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

10/11/2011

Section F: CPI In-Progress Report and
Transmission File Processing, V2.4

Revision History

Date	Version	Description	Author
10/11/2011	2.4	11.03.00 – Added CPI Cycle 3 information in <i>Overview</i> section.	D. Ochala
03/31/2009	2.3	09.01.00 - Section title changed to “ <i>Section F</i> ”.	C. W. Jones
10/02/2008	2.2	08.03.00 - Added <i>Long term sub (Long term substitute)?</i> information.	C. W. Jones
08/01/2008	2.1	08.02.00 – Updates to screenshots, no programmatic changes.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added PCGenesis transmission file processing information for two employee numbers/same SSN within the <i>Overview</i> .	C. W. Jones

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Overview

CPI In-Progress Report and transmission file processing includes the following procedures:

CPI In-Progress Report: The *In-Progress Report* includes the CPI transmission file results, and will print even if errors are present. Print the report as often as necessary.

CPI Transmission File: PCGenesis creates the CPI transmission file for transmission via the *MyGaDOE* Web portal for reporting purposes. Although the transmission file may be transmitted with errors, the *Certified/Classified Employees' Error Listing* should be printed, and errors corrected before the CPI transmission file is processed. Refer to *Section E: CPI Report Processing* for the instructions on printing the *Certified/Classified Employees' Error Listing*. As with the *CPI In-Progress Report*, the transmission file may be created as often as is needed.

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. Period 3 is generally known as the CPI leave reporting cycle. Long term substitutes and third-party contractors are not reported to the GaDOE for CPI reporting period 3 (leave reporting).

The CPI transmission file may contain up to four different record types:

Personnel Demographic Information – A01 record: The demographic information (A01 record) contains basic demographic information for employees such as name, date of birth, ethnicity, and gender. Long term substitutes report only demographic information (A01 record) to the GaDOE. This record is reported in every CPI cycle. However, the A01 record is not produced for long term substitutes and third-party contractors for CPI reporting period 3 (leave reporting).

Salary Information – B01 record: The salary information (B01 record) contains further demographic information such as contract days, salary, years of experience, and certificate level for classified employees. Long term substitutes and third-party contractors do not report salary information (B01 record) to the GaDOE. The B01 record is reported to the GaDOE for CPI reporting periods 1 and 2.

Assignment Information – Cnn record: The assignment information (Cnn records) contains information regarding the employees' assignments. There can be up to six Cnn records (assignments) for each employee. Long term substitutes do not report assignment information (Cnn records) to the GaDOE. The Cnn records are reported to the GaDOE for CPI reporting periods 1 and 2.

Leave information – Dnn record: The leave information (Dnn records) contains the total number of days used for the following categories: paid sick, paid staff development, paid vacation and other paid leave. There can be up to five Dnn records for each employee. If the employee earns leave for more than two assignments and the leave earned in each assignment is independent of the leave earned in the other assignment(s), then two or more leave records **MUST** be reported. Long term substitutes and third-party contractors do not report leave information (Dnn records) to the GaDOE. **The Dnn records are submitted to the GaDOE for CPI reporting period 3 ONLY.**

