

# CPI FY2012

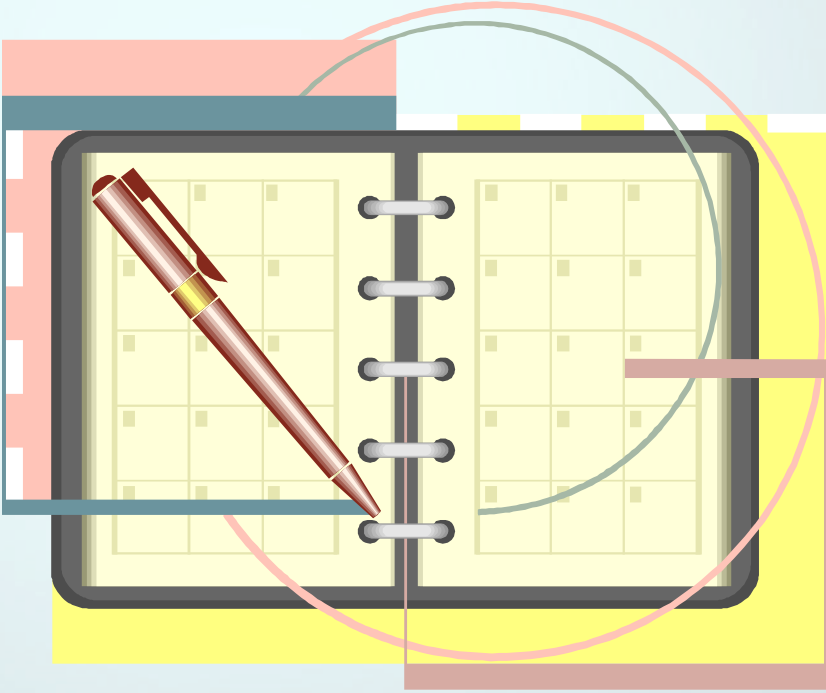


*Review & Updates*

# AGENDA

- Transmission Dates
- Contracts and Salaries
  - Furloughs and Reduced Contract Days
  - FTE Salary Calculation
  - Employment Basis
- Code Changes
- Items to Remember
- New Reports

# Transmission Dates



# Transmission Dates

A, B, and C  
Records

## Cycle One – Active and Terminated Employees

- ❑ Tuesday, October 4, 2011 – Transmissions begin
- ❑ Wednesday, October 12, 2011 – Initial transmission deadline  
Purpose: Removal of duplicate reporting by districts
- ❑ Thursday, October 27, 2011 - Final transmission deadline

### **Deadline for Superintendent Sign-off**

#### ➤ Valid Termination Date Range

CPI 2012-1 range = 03/04/2011 – 10/04/2011

# Transmission Dates

A, B, and C  
Records

## Cycle Two - Active and Terminated Employees

- ❑ Thursday, March 1, 2012 - Transmissions begin
- ❑ Thursday, March 8, 2012 - Initial transmission deadline

Purpose: Removal of duplicate reporting by districts

- ❑ Friday, March 23, 2012 Final transmission deadline

### **Deadline for Superintendent Sign-off**

#### ■ Valid Termination Date Range

CPI 2011-2 range = 10/05/2011 – 03/01/2012

# E2016 Example: Employee Not Reported Terminated In Previous Cycle

- CPI 2012-1 range = 03/04/2011 – 10/04/2011  
Prior termination ‘dummy’ termination date = “07/04/2011”
- CPI 2012-2 range = 10/05/2011 – 03/01/2012  
Prior termination ‘dummy’ termination date = “12/25/2011”

**Personnel Demographic Information - A Record** ([Click here](#) for records required for Employee Type) [Back to Employee List](#) [Back to Main Menu](#)

SSN:	<input type="text" value="777889999"/>	Personnel ID:	<input type="text"/>		
Last Name	<input type="text" value="Doe"/>	First Name	<input type="text" value="Jane"/>	Middle Initial	<input type="text" value="F"/>
<a href="#">Employee Type</a>	<input type="text" value="- Regular Employee"/>	Birth Date (mm/dd/yyyy)	<input type="text" value="02/21/1949"/>	Gender:	<input type="text" value="F - Female"/>
Ethnic Hispanic	<input type="text" value="H - Ethnic Hispanic"/>	Race American Indian	<input type="text" value="I - Race American Indian"/>	Race Asian	<input type="text" value="N - Not Race Asian"/>
Race Black	<input type="text" value="N - Not Race Black"/>	Race Pacific	<input type="text" value="N - Not Race Pacific"/>	Race White	<input type="text" value="N - Not Race White"/>

