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

10/19/2011

Section D: Salary Schedule Processing,
V2.3

Revision History

Date	Version	Description	Author
10/19/2011	2.3	11.03.00 – Updated DOE logo.	D. Ochala
06/30/2009	2.2	09.02.00 – Added CY2010 salary schedule information and instructions.	C. W. Jones
03/30/2009	2.1	09.01.00 – Changed section title to “ <i>Section D</i> ”.	C. W. Jones
07/31/2008	2.0	08.02.00 – Added CY2009 salary schedule, updated remaining screenshots, no programmatic changes.	C. W. Jones

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Overview

The PCGenesis salary schedule should correspond to the current calendar year's published *State Salary Schedule* at: http://public.doe.k12.ga.us/fbo_budget.aspx. The current year's salary schedule must exist in the PCGenesis CPI module before PCGenesis users attempt to create the CPI transmission file.

This document provides the instructions to enter or to import the PCGenesis salary schedule from a *.csv* file.

Topic 1: Perform a PCGenesis Data Backup

***** Attention *****

Do not reuse this backup tape until after the current CPI Reporting Cycle is complete. After completing the cycle, use this backup tape in the backup tape rotation schedule.

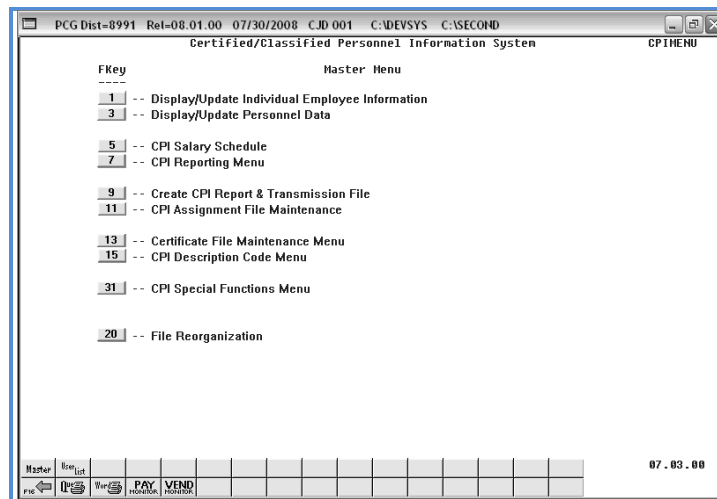
Step	Action
1	Log into the PCGenesis server as the server's administrator.
2	Verify all users log out of PCGenesis.
3	Close <i>Uspool</i> at the server.
4	Perform a PCG Full Backup to CD or DVD or tape.
5	<p>CPI Cycle One: When the backup completes, label the backup tape “CPI Cycle 1 Backup – MMDDYY”.</p> <p>CPI Cycle Two: When the backup completes, label the backup tape “CPI Cycle 2 Backup – MMDDYY”.</p>

Topic 2: CPI Salary Schedule Processing

Procedure A. Verify the CPI Salary Schedule Exists

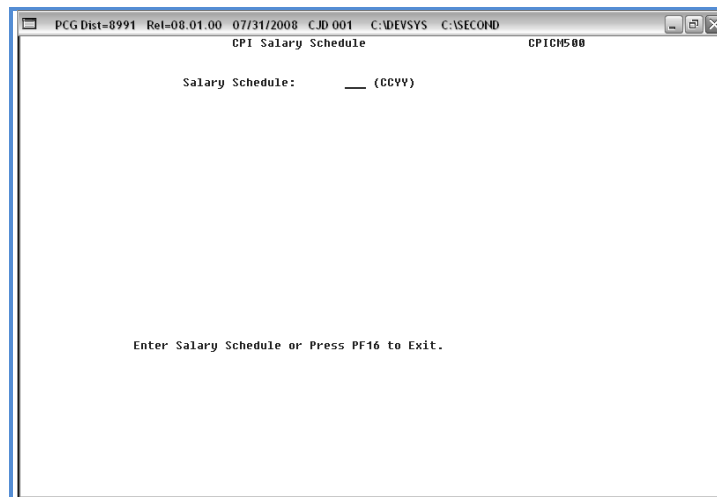
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



