



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

3/4/2024

Section E: CPI Report Processing, V2.10

Revision History


Date	Version	Description	Author
3/4/2024	2.10	24.01.00 – Add print options for Social Security Number to CPI reports.	D. Ochala
06/28/2019	2.9	19.02.00 – Increased assignments from 6 to 15. Add button bar to screenshots.	D. Ochala
12/03/2018	2.8	18.03.01 – Remove Infield Status field from reports.	D. Ochala
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09/20/2017	2.6	17.03.00 – Update <i>Topic 6: Printing the Employees with Questionable CPI Include Status Report</i> .	D. Ochala
01/29/2016	2.5	15.04.00 – Update <i>Topic 2: Printing Employees' Certificate Information</i> .	D. Ochala
01/07/2014	2.4	13.04.00 – Update DOE logo and screenshots.	D. Ochala
03/31/2009	2.3	09.01.00 – Added CPI ethnicity code change information and screenshot examples. Section title changed to “ <i>Section E</i> ”.	C. W. Jones
09/26/2008	2.2	08.03.00 – Added <i>Long Term Substitute</i> and <i>HB210/SB327 Retiree</i> information, and drop-down selection icon  feature information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added <i>Certified/Classified Employee Error List</i> error message for employees without salary information.	C. W. Jones
10/2/2007	2.0	07.03.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

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Overview

For the *Certified (and Non Certified) Employees Biographical/Certificate Information Report*, and the *Certified Employees with Advance/Inhibit Flags of A & E Report*, PCGenesis considers the termination and rehire dates, and the employee's status to determine which employees are included on these reports. PCGenesis excludes employees with a termination date prior to the reporting period unless they have a rehire date within the reporting period. PCGenesis identifies employees with a termination date after the reporting period on the reports with the "Employee is Active for this Cycle" message. PCGenesis also displays the CPI reporting cycle dates within the header of the reports.

Where appropriate, PCGenesis displays employee information meeting the following criteria.

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, these employees' information is included in Certified/Classified Personnel Information (CPI) reporting.

House Bill 210/Senate Bill 327 Information: *HB210/SB 327* allows retirees to return to work full-time. PCGenesis includes these employees' information in Certified/Classified Personnel Information (CPI) reporting.

Ethnicity Code Change Information: To meet Federal and CPI reporting requirements beginning calendar year 2010, the *Display/Update Personnel Data* screen displays race/ethnicity definitions to employees' information. CPI processing now requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question concerns the broad category of ethnicity, and the second question is concerned with the less broad designation of an employee's specific race category. The first part asks the respondent to identify his or her ethnicity as a Hispanic or Latino. The second part asks the respondent to identify his or her race or races. User must select at least one race code.

Biographical/Certificate Information Report: The *Certified Biographical/Certificate Information Report* provides *Certified* employees' biographical and certificate information. The *Non-Certified Biographical Information Report* provides classified employees' biographical information and may be printed to include only *Long Term Substitute* information. PCGenesis allows the printing of both reports for all schools and locations, all employees, or for an individual school, location, or employee. In addition to other CPI identifiers, the *Certified Biographical/Certificate Information Report* displays a Professional Standards Commission (PSC) certification request-in-progress flag, and a flag to identify if the employee's certificate is renewable.

Certificate Information Report: When the **Expire Year** field is entered, the report lists all certificated employees, including paraprofessionals, whose certificates have expired or will expire on June 30 of the calendar year specified. When the **Expire Year field** is not entered, the report lists ALL employee certificates. Generate the report for all schools and locations, or for an individual school or location.

PCGenesis automatically prints the *Expired Certificate Information Report* when performing the *CPI Rollover*. Review this report to determine if any of the school district's certified and paraprofessional employees' certificates will expire during the upcoming CPI reporting cycle. Refer to *Section I: Special Functions, Topic 5: Performing the CPI Rollover* for additional information and instructions.

Certified/Non-Certified Worksheets: Use the *CPI Worksheets* to record an employee’s job assignments, and other useful CPI information. As with the *Certified Biographical/Certificate Information Report*, in addition to other CPI identifiers, the worksheet for certified employees also displays a PSC-certification request-in-progress flag, and a flag to identify if the employee’s certificate is renewable. The worksheets may be generated for all or for individual schools, locations and employees or for an individual employee. Print the worksheets with or without employee’s job assignment information as needed.

Certified/Classified Employees’ Error Listing: Both manually and automatically generated where appropriate, the error list’s results determine if the CPI data transmission file meets GaDOE processing standards. PCGenesis displays the “*EC029 Long Term Substitute Flag Invalid*” message. PCGenesis produces this message to aid users in the correction of errors, and to promote successful transmission of the *CPI In-Progress Report* to the Georgia Department of Education for processing. To correct this error, refer to the update biographical information procedure within *Section A: Displaying/Updating Individual Employee Information* to adjust the employee’s *Long Term Sub?* flag. 4A. *Certified/Classified Employee Error List – Example* provides an example of this report, and a corresponding screenshot example of the *Display/Update Individual Employee Information – Certificate File – Biographical Information* for the employee information affected by this error condition.

To safeguard against additional GaDOE-CPI data transmission processing errors PCGenesis users are urged to correct as many inconsistencies as possible even when the report’s messages do not prevent the CPI data transmission file from being processed. The *Error Listing* also provides PSC-certification request-in-progress and certificate renewal status flag information and other assignment associated certification record findings.

Multiple Record Proofing Report: The record proofing report lists employees with multiple payroll records by Social Security Number (SSN).

Employees with Questionable CPI Include Status Report: The questionable CPI status report lists employee records containing a questionable *Include On CPI?* status. An example error message is, “*Emp (Employee) CPI eligible but not flagged*”. The *Print Employees With Questionable CPI Include Status* report will not list employees who have been terminated prior to the **Cycle 1 Termination From Date** on the *CPI Control* record. Therefore, only employees who are actually reported during the CPI transmission cycles will be reviewed for the report.

Certified Employees with Advance/Inhibit Flag Set Report: The advance/inhibit report lists employees’ records with *Advance/Inhibit* flags set. The report may be generated for all schools and locations, or for an individual school or location where appropriate

Summary Report for Proofing Location, Ethnic, and Termination Codes: The summary proofing report lists employees’ records requiring modification before the employee’s information can be included in CPI reporting. The report may be generated for an individual or for all schools and locations, and/or all Certified or Non-Certified employees. Print the report by pay class where appropriate.

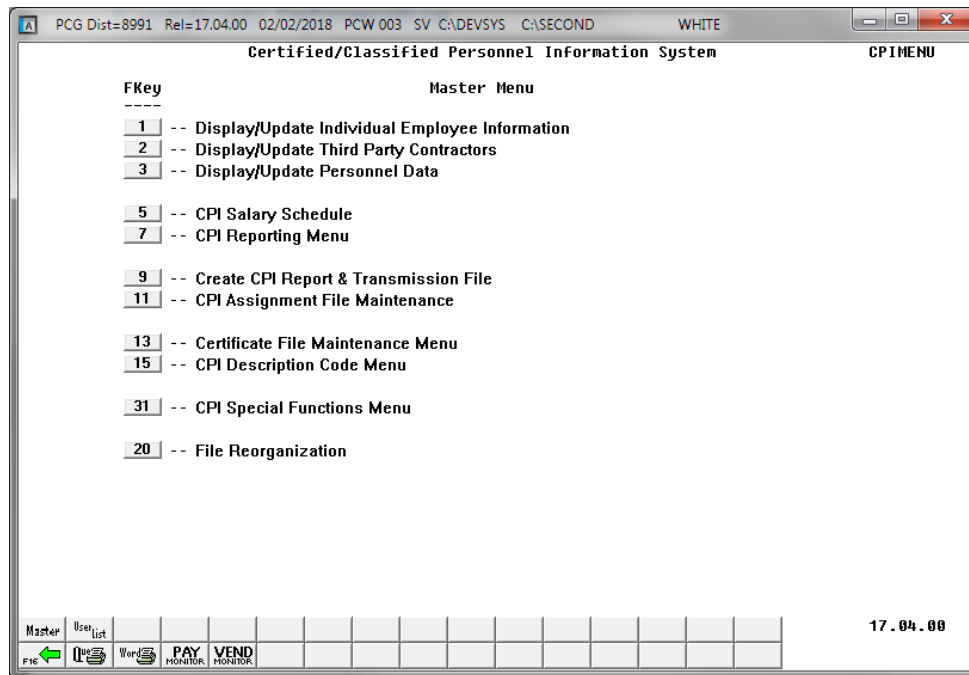
Employees' Certificate/Years of Experience/Pay Step Report: The *Certificate/Years Experience/Pay Step Report* lists the certificate level, total years of experience, and current pay step for certified employees including paraprofessionals. Print the report for active and inactive employees, and for an individual school or work location, or for all schools or work locations.

Section A: Displaying/Updating Individual Employee Information and *Section B: Displaying/Updating Personnel Information* provides the instructions to correct the employee information inconsistencies identified on the CPI reports. Once corrected, PCGenesis users should continue to print the specific report until there are no errors.

Topic 1: Printing Employees' Biographical and Certificate Information

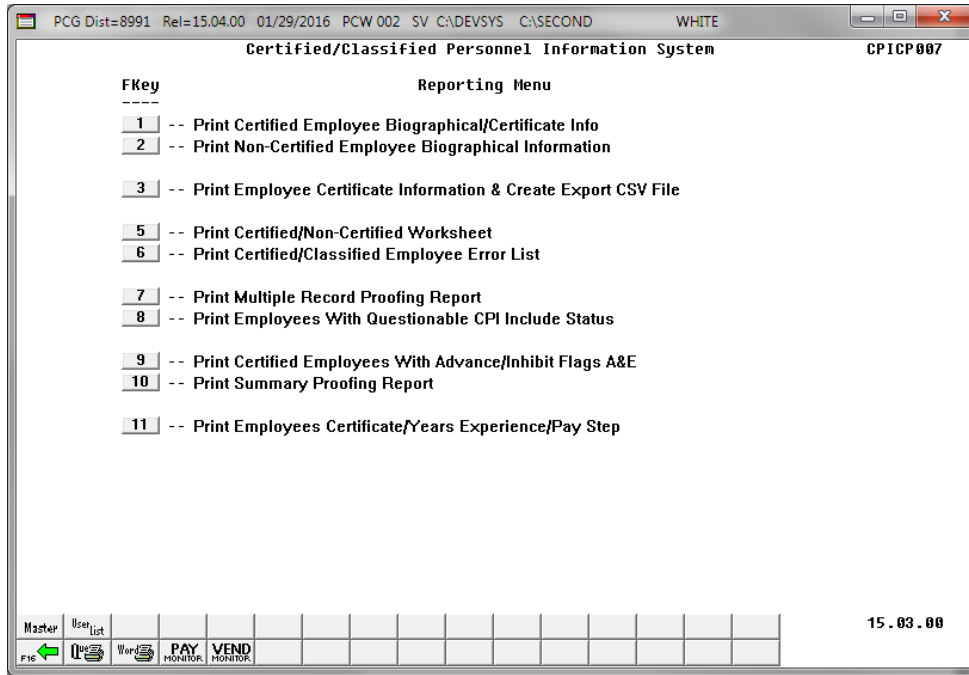
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 4 (F4 - Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
2	Select 7 (F7 - CPI Reporting Menu).

The following screen displays:



Step	Action
3	<p>For Certified employees: Select 1 (F1 - Print Certified Employee Biographical/Certificate Information).</p> <p>For Non-Certified (Classified) employees: Select 2 (F2 - Print Non-Certified Employee Biographical Information).</p>

For Step 3-F1 selections, the following screen displays:

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE CPICM411

CERTIFIED BIOGRAPHICAL/CERTIFICATE INFORMATION

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.

To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.

To print an individual employee, enter the employee's number in the Individual Employee No. field and press ENTER.

School/Location:

Individual Employee No.:

To print rehired retirees (SB 327) only, enter 'Y'.

Print rehired retirees only?: Y (Y or N)

Select SSN print option:

- Print last 4 digits of SSNs
- Print entire SSN
- Do not Print SSN

ENTER = Continue, F16 = Exit

24.01.00

For Step 3-F2 selections, the following screen displays:

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV C:\SQLSYS C:\SECOND WHITE CPICM412

NON-CERTIFIED BIOGRAPHICAL INFORMATION

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER.

To print a selected school/location, enter the School/Location in the School/Location field and press ENTER.

School/Location:

To print long term substitutes only, enter 'Y'.



