

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

3/5/2024

Section I: Special Functions, V2.11

Revision History

Date	Version	Description	Author
3/5/2024	2.11	24.01.00 – Update instructions for the <i>Reorganizing CPI Files</i> .	D. Ochala
03/30/2020	2.10	20.01.00 – Update instructions for the CPI Rollover.	D. Ochala
	2.9	19.02.00 – Increased assignments from 6 to 15. Add button bar to	D. Ochala
		screenshots.	
02/02/2018	2.8	18.01.00 – Update menu screenshots.	D. Ochala
06/03/2016	2.7	16.01.00 – Update Logo and Footers.	S. Scrivens
04/10/2014	2.6	14.01.00 – Updated DOE logo.	D. Ochala
01/21/2011	2.5	10.04.01 – Updated Update Employees' Job Code for	D. Ochala
		CPI/Payroll/CS1 section with new screen.	
11/29/2010	2.4	10.03.01 – Added Update Employees' Job Code for	D. Ochala
		CPI/Payroll/CS1 section.	
03/29/2010	2.3	10.01.00 – Updated Replace Work Locations section.	D. Ochala
03/31.2009	2.2	09.01.00 – Changed section title to "Section I".	C. W. Jones
05/05/2008	2.1	08.01.00 – Clarified the CPI Rollover procedure as it pertains to CPI	C. W. Jones
		biographical information within the Overview.	
10/02/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

Table of Contents

Overview	_ 1
Topic 1: Reorganizing CPI Files	_ 2
Topic 2: Replacing Work Locations in the Payroll Master File	_ 8
Topic 3: Replacing Pay Locations in the Payroll Master File	12
Topic 4: Entering the GaDOE Termination Date and Printing the CPI Process Control Inquiry Screen	ı 16
Topic 5: Performing the CPI Rollover	19
5A. Employee Expired Certificate Information – Example	24
Topic 6: Update Employees' Job Code for CPI/Payroll/CS1	25

Overview

File Reorganization: The file reorganization procedure ensures PCGenesis system file integrity and improves overall system performance. Be aware that power disruptions, disk drive failures, or improper log offs may at times affect data integrity. *Do not cancel processing under any circumstances during file reorganization.* The file reorganization procedure however will neither restore files from a backup, nor will it recover lost records.

Replacing Work and Pay Locations: These procedures allow mass updates to payroll and work location codes and updates from one facility to another. It is most commonly performed when one school or facility closes and another opens. Running this process will automatically change work and pay location codes from the old location code to the new location code for all affected employees.

CPI Process Control Inquiry: PCGenesis users typically perform this procedure at the beginning of the school year to enter new CPI dates on the *CPI Process Control Inquiry* screen. The Georgia Department of Education (GaDOE) Data Collection Division determines these dates and posts the same on the Data Collection web page at: <u>http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx</u>.

CPI Rollover: The *CPI Rollover* increases the values of the **Last CPI Rollover Cycle** and the **Final Trans. Cycle** (Final Transmission Cycle) fields on the *CPI Process Control Inquiry* screen by one.

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. Based on the employee's **Advance/Inhibit** flag, the *CPI Rollover* modifies employees' years of experience, and increments the employee's pay by one step, where appropriate. This is the <u>only</u> rollover cycle which causes the *CPI Biographical Data* screen's **Cert 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.

The 'Update classified salaries' option is displayed when rolling over from Cycle Three to Cycle One. When the 'Update classified salaries' field is set to 'Y', the Annual Classified Salary field on the *CPI Biographical Data* screen will automatically default to the employee's Contract Salary amount to the Update/Display Gross Data payroll screen when Classified Employment Basis field is greater than zero and the Certified Employment Basis field equals zero in CPI. If the <u>Certified Employment</u> Basis field is greater than zero, the Annual Classified Salary field will not be updated even if the Classified Employment Basis field is also greater than zero. This feature facilitates getting ready for CPI Cycle One by having almost all classified salaries updated automatically.

As a matter of convenience, PCGenesis automatically prints the *Expired Certificate Report* when users perform the *CPI Rollover* process. Review this report to determine if the school district or the system's certified and paraprofessional employees' certificates will expire during the upcoming CPI reporting cycle.

Topic 1: Reorganizing CPI Files

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

A	PCG Dist=8991	Rel=17.04.00	02/02/2018 PCW	003 SV C:\DEVSYS	C:\SECOND	WHITE	
		(ertified/Cla	ssified Person	nel Informa	tion System	CPIMENU
	FKey 	1		Master Mo	enu		
	1 2 3	Display Display Display CPI Sal	/Update Individu /Update Third P /Update Person	ual Employee Info arty Contractors nel Data	rmation		
	7	CPI Rep	orting Menu				
	<u>9</u> 11	Create CPI Ass	CPI Report & Tra ignment File Ma	nsmission File intenance			
	13 15	Certifica	ate File Mainten cription Code M	ance Menu Ienu			
	31	CPI Spe	cial Functions N	lenu			
	20	File Re	organization				
Ma F16	ster ^{User} list (1) (1) (1)	PAY VEND MONITOR					17.04.00
	Action						
	Select	20 (F20	– File Reo	rganization)			

PCG Dist=6101 Rel=23.04.00 03/05/202	4 DOE 005 C:\SQLSYS	C:\SECOND	WHITE	-	
	CPI File I	Reorganization			GFINEUNG
Fkey File Description F1 CPIPCNTL CPI CPI Cont F2 SALSCHED Salary Sched	on rol File ule				
Select Fkey -	For File, F31=All	, F16=Exit			24.01.00
16			F30 F31		

Step	Action
3	Select the Fkey of the desired file.



