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 *Reorganizing CPI Files*.	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 screenshots.	D. Ochala
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 CPI/Payroll/CS1* section with new screen.	D. Ochala
11/29/2010	2.4	10.03.01 – Added *Update Employees' Job Code for CPI/Payroll/CS1* section.	D. Ochala
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 biographical information within the *Overview*.	C. W. Jones
10/02/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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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: http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx.

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 only 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 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.

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 **Certified Employment 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 *Business Applications Master Menu,* select [F4] (**F4 -** Certified/Classified Personnel Information System).

The following screen displays:
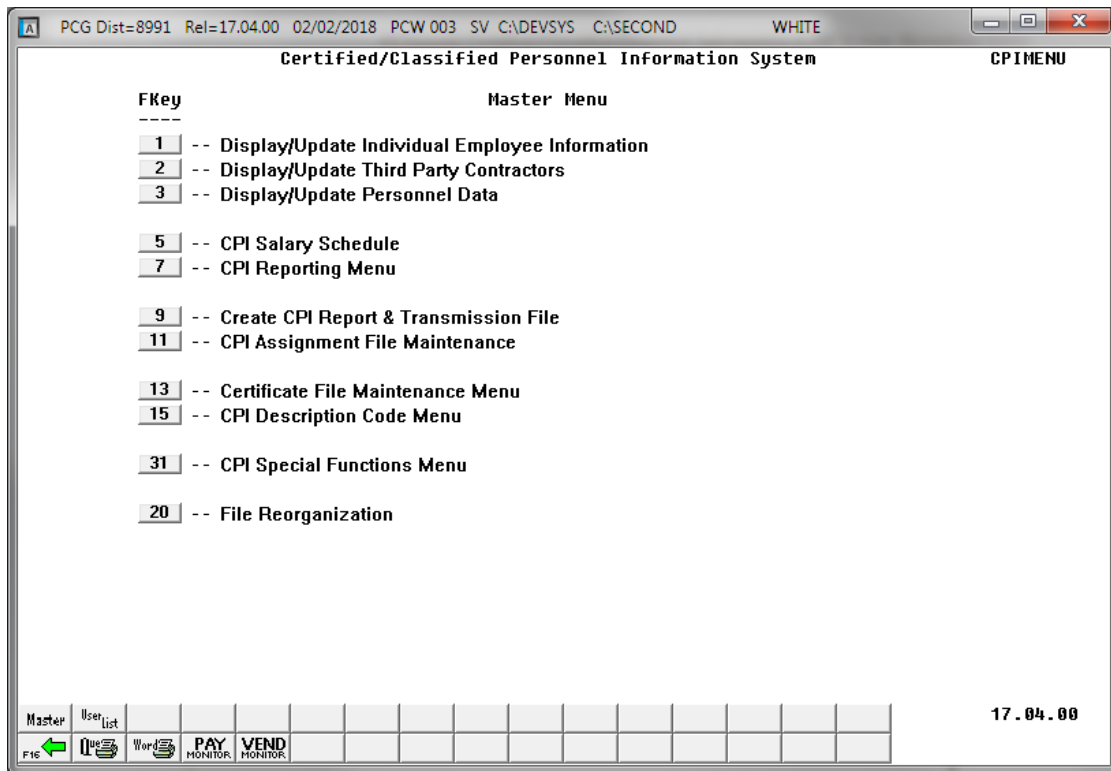
Step	Action
2	Select [20] (**F20** – File Reorganization).

The following screen displays:
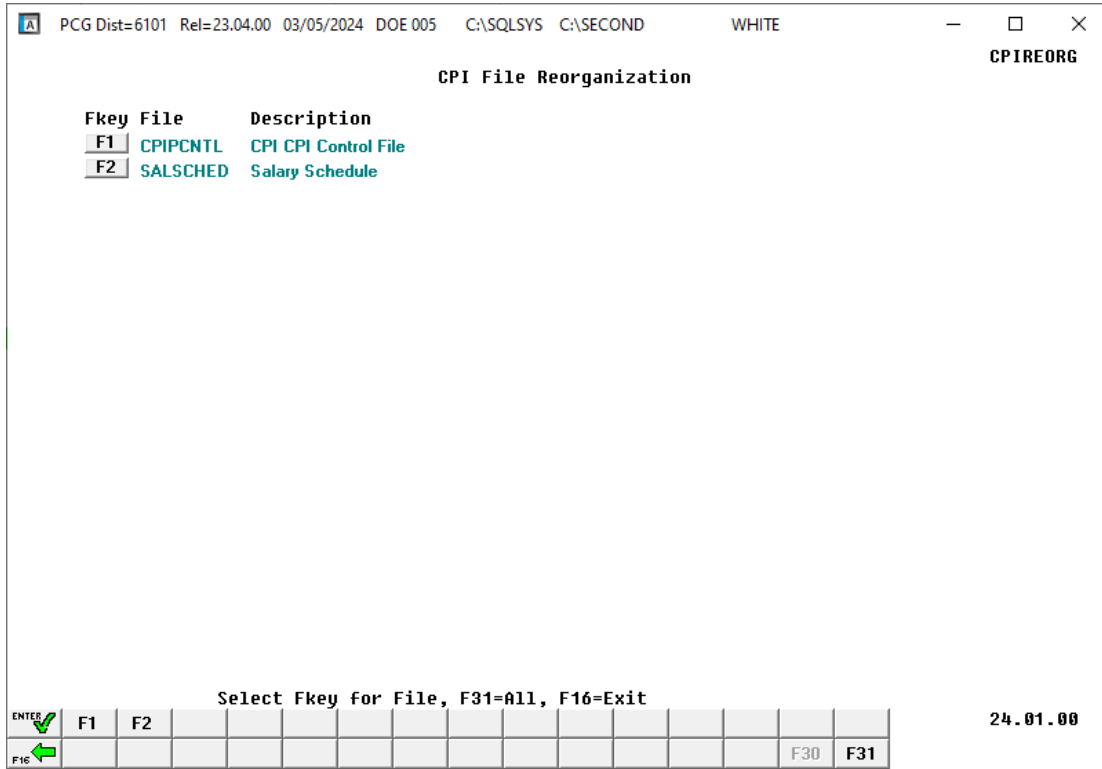
Step	Action
3	Select the Fkey of the desired file.

For **Step 3-F1** selections, the following screen displays:
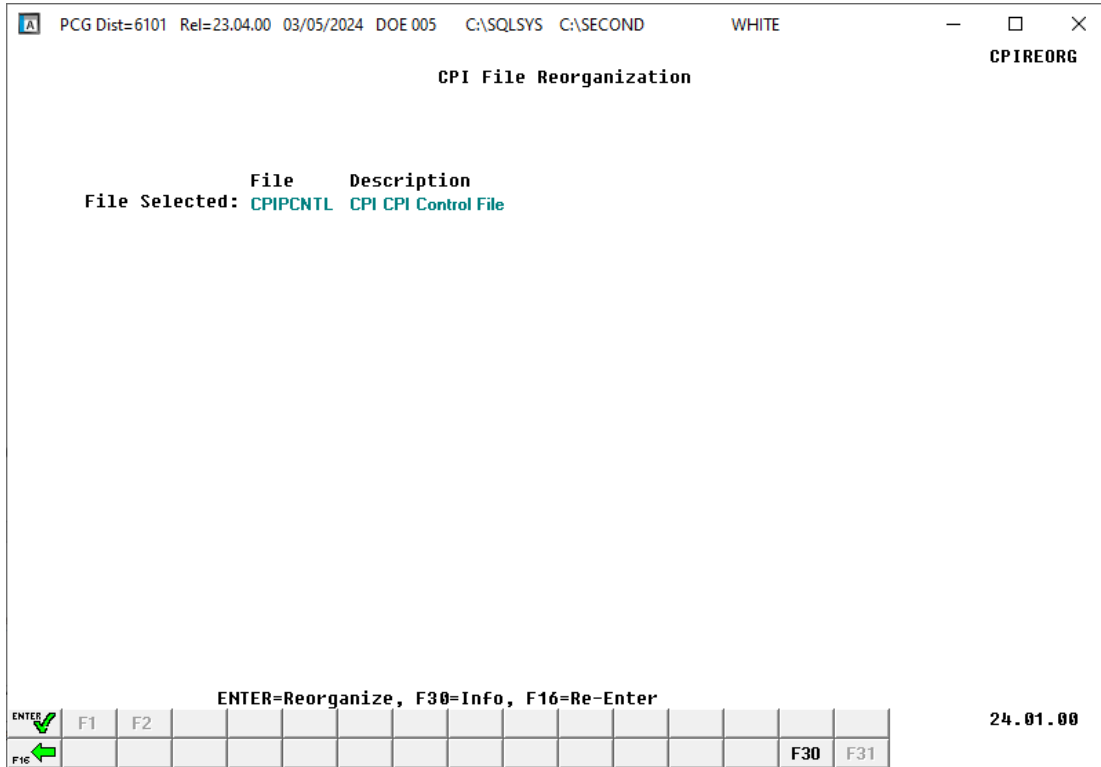
*Although the screenshot examples display **F1 - CPIPCNTL** results, the steps also apply to the other Fkey selections.*