Print long term subs only?: Y (Y or N)

Select SSN print option:

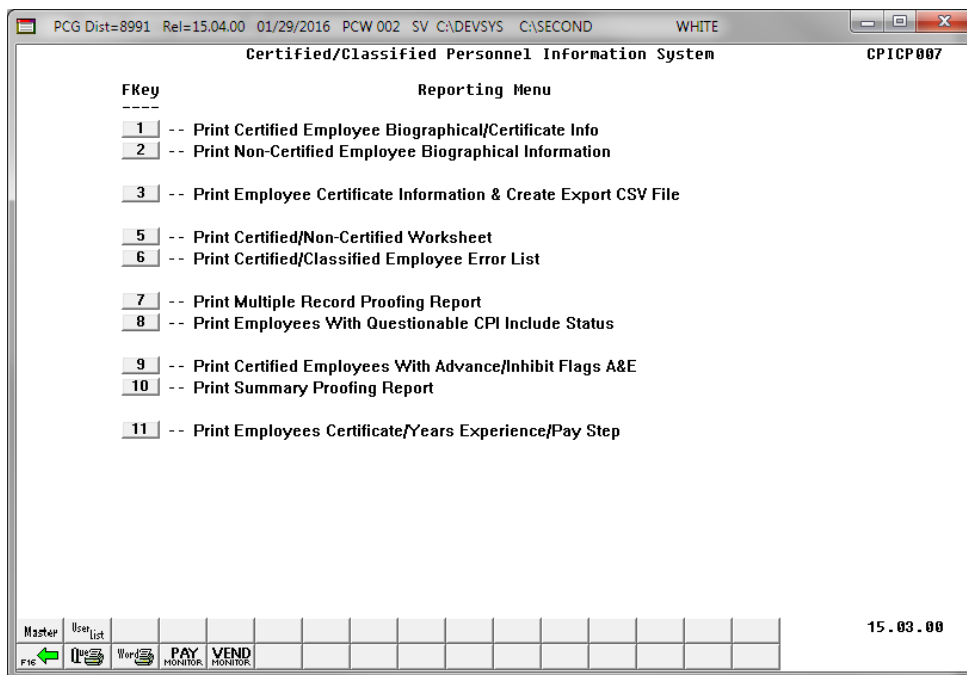
- Print last 4 digits of SSNs
- Print entire SSN
- Do not Print SSN





ENTER = Continue, F16 = Exit

24.01.00

Step	Action
4	<p>For all schools/locations, and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.</p> <p>For an individual school/location, or employee: Enter the code, or select the drop-down selection icon  within the School/Location field or the Individual Employee No. (Individual Employee Number) fields to choose the information.</p>
5	For HB210/SB327 Retirees <u>Only</u>: Enter Y (Yes) in the Print rehired retirees only? field.
6	For Long Term Substitutes <u>Only</u>: Enter Y (Yes) in the Print long term substitutes only? Field
7	Select the <input type="radio"/> radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
8	Select  (Enter) <u>twice</u> . <p>“** Processing Request **” briefly displays.</p>

The following screen displays:



Step	Action
<p>9</p>	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
<p>10</p>	<p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

1A. Certified Employee Biographical/Certificate Information Report – Example

```

RUN DATE: 12/03/2018          CERTIFIED EMPLOYEE BIOGRAPHICAL/CERTIFICATE INFORMATION          PAGE: 2
RUN TIME: 12:35:21          CPI Cycle # 3   03/02/2017 To 06/30/2018
PROGRAM: CPICM411

EMPLOYEE NO: 87728      SSN: 999-08-7728      NAME: AR9STEAD, MISHEL
PAY CLASS: 07          CERTIFIED 10 MONTH      HIRE DATE: 8/02/2013
WORK LOC: 0103        Location 000103          REHIRE DATE:
STATUS: A
BIRTH DATE: 6/01/1980      TERMINATION:
SEX: F
ETHNIC CODE: 02      HISPANIC: N      RACE CODES: WHITE      DATE:
                                           REASON:

EMPLOYMENT BASIS: 1.00      STATE YEARS EXP: 15      STATE PAY STEP: L3
ADVANCE INHIBIT:
ANNUAL CONTRACT DAYS: 190      ANNUAL CONTRACT AMOUNT: 60994.00
ANNUAL CERT: N

CERTIFICATE LEVEL: 5      EFF DATE: 03/23/2007      CERT ID: 455624      OPEN CASE?: N
CERTIFICATES ON FILE

FIELD CODE  FIELD NAME          CERT TYPE  PROF/RENEW  VALID FROM  TO
-----
694         CLEARANCE CERTIFICATE      C          Y           07/01/2013  2018
808         EARLY CHILDHOOD EDUCATION (P-5)  SRT       Y           07/01/2013  2018
852         CONCENTRATION-SCIENCE      SRT       Y           07/01/2013  2018
854         CONCENTRATION-SOCIAL SCIENCE  SRT       Y           07/01/2013  2018
881         GIFTED IN-FIELD           SRT       Y           07/01/2015  2018
    
```

1B. Certified Employee Biographical/Certificate Information Report – HB210/SB327 Rehired Retiree - Example

```

RUN DATE: 12/03/2018          CERTIFIED EMPLOYEE BIOGRAPHICAL/CERTIFICATE INFORMATION          PAGE: 337
RUN TIME: 12:45:52          CPI Cycle # 3   03/02/2017 To 06/30/2018
PROGRAM: CPICM411

EMPLOYEE NO: 88298      SSN: 999-08-8298      NAME: CH2STAIN, TO2A
PAY CLASS: 07          CERTIFIED 10 MONTH      HIRE DATE: 9/13/2016
WORK LOC: 8012        Location 008012          REHIRE DATE: 1/02/2017      SB 327 REHIRED RETIREE
STATUS: A
BIRTH DATE: 9/01/1959      TERMINATION:
SEX: F
ETHNIC CODE: 02      HISPANIC: N      RACE CODES: WHITE      DATE:
                                           REASON:

EMPLOYMENT BASIS: 1.00      STATE YEARS EXP: 0      STATE PAY STEP:
ADVANCE INHIBIT:
ANNUAL CONTRACT DAYS: 000      ANNUAL CONTRACT AMOUNT: 11964.00
ANNUAL CERT: N

CERTIFICATE LEVEL: 1      EFF DATE: 01/01/2017      CERT ID: 123456789      OPEN CASE?: N
CERTIFICATES ON FILE

FIELD CODE  FIELD NAME          CERT TYPE  PROF/RENEW  VALID FROM  TO
-----
594         GRAPHIC ARTS          D          Y           01/01/2017  2020
    
```

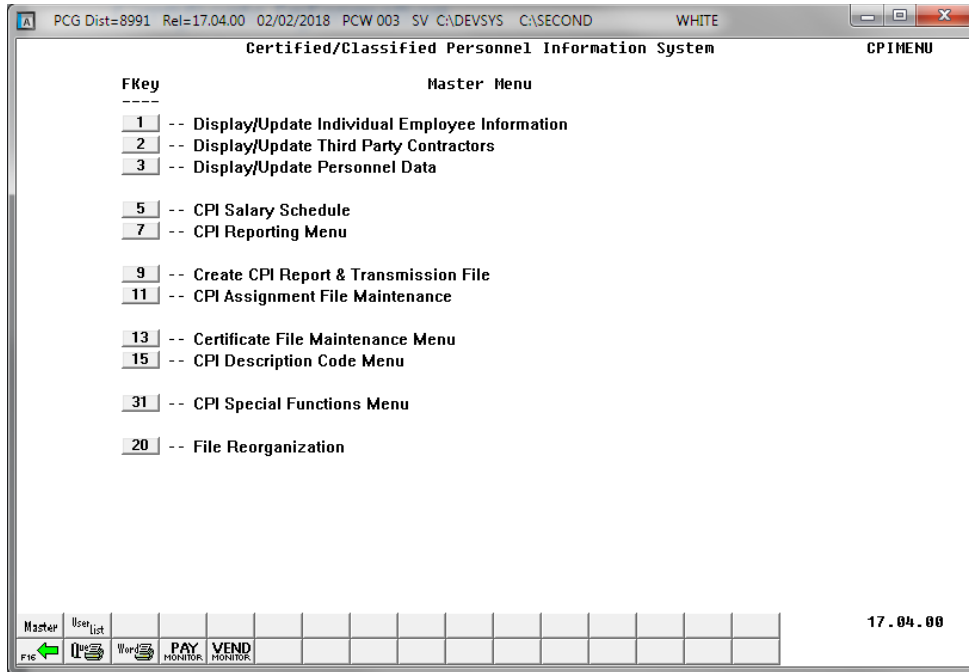
1C. Non-Certified Employee Biographical Information Report – Example

RUN DATE: 09/20/2017		NON-CERTIFIED EMPLOYEE BIOGRAPHICAL INFORMATION										PAGE: 1	
RUN TIME: 09:40:13		CPI Cycle # 3 07/01/2016 To 06/30/2017											
PROGRAM: CPICM412													
EMP #	SSN	NAME	STAT	CLASS	BIRTH	ETHNIC	HISP	IND	BLK	WHT	ASN	PAC	
			SEX	WORK LOCATION	REHIRE	WRK DAYS	YRS	EXP	EMP BASIS				
					TERM DT	TERM REASON							
87856	999-08-7856	BRNNER, ALSENA	A	02 TEACHER AIDES	8/01/1961	02				W			
			F	0100 Location 000100	12/19/2007	186	9	1.00					
					12/18/2007	9 RESIGNATION							
88054	999-08-8057	CA3NES, DUSTY	A	02 TEACHER AIDES	5/01/1974	02				W			
			F	0100 Location 000100		186	0	1.00					
89471	999-08-9471	GA4N, MA4CELINE	T	02 TEACHER AIDES	2/01/1980	02				W			
			F	0100 Location 000100	8/04/2014	180	2	1.00					
					9/23/2016	9 RESIGNATION							
87307	999-08-7307	GE7TILE, ST7CEY	A	02 TEACHER AIDES	10/01/1995	04	H		B				
			F	0100 Location 000100		186	0	1.00					
87477	999-08-7478	GR7BER, DA7IEN	A	02 TEACHER AIDES	6/01/1969	02				W			
			F	0100 Location 000100		186	4	1.00					
87794	999-08-7794	HA6, LE6ARD	A	02 TEACHER AIDES	9/01/1968	04			B				
			F	0100 Location 000100	8/04/2003	186	13	1.00					
					5/31/2002	9 RESIGNATION							
89002	999-08-9003	HI7ALGO, VE7ETTA	A	02 TEACHER AIDES	2/01/1976	02				W			
			F	0100 Location 000100		186	2	1.00					
88008	999-08-8008	HU7SON, RU7IN	A	02 TEACHER AIDES	3/01/1970	02				W			
			F	0100 Location 000100	8/03/2010	186	6	1.00					
87328	999-08-7328	MC7RIHUR, JO7ANNE	T	02 TEACHER AIDES	3/01/1976	02				W			
			F	0100 Location 000100	9/25/2016	186	9	0.79					
					5/23/2017	9 RESIGNATION							
88455	999-08-8455	ME4NS, BO4BIE	A	02 TEACHER AIDES	5/01/1987	04			B				
			M	0100 Location 000100		0	0	1.00					
89472	999-08-9472	TH3RP, ED3IS	A	02 TEACHER AIDES	1/01/1984	02				W			
			F	0100 Location 000100	9/28/2015	186	2	1.00					

1D. Non-Certified Employee Biographical Information Report – Long Term Substitutes Only - Example

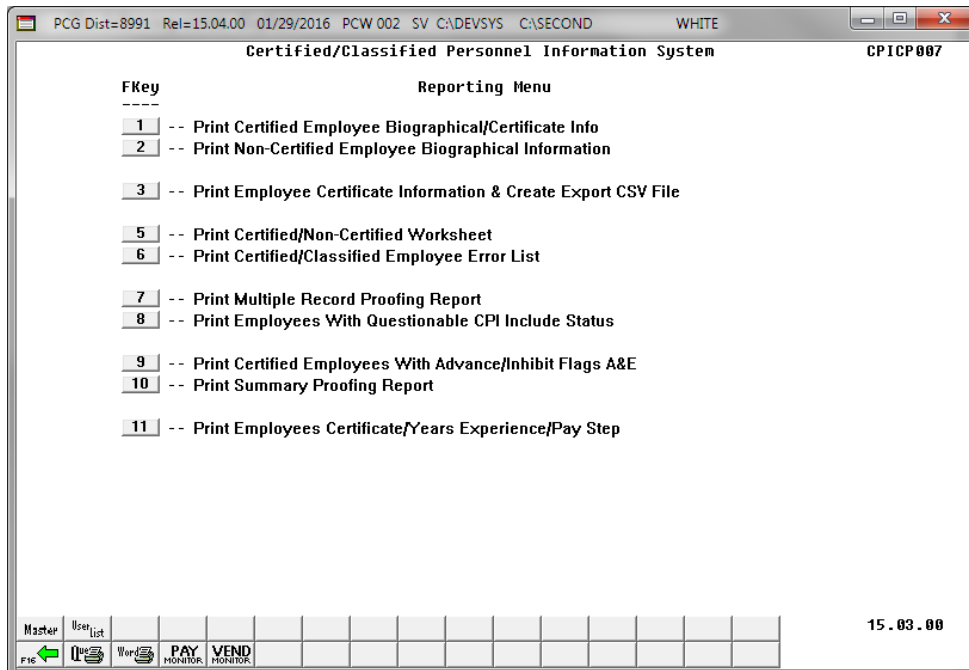
RUN DATE: 09/20/2017		NON-CERTIFIED EMPLOYEE BIOGRAPHICAL INFORMATION										PAGE: 1	
RUN TIME: 09:36:12		CPI Cycle # 3 07/01/2016 To 06/30/2017											
PROGRAM: CPICM412													
EMP #	SSN	NAME	STAT	CLASS	BIRTH	ETHNIC	HISP	IND	BLK	WHT	ASN	PAC	
			SEX	WORK LOCATION	REHIRE	WRK DAYS	YRS	EXP	EMP BASIS				
					TERM DT	TERM REASON							
88712	999-08-8712	AM3DOR, MA3IN LONG TERM SUBSTITUTE	A	03	12/01/1982	02						W	
			F	6793 Location 006793		0	0	1.00					
89611	999-08-9611	ME4CHANT, MA4NARD LONG TERM SUBSTITUTE	A	03	8/01/1963	02						W	
			F	6793 Location 006793		0	0	1.00					
88082	999-08-8082	RE3TERIA, ZA3E LONG TERM SUBSTITUTE	T	03	3/01/1964	02						W	
			M	6793 Location 006793		0	0	1.00					
					5/23/2017	9 RESIGNATION							
87277	999-08-7277	TO2LIVER, BO2G LONG TERM SUBSTITUTE	T	03	4/01/1971	02						W	
			F	6793 Location 006793		0	0	1.00					
					5/23/2017	9 RESIGNATION							

Topic 2: Printing Employees' Certificate Information and Creating an Export CSV File



Step	Action
1	Select 7 (F7 - CPI Reporting Menu).

The following screen displays:



Step	Action
2	Select 3 (F3 - Print Employee Expired Certificate Information).

The following screen displays:

PCG Dist=6101 Rel=23.04.00 03/04/2024 PCG 001 SV CASQSYS C\SECOND WHITE

PRINT CERTIFICATE INFORMATION CPICM413

To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER.

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER, or select a single School/Location and press ENTER.