**Personnel Demographic Information - B Record** (*Termination Code is required to add B record for regular and SB327 employee.*)

<b>Termination Code</b>	<input type="text" value="9"/>	Termination Date(mm/dd/yyyy)	<input type="text" value="07/04/2009"/>		
Certified Emp Basis	<input type="text"/>	Contract Days-Certified	<input type="text"/>	Annual Contract Salary-Certified	<input type="text"/>
Certified Years of Experience	<input type="text"/>	Certificate Level	<input type="text"/>	State Pay Step	<input type="text"/>
National Certification	<input type="text"/>	Local Years Service	<input type="text"/>		
Classified Emp Basis	<input type="text"/>	Annual Work Days-Classified	<input type="text"/>	Total Annual Salary-Classified	<input type="text"/>

## Employee Terminated Last Cycle But Reported as “Active “ last cycle:

**ADD ONLINE** when ready to sign off:

A-Record Demographics

B- Record Termination Code and “dummy date” for Termination Code:

(July 4<sup>th</sup> [cycle 1] or Dec 25<sup>th</sup> [cycle 2])

NO C-Record Assignments

Then **SUBMIT** (save)

# Transmission Dates

## A and D Records

### Cycle Three – Leave Reporting for Fiscal Year

- Thursday, July 5, 2011 - Transmissions begin
- Thursday, July 12, 2011 - Initial transmission deadline
- Thursday, July 19, 2011 - Final transmission deadline

### **Deadline for Superintendent Sign-off**

**Report cumulative leave taken for fiscal year ending.**

# Contracts and Salaries





## *Reporting Contract Days and Salaries In CPI...*

- ❑ CPI definitions state – report the “contracted salary” amount
  - Not asking districts to make any adjustments for reporting salary data in CPI.
- ❑ Report salary & contract days already in your HR system
  - No need to modify extract
  
- ❑ Minimum salary errors will be replaced with a new exception report for districts to review before signing off

# DATA USED FOR T&E FUNDING

## ■ Certified Employees Only

ALL “**B**” record data:

- Employment Basis
- Certification Level\*** (PSC)
- Pay Step
- Actual Years of Experience\***

*\* Increase T&E dollars earned*

# EMPLOYMENT BASIS FORMULA

## Certified and Classified Employment Basis

### How to calculate:

$$\begin{aligned} \# \text{ of full-time hours/day} * \# \text{ of days/week} &= \# \text{ of hours/week} \\ \# \text{ of hours/week} * \# \text{ of weeks worked/year} &= \text{Full-Time} \\ &\text{hours/year} \end{aligned}$$

+

$$\begin{aligned} \# \text{ of additional hours/day} * \# \text{ of days /week} &= \# \text{ of hours/week} \\ \# \text{ of hours/week} * \# \text{ of weeks worked/year} &= \text{Additional hours/year} \end{aligned}$$

### Once added together:

$$\begin{aligned} \text{Total of Hours} &\text{ DIVIDED BY } \text{Full-Time Hours} \\ &= \text{EMPLOYMENT BASIS} \end{aligned}$$

# Calculating an Employment Basis

Example: Full-time teacher who works 2 additional hours 2 days a week teaching night school. Contracted days = 190

Calculation for  
**full-time** hours:

8 hours/day  
X 5 days/week  
40 hours/week  
X 38 weeks/year  
**1520 hours/year**

Calculation for  
additional hours:

2 hours/day  
X 2 days/week  
4 hours/week  
X 38 weeks/year  
152

hours/year

$$1520 + 152 = 1672$$

$$1672 \div 1520 = 1.10 \text{ (Employment Basis)}$$

# Salary Upgrades

## Question from district:

Are we obliged to increase certified employees salary if there is an upgrade in certification within the contract year?

## Answer:

The answer is yes - they are paid from the date of the certificate.

