII CERT ID:	OPEN CASET: N VALID FROM TO	certified and classified
694       CLEARANCE         712       TEACHER SUPPORT SPECIALIST         714       TEACHER SUPPORT AND COACHIN         833       DEADING ENDORSEMENT         852       CONCENTRATION-SCIENCE         853       CONCENTRATION-SCIENCE         854       CONCENTRATION-SCIENCE         855       CONCENTRATION-READING         980       COACHING ENDORSEMENT         CERTIFIED EMPLOYMENT BASIS:	SRT Y SRT Y SRT Y SRT Y SRT Y SRT Y (1.00-FULL TIME, 0.5-HALF (1.00-FULL TIME, 0.5-HALF (BLANK-NOT INHIBITED, E-LA	07/01/2015 2020 07/01/2015 2020 12/03/2016 2020 07/01/2015 2020 07/01/2015 2020 07/01/2015 2020 07/01/2015 2020 12/03/2016 2020 TIME, 2.00-DOUBLE TIME(MAX)) TIME, 2.00-DOUBLE TIME(MAX)) CK OF EXPERIENCE, A=OTHER)	
1. 2. 3. 4. 5. 5.	F7, F5)	lete the CPI Worksheet for ea ns Guide, Section E: CPI Re	ch employee's personnel record. (F4, port Processing

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		CERT	IFIED/(	LASSIF	IED EMPL	LOYRE ERBOR LIST
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	SE	0195			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0201 0201 0201 0201	0 000	1,00	EC013 EC620 EC021 EC024	CERTIFICATE LEVEL NOT VALID CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CONTRACT DAYS NOT VALID NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0108	000		BC662	ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 60
		0201	2018		WC005	
20	Print the Certified/Classified Employee Error List. (F4, F7, F6)	0201	2018 2018 2018 2018 2018		WC005 WC005 WC005 WC005 WC005	EXPIRED CERTIFICATE CERT ID = EXPIRED CERTIFICATE CERT ID = D EXPIRED CERTIFICATE CERT ID = C EXPIRED CERTIFICATE CERT ID = C EXPIRED CERTIFICATE CERT ID = C
	<u>CPI System Operations Guide</u> , Section E: CPI Report Processi	Ng 0201 0201 0201 0201	0 000	1.00	EC013 EC620 EC021 EC024	CERTIFICATE LEVEL NOT VALID CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT "C' ASSIGNMENT CONTRACT DAYS NOT VALID NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0195			WC012	PROPESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0195	474	165.00	WC009	ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
		0100			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0188 0188 0188	000	1,00	EC624 EC662 EC024	CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
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		0100	474	465.00	WC009	ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
		0108 0108 0108 0108	0 000	1.00	EC013 EC620 EC021 EC024	CERTIFICATE LEVEL NOT VALID CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT CONTRACT DAYS NOT VALID NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
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1 Data Transmission and CPI In Progress Report
3 CPI In Progress Report ONLY
Set Up Leave Data for CPI Cycle 3 Reporting (ALL SYSTEMS): (Including Enhanced Substitute Pay and Employee Leave Systems) 5 Import Employee Leave Data
<ul> <li>6 Create Original Leave of Absence File</li> <li>7 Leave of Absence File Maintenance</li> <li>8 Leave of Absence File Print</li> </ul>

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



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#### CREATE CPI TRANSMISSION FILE

The CPI EXTRACT output file is located in:

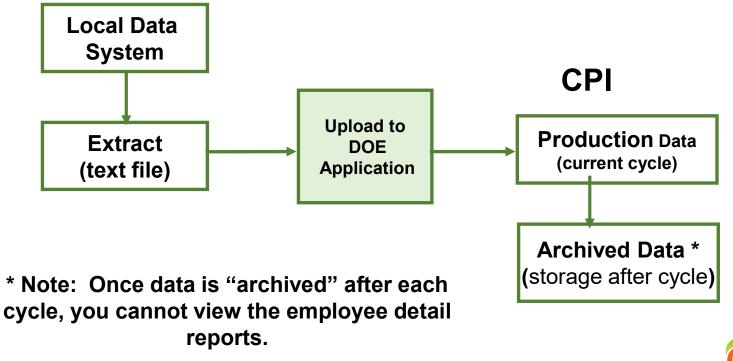
C:\SECOND\GOSEND\CPIR1801

 
 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

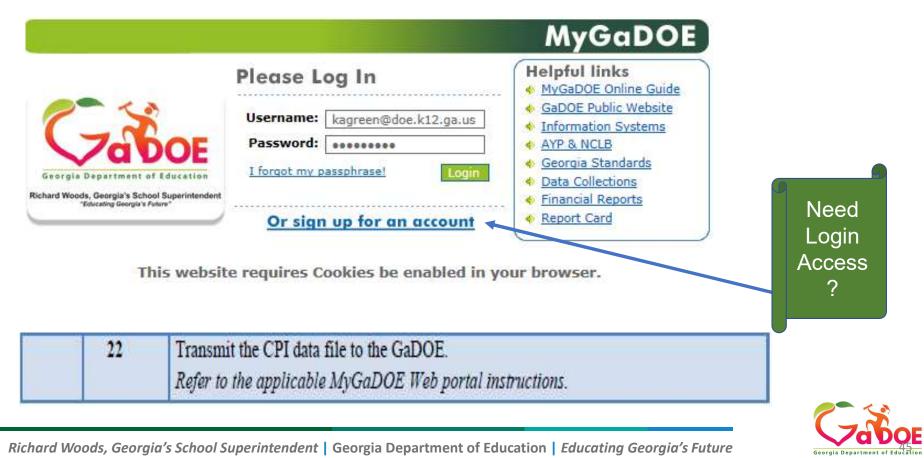


Ex: PC Genesis or local vendor system





#### https://portal.doe.k12.ga.us/Login.aspx

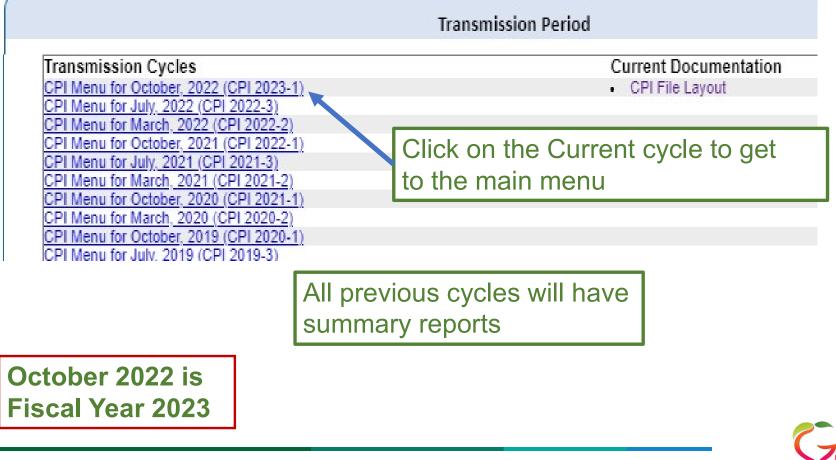


# **CPI Application Selection**

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Click on Validation Routine when all edits are complete.	
Report Menu	
Eunding Reports Menu	
<u>CPI File Upload</u>	
<u>CPI Add/Edit/Delete</u>	
Delete All Data for this System	
Validation Routine	
Manual Relief Request	
Nurses License Verification	
AP Professional Development Course	
IB Professional Development Course	
ADHOC Query	
CPI Primary Contacts	
SC006-Missing Teacher/Missing Assignment	

#### Select this link to upload the extract file (s)



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<ul> <li>To upload multiple files, first you must che click the Upload File button. Finally, after the list is ready for upload. This button dis</li> </ul>	ct a file containing relevant data in the appropriate format. Then, click the Upload File button. eck the Multiple Files check box. Second, for each file to be uploaded, you must specify the file then specifying all of the files to be uploaded, you must click the Upload All Files Now button to verify that splays when you specify the first file in the file list. the file list by clicking the Remove button. This button displays to the right of each file in the file list. Browse	Click on Browse to find and select extract
Multiple Files :		
	Back to CPI Menu	