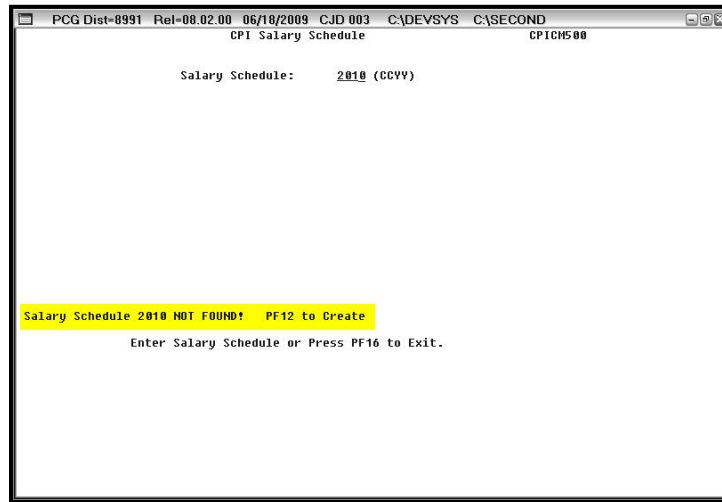
Step	Action
2	Select 5 (F5 - CPI Salary Schedule).

The following screen displays:

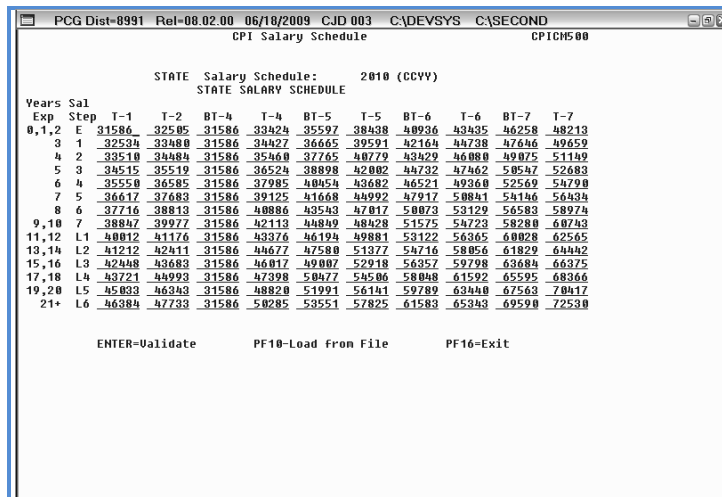


Step	Action
3	Enter the 4-digit calendar year (CCYY) in the Salary Schedule field, and select Enter .

If the salary schedule does not exist, the following screen displays:



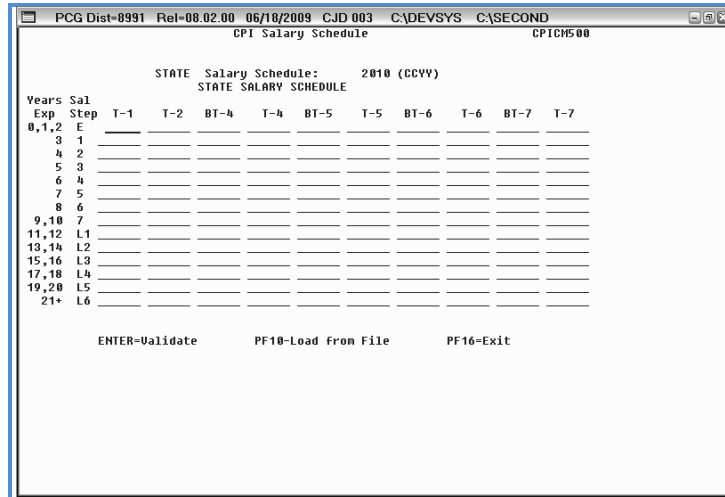
If the salary schedule exists, the following screen displays:



Step	Action
4	<p>If the salary schedule exists: Verify the entry in the (STATE) Salary Schedule field has defaulted correctly, and using the <u>current</u> calendar year’s published <i>State Salary Schedule</i> provided at: http://public.doe.k12.ga.us/fbo_budget.aspx, verify the information is correct. Select Enter <u>twice</u>.</p> <p><i>If the information is incorrect, enter the correct information and select Enter twice.</i></p>
5	<p>If the salary schedule does not exist: Select F12 (to Create).</p> <p><i>To import the State Salary Schedule, proceed to Procedure B1. To enter the State Salary Schedule manually, proceed to Procedure B2.</i></p>

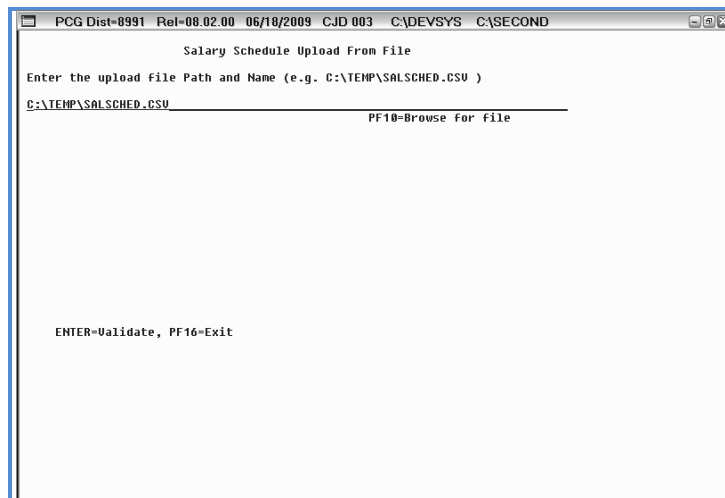
Procedure B. Creating the CPI Salary Schedule

B1. Importing the CPI Salary Schedule

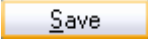

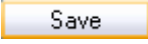


Step	Action
1	Select F10 (Load from File).

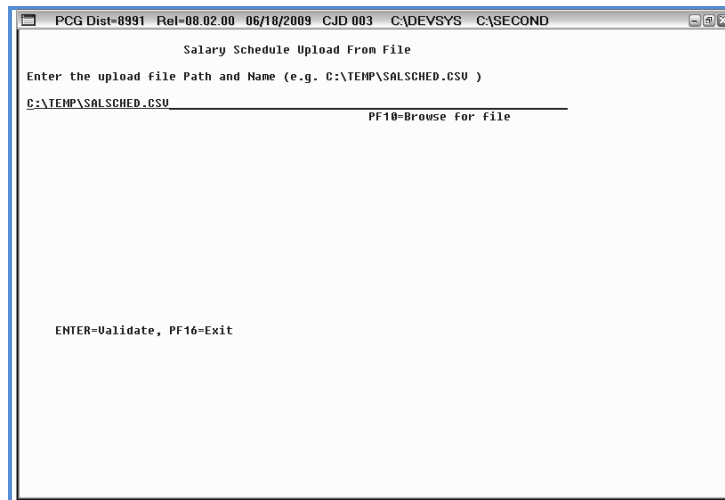
The following screen displays:



Step	Action
2	Do not exit the <i>Salary Schedule Upload From File</i> screen.
3	Using the Web browser, access: http://public.doe.k12.ga.us/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc .
4	Select the PCGenesis CPI Salary Schedule.csv File - CCYY link, where <i>CCYY</i> is the appropriate fiscal year.