A	PCG Dis	t=6101	Rel=23	3.04.00	03/05/2	024 D(OE 005	C:\SC	LSYS	C:\SEC	DND	WHITE			-	_		×
	CPI File Reorganization										CPIRE	ORG						
				Fil	e	Desc	ripti	on										
	Fil	e Sel	lected	CPII	PCNTL	CPI C	CPI Con	trol File										
				NTED-	Doora	aniza	. 530	-1060	E 17	-00-6	ntor							
	F 1	F2			neory	an126	, 130	-11170	, r n	-ne-L	ncer						24.01	. 00
F16													F30	F31				

Although the screenshot examples display **F1** - **CPIPCNTL** results, the steps also apply to the other *Fkey selections*.

Step	Action
4	Select (Enter) to reorganize.
	"**File is being reorganized, do not cancel processing! **" briefly displays.

A	PCG Dist	t=6101	Rel=23.	.04.00	03/05/2	024 D	OE 005	C:\SQL	SYS C:\SEC	OND		WHITE		_		×
							ſ	PI File	e Reoroa	nizati	on				CPIRE	DRG
File Description																
	Fil	e Sel	ected	: CPII	PCNTL	CPI C	CPI Cor	ntrol File								
				D	oforo	Roov	·noni-	zation				0£tor	Roora	anization		
FI	LE		RI	ECS	erore	SIZ	'yanız ?E	DATE	TIME		REC	S	SIZ	E DATE	TI	ME
CP	IPCNTL			1		153	36 21	0240305	01:29			1	153	6 2024030	11:2	23
						Fil	o Ror	vea Com	loto -	Iliow P	vint					
							ie net	ng com	JIECE	view i						
				ИТЕВ	to Co	ntinu	10 E	0-1-6								
	F1	F2	E	HIEK	10 00		ie, fa	0+111+0						1	24.01	. 00
F16												F	30 F31	1		

Step	Action
5	Verify that the number of records (RECS) before the reorganization match the number of records (RECS) after the reorganization.
	Select (Enter) to continue.
	If the RECS fields are NOT the same please contact the Help Desk for assistance. In this instance, contact the Technology Management Customer Support Center immediately. Do not continue processing!

The f	following	screen	displays:
			and project

	PCG Dist=6101 Rel=23.04.00 03/05/2024 DOE 005	C:\SQLSYS C:\SECOND	WHITE -	
		CPI File Reorganization		CPIREORG
	Fkey File Description F1 CPIPCNTL CPI CPI Control File F2 SALSCHED Salary Schedule			
	File Reorg Complete - View Print File Select Fkey for File	, F31=All, F16=Exit		21- 81-88
			F30 F31	24.01.00
Step	Action			
6	Select $\mathbf{F16} - \mathbf{Exit}$ (F16 - Exit) to a <i>Menu</i> .	return to the Certified	/Classified Personne	el Information System
	<i>If there are additional CPI fi 3.</i>	les to be reorganized,	, repeat this proced	ure beginning at Step

A	PCG Dist=8991 Rel=17.04.00 02/02/2018 PCW 003 SV C\\DEVSYS C\\SECOND WHITE	
	Certified/Classified Personnel Information System	CPIMENU
	FKey Master Menu	
	2 Display/Update Third Party Contractors	
	3 Display/Update Personnel Data	
	5 CPI Salary Schedule	
	7 CPI Reporting Menu	
	9 Create CPI Report & Transmission File	
	11 CPI Assignment File Maintenance	
	13 Certificate File Maintenance Menu	
	15 CPI Description Code Menu	
	31 CPI Special Functions Menu	
	20 File Reorganization	
Here		17_04_00
mas		
	Action	
	Select FIG (FI6 -Exit) or select Master (Master) to return to the	e Business Applicatio
	Master Menu.	

Topic 2: Replacing Work Locations in the Payroll Master File

	PCG Dist=8991 Re	el=17.04.00 02/02/2018 PC	W 003 SV C:\DEVSYS	:\SECOND	WHITE	
		Certified/Cl	assified Personne	l Information	System	CPIMENU
	FKey		Master Men	u		
	1 - 2 - 3 - 5 -	- Display/Update Indiv - Display/Update Third - Display/Update Perso - CPI Salary Schedule	dual Employee Inforn Party Contractors nnel Data	nation		
	7 -	- CPI Reporting Menu				
	<u> </u>	 Create CPI Report & 1 CPI Assignment File I 	ransmission File Aaintenance			
	<u> 13 </u>	 Certificate File Mainte CPI Description Code 	nance Menu Menu			
	31 -	- CPI Special Functions	Menu			
		The reorganization				
	Master User _{list}	PAY VEND				17.04.00
ep A	Action					
1 5	Select F31 (I	F 31 – CPI Spe	cial Function	s Menu).		

