



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

3/1/2018

Section G: Certificate File Maintenance,  
V2.5

## *Revision History*

Date	Version	Description	Author
3/1/2018	2.5	18.01.00 – Update <i>Procedure D</i> .	D. Ochala
02/02/2018	2.4	18.01.00 – Update menu screenshots.	D. Ochala
06/03/2016	2.3	16.01.00 – Update Logo and Footers.	S. Scrivens
06/27/2013	2.2	13.02.00 - Update links to Data Collections and PSC websites.	D. Ochala
03/31/2009	2.1	Section title changed to “ <i>Section G</i> ”.	C. W. Jones
08/01/2008	2.0	08.02.00 – Updates to screenshots, no programmatic changes.	C. W. Jones

# *Table of Contents*

<b>Overview .....</b>	<b>1</b>
<b>Topic 1: Maintaining the Certificate File .....</b>	<b>2</b>
<b>Topic 2: Updating PCGenesis Certificate Information from the Professional Standards Commission (PSC) .....</b>	<b>3</b>
Procedure A: Generating an Export File of Social Security Numbers via PCGenesis .....	3
Procedure B: Uploading the PCGenesis Social Security Number (SSN) Export File to the GaDOE.....	5
Procedure C: Downloading the GaDOE-SSN Return File of PSC Certificate Information.....	7
Procedure D: Uploading the GaDOE-SSN Return File with Certificate Data into PCGenesis.....	8
D.1. PSC/CPI Upload (Update) Report and Message Explanation Table – Example.....	12
D.2. PSC/CPI Upload Error Report and Message Explanation Table – Example.....	13

## Overview

### Maintaining the CPI Certificate File

Updating the Professional Standards Commission's (PSC's) certificate information in PCGenesis requires the following procedures to be completed:

- Generate an export file of Social Security Numbers (SSN's) via PCGenesis.
- The CPI Coordinator must upload the PCGenesis-SSN export file to the GaDOE.
- Download the *GaDOE-SSN Return File* of Professional Standards Commission (PSC) certificate information to the Personal Computer (PC).
- The CPI Coordinator must upload the *GaDOE-SSN Return File* into PCGenesis.

*This document includes the initial MyGaDOE Web portal screenshot example. Note that the screens received after logging into the Web portal will be system and user specific, and are therefore omitted from this document.*

### PSC/CPI Upload and CPI Error Reports

Open Case Flag: The *PSC/CPI Upload Report* and the *PSC/CPI Upload Error Report* contains the **Open Case?** flag which identifies the status of the employee's Professional Standards Commission (PSC) certification request where appropriate.

Certificate ID (Certificate Identification) Code: For Certified employees, this number identifies the employee's Professional Standards Commission (PSC)-assigned certificate number. This field is not required for classified employees.

Prof/Renew (Professional/Renewable) Flag: The **Prof/Renew (Professional/Renewable) Flag** determines if the employee's certificate is renewable.

The *Certified/Classified Personnel Information (CPI) System Operations Guide, Section A: Displaying/Updating Individual Employee Information* provides detailed information about the certificate fields.

The *Upload Error Report* lists certificate type and field codes missing from the *CPI Description File*. Follow the instructions provided in the *Certified/Classified Personnel Information (CPI) System Operations Guide, Section H: CPI Description Code Maintenance* to add the missing certificate type and field codes.

## *Topic 1: Maintaining the Certificate File*

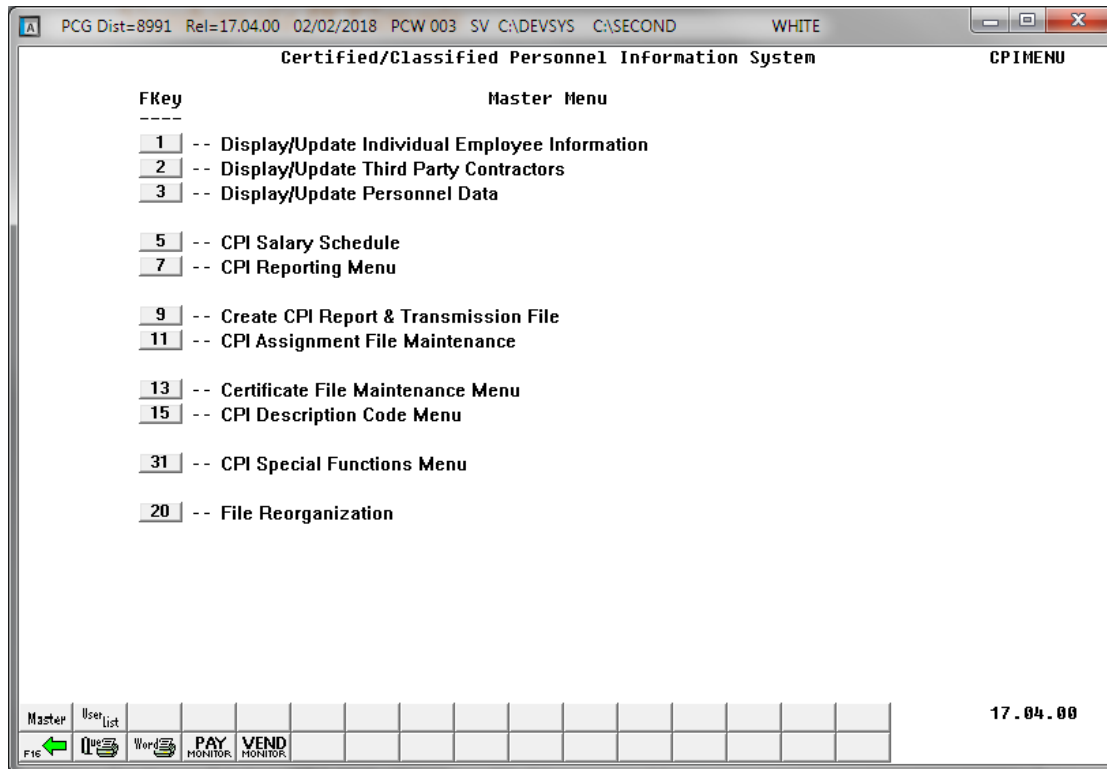
Refer to the *Certified/Classified Personnel Information (CPI) System Operations Guide, Section A: Displaying/Updating Individual Employee Information* for instructions.

