



PCGenesis and CPI

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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.

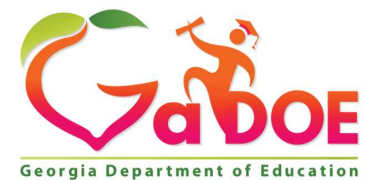


Objectives / Learning Targets

- 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.

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)

When are the CPI Cycles?

A, B, C Records

CPI-1

October 04-25, 2022

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

CPI-2

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
EMPLOYEE LAST NAME
EMPLOYEE FIRST NAME
EMPLOYEE MIDDLE NAME
EMPLOYEE E-MAIL

What is Reported in the A Record?

Demographics

A01' Record Basic Demographics

Add Employee Record:

Personnel Demographic Information- A Record (Click here for records required for Employee Type)				Back to Employee List Back to Main Menu	
EmpCode:	<input type="text"/>	Employee Type	- Regular Employee ▼	Race American Indian	N - Not Race American Indian ▼
Employee Last Name	<input type="text"/>	Employee Birth Date (mm/dd/yyyy)	<input type="text"/>	Race Asian	N - Not Race Asian ▼
Employee First Name	<input type="text"/>	Gender:	▼	Race Black	N - Not Race Black ▼
Employee Middle Name	<input type="text"/>			Race Pacific	N - Not Race Pacific ▼
Employee E-Mail	<input type="text"/>	Ethnic Hispanic	N - Not Ethnic Hispanic ▼	Race White	N - Not Race White ▼

'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

Personnel Demographic Information- B Record *(Termination Code is required to add B record for regular and SB327 employee)*

		CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee ▼	Employment Basis	<input type="text"/>
Termination Date (mm/dd/yyyy)	<input type="text"/>	Contract Days	<input type="text"/>
Stop Here For Terminated Employee!		Contract Salary	<input type="text"/>
		Certified Years Experience	<input type="text"/>
State Health Plan	<input type="text" value="▼"/>	State Pay Step	<input type="text" value="▼"/>
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary (Emp Basis X Salary)	Payroll Certificate Level	<input type="text" value="▼"/>

What is Reported in the C Record?

'C01' Record(s) – Job Assignments

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

Job Assignments

C01 Records- Job Assignments

Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))

<u>School ID</u>	<u>Percent Of Time</u>	<u>Assignment Type</u>	<u>In Field Status</u>	<u>Cert Type</u>	<u>Job Code</u>	<u>Sub Code</u>	<u>Cert Field</u>	<u>Fund Code</u>
0103	66.0	C - Certified ▼	I - In ▼	T	109	400	748	00
0103	34.0	C - Certified ▼	I - In ▼	T	112	910	748	00

What is Reported in the D Record?

'D01' Record(s) – Leave Assignments

FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
PRIMARY ASSIGNMENT JOB CODE
SICK LEAVE
STAFF DEVELOPMENT
VACATION
OTHER LEAVE
COVID
PARENTAL LEAVE

Leave Taken

D01 Record- Leave Information

Leave Information- D Record

Job Code	Sick Leave	Staff Development	Vacation	COVID	Parental	Other Leave
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

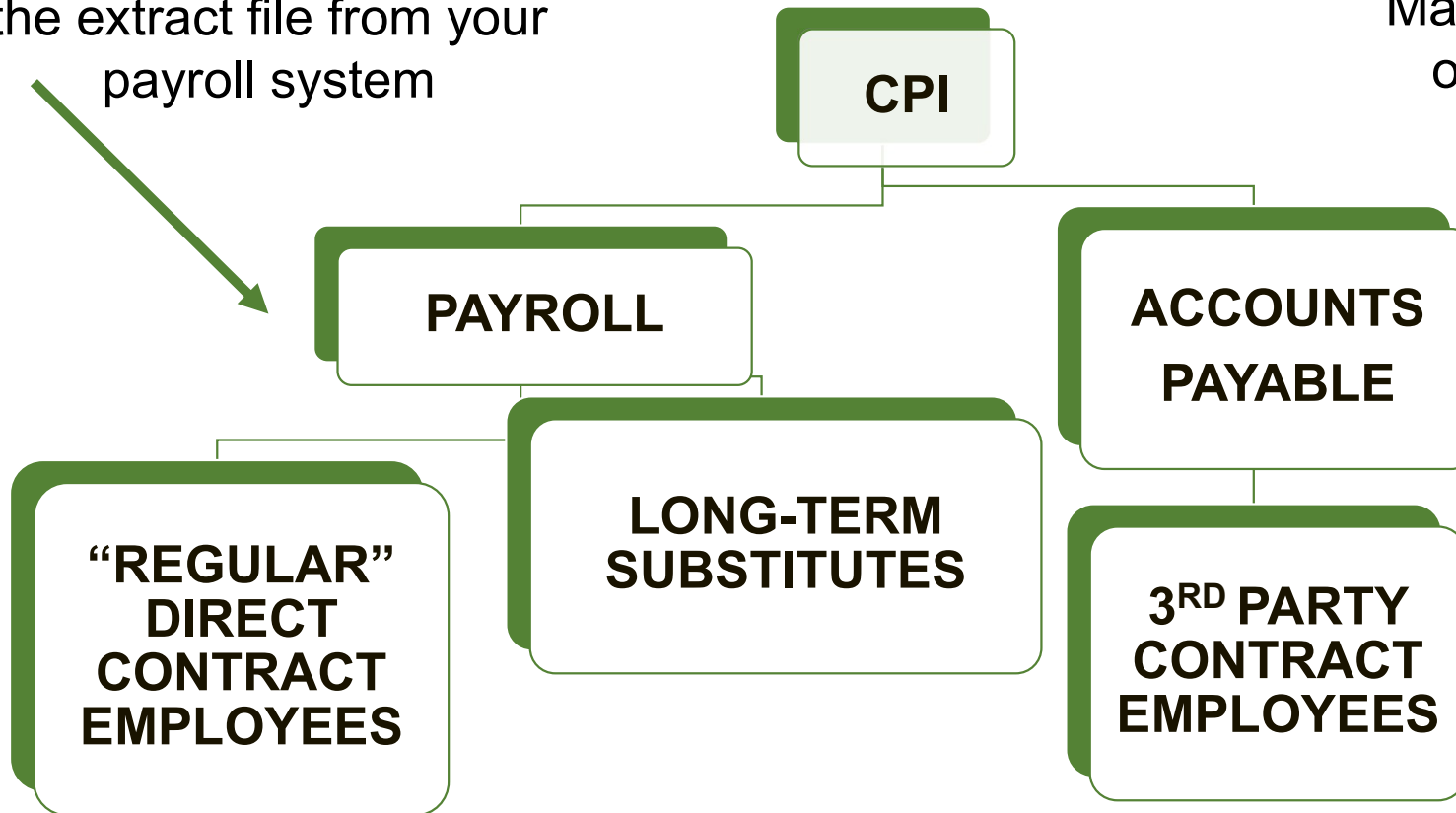
Who is Reported in CPI?