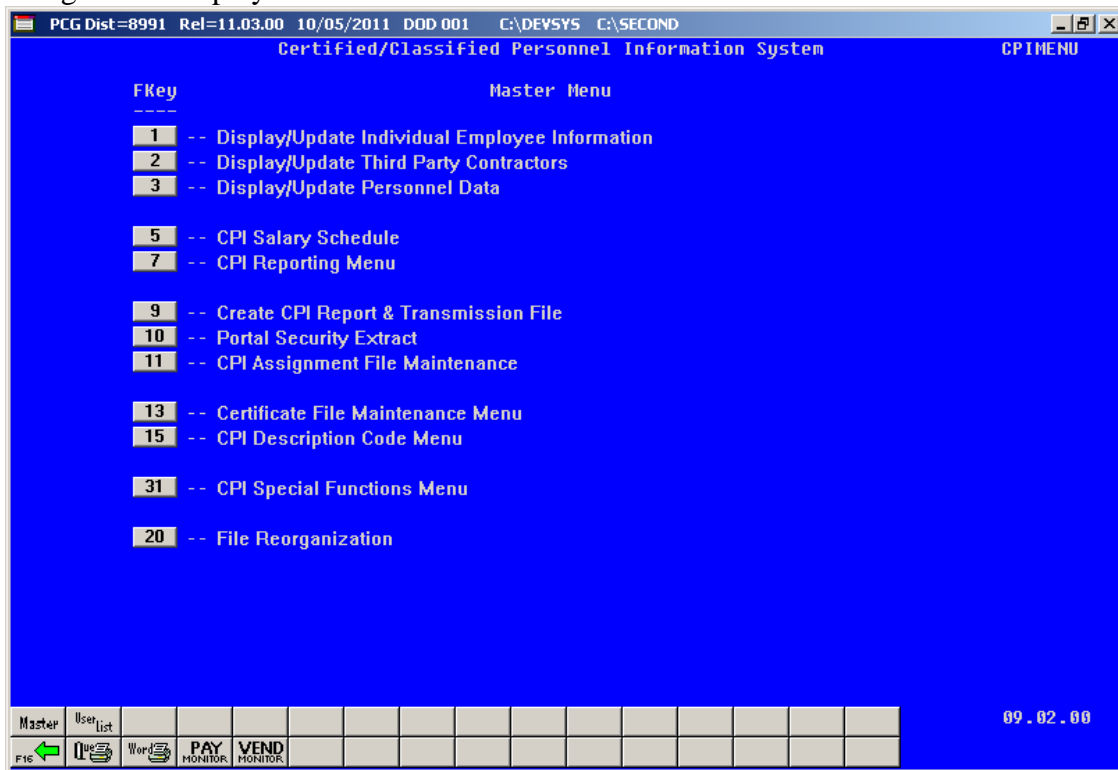
Long Term Substitute Information: Substitute employees, payroll class type 'S', who are employed by the school district for six (6) weeks to fill in for a vacant permanent position, or to temporarily replace a regular contractual employee who is currently on leave, are considered "Long Term Substitutes". Although these employees do not receive training and experience compensation, they are included within Certified/Classified Personnel Information (CPI) reporting.

Topic 1: Creating the CPI In-Progress Report and/or the CPI Data Transmission File

1A. CPI In-Progress Report ONLY

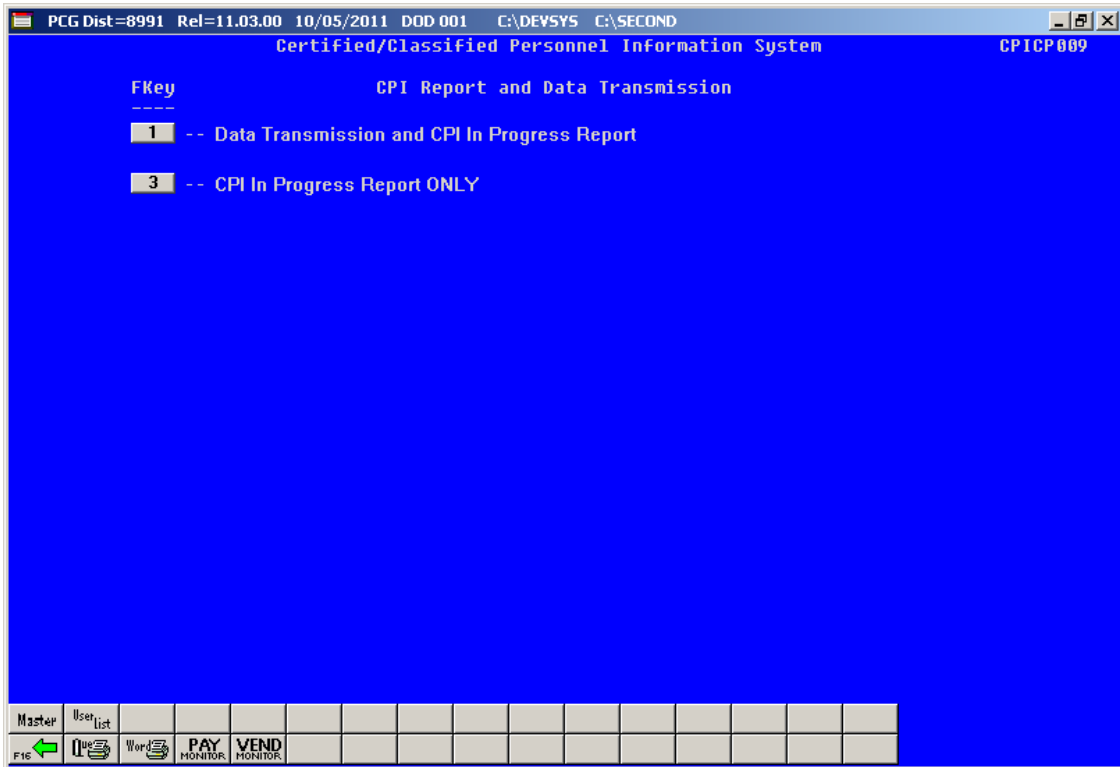
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