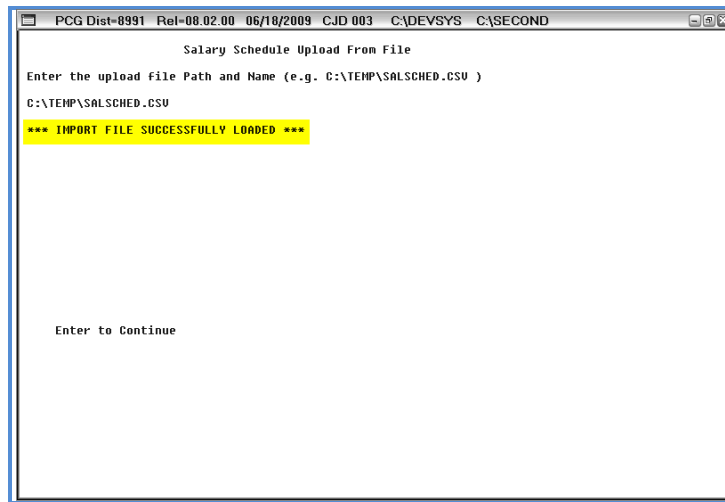
Step	Action
5	When the <i>File Download</i> dialog box displays, select  in response to the “Do you want to open or save this file?” message. <i>The dialog box displayed will vary based on the Web browser used. Regardless of the box displayed, or the instructions provided, select the option to <u>save the file</u>.</i>
6	Navigate to, and save the file with the C:\Temp file folder. <i>The C:\Temp file folder exists from a previous PCGenesis software installation.</i>
7	Select the Drop-down selection icon  within the Save as type field, and select All Files .
8	Enter the filename, or verify the file is saved as SALSCHEd.csv , and select  (Save).
9	Return to PCGenesis.

The following screen displays:

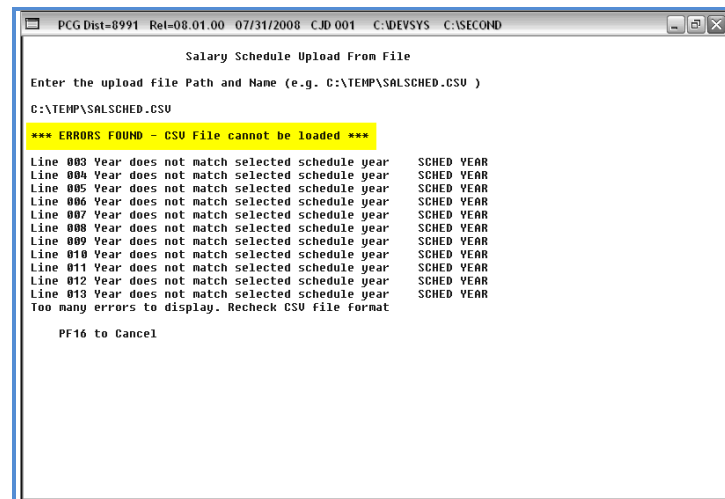


Step	Action
10	Verify the defaulting file and pathname in the Enter the upload file Path and Name field is C:\TEMP\SALSCHEd.csv . <i>If the defaulting file/pathname is incorrect, enter the appropriate information in the field and proceed to Step 11, or select F10 (Browse for file) to locate the correct file and pathname.</i>
11	Select Enter <u>twice</u> . <i>When selecting Enter, PCGenesis automatically verifies the file’s location and scans each line of the file for invalid characters, data values that are too large, etc. PCGenesis also ensures the file contains the correct number of schedule lines, etc.</i>

For successful file imports, the following screen displays:



The following screen is an example of an error message screen:



Step	Action
12	<p>For successful file imports: Verify the “***Import File Successfully Loaded***” message displays, select Enter and proceed to <i>Step 13</i>.</p> <p>For unsuccessful file imports: <i>Errors display when there are incorrect file selections, and/or if the import file’s year or file layout does not match. Select F16 (to Cancel) to the Certified/Classified Personnel Information Master Menu, and correct the errors displayed. Return to Step 1 of this procedure to repeat the file’s import.</i></p>

The following screen displays if there are no errors:

PCG Dist-8991 Rel-08.02.00 06/18/2009 CJD 003 C:\DEVSY S C:\SECOND
CPI Salary Schedule CPICM500