- **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?

Normally provided on the extract file from your payroll system

May need to add online in CPI





Objectives / Learning Targets

PCGenesis and the CPI Data Collections.



PCGenesis and the CPI Data Collections

- [CPI Checklist for Cycles One and Two \(gadoe.org\)](http://gadoe.org)

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

Home → Technology Services → Enterprise Systems and Applications → PCGenesis → Certified/Classified Personnel Information (CPI) System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Certified/Classified Personnel Information (CPI) System Operations Guide

- Checklists
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycles One and Two
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycle Three
- System Operations Guide
 - Section A: Displaying/Updating Individual Employee Information
 - Section B: Displaying/Updating Personnel Information
 - Section C: Third Party Reporting



PCGenesis and the CPI Data Collections

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

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

PCGenesis and the CPI Data Collections

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

PCGenesis and the CPI Data Collections

Business Applications

Master Menu

FKey

1 -- Financial Accounting & Reporting System
2 -- Payroll System
3 -- Personnel System
4 -- Certified/Classified Personnel Information System
5 -- Budget System

30 -- System Utilities

12 -- Backup/Restore PCGenesis Data

Backup/Restore PCGenesis Data

Select Type: Backup PCGenesis Data
 Restore PCGenesis DB
 Restore PCGenesis Schema

** To restore PCGenesis DB or Schema, the user must right-click the **
 ** PCGclr icon and select 'Run as Administrator' to have the **
 ** correct security access for the RESTORE functions. This is **
 ** absolutely necessary when running PCGenesis from a remote **
 ** desktop session. **

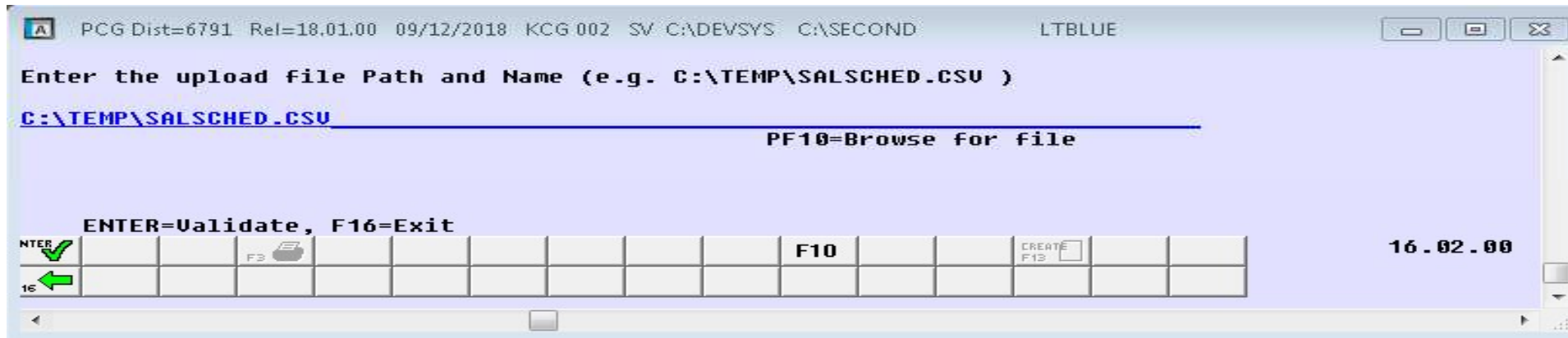
Contact the Technology Management Customer Support Center for assistance as needed.		
√	Step	Action
	1	Perform a PCGenesis Data Backup.