School/Location:

Expire Year: 2024

Pay Class Type: B C = Certified
P = Paraprofessional
B = Both

Select SSN print option: Print last 4 digits of SSNs
 Print entire SSN
 Do not Print SSN

Create CPI Certificate List to Load in Excel? No Yes


Enter the export file path and name (e.g. C:\EXPORT\CPICrtCYMD.CSU)
or F10 to Browse for File






C:\EXPORT\CPICrt20240304.CSU

NOTE: DIRECTORY Must Already Exist

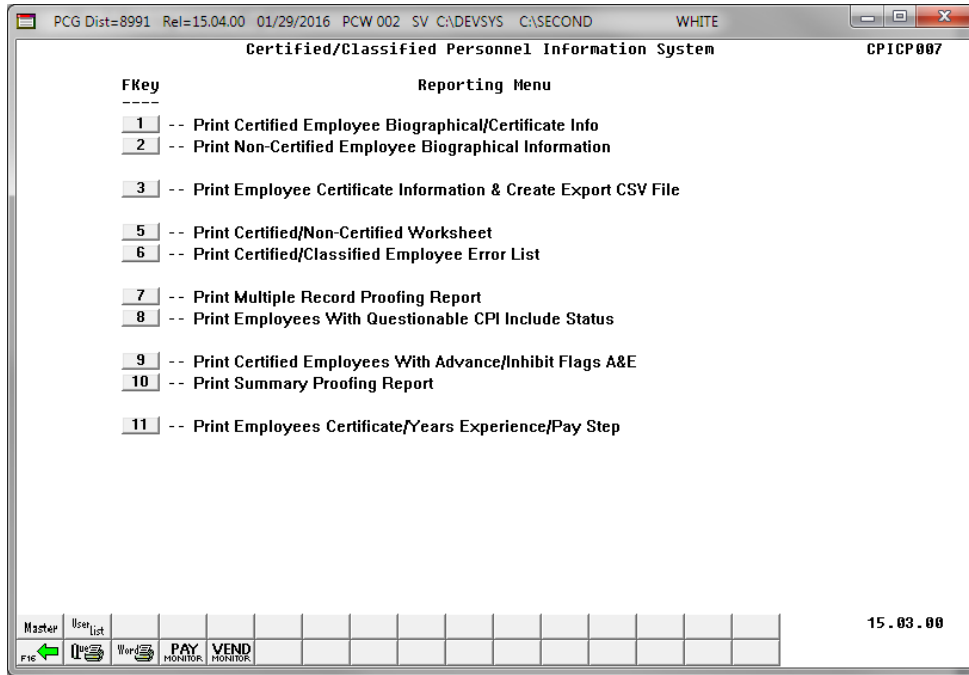
ENTER = Continue, F10 = Browse for File, F16 = Exit





24.01.00

Step	Action
3	<p>For all schools and locations: Leave the School/Location field blank.</p> <p>For an individual school or location: Enter the code, or select the drop-down selection icon  within the School/Location field to choose the information.</p>
4	<p>For a specific expiration date: Enter the year (CCYY) in the Expire Year field.</p> <p>To print ALL certificates regardless of the expiration date: Enter spaces in the Expire Year field.</p> <p><i>PCGenesis defaults to the current calendar year.</i></p>
5	<p>Enter the pay class type in the Pay Class Type field.</p> <p>Valid codes include C (Classified), P (Paraprofessional), and B (Both).</p> <p><i>PCGenesis defaults to B (Both).</i></p>

Step	Action
6	Select the  radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
7	Select the radio button  to left of the appropriate response in the Create CPI Certificate List to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
8	If creating an export file: Verify the C:\EXPORT folder exists or create the folder where appropriate.
9	If creating an export file: Enter C:\EXPORT\CPICrccyymmdd.csv in the Enter File Name and Path for Export File field, or select  (F10 - to Browse for file) to locate the file manually.
10	<p>Select  (Enter) <u>twice</u>.</p> <p>“** Processing Request **” briefly displays.</p> <p>If creating an export file: If the filename from Step 8 is invalid, the “UNABLE TO OPEN CPI Crt CSV FILE - 35 = File Not Found” error message displays. In this instance, return to Step 7 to enter the correct information.</p> <p>If no records match the search criteria, the “***No Records for Selection***” message displays. In this instance, select  (F16 – Exit) to return to the Certified/Classified Personnel Information System Reporting Menu.</p>

The following screen displays:



Step	Action
11	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
12	<p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

2A. Employee Certificate Information Report - Example

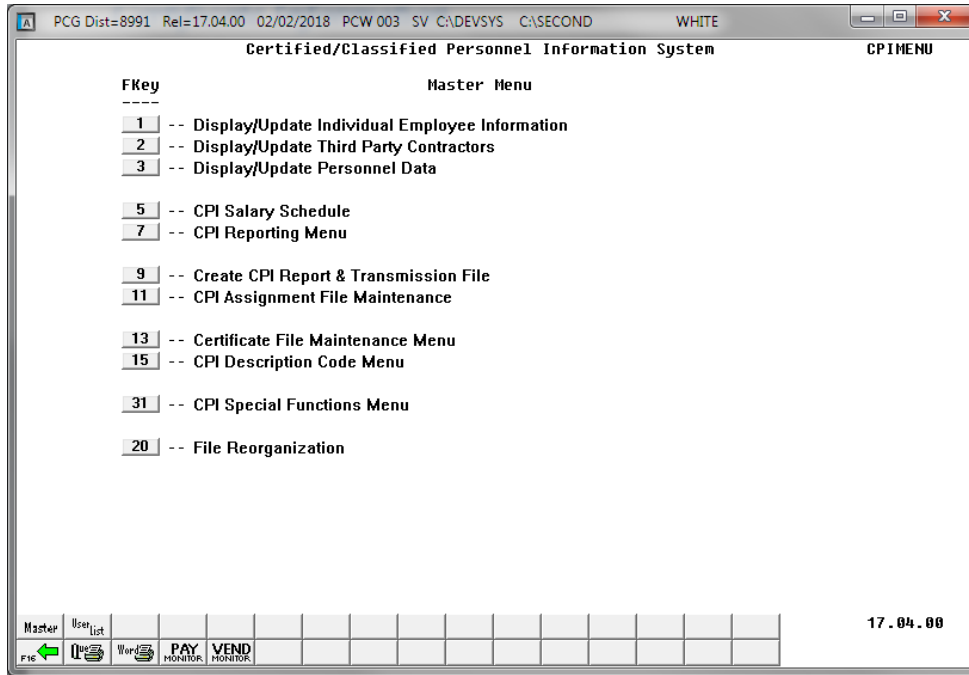
RUN DATE: 01/29/2016
 RUN TIME: 14:24:51
 PROGRAM: CPICM413

EMPLOYEE EXPIRED CERTIFICATE INFORMATION

PAGE: 1

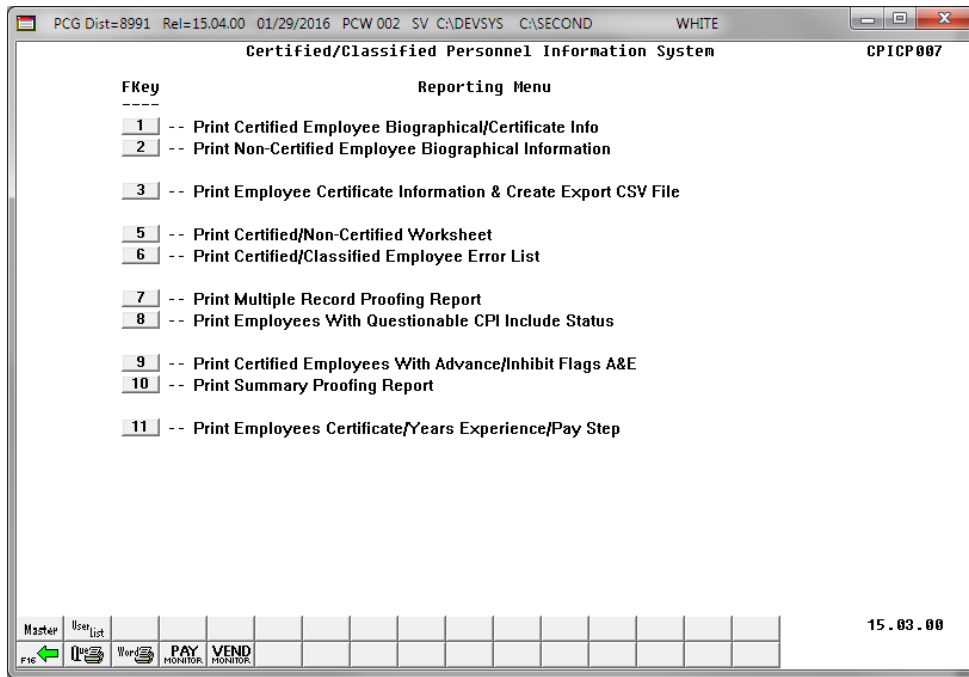
EMP NO	NAME	SSN	CLS	LOC	FIELD CODE/NAME	CRT	TYP	RENEW	PAR	VALID FROM	TO
087633	APBLEGATE, SH8QUANA	999-08-7633	03	0101	743 MATHEMATICS (7-12)	NT	N			07/01/2014	2017
087633	APBLEGATE, SH8QUANA	999-08-7633	03	0101	809 MIDDLE GRADES (4-8)	SRT	Y			07/27/2013	2018
087633	APBLEGATE, SH8QUANA	999-08-7633	03	0101	851 CONCENTRATION-MATH	SRT	Y			07/27/2013	2018
087633	APBLEGATE, SH8QUANA	999-08-7633	03	0101	854 CONCENTRATION-SOCIAL STUDIES	SRT	Y			07/27/2013	2018
086511	BEZUCHAMP, CA2LEE	999-08-6511	03	0101	798 SPED GENERAL CURR. P-12 CONSUL	SRT	Y			09/11/2011	2016
086511	BEZUCHAMP, CA2LEE	999-08-6511	03	0101	805 SP ED ADAPTED CURRI(P-12)CONS	SRT	Y			09/11/2011	2016
086511	BEZUCHAMP, CA2LEE	999-08-6511	03	0101	942 SPED SS COGN. (P-5, 4-8,6-12)	SRT	Y			09/11/2011	2016
087950	BESANCOURT, HE3TH	999-08-7950	03	0101	797 SPED ED DEAF ED (P-12) CONSULT	SRT	Y			12/13/2014	2019
087950	BESANCOURT, HE3TH	999-08-7950	03	0101	798 SPED GENERAL CURR. P-12 CONSUL	SRT	Y			12/13/2014	2019
087950	BESANCOURT, HE3TH	999-08-7950	03	0101	941 SPED SOC.SCI COG LEVEL P-5,4-8	SRT	Y			12/13/2014	2019
088278	BESMAN, NOSUKO	999-08-8278	03	0101	694 CLEARANCE	C	N			07/01/2011	2016
088278	BESMAN, NOSUKO	999-08-8278	03	0101	748 SCIENCE (7-12)	SRT	Y			05/08/2015	2020
088278	BESMAN, NOSUKO	999-08-8278	03	0101	753 EARTH/SPACE SCIENCE (7-12)	SRT	Y			05/08/2015	2020
088278	BESMAN, NOSUKO	999-08-8278	03	0101	852 CONCENTRATION-SCIENCE	SRT	Y			05/08/2015	2020
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	755 HISTORY (6-12)	SRT	Y			07/01/2010	2015
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	756 POLITICAL SCIENCE (7-12)	SRT	Y			07/01/2010	2015
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	757 ECONOMICS (7-12)	SRT	Y			07/01/2010	2015
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	759 GEOGRAPHY (7-12)	SRT	Y			07/01/2010	2015
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	766 BEHAVIORAL SCIENCE (7-12)	SRT	Y			07/01/2010	2015
088739	BEGAVIDES, RO6Y	999-08-8739	03	0101	881 GIFTED IN-FIELD	SRT	Y			07/01/2010	2015
087240	BLSNK, LE9UEL	999-08-7240	30	0101	704 EDUCATIONAL LEADERSHIP (P-12)	SRL	Y			07/01/2012	2017
087240	BLSNK, LE9UEL	999-08-7240	30	0101	738 GERMAN (7-12)	SRT	Y			07/01/2012	2017
087240	BLSNK, LE9UEL	999-08-7240	30	0101	837 SPANISH (P-12)	SRT	Y			07/01/2012	2017
087240	BLSNK, LE9UEL	999-08-7240	30	0101	838 GERMAN (P-12)	SRT	Y			07/01/2012	2017
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	798 SPED GENERAL CURR. P-12 CONSUL	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	805 SP ED ADAPTED CURRI(P-12)CONS	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	808 EARLY CHILDHOOD EDUCATION (P-5	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	910 SPED MATH COGNITIVE LEVEL P-5	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	920 SPED SCIENCE COG. LEVEL P-5	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	930 SPED LANG. ARTS COG. P-5	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	941 SPED SOC.SCI COG LEVEL P-5,4-8	SRT	Y			07/01/2013	2018
088611	BOGRGEOIS, PEGRONILA	999-08-8611	03	0101	950 SPED READING COG. LEVEL P-5	SRT	Y			07/01/2013	2018
089061	BU4ORD, LE4NY	999-08-9061	03	0101	587 HEALTH OCCUPATIONS CLUSTER	SRT	Y			07/01/2012	2017
088521	BURCH, CH8RLESETTA	999-08-8521	04	0101	691 PARA EDUCATOR	PAR	N	P		07/01/2014	2019
087625	BURCHETT, RO8ELEEE	999-08-7625	03	0101	743 MATHEMATICS (7-12)	NNT	N			07/01/2013	2016
087369	CARDONA, EL8ONOR	999-08-7369	03	0101	730 ENGLISH (7-12)	SRT	Y			07/01/2014	2019
087110	CH3NCE, MA3IANELA	999-08-7110	03	0101	764 ART (P-12)	SRT	Y			07/01/2014	2019
087094	CL3UD, SA3	999-08-7094	03	0101	730 ENGLISH (7-12)	SRT	Y			07/01/2010	2015
087094	CL3UD, SA3	999-08-7094	03	0101	881 GIFTED IN-FIELD	SRT	Y			07/01/2010	2015
089882	COT7EY, MO7TE	999-08-9882	03	0101	743 MATHEMATICS (7-12)	SRT	Y			07/01/2014	2019
089882	COT7EY, MO7TE	999-08-9882	03	0101	783 BUSINESS EDUCATION (7-12)	SRT	Y			07/01/2014	2019
089882	COT7EY, MO7TE	999-08-9882	03	0101	809 MIDDLE GRADES (4-8)	SRT	Y			07/01/2009	2019
089882	COT7EY, MO7TE	999-08-9882	03	0101	851 CONCENTRATION-MATH	SRT	Y			07/01/2014	2019
089882	COT7EY, MO7TE	999-08-9882	03	0101	881 GIFTED IN-FIELD	SRT	Y			07/01/2014	2019

Topic 3: Printing Employees' Worksheets





Step	Action
1	Select 7 (F7 - CPI Reporting Menu).