The following screens displays:

🔲 PCG Dist=	8991 Rel=1	4.01.00 04/08	3/2014 PCW	005 SV C:\	DEVSYS C	:\SECON	D	V	VHITE			
		Certif	ied/Class	ified Pe	rsonnel	Infor	matio	n Sys	tem			CPICP031
	FKeu		CPT	Snecial	Functio	ins Me	пн					
			011	Special	Tuncere	no ne	iiu ii					
	<u>5</u> F	eplace Work	Locations i	n Payroll	Master Fi	le						
	<u>6</u> F	leplace Pay I	_ocations in	Payroll N	laster File							
	_7 U	pdate Job Co	de for CPI/I	Payroll/CS	-1							
	<u> </u>	PI Process (ontrol Inqui	ry								
	12 0)									
	12 (PI RUIUVEI I	rocessing									
Master User _{Lict}												14.01.00
	llord PAY	VEND										
	- HONHOR	T December 1									1	

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Step	Action
2	Select F5 (F5 – (Replace Work Locations in Payroll Master File).

A	PCG Dist=8991	Rel=19.02	2.00	07/01/20	19 P	PCG 002	5V C:\	DEVSYS	C:\SE	COND		WHITE				٥	×
																CPIC	M5 05
						REF	PLACE	WORK	LOCA	TIONS							CDI
											L	ocation				E	iig?
						OLC) LOC	ATION		×							
						NEW	/ LOC	ATION	6	000							
	Updat	e Work	Loca	ation o	in C	PI Assi	igmnr	nents?	ŀ	<u>10 </u>	(YES New	or NO) Location	MUST	BE CPI	[E]	igibl	.e !
				Payro	11	Records	5 Cha	anged:	6	000							
				C	PI	Records	5 Cha	anged:	6	000							
	Enter = Co	ntinue,	F16	i = Exi	t											19.0	02.00
ENTER	F1 ▶ K F2 ♥ K	F3 🖨 F	4 <u>6</u> A	F5 67	614	F7	F8	F9 /	F10	Fii 🕨	F12		F15 Q				
F16	F17 - F18 1										Help						

Step	Action
3	Enter the four-digit work location code or select the drop-down selection icon in the Old Location and the New Location fields to select the desired locations.
4	Type ' YES ' or ' NO ' in the Update Work Location on CPI Assignments? field. In order to update CPI assignment records, answer ' YES ', otherwise, answer ' NO '. <i>Updating the CPI assignment records with the New Work Location code is optional.</i>
	If updating CPI assignment records, the New Work Location code must be defined as CPI Eligible on the Description File.
5	Select (Enter) to continue.

A	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 002 SV C:\DEVSYS C	:\SECOND	WHITE	
				UP 1 UP 105
	REPLACE WORK L	OCATIONS		CPT
			Location	Elig?
	OLD LOCATION	01 08	Location 000108	Y
	NEW LOCATION	8014	Location 008014	Y
	Update Work Location on CPI Assigmnments?	YES	(YES or NO) New Location MUST BE CF	PI Eligible!
	Payroll Records Changed:	0000		
	CPI Records Changed:	0000		
ENT F16	Enter = ReEnter, F8 = Update, F16 = Exit ✓ r1 ▶ 2 12 12 12 12 12 12 12 12 12 12 12 12 1	FII D	FIZ I FIS Q	19.02.00
p	Action			
Ì	Select F (F8) to update.	ns nra		o correct the
		ns, pres		o correct the
	information. To abort the procedure, pro	ess <u>ris</u>	<u> </u>	
	"** Processing Request **" briefly disp redisplays.	olays. T	The Replace Work Lo	ocations screen
	Review the Payroll Records Changed f that the appropriate records were updated	field an d.	d the CPI Records	Changed field to ver
	For additional work locations repeat this	procec	lure beginning at Ste	р 3.
	If there are no additional work location the CPI Special Functions Menu.	replace	ments, select FIG	(F16 - Exit) to retur

🔲 PCG Dist=8991 Rel=	14.01.00 04/08/2014 PCW 005 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Certified/Classified Personnel Information	System	CPICP031
FKey	CPI Special Functions Menu		
5	Benlace 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		
Mantan Userica			14.01.00
Action			
Select FIE	(F16 -Exit) to return to the <i>Certified/Cl</i>	lassified Person	nel Informatio
CPISpec	ial Functions Many or select Master (Ma	s tor) to return t	o the Rusiness
Applied	Master Monu		o inc <i>Dusiness</i>
Аррисаноп	s masier menu.		

