PCGenesis and CPI

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CPI Data Analyst

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Introduction

Katie Green has been with the Georgia Department of Education for over nine years, currently working with the Data Collections Department. Katie is responsible for the Certified/Classified Personnel Information collection (CPI). She is also the PCGenesis expert for Data Collections. Katie has 16 years of service in the corporate sector in accounting and six years as a Business Analyst. She is a native of Atlanta, Georgia, and attended Atlanta Public Schools. Katie holds an Associate's Degree in Business Administration and a Bachelor of Science in Technical Management.

Objectives / Learning Targets

- What Certified/Classified Information is collected and who should be reported in the CPI data collection

- The learner will understand the linkage between PCGenesis and the CPI data collections.

- The learner will be able to investigate an error or warning.

Objectives / Learning Targets

What Certified/Classified Information is collected and who should be reported in the CPI data collection

What is CPI?

CPI is a collection of data of all certified and classified personnel based on their role within your district.

Certified and Classified Personnel Information
(Board Rule 160-5-2-.50)

When are the CPI Cycles?

A, B, C Records

CPI-1

October 04-25, 2022

Data used for T&E funding, HB280 incentives, and reports

CPI-2

March 02-23, 2023

Data used for analysis and reports

A & D Records

CPI-3 LEAVE

July 11- 25, 2023

Cumulative leave for year

Data used for analysis and reports

What is Reported in the A Record?

'A01' Record – Basic Demographics
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
GENDER
BIRTH DATE
EMPLOYEE TYPE
ETHNIC HISPANIC
RACE INDIAN
RACE ASIAN
RACE BLACK
RACE PACIFIC
RACE WHITE
LAST NAME
FIRST NAME
MIDDLE NAME

Demographics

A01' Record Basic Demographics

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What is reported in the B record?

'B01' Record – Contract and Certification Information
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
CERTIFIED EMPLOYMENT BASIS
CLASSIFIED EMPLOYMENT BASIS
PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE
CERTIFICATE LEVEL
STATE PAY STEP
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE
CONTRACT DAYS FOR CERTIFIED EMPLOYEE
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE
TERMINATION CODE
TERMINATION DATE
STATE HEALTH PLAN

Contract and Certification Data

B01 Record
Contract and Certification Information

Personnel Demographic Information- B Record	(Termination Code is required to add B record for regular and SB327 employee)		CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee ✓	Employment Basis		
Termination Date (mm/dd/yyyy)		Contract Days		
Stop Here For Terminated Employee!		Contract Salary		
		Certified Years Experience		
State Health Plan	✓	State Pay Step	✓	
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary (Emp Basis X Salary)	Payroll Certificate Level	✓	

What is Reported in the C Record?

'C01' Record(s) – Job Assignments
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
ASSIGNMENT SCHOOL CODE
ASSIGNMENT PERCENTAGE OF TIME
ASSIGNMENT TYPE CODE
ASSIGNMENT CERTIFICATE TYPE
ASSIGNMENT JOB CODE
ASSIGNMENT SUBJECT MATTER CODE
ASSIGNMENT FIELD CODE
ASSIGNMENT FUND CODE
ASSIGNMENT CONSOLIDATED FUND FLAG

Job Assignments

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C01 Records- Job Assignments

Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))

School ID	Percent Of Time	Assignment Type	In Field Status	Cert Type	Job Code	Sub Code	Cert Field	Fund Code
0103	66.0	C - Certified	I - In	T	109	400	748	00
0103	34.0	C - Certified	I - In	T	112	910	748	00

What is Reported in the D Record?

'D01' Record(s) – Leave Assignments
FISCAL YEAR
REPORT PERIOD
SYSTEM CODE
EMPLOYEE CODE
RECORD TYPE
PRIMARY ASSIGNMENT JOB CODE
SICK LEAVE
STAFF DEVELOPMENT
VACATION
OTHER LEAVE
COVID
PARENTAL LEAVE

Leave Taken

D01 Record- Leave Information

| Leave Information- D Record						
Job Code	Sick Leave	Staff Development	Vacation	COVID	Parental	Other Leave

Submit   Reset

Who is Reported in CPI?

- **Regular Employees** - are employees who have a direct contract with the district. This includes retired teachers who return to the work force.

- **Long Term Substitute** – is a person who is to temporarily serve in a permanent vacant position. For example, a Long -Term Substitute is hired to fill a second grade teacher vacancy.

- **Third Party Contractors** – are individuals who are contracted with an outside agency and not hired directly by the district.

Who is Reported in CPI?