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

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ A  PCG Dist=6101  Rel=23.04.00  03/05/2024  DOE 005   C:\SQLSYS  C:\SECOND    WHITE    —  □  ✕ │
│                                                                             CPIREORG │
│                              CPI File Reorganization                                 │
│                                                                                      │
│                                                                                      │
│                        File      Description                                         │
│            File Selected: CPIPCNTL  CPI CPI Control File                             │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                    Before Reorganization              After Reorganization           │
│        FILE          RECS    SIZE    DATE     TIME       RECS    SIZE    DATE     TIME│
│        CPIPCNTL         1    1536  20240305  01:29          1    1536  20240305  11:23│
│                                                                                      │
│                          File Reorg Complete - View Print                            │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                                                                                      │
│                     ENTER to Continue, F30=Info                                      │
│ ENTER✓ F1   F2                                                               24.01.00 │
│ F16←                                                        F30   F31                 │
└──────────────────────────────────────────────────────────────────────────────────┘
```
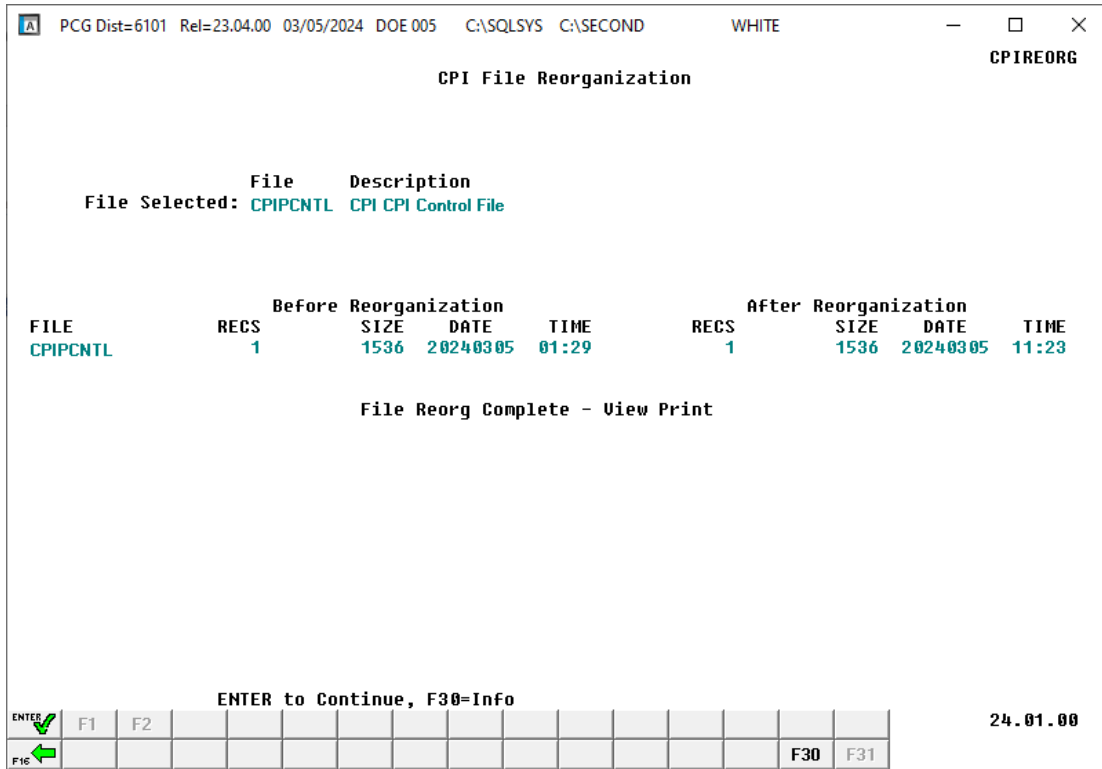
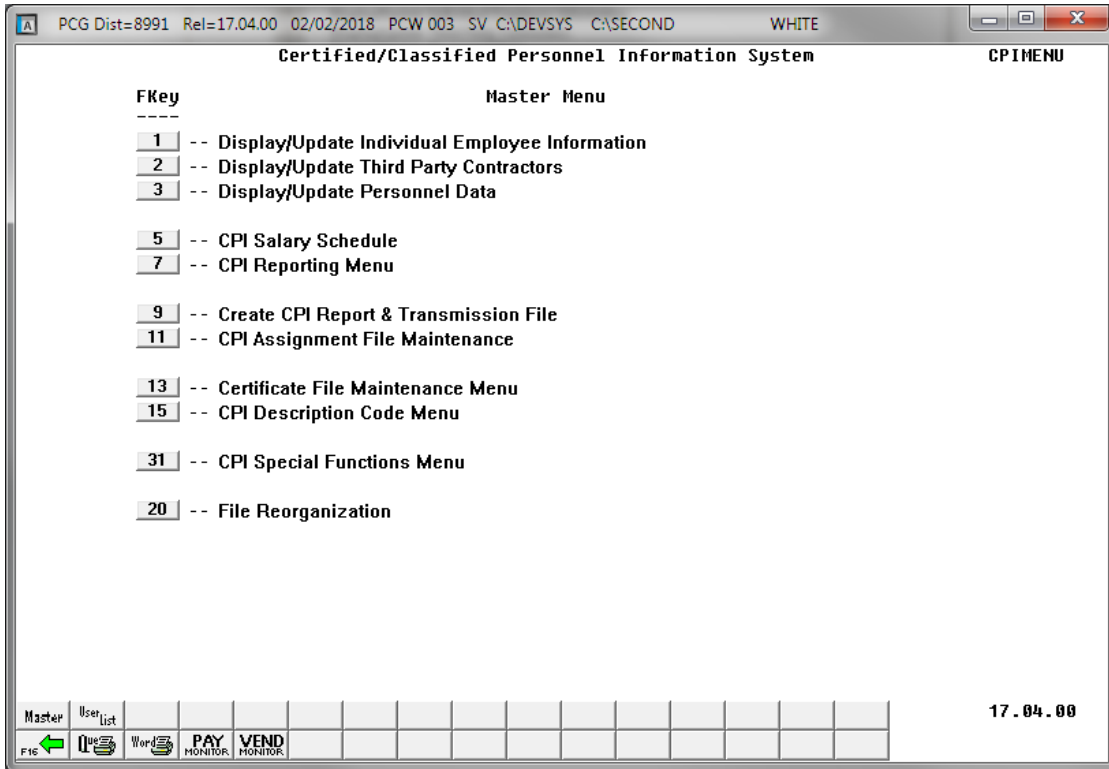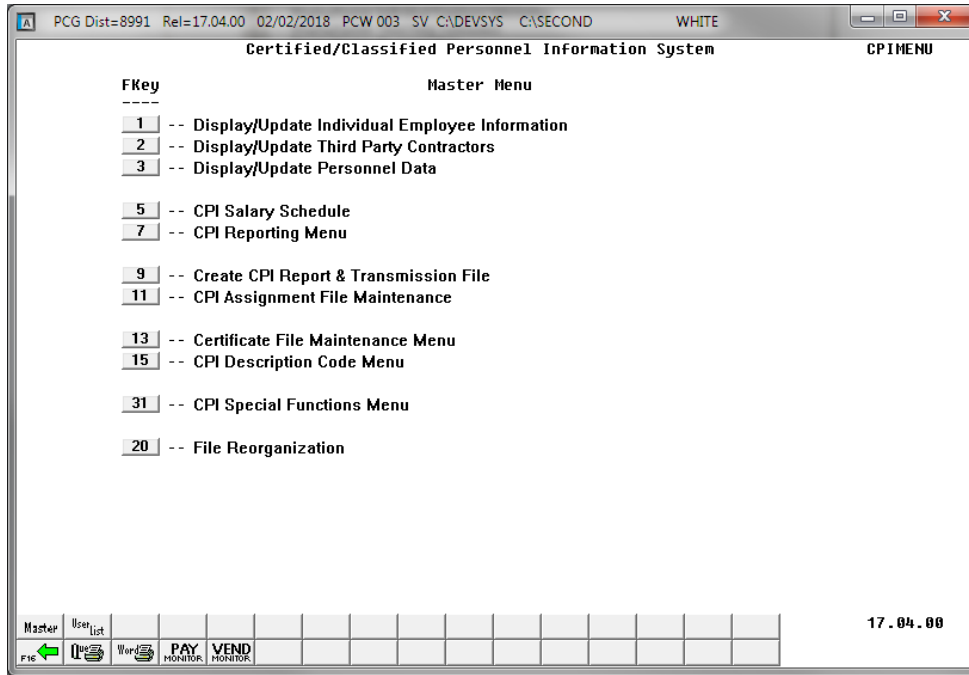| Step	Action
5	Verify that the number of records (**RECS**) before the reorganization match the number of records (**RECS**) after the reorganization.
	Select [ENTER✓] (**Enter**) to continue.
	*If the **RECS** fields are NOT the same please contact the Help Desk for assistance. In this instance, contact the Technology Management Customer Support Center immediately. Do not continue processing!*

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ [A] PCG Dist=6101  Rel=23.04.00  03/05/2024  DOE 005   C:\SQLSYS  C:\SECOND   WHITE    —  □  ×  │
│                                                                          CPIREORG  │
│                              CPI File Reorganization                                │
│       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                               │
│  [ENTER✓] [F1] [F2]                                                   24.01.00      │
│  [F16←]                                                    [F30] [F31]             │
└──────────────────────────────────────────────────────────────────────────────────┘
```