The following screen displays:



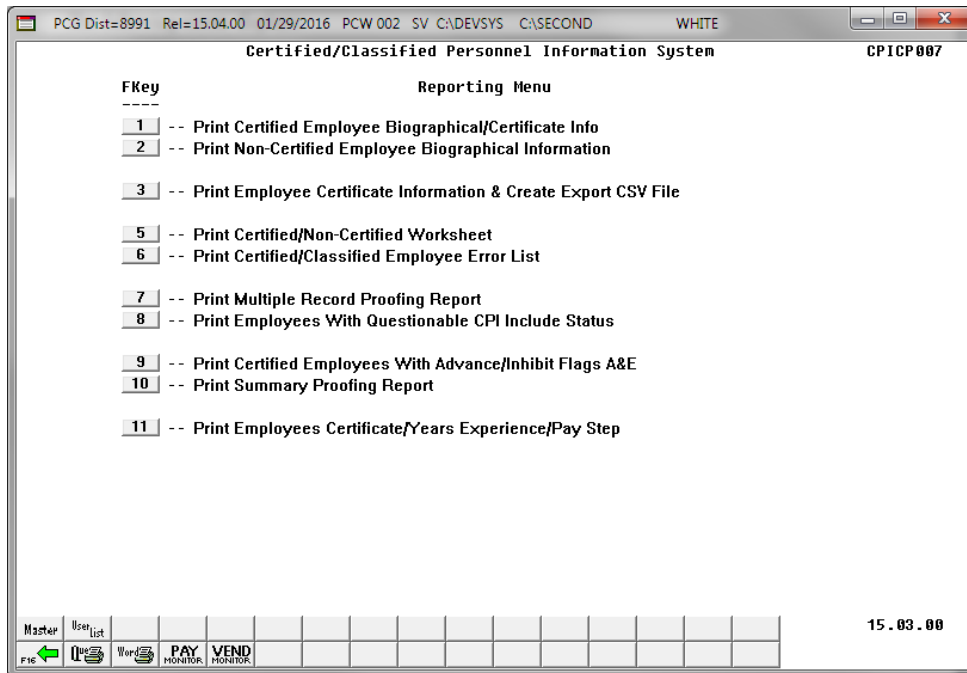
Step	Action
2	Select 5 (F5 - Print Certified/Non-Certified Worksheet).





The following screen displays:

Step	Action
3	<p>For all schools/locations and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.</p> <p>For an individual school/location, or employee: Enter the code, or select the drop-down selection icon  within the School/Location or the Individual Employee No. (Individual Employee Number) fields to choose the information.</p>
4	Enter the payroll class code, or select the drop-down selection icon  within the Print Class field to select a specific payroll class code for the report, or leave the field blank to select all payroll class codes.
5	Enter Y (Yes) or N (No) in the Certified Only? <i>and</i> Classified Only? fields to define the type of employee records to be selected for printing on the report.
6	Enter Y (Yes) in the Print Assignment Worksheet <u>or</u> the Print Completed Assignment Detail field to define the type of worksheet to be printed.

Step	Action
7	Select the  radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
8	Select  (Enter) <u>twice</u> . “** Processing Request **” briefly displays.

The following screen displays:



Step	Action
9	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 <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.
10	Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

3A. Certified/Non-Certified Assignment Worksheet - Example

```

RUN DATE: 01/29/2016                                PAGE: 1
RUN TIME: 14:30:09                                CERTIFIED/NON-CERTIFIED WORKSHEET
PROGRAM: CPICM002                                SORT ORDER: LOCATION/CLASS/ALPHA

EMPLOYEE NO: 87633      SSN: 999-08-7633      NAME: APSLEGATE, SH8QUANA
PAY CLASS: 03          10 MO. TEACHERS          HIRE DATE: 8/01/2010
WORK LOC: 0101        Location 000101          REHIRE DATE:
STATUS: A
BIRTH DATE: 4/01/1985          TERMINATION:
SEX: M
ETHNIC CODE: 02      HISPANIC: N      RACE CODES: WHITE
                                DATE:
                                REASON:

CERTIFICATE LEVEL: 5      EFF DATE: 05/10/2014      CERT ID: 1017280      OPEN CASE?: N

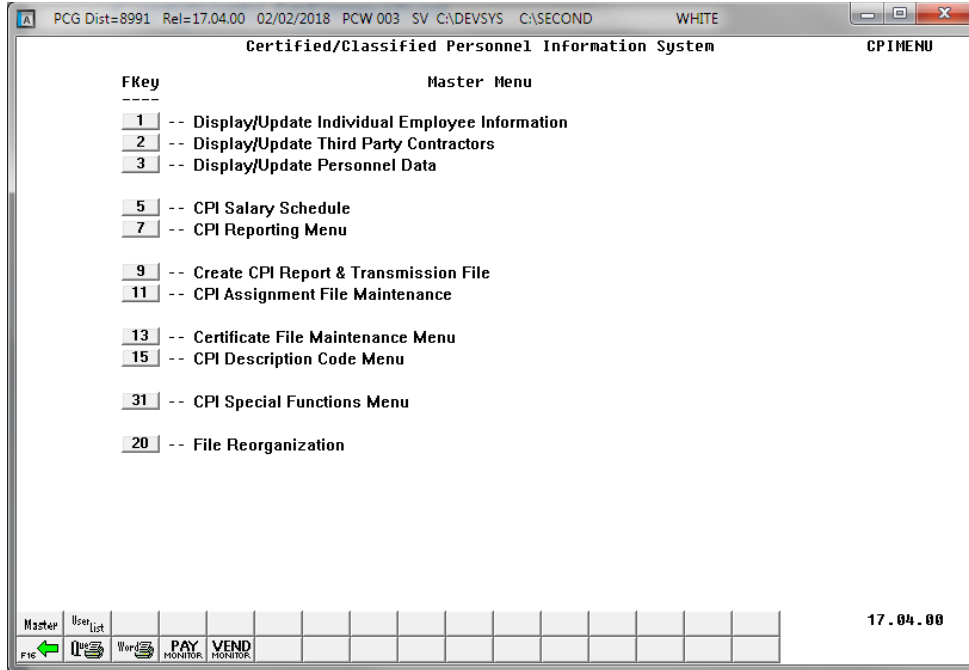
                                CERTIFICATES ON FILE
FIELD CODE  FIELD NAME                                CERT TYPE  PROF/RENEW  VALID FROM  TO
-----
743         MATHEMATICS (7-12)                                NT         N           07/01/2014  2017
809         MIDDLE GRADES (4-8)                                SRT        Y           07/27/2013  2018
851         CONCENTRATION-MATH                                SRT        Y           07/27/2013  2018
854         CONCENTRATION-SOCIAL STUDIES                       SRT        Y           07/27/2013  2018

CERTIFIED EMPLOYMENT BASIS:          (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME (MAX))
CLASSIFIED EMPLOYMENT BASIS:        (1.00-FULL TIME, 0.5-HALF TIME, 2.00-DOUBLE TIME (MAX))
ADVANCE INHIBIT:                    (BLANK=NOT INHIBITED, E=LACK OF EXPERIENCE, A=OTHER)
ANNUAL CONTRACT DAYS:

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

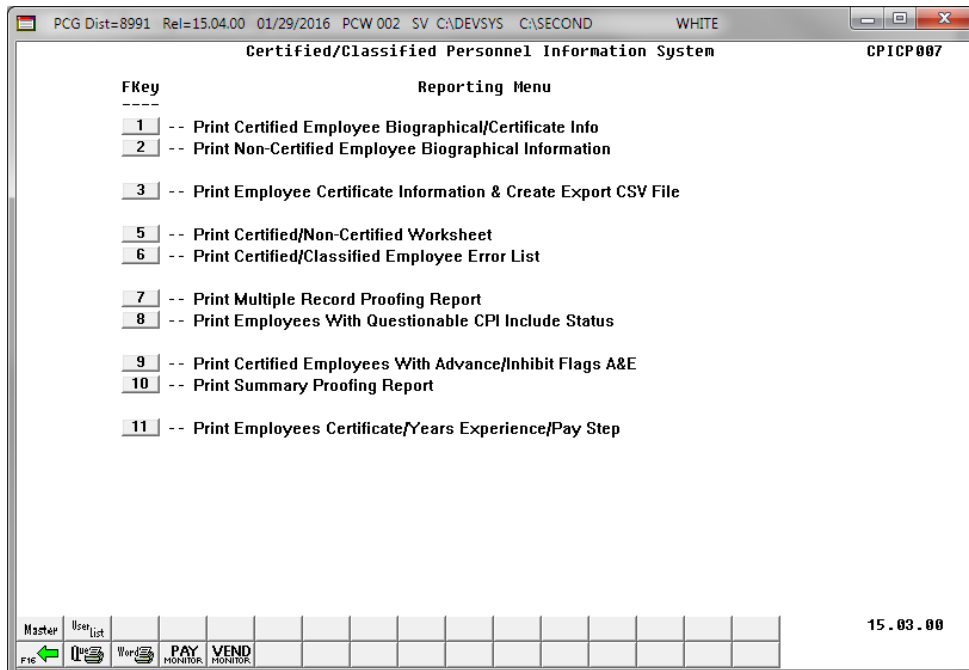
1.
2.
3.
4.
5.
6.
    
```


Topic 4: Printing the Certified/Classified Employees' Error Listing



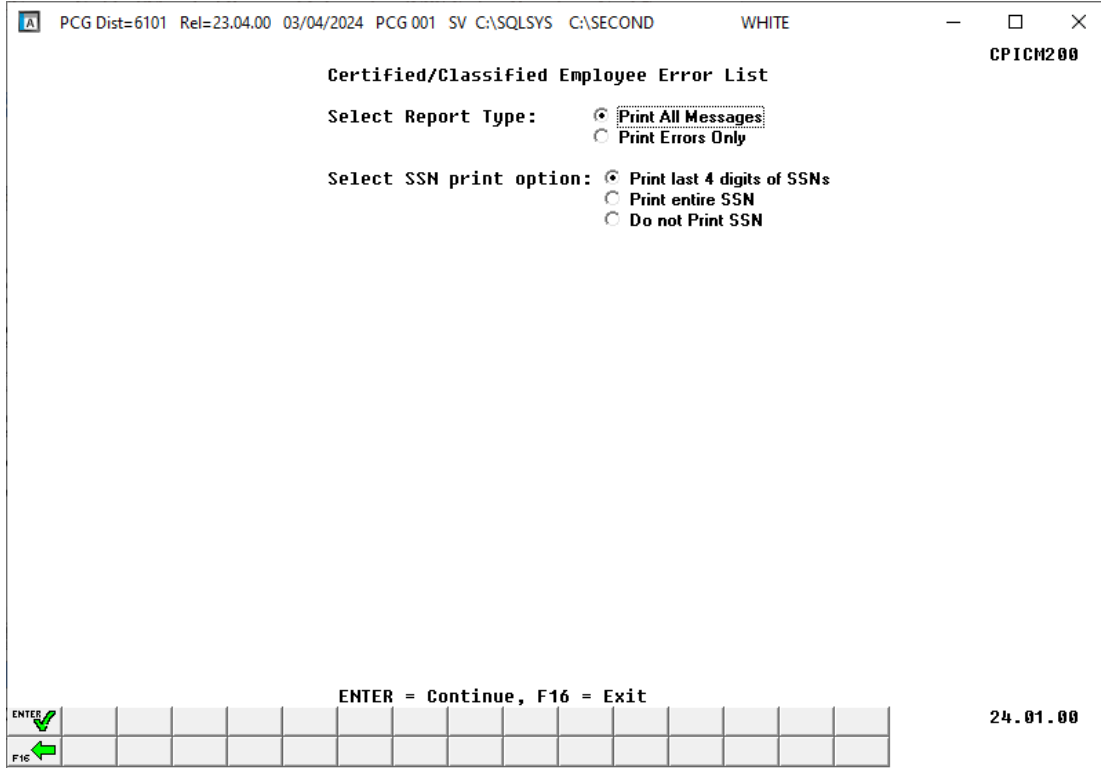
Step	Action
1	Select 7 (F7 - CPI Reporting Menu).




The following screen displays:



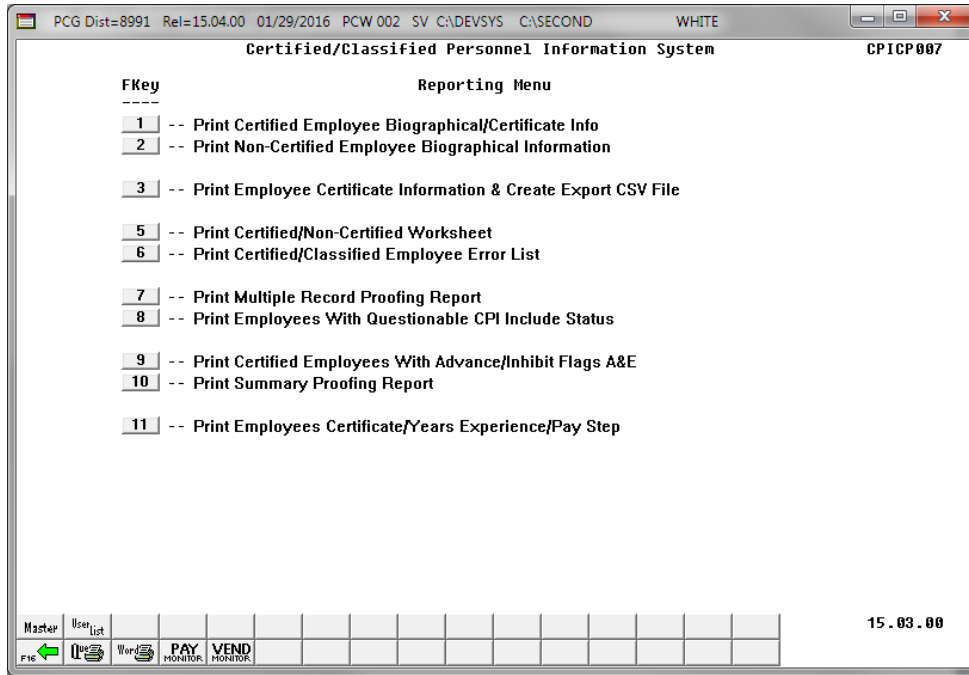
Step	Action
2	Select  (F6 - Print Certified/Classified Employee Error List).