Topic 3: Replacing Pay Locations in the Payroll Master File

PCG Dist=8991 Rel=17.04.00	0 02/02/2018 PCW 003 SV C:\DEVSYS C:\SEC	OND WHITE	
	Certified/Classified Personnel Inf	ormation System	CPIMENU
FKey	Master Menu		
1 Displa 2 Displa 3 Displa	y/Update Individual Employee Information y/Update Third Party Contractors y/Update Personnel Data	I	
5 CPI Sa 7 CPI Re	lary Schedule porting Menu		
<u>9</u> Create <u>11</u> CPI As	CPI Report & Transmission File signment File Maintenance		
13 Certifi 15 CPI De	cate File Maintenance Menu sscription Code Menu		
31 CPI Sp	ecial Functions Menu		
20 File Re	corganization		
Master Userlist PAC PACE Vorder Worder Worder Monitor			17.04.00
Action			
Select F31 (F31 –	CPI Special Functions M	lenu).	

The following screens displays:

PCG Dist=8991 Rel=14.01.00 04/08/2014 PCW 005 SY C\DEVSYS C\SECOND WHITE Image: State of the state of t																
Certified/Classified Personnel Information System CPICP031 FKey CPI Special Functions Menu 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	📃 🛛 PCG Dist	=8991	Rel=14	.01.00	04/08	/2014	PCW 0	05 S¥	C:\DEV	SYS C	:\SECO	ND	1	VHITE		<u>_ 8 ×</u>
FKey CPI Special Functions Menu 5				C	ertif	ied/(lassi	fied	Perso	nnel	Infor	matio	in Sys	tem		CP I CP 031
Image: Second Functions in Payroll Master File 5		EKou					CPT	Snoci	ial Fu	nctio	nc Mo	nu				
5							011	speci		mettu	no ne	nu				
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		5	R	eplace	Work	Locat	ions ir	n Payr	oll Ma	ster Fi	le					
7 Update Job Code for CPI/Payroll/CS-1 9 CPI Process Control Inquiry 12 CPI Rollover Processing		6	R	eplace	Pay L	ocatio	ons in	Payrol	II Mast	ter File						
9 CPI Process Control Inquiry 12 CPI Rollover Processing		7	U	, pdate J	lob Ca	de foi	CPI/P	ayroll	CS-1							
12 CPI Rollover Processing		9	CI	PI Proc	ess C	ontrol	Inquir	у								
12 CPI Rollover Processing Master Ballist 14.81.00 Master Weiger Processing 14.81.00																
Mastwr Bathist 14.81.00		12	CI	PI Rolle	over F	roces	sing									
Mastwer Metricit Free Des Hontron Montron Montron																
Mastwer Berlint Free Des Honton Monton 14.81.00																
Mastwer Berlijst 14.81.00																
Master Berlint Free Des Horizon Honoron Honoron 14.81.00																
Master Verint Perint 14.01.00																
Master Verligt Verlig PAT VERD 14.81.99																
Master Viselijist 14.81.99																
Master User Tec USE Honton HONTON HONTON 14.01.00																
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	Master ^{User} list															14.01.00
	F16 🗘 🖓	Word	PAY	MONITOR												

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Step	Action
2	Select F6 (F6 – Replace Pay Locations in Payroll Master File).

	Image: Non-State Image: Non-State								
	Replace Pay Locations								
	Old Location 🔤								
	New Location <u>8888</u>								
	Total Employees Updated 0 F16 = EXIT 19.02.00								
Step	Action								
3	Enter the four-digit payroll location code or select the drop-down selection icon in the Old Location and the New Location fields to select the desired locations.								
4	Select (Enter) twice.								
	"** Processing Request **"" briefly displays.								

A	PCG Dist=8991	Rel=19.02.00	07/01/2019	PCG 002	SV C:\DEVSYS	C:\SECOND	WHITE	– □ × Paycm5 05
				Rep1ac	e Pay Locat	ions		
			01d Lo	ocation				
			New Lo	ocation	<u>0000</u>			
		Total Er	nployees (Jpdated	12			
			F16 = EX		F8 F 9 / F	10 T F11 D F12	I FIS	19.02.00
NTER 16	F1 ► S F2 ◀ S F17 ➡ 7 F18 ↔	F3 F4				Helj	p	
	F1►X F2 <x F17=→ F18</x 	F3 7 F4				Hel	p	
	rı▶ᠷ r₂ ◀왔 rıɔ₽ rıs Action Review	the <i>Tota</i>	l Emplo	yees l	Updated 1	Tield's entry	y, and select	••••••••••••••••••••••••••••••••••••••
	Action Review to the Ce	the <i>Tota</i>	l Emplo Classifie	yees d d Per	Updated 1 sonnel Inj	Tield's entry	y, and select	(F16 - Exi Special Function:

🔲 PCG Dist=8991 Re	el=14.01.00 04/08/2014 PCW 005 SV C:\DEVSYS	C:\SECOND	WHITE	<u>_ 8 ×</u>
	Certified/Classified Personne	el Information	System	CPICP031
FKey	CPI Special Funct	tions Menu		
		F 1		
<u> </u>	 Replace Work Locations in Payroll Master Deplace Day Locations in Dayroll Master F 	r File File		
7 -	- Update Job Code for CPI/Payroll/CS-1	inc.		
9 -	 CPI Process Control Inquiry 			
12 -	- CPI Bollover Processing			
	ci i i tunovci i i uccasing			
Master Userlist				14.01.00
F16 CP (PES) Words M				
Action				
	<u></u>			
Select F15	$\mathbf{F16}$ -Exit) to return to the	Certified/Cl	assified Personne	l Informatio
		1 Master		· , ,1
-CPISp	<i>secial Functions Menu</i> , or se		(Master) to ret	urn to the