## Topic 2: Updating PCGenesis Certificate Information from the Professional Standards Commission (PSC)

### Procedure A: Generating an Export File of Social Security Numbers via PCGenesis

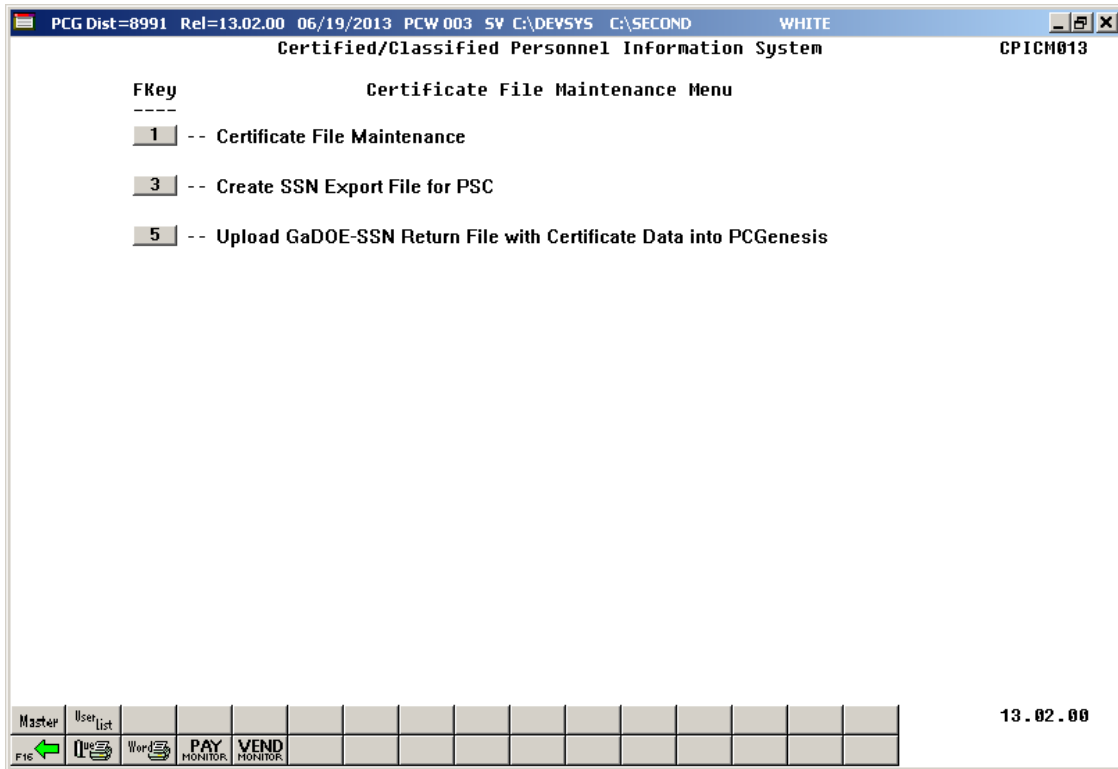
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>4</b> (F4 - Certified/Classified Personnel Information System).

The following screen displays:



Step	Action
2	Select <b>13</b> (F13 - Certificate File Maintenance Menu).

The following screen displays:



Step	Action
3	<p>Select <b>3</b> (F3 - Create SSN Export File for PSC).                      “* * * Processing Request * * *” briefly displays.                      The Certified/Classified Personnel Information System – Certificated File Maintenance Menu redisplay.</p>
4	<p>Navigate to K:\SECOND\GOSEND, locating the PSCSSN file.                      This file will be selected in Procedure B: Uploading the PCGenesis Social Security Number (SSN) Export File to the GaDOE. If the file does not exist, contact the Technology Management Customer Support Center for assistance.</p>