The following screen displays:



Step	Action
3	Select the radio button  to the left of the desired Select Report Type option to identify the types of messages to be printed. Select Print All Messages to print both warnings and errors. Select Print Errors Only to print only error messages.
4	Select the  radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
5	Select  (ENTER) to continue. <p>“*** Processing, Please Wait ***” briefly displays.</p>

The following screen displays:



Step	Action
6	Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

4A. Certified/Classified Employee Error List – Example

Report Date: 09/20/2017 09:43		CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST			PAGE
Program ID: CPICM200					1
899 SMITH CITY BOARD OF EDUCATION					
EMPLOYEE SSN	EMPLOYEE NAME	ASSIGNMENT LOCATION	ERROR FIELD	ERROR MESSAGE	
999087176	HOSSON, KASHELEEN	8010	1.00	EC624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT	
		8010	000	EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260	
		8010		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087196	BISELOW, MA9Y	0201	0	EC013 CERTIFICATE LEVEL NOT VALID	
		0201	1.00	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT	
		0201	000	EC021 CONTRACT DAYS NOT VALID	
		0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087207	YI7, OD7LL	0108	1.00	EC624 CLASSIFIED EMPLOYMENT BASIS > 0, NO 'N' ASSIGNMENT	
		0108	000	EC662 ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260	
		0108		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087242	MA8ORS, SH8NIKA	0201	0	EC013 CERTIFICATE LEVEL NOT VALID	
		0201	1.00	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT	
		0201	000	EC021 CONTRACT DAYS NOT VALID	
		0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087282	DESNEY, RE5D	0195	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000000000	
999087301	SO4MERS, WI4EY	0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000450413	
999087329	MU6CY, AL6XIS	0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999087439	OC7MPO, NO7BERT	0100	0	EC013 CERTIFICATE LEVEL NOT VALID	
		0100	1.00	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT	
		0100	000	EC021 CONTRACT DAYS NOT VALID	
		0100		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE	
999087462	MC2DAMS, BE2HANIE	0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN	
999087523	HA9DER, BL9SINE	0195	57498.88	WC009 ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM	

4B. Certified/Classified Employee Error List – Long Term Substitute Example

Report Date: 09/20/2017 09:52
 Program ID: CPICM200
 899 SMITH CITY BOARD OF EDUCATION

PAGE 5

CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST

EMPLOYEE SSN	EMPLOYEE NAME	ASSIGNMENT LOCATION	ERROR FIELD	ERROR MESSAGE
999088620	SP7UILL, ES7EBAN	0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
999088626	AI9SWORTH, XA9IER	0201	0	EC013 CERTIFICATE LEVEL NOT VALID
		0201	1.00	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
		0201	000	EC021 CONTRACT DAYS NOT VALID
		0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
999088666	HI6ES, EM6LINE	0201	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000227036
		0201	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000227036
		0201	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000227036
999088685	DESNEY, CU5T	0201	0	EC013 CERTIFICATE LEVEL NOT VALID
		0201	1.00	EC620 CERTIFIED EMPLOYMENT BASIS > 0 WITHOUT 'C' ASSIGNMENT
		0201	000	EC021 CONTRACT DAYS NOT VALID
		0201		EC024 NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
999088712	AM3DOR, MA3IN	6793	N	WC013 SUBSTITUTE IN CPI NOT FLAGGED AS LONG TERM SUB
999088801	VA9DES, HA9SIE	0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000217264
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000217264
		0100	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000217264
999088873	PI4T, DA4IO	0108	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000430901
999088888	AS7ER, GE7EVIVE	0195	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000000000
999088933	GE8RY, LI8DSY	0195		WC012 PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
999088961	HI2E, OD2S	0195	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000461300
		0195	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000461300
		0195	2017	WC005 EXPIRED CERTIFICATE CERT ID = 000461300

PCGenesis displays various warning and error messages pertaining to Long Term Substitute employee information where appropriate.

PCG Dist=8991 Rel=17.03.00 09/20/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION
 CERTIFICATE FILE - BIOGRAPHICAL INFORMATION CPICM100

Employee number: 88712 AM3DOR, MA3IN SSN: 999 08 8712

Work location: 6793 Location 006793 Birth: 12/01/1982

Sex: F Ethnic: 02

National cert: N (Y or N) Overall infield stat:

Advance/Inhibit: (A, E or spaces)

Certificate level: 1 Cert. pay step:

Cert. years exp: Local years exp:

Total employment basis: 1.00 Emp. basis-cert.: 0.00 Emp. basis-class: 1.00

Annual contract sal: \$.00 Annual classified sal: \$.00

State minimum salary: \$.00

Annual contract days: Annual work days:

Termination date: Rehire date:

Termination reason:

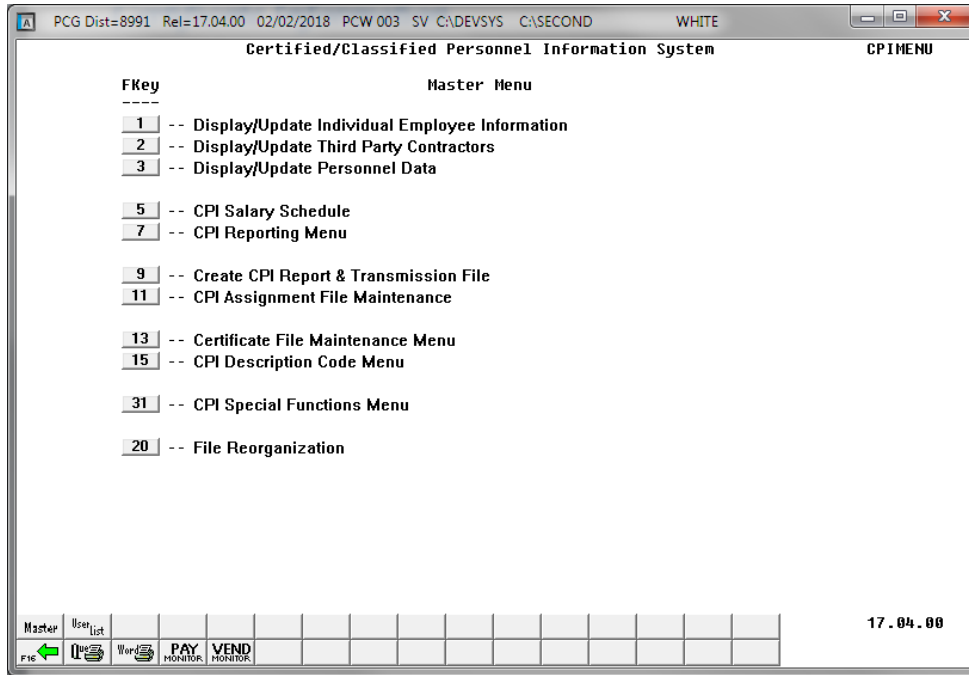
Long term sub?: N (Y or N) SUBSTITUTE

17.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

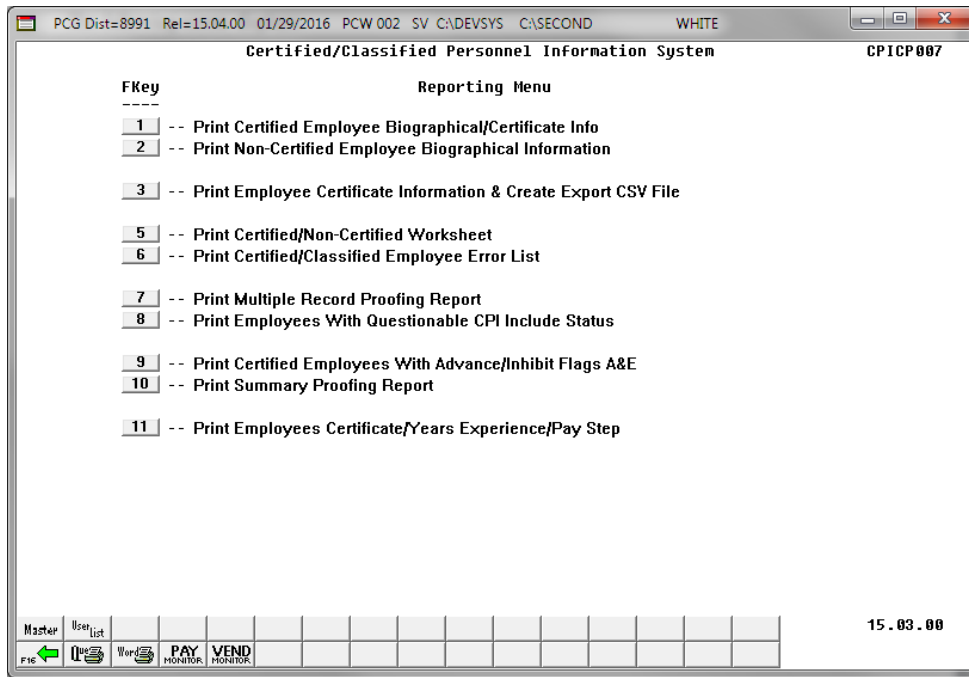
Help Bio Cert Asg





Topic 5: Printing the Multiple Record Proofing Report



Step	Action
1	Select 7 (F7 - CPI Reporting Menu).

The following screen displays:



Step	Action
2	<p>Select F7 (Print Multiple Record Proofing Report).</p> <p><i>The Certified/Classified Personnel Information System – Reporting Menu redisplay.</i></p>
3	<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>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
4	<p>Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

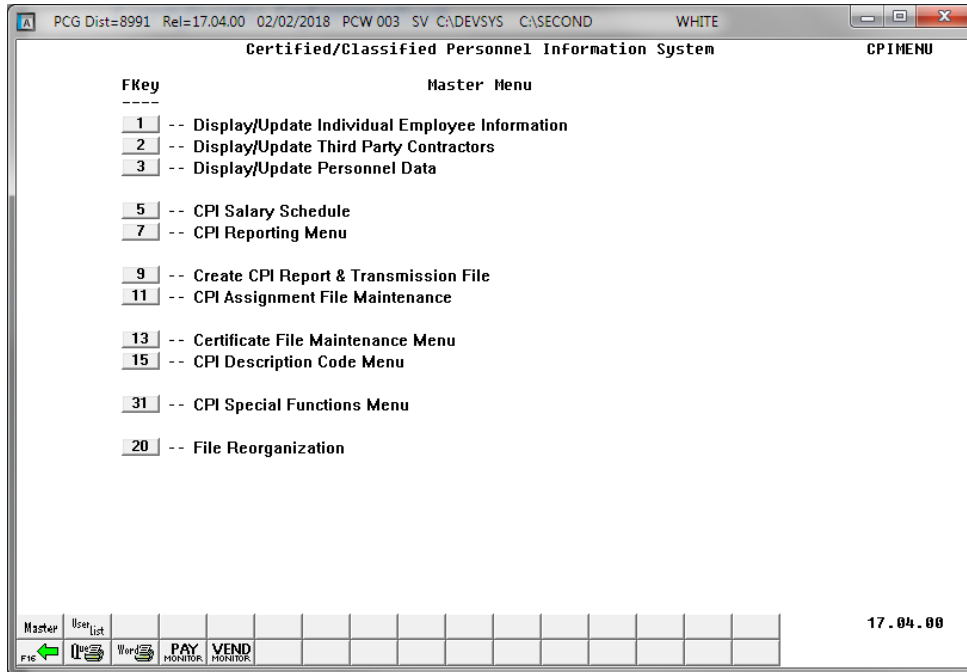
5A. Multiple Proofing Report – Example

REPORT DATE 03/04/2024		MULTIPLE RECORD PROOFING REPORT FOR CPI INSTALLATION								PAGE 1
SOCSEC	EMPNO	NAME	CPIFLAG	STATUS	CLASS	LOC	WORKLOC	REHIRE	TERMDT	TERMREA
***--6223	86222	LU7HER, CY7DY	N	T	02	8010	0050		09-01-02	5
	86223	LU7HER, CY7DY	N	T	03	0050	0050		06-01-21	9
***--6318	86317	HA9P, EV9A	N	T	02	0201	0050		06-07-91	1
	86318	HA9P, EV9A	N	T	02	0201	0050		06-07-91	1
***--6364	86363	MA4HADO, AU4USTUS	N	T	13	8010	8013		05-31-07	3
	86364	MA4HADO, AU4USTUS	N	T	13	8010	8013		05-31-07	3
***--6367	86366	PO2DER, KO2Y	N	T	07	8010	8010		09-01-95	5
	86367	PO2DER, KO2Y	N	T	07	8010	8012		08-11-99	9
***--6369	86368	PO9TILLO, LU9NNA	N	T	02	0401	0401		06-09-04	9
	86369	PO9TILLO, LU9NNA	N	T	08	0401	0401		06-09-04	9
***--6379	86378	ET8ERIDGE, CH8UNCEY	N	T	08	0401	0401		06-07-95	1
	86379	ET8ERIDGE, CH8UNCEY	N	T	08	0401	0401		06-07-95	1
***--6383	86382	HU5PHREYS, MI5E	N	T	02	0050	0183		09-01-95	5
	86383	HU5PHREYS, MI5E	N	T	02	0050	0183		06-12-97	9
***--6389	86388	BE8ERLY, PO8FIRIO	N	T	02	0101	0401		09-01-95	5
	86389	BE8ERLY, PO8FIRIO	N	T	02	0101	0101		05-25-01	9
***--6404	86403	CH2VIS, ST2CEE	N	T	02	8010	8014		07-31-04	9
	86404	CH2VIS, ST2CEE	N	T	02	8010	8010		06-30-11	1
***--6420	86419	RU3H, TO3ETTE	N	T	02	0401	0401		09-01-95	5
	86420	RU3H, TO3ETTE	N	T	15	0401	0401		06-30-98	9
***--6430	86429	SI2GLETARY, YA2L	N	T	02	6001	6504		06-30-08	9
	86430	SI2GLETARY, YA2L	N	T	02	6001	6504		06-07-05	9
***--6435	86434	CA6ALES, JA6AAL	N	T	02	0401	0401		06-07-95	1
	86435	CA6ALES, JA6AAL	N	T	02	0401	0401		06-07-95	1
***--6440	86438	NE3BY, YU3I	N	T	02	0301	0301		06-09-93	1
	86439	NE3BY, YU3I	N	T	02	0301	0301		06-09-93	1
	86440	NE3BY, YU3I	N	T	02	0301	0301		06-09-93	1
***--6448	86447	GU4NN, AM4EE	N	T	02	0401	0401		06-07-95	1
	86448	GU4NN, AM4EE	N	T	02	0401	0401		06-07-95	1
***--6451	86450	KI2BROUGH, AL2ONZO	N	T	02	0401	0401		12-20-91	1
	86451	KI2BROUGH, AL2ONZO	N	T	02	0401	0401		12-20-91	1