Normally provided on the extract file from your payroll system

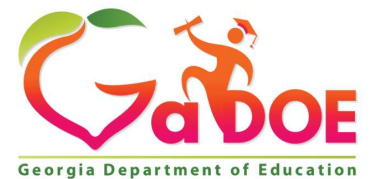May need to add online in CPI

CPI

PAYROLL

ACCOUNTS PAYABLE

"REGULAR" DIRECT CONTRACT EMPLOYEES

LONG-TERM SUBSTITUTES

3RD PARTY CONTRACT EMPLOYEES
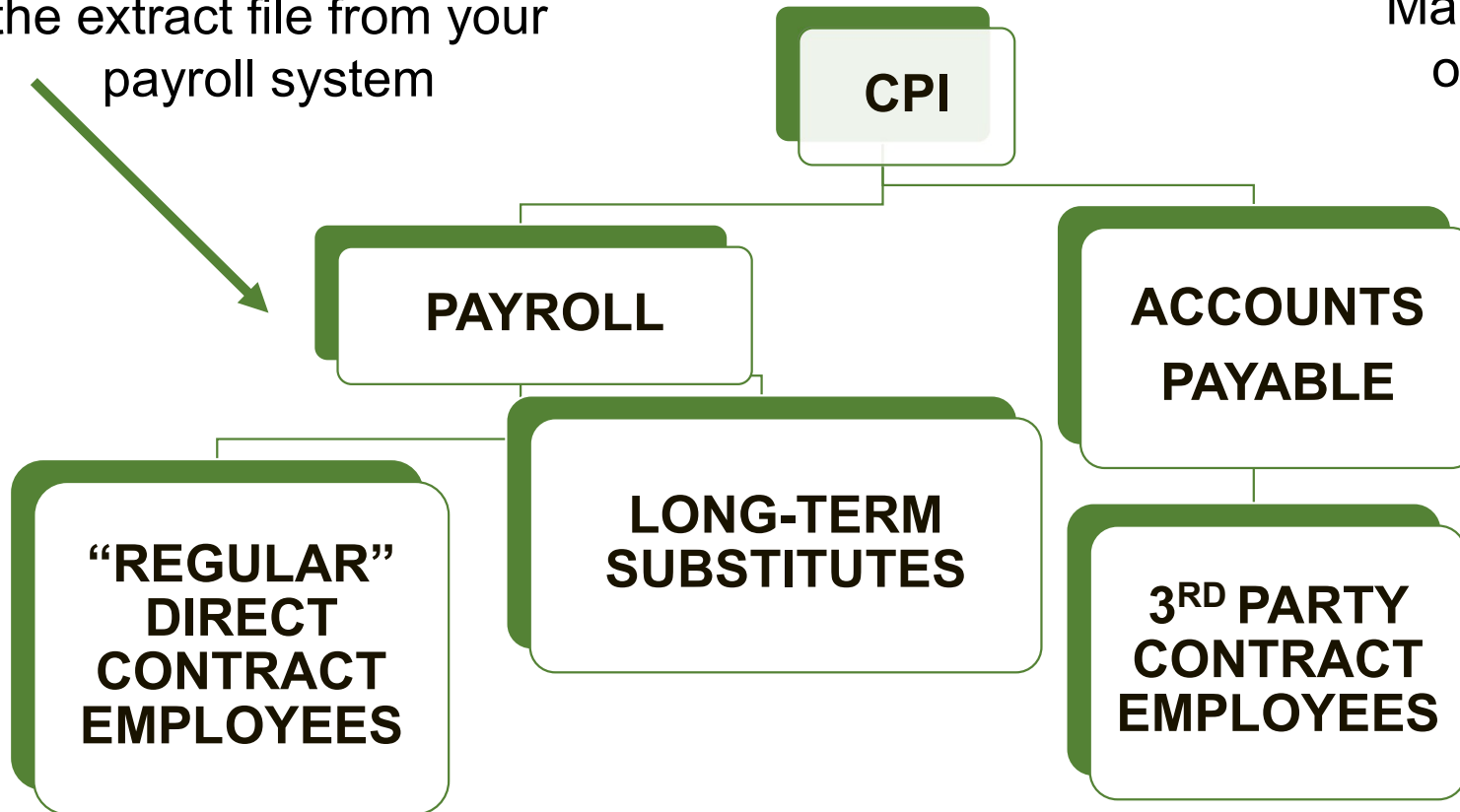
Objectives / Learning Targets

PCGenesis and the CPI Data Collections.

PCGenesis and the CPI Data Collections

- CPI Checklist for Cycles One and Two (gadoe.org)

PCGenesis and the CPI Data Collections

PCGenesis Certified/Classified Personnel Information (CPI) Cycles One and Two Checklist

✓	Step	Action
		Contact the Technology Management Customer Support Center for assistance as needed.
	1	Perform a PCGenesis Data Backup.
	2	Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5) *CPI System Operations Guide*, Section D: CPI Salary Schedule Processing
	3	Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5) *CPI System Operations Guide*, Section D: CPI Salary Schedule Processing
	4	Make sure the correct termination dates exist on employees' payroll and personnel records. Do <u>NOT</u> change the *Include on CPI ?* flag to **N** (No) if it is presently **Y** (Yes). *Payroll System Operations Guide*, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information
	5	**If the employees' years should not be incremented:** Make sure the *Advance/Inhibit* flag for the employees' biographical record is correctly set. (F4, F1) *CPI System Operations Guide*, Section A: Displaying/Updating Individual Employee Information
	6	Print the *Certified Employees with Advance/Inhibit Flag of A & E Report.* (F4, F7, F9) *CPI System Operations Guide*, Section E: CPI Report Processing
	7	Enter or verify the GaDOE termination date on the *CPI Process Control Inquiry* screen. (F4, F31, F9) *CPI System Operations Guide*, Section I: Special Functions
	8	Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9) *CPI System Operations Guide*, Section I: Special Functions
	9	Perform the *CPI Rollover.* (F4, F31, F12) *CPI System Operations Guide*, Section I: Special Functions
	10	Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9) *CPI System Operations Guide*, Section I: Special Functions
	11	**OPTIONAL:** Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5) *CPI System Operations Guide*, Section G: Certificate File Maintenance
	12	Print the *Employees' Expired Certificate Report.* (F4, F7, F3) *CPI System Operations Guide*, Section E: CPI Report Processing

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PCGenesis and the CPI Data Collections

✓	Step	Action
	13	View and modify Certified employees' certificate information as needed. (F4, F1) *CPI System Operations Guide, Section A: Displaying/Updating Individual Employee Information*
	14	Print, edit, and complete the *CPI Worksheet* for each employee's personnel record. (F4, F7, F5) *CPI System Operations Guide, Section E: CPI Report Processing*
	15	Print the *Multiple Record Proofing Report*. (F4, F7, F7) *CPI System Operations Guide, Section E: CPI Report Processing*
	16	Print the *Employees with Questionable CPI Include Status Report*. (F4, F7, F8) *CPI System Operations Guide, Section E: CPI Report Processing*
	17	**OPTIONAL:** Print the *Certified Employee Biographical/Certificate Information Report*. (F4, F7, F1) *CPI System Operations Guide, Section E: CPI Report Processing*
	18	**OPTIONAL:** Print the *Non-Certified Employee Biographical/Certificate Information Report*. (F4, F7, F2) *CPI System Operations Guide, Section E: CPI Report Processing*
	19	**OPTIONAL:** Print the *Summary Proofing Report*. (F4, F7, F10) *CPI System Operations Guide, Section E: CPI Report Processing*
	20	Print the *Certified/Classified Employee Error List*. (F4, F7, F6) *CPI System Operations Guide, Section E: CPI Report Processing*
	21	Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1) *CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing*
	22	Transmit the CPI data file to the GaDOE. *Refer to the applicable MyGaDOE Web portal instructions.*

Table header: **Contact the Technology Management Customer Support Center for assistance as needed.**

PCGenesis and the CPI Data Collections

Business Applications

FKey   Master Menu
----

 1 -- Financial Accounting & Reporting System
 2 -- Payroll System
 3 -- Personnel System
 4 -- Certified/Classified Personnel Information System
 5 -- Budget System

30 -- System Utilities

✓	Step	Action
Contact the Technology Management Customer Support Center for assistance as needed.		
	1	Perform a PCGenesis Data Backup.