*(See 160-5-2-.05 Experience for Salary Purposes)*

## ***Employment Basis VS Percent of Time***

### ■ **Employment Basis – B Record**

- Related to CONTRACT SALARY
- Used to calculate FTE (full-time equivalent)
- Used in T&E calculation for certified employees
- Cannot be greater than 2.0



### ■ **Assignment Percent of Time – C Record**

- Related to TOTAL TIME ON THE JOB
- All assignments must total 100% of time
- Estimate % of time spent per assignment



## ***Example: Employment Basis VS Percent of Time***



### ■ Employment Basis – B Record

Certified CONTRACT Salary = \$18,500.00

Employment Basis = 0.50

FTE calculated salary =  $18500 / 0.50 = \$37,000.00$

With Yrs Exp = 5 (Step 3) and Cert Level T4 (bachelors),  
the Salary Schedule minimum = \$36,524.00 (met minimum)

### ■ Assignment Percent of Time – C Records

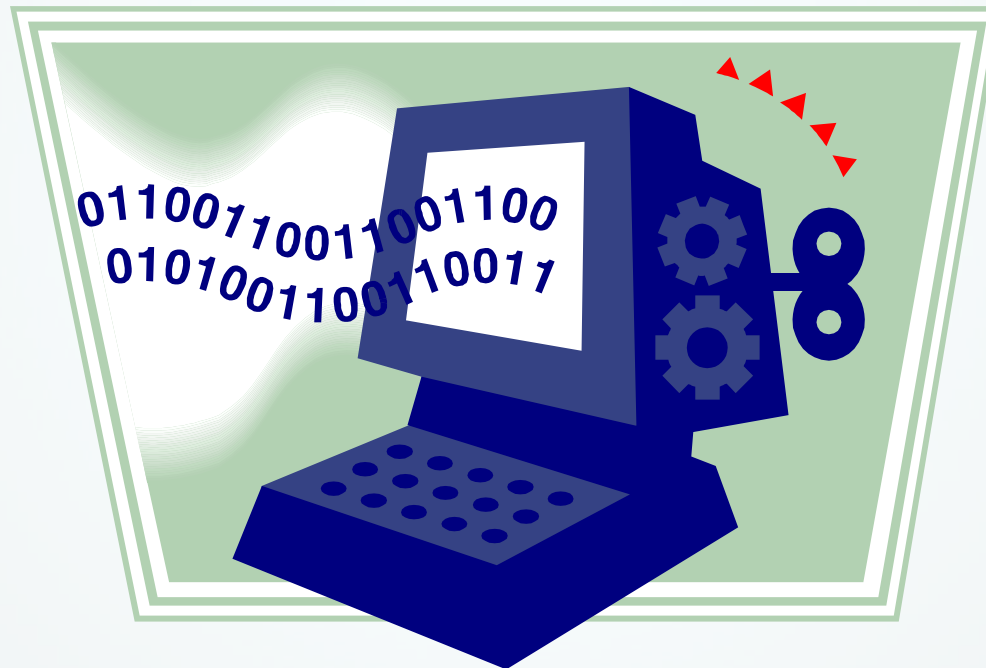
Certified CONTRACT Days = 95 (full-time would be 190)

Employee has 3 assignments:

- 15% of time worked teaching English
- 65% of time worked as counselor
- 20% of time worked teaching English remedial



# CPI / PSC Code Updates





# JOB CODES



## New Job Codes

Job Code	Title	Description	Cert. Required	Report Cert. on CPI
395	Facilitator	Provides <b>classroom supervision</b> and assistance to students using computer-based learning software for <b>Study Skills</b> and/or <b>Credit Recovery</b> . (Not a content area class with teacher providing direct instruction.)	Y	Y
396	Non-Instructional Aide	Non-instructional aides work solely in <b>non-instructional roles</b> , such as food service, cafeteria or <b>playground supervision</b> , <b>non-instructional computer assistance</b> and <b>personal care services</b> including <b>assisting</b> special education students with <b>mobility and bodily functions</b> .	N	N

# JOB CODE REMINDERS

- ❑ Job Code 437 - Interpreter for the Hearing Impaired
- ✓ DO NOT USE for language interpreters (French, Spanish, etc.)
- ✓ Special Education has reported some districts are misusing this code, causing Special Education reporting to be off.