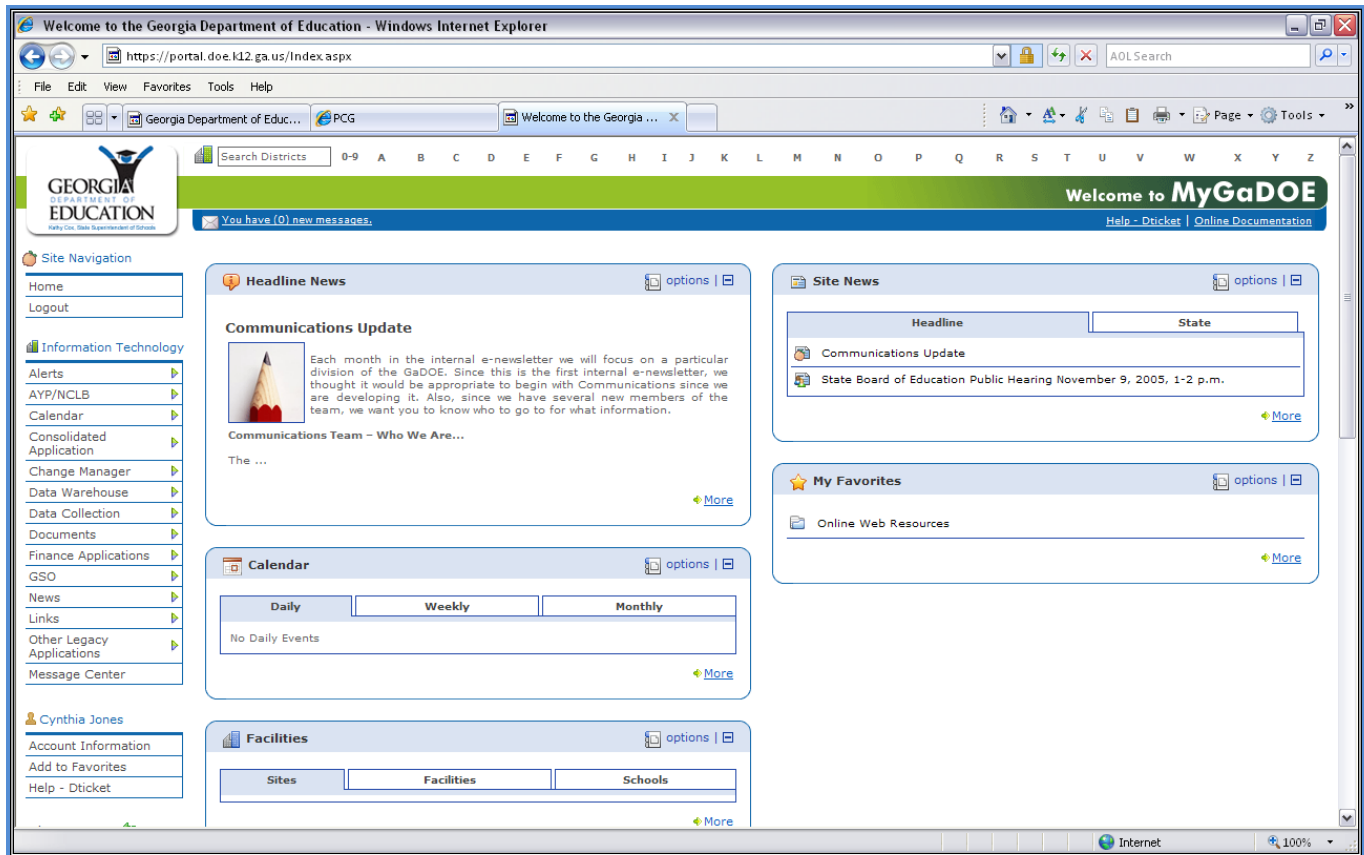
## Procedure B: Uploading the PCGenesis Social Security Number (SSN) Export File to the GaDOE

**\*\*\* ATTENTION \*\*\***

**The CPI Coordinator must perform the following steps.**


Step	Action
1	Access and log into the MyGaDOE Web portal at: <a href="https://portal.doe.k12.ga.us">https://portal.doe.k12.ga.us</a> .

The following is an example of the window displayed after login:



The preceding screenshot is as an example only. Individual results will differ from this screen's information.

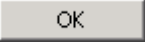



Step	Action
2	<p>Follow normal processing procedures to submit the file via the <i>MyGaDOE</i> Web portal.</p> <p><i>GaDOE Data Collections provides transmission instructions at:</i>  <a href="http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Data-Collections-and-Reporting.aspx">http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Data-Collections-and-Reporting.aspx</a></p>
3	<p>When prompted, <b>K:\SECOND\GOSEND\PSCSSN</b> (from <i>Procedure A, Step 4</i>), in the <b>Send this file:</b> field, and click <b>Upload Data File</b> .</p> <p><i>The actual processing time for the Upload Data File option may vary between school districts.</i></p>

## Procedure C: Downloading the GaDOE-SSN Return File of PSC Certificate Information

**\*\*\*ATTENTION\*\*\***

The following instructions may vary based on the Personal Computer's (PC's) configuration.