12 -- Backup/Restore PCGenesis Data

       Backup/Restore PCGenesis Data

    Select Type: ⦿ Backup PCGenesis Data
                      ○ Restore PCGenesis DB
                      ○ Restore PCGenesis Schema

** To restore PCGenesis DB or Schema, the user must right-click the **
** PCGclr icon and select 'Run as Administrator' to have the   **
** correct security access for the RESTORE functions. This is   **
** absolutely necessary when running PCGenesis from a remote   **
** desktop session.   **

PCGenesis and the CPI Data Collections

```
                        Business Applications                    MASTER

FKey                         Master Menu
----

  1    -- Financial Accounting & Reporting System
  2    -- Payroll System
  3    -- Personnel System
  4    -- Certified/Classified Personnel Information System
  5    -- Budget System




 30    -- System Utilities
```

PCGenesis and the CPI Data Collections

PCGenesis and the CPI Data Collections

PCG Dist=6791 Rel=22.03.00 09/13/2022 DOE 002   K:\SYSTEM   K:\SECOND   LTBLUE   — □ ✕   CPICM500

CPI SALARY SCHEDULE

Salary Schedule: 2023 (CCYY)
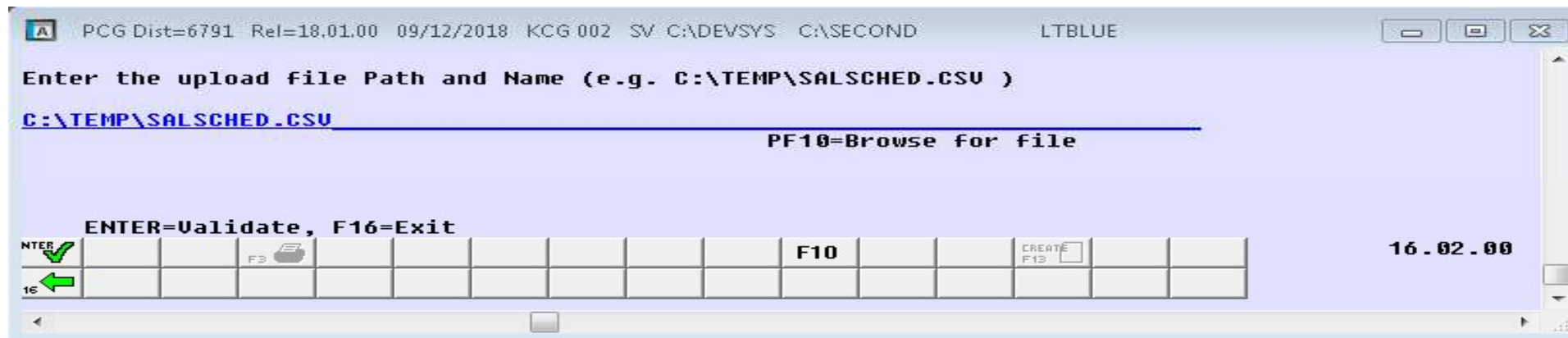
Put in the current year 2023 the click F13 to create

Enter Salary Schedule or Press F16 to Exit.

F10   CREATE F13   16.02.00

	2	Verify the *CPI Salary Schedule* for the current CPI cycle exists. (F4, F5)
		CPI System Operations Guide, Section D: CPI Salary Schedule Processing

PCGenesis and the CPI Data Collections


```
PCG Dist=6791  Rel=18.01.00  09/12/2018  KCG 002  SV C:\DEVSYS  C:\SECOND          LTBLUE

Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )

C:\TEMP\SALSCHED.CSV
                                              PF10=Browse for file


     ENTER=Validate, F16=Exit
NTER✓                              F3🖶                              F10        CREATE F13               16.02.00
16◀
```

	3	Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)
		CPI System Operations Guide, Section D: *CPI Salary Schedule Processing*

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```
[A]   PCG Dist=6791  Rel=18.01.00  09/12/2018  KCG 002  SV C:\DEVSYS   C:\SECOND              LTBLUE

Enter the upload file Path and Name (e.g. C:\TEMP\SALSCHED.CSV )

C:\TEMP\2019SALARYSCHEDULE.CSV

*** IMPORT FILE SUCCESSFULLY LOADED ***
```

3	Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)
	CPI System Operations Guide, Section D: *CPI Salary Schedule Processing*

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PCGenesis and the CPI Data Collections

PCG Dist=6791 Rel=22.03.00 09/13/2022 DOE 002   K:\SYSTEM K:\SECOND   LTBLUE   CPICM500

CPI SALARY SCHEDULE

STATE Salary Schedule: 2023 (CCYY)
STATE SALARY SCHEDULE

Years Exp	Sal Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E	37217	38154	37217	39092	41308	44206	46754	49303	52183	54176
3	1	38184	39149	37217	40115	42397	45382	48007	50632	53598	55651
4	2	39180	40173	37217	41168	43519	46593	49297	52001	55056	57171
5	3	40205	41228	37217	42253	44675	47841	50626	53411	56558	58736
6	4	41261	42315	37217	43743	46262	49555	52451	55347	58620	60885
7	5	42349	43434	37217	44905	47500	50892	53875	56857	60229	62562
8	6	43469	44587	37217	46701	49413	52957	56074	59191	62714	65152
9,10	7	44623	45775	37217	47952	50745	54396	57606	60817	64445	66957
11,12	L1	45812	46998	37217	49241	52117	55878	59184	62492	66228	68816
13,14	L2	47036	48258	37217	50568	53531	57404	60810	64217	68065	70730
15,16	L3	48297	49556	37217	51935	54987	58976	62484	65994	69957	72702
17,18	L4	49596	50893	37217	53343	56487	60595	64209	67824	71906	74733
19,20	L5	50934	52270	37217	54793	58032	62263	65985	69709	73913	76825
21+	L6	52312	53688	37217	56287	59623	63981	67815	71650	75980	78980

ENTER=Validate   F3-Print Screen   F10-Load from File   F16=Exit

ENTER ✓   F3 🖶   F10   CREATE F13   16.02.00

F16 ←

3	Enter, update, and upload the *CPI Salary Schedule* for the current year, where appropriate. (F4, F5)
	CPI System Operations Guide, Section D: CPI Salary Schedule Processing

PCGenesis and the CPI Data Collections

Note: In the case where the term date is not in the CPI termination date range. For the October collection use 07/04/current year For the March use 12/25/past year

Update/Display Personnel Data

Make sure the correct termination dates exist on employees' payroll and personnel records. Do NOT change the *Include on CPI ?* flag to N (No) if it is presently Y (Yes). *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information*	4

PCGenesis and the CPI Data Collections