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PCG Dist=6791 Rel=18.01.00 09/13/2018 KCG 001 SV C:\DEVSYS C:\SECOND LTBLUE CREATE CPI TRANSMISSION FILE	Browse to th
GREATE OF 1 TRANSMISSION FILE	K:drive
The CPI EXTRACT output file is located in:	Second folde
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**CPI** Application

#### File : CPIR1801 was uploaded successfully

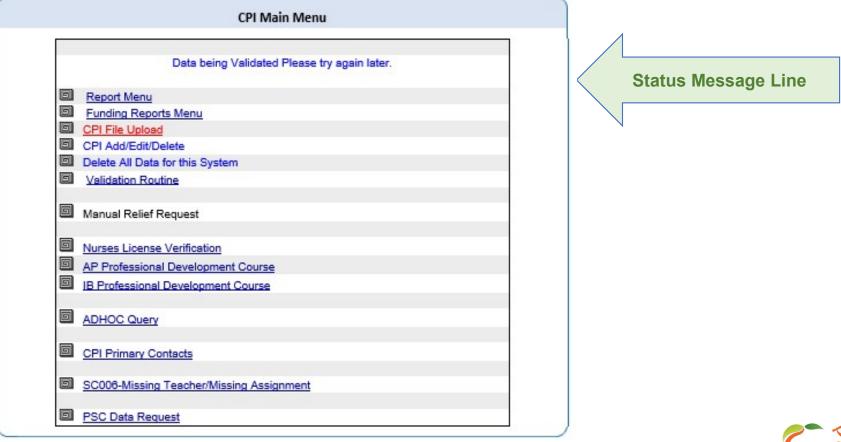
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- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the Upload File button.
- To upload multiple files, first you must check the Multiple Files check box. Second, for each file to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

Browse	Upload File
	Browse

Back to CPI Menu





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### Data Have Errors or

#### CPI Main Menu

#### Data have Errors.

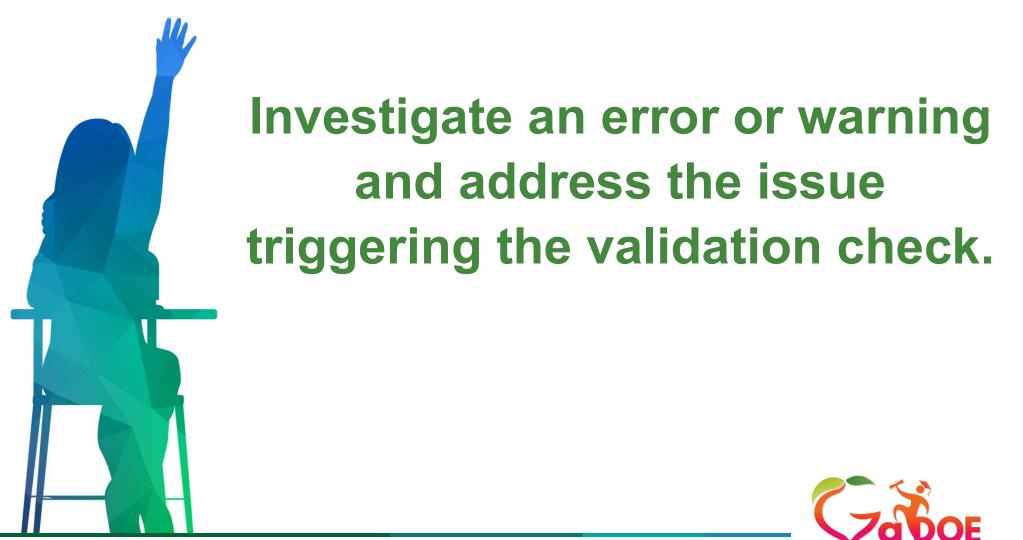
9	Report Menu
O	Funding Reports Menu
O	CPI File Upload
D	CPI Add/Edit/Delete
	Delete All Data for this System
G	Validation Routine
_	
O	Manual Relief Request
٥	ADHOC Query
o	Status Check List
	CPI Primary Contacts
œ.	GET Primary Contacts
	SC006-Missing Teacher/Missing Assignment
O	PSC Data Request
	Transmission System
	Transmission Status
	Admin/Helpdesk Menu