❑ ESOL Coordinators – use  
Job Code 621 - Instructional Supervisor  
*Manages a part of the curriculum for a school or a school system.  
Provides leadership and guidance for the purpose of improving the  
performance of the instructional staff members. Also includes  
Department Heads.*

- ❑ Speech Therapist VS Teacher of “*Speech*”
  - Teacher – Job Code less than 200 & Subject Code in 23n series
  - Speech Language Pathologist – Job Code 480
  - Audiologist – Job Code 481

# MATCHING COURSE TO STATE CODES

- ✘ If subject being taught is not in one of the more specific codes, personnel should be coded using the first 2-digits of the course number.
  - ✘ Third digit is the Type of Instruction
  - ✘ Combining first 2 digits with Type of Instruction:  
Example:  
English Language Arts (LA) = 23.xxxxxxx
- 231 = Remedial LA  
232 = Gifted Education LA  
233 = Distance Learning LA  
238 = Special Education LA  
230 = All Other LA



# SUBJECT MATTER CODES



## New Subject Codes

Code	Subject Matter	Code	Subject Matter
42n	Psychology	6Pn	Portuguese
6Bn	Arabic	6Wn	Swahili
6Cn	Chinese	6An	Farsi
6Hn	Hebrew	6Dn	Hindi
6Jn	Japanese	6Un	Urdu
6Kn	Korean	6Tn	Turkish

n = 0, regular

n = 2, gifted

n = 3, distance learning

n = 8, special ed

# SUBJECT MATTER CODES

- ❖ Subject Matter codes should reflect the specialized fields of study wherever possible
  - ❖ Reduces necessary changes in HiQ reporting for PSC
- ❖ Subject codes 930-958 are not valid for Job Codes 080-199 (teachers)
  - ❖ These are still valid for any position above 199 (non-teacher)
  - ❖ Elementary codes can still be used (920-928) where appropriate



# CERTIFICATE FIELD CODE AND CERTIFICATE TYPE CODE

## ❑ New Certificate Field Code – from PSC

970	K-5 Math Endorsement
971	K-5 Science Endorsement

## ❑ PSC – No Changes to Certificate Type Codes



# CERTIFICATE FIELD CODE AND CERTIFICATE TYPE CODE

❑ GaDOE codes for charter waivers to allow non-PSC data in CPI:

***GaDOE “substitute” CertificateType Code for CHARTER WAIVER***  
**CHW =GaDOE Charter School Waiver**

**To be combined with:**

***GaDOE “substitute” Certificate Field Codes for CHARTER WAIVER***

101 = Academic Major (Grades 6-12) - GaDOE Charter School Waiver only

102 = Course work (minimum of 21 semester hours)\* -

GaDOE Charter School Waiver only

103 = GACE - GaDOE Charter School Waiver only

104 = HOUSSE - GaDOE Charter School Waiver only

Combinations of these codes will only be allowed for  
**charter schools that have waivers.**

# ITEMS TO REMEMBER





# EMPLOYEE NAMES



## × Name extraction guidelines

1. Remove suffixes from Last Name  
(Example: *Jr, Sr, I, II, III, IV, V* and *VI*)
2. Can Keep hyphen, period, and single quote
  - × Keep single quote ' used in a name or at the end of the name as an accent.
3. Remove special characters such as commas, asterisks, double quote, underscore, and exclamation points.

## *Applying the name rules...*



<b>Name</b>	<b>Report FIRST NAME</b>	<b>Report LAST NAME</b>	<b><i>To Be Removed</i></b>
Jill St. John	Jill	St. John	
Terrell Smith, III (Trey)	Terrell	Smith	III
Andre' Roberts *twin	Andre'	Roberts	
Charles "Chip" San-Garcia	Charles	San-Garcia	
La-Mont <i>Bud</i> O'Brian Jr.	La-Mont	O'Brian	Jr.

# EMPLOYEE WITH MULTIPLE ROLES



## ✘ Assignment Codes

+ Assignments need to be broken out per Job, Subject, appropriate Certification, Fund, % Time

### Examples:

- Principal also serving as a teacher should have 2 assignment records with a percent of time serving as each.
- CTAE teacher who is teaching multiple subjects, such as Military Science and Technology Education should have multiple assignments for each Subject Matter Code.

+ Employee may have certified as well as classified Job Codes reported

- Example: Teacher may also serve as bus driver

# PSC RELATED DATA ELEMENTS



## ✘ Assignment Field Status

### + In-field (“1”)

✘ Teacher is working in their certified content area

### + Out-of-field (“0”)

✘ Teacher is certified, but not working in area of certification.