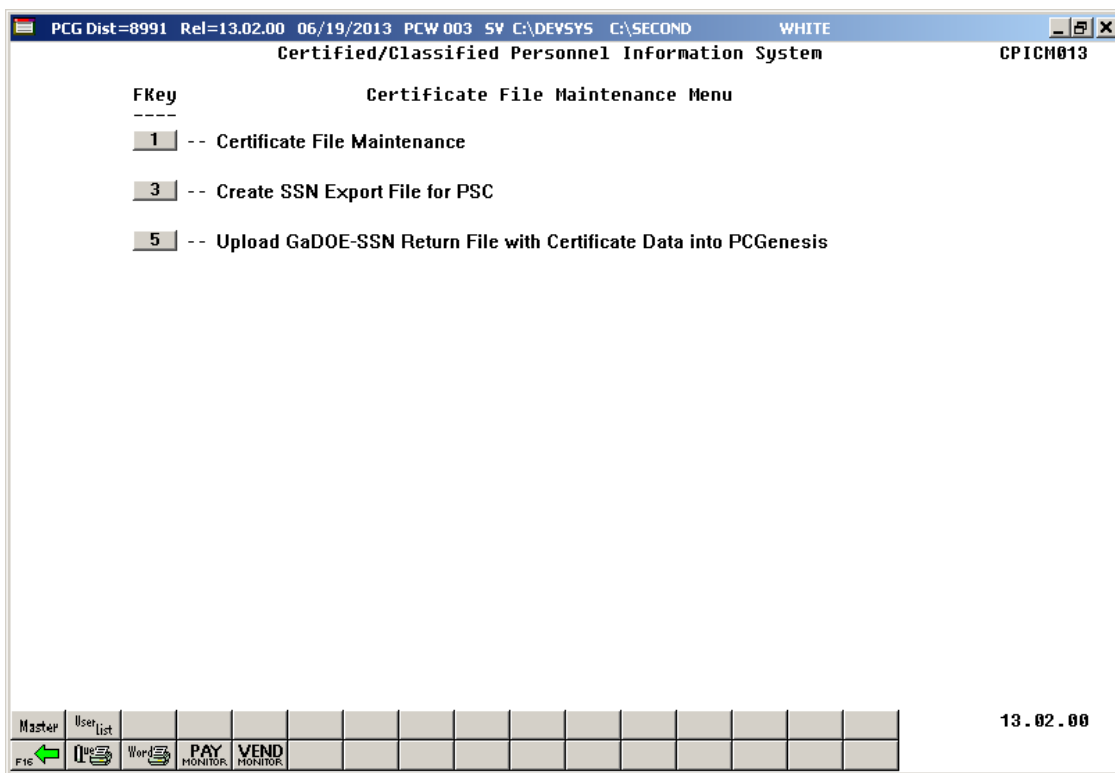
Step	Action
1	When prompted within the <i>MyGaDOE</i> Web portal, select <b>Download PSC Data</b> . <i>The actual processing time for the Download PSC Data option may vary between school districts.</i>
2	When the <i>Download File from Network</i> dialog box displays, select the <b>Save it to disk</b> option and click  (OK). <i>When the File Save As dialog box displays, the CPI_PACK_CPIUPLOAD.XLS filename displays.</i>
3	Within the <b>Save in:</b> field, select <b>C:\temp</b> as the location to which the file will be saved.
4	Enter <b>NNNPSC.UL</b> where <i>NNN</i> is the school district's LUA code in the <b>Filename</b> field and click  (Save). <i>This File/Pathname will also be entered in Procedure D, Step 3.</i>
5	Exit the Web browser and proceed to <i>Procedure D: Uploading the GaDOE-SSN Return File with Certificate Data into PCGenesis</i> .

## Procedure D: Uploading the GaDOE-SSN Return File with Certificate Data into PCGenesis

After uploading new certificate data, this program recalculates the **Certificate Type/Level** field on the *Personnel Data* screen for certified employees. The **Certificate Type** is determined to be 'T' when the employee has a professional certificate and the professional certificate is used in a CPI assignment. If the professional certificate is not used in a CPI assignment, the **Certificate Type** is determined to be 'B'. To determine the **Certificate Level**, the program uses the **Certificate Level** from the *CPI Certificate Maintenance* screen.

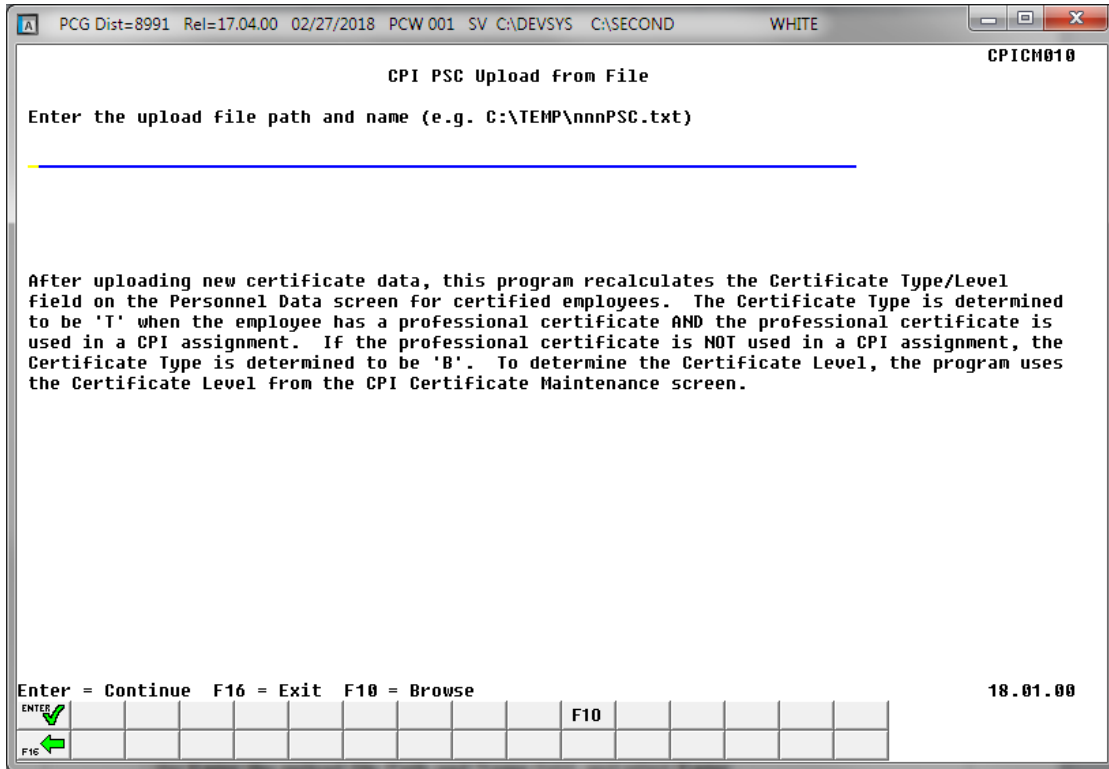
Step	Action
1	Return to the PCGenesis-Certified/Classified Personnel Information System - Certificate File Maintenance Menu.