### **Processed Failed**

#### CPI Main Menu

	Process Failed
_	
۰	Report Menu
٦	Funding Reports Menu
١	CPI File Upload
٦	CPI Add/Edit/Delete
٠	Delete All Data for this System
٦	Validation Routine
101010	
5	Manual Relief Request
932	
ē	Nurses License Verification
	AP Professional Development Course
5	IB Professional Development Course





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## **Errors and Warnings**

#### ERROR:

 An error is generated when the data does not conform to the business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved.

#### WARNING:

 A warning indicates a possible issue or problem with the data reported. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be 'corrected' if the data reported is correct.



# **Types of Errors**

#### **Data Comparison Checks**

Compares data reported in one collection to the same data reported in a different collection to ensure the data matches.

#### **Cross-Application Checks**

Based on the data reported in one collection, a particular set of data is expected to be reported in another collection.



### **Student Class - Error E5019**

	Student Class Error Report(Cycle A)		
Error Code	Error Description	Total	E5019 – This error is
ALL Errors			generated when the
<u>E048</u>	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4	-
<u>E0481</u>	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4	COURSE TEACHER
<u>E050</u>	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4	
<u>E064</u>	COURSE TEACHER CODE cannot be all one value (11111111, 22222222) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	1040	CODE is reported in
<u>E142</u>	ADDITIONAL COURSE TEACHER CODE cannot be all '0' (zeros). ADDITIONAL COURSE TEACHER CODE should be BLANK if there are no additional teachers to report for the course.	42	STUDENT CLASS and is
<u>E3027</u>	The first digit after the decimal is '2'. A GIFTED DELIVERY MODEL is required.	785	found in CPI but has no
<u>E5019</u>	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	126	
E5068	Co-Teacher equals 'Y'. Additional Course Teacher Code 1 cannot be blank.	61	teaching <b>JOB CODE</b> .
E5071	Teacher Last Name required for COURSE TEACHER CODE.	654	
<u>E5072</u>	Teacher First Name required for COURSE TEACHER CODE.	654	
E5083	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	117	
<u>E5098</u>	If CO-TEACHER = 'Y' and Course Number is xx.9 then PRIMARY AREA cannot be 'null'.	6	
E5099	STUDENT CLASS END DATE cannot be prior to the STUDENT CLASS START DATE.	2	
<u>E6069</u>	No students reported with Alternate System Code and Alternate School code for GNETS.	1	
<u>E905</u>	The COURSE NUMBER must be a valid course number in SBOE Rule 160-4-220, or a valid MOWR course number.	8	
<u>W5089</u>	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998	



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### **Student Class - Error E5083**

	Student Class Error Report(Cycle A)		
Error Code	Error Description	Total	
ALL Error	S		
<u>E048</u>	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4	
<u>E0481</u>	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4	
<u>E050</u>	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4	
<u>E064</u>	COURSE TEACHER CODE cannot be all one value (111111111, 22222222) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	1040	
<u>E142</u>	ADDITIONAL COURSE TEACHER CODE cannot be all '0' (zeros). ADDITIONAL COURSE TEACHER CODE should be BLANK if there are no additional teachers to report for the course.	42	
<u>E3027</u>	The first digit after the decimal is '2'. A GIFTED DELIVERY MODEL is required.	785	
E5019	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	126	
<u>E5068</u>	Co-Teacher equals 'Y'. Additional Course Teacher Code 1 cannot be blank.	61	
E5071	Teacher Last Name required for COURSE TEACHER CODE.	654	
E5072	Teacher First Name required for COURSE TEACHER CODE.	654	
E5083	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	117	
<u>E5098</u>	If CO-TEACHER = 'Y' and Course Number is xx.9 then PRIMARY AREA cannot be 'null'.	6	
E5099	STUDENT CLASS END DATE cannot be prior to the STUDENT CLASS START DATE.	2	
<u>E6069</u>	No students reported with Alternate System Code and Alternate School code for GNETS.	1	
E905	The COURSE NUMBER must be a valid course number in SBOE Rule 160-4-220, or a valid MOWR course number.	8	
W5089	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998	

E5083 – This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.