Topic 6: Printing the Employees with Questionable CPI Include Status Report

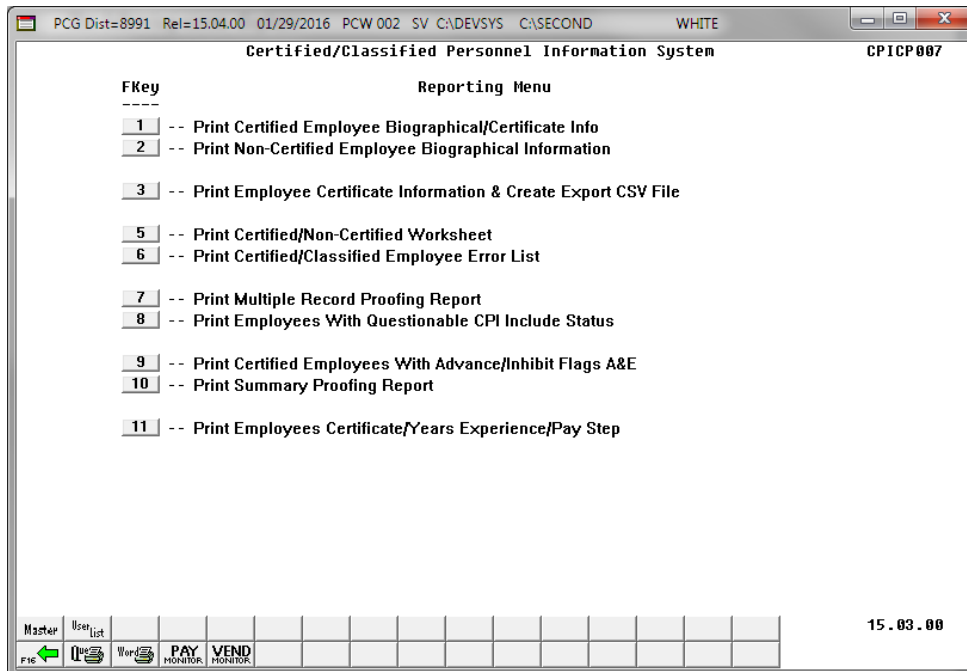
The table below lists the Employees with Questionable CPI Include Status Report's error messages and an explanation and resolution for each:




MESSAGE	EXPLANATION/RESOLUTION
Substitute Emp Flagged for CPI	The <i>Pay Class</i> of the employee is set up as a <i>Substitute</i> and the employee's <i>Include on CPI?</i> flag is set to Y (Yes). Modify the appropriate field's entry.
Substitute Flagged for CPI, Must Validate Long Term Sub Status	The substitute employee's <i>Long Term Sub?</i> Flag is set to N (No). Modify the appropriate field's entry.
Terminated Emp Flagged for CPI	The employee has a termination date prior to the Cycle 1 Termination From Date on the <i>CPI Control</i> record, the initial cutoff reporting date for CPI. The employee's <i>Include on CPI?</i> flag is set to Y (Yes). Modify the appropriate field's entry.
Emp Flagged for CPI More Than Once	The employee has multiple payroll records containing the <i>Include on CPI?</i> flag of Y (Yes). The record(s) that are not tied to CPI must have their <i>Include on CPI?</i> flag changed to N (No).
Emp CPI Eligible But Not Flagged	The <i>Pay Class</i> of the employee has not been set up as a <i>Substitute</i> , the employee has multiple payroll records with the <i>Include on CPI?</i> flag of N (No) and the employee was not terminated prior to the Cycle 1 Termination From Date on the <i>CPI Control</i> record. The employee must therefore be included on CPI. If multiple payroll records exist, the appropriate record must be selected and the <i>Include on CPI?</i> flag changed to Y (Yes).



Step	Action
1	Select 7 (F7 - CPI Reporting Menu).

The following screen displays:



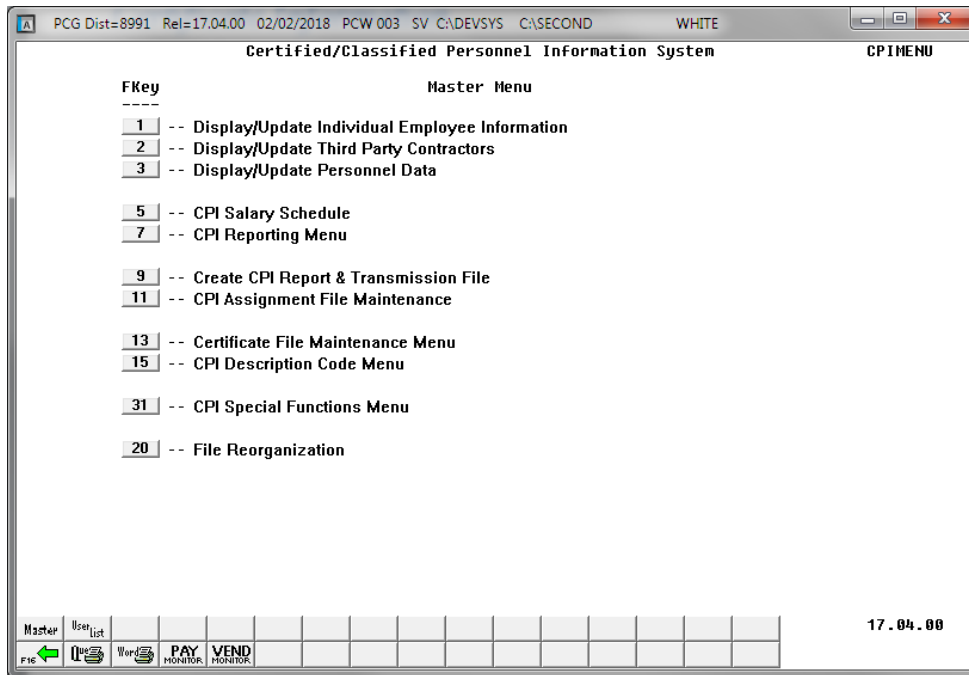
Step	Action
2	Select  (F8 - Print Employees with Questionable CPI Include Status). <i>The Certified/Classified Personnel Information System – Reporting Menu redisplays.</i>
3	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

6A. Employees with Questionable CPI Include Status Report – Example

The questionable CPI status report lists employee records containing a questionable *Include On CPI?* status. The *Print Employees With Questionable CPI Include Status* report will not list employees who have been terminated prior to the **Cycle 1 Termination From Date** on the *CPI Control* record. Therefore, only employees who are actually reported during the CPI transmission cycles will be reviewed for the report.

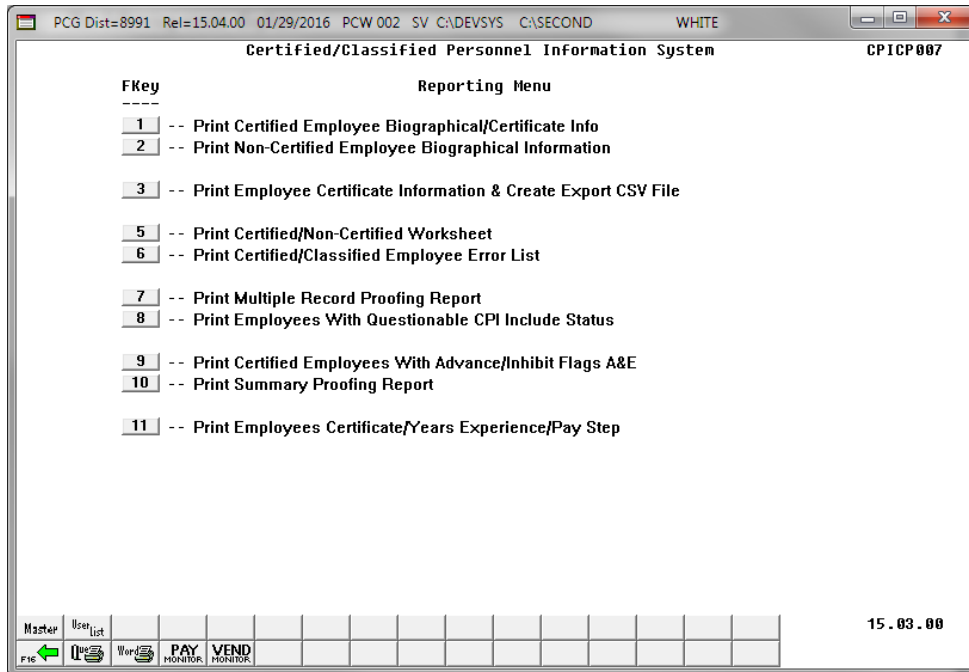
REPORT DATE 03/04/2024		EMPLOYEES WITH QUESTIONABLE CPI INCLUDE STATUS							PAGE 1	
SOCSEC	EMPNO	NAME	CPIFLAG	STATUS	CLASS	WORKLOC	TERMDT	TERMREA	REHIRE	
*****6246--	86246	ST8EETER, RESNALDO	Y	A	03	0050	05-31-2022	9	09-01-2022	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****6252--	86252	AL2NSO, WI2L	N	T	05	0401	05-06-2022	9		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****6282--	86282	AU4USTINE, DA4ION	Y	A	03	0050	05-31-2022	9	08-01-2022	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****6506--	86506	ST5NER, FL5RIA	N	A	22	8010		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****6612--	86612	MA6TSON, SI6ENA	N	A	22	8010		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****6841--	86841	GR7VER, CL7IR	N	A	22	8010		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****6875--	86875	RH9ADES, CH9RITA	N	T	22	8010	02-28-2023	3		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****6934--	86933	SA2TER, IS2DRO	N	T	02	0301	05-31-2007	9		
	86934	SA2TER, IS2DRO	N	A	02	0401	05-31-2022	1	10-01-2022	
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****7283--	87283	EG9LESTON, CA9OYLN	N	I	21	0401		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****7770--	87770	OR2URKE, DE2A	Y	A	11	8012		0	02-13-2018	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****7802--	87802	LI8ES, JU8ES	Y	A	03	0050	11-30-2022	9	12-01-2022	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****7824--	87824	RI6LEY, LA6ENYA	N	A	15	8014		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****8206--	88206	WH3TTINGTON, CR3Z	Y	A	11	8012	10-19-2020	5	05-01-2023	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****8223--	88222	HU7TLEY, JO7NATHON	N	T	04	6001	09-01-1995	5		
	88223	HU7TLEY, JO7NATHON	Y	A	11	8010	09-30-2021	1	11-01-2021	
** SUBSTITUTE FLAGGED FOR CPI, MUST VALIDATE LONG TERM SUB STATUS **										
*****9140--	89140	GE5BER, AL5O	N	T	22	8010	12-31-2022	9		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										
*****9968--	89968	MA6CUS, EL6ANDA	N	A	15	0109		0		
** EMP CPI ELIGIBLE BUT NOT FLAGGED **										

Topic 7: Printing the Certified Employees with Advance/ Inhibit Flags of A & E Report



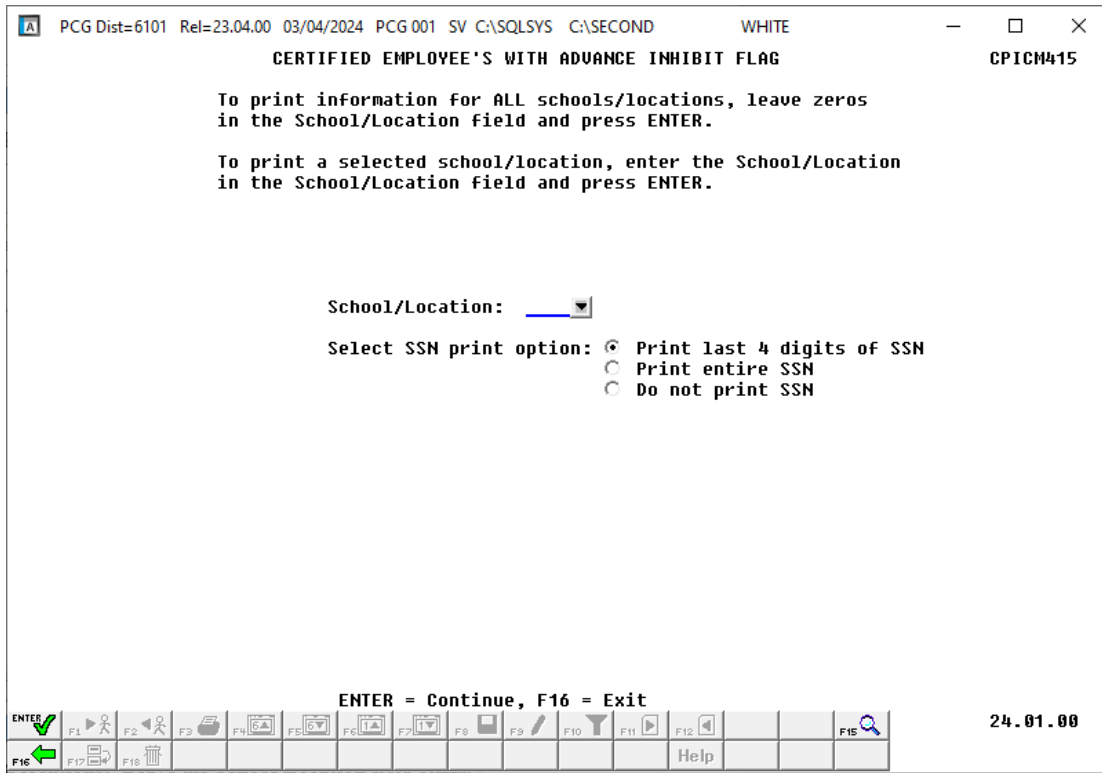
Step	Action
1	Select 7 (F7 - CPI Reporting Menu).