PCGenesis and the CPI Data Collections

```
Business Applications MASTER
Master Menu
FKey
----
 1 -- Financial Accounting & Reporting System
 2 -- Payroll System
 3 -- Personnel System
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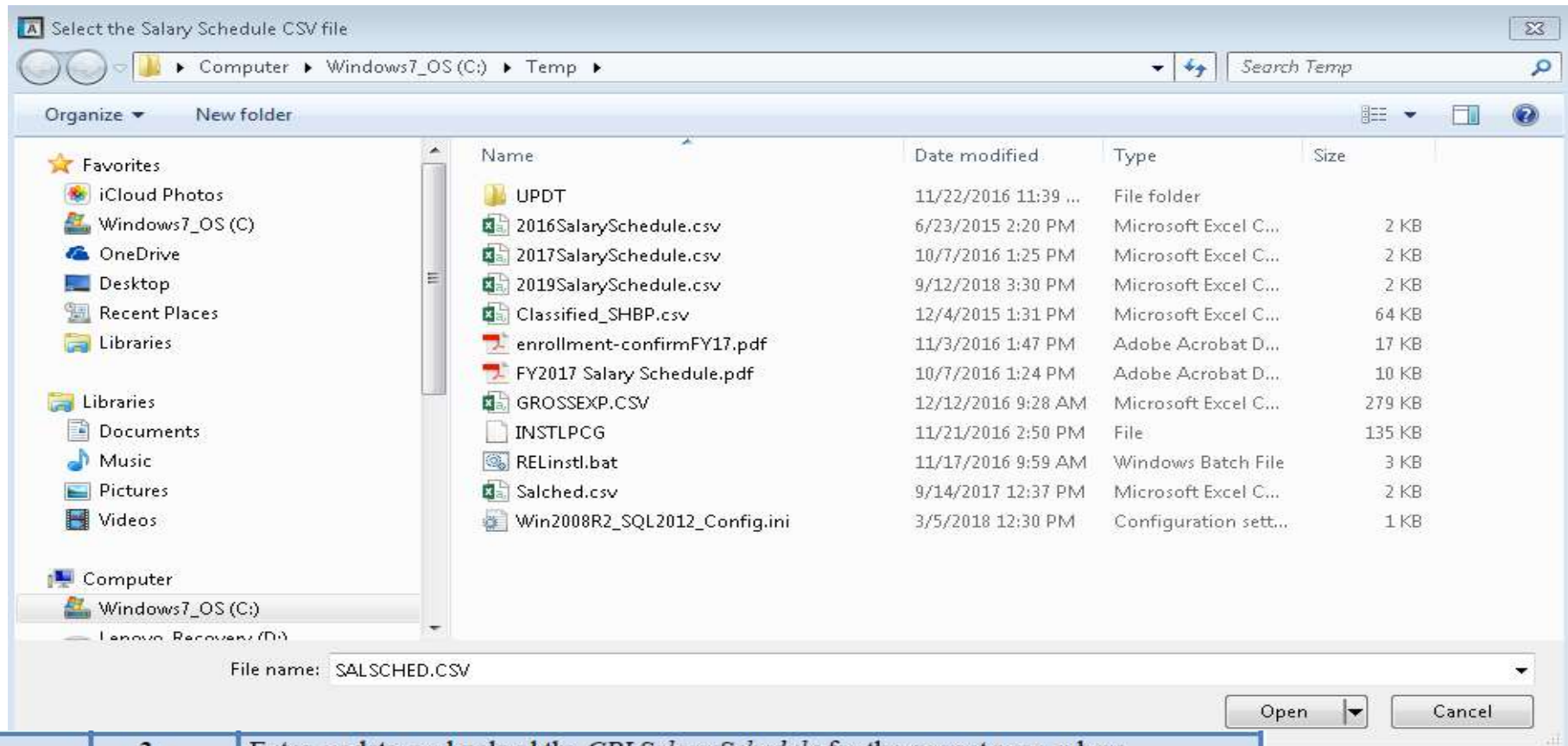
30 -- System Utilities
```


PCGenesis and the CPI Data Collections



3	<p>Enter, update, and upload the <i>CPI Salary Schedule</i> for the current year, where appropriate. (F4, F5)</p> <p><i>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</i></p>
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PCGenesis and the CPI Data Collections



3

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

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

PCGenesis and the CPI Data Collections

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

Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSU )
C:\TEMP\2019SALARYSCHEDULE.CSU