# **CPI Main Menu SC006**

	Data have Errors.	
O	Report Menu	
o	CPI File Upload	
o	CPI Add/Edit/Delete	
o	Delete All Data for this System	
٠	Validation Routine	
٥	Manual Relief Request	
٦	CPI Overview of Data	SC006 Student Class Reports
٥	Nurses License Verification	
O	AP Professional Development Verification-Confirmed	
٥	IB Professional Development Verification	
٠	ADHOC Query	
٦	CPI Primary Contacts	
٥	SC006-Missing Teacher/Missing Assignment	
٠	SC020-EIP Class without Teacher with EIP Job Code	
٥	CP111-SC Error Exception Report	
٥	PSC Data Request	
۵	Transmission System	
O	Transmission Status	
	Admin/Helpdesk Menu	

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# **Student Class Report SC006 Error E5019**

SC006 ]	Transmission on	02/02/2018 10	:51:34 am - Dat	a Have Errors		0	(	click here to	print	-				
<b>•</b>	Department of I Class (See 2018-A)	Education				Missin	ng Teacher/I	Missing Assi	gnment 🚄					
						-								
	This report is avai			over a fill the state of the second										
	19 is generated w				Ç.			I. If a COUR	SE TEACH	IER CODE is	being	genera	ated fo	or both E5019
and E50	83, the E5083 wil	l take preceder	nce over the E50	19 and only the I	E5083 will be lis	ted in this	s report.							1
		5273					22							
		a - 7			Student Class Tea	-		-	×					-
>School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online- Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Erro	Pageon
0100		*****0000				N	Armour	Sharon	23.8013000	003	436			Missing Teaching Assignment forTeacher
0100		*****0000				N	Mouse	Minnie	23.8030072	001	436			Missing Teaching Assignment
0100		*****0000				N	Williams	Levette	27.8130002	008	436			forTeacher
0100		*****0000		-		N	Depp	Johnny	45.8020001	002	436		E5019	Missing Teaching Assignment forTeacher
0100		*****0000				N	Armour	Sharon	45.8030002	002	436		0.0124540	Missing Teaching Assignment forTeacher
Richa	ard Woods, Geo	orgia's Scho	ol Superinten	dent Georgi	a Departmen	t of Edu	cation <i>E</i>	ducating G	eorgia's F	uture		Geor		

# How to Research an Error

Determine why the record received the error: What is the error message *really* telling you?

E5019 COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.

E5019 – This error is generated when the COURSE TEACHER CODE is reported in STUDENT CLASS and is found in CPI but has no teaching JOB CODE.



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# **Researching an Error in CPI**

E5019 go to CP010 under report menu to verify employee is reported with a teaching JOB CODE. Correct in your HR system upload your file again then have your SC coordinator validate the data.

Assignment Informatio	Issignment Information- C Record													
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag					
3052		40.0	C	3NT	114	4C2	881	00	N					
3052		60.0	C	PRT	114	400	752	00	N					

	PSC Details if available													
Cert Level	Cert Level Effective Date Provision Flag Certificate Field Code Begin Date End Date													
		F	C	694	07/01/2020	06/30/2025								
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025								
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025								
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025								
5	05/06/2017	F	N3T	881	07/01/2020	06/30/2023								



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# Scool Error E5083

SC006 Transmission on 02/02/2018 10:51:34 am - Data Have Errors Georgia Department of Education Student Class (S-2018-A) click here to print

Missing Teacher/Missing Assignment

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

					Student Class Tea	cher not R	eported in CPI							
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online- Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0100		*****0000				N	Armour	Sharon	23.8013000	003			E5083	Missing Teacher in CPI
0100		*****0000				N	Mouse	Minnie	23.8030072	001			E5083	Missing Teacher in CPI
0100		*****0000				N	Williams	Levette	27.8130002	008			E5083	Missing Teacher in CPI
0100		*****0000				N	Depp	Johnny	45.8020001	002			E5083	Missing Teacher in CPI
0100		*****0000				N	Armour	Sharon	45.8030002	002			E5083	Missing Teacher in CPI



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## How to Research Error E5083

Determine why the record received the error: What is the error message *really* telling you?