```
        National cert:  N  (Y or N)
      Advance/Inhibit:  _  (A, E or spaces)      Overall infield stat:

    Certificate level:                              Cert. pay step:
      Cert. years exp:                            Local years exp:  11

:al employment basis:  1.21
     Emp. basis-cert.:  0.00                     Emp. basis-class:  1.21

 Annual contract sal:  $        .00        Annual classified sal:  $ 40,501.34
:tate minimum salary:  $        .00

innual contract days:                             Annual work days:  230

      Termination date:                              Rehire date:   7/03/2006
    Termination reason:

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

	5	If the employees' years should not be incremented: Make sure the *Advance/Inhibit* flag for the employees' biographical record is correctly set. (F4, F1) *CPI System Operations Guide*, Section A: *Displaying/Updating Individual Employee Information*
	6	Print the *Certified Employees with Advance/Inhibit Flag of A & E Report.* (F4, F7, F9) *CPI System Operations Guide*, Section E: *CPI Report Processing*

PCGenesis and the CPI Data Collections


```
PCG Dist=8991  Rel=19.02.00  11/01/2019  DOE 001     K:\SYSTEM  K:\SECOND         GREEN                    —   □   ×

                          CPI Process Control Inquiry                                     CPICM319
                     **** THE CURRENT TRANSMISSION CYCLE IS 3 ****
                 District Name   899   SMITH CITY BOARD OF EDUCATION

      Beginning School Year   2018                    Ending School Year   2019

   Last Rollover Date        07/18/2019   Last Rollover Cycle   2   Last Rollover User  EEB

   Final Transmission Date 03/20/2019    Final Trans. Cycle   2   Final Trans. User  GEJ

            ========== Transmission File Creation Information ==========
                  Date            Time         Cycle      User
               07/19/2019       11:33:05         3        GEJ

       Terminated Employees will be Reported:  From Date    To  Date
                             Cycle 1   03/02/2018    10/02/2018
                             Cycle 2   10/03/2018    03/07/2019
                             Cycle 3   07/01/2018    06/30/2019

       When processing rollover cycle from 2 to 3, employees who
       have been terminated prior to: 03/08/2019  will be deleted.


            F9 TO EDIT CYCLE DATES – F16 TO EXIT

  ENTER ✓                                     F9                                  19.02.00

  F16 ←
```

| 8 | Screen-print the *CPI Process Control Inquiry* screen. (F4, F31, F9) |
| | *CPI System Operations Guide*, Section I: Special Functions |

PCGenesis and the CPI Data Collections

Certified/Classified Personnel Information System

FKey   CPI Special Functions Menu

5	-- Replace Work Locations in Payroll Master File
6	-- Replace Pay Locations in Payroll Master File
7	-- Update Job Code for CPI/Payroll/CS-1
9	-- CPI Process Control Inquiry
12	-- CPI Rollover Processing

User List | Que | Word | PAY MONITOR | VEND MONITOR

| | 9 | Perform the *CPI Rollover.* (F4, F31, F12) |
| | | *CPI System Operations Guide, Section I: Special Functions* |

PCGenesis and the CPI Data Collections

What does the CPI Rollover do?

CPI Rollover Processing: When rolling over from Cycle Three to Cycle One, the 'Years Exp' (Years Experience) fields are incremented for all employees whose **Advance/Inhibit Flag** is left blank. This is the only rollover cycle which causes the *CPI Biographical* screen's **Certified Years of Experience**, and **Local Years Experience** fields to be incremented by one year. If an employee should not have their years of experience incremented, set the **Advance/Inhibit Flag** to **A** (Inhibited Due to Performance, Other) or **E** (Inhibited Due to Lack of Experience). After the rollover from Cycle Three to Cycle One is complete, the **Advance/Inhibit Flag** will be cleared for all employees.

| | 9 | Perform the *CPI Rollover.* (F4, F31, F12) |
| | | *CPI System Operations Guide, Section I: Special Functions* |

PCGenesis and the CPI Data Collections

PCGenesis and the CPI Data Collections

FY2023 CPI Transmission Dates

Cycle One

Tuesday, October 04, 2022	Transmissions for CPI Cycle 1 begin
Tuesday, October 11, 2022	Last date for initial transmission of CPI Cycle 1 data
Tuesday, October 18, 2022	Duplicate record deadline
Tuesday, October 25, 2022	Sign-off date for CPI Cycle 1 data
	Deadline for Superintendent's sign-off

Valid termination date range for October CPI 2023-1 = 03/04/2022– 10/04/2022

Cycle Two

Thursday, March 02, 2023	Transmissions for CPI Cycle 2 begin
Thursday, March 09, 2023	Last date for initial transmission of CPI Cycle 2 data
Thursday, March 16, 2023	Duplicate record deadline
Thursday, March 23, 2023	Sign-off date for CPI Cycle 2 data
	Deadline for Superintendent's sign-off

Valid termination date range for March CPI 2023-2 = 10/05/2022 – 03/02/2023

Cycle Three

Tuesday, July 11, 2023	Transmissions for CPI Cycle 3 begin.
Tuesday, July 18, 2023	Last date for initial transmission
Tuesday, July 25, 2023	Final transmission date & Signoff Deadline

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PCGenesis and the CPI Data Collections

Certified/Classified Personnel Information System

FKey   Certificate File Maintenance Menu
----

[1] -- Certificate File Maintenance

[3] -- Create SSN Export File for PSC

[5] -- Upload GaDOE-SSN Return File with Certificate Data into PCGenesis

| | 11 | **OPTIONAL:** Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5) |
| | | *CPI System Operations Guide, Section G: Certificate File Maintenance* |

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PCGenesis and the CPI Data Collections

Copy of the PSC download document

The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receives daily from PSC. Some districts have the ability to then upload this data into their local software. It is a convenient way to update personnel files with the most current PSC data. *Check with your vendor for local software upload options.*

The Process
Step 1

Create an extract, or build a text file, with two data elements:
- The district's SYSTEM CODE   (3 digits)
- The SSN of the employee   (9 digits)

See the "**CPI PSC Certification Data Request (SSN) File**" layout on the next page.

899999087036
899999087044
899999087051
899999087052
899999087054
899999087055
899999087058
899999087078

Each row in the file is just 12 digits long. The file name should end with ".txt".