The following screen displays:



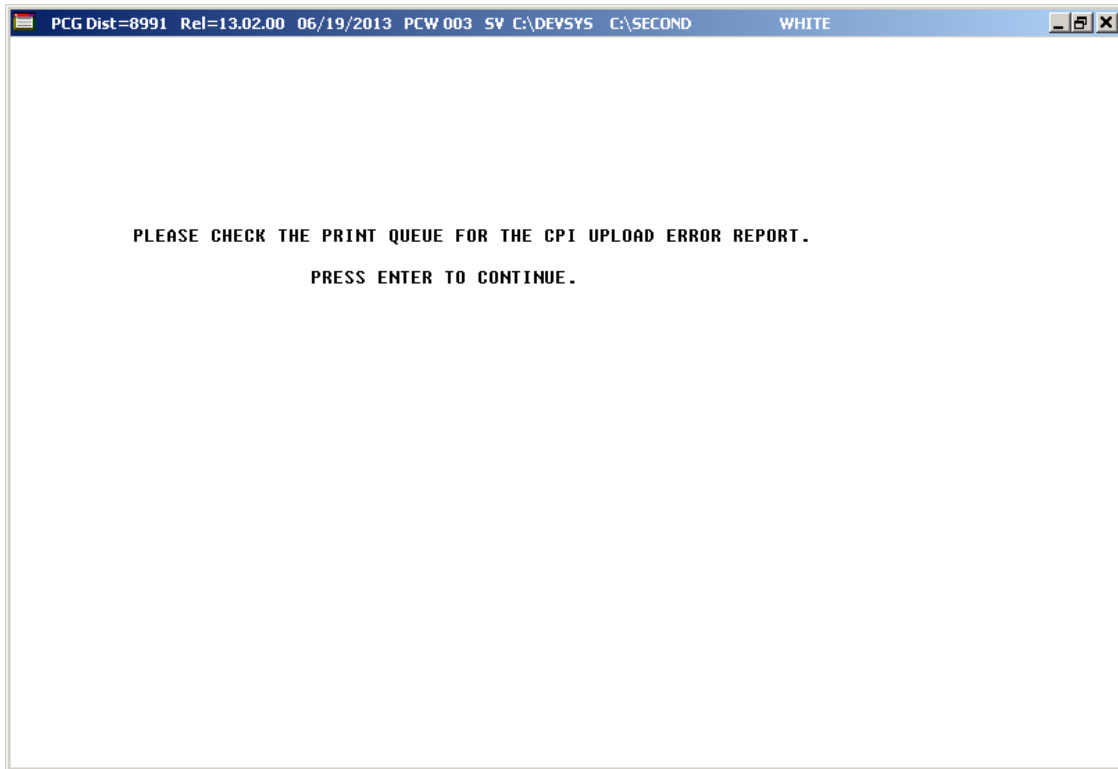
Step	Action
2	Select <b>5</b> (F5 – Upload GaDOE-SSN Return File with Certificate Data into PCGenesis).

The following screen displays:

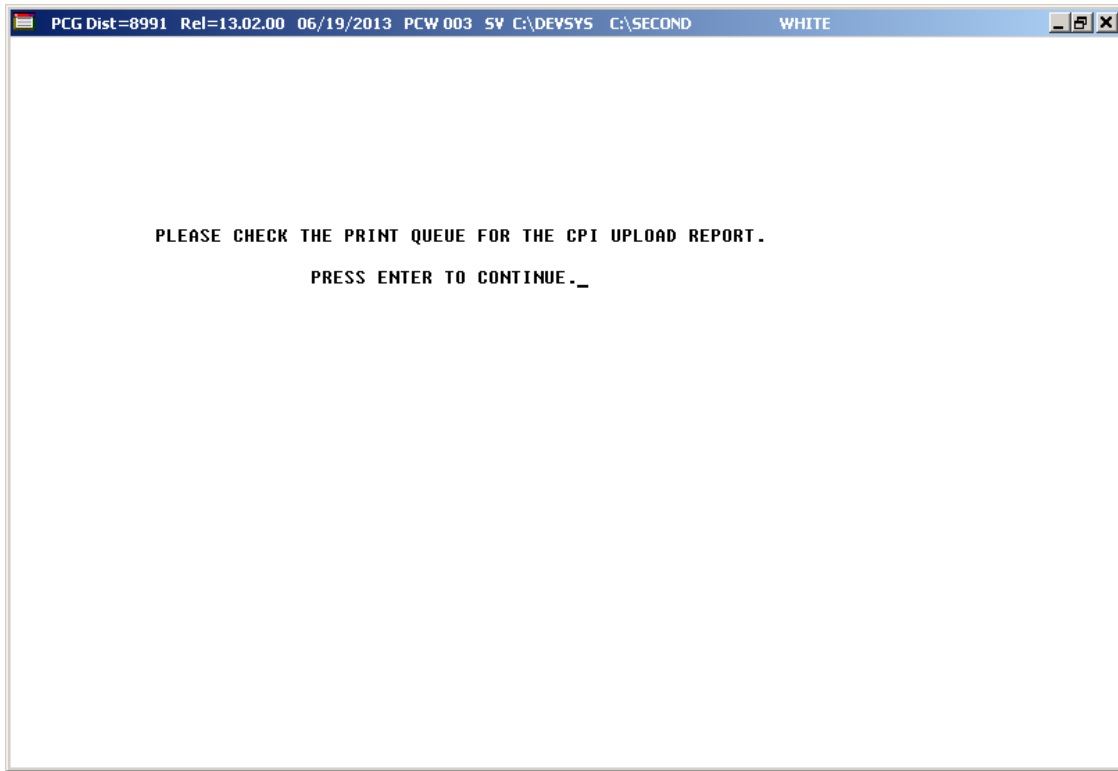


Step	Action
3	<p>Enter the upload file and pathname from <i>Procedure 2C, Step 4</i>, on the blank line following the <b>Enter the upload file Path and Name</b> field, and select  (<b>Enter</b>).</p> <p>Select <i>F10 (Browse)</i> to search for the appropriate file.</p> <p><u>If the filename entered is incorrect:</u> When the “Unable to Open Input PSCDATA File. Check File Name and Path.” message displays, select <i>F10</i> to browse for the file, or reenter the upload file and pathname and select <b>Enter</b>.</p>

For **unsuccessful PSC file uploads**, the following screen displays:

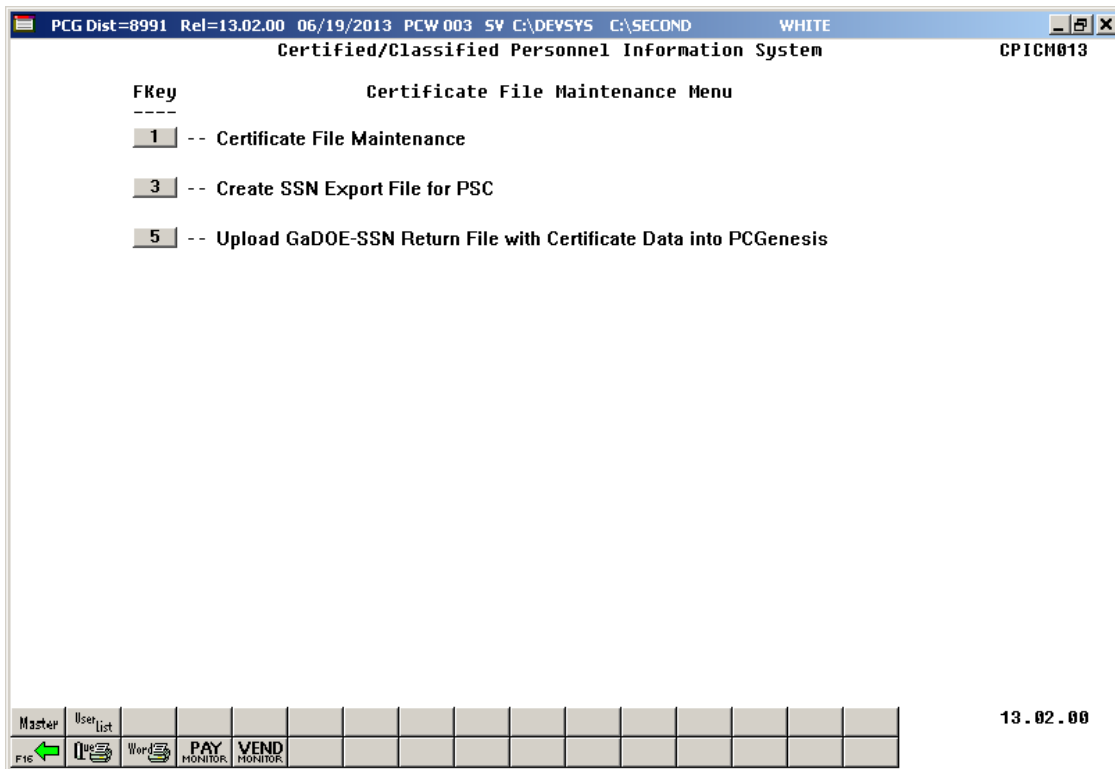




For **successful PSC file uploads**, the following screen displays:



Step	Action
4	<p>Select <b>Enter</b> to continue.</p> <p><i>If errors exist:</i> When the “Please check the Print Queue for the CPI Upload Detail and Error Report.” message displays, select <b>Enter</b> to continue. A sample copy of this report is provided in D.2. PSC/CPI Upload Error Report and Message Explanation Table – Example. If errors exist, correct the errors, and return to Procedure D to repeat this procedure.</p> <p>Where applicable, a listing of errors (PSC/CPI Upload Error Report) and/or updates to employees’ certification information (PSC/CPI Upload (Update) Report) will be automatically generated. Refer to the report examples and the Error Message/Cause/Action Table on the following pages for potential error messages, their causes, and the action required to correct the discrepancy.</p>

The following screen displays:



Step	Action
5	<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>Refer to the <u>Technical System Operations Guide</u>, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing, for instructions on creating the macros needed for the MS WORD feature.</p>

## D.1. PSC/CPI Upload (Update) Report and Message Explanation Table – Example

**\*\*\* ATTENTION \*\*\***

*Error messages do not display for certificates with updates to only the effective date/expiration date, or when PCGenesis and PSC data are the same. The report identifies updated records only.*

*The table applies to record updates only and is not comprehensive.*

EMP		PSC	RECORD	CERT	LVL	DI/	CERT	CERT	ID/	CASE/	FLD	
NO	NAME	SSN	TYPE	LVL	PROF	TYPE	EFFECT	DT	DT	EXP	CODE	
RUN DATE: 02/27/2018												
RUN TIME: 15:47:40												
PROGRAM: CPICM010												
GEORGIA DEPARTMENT OF EDUCATION												
PSC/CPI UPLOAD REPORT												
PAGE: 1												
033333	A9Q4ESON, SSU0Y MSEZE	999 99	6230	Y01		Y	SRT	07/01/2013	2018	798		CERTIFICATE RECORD HAS BEEN ADDED
033333	A9Q4ESON, SSU0Y MSEZE	999 99	6230	Y01		Y	SRT	07/01/2013	2018	910		CERTIFICATE RECORD HAS BEEN ADDED
031801	M4T8OLL, T8P2USA	999 99	3810									Certificate Type/Level: Old = T4 New = T0
083460	R2TE, W3K8LON J	999 99	8826									Certificate Type/Level: Old = B2 New = B0
085780	H4ISS, R5LY9JA E	999 99	8838									Certificate Type/Level: Old = New = B5
098410	M5E6YL, M5P9K6LE E.	999 99	9881									Certificate Type/Level: Old = New = B0
055400	W3T1S, L9G5JY M	999 99	5840									Certificate Type/Level: Old = New = B5
010080	R8O6ES, K8TSY E	999 99	1858									Certificate Type/Level: Old = T5 New = T6
006970	M5K7PRD, A5M3E L	999 99	0997									Certificate Type/Level: Old = T4 New = T0
040460	R2SD, T9A3KA S.	999 99	4986									Certificate Type/Level: Old = T4 New = B4
097550	M8A07U, S8J81A S	999 99	9855									Certificate Type/Level: Old = T4 New = T5
038310	T8LSAR, L7P9JN B8I2QN	999 99	3971									Certificate Type/Level: Old = T5 New = T6



TABLE APPLIES TO RECORD UPDATES ONLY.	
MESSAGE	EXPLANATION
Certificate & Expire Year Updated	The certificate is new for this employee. The employee's CPI assignments require review in order to determine if the selection of a new certificate for the assignments is required.
CPI Certificate Level, Certificate ID, Case & Date Update	Updates are complete in PCGenesis-CPI for the employee's new certificate level. Consider reviewing the employee's Payroll records to ensure the employee salary is correct.
Certificate Record Has Been Added	Updates are complete in PCGenesis-CPI for the employee's new certificate. Review the employee's CPI assignments to ensure validity.
Certificate Type/Level: Old = xx New = xx	The employee's <b>Certificate Type/Level</b> field has been updated on the <i>Update/Display Personnel Data</i> screen. The message displays the old Certificate Type/Level and the new Certificate Type/Level values.

## D.2. PSC/CPI Upload Error Report and Message Explanation Table – Example

**\*\*\*ATTENTION\*\*\***

The PSC/CPI Upload Error Report may contain varying messages. Refer to the Error Message/Cause/Action Table for a listing of potential error messages. The table is not comprehensive.