STATE Salary Schedule: 2010 (CCVV)
STATE SALARY SCHEDULE

Years	Sal	Exp	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			31586	32585	31586	33424	35597	38438	40936	43435	46258	48213
3	1			32534	33480	31586	34427	36665	39591	42164	44738	47646	49659
4	2			33510	34484	31586	35460	37765	40779	43429	46080	49075	51149
5	3			34515	35519	31586	36524	38998	42082	44732	47462	50547	52683
6	4			35550	36585	31586	37985	40454	43682	46521	49360	52569	54790
7	5			36617	37683	31586	39122	41668	44992	47917	50841	54146	56434
8	6			37716	38813	31586	40886	43543	47017	50073	53129	56583	58974
9,10	7			38847	39977	31586	42113	44849	48428	51575	54723	58280	60743
11,12	L1			40012	41176	31586	43376	46194	49881	53122	56365	60028	62565
13,14	L2			41212	42411	31586	44677	47580	51377	54716	58056	61820	64442
15,16	L3			42448	43683	31586	46017	49007	52918	56357	59798	63684	66375
17,18	L4			43721	44993	31586	47398	50477	54506	58048	61592	65595	68366
19,20	L5			45033	46343	31586	48820	51991	56141	59789	63440	67563	70417
21+	L6			46384	47733	31586	50285	53551	57825	61583	65343	69590	72530

ENTER=Validate PF10=Load From File PF16=Exit

Step	Action
13	Using the current year's <i>State Salary Schedule</i> provided at: http://public.doe.k12.ga.us/fbo_budget.aspx , verify the screen's entries are correct, and select Enter twice. <i>It is imperative that PCGenesis users verify the screen's entries against the State Salary Schedule indicated. When the information is incorrect, make the appropriate changes.</i>
14	Select Enter twice.

The following screen displays:

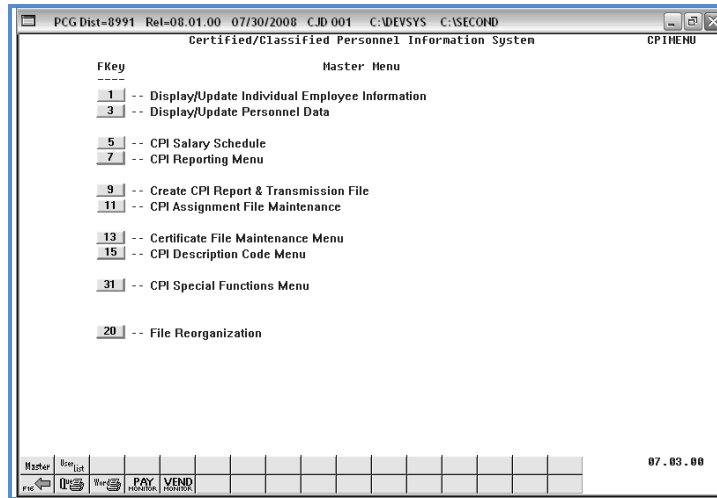
PCG Dist-8991 Rel-08.02.00 06/18/2009 CJD 003 C:\DEVSY S C:\SECOND
CPI Salary Schedule CPICM500



Salary Schedule: ____ (CCVV)

Enter Salary Schedule or Press PF16 to Exit.

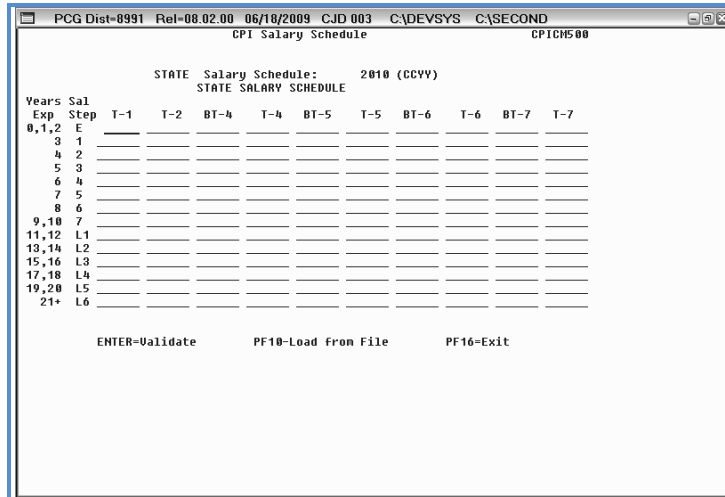
Step	Action
15	Select F16 (to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