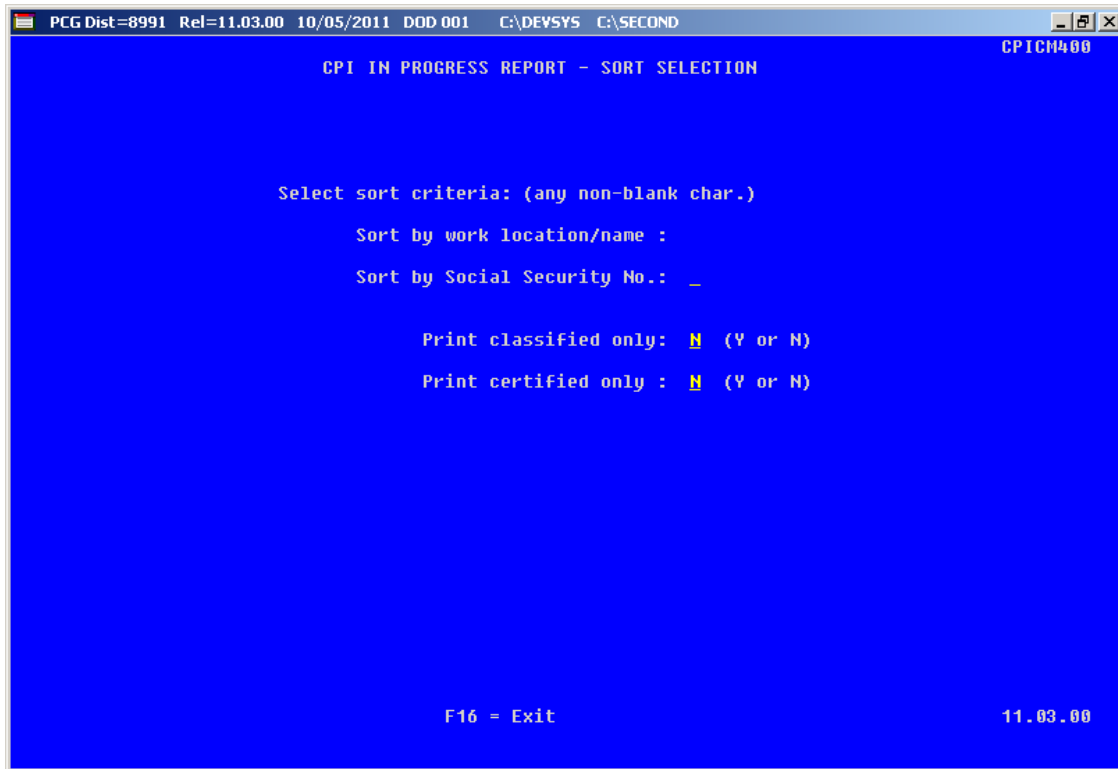
Step	Action
2	Select 9 (F9 - Create CPI Report and Transmission File).

The following screen displays:









Step	Action
3	Select 3 (F3 - CPI In Progress Report ONLY).

The following screen displays:



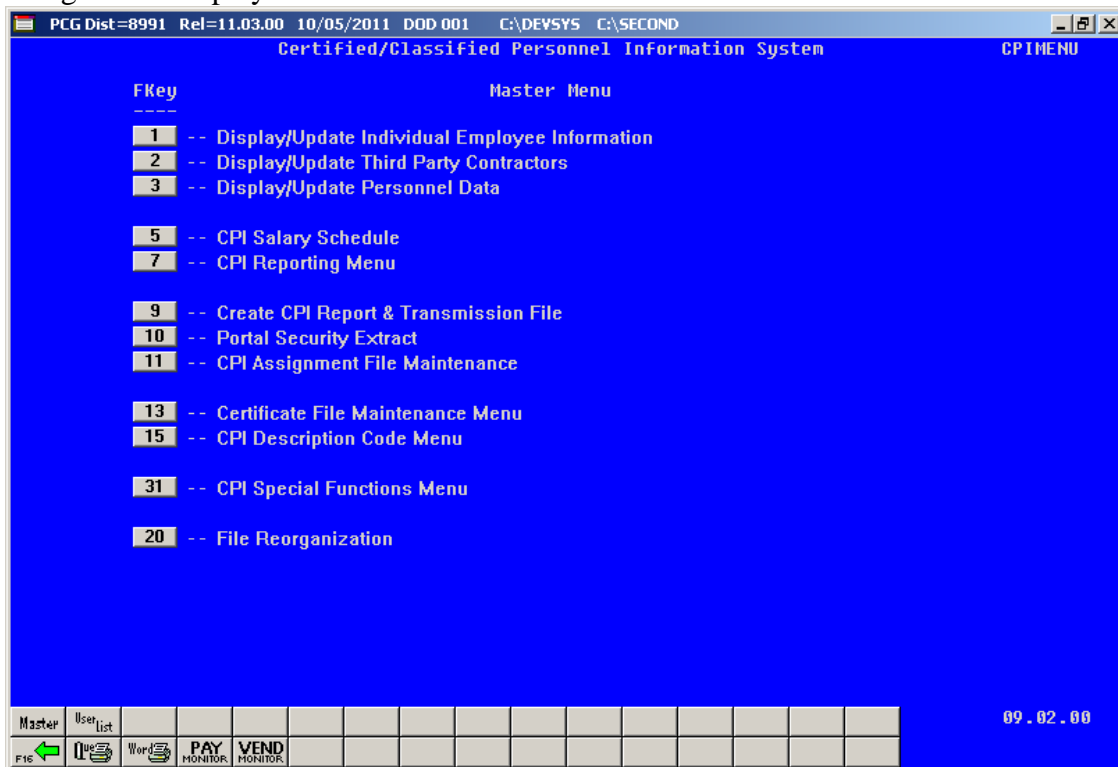
Step	Action
4	Enter Y (Yes) in the Sort by Work Location/Name or the Sort by Social Security No. (Sort by Social Security Number) field to define the sort order.
5	<p>To print all CPI employees: Enter N (No) in the Print classified only and the Print certified only fields to print ALL CPI employees.</p> <p>To print classified employees only: Enter Y (Yes) in the Print classified only and enter N (No) in the Print certified only fields to print only classified employees.</p> <p>To print certified employees only: Enter N (No) in the Print classified only and enter Y (Yes) in the Print certified only fields to print only certified employees.</p>
6	<p>Select Enter.</p> <p>“*** Processing Request ***” briefly displays.</p> <p><i>The Certified/Classified Personnel Information System – CPI Report and Data Transmission Menu</i> redisplays.</p>

Step	Action
7	<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>
8	<p>Select  (F16 -Exit) to return to the <i>Certified/Classified Personnel Information Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
9	<p>If there are errors: From the <i>Certified/Classified Personnel Information System Master Menu</i>, select  (F7 - CPI Reporting Menu), then select  (F6 – Print Certified/Classified Employee Error List).</p> <p><i>Where appropriate, use the Section A: Displaying/Updating Individual Employee Information instructions to make corrections to the employees' records. Repeat this procedure beginning at Step 1.</i></p>