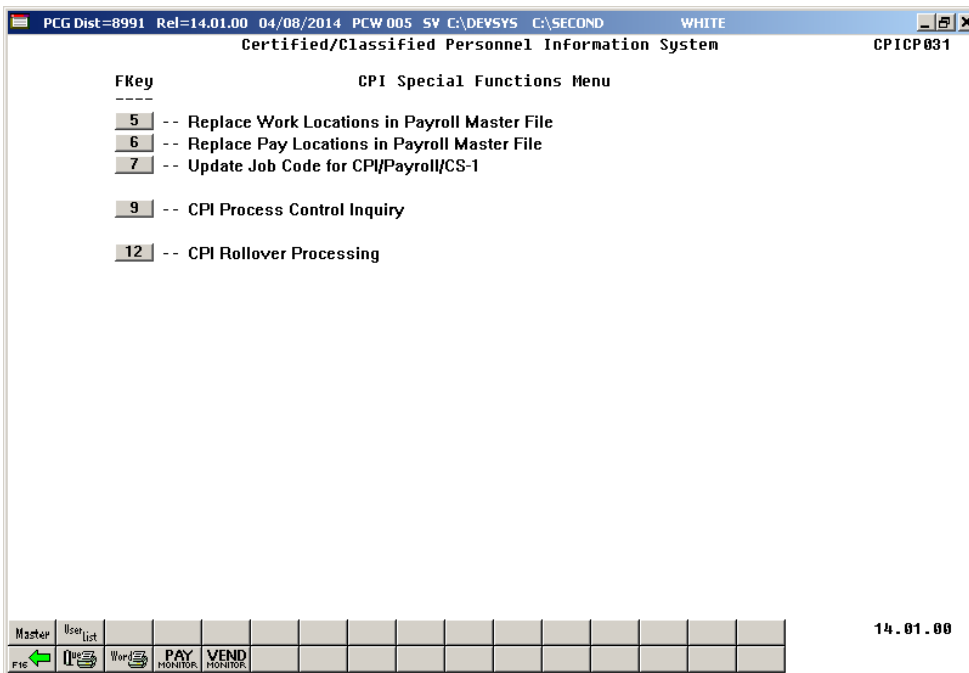| Step	Action
6	Select ![F16] (**F16** - Exit) to return to the *Certified/Classified Personnel Information System Menu.* *If there are additional CPI files to be reorganized, repeat this procedure beginning at Step 3.*

The following screen displays:

Step	Action
7	Select F16 (**F16 -**Exit) or select Master (**Master**) to return to the *Business Applications Master Menu.*

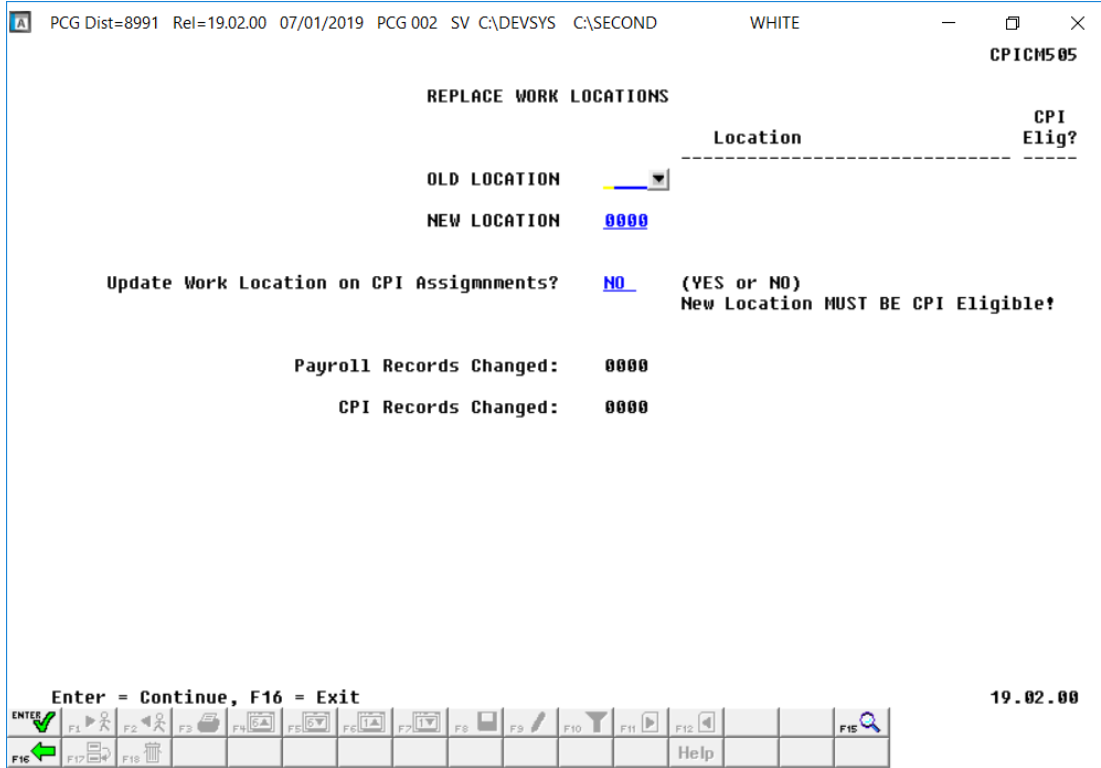# *Topic 2: Replacing Work Locations in the Payroll Master File*

Step	Action
1	Select ![F31] (**F31** – CPI Special Functions Menu).