*** IMPORT FILE SUCCESSFULLY LOADED ***
```

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

PCGenesis and the CPI Data Collections

PCG Dist=6791 Rel=22.03.00 09/13/2022 DOE 002 K:\SYSTEM K:\SECOND LTBLUE CPICM500

CPI SALARY SCHEDULE

STATE Salary Schedule: **2023 (CCYY)**
STATE SALARY SCHEDULE

Years Exp	Sal Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E	37217	38154	37217	39092	41308	44206	46754	49303	52183	54176
3	1	38184	39149	37217	40115	42397	45382	48007	50632	53598	55651
4	2	39180	40173	37217	41168	43519	46593	49297	52001	55056	57171
5	3	40205	41228	37217	42253	44675	47841	50626	53411	56558	58736
6	4	41261	42315	37217	43743	46262	49555	52451	55347	58620	60885
7	5	42349	43434	37217	44905	47500	50892	53875	56857	60229	62562
8	6	43469	44587	37217	46701	49413	52957	56074	59191	62714	65152
9,10	7	44623	45775	37217	47952	50745	54396	57606	60817	64445	66957
11,12	L1	45812	46998	37217	49241	52117	55878	59184	62492	66228	68816
13,14	L2	47036	48258	37217	50568	53531	57404	60810	64217	68065	70730
15,16	L3	48297	49556	37217	51935	54987	58976	62484	65994	69957	72702
17,18	L4	49596	50893	37217	53343	56487	60595	64209	67824	71906	74733
19,20	L5	50934	52270	37217	54793	58032	62263	65985	69709	73913	76825
21+	L6	52312	53688	37217	56287	59623	63981	67815	71650	75980	78980

ENTER=Validate F3-Print Screen F10-Load from File F16=Exit

ENTER ✓ F3 F10 CREATE F16 16.02.00

F16 ←

3

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

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

PCGenesis and the CPI Data Collections

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

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

Update/Display Personnel Data PAY02

Status T -- **Terminated** EASON, KE5DRICK

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

NAME First [REDACTED] K Middle Suffix Prefix EEO-5 and CPI Ethnic/Race:
 Last [REDACTED] Hispanic/Latino Ethnicity?
 Yes No

Address 1242 MAIN STREET Certificate Type
 Address L2 CS1 Job (from CPI) 999 Yes No AM Indian Alaskan
 City/State SMITH, GA Include on CPI ? N Yes No Black
 Zip Code 33333 County 160 Sick Bank ? N Yes No White
 Phone (999)555-0239 Out of State Substitute rank
 Cell phone () 000-0000 Override accrue? Yes No Asian
 Race (Select all that apply)
 Yes No Hawaiian Pacific

Spouse SSN
 Birth Date 3/01/1966
 Hire Date 8/05/2016 Hrs/Week 0.00
 Rehire Date GHI Eligible ? N
 Background Ck GHI 1ST Day Wrk
 Date of Death GHI Cover Start
 Elig for Rehire Y GHI Final Ded Dt
 Term Date 12/15/2018 GHI Coverage End
 Term Reason 9 GHI Change Code NEMP
 RESIGNATION

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

17.03.00

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F13] [F14] [F15]
 [F16] [F17] [F18] [F19] [F20] [F21] [F22] [F23] [F24] [F25] [F26] [F27] [F28] [F29] [F30]

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



PCGenesis and the CPI Data Collections

```

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

Certificate level:
Cert. years exp:

Local employment basis:  1.21
Emp. basis-cert.:  0.00
Emp. basis-class:  1.21

Annual contract sal:  $      .00
State minimum salary:  $      .00
Annual classified sal:  $ 40,501.34

Annual contract days:
Annual work days:  230

Termination date:
Termination reason:

Rehire date:  7/03/2006

Long term sub?:  N (Y or N)
    
```

5	<p>If the employees' years should not be incremented: Make sure the <i>Advance/Inhibit</i> flag for the employees' biographical record is correctly set. (F4, F1) <i>CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information</i></p>
6	<p>Print the <i>Certified Employees with Advance/Inhibit Flag of A & E Report</i>. (F4, F7, F9) <i>CPI System Operations Guide, Section E: CPI Report Processing</i></p>

PCGenesis and the CPI Data Collections

Certified/Classified Personnel Information System

CPI Special Functions Menu

FKey





5 -- Replace Work Locations in Payroll Master File

6 -- Replace Pay Locations in Payroll Master File

7 -- Update Job Code for CPI/Payroll/CS-1

9 -- CPI Process Control Inquiry

12 -- CPI Rollover Processing

pr	User list																		
																			

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

What does the CPI Rollover do?

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

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

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CPI Process Control Inquiry                                CPICM319
**** 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 Rollover Cycle 3 Last Rollover User RNJ
Final Transmission Date 07/13/2022 Final Trans. Cycle 3 Final Trans. User DNW

===== Transmission File Creation Information =====
Date           Time           Cycle    User
07/13/2022    12:26:40           3       DNW

Terminated Employees will be Reported:  From Date    To Date
Cycle 1 03/04/2022 10/04/2022
Cycle 2 10/05/2022 03/02/2023
Cycle 3 07/01/2022 06/30/2023

When processing rollover cycle from 2 to 3, employees who
have been terminated prior to: 03/03/2023 will be deleted.

F9 TO EDIT CYCLE DATES - F16 TO EXIT
ENTER ✓
F16 ←
19.
    
```

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

FY2023 CPI Transmission Dates

Cycle One

Tuesday, October 04, 2022	Transmissions for CPI Cycle 1 begin
Tuesday, October 11, 2022	Last date for initial transmission of CPI Cycle 1 data
Tuesday, October 18, 2022	Duplicate record deadline
Tuesday, October 25, 2022	Sign-off date for CPI Cycle 1 data

Deadline 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	Transmissions for CPI Cycle 2 begin
Thursday, March 09, 2023	Last date for initial transmission of CPI Cycle 2 data
Thursday, March 16, 2023	Duplicate record deadline
Thursday, March 23, 2023	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	Transmissions for CPI Cycle 3 begin.
Tuesday, July 18, 2023	Last date for initial transmission
Tuesday, July 25, 2023	Final transmission date & Signoff Deadline

PCGenesis and the CPI Data Collections

Certified/Classified Personnel Information System

FKey

Certificate File Maintenance Menu

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

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

Copy of the PSC download document

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

The Process

Step 1

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

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

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

899999087036
899999087044
899999087051
899999087052
899999087054
899999087055
899999087058
899999087078