E5083 SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.

E5083 – This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.



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## **CPI - A Record**

E5083 go to CP010 under the report menu to verify the employee is reported. Correct in your HR system, upload your file again, then have your SC coordinator validate the data.

Personnel Demographic Info	ormation- A Record (Click here for records re	quired for Employee Type)	Baci	k to Employee List Back to Main Menu
EmpCode:	Employee Type	- Regular Employee 🗸 🗸	Race American Indian	N - Not Race American Indian 🗸
Last Name	Birth Date (mm/dd/yyyy)		Race Asian	N - Not Race Asian 🗸
First Name	Gender:	<b>~</b>	Race Black	N - Not Race Black 🗸
Middle Initial			Race Pacific	N - Not Race Pacific 🗸
	Ethnic Hispanic	N - Not Ethnic Hispanic 🗸	Race White	N - Not Race White 🖌



# How to Research Error E7031 and E7032

Determine why the record received the error: What is the error message *really* telling you?

**E7031** - EIP DM '2' (Self-contained) reported on this class in SC. The teacher (**COURSE TEACHER CODE**) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

E7031 - This error is generated when the **COURSE TEACHER CODE** is reported in STUDENT CLASS, but no EIP **JOB CODE** reported in CPI



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# SC020-EIP Class without Teacher with EIP Job Code

CPI	ain	M	enu

	Data have Errors.
o	Report Menu
	CPI Add/Edit/Delete
	Delete All Data for this System
	Validation Routine
0	Manual Relief Request
O	CPI Overview of Data
G	Nurses License Verification
G	AP Professional Development Verification-Confirmed
	IB Professional Development Verification
	•
g	ADHOC Query
	CPI Primary Contacts
	SC006-Missing Teacher/Missing Assignment
O	SC020-EIP Class without Teacher with EIP Job Code
	CP111-SC Error Exception Report
	PSC Data Request
	Transmission System
	Transmission Status
	Admin/Helpdesk Menu



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# **Correcting E7031**

**E7031-EIP DM** '2' (Self-contained) reported on this class in SC. The teacher (**COURSE TEACHER CODE**) must have an assignment **Job Code** = '131', '132', or '133' (EIP job codes) in CPI.

20 ma	nsmission or	09/16/20	21 01:	41:4	5 pm - Da	ata Have Err	ors				click	here to print					
the second second	epartment o ss (SC 2022-A)	f Education	1				EIP Class	without a	Teacher F	Reported	with an I	EIP Job Code					
							<b>V</b> 6		22								
rn to Me	inu -							D	ownload to Ex	icel							
							EIP Class	without a Ter	acher Reporte	ed with an El	P Job Code	1					
School ID	School Name	Course Number	Class Period		Course Teacher Code	Teacher Last Name	EIP Class Teacher First Name	without a Ter Additional Teacher Code1	Additional Teacher Code2	ed with an El Additional Teacher Code3	Job Code Job Code(s) of Teacher	Job Title(s) of Teacher	Fund Code(s) of Teacher	Job Code(s) of Addl. Teacher1	Job Code(s) of Addl. Teacher2	Job Code(s) of Addl. Teacher3	Error Code

#### DATA HAS TO BE FIXED in CPI, then revalidate in both SC and CPI.



# **Correcting E7031 in CPI**

E7031 - go to CP050 under the report menu to verify the employee is reported with EIP JOB CODE 131,132, or 133. Correct in your HR system, upload your file again, then have your SC coordinator validate the data.

Assignment Informatio	Assignment Information- C Record													
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag					
3052		40.0	C	3NT	131	4C2	881	00	N					
3052		60.0	C	PRT	114	4C0	752	00	N					

		H	PSC Details if available			
Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025
5	05/06/2017	F	NBT	881	07/01/2020	06/30/2023



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### How to Research an Error E690

E690 **ASSIGNMENT CERTIFICATE TYPE** not valid, must be a valid certificate type as in Certificate Type Database. The example below is a person does not have a valid Certification with PSC, only a Clearance Certificate.