The following screens displays:

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

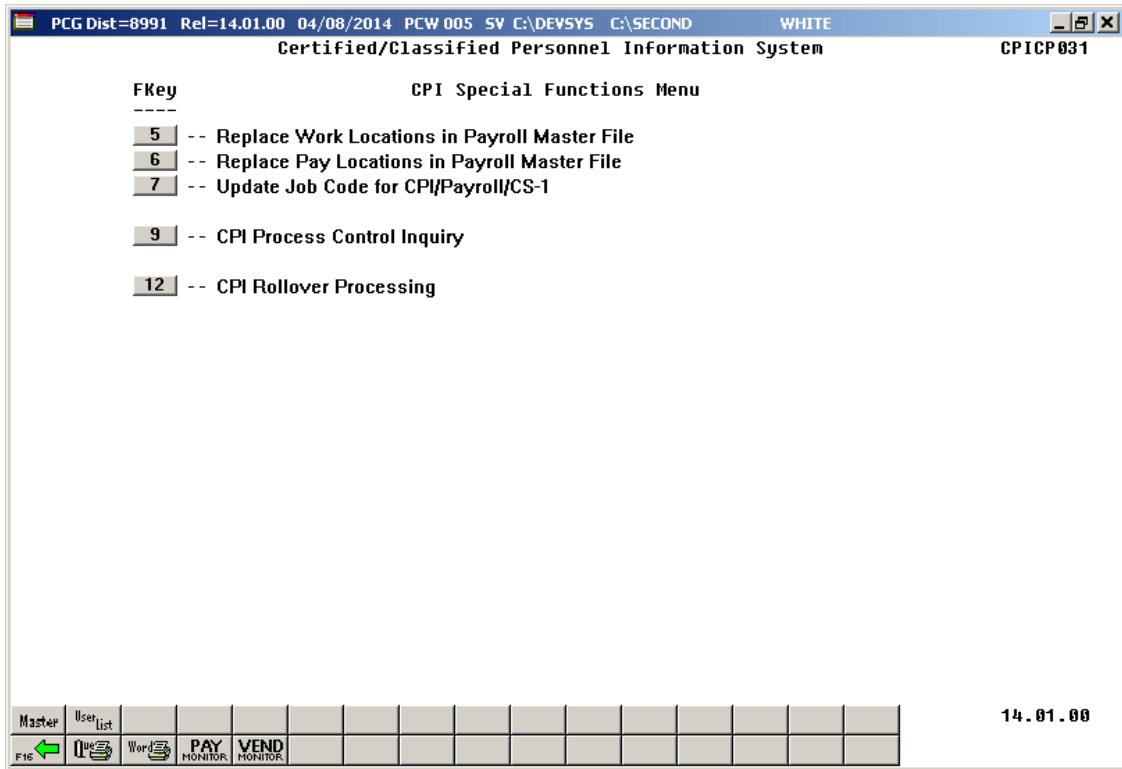The following screen displays:

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**'. *Updating the CPI assignment records with the **New Work Location** code is optional.* *If updating CPI assignment records, the **New Work Location** code must be defined as **CPI Eligible** on the Description File.*
5	Select **ENTER** (**Enter**) to continue.

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.02.00  07/01/2019  PCG 002  SV  C:\DEVSYS  C:\SECOND        WHITE            —    🗗    ✕
                                                                                               CPICM505

                                         REPLACE WORK LOCATIONS
                                                                                          CPI
                                                                 Location                  Elig?
                                                         ---------------------------  -----
                                    OLD LOCATION   0108   Location 000108                  Y

                                    NEW LOCATION   8014   Location 008014                  Y


                    Update Work Location on CPI Assigmnments?   YES    (YES or NO)
                                                                        New Location MUST BE CPI Eligible!