	11	OPTIONAL: Update employees' certificate information using the Professional Standard Commission's (PSC's) downloaded file. (F4, F13, F5)
		CPI System Operations Guide, Section G: Certificate File Maintenance

PCGenesis and the CPI Data Collections

DOWNLOAD PROCESS FOR THE PSC DATA

The CPI application includes an option that allows districts to download PSC certification data that Georgia DOE receive daily from PSC. Some districts have the ability to then upload this data into their local software. It is a convenient way to update personnel files with the most current PSC data. *Check with your vendor for local software upload options.*

The Process

Step 1
Create an extract, or build a text file, with two data elements:
- The district's SYSTEM CODE   (3 digits)
- The SSN of the employee   (9 digits)

See the "CPI PSC Certification Data Request (SSN) File" layout on the next page.

> Each row in the file is just 12 digits long. The file name should end with ".txt".

Step 2
Upload the extract via the PSC Data Request

CPI Main Menu

No data has been transmitted for this system.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Validation Routine

- ADHOC Query

- Status Check List

- PSC Data Request
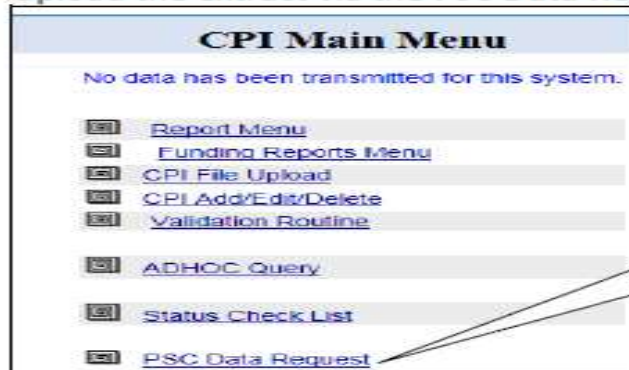
> Select to use the upload option.

> Then, use the Browse to select your extract file.

Georgia Department of Education
CPI (Certified/Classified Personnel Information) Data Collection System
PSC File Transmit... thru Oct, 2015 CPI Cycle 2016-1

System: 601 Appling County
Select the PSC file to Upload

> Next, click on the upload button.

Send this file: [   ]   Browse...   Upload Data File

PCGenesis and the CPI Data Collections

Step 3

Georgia Department of Education

PSC File Download Menu
- PSC data has been loaded for this System

Download PSC DATA

CPI Main Menu

The next screen has the option to download the PSC data to your computer.

There is an option to either OPEN or SAVE the data. It recommended to select the SAVE AS *option* that allows saving it to a desired location.

PCGenesis and the CPI Data Collections

Steps 12-19 are proofing reports for certified and classified

PCGenesis and the CPI Data Collections

CERTIFIED/CLASSIFIED EMPLOYEE ERROR LIST

EMPLOYEE SSN	EMPLOYEE NAME	ASSIGNMENT LOCATION	ERROR FIELD		ERROR MESSAGE	
	▮▮▮ SE	0195			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0201	O		EC013	CERTIFICATE LEVEL NOT VALID
		0201		1.00	EC620	CERTIFIED EMPLOYMENT BASIS > O WITHOUT 'C' ASSIGNMENT
		0201	OOO		EC021	CONTRACT DAYS NOT VALID
		0201			EC024	NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0108	OOO		EC662	ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN ▮60
		0201	2018		WC005	
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID =
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID =
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID = C
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID = C
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID = C
		0201	O		EC013	CERTIFICATE LEVEL NOT VALID
		0201		1.00	EC620	CERTIFIED EMPLOYMENT BASIS > O WITHOUT 'C' ASSIGNMENT
		0201	OOO		EC021	CONTRACT DAYS NOT VALID
		0201			EC024	NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0195			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0195		47465.00	WC009	ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
		0100			WC012	PROFESSIONAL CERT AVAILABLE BUT NOT USED IN ASGN
		0108		1.00	EC624	CLASSIFIED EMPLOYMENT BASIS > O, NO 'N' ASSIGNMENT
		0108	OOO		EC662	ANNUAL WORK DAYS LESS THAN 1 OR GREATER THAN 260
		0108			EC024	NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0201	O		EC013	CERTIFICATE LEVEL NOT VALID
		0201		1.00	EC620	CERTIFIED EMPLOYMENT BASIS > O WITHOUT 'C' ASSIGNMENT
		0201	OOO		EC021	CONTRACT DAYS NOT VALID
		0201			EC024	NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0100		47465.00	WC009	ANNUAL CONTRACT SALARY LESS THAN STATE MINIMUM
		0108	O		EC013	CERTIFICATE LEVEL NOT VALID
		0108		1.00	EC620	CERTIFIED EMPLOYMENT BASIS > O WITHOUT 'C' ASSIGNMENT
		0108	OOO		EC021	CONTRACT DAYS NOT VALID
		0108			EC024	NO ASSIGNMENT FOUND FOR NON-TERMINATED EMPLOYEE
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID =
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID =
		0201	2018		WC005	EXPIRED CERTIFICATE CERT ID =

20	Print the *Certified/Classified Employee Error List*. (F4, F7, F6)
	CPI System Operations Guide, Section E: CPI Report Processing

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PCGenesis and the CPI Data Collections

1 -- Data Transmission and CPI In Progress Report

3 -- CPI In Progress Report ONLY

Set Up Leave Data for CPI Cycle 3 Reporting (ALL SYSTEMS):
(Including Enhanced Substitute Pay and Employee Leave Systems)
5 -- Import Employee Leave Data

6 -- Create Original Leave of Absence File
7 -- Leave of Absence File Maintenance
8 -- Leave of Absence File Print

21	Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1) *CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing*

PCGenesis and the CPI Data Collections

```
                              CREATE CPI TRANSMISSION FILE

The CPI EXTRACT output file is located in:

C:\SECOND\GOSEND\CPIR1801
```

21	Complete the *CPI Detail In-Progress Report* (F4, F9, F3) and the *CPI Data Transmission* file procedure. (F4, F9, F1) *CPI System Operations Guide*, Section F: *CPI In-Progress Report and Transmission File Processing*