Topic 4: Entering the GaDOE Termination Date and Printing the CPI Process Control Inquiry Screen

					_	
F -	Кеу 		Master	Menu		
	1 Display/U	pdate Individu	al Employee Ir	formation		
	2 Display/U	pdate Third Pa	arty Contractors	3		
	3 Display/U	pdate Personr	nel Data			
	5 CDI Salar	Schadula				
-	7 CPI Benn	rtina Menu				
-		a				
	9 Create CF	ባ Report & Tra	nsmission File			
	11 CPI Assig	nment File Ma	intenance			
	13 Certificate	File Maintenz	ince Menu			
l I	15 CPI Desc	ription Code M	enu			
-	31 CPI Speci	al Functions M	lenu			
	20 File Benn	anization				
		guilleation				
Master ^{User} list						17.04.00

Step	Acuon
1	Select F31 (F31 – CPI Special Functions Menu).

The following screens displays:

C4

🔲 PCG Dist=89	91 Rel=1	4.01.00	04/08	/2014	PCW 0	05 SV	C:\DEV	SYS C	:\SECON	Ð	Ň	VHITE		_ 8 ×
		C	ertif	ied/C	lassi	fied	Perso	nnel	Infor	matio	n Sys	tem		CPICP031
FI	(ey				CPI	Speci	al Fu	nctio	ns Me	nu				
	5 F 6 F 7 U	eplace eplace pdate	: Work : Pay L Job Co	Locat ocatio de for	ions ir ns in CPI/P	n Payr Payrol ayroll/	oll Ma: Il Mast /CS-1	ster Fi er File	le					
	9 C	Pl Pro	cess C	ontrol	Inquir	у								
	12 C	PI Roll	over F	roces	sing									
Master ^{User} list														14.01.00
F16 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓		VEND MONITOR												

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Step	Action
2	Select F9 (F9 – CPI Process Control Inquiry).

	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE - - ×
	**** THE CURRENT TRANSISION CYCLE IS 2 **** District Name 899 SMITH CITY BOARD OF EDUCATION
	Beginning School Year 2018 Ending School Year 2019
	Last Rollover Date 05/17/2019 Last Rollover Cycle 1 Last Rollover User EEB
	Final Transmission Date 10/22/2018 Final Trans. Cycle 1 Final Trans. User GEJ
	Transmission File Creation Information Date Time Cycle User 07/01/2019 11:08:47 2 PCG
	Terminated Employees will be Reported: From Date To Date Cycle 1 03/02/2018 10/02/2018 Cycle 2 10/03/2018 03/07/2019 Cycle 3 07/01/2018 06/30/2019
	When processing rollover cycle from 2 to 3, employees who have been terminated prior to: 03/08/2019 will be deleted.
	F9 TO EDIT CYCLE DATES - F16 TO EXIT
	ENTER F9 19.02.00 Fis Image: Sector S
Step	Action
3	
5	Select 13 (F9 -to edit cycle dates).
	When the CPI Process Control Inquiry screen initially displays, PCGenesis positions the
	blinking cursor in the upper left corner of the screen. When selecting $[13]$ (F9),
	r CGenesis repositions the cursor in the Cycle 1 From Date field.
4	Enter the date ranges (MM DD) provided by GaDOE Data Collection in the From Date and To Date fields.
	The CPI Rollover module determines the year (YY).
	<i>These dates are located at:</i> <u>http://www.gadoe.org/Technology-Services/Data-</u> <u>Collections/Pages/Home.aspx</u> .
5	
3	Select (Enter) twice.
6	Screen-print the CPI Process Control Inquiry screen where appropriate.

Step	Action
7	Select FIG (F16 - Exit) to return to the <i>Certified/Classified Personnel Information</i> System - CPI Special Functions Menu.

PCG Dist=8991 Rel=14.	01.00 04/08/2014 PCW 005 SV C:\DEVSYS C:\SECOND	WHITE	_ _ _ _ _ _
	Certified/Classified Personnel Information	on System	CPICP031
FKey	CPI Special Functions Menu		
<u> </u>	place Work Locations in Payroll Master File		
 	date Job Code for CPI/Payroll/CS-1		
<u>9</u> CP	Process Control Inquiry		
12 CP	Rollover Processing		
	g		
ter ^{User} list			14.01.00
🔁 🛯 🖓 🖉 🖓 🖓 🔁	/END		

Step	Action
8	Select FIG -Exit) to return to the <i>Certified/Classified Personnel Information System</i>
	Master Menu, or select Master (Master) to return to the Business Applications Master Menu.