1B. Creating the Data Transmission File and the CPI In-Progress Report

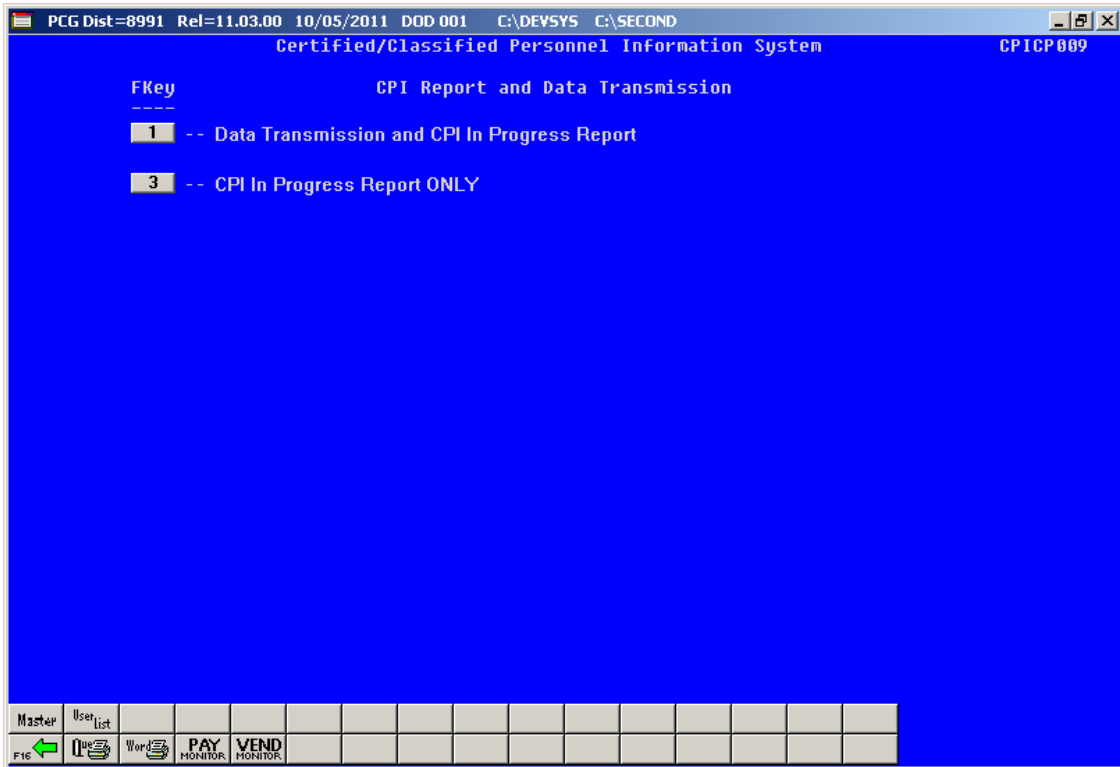
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



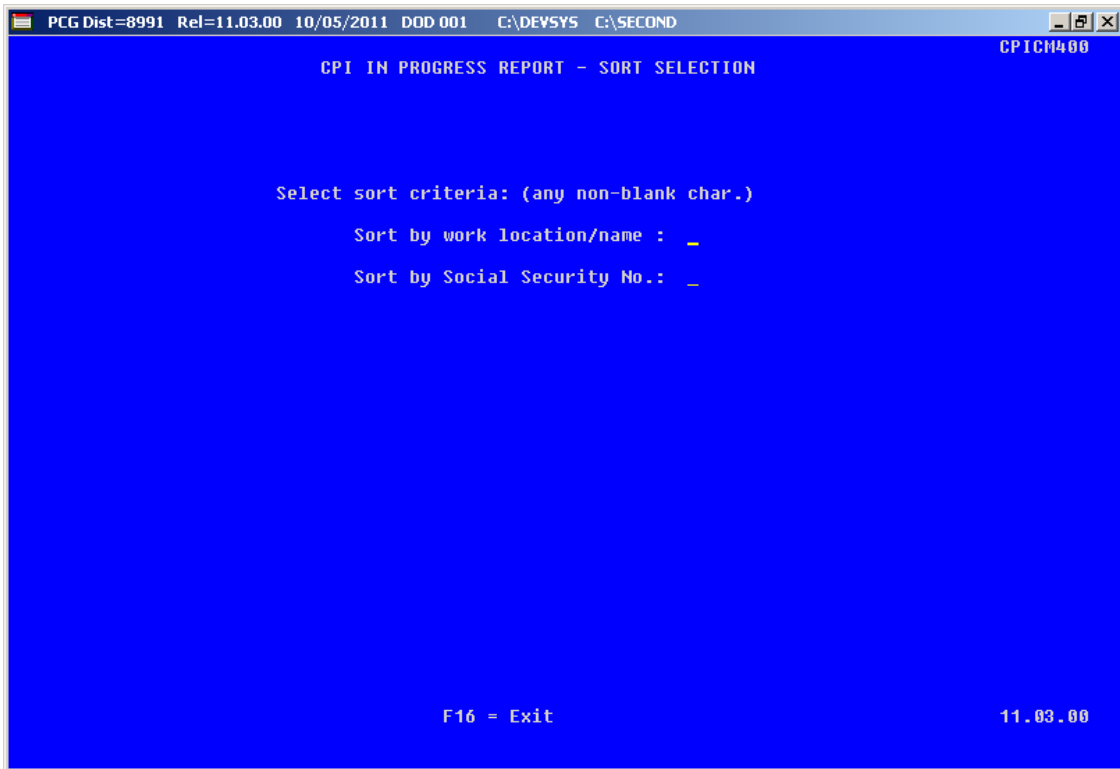
Step	Action
2	Select 9 (F9 - Create CPI Report and Transmission File).