                                Payroll Records Changed:    0000

                                  CPI Records Changed:      0000









          Enter = ReEnter, F8 = Update, F16 = Exit                                  19.02.00
```

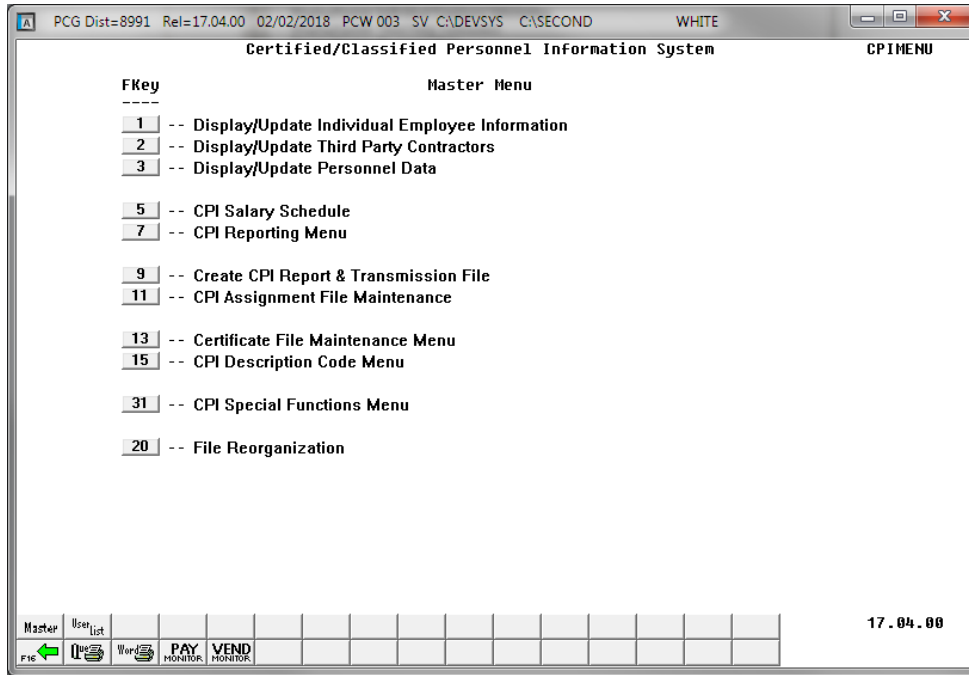| Step	Action
6	Select ![F8] (**F8**) to update. *To reenter the old and new work locations, press* ![ENTER] (*ENTER*) *to correct the information. To abort the procedure, press* ![F16] (**F16**). *"** Processing Request **" briefly displays. The Replace Work Locations screen redisplays.* Review the **Payroll Records Changed** field and the **CPI Records Changed** field to verify that the appropriate records were updated.
7	For additional work locations repeat this procedure beginning at *Step 3*. If there are no additional work location replacements, select ![F16] (**F16** - Exit) to return to the *CPI Special Functions Menu*.

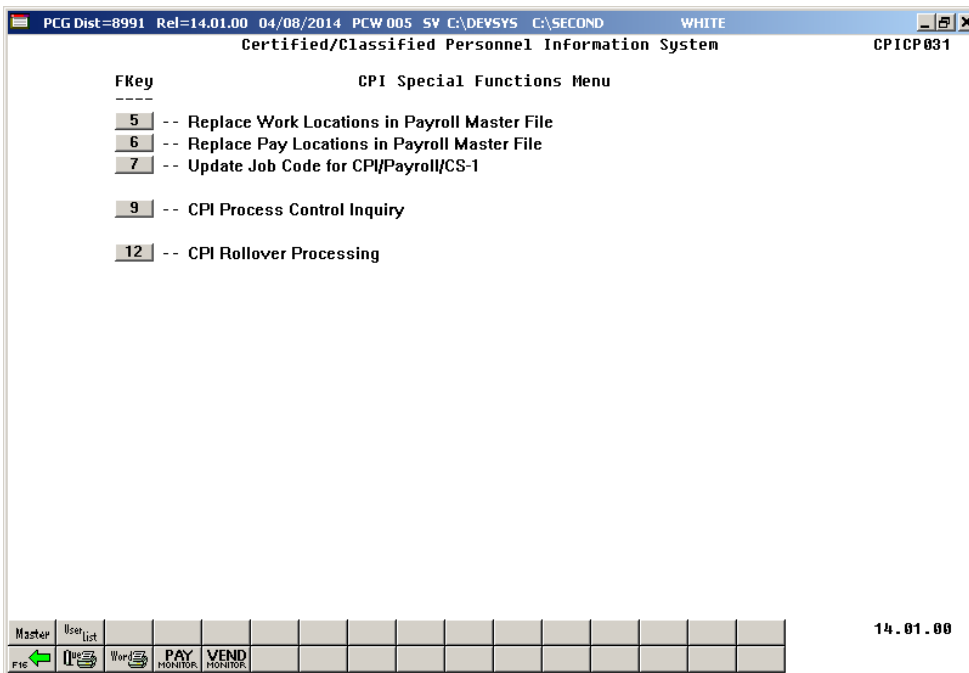The following screen displays:

Step	Action
8	Select [F16] (**F16 -**Exit) to return to the *Certified/Classified Personnel Information System – CPI Special Functions Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

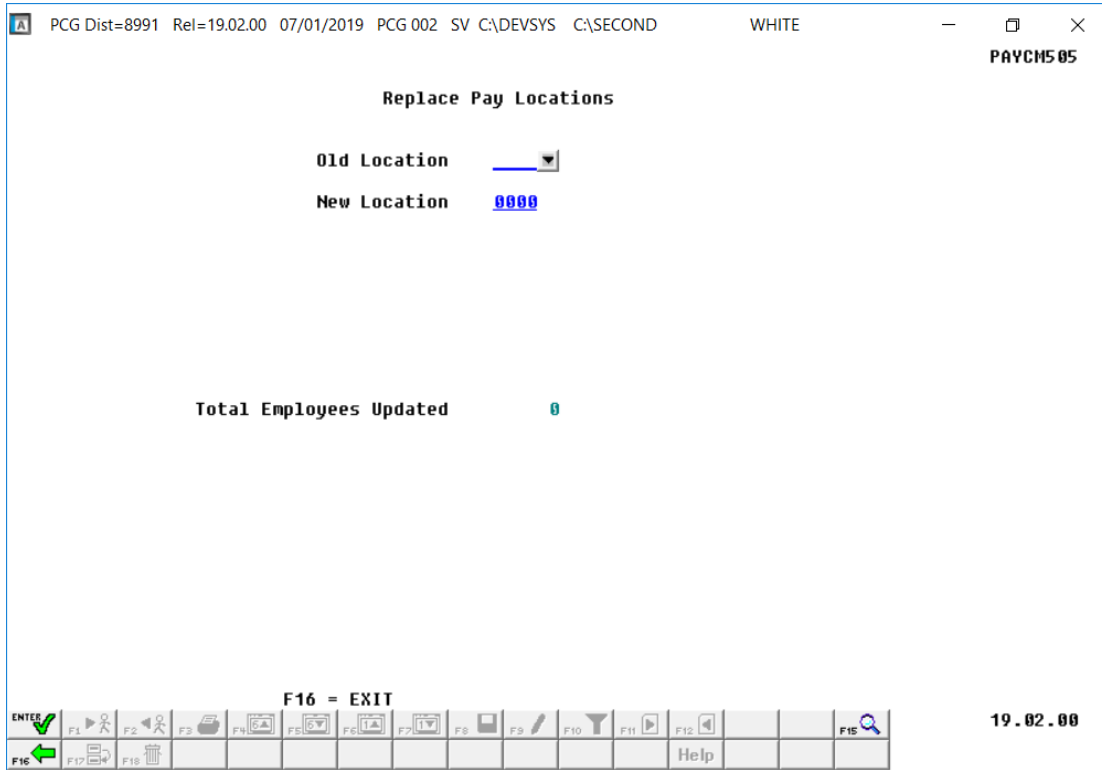# Topic 3: Replacing Pay Locations in the Payroll Master File

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

The following screens displays:

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

The following screen displays:

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** (**Enter**) twice. *"** Processing Request **""* briefly displays.

The following screen displays:

Step	Action
5	Review the *Total Employees Updated* field's entry, and select F16 (**F16** - Exit) to return to the *Certified/Classified Personnel Information System – CPI Special Functions Menu.* *For additional work locations, repeat this procedure beginning at Step 3.*

The following screen displays:

Step	Action
6	Select (**F16 -**Exit) to return to the *Certified/Classified Personnel Information System – CPI Special Functions Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Topic 4: Entering the GaDOE Termination Date and Printing the CPI Process Control Inquiry Screen
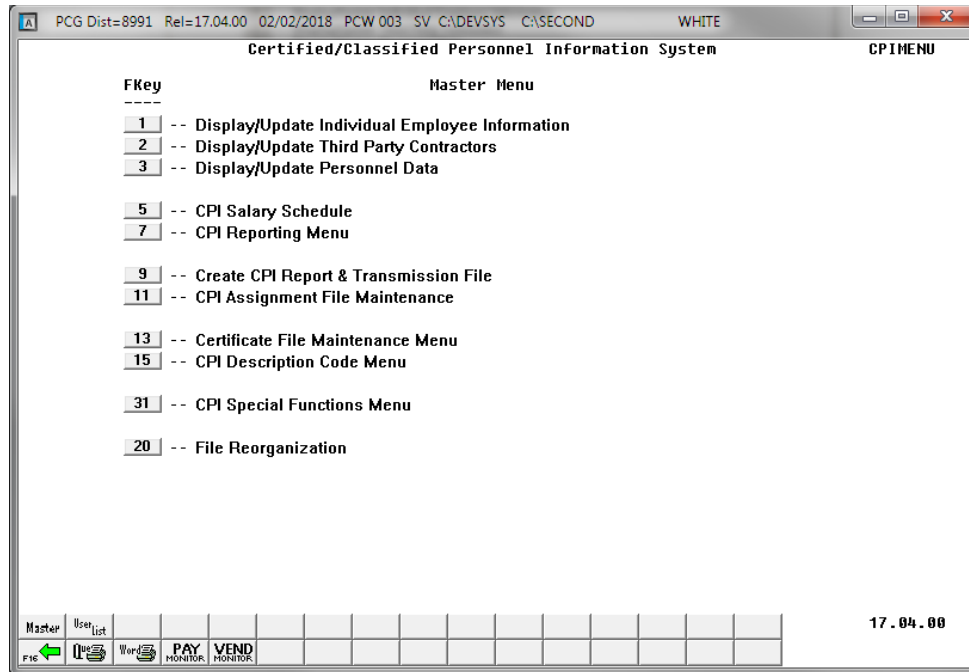
Step	Action
1	Select **F31** (**F31** – CPI Special Functions Menu).

The following screens displays:
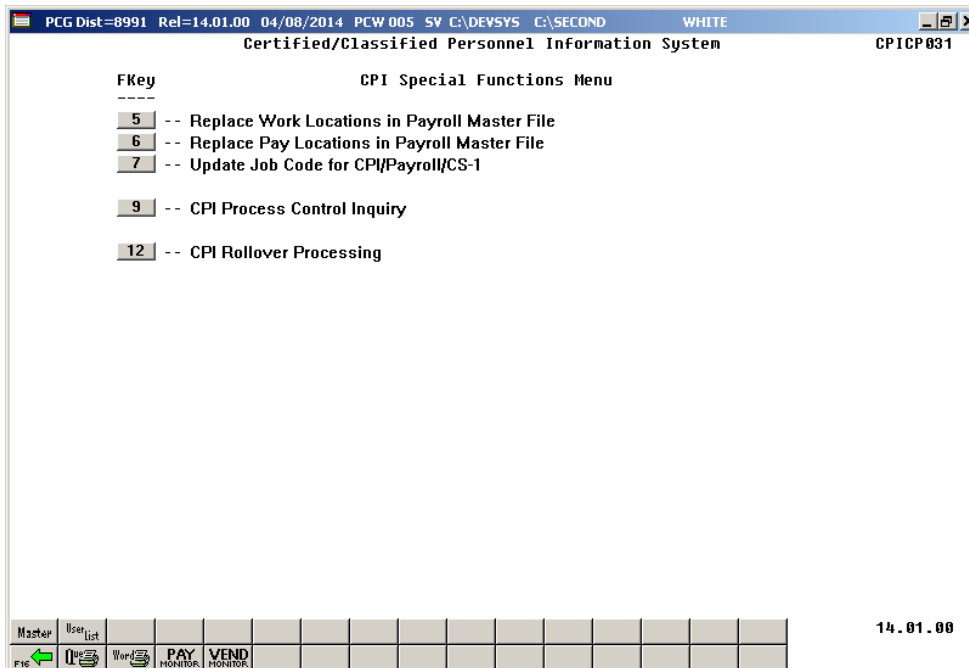
Step	Action
2	Select **F9** (**F9** – CPI Process Control Inquiry).

The following screen displays:

```
 A   PCG Dist=8991  Rel=19.02.00  07/01/2019  PCG 002  SV C:\DEVSYS  C:\SECOND          WHITE          —   □   ×
                                CPI Process Control Inquiry                              CPICM319
                    **** THE CURRENT TRANSMISSION 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
    F16 ←
```

Step	Action
3	Select **F9** (**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 **F9** (F9), PCGenesis 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).* *These dates are located at:* http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx.
5	Select **ENTER ✓** (**Enter**) <u>twice</u>.
6	Screen-print the *CPI Process Control Inquiry* screen where appropriate.

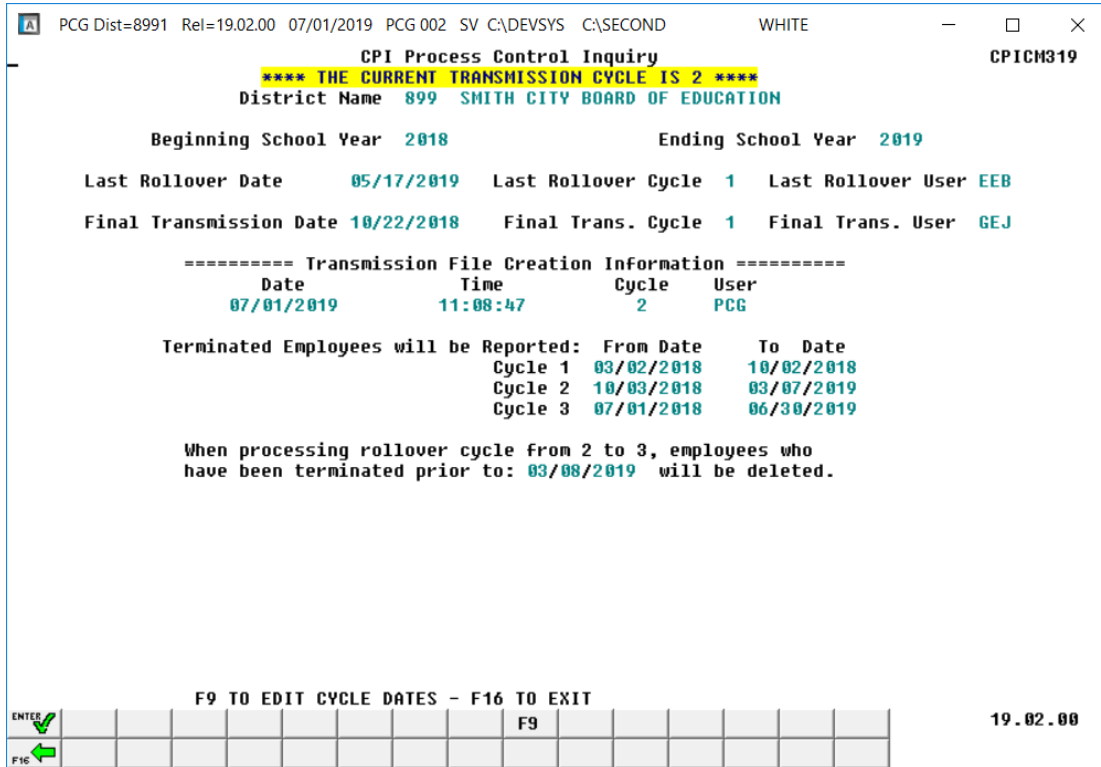| Step	Action
7	Select [F16 ←] (**F16** - Exit) to return to the *Certified/Classified Personnel Information System - CPI Special Functions Menu*.

The following screen displays:

Step	Action
8	Select [F16 ←] (**F16 -**Exit) to return to the *Certified/Classified Personnel Information System Master Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

Topic 5: Performing the CPI Rollover
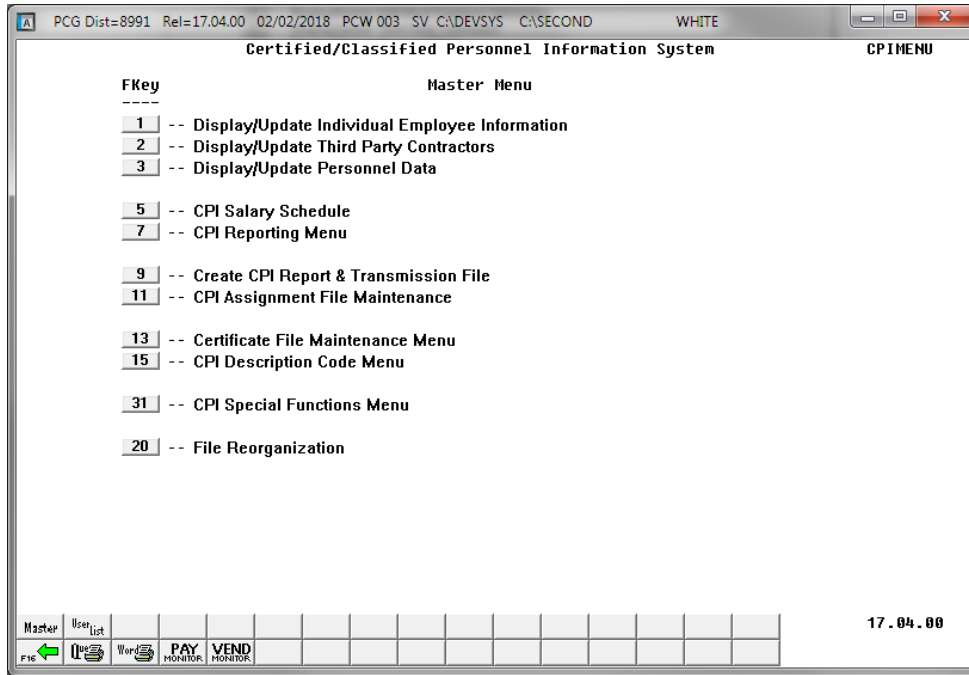
Step	Action
1	Select F31 (**F31** – CPI Special Functions Menu).

The following screens displays:
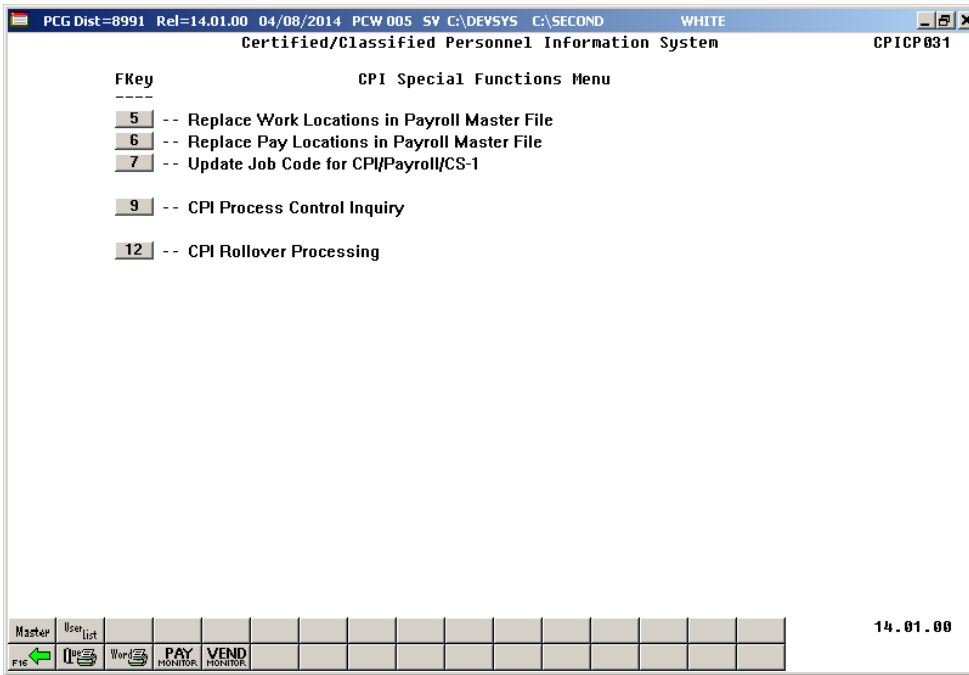