Topic 5: Performing the CPI Rollover

PCG Dist=89	91 Rel=17.04.00 02/02/2018	PCW 003 SV C:\DEVSYS C:	SECOND	WHITE	
	Certified	/Classified Personnel	Information S	System	CPIMENU
FI -	Кеу 	Master Menu			
	1 Display/Update In 2 Display/Update Th 3 Display/Update Pe	dividual Employee Informa ird Party Contractors rsonnel Data	ation		
	5 CPI Salary Schedu 7 CPI Reporting Mer	le nu			
	9 Create CPI Report 11 CPI Assignment Fi	& Transmission File le Maintenance			
	13 Certificate File Ma 15 CPI Description Co	intenance Menu ode Menu			
	31 CPI Special Functi	ons Menu			
	20 File Reorganizatio	n			
Master Userlist	B PAY MONITOR				17.04.00
Action					
Select F31	(F31 – CPI Sp	becial Functions	Menu).		

The following screens displays:

🔲 PCG Dist=8991 Rel=14.01.	00 04/08/2014 PCW 005 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Certified/Classified Personnel Informat:	ion System	CPICP031
FKey 	CPI Special Functions Menu		
5 Repla	ce Work Locations in Payroll Master File		
<u>_</u> 6 Керіа _7 Updat	ce Pay Locations in Payroll Master File (e Job Code for CPI/Payroll/CS-1		
9 CPLP	recess Control Inquiny		
	ucess control inquity		
<u>12</u> CPI R	ollover Processing		
Master ^{User} list			14.01.00

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Step	Action
2	Select F12 (F12 – CPI Rollover Processing).

The following screen displays when rolling from **CPI Cycle 3** to **CPI Cycle 1**:

A	PCG Dist=8991	Rel=19.04.00	03/04/2020	PCG 002	SV C:\DEVS	S C:\SECON	D	WHITE	_		×
				CP	I ROLLOVE	8				CP I CM3	00
		**	*** THE Cl ***	JRRENT ← Rollo	TRANSMISS IVER TO CY	ION CYCLE	IS 3 *** *	<mark>*</mark>			
		WA	RNING!	OU ARE	ABOUT TO	RUN CPI I	ROLLOVER				
			All use	's MUST	be out o	F the syst	em!				
		ex	If all u at this p	isers a procedu	ire not out ire and for	t of the s rce all us	system, Sers out.				
			Update cl	laccifi	od calari	xc2 (U or	N) N				
		I	opuace c.	1922111	eu satari		<u>" "</u>				
	Enter = Vali	idate, F16	6 = Exit								
	F1 _{F2} ¶ _€	F3 🖨 F4 🚰	F5 57 F6 14	F7 1	F8 🖬 F9 🖊	F10 F11	F12	F15 Q	-	20.01.	99

The following screen displays when rolling <u>from</u> **CPI Cycle 1** or **2**:

PCG Dist=8991 Rel=19.04.00 03/04/2020 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	- 🗆 X
CPI ROLLOVER	CPICM300
**** THE CURRENT TRANSMISSION CYCLE IS 1 **** **** Rollover to cycle 2 ****	
WARNING! YOU ARE ABOUT TO RUN CPI ROLLOVER	
All users MUST be out of the system!	
If all users are not out of the system, exit this procedure and force all users out.	
Enter = Validate, F16 = Exit	
	20.01.00

Step	Action
3	Review the information on the Warning! Screen.
4	Rollover from Cycle 1 to Cycle 2: Proceed to Step 6.
	Rollover from Cycle 2 to Cycle 3: Proceed to Step 6.
5	Rollover from Cycle 3 to Cycle 1 : Select the appropriate option for updating classified salaries in the Update classified salaries field. Valid values are ' Y ' update classified salaries, or ' N ' do not update classified salaries.
	When the 'Update classified salaries' field is set to 'Y', the Annual Classified Salary field on the <i>CPI Biographical Data</i> screen will automatically default to the employee's Contract Salary amount on the <i>Update/Display Gross Data</i> payroll screen when Classified Employment Basis field is greater than zero and the Certified Employment Basis field equals zero in CPI. If the <u>Certified Employment Basis field is greater than zero</u> , the Annual Classified Salary field will not be updated even if the Classified Employment Basis field is also greater than zero.
6	Select (ENTER) to validate the screen.

PCG Dist=8	991 Rel=19.04.00	0 03/04/2020 F	PCG 002 SV C:\DEVSY	S C:\SECOND	WH	ITE	_	
			CPI ROLLOVER	1				CP I CM3 00
	*	*** THE CUP	RENT TRANSMISS	ON CYCLE I	S 3 ****			
		<mark>****</mark>	ROLLOVER TO CYO	LE 1 ****				
	W	ARNING! YO)U ARE ABOUT TO	RUN CPI RO	LLOVER			
		All users	5 MUST be out of	the syste	m!			
		If all us	sers are not out	of the sy	stem,			
	e	xit this pr	ocedure and for	ce all use	rs out.			
		lindate cl:	accified calaria	c? (V or b	n v			
		opuace cia	3311160 3010116	5. (1 01 1	·/ ·			
	lover, F16 =	Re-enter						28 84 8
F1 F2	大 F3 🖨 F4 🚰	F5 6V F6 1A	F7 1 F8 F9	F10 F11	F12	F15		20.01.0
16 F17 F18					Help			

The following screen displays when rolling from CPI Cycle 3 to CPI Cycle 1:

The following screen displays when rolling <u>from</u> CPI Cycle 1 or 2:

PCG Dist=8991	Rel=19.04.00 0	03/04/2020 PCG 00	2 SV C:\DEVSYS	C:\SECOND	WHIT	E	_	
		C	PI ROLLOVER					CP I CM3 00
	<mark>* * *</mark>	* THE CURRENT **** ROLL	TRANSMISSI Over to cyc)n cycle 1 .e 2 ****	S 1 ****			
	WAR	NING! YOU AR	E ABOUT TO I	RUN CPI RO	ILLOVER			
		All users MUS	T be out of	the syste	m!			
	exi	If all users t this proced	are not out ure and for	of the sy ce all use	stem, ers out.			
F1 = Rollow	er, F16 = R	e-enter						20 04 00
₩ F1 _{F2} ¶Ķ	F3 🗭 F4 🖾 F	-56▼ F61▲ F71▼	F8 🖬 F9	F10 F11	F12	F15		20.01.00
16 F17 🔂 F18 🔟				1	Help			

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Step	Action
7	Review the information on the <i>Warning!</i> screen and select F1 (F1) to run the CPI Rollover.

📁 PCG Dist=8991 Rel=14.01.00	0 04/08/2014 PCW 005 SV C:\DEVSYS C:\SECOND	WHITE	<u>_ 8 ×</u>
	Certified/Classified Personnel Information	n System	CPICP031
FKey 	CPI Special Functions Menu		
5 Replac 6 Replac 7 Update	e Work Locations in Payroll Master File e Pay Locations in Payroll Master File ; Job Code for CPI/Payroll/CS-1		
9 CPI Pro	cess Control Inquiry		
12 CPI Ro	llover Processing		
Master Userlist Vord PAY MONITOR MONITOR			14.01.00

Step	Action
8	Repeat the procedures to access and screen-print the CPI Process Control Inquiry screen, in Topic 4: Entering the GaDOE Termination Date and Printing the CPI Process Control Inquiry Screen.
9	Verify the following fields have been updated on the CPI Process Control Inquiry screen:
	Beginning School Year/Ending School Year
	Last Rollover Cycle
	Final Transmission Date/Final Trans. Cycle (Final Transmission Cycle)
	Terminated Employees will be Reported: From Date To Date
	If the fields require additional updates, contact Technology Management Customer Support Center for assistance.

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

5A. Employee Expired Certificate Information – Example

RUN DATE: 04/08/2014 RUN TIME: 15:05:10 PROGRAM: CPICM413	EMPLOYE.	E EXPI	RED CERTIFICATE INFORMATION			P	AGE:	1
EMP NO NAME	SSN CLS	LOC	FIELD CODE/NAME	CERT TYPE	PAR	VALID FROM	то	
088947 BRENK, ROEGER	999-08-8947 01	0100	704 EDUCATIONAL LEADERSHIP (P-12)	L		07/01/2009	2014	
088947 BR6NK, RO6GER	999-08-8947 01	0100	808 EARLY CHILDHOOD EDUCATION (P-5	т		07/01/2009	2014	
089511 CH2STAIN, CA2LEE	999-08-9511 01	0100	808 EARLY CHILDHOOD EDUCATION (P-5	т		05/09/2009	2014	
089693 GR4SSMAN, WI4EY	999-08-9693 01	0100	808 EARLY CHILDHOOD EDUCATION (P-5	т		07/01/2009	2014	
087613 HA4LOW, PH4NG	999-08-7613 05	0100	709 SCHOOL COUNSELING (P-12)	S		07/01/2009	2014	
089971 MAGCUS, ELGANDA	999-08-9971 01	0100	808 EARLY CHILDHOOD EDUCATION (P-5	т		07/01/2009	2014	
089971 MAGCUS, ELGANDA	999-08-9971 01	0100	881 GIFTED IN-FIELD	Т		06/10/2011	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	704 EDUCATIONAL LEADERSHIP (P-12)	L		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	778 BEHAVIOR DISORDERS (P-12)	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	798 SPED GENERAL CURR P-12 CONSULT	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	808 EARLY CHILDHOOD EDUCATION (P-5	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	910 SPED MATH COGNITIVE LEVEL P-5	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	920 SPED SCIENCE COG LEVEL P-5	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	930 SPED LANGUAGE ARTS COG LEV P-5	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	941 SPED SOCIAL SCI COG LEV P-8	т		07/01/2009	2014	
087584 ME9ER, HO9LIS	999-08-7584 01	0100	950 SPED READING COGNITIVE LEV P-5	т		07/01/2009	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	798 SPED GENERAL CURR P-12 CONSULT	т		03/27/2010	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	805 SPED ADAPTED CURR P-12 CONSULT	т		01/08/2011	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	809 MIDDLE GRADES (4-8)	т		05/16/2009	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	852 CONCENTRATION-SCIENCE	т		05/16/2009	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	854 CONCENTRATION-SOCIAL SCIENCE	Т		05/16/2009	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	911 SPED MATH COGNITIVE LEVEL P-8	т		10/15/2011	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	921 SPED SCIENCE COG LEVEL P-8	т		03/27/2010	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	931 SPED LANGUAGE ARTS COG LEV P-8	т		07/01/2011	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	941 SPED SOCIAL SCI COG LEV P-8	т		03/27/2010	2014	
088902 AM3DOR, MA3IN	999-08-8902 01	0108	951 SPED READING COGNITIVE LEV 4-8	т		07/01/2011	2014	
088278 BE3MAN, NO3UKO	999-08-8278 08	0108	704 EDUCATIONAL LEADERSHIP (P-12)	L		07/01/2009	2014	
088278 BE3MAN, NO3UKO	999-08-8278 08	0108	712 TEACHER SUPPORT SPECIALIST	S		07/01/2009	2014	
088278 BE3MAN, NO3UKO	999-08-8278 08	0108	743 MATHEMATICS (6-12)	PBT		07/01/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	755 HISTORY (6-12)	т		03/27/2010	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	798 SPED GENERAL CURR P-12 CONSULT	т		12/11/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	809 MIDDLE GRADES (4-8)	т		12/11/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	853 CONCENTRATION-LANGUAGE ARTS	т		12/11/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	854 CONCENTRATION-SOCIAL SCIENCE	т		12/11/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	855 CONCENTRATION-READING	т		12/11/2009	2014	
089549 CA4LE, GI4A	999-08-9549 01	0108	881 GIFTED IN-FIELD	T		06/10/2011	2014	