Assignment Information- C Record								
School ID School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	100.0	C	998	414	970	998	00	N

	PSC Details if available						
Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date	
		F	C	694	11/13/2021	06/30/2026	



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# **Example 2 Researching Error E690**

**E690 ASSIGNMENT CERTIFICATE TYPE** not valid, must be a valid certificate type in the Certificate Type database. The Certificate Type is entered incorrectly in the C record. 3NT needs to be N3T.

hool ID School Na	ne	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		40.0	C	3NT	114	4C2	881	00	N
		60.0	C	PRT	114	4C0	752	00	N
			PSC Details	if available					
Castland	F#	Devides firs	PSC Details		ri-H C		Rudu Data		End Data
Cert Level	Effective Date	Provision Flag		f available Certificate	Field Coo	le	Begin Date		End Date
Cert Level		Provision Flag F		Certificate C	694	le	07/01/2020		06/30/2025
Cert Level 5	Effective Date 05/06/2017	Provision Flag F F				le			
Cert Level 5 5		Provision Flag F F F		Certificate C	694	le	07/01/2020		06/30/2025
Cert Level 5 5 5 5	05/06/2017	Provision Flag F F F F		Certificate C C PRT	694 750	le	07/01/2020 07/01/2020		06/30/2025 06/30/2025



### How to Research an Error E641

**E641** Certificate Level does not match PSC. The Payroll Certificate Level on the B record is 5 but on the PSC side it is 6.

			Certified Years Experience				6		
State Health Plan (Y/N)		Ŷ	State Pay Step				4		
CPI DERIVED FIELD	S (for DOE use only)		Payroll Certificate Level				5		
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)		\$53,34)							
Assignment Information- C Record									
		Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
7		100.0	C	PRT	171	808	798	00	N

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	798	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	911	07/01/2020	05/30/2025
6	12/21/2021	F	PRT	921	07/01/2020	06/30/2025

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# How to Research Error E2109

**E2109** If **ASSIGNMENT JOB CODE** is 080-199 and **ASSIGNMENT TYPE** Is C the **EMPLOYEE CODE** must exist in PSC's Clearance Table. Need to contact PSC to get a Clearance certificate or report the teacher as Classified

ssignment Information- C Record								
School ID School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	34.0	C	15T	110	230	730	00	N
	33.0	C	157	111	230	730	00	N
	33.0	C	15T	112	230	730	00	N

PSC	Details	í	availa	b	le

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	12/16/2021	F	517	730	12/16/2021	06/30/2026



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# Help Desk Assistance

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the Help Desk Portal link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link: <u>https://portal.doe.k12.ga.us/Login.aspx</u>

You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center Georgia Department of Education



# **Data Collection Team**

Nicholas Handville	Chief Data Officer		nhandville@doe.k12.ga.us
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Patty Miller	GTID Administrator and Data Collections Specialist (GUIDE, Private School Collection, EOPA)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record, Free & Reduced Meal)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, PC Genesis)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, Data Collections Survey, School Calendar)	404-304-3346	irish.saxton@doe.k12.ga.us





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# **GaDOE Community**

#### **GaDOE Professional Learning Events**

Our GaDOE professional learning events catalog, housed in GaDOE Community, contains registration information for upcoming virtual and inperson webinars, workshops, and conferences. On-demand, prerecorded webinars and by-request opportunities are also available to meet educators' professional learning needs. Most by-request offerings are virtual, both synchronous and asynchronous. Professional learning events are updated weekly, and educational stakeholders are encouraged to visit the site often to review the latest agencywide offerings. View our professional learning events here (https://login.community.gadoe.org/events).



# **GaDOE Community**

- Take a tour. Go to <u>https://community.gadoe.org</u>
- Select Professional Learning in the upper right corner. Then select Events to bypass the sign in. You may also create an account.
- Under DOE Office, select Technology Services or you can select Data Collections under Topics.



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