The following screen displays:



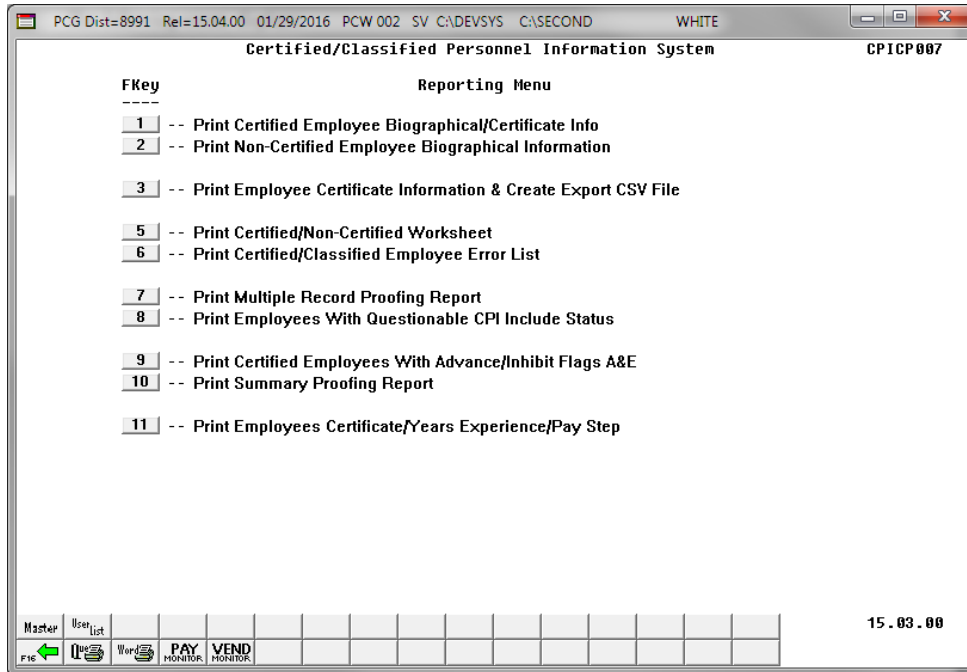
Step	Action
2	Select  (F9 - Print Certified Employees with Advance/Inhibit Flags of A & E).





The following screen displays:



Step	Action
3	<p>For all schools and locations: Leave the School/Location field blank.</p> <p>For an individual school or location: Enter the code, or select the drop-down selection icon  within the School/Location field to choose the information.</p>
4	Select the <input checked="" type="radio"/> radio button to the left of the desired option for Select SSN print option . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.
5	<p>Select  (Enter) <u>twice</u>.</p> <p><i>“** Processing Request **” briefly displays.</i></p> <p><i>PCGenesis displays the “No Records for Selection” message where appropriate. In this instance, select  (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.</i></p>

The following screen displays:



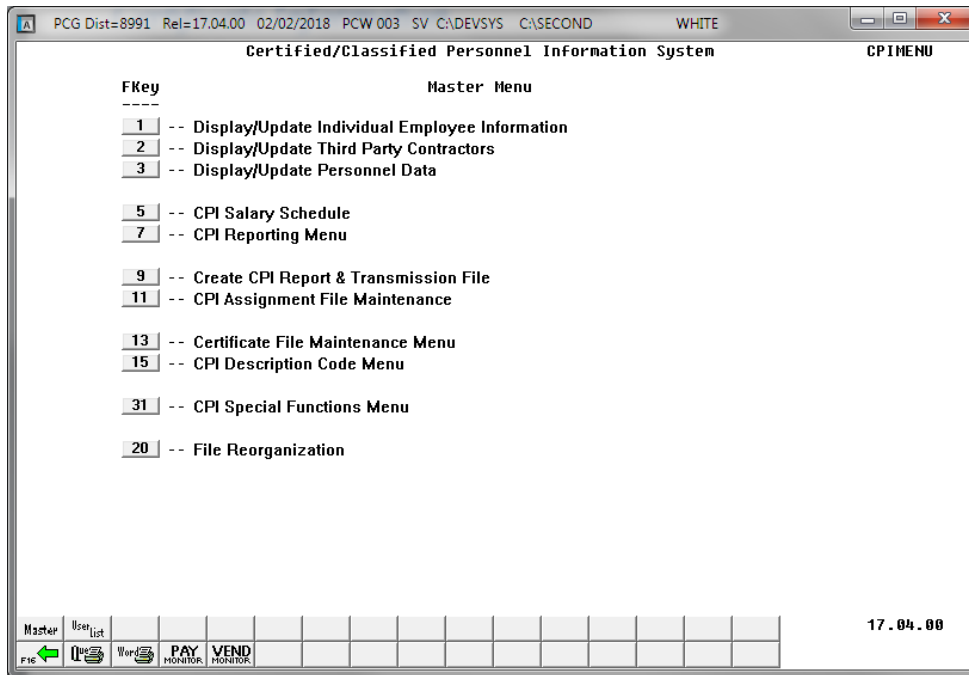
Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

7A. Certified Employees with the Advance/Inhibit Flag Set Report – Example

EMP #	SSN	NAME	STAT CLASS SEX WORK LOCATION	HIRE DT REHIRE TERM DT	BIRTH ETHNIC TERM REASON	EMP BASIS IND BLK WHT ASN	A/I PAC
87204	999-08-7204	BASETT, DASN	A 03 10 MO. TEACHERS F 5050 Location 005050	8/01/1993	9/01/1970 02	1.00 W	E
86953	999-08-6953	GI8CHRIST, BISLIE	A 03 10 MO. TEACHERS F 5050 Location 005050	8/01/1996	2/01/1955 02	1.00 W	A

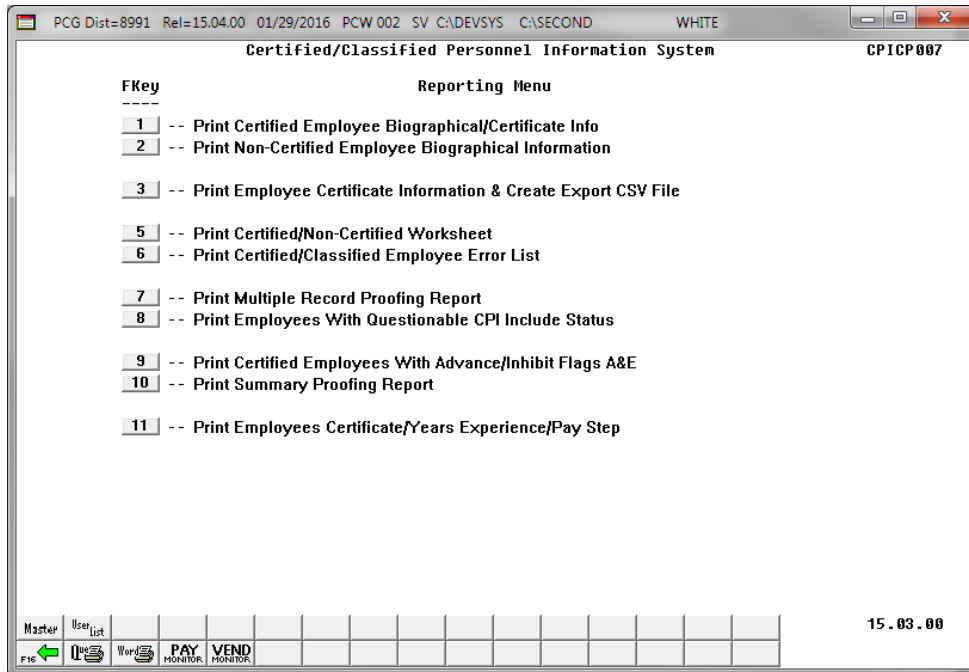
*** NOTE: Employee is Active for This Cycle

Topic 8: Printing the Summary Proofing Report for Location, Ethnic and Termination Codes



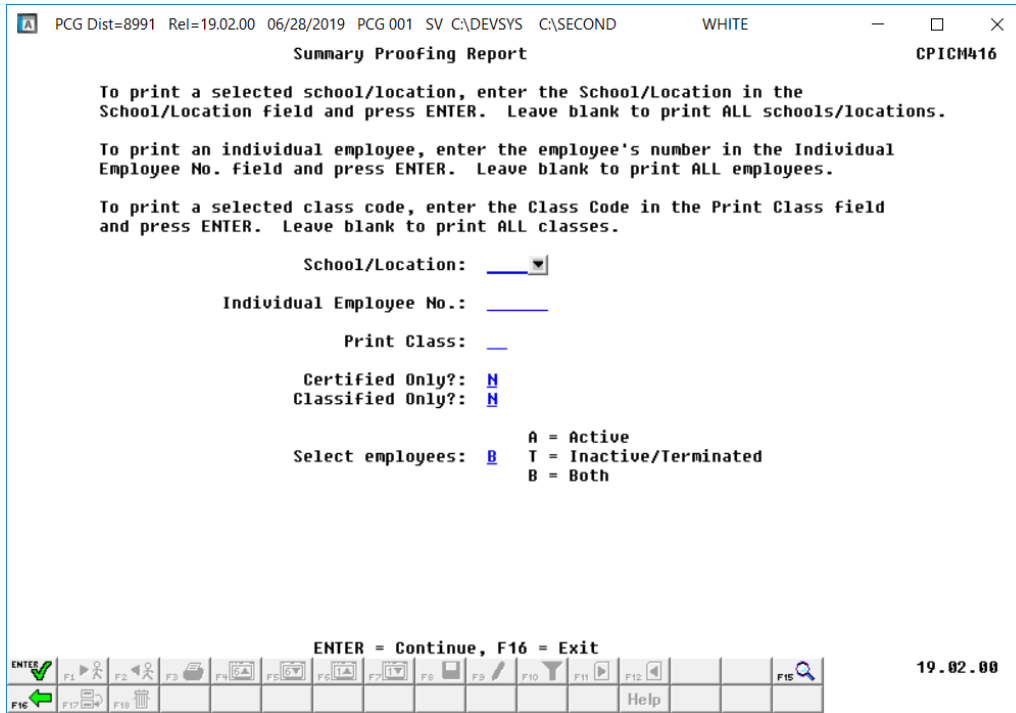
Step	Action
1	Select 7 (F7 - CPI Reporting Menu).



The following screen displays:





Step	Action
2	Select 10 (F10 - Print Summary Proofing Report).

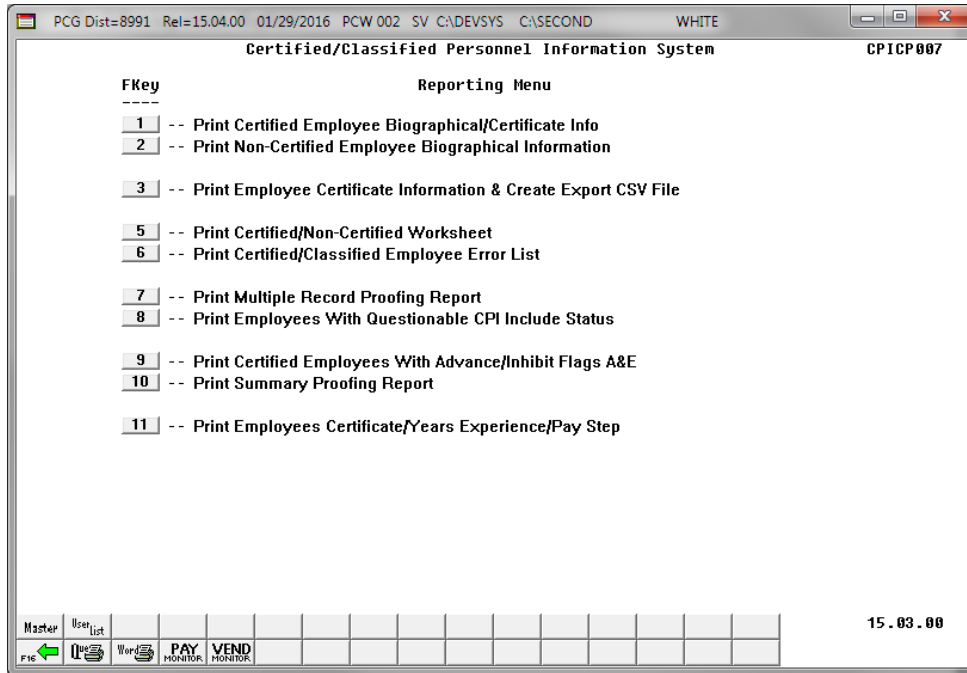
The following screen displays:







Step	Action
3	<p>For all schools/location, and employees: Leave the School/Location and the Individual Employee No. (Individual Employee Number) fields blank.</p> <p>For an individual school/location, or employee: Enter the code, or select the drop-down selection icon  within the School/Location field, or the Individual Employee No. (Individual Employee Number) to choose the information. Proceed to <i>Step 7</i>.</p>
4	<p>For all payroll class codes: Leave the Print Class field blank.</p> <p>For an individual payroll class code: Enter the code or select the drop-down selection icon  within the Print Class field to select the payroll class code for printing.</p>
5	Enter Y (Yes) or N (No) in the Certified Only? and Classified Only? fields to define the type of employee records to be selected for printing.
6	<p>Enter the status code in the Select Employees: Active (A) or Inactive/Terminated (T) or Both (B) field to define the employee's employment status.</p> <p><i>Valid codes include A (Active), T (Inactive/Terminated) or B (Both). PCGenesis defaults to B (Both).</i></p>