## ✘ Certificate Level

## ✘ Certificate Type Code

## ✘ Assignment Field Code

} Must match data  
received from PSC

# REPORT CERTIFICATION WHERE POSSIBLE



*Refer to the Job Code Table...*

Job Code	Title	Description	Cert. Required	Report Cert on CPI	Function	Object
435	ParaPro		N	Y		
114	Grade 9 Teacher		Y	Y		
410	School Nurse		N	N		

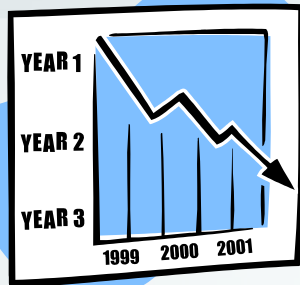
## ■ Certification Exemptions:

- Some Charter Schools and Residential Treatment Facilities
- Third-Party Contract Employees

# PROVISIONAL SALARY LEVEL



- ✘ Professional vs. *Provisional* (Non-Professional)
  - ✚ Certificate Type Table (on our website) will only show a *Salary Type* of either “T”/Professional or “B”/Provisional, but provisional certificate issued by PSC will state that:  
“*This is not a professional certificate.*”
  - ✘ In this case the employee will be paid on the provisional salary scale.



# CHECK DATA REPORTS

## BEFORE SIGNING OFF

### Under Reporting of Data Can Cost Your District MONEY

- Failure to report principals
- Failure to update Years of Experience
- Failure to report all certified personnel

*A school district failed to report 16 principals during a data collection that generated funding based on training and experience. This data reporting error resulted in a loss of funding of more than \$736,000 in base pay alone. Thousands of dollars in additional funding was lost after accounting for the different levels of certification and creditable years of service for each person.*

# NEW REPORTS





# SALARY RELATED REPORTS

## New:

In lieu of errors for certified salaries not meeting State Salary Schedule minimums

- Salaries Below Minimum Report (W404, W405)
- Salary Step Irregularities Report(W629, W630 )

Certified Employees FTE Report(similar to T&E *employee* count)

## Current:

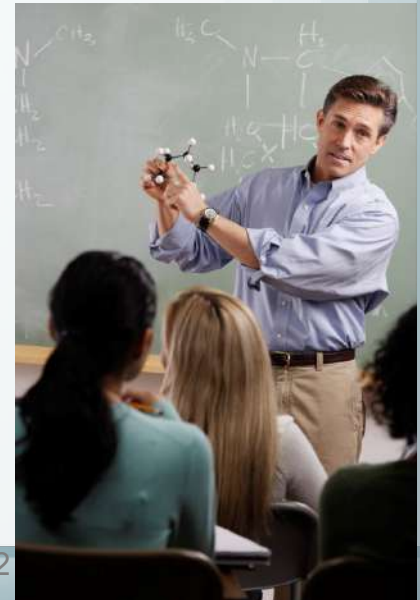
Third-Party Contract Employee ReportEmployee Type=P

Long-Term Sub ReportEmployee Type=L



## MATH & SCIENCE TEACHER

## INCENTIVE FUNDS ELIGIBILITY REPORTS



# MATH/SCIENCE TEACHERS

## INCENTIVE FUNDS ELIGIBILITY REPORTS

### HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E

- HB280 Grades 06-12 Math /Science Eligibility
- Report for Pay Step Increases
- HB280 Grades 06-12 Exception Report for Pay Step Increases
- Confirm Grades Taught Where Ambiguous

- Report actual years of experience in CPI for T&E
- Align assignment subject with eligible Field Code

# MATH/SCIENCE TEACHERS

## INCENTIVE FUNDS ELIGIBILITY REPORTS

### HB 280 – Elementary School (Grades K-5)

Report to identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E

- HB280 Grades K-05 Math Science Eligibility Report for Stipend Award
- HB280 Grades K-05 Exception Report for Stipend Award
- Confirm Grades Taught Where Ambiguous

- Report actual years of experience in CPI
- Awaiting advisement regarding alignment of subject with Field Code

# LEADERSHIP CERTIFICATE TYPE REPORTED WITH NO LEADERSHIP JOB CODES

## *Preparation for FY 2013*

- Detail of certified personnel being reported with leadership certification but are not reported with leadership positions
- Next year starts first year of CPI monitoring of reported data for leadership
- PSC confirmed all leadership certifications for this year are *grandfathered* and will not be subject to the new law..

# CPI QUESTIONS?

Please issue a dticket via email  
[dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)

Or

call the Help Line at  
800-866-1011

Please indicate that this is a  
CPI QUESTION.

*Thank you for your kind attention!*