The following screen displays:



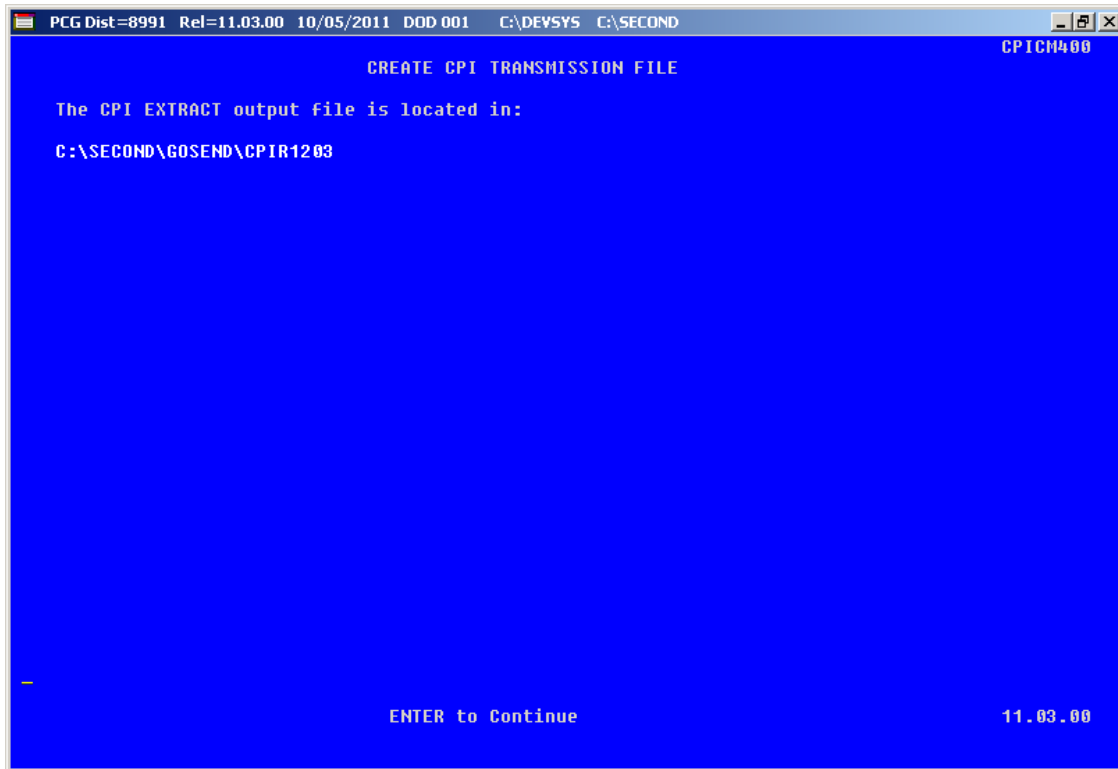
Step	Action
3	Select 1 (F1 - Data Transmission and CPI In Progress Report).





The following screen displays:



Step	Action
4	Enter Y (Yes) in the Sort by Work Location/Name or the Sort by Social Security No. (Sort by Social Security Number) field to define the sort order, and select Enter . “*** Processing Request ***” briefly displays.

The following screen displays:



Step	Action
5	<p>Screen-print the <i>Create CPI Transmission File</i> screen, and select Enter (to Continue).</p> <p><i>Enter this information as the upload filename when transmitting the CPI transmission file for processing.</i></p> <p><i>The location of the CPI transmission file is “K:\SECOND\GOSEND”. Also note also that filename is dependent on the reporting year and reporting period.</i></p> <p><i>The Certified/Classified Personnel Information System – CPI Report and Data Transmission Menu redisplay.</i></p>
6	<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>
7	<p>Select  (F16 -Exit) to return to the <i>Certified/Classified Personnel Information Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

Step	Action
8	<p>If there are errors: From the <i>Certified/Classified Personnel Information System Master Menu</i>, select F7 (F7 - CPI Reporting Menu), then select F6 (F6 – Print Certified/Classified Employee Error List).</p> <p><i>Where appropriate, use the Section A: Displaying/Updating Individual Employee Information instructions to make corrections to the employees' records. Repeat this procedure beginning at Step 1.</i></p>
9	Proceed to <i>Topic 2: Transmitting the CPI Transmission File to the Georgia Department of Education (GaDOE)</i> .