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

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

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.*

The Process

Step 1

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

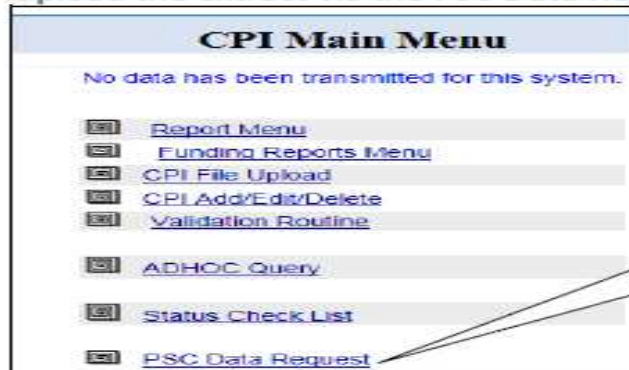
- The district's SYSTEM CODE (3 digits)
- The SSN of the employee (9 digits)

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

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

Step 2

Upload the extract via the PSC Data Request



Select to use the upload option.

Then, use the Browse to select your extract file.



Next, click on the upload button.

PCGenesis and the CPI Data Collections

Step 3

Georgia Department of Education

PSC File Download Menu

- PSC data has been loaded for this System

[Download PSC DATA](#)

[CPI Main Menu](#)

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.

PCGenesis and the CPI Data Collections

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

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

EMPLOYEE NO: [REDACTED] NAME: [REDACTED]
 PAY CLASS: 01 CLASSROOM TEACHERS HIRE DATE: 8/08/2006
 WORK LOC: 0100 WASHINGTON PARK REHIRE DATE: 10/13/2014
 STATUS: T TERMINATION DATE: 5/14/2018
 BIRTH DATE: [REDACTED] REASON: 9 RESIGNATION
 SEX: F
 ETHNIC CODE: 02 HISPANIC: N RACE CODES: WHITE

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

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

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

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

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

ANNUAL CONTRACT DAYS: _____

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Steps 12-19 are proofing reports for certified and classified

14 Print, edit, and complete the *CPI Worksheet* for each employee's personnel record. (F4, F7, F5)
CPI System Operations Guide, Section E: CPI Report Processing

PCGenesis and the CPI Data Collections

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

20

Print the Certified/Classified Employee Error List. (F4, F7, F6)
 CPI System Operations Guide, Section E: CPI Report Processing

PCGenesis and the CPI Data Collections

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

6 -- Create Original Leave of Absence File

7 -- Leave of Absence File Maintenance

8 -- Leave of Absence File Print

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

PCGenesis and the CPI Data Collections

CREATE CPI TRANSMISSION FILE

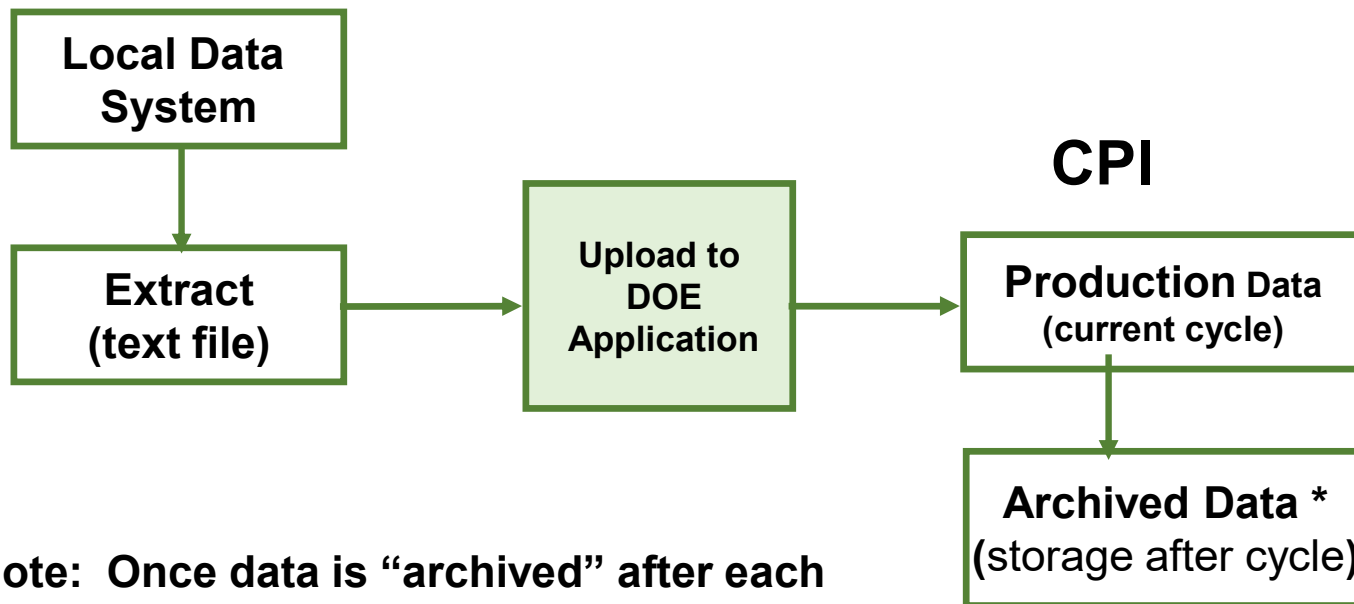
The CPI EXTRACT output file is located in:

`C:\SECOND\GOSEND\CPIR1801`

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

PCGenesis and the CPI Data Collections

**Ex: PC Genesis or
local vendor system**



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

CPI Application

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

MyGaDOE



Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

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

This website requires Cookies be enabled in your browser.