RUN DATE: 02/08/2018		GEORGIA DEPARTMENT OF EDUCATION								PAGE: 1
RUN TIME: 13:03:33		PSC/CPI UPLOAD ERROR REPORT								
PROGRAM: CPICM010										
EMP NO	EMP NAME	PSC SSN	RECORD TYPE	CERT LVL	DI/PROF	CERT TYPE	CERT EFFECT DT	ID/CASE/DT	FLD EXPIRE CODE	
000384	M4K6THSN, H4L8A L.	999 99 9222	Y01		Y	SRT	07/01/2015	2020	853	*** NOT ON CPI. CERT NOT ADDED ***
028670	C8N8IYG9AM, E9ANOR2 J	999 99 2222	Y01		Y	SRT	07/01/2017	2022	808	*** DUP FLDCODE W/DIFF CERT TYPE **
000273	J2RA6D, L3UWA B.	999 99 3434	Y01		Y	DT	03/18/2003	2020	808	*** NOT ON CPI. CERT NOT ADDED ***
000385	M2KQT8EN, J4M6X W.	999 99 5656	Y01		Y	SRT	07/01/2014	2019	761	*** NOT ON CPI. CERT NOT ADDED ***
000384	M3KIYHE3, HIE4A L.	999 99 7878	Y01		Y	SRL	07/01/2015	2020	710	*** NOT ON CPI. CERT NOT ADDED ***
002561	A3T04E, N7CWOQA3 L.	999 99 8989	Y01		Y	DT	07/01/1971	2020	730	*** NOT ON CPI. CERT NOT ADDED ***
026000	B7E3N, J8UW18N JONES	999 99 0099	Y01		Y	SRS	04/25/2017	2019	904	*** DUP FLDCODE W/DIFF CERT TYPE **
000273	J9I7LD, L3G4A B.	999 99 3224	Y01		Y	DT	07/01/1968	2020	786	*** NOT ON CPI. CERT NOT ADDED ***
000384	MCSR3WEN, HIE4A L.	999 99 5432	Y01		Y	SRL	07/01/2015	2020	901	*** NOT ON CPI. CERT NOT ADDED ***
002561	A3T04E, N7CWOQA3 L.	999 99 7675	Y01		Y	DT	07/01/1971	2020	755	*** NOT ON CPI. CERT NOT ADDED ***
000273	J2RA6D, L3UWA B.	999 99 9987	Y01		Y	DT	07/01/1968	2020	702	*** NOT ON CPI. CERT NOT ADDED ***
031870	R2RM, D5TT2N	999 99 4433	Y01		Y	SRT	07/01/2017	2022	881	*** DUP FLDCODE W/DIFF CERT TYPE **
000214	G8K9IAM, E3QE2 M.	999 99 3322	Y01		Y	DT	07/01/1971	2020	702	*** NOT ON CPI. CERT NOT ADDED ***
000214	G8K9IAM, E3QE2 M.	999 99 2211	Y01		Y	DT	07/01/1971	2020	808	*** NOT ON CPI. CERT NOT ADDED ***
000384	M3KIYHE3, HIE4A L.	999 99 2727	Y01		Y	SRT	07/01/2015	2020	730	*** NOT ON CPI. CERT NOT ADDED ***
002637	MIR1Z, J2E2UR T	999 99 5434	Y01		Y	SRS	07/01/2016	2021	904	*** DUP FLDCODE W/DIFF CERT TYPE **
002118	E8T7E0DGE, A9O2YA M.	999 99 9898	Y01		Y	SRS	07/01/2016	2021	904	*** DUP FLDCODE W/DIFF CERT TYPE **
000214	G8K9IAM, E3QE2 M.	999 99-4455	Z01	5	08/07/1997		140322	N		*** NOT ON CPI. LVL NOT CHANGED ***
000385	M2KQT8EN, J4M6X W.	999 99-2665	Z01	5	03/12/2006		144667	N		*** NOT ON CPI. LVL NOT CHANGED ***
000273	J2RA6D, L3UWA B.	999 99-1774	Z01	4	07/01/1993		352562	N		*** NOT ON CPI. LVL NOT CHANGED ***
002561	A3T04E, N7CWOQA3 L.	999 99-7006	Z01	6	07/01/1993		351102	N		*** NOT ON CPI. LVL NOT CHANGED ***
000384	M3KIYHE3, HIE4A L.	999 99-9118	Z01	7	08/18/2005		145019	N		*** NOT ON CPI. LVL NOT CHANGED ***

The following Field Codes  (Ctrl)  tificate Types were supplied in the PSC data file and were updated into the CPI Personnel Certificate records. These PSC Field Codes or Certificate Types are not found in the CPI Description file. Obtain the descriptions for these codes from the PSC or DOE, and update your CPI Description files.

FIELD CODE
904
971
700
895
884



ERROR MESSAGE	CAUSE	ACTION
System code on PSC input file does not equal NNN	Invalid data is in the file.	Manual edits of the file or entry of an incorrect File/Pathname may be the cause of the error. Verify the information.
Duplicate field code with different certificate type	PSC has either upgraded the certificate type or has not yet entered an upgrade you know is forthcoming.	<p>Update discontinued, requires manual verification. Identify whether PCGenesis or the <i>Error Report's</i> certificate type is correct.</p> <p>Because PCGenesis may contain the existing field code and certificate type with other assignments, the upload program <b>does not update PCGenesis</b> with the new certificate type.</p> <p>If the PSC verified that the certificate type printed on the error report is correct, manually update the certificate type in PCGenesis, and correct any assignments.</p>
Not on CPI, certificate not added or Not on CPI, level not changed	PSC has certification records and you do not have the employee entered in CPI.	This is an informational <i>Warning</i> . Determine if the employee's <i>Include on CPI?</i> flag is correct.
Field/Certificate Codes not in PSC Description File	<p>The <i>PSC GaDOE-SSN Return File with Certificate Data</i> contains field codes and/or certificate types that are not found in the <i>CPI Description File</i>.</p> <p>Obtain the descriptions for these field codes and certificate types from the PSC or the GaDOE, and update the school district's <i>CPI Description File</i>.</p>	Add the field and certificate type codes to the <i>CPI Description File</i> by following the procedures in the <i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section H: CPI Description Code Maintenance</i> .