Topic 6: Update Employees' Job Code for CPI/Payroll/CS1

* * * * * ATTENTION * * * * *

Perform this procedure <u>after</u> the June payroll and before changing Personnel assignments in CPI and Personnel Data for the new school year. The job code indicated as the <u>first</u> CPI assignment will be transferred to the **CS-1 Job** (**From CPI**) field on the employee's personnel record. PCGenesis transfers the **Current Year Contract Months** field's entry to the **Prior Year Contract Months** field on the employee's personnel record.

The completion of this procedure allows the *CS-1 Salary & Travel Expense Report* and the *Certified/Classified Personnel Information (CPI) Leave Data Transmission File* to be processed. After running this procedure, make further modifications to the employee's CS-1 job code on the employee's Personnel/Payroll Information screen, where appropriate.

PCG Dist	8991 Rel=17.04.00 02/02/201	8 PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	
	Certifie	d/Classified Personne	l Information	System	CPIMENU
	FКеу 	Master Men	u		
	1 Display/Update I 2 Display/Update I 3 Display/Update F	ndividual Employee Inforr Third Party Contractors Personnel Data	nation		
	5 CPI Salary Scher 7 CPI Reporting Me	lule enu			
	9 Create CPI Repor 11 CPI Assignment	t & Transmission File File Maintenance			
	13 Certificate File M 15 CPI Description (aintenance Menu Code Menu			
	31 CPI Special Func	tions Menu			
	_20 File Reorganizat	ion			
Master User _{list}	Work PAY WEND MONITOR				17.04.00
Actio	on				
Selec	ct F31 (F31 – CPI	Special Function	s Menu).		

	PCG Dist=899	1 Rel=1	4.01.00 04/08	3/2014 PCV	¥ 005 S¥	C:\DEV	SYS C	SECON	Ð	٧	VHITE		_ 8 ×
			Certif	ied/Clas	sified	Perso	nnel	Infor	matio	n Sys	tem		CPICP031
	FK	ен		CF	I Snec	ial Eu	nctio	ns Me	nii				
		<u>i</u> F	leplace Work	Cocation:	s in Payr	oll Ma	ster Fil	e					
		5 F	leplace Pay I	Locations	in Payro	II Mast	er File						
		U	poate Job C	Dae for CP	irPayron	rua-i							
	_ (U C	PI Process (Control Inq	uiry								
	1	2 C	PI Rollover I	Processing	J								
	1							_				_	41. 04. 00
Maste	^{user} list		VIND		_								14.01.00
F16	ue⊜ ***@		MONITOR										

Step	Action
2	Select 7 (F7 – (Update Job Code for CPI/Payroll/CS1).

A	PCG Dist=8991 Rel=19.02.00 07/01/2019 PCG 002 SV C:\DEVSYS C:\SECOND WHITE	_	□ × CS1PYUPD
	Update Job Code for CPI/Payroll/CS-1		
	The first CPI assign job code will be transferred to the CS-1 Job on the person	nel I	record.
	"Current Year Contract Months" will be transfered to "Prior Year Contract Months	5".	
ENTER	ENTER=Continue, F16=Exit		19.02.00
F16			
	Action		

Step	Action
3	Select (Enter) to update the CS-1 Job (From CPI) field on the employee's personnel record, and to transfer the Current Year Contract Months field's entry to the Prior Year Contract Months field on the employee's personnel record.
	"Updating Payroll File with Job Code" briefly displays.
	The CPI Special Functions Menu redisplays.
4	Select FIG (F16 -Exit) to return to the <i>Certified/Classified Personnel Information System</i>
	<i>Master Menu</i> , or select (Master) to return to the <i>Business Applications Master Menu</i> .