1B.1. CPI In-Progress Report – Example

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. The following report is produced for reporting periods 1 and 2.

RUN DATE: 10/05/2011		CPI DETAIL IN-PROGRESS REPORT												PROGRAM: CPICM401					
REPORT TIME: 14:43:00														PAGE: 1					
899 SMITH CITY BOARD OF EDUCATION		WORK LOCATION: 101 Location 000101												SORT ORDER: LOCATION, LAST NAME					
SSN	EMPNO CERT EMP BASIS	CLASS EMP BASIS	EMPLOYEE NAME CRT C/N	LOC	PRCNT	STAT	LEV	JOB	SUBJ	FLD	TYP	CERT ID SEC	FUND	PAY STEP	YRS EXP	NAIL CERT	CONTRACT SALARY	TERMINATION DATE	
999089320	089320 1.000	AC9ER,	MOSAMMED C	101	50.0	I	T4	171	808	798	(C) T	429099		7	10	N	43622.28		
			C	101	50.0	I		171	808	798	T								
999088966	088966 1.000	AL3CEA,	DU3II N	1050	100.0			436			(N)	50				N	14572.80		
999087465	087465 1.000	AL8ARO,	MOSROE C	101	100.0	I	T4	150	460	590	(C) T	439111		L1	12	N	46606.54		
999088943	088943 1.000	AN2LIN,	DE2ETRIUS N	101	100.0			410			(N)					N	6807.60		
999088729	088729 1.000	AR8EDONDO,	KI8TIE C	101	16.6	I	T5	109	2R0	730	(C) T	735784		4	6	N	45817.70		
			C	101	83.4	I		109	230	730	T								
999088668	088668 .490	AS8EW,	AS8IE C	101	100.0	I	T5	114	360	761	(C) T	231251		L6	32	N	34734.00		
999089743	089743 1.000	AV2LOS,	LE2ISHA C	101	100.0	I	T4	114	4H0	755	(C) T	780348		2	4	N	35273.36		

The CPI transmission file is submitted to the GaDOE during three CPI reporting periods identified as Period 1, Period 2, and Period 3. Period 3 is generally known as the CPI leave reporting cycle. Since the purpose of period 3 is to report only employee leave data, the CPI Detail In-Progress Report displays a message, as shown below, indicating that users should access the Employee Leave Data Report described in the Personnel System Operations Guide, Section A: Leave Processing.

RUN DATE: 10/05/2011		CPI DETAIL IN-PROGRESS REPORT												PROGRAM: CPICM401				
REPORT TIME: 14:08:00														PAGE: 1				
		WORK LOCATION:												SORT ORDER: LOCATION, LAST NAME				
SSN	EMPNO CERT EMP BASIS	CLASS EMP BASIS	EMPLOYEE NAME CRT C/N	LOC	PRCNT	STAT	LEV	JOB	SUBJ	FLD	TYP	CERT ID SEC	FUND	PAY STEP	YRS EXP	NAIL CERT	CONTRACT SALARY	TERMINATION DATE
THIS REPORT IS NOT CREATED FOR CYCLE 3. ACCESS THE IN-PROGRESS INFORMATION FOR CYCLE 3 BY PROCESSING THE 'PRINT EMPLOYEE LEAVE DATA' FROM THE PERSONNEL SYSTEM LEAVE MENU.																		

Topic 2: Transmitting the CPI Transmission File to the Georgia Department of Education (GaDOE)

Step	Action
1	Follow normal processing procedures to submit the file via the <i>MyGaDOE</i> Web portal. <i>GaDOE Data Collections provides transmission instructions at:</i> http://www.gadoe.org/pea_infosys_data.aspx?PageReq=PEAISDCPI08 .
2	Navigate to <i>K:\SECOND\GOSEND</i> , locating the <i>CPIRYY##</i> file, where <i>YY</i> is the 2-digit calendar year and <i>##</i> is the 2-digit CPI processing cycle. <i>If the file does not exist, contact the Technology Management Customer Support Center for assistance.</i>
3	Access the <i>MyGaDOE</i> Web portal at: https://portal.doe.k12.ga.us/login.aspx?ssosrc=pro .
4	Enter the <i>CPIRYY##</i> 's filename in the <i>MyGaDOE</i> Web portal's Send this file: field .
5	Follow the on-line prompts to complete the process.