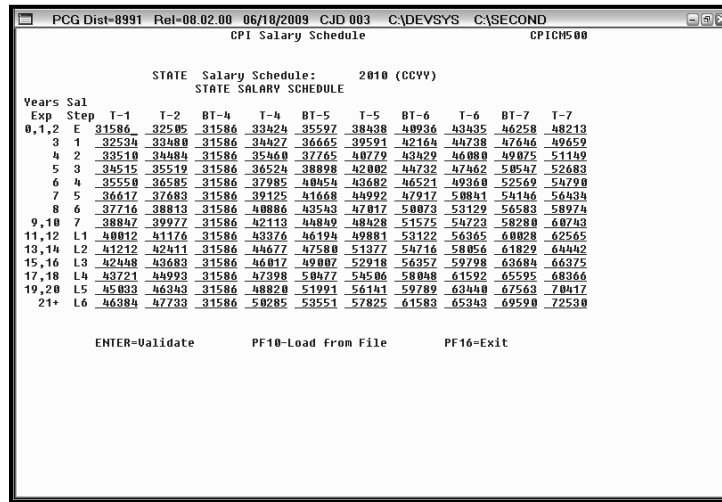
Step	Action
16	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.</i></p>

B2. Entering the CPI Salary Schedule Manually into PCGenesis



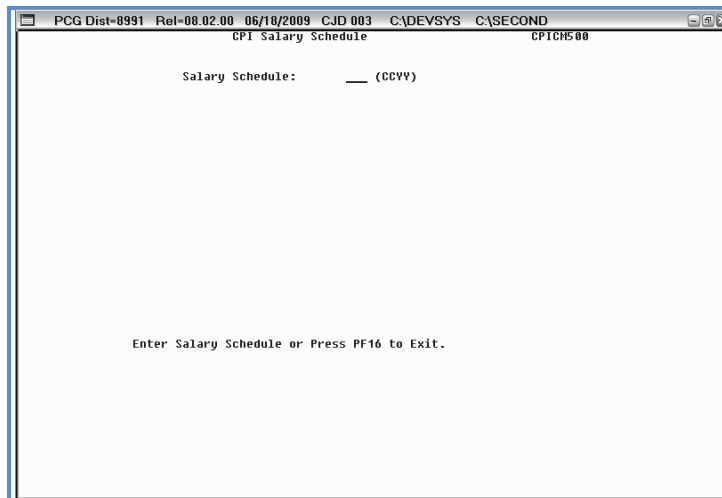
Step	Action
1	Verify the entry in the STATE Salary Schedule field has defaulted correctly. <i>If the information is incorrect, select F16 to enter the correct information.</i>
2	Using the current year's <i>State Salary Schedule</i> .csv file provided at: http://public.doe.k12.ga.us/pea_infosyss_data.aspx?PageReq=PEAISDCPI , make the appropriate entries in the fields.

The following screen displays:



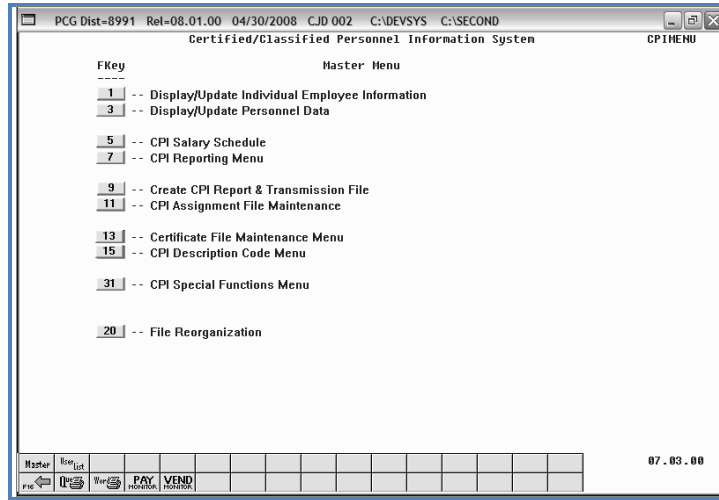
Step	Action
3	Using the current year's <i>State Salary Schedule</i> provided at: http://public.doe.k12.ga.us/fbo_budget.aspx , verify the screen's entries are correct, and select Enter twice.
4	Select F16 (Exit) to return to the <i>CPI Salary Schedule</i> screen.

The following screen displays:



Step	Action
5	Select F16 (to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



Step	Action
6	Continue CPI processing as normal, or select Master (Master) to return to the <i>Business Applications Master Menu</i> .