Step	Action
2	Select **F12** (**F12 – CPI Rollover Processing**).

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**:

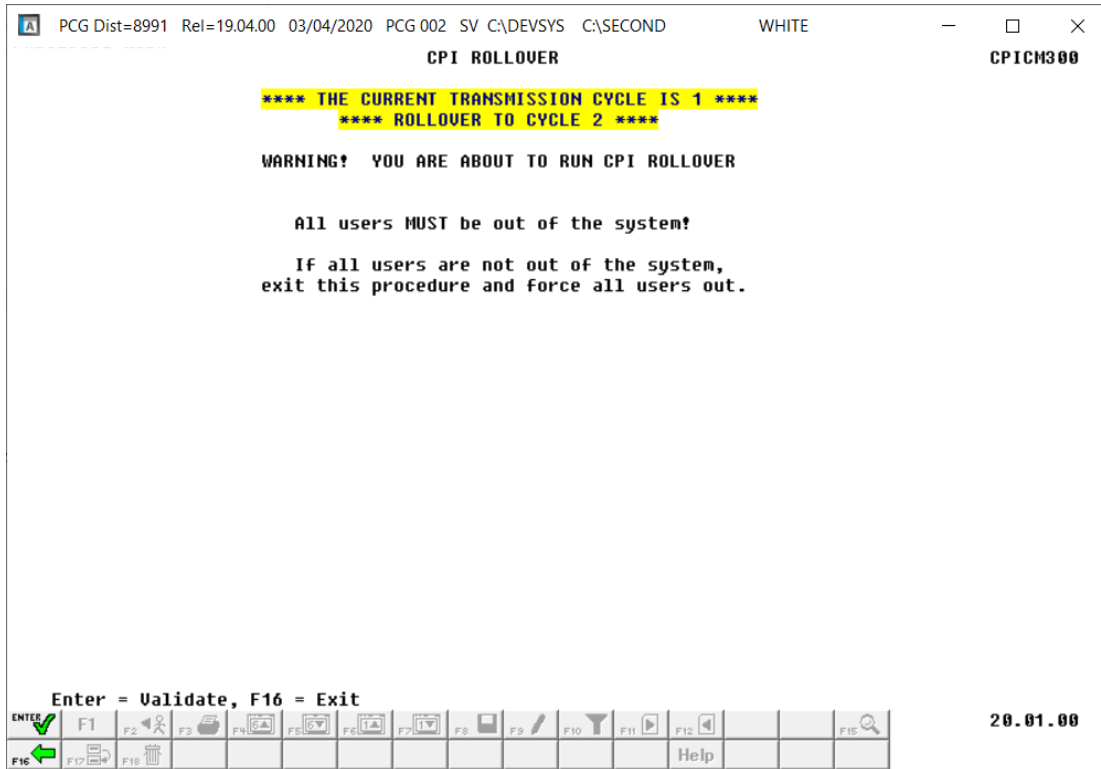| Step	Action
3	Review the information on the *Warning!* Screen.
4	**Rollover from Cycle 1 to Cycle 2**: Proceed to *Step 6*. **Rollover from Cycle 2 to Cycle 3**: Proceed to *Step 6*.
5	**Rollover from Cycle 3 to Cycle 1**: Select the appropriate option for updating classified salaries in the **Update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

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**:
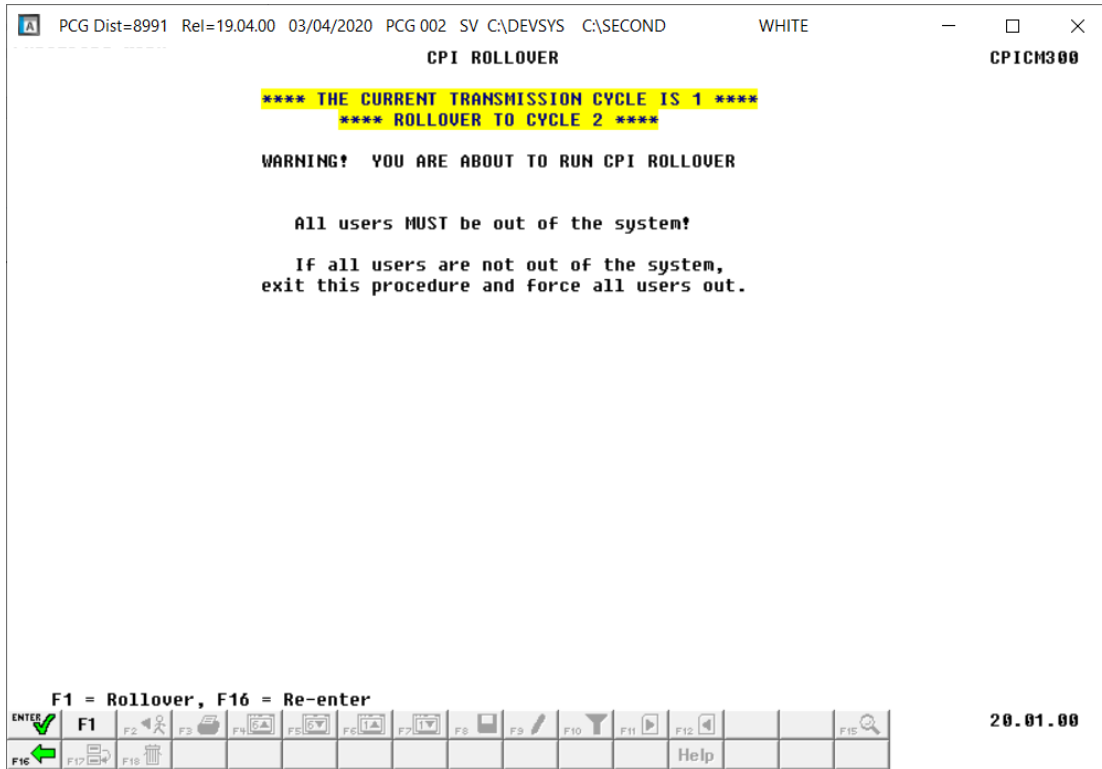
Step	Action
7	Review the information on the *Warning!* screen and select **F1** (**F1**) to run the CPI Rollover.

The following screen displays:

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 [Que icon] (Uqueue). **To print the report via Microsoft® Word**: Select [Word icon] (MS WORD). Follow the instructions provided in the *Technical System Operations Guide, 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 icon] (**F16 -**Exit) to return to the *Certified/Classified Personnel Information System Master Menu* or select [Master icon] (**Master**) to return to the *Business Applications Master Menu*.

5A. Employee Expired Certificate Information – Example