Need Login Access ?

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

CPI Application Selection

The screenshot shows the MyGaDOE portal interface. On the left is a 'Site Navigation' menu with categories like Information Technology, Finance Applications, and Monitoring. A sub-menu is open under 'Information Technology', listing various tools. 'CPI Codes' is highlighted, and its sub-items are: 'CPI-Active', 'Error Admin', 'Free and Reduced Lunch', 'Full Time Equivalent', 'GUIDE', 'PRE-ID', 'Private School Collection Main Menu', 'Student Class Application', 'Student Record', and 'Teacher Class'. A blue arrow points from a green callout box to the 'CPI-Active' item. The callout box contains the text: 'Don't see CPI Active ?? Contact your Security Officer'. Other parts of the portal include a 'Surveys' section with counts for New, Saved, Submitted, and Approved surveys, and a 'My Favorites' section with 'Online Web Resources'.

CPI Application

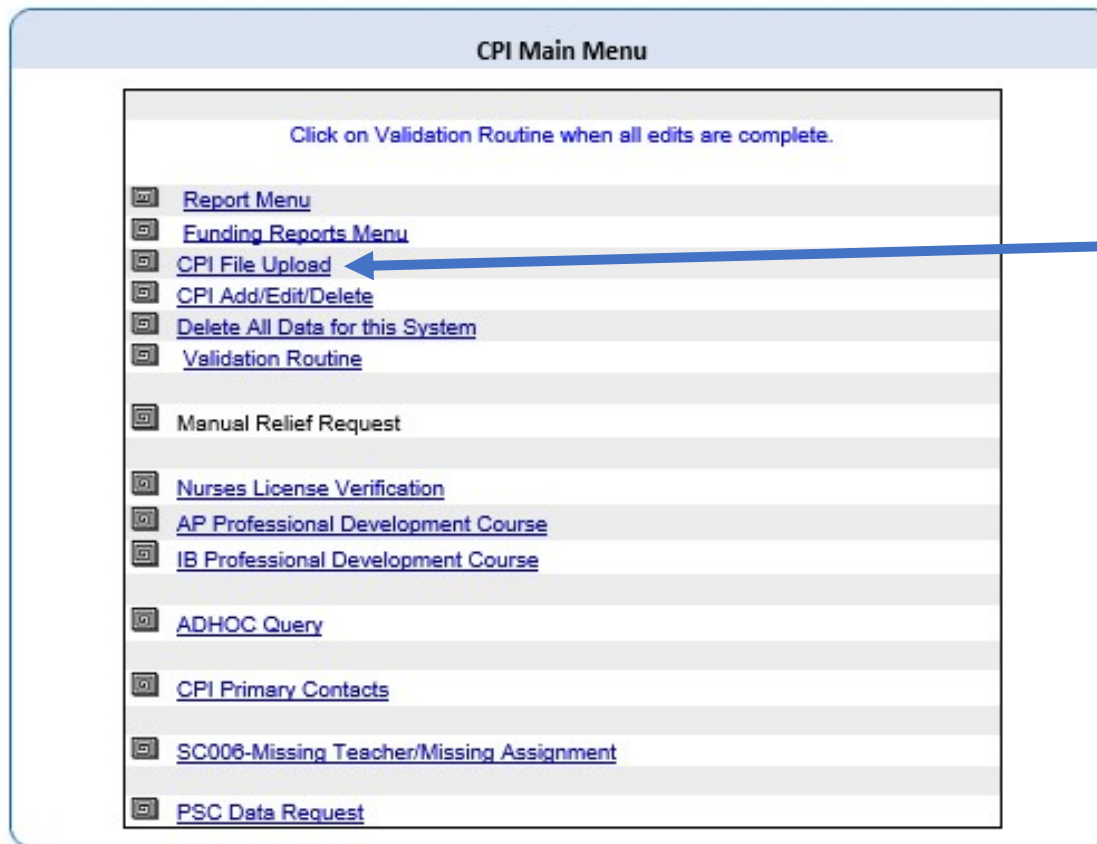
Transmission Period	
Transmission Cycles	Current Documentation
CPI Menu for October, 2022 (CPI 2023-1)	<ul style="list-style-type: none">CPI File Layout
CPI Menu for July, 2022 (CPI 2022-3)	
CPI Menu for March, 2022 (CPI 2022-2)	
CPI Menu for October, 2021 (CPI 2022-1)	
CPI Menu for July, 2021 (CPI 2021-3)	
CPI Menu for March, 2021 (CPI 2021-2)	
CPI Menu for October, 2020 (CPI 2021-1)	
CPI Menu for March, 2020 (CPI 2020-2)	
CPI Menu for October, 2019 (CPI 2020-1)	
CPI Menu for Julv. 2019 (CPI 2019-3)	

Click on the Current cycle to get to the main menu

All previous cycles will have summary reports

October 2022 is Fiscal Year 2023

CPI Application



Select this link to upload the extract file (s)

CPI Application

Jasper County - 679

CPI Data Collection for Fiscal Year 2020

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

File Path :

Multiple Files :

Click on **Browse** to find and select extract

CPI Application

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

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

CPI Application

File : CPIR1801 was uploaded successfully

CPI Data Collection for Fiscal Year 2018

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

File Path :

Browse...