PCGenesis and the CPI Data Collections

Ex: PC Genesis or local vendor system

```
┌─────────────────┐
│  Local Data     │
│  System         │
└────────┬────────┘
         │
         ▼
┌─────────────────┐      ┌─────────────┐          ┌──────────────────┐
│  Extract        │─────▶│  Upload to  │─────────▶│ Production Data   │
│  (text file)    │      │  DOE        │          │ (current cycle)   │
└─────────────────┘      │  Application│          └─────────┬────────┘
                         └─────────────┘                    │
                                                            ▼
                                                  ┌──────────────────┐
                                                  │ Archived Data *  │
                                                  │ (storage after   │
                                                  │  cycle)          │
                                                  └──────────────────┘
```

CPI
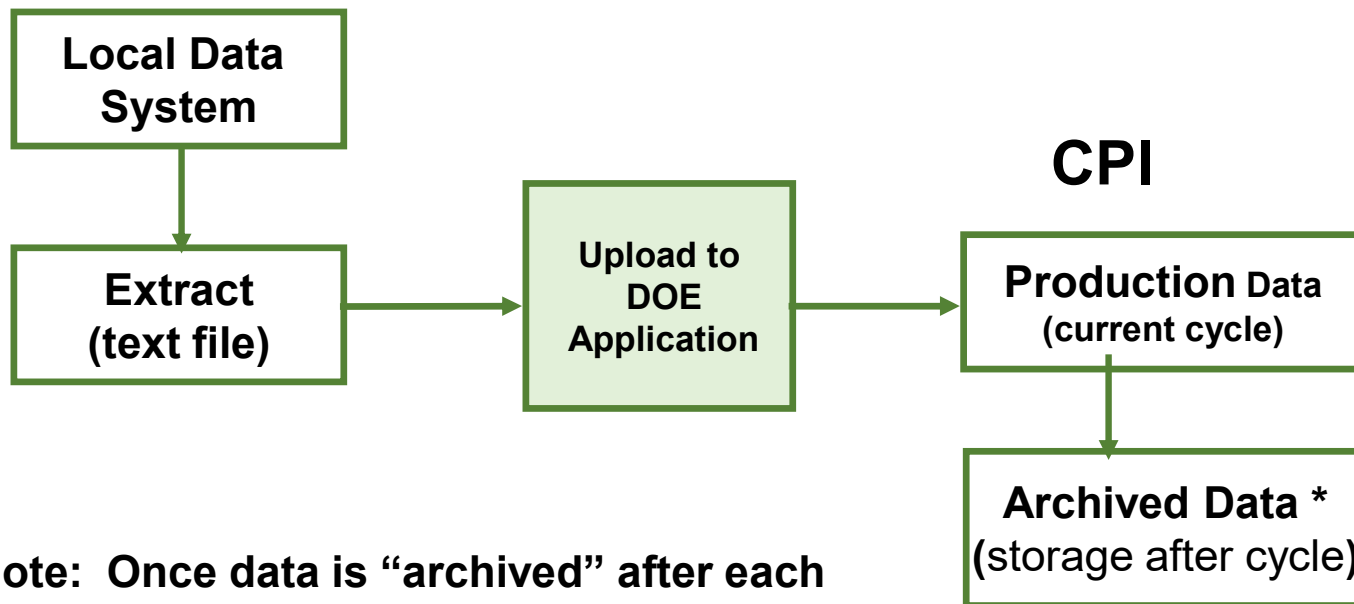
* Note: Once data is "archived" after each cycle, you cannot view the employee detail reports.

CPI Application

https://portal.doe.k12.ga.us/Login.aspx

MyGaDOE

Please Log In

Username: kagreen@doe.k12.ga.us

Password: •••••••••

I forgot my passphrase!   Login

Or sign up for an account

This website requires Cookies be enabled in your browser.

Helpful links
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

Need Login Access?

22	Transmit the CPI data file to the GaDOE.
	Refer to the applicable MyGaDOE Web portal instructions.

CPI Application Selection

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CPI Application

Transmission Period

Transmission Cycles
CPI Menu for October, 2022 (CPI 2023-1)
CPI Menu for July, 2022 (CPI 2022-3)
CPI Menu for March, 2022 (CPI 2022-2)
CPI Menu for October, 2021 (CPI 2022-1)
CPI Menu for July, 2021 (CPI 2021-3)
CPI Menu for March, 2021 (CPI 2021-2)
CPI Menu for October, 2020 (CPI 2021-1)
CPI Menu for March, 2020 (CPI 2020-2)
CPI Menu for October, 2019 (CPI 2020-1)
CPI Menu for July, 2019 (CPI 2019-3)

Current Documentation
- CPI File Layout

Click on the Current cycle to get to the main menu

All previous cycles will have summary reports

October 2022 is Fiscal Year 2023

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CPI Application

CPI Main Menu

Click on Validation Routine when all edits are complete.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- Nurses License Verification
- AP Professional Development Course
- IB Professional Development Course

- ADHOC Query

- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request

Select this link to upload the extract file (s)

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CPI Application

Jasper County - 679

CPI Data Collection for Fiscal Year 2020

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path : [   ] Browse... Upload File

Multiple Files : ☐

Back to CPI Menu

Click on *Browse* to find and select extract

CPI Application

PCG Dist=6791 Rel=18.01.00 09/13/2018 KCG 001 SV C:\DEVSYS C:\SECOND   LTBLUE

CREATE CPI TRANSMISSION FILE

The CPI EXTRACT output file is located in:

C:\SECOND\GOSEND\CPIR1801

Browse to the K:drive Second folder find GOSEND the CPIR01 if it is for CPI 1

CPI Application

File : CPIR1801 was uploaded successfully

CPI Data Collection for Fiscal Year 2018

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :   Browse...   Upload File

Multiple Files : ☐

Back to CPI Menu

CPI Application

CPI Main Menu

Data being Validated Please try again later.

Report Menu
Funding Reports Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine

Manual Relief Request

Nurses License Verification
AP Professional Development Course
IB Professional Development Course

ADHOC Query

CPI Primary Contacts

SC006-Missing Teacher/Missing Assignment

PSC Data Request

Status Message Line
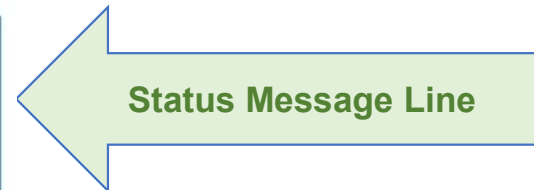
CPI Application

Data Have Errors   or   Processed Failed

CPI Main Menu

Data have Errors.

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- ADHOC Query

- Status Check List
- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

CPI Main Menu

Process Failed

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- Nurses License Verification
- AP Professional Development Course
- IB Professional Development Course

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Investigate an error or warning and address the issue triggering the validation check.