```
RUN DATE: 04/08/2014                                                                        PAGE:    1
RUN TIME: 15:05:10                      EMPLOYEE EXPIRED CERTIFICATE INFORMATION
PROGRAM:  CPICM413


EMP NO  NAME                    SSN        CLS LOC   FIELD CODE/NAME                      CERT TYPE  PAR  VALID FROM  TO
088947  BR6NK, RO6GER           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         T        07/01/2009  2014
089511  CH2STAIN, CA2LEE        999-08-9511 01  0100  808 EARLY CHILDHOOD EDUCATION (P-5         T        05/09/2009  2014
089693  GR4SSMAN, WI4EY         999-08-9693 01  0100  808 EARLY CHILDHOOD EDUCATION (P-5         T        07/01/2009  2014
087613  HA4LOW, PH4NG           999-08-7613 05  0100  709 SCHOOL COUNSELING (P-12)               S        07/01/2009  2014
089971  MA6CUS, EL6ANDA         999-08-9971 01  0100  808 EARLY CHILDHOOD EDUCATION (P-5         T        07/01/2009  2014
089971  MA6CUS, EL6ANDA         999-08-9971 01  0100  881 GIFTED IN-FIELD                        T        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)              T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  798 SPED GENERAL CURR P-12 CONSULT         T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  808 EARLY CHILDHOOD EDUCATION (P-5         T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  910 SPED MATH COGNITIVE LEVEL P-5          T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  920 SPED SCIENCE COG LEVEL P-5             T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  930 SPED LANGUAGE ARTS COG LEV P-5         T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  941 SPED SOCIAL SCI COG LEV P-8            T        07/01/2009  2014
087584  ME9ER, HO9LIS           999-08-7584 01  0100  950 SPED READING COGNITIVE LEV P-5         T        07/01/2009  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  798 SPED GENERAL CURR P-12 CONSULT         T        03/27/2010  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  805 SPED ADAPTED CURR P-12 CONSULT         T        01/08/2011  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  809 MIDDLE GRADES (4-8)                    T        05/16/2009  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  852 CONCENTRATION-SCIENCE                  T        05/16/2009  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  854 CONCENTRATION-SOCIAL SCIENCE           T        05/16/2009  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  911 SPED MATH COGNITIVE LEVEL P-8          T        10/15/2011  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  921 SPED SCIENCE COG LEVEL P-8             T        03/27/2010  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  931 SPED LANGUAGE ARTS COG LEV P-8         T        07/01/2011  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  941 SPED SOCIAL SCI COG LEV P-8            T        03/27/2010  2014
088902  AM3DOR, MA3IN           999-08-8902 01  0108  951 SPED READING COGNITIVE LEV 4-8         T        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)                         T        03/27/2010  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  798 SPED GENERAL CURR P-12 CONSULT         T        12/11/2009  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  809 MIDDLE GRADES (4-8)                    T        12/11/2009  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  853 CONCENTRATION-LANGUAGE ARTS            T        12/11/2009  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  854 CONCENTRATION-SOCIAL SCIENCE           T        12/11/2009  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  855 CONCENTRATION-READING                  T        12/11/2009  2014
089549  CA4LE, GI4A             999-08-9549 01  0108  881 GIFTED IN-FIELD                        T        06/10/2011  2014
```
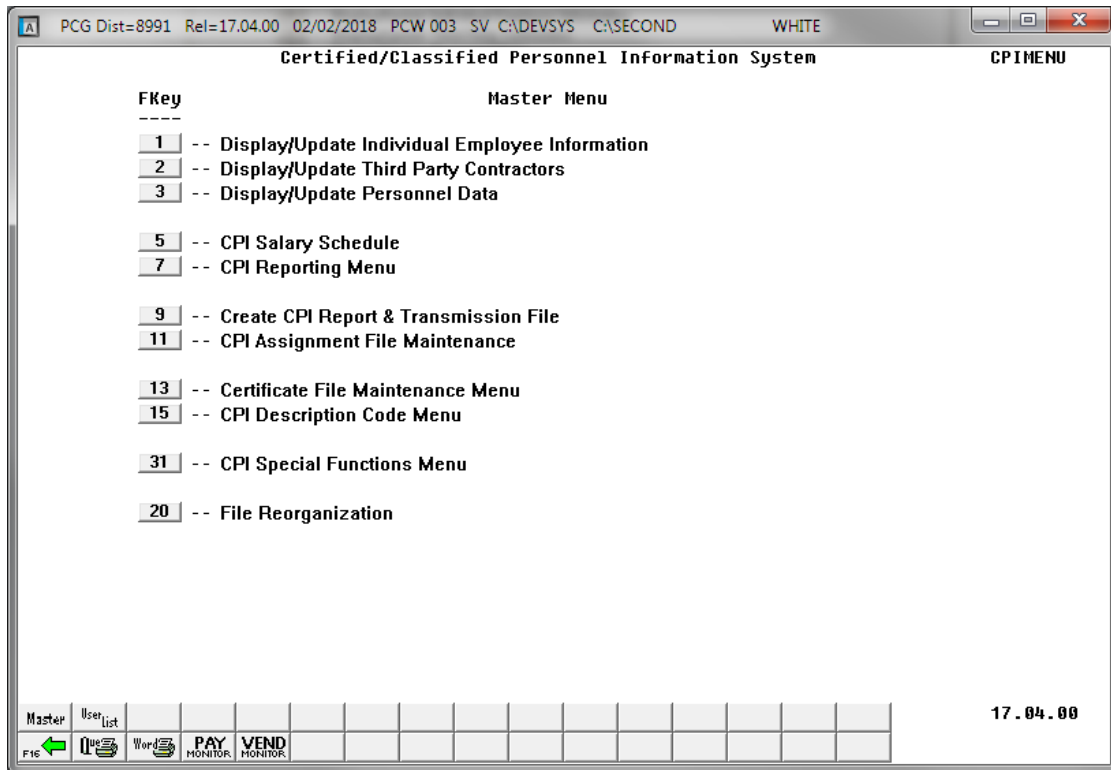
Topic 6: Update Employees' Job Code for CPI/Payroll/CS1

★ ★ ★ ★ ★ ATTENTION ★ ★ ★ ★ ★

Perform this procedure after the June payroll and before changing Personnel assignments in CPI and Personnel Data for the new school year. The job code indicated as the first 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.

```
  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
         ----
          1  -- Display/Update Individual Employee Information
          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


                                                                                     17.04.00
  Master User list
  F16     Que   Word   PAY      VEND
                       MONITOR  MONITOR
```

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

The following screens displays:

Step	Action
2	Select ___7___ (**F7** – (Update Job Code for CPI/Payroll/CS1).

The following screens displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ 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 personnel record. │
│                                                                                │
│      "Current Year Contract Months" will be transfered to "Prior Year Contract Months". │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│              ENTER=Continue,  F16=Exit                                         │
│  ENTER ✓                                                              19.02.00 │
│  F16 ←                                                                          │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
3	Select **ENTER** (**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 **F16 ←** (**F16 -**Exit) to return to the *Certified/Classified Personnel Information System Master Menu,* or select **Master** (**Master**) to return to the *Business Applications Master Menu.*