Upload File

Multiple Files :

[Back to CPI Menu](#)

CPI Application

CPI Main Menu

Click on Validation Routine when all edits are complete.

- [Report Menu](#)
- [Funding Reports Menu](#)
- [CPI File Upload](#)
- [CPI Add/Edit/Delete](#)
- [Delete All Data for this System](#)
- [Validation Routine](#)

- Manual Relief Request

- [CPI Overview of Data](#)

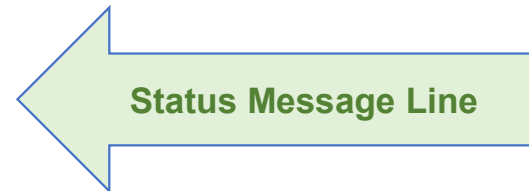
- Nurses License Verification
- Mental Health License Verification
- AP Professional Development Verification
- IB Professional Development Verification

- [ADHOC Query](#)

- [CPI Primary Contacts](#)

- [SC006-Missing Teacher/Missing Assignment](#)
- [SC020-EIP Class without Teacher with EIP Job Code](#)
- CP111-SC Error Exception Report
- [SC021-Teachers with CHW Cert Codes Report](#)

- [PSC Data Request](#)
- [Transmission System](#)
- [Transmission Status](#)
- [Admin/Helpdesk Menu](#)



CPI Application

Data Have Errors or Processed Failed

CPI Main Menu


Data have Errors.

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

CPI Main Menu

Process Failed

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- Nurses License Verification
- AP Professional Development Course
- IB Professional Development Course



**Investigate an error or warning
and address the issue
triggering the validation check.**

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
ALL Errors		
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4
E0481	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4
E050	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4
E064	COURSE TEACHER CODE cannot be all one value (111111111, 222222222) 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
E142	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
E3027	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
E5068	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
E5098	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
E6069	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 160-4-2-.20, or a valid MOWR course number.	8
W5089	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998

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**.

Student Class - Error E5083

Student Class Error Report(Cycle A)		
Error Code	Error Description	Total
ALL Errors		
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4
E0481	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4
E050	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4
E064	COURSE TEACHER CODE cannot be all one value (111111111, 222222222) 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
E142	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
E3027	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
E5068	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
E5098	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
E6069	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 160-4-2-.20, 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.

<input type="checkbox"/>	Report Menu
<input type="checkbox"/>	CPI File Upload
<input type="checkbox"/>	CPI Add/Edit/Delete
<input type="checkbox"/>	Delete All Data for this System
<input type="checkbox"/>	Validation Routine
<input type="checkbox"/>	Manual Relief Request
<input type="checkbox"/>	CPI Overview of Data
<input type="checkbox"/>	Nurses License Verification
<input type="checkbox"/>	AP Professional Development Verification-Confirmed
<input type="checkbox"/>	IB Professional Development Verification
<input type="checkbox"/>	ADHOC Query
<input type="checkbox"/>	CPI Primary Contacts
<input type="checkbox"/>	SC006-Missing Teacher/Missing Assignment
<input type="checkbox"/>	SC020-EIP Class without Teacher with EIP Job Code
<input type="checkbox"/>	CP111-SC Error Exception Report
<input type="checkbox"/>	PSC Data Request
<input type="checkbox"/>	Transmission System
<input type="checkbox"/>	Transmission Status
<input type="checkbox"/>	Admin/Helpdesk Menu

SC006 Student Class Reports



Student Class Report

SC006 Error E5019

SC006 Transmission on 02/02/2018 10:51:34 am - Data Have Errors

[click here to print](#)

Georgia Department of Education

Missing Teacher/Missing Assignment

Student Class (SC 2018-A)

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

Student Class Teacher not Reported in CPI														
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0100		*****0000				N	Armour	Sharon	23.8013000	003	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Mouse	Minnie	23.8030072	001	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Williams	Levette	27.8130002	008	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Depp	Johnny	45.8020001	002	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Armour	Sharon	45.8030002	002	436		E5019	Missing Teaching Assignment for Teacher

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.

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 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	4C0	752	00	N

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	N3T	881	07/01/2020	06/30/2023

Student Class Report

SC006 Error E5083

SC006 Transmission on 02/02/2018 10:51:34 am - Data Have Errors

[click here to print](#)

Georgia Department of Education
Student Class (SC 2018-A)

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 Teacher not Reported in CPI														
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
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

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.

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 Information- A Record [\(Click here for records required for Employee Type\)](#) [Back to Employee List](#) [Back to Main Menu](#)

EmpCode:	<input type="text"/>	Employee Type	- Regular Employee ▼	Race American Indian	N - Not Race American Indian ▼
Last Name	<input type="text"/>	Birth Date (mm/dd/yyyy)	<input type="text"/>	Race Asian	N - Not Race Asian ▼
First Name	<input type="text"/>	Gender:	▼	Race Black	N - Not Race Black ▼
Middle Initial	<input type="text"/>			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

SC020-EIP Class without Teacher with EIP Job Code

CPI Main Menu

Data have Errors.

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



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.