Errors and Warnings

ERROR:

- An error is generated when the data does not conform to the business rules for the data element. This could include invalid values or data outside the expected data range. In almost all cases, errors must be corrected before sign-off. On rare occasions, the error may reflect accurate data and the error may need to be relieved.

WARNING:

- A warning indicates a possible issue or problem with the data reported. Warnings are meant to call your attention to data that is outside the expected data range. Warnings do not have to be 'corrected' if the data reported is correct.

Types of Errors

Data Comparison Checks
Compares data reported in one collection to the same data reported in a different collection to ensure the data matches.

Cross-Application Checks
Based on the data reported in one collection, a particular set of data is expected to be reported in another collection.

Student Class - Error E5019

Student Class Error Report(Cycle A)		
Error Code	Error Description	Total
ALL Errors		
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4
E0481	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4
E050	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4
E064	COURSE TEACHER CODE cannot be all one value (111111111, 222222222) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	1040
E142	ADDITIONAL COURSE TEACHER CODE cannot be all '0' (zeros). ADDITIONAL COURSE TEACHER CODE should be BLANK if there are no additional teachers to report for the course.	42
E3027	The first digit after the decimal is '2'. A GIFTED DELIVERY MODEL is required.	785
E5019	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	126
E5068	Co-Teacher equals 'Y'. Additional Course Teacher Code 1 cannot be blank.	61
E5071	Teacher Last Name required for COURSE TEACHER CODE.	654
E5072	Teacher First Name required for COURSE TEACHER CODE.	654
E5083	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	117
E5098	If CO-TEACHER = 'Y' and Course Number is xx.9 then PRIMARY AREA cannot be 'null'.	6
E5099	STUDENT CLASS END DATE cannot be prior to the STUDENT CLASS START DATE.	2
E6069	No students reported with Alternate System Code and Alternate School code for GNETS.	1
E905	The COURSE NUMBER must be a valid course number in SBOE Rule 160-4-2-.20, or a valid MOWR course number.	8
W5089	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998

E5019 – This error is generated when the **COURSE TEACHER CODE** is reported in STUDENT CLASS and is found in CPI but has no teaching **JOB CODE**.

Student Class - Error E5083

Student Class Error Report(Cycle A)		
Error Code	**Error Description**	**Total**
ALL Errors		
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4
E0481	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4
E050	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4
E064	COURSE TEACHER CODE cannot be all one value (111111111, 222222222) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	1040
E142	ADDITIONAL COURSE TEACHER CODE cannot be all '0' (zeros). ADDITIONAL COURSE TEACHER CODE should be BLANK if there are no additional teachers to report for the course.	42
E3027	The first digit after the decimal is '2'. A GIFTED DELIVERY MODEL is required.	785
E5019	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	126
E5068	Co-Teacher equals 'Y'. Additional Course Teacher Code 1 cannot be blank.	61
E5071	Teacher Last Name required for COURSE TEACHER CODE.	654
E5072	Teacher First Name required for COURSE TEACHER CODE.	654
E5083	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	117
E5098	If CO-TEACHER = 'Y' and Course Number is xx.9 then PRIMARY AREA cannot be 'null'.	6
E5099	STUDENT CLASS END DATE cannot be prior to the STUDENT CLASS START DATE.	2
E6069	No students reported with Alternate System Code and Alternate School code for GNETS.	1
E905	The COURSE NUMBER must be a valid course number in SBOE Rule 160-4-2-.20, or a valid MOWR course number.	8
W5089	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998

E5083 – This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.

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CPI Main Menu SC006

Data have Errors.

Report Menu
CPI File Upload
CPI Add/Edit/Delete
Delete All Data for this System
Validation Routine

Manual Relief Request

CPI Overview of Data

Nurses License Verification
AP Professional Development Verification-Confirmed
IB Professional Development Verification

ADHOC Query

CPI Primary Contacts

SC006-Missing Teacher/Missing Assignment
SC020-EIP Class without Teacher with EIP Job Code
CP111-SC Error Exception Report

PSC Data Request
Transmission System
Transmission Status
Admin/Helpdesk Menu

SC006 Student Class Reports

Student Class Report SC006 Error E5019

SC006 Transmission on 02/02/2018 10:51:34 am - Data Have Errors

click here to print

Georgia Department of Education

Student Class (SC 2018-A)

Missing Teacher/Missing Assignment

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI.

The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

Student Class Teacher not Reported in CPI

School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0100		*****0000				N	Armour	Sharon	23.8013000	003	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Mouse	Minnie	23.8030072	001	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Williams	Levette	27.8130002	008	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Depp	Johnny	45.8020001	002	436		E5019	Missing Teaching Assignment for Teacher
0100		*****0000				N	Armour	Sharon	45.8030002	002	436		E5019	Missing Teaching Assignment for Teacher

How to Research an Error

Determine why the record received the error:
What is the error message *really* telling you?

E5019	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.

E5019 – This error is generated when the COURSE TEACHER CODE is reported in STUDENT CLASS and is found in CPI but has no teaching JOB CODE.

Researching an Error in CPI

E5019 go to CP010 under report menu to verify employee is reported with a teaching JOB CODE. Correct in your HR system upload your file again then have your SC coordinator validate the data.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
3052		40.0	C	3NT	114	4C2	881	00	N
3052		60.0	C	PRT	114	4C0	752	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025
5	05/06/2017	F	N3T	881	07/01/2020	06/30/2023

Student Class Report SC006 Error E5083

click here to print

Georgia Department of Education

Missing Teacher/Missing Assignment

Student Class (SC 2018-A)

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI.

The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

					Student Class Teacher not Reported in CPI										
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason	
0100		*****0000				N	Armour	Sharon	23.8013000	003			E5083	Missing Teacher in CPI	
0100		*****0000				N	Mouse	Minnie	23.8030072	001			E5083	Missing Teacher in CPI	
0100		*****0000				N	Williams	Levette	27.8130002	008			E5083	Missing Teacher in CPI	
0100		*****0000				N	Depp	Johnny	45.8020001	002			E5083	Missing Teacher in CPI	
0100		*****0000				N	Armour	Sharon	45.8030002	002			E5083	Missing Teacher in CPI	

How to Research Error E5083

Determine why the record received the error:
What is the error message *really* telling you?

| E5083 | SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report. |

E5083 – This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.

CPI - A Record

E5083 go to CP010 under the report menu to verify the employee is reported. Correct in your HR system, upload your file again, then have your SC coordinator validate the data.