Step	Action
7	<p>Select  (Enter) <u>twice</u>.</p> <p>“** Processing Request **” briefly displays.</p> <p>PCGenesis displays the “No Records for Selection” message where appropriate. In this instance, select  (F16 - Exit) to return to the Certified/Classified Personnel Information System – Reporting Menu.</p>

The following screen displays:

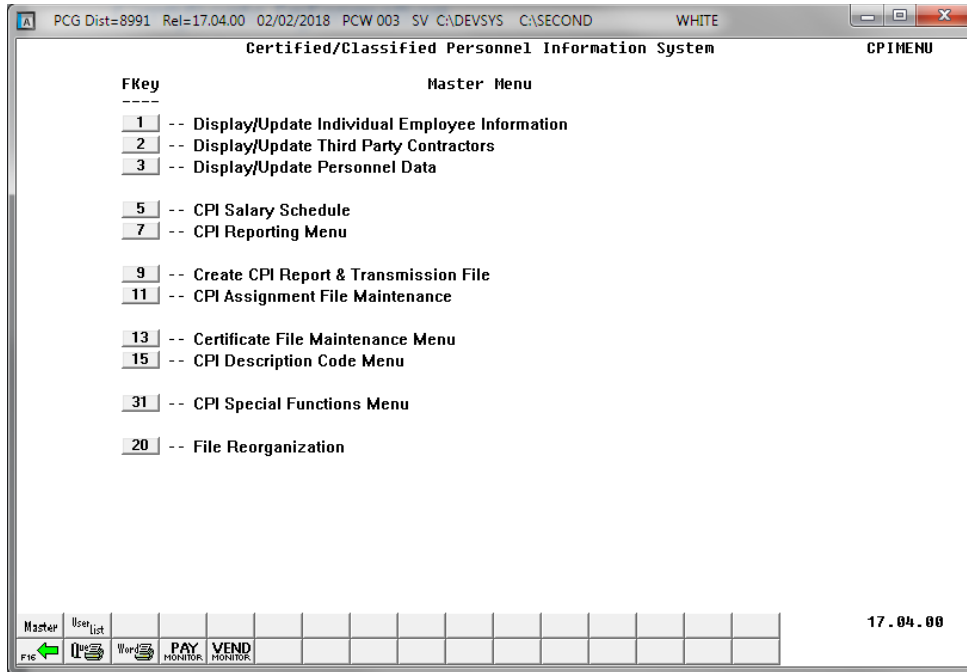


Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD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

8A. Summary Report for Proofing Location, Ethnic and Termination Codes - Example

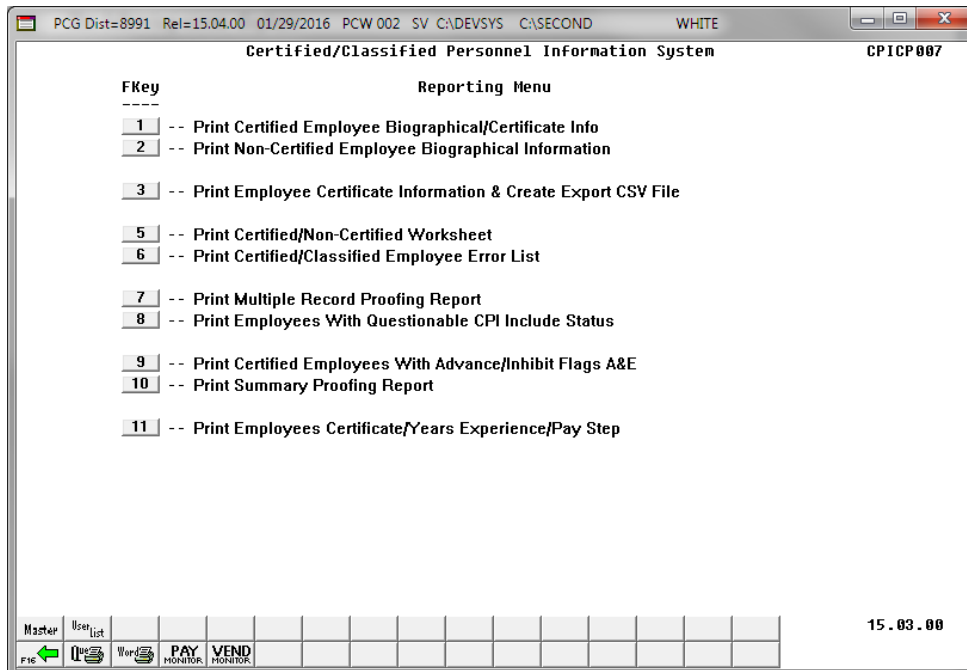
REPORT DATE 01/29/2016		SUMMARY REPORT FOR PROOFING LOCATION, ETHNIC AND TERM CODES											PAGE 256				
REPORT TIME 14:47:59		SORT ORDER: ALPHABETICAL WITHIN WORK LOCATION															
PROG NAME CPICM416																	
EMPNO	NAME	STAT	CLASS	CS1	WORK	ETHNIC	HOURS	T/R	TERMDT	REHIRE	HIRE	HISP	IND	BLK	WHT	ASN	PAC
										B' DATE							
88406	SH3H, CY3US	T	15	435	9206	02	0.000	9	8/01/2002		8/01/1998 11/01/1967						W
89790	SH3RRILL, SH3RELL	I	15	000	9206	02	0.000	1	2/01/2000		8/01/1989 3/01/1929						
89436	SL5DE, OR5LEE	I	13		9206	02	0.000	9	11/01/1995		10/01/1992						
88282	SN7WDEN, KA7EEM	I	15	000	9206	02	0.000	9	8/01/2004		12/01/1999						
89492	SP5NN, NU5BERS	I	13		9206	01	0.000	9	11/01/1995		8/01/1990						
86470	TH3BODEAUX, ER3OL	T	15	999	9206	02	0.000	9	8/01/2005 1/01/2005		3/01/2001 10/01/1955						W
88518	TI3SLEY, DE3VER	I	13	410	9206	01	0.000	9	11/01/1995		1/01/2001						
87169	TO8H, AL8ENA	I	13	410	9206	01	0.000	9	11/01/1995		2/01/1990						
88636	VASN, SH5RILYN	I	15	000	9206	02	0.000	9	8/01/2004		9/01/2001						
88034	VA7NEY, CI7A	I	15	000	9206	02	0.000	9	8/01/2004		8/01/1999						
86584	VA9DES, HO9LIS	I	15	316	9206	02	0.000	0			10/01/1999						
88696	WA9DRON, CASMEN	I	13		9206	01	0.000	9	11/01/1995		10/01/1989						
89472	WH9ATLEY, JA9QUES	T	15	000	9206	04	0.000	9	8/01/2002		10/01/2000						W
89613	ZI4MER, PH4NG	I	15	000	9206	04	0.000	0			10/01/1999						
03713	EMPLOYEES																

Topic 9: Printing the Employees' Certificate/Years of Experience/Pay Step Report




Step	Action
1	Select 7 (F7 - CPI Reporting Menu).

The following screen displays:



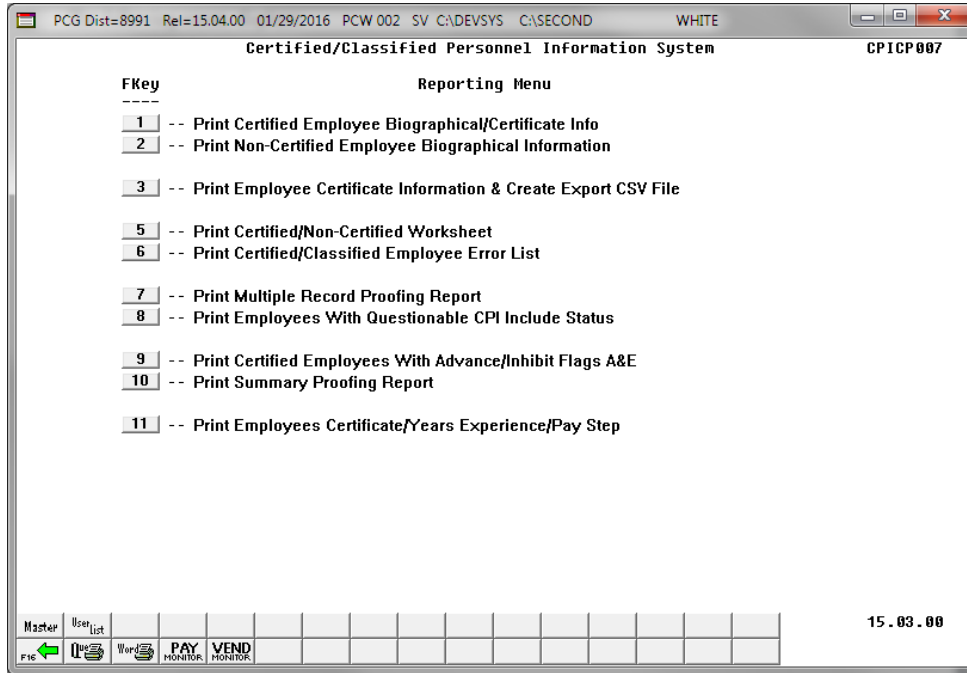
Step	Action
2	Select 11 (F11 - Print Certified Employees High Cert./Years Exp./Pay Step).





The following screen displays:

Step	Action
3	<p>For all schools/locations: Leave the School/Location field blank.</p> <p>For an individual school/location: Enter the code, or select the drop-down selection icon  within the School/Location field to choose the information.</p>
4	<p>Enter the status code in the Select Employees field to define the type of employee records to be included.</p> <p><i>Valid codes include A (Active), I (Inactive/Terminated) or B (Both). PCGenesis Defaults to A (Active).</i></p>
5	<p>Enter the pay class type in the Pay Class Type field to define the type of pay class records to be included.</p> <p><i>Valid codes include C (Certified), P (Paraprofessional) or B (Both).). PCGenesis Defaults to B (Both).</i></p>
6	<p>Select the <input checked="" type="radio"/> radio button to the left of the desired option for Select SSN print option. Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the CPI report. This feature allows sensitive payroll data to be protected.</p>

Step	Action
7	Select  (Enter) twice. “** Processing Request **” briefly displays.

The following screen displays:



Step	Action
8	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 <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.
9	Select  (F16 - Exit) to return to the <i>Certified/Classified Personnel Information System Reporting Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

9A. Employees Certificate/Years Experience/Pay Step Report - Example

RUN DATE: 12/03/2018		Employees Certificate/Years Experience/Pay Step										PAGE: 1
RUN TIME: 12:54:34		SORT ORDER: LOCATION, CLASS, ALPHA										
PROGRAM: CPICM417												
EMP #	SSN	NAME	STATUS	CLASS	PAR	WORK LOC	HIRE/REHIRE DATE	CERT LEVL	YEARS EXP.	PAY STEP	CONT. DAYS	CONT. SAL.
089587	999-08-9587	AL4RECHT, CA4MELO	A	07		0103	08/03/15	5	17	L4	190	63624
087728	999-08-7728	AR9STEAD, MI9HEL	A	07		0103	08/02/13	5	15	L3	190	60994
088155	999-08-8155	AS9TON, YV9NE	A	07		0103	01/15/01	6	18	L4	190	71792
089654	999-08-9654	BL2M, NIKOLAS	A	07		0103	01/02/17	6	23	L6	190	77576
089117	999-08-9117	BO7RQUE, ON7E	A	07		0103	08/14/96	4	23	L6	190	57960
089753	999-08-9753	BO8SER, JO8SPH	A	07		0103	08/01/16	4	1	E	190	40871
087988	999-08-7988	BR5THERS, ALSYNA	A	07		0103	08/18/98	6	29	L6	190	79903
088438	999-08-8438	CO7TIRELL, RE7A	A	07		0103	08/05/08	6	17	L4	190	71792
087704	999-08-7704	CO9NEY, LO9D	A	07		0103	09/11/12	4	7	5	190	45097
089935	999-08-9935	CR2NDALL, ST2PANIE	A	07		0103	08/03/04	4	15	L3	190	53039
087900	999-08-7900	CR5WLEY, PR5SCILA	A	07		0103	08/18/98	6	21	L6	190	76116
087508	999-08-7508	DO4DY, CI4DERELLA	A	07		0103	08/02/05	5	26	L6	190	71836
087077	999-08-7077	EL9SWORTH, LI9LIANA	A	07		0103	07/31/17	4	3	1	190	40871
087094	999-08-7094	ET8ERIDGE, CH8UNCEY	A	07		0103	08/04/14	5	23	L6	190	69449
087755	999-08-7755	FE6NANDES, RE6GINIA	A	07		0103	08/01/16	5	5	3	190	48412
089697	999-08-9697	FE8DER, FL8TA	A	07		0103	08/01/16	7	22	L6	190	83600
089744	999-08-9744	FU9ATE, MI9HEL	A	07		0103	01/02/97	5	22	L6	190	66651
088068	999-08-8068	GO6DEN, KR6STEEN	A	07		0103	07/31/17	6	18	L4	190	70992
087105	999-08-7105	JASRELL, PASTY	A	07		0103	09/20/17	4	3	1	90	21048
088059	999-08-8060	MA6AN, JE6	A	07		0103	08/15/00	6	24	L6	190	78376
088587	999-08-8587	NA5LOR, MA5QUITTA	A	07		0103	09/10/13	5	6	4	190	50349
087967	999-08-7967	PU2LEN, BR2T	A	07		0103	08/14/96	6	25	L6	190	79903
089717	999-08-9717	RU4S, JU4E	A	07		0103	08/18/98	6	21	L6	190	75316
087188	999-08-7188	SH3H, DE3E	A	07		0103	08/04/14	5	22	L6	190	67451
089306	999-08-9306	SH3LER, LU3IEN	A	07		0103	08/01/12	5	26	L6	190	71509