SC020 Transmission on 09/16/2021 01:41:45 pm - Data Have Errors

[click here to print](#)

Georgia Department of Education
Student Class (SC 2022-A)

EIP Class without a Teacher Reported with an EIP Job Code

[Return to Menu](#)

[Download to Excel](#)

EIP Class without a Teacher Reported with an EIP Job Code																	
School ID	School Name	Course Number	Class Period	EIP DM	Course Teacher Code	Teacher Last Name	Teacher First Name	Additional Teacher Code1	Additional Teacher Code2	Additional Teacher Code3	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
3050		23.1011010	01	2							085	Kindergarten Regular Education Teacher	00				E7031

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 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

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	N3T	881	07/01/2020	06/30/2023

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

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.

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
		40.0	C	3NT	114	4C2	881	00	N
		60.0	C	PRT	114	4C0	752	00	N
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	N3T	881	07/01/2020	06/30/2023			

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)	Y State Pay Step	4
CPI DERIVED FIELDS (for DOE use only)		Payroll Certificate Level
		5
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)	\$53,347	

Assignment Information- C Record

	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	100.0	C	PRT	171	808	798	00	N

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
6	12/21/2021	F	PRT	798	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	911	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	921	07/01/2020	06/30/2025

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

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
		34.0	C	IST	110	230	730	00	N
		33.0	C	IST	111	230	730	00	N
		33.0	C	IST	112	230	730	00	N

PSC Details if available

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

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:

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

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

Submitting a Ticket for Assistance

To submit a ticket, click on Help Desk Portal in either location, then follow the steps on the next slide.

The screenshot displays the Georgia Department of Education (GaDOE) website interface. At the top, there is a search bar for districts and a navigation menu with letters A through W. A blue banner at the top right says "Welcome to My" followed by a partially visible "Help Desk Portal" link. Below this, a message notification states "You have (2) new messages." The main content area is titled "Georgia Department of Education Data Collection Survey Reporting" and "Data Collection Survey Transmission Period". A sub-section titled "Transmission Period" contains a list of "Transmission Cycles" with links for each year from 2010-1 to 2022-1. On the left side, a "Site Navigation" menu is visible, with the "Help Desk" link highlighted, and a dropdown menu showing "Help Desk Portal" and "Help Desk Portal Documentation". A red arrow points from the "Help Desk Portal" link in the dropdown menu to the "Help Desk Portal" link in the top right banner. Another red arrow points from the "Help Desk Portal" link in the dropdown menu to the "Transmission Cycles" list.

Submitting a Ticket

- A. Select Service Catalog.
- B. Select Applications.
- C. Select the appropriate application:
 - 1. For FTE, SR, SC, EOPA, FRL, Private School, Data Collections Survey, select GaDOE Data Collection and Reporting Application.
 - 2. If you have a PC Genesis/Payroll question/issue select PC Genesis/Payroll (this is not for CPI).
 - 3. If you have a GUIDE/GTID question/issue select GUIDE/GTID.
 - 4. If you have a question not related to a Data Collection Application (i.e., portal login issue, SLDS, School Nutrition etc.) select MyGaDOE Portal Application.

Submitting a Ticket

D. Fill in the form with as much information as possible without entering Personally Identifiable Information (PII) in the ticket.

E. Add attachments if a you have any.

A blue rectangular button with a white checkmark icon and the text "Request" in white.

F. When complete click on the Request button. You should receive various emails (when the ticket is created, acknowledged, updated) and you can provide updates and view your tickets. Questions about the use of the Help Desk Portal should be directed to the Technology Services – Service Desk at 1-800-869-1011.

Sending Secure Email for Data Collections

The secure method of sending email to Data Collections is to use the MyGaDOE Portal Imail system. This is the only authorized method to send Personally Identifiable Information (PII) to Data Collections personnel.

1. Log into the MyGaDOE Portal.
2. Click on the link for “You have (0) new messages”.
3. Select Compose.

Sending Secure Email for Data Collections

4. Select “To” so that you can search for the person you need to send email to. You will need to Search for the person, then select the person from the list provided. Repeat this process if sending to more than one individual, for the CC and BCC.
5. Enter the Subject.
6. Include any necessary attachments using the “Files” option.
7. Enter your message text.



Sending Secure Email for Data Collections

8. Select “Send” from the top or bottom of the form.
9. All emails sent will be saved in the “Sent” folder.
10. You can also create folders to organize your emails.
Questions about the use of the Imail system should be directed to the Technology Services - Service Desk at 1-800-869-1011.

Basic Process for Data Collections

- Enter data into the district's HR / SIS.
- Run an extract a file from the district's HR / SIS.
- Sign into the Portal and upload the extract file.
- Check data and reports for accuracy in the portal (collection).
- Provide reports to program area managers to verify data for accuracy.
- Fix errors and check warnings in SIS, then upload a new extract file.
- Error relief process.
- Print/Save reports.
- Have the superintendent Sign-off.

Data Collection Team

Nicholas Handville	Chief Data Officer		nhandville@doe.k12.ga.us
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

GaDOE Community

GaDOE Professional Learning Events

Our GaDOE professional learning events catalog, housed in GaDOE Community, contains registration information for upcoming virtual and in-person webinars, workshops, and conferences. On-demand, pre-recorded 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) (<https://login.community.gadoe.org/events>).

GaDOE Community



<https://community.gadoe.org/>

- Take a tour. Go to <https://community.gadoe.org>
- 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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each and every child
in our state.

www.gadoe.org

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 youtube.com/georgiadeptofed