How to Research Error E7031 and E7032

Determine why the record received the error:
What is the error message *really* telling you?

E7031 - EIP DM '2' (Self-contained) reported on this class in SC. The teacher (**COURSE TEACHER CODE**) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI.

E7031 - This error is generated when the **COURSE TEACHER CODE** is reported in STUDENT CLASS, but no EIP **JOB CODE** reported in CPI

SC020-EIP Class without Teacher with EIP Job Code

CPI Main Menu

Data have Errors.

- Report Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine

- Manual Relief Request

- CPI Overview of Data

- Nurses License Verification
- AP Professional Development Verification-Confirmed
- IB Professional Development Verification

- ADHOC Query

- CPI Primary Contacts

- SC006-Missing Teacher/Missing Assignment
- SC020-EIP Class without Teacher with EIP Job Code
- CP111-SC Error Exception Report

- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

Correcting E7031

E7031-EIP DM '2' (Self-contained) reported on this class in SC. The teacher (**COURSE TEACHER CODE**) must have an assignment **Job Code** = '131', '132', or '133' (EIP job codes) in CPI.

SC020 Transmission on 09/16/2021 01:41:45 pm - Data Have Errors   click here to print

Georgia Department of Education   EIP Class without a Teacher Reported with an EIP Job Code
Student Class (SC 2022-A)

Return to Menu   Download to Excel

						EIP Class without a Teacher Reported with an EIP Job Code											
School ID	School Name	Course Number	Class Period	EIP DM	Course Teacher Code	Teacher Last Name	Teacher First Name	Additional Teacher Code1	Additional Teacher Code2	Additional Teacher Code3	Job Code(s) of Teacher	Job Title(s) of Teacher	Fund Code(s) of Teacher	Job Code(s) of Addl. Teacher1	Job Code(s) of Addl. Teacher2	Job Code(s) of Addl. Teacher3	Error Code
3050		23.1011010	01	2							085	Kindergarten Regular Education Teacher	00				E7031

DATA HAS TO BE FIXED in CPI, then revalidate in both SC and CPI.

Correcting E7031 in CPI

E7031 - go to CP050 under the report menu to verify the employee is reported with EIP JOB CODE 131,132, or 133. Correct in your HR system, upload your file again, then have your SC coordinator validate the data.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
3052		40.0	C	3NT	131	4C2	881	00	N
3052		60.0	C	PRT	114	4C0	752	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025
5	05/06/2017	F	N3T	881	07/01/2020	06/30/2023

How to Research an Error E690

E690 **ASSIGNMENT CERTIFICATE TYPE** not valid, must be a valid certificate type as in Certificate Type Database. The example below is a person does not have a valid Certification with PSC, only a Clearance Certificate.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		100.0	C	998	414	970	998	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	11/13/2021	06/30/2026

Example 2 Researching Error E690

E690 ASSIGNMENT CERTIFICATE TYPE not valid, must be a valid certificate type in the Certificate Type database. The Certificate Type is entered incorrectly in the C record. 3NT needs to be N3T.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		40.0	C	3NT	114	4C2	881	00	N
		60.0	C	PRT	114	4C0	752	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025
5	05/06/2017	F	N3T	881	07/01/2020	06/30/2023

How to Research an Error E641

E641 Certificate Level does not match PSC. The Payroll Certificate Level on the B record is 5 but on the PSC side it is 6.

			Certified Years Experience		6	
State Health Plan (Y/N)		Y	State Pay Step		4	
CPI DERIVED FIELDS (for DOE use only)			Payroll Certificate Level		5	
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)		$53,347				

Assignment Information- C Record

	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
	100.0	C	PRT	171	808	798	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	798	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	911	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	921	07/01/2020	06/30/2025

How to Research Error E2109

E2109 If **ASSIGNMENT JOB CODE** is 080-199 and **ASSIGNMENT TYPE** Is C the **EMPLOYEE CODE** must exist in PSC's Clearance Table. Need to contact PSC to get a Clearance certificate or report the teacher as Classified

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		34.0	C	IST	110	230	730	00	N
		33.0	C	IST	111	230	730	00	N
		33.0	C	IST	112	230	730	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	12/16/2021	F	5IT	730	12/16/2021	06/30/2026

Help Desk Assistance

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the Help Desk Portal link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link: https://portal.doe.k12.ga.us/Login.aspx

You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education

Data Collection Team

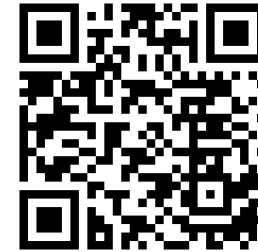|			
Nicholas Handville	**Chief Data Officer**		nhandville@doe.k12.ga.us
Kathy Aspy	**Data Collections Manager**	**404-556-7480**	kaspy@doe.k12.ga.us
Patty Miller	**GTID Administrator and Data Collections Specialist (GUIDE, Private School Collection, EOPA)**	**404-290-8530**	pmiller@doe.k12.ga.us
Carl Garber	**Data Collections Specialist (Student Record, Free & Reduced Meal)**	**404-304-5200**	cgarber@doe.k12.ga.us
Sharon Armour	**Data Collections Specialist (Student Class, Course Table Maintenance)**	**678-590-9861**	sarmour@doe.k12.ga.us
Katie Green	**Data Collections Specialist (CPI, PC Genesis)**	**404-295-8841**	kagreen@doe.k12.ga.us
Irish Saxton	**Data Collections Specialist (FTE, Data Collections Survey, School Calendar)**	**404-304-3346**	irish.saxton@doe.k12.ga.us

OUR TEAM

GaDOE Community

GaDOE Professional Learning Events

Our GaDOE professional learning events catalog, housed in GaDOE Community, contains registration information for upcoming virtual and in-person webinars, workshops, and conferences. On-demand, pre-recorded webinars and by-request opportunities are also available to meet educators' professional learning needs. Most by-request offerings are virtual, both synchronous and asynchronous. Professional learning events are updated weekly, and educational stakeholders are encouraged to visit the site often to review the latest agencywide offerings. View our professional learning events here (https://login.community.gadoe.org/events).

GaDOE Community

https://community.gadoe.org/

- Take a tour. Go to https://community.gadoe.org

- Select Professional Learning in the upper right corner. Then select Events to bypass the sign in. You may also create an account.

- Under DOE Office, select Technology Services or you can select Data Collections under Topics.

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