



GEORGIA DEPARTMENT OF EDUCATION (GDOE)

Administrative Technology Division

FY 2011 CPI Data Collection

Data File Layout

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
09/16/2010	N/A	Annual Updates
09/27/2010	System Code	E041 changed to E040 to match orchestrator error code for failed processing.
09/27/2010	Employee Type	Added note for RTCs to refer to new FY2011 Guideline document.

FY2010 CPI DATA COLLECTION – DATA FILE LAYOUT AND EDITS

Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender. Edits highlighted in yellow are new for CPI 2011-1. This record is reported in every CPI cycle.

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2010 to June 30, 2011= "2011"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	A01	9-17	Employee's Social Security Number	A	9	Certified, Classified, Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM.	E805
							All personnel reported as active in CPI 2010-2 must be reported as either active or terminated in CPI 2011-1.	E2016
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.	W805

Personnel Demographic Information - A Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							All race indicators for employee cannot equal "N".	E292
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	RECORD TYPE must = "A01".	E802
							Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01".	E803
							Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01'	E3033
							Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01'	E3034
							Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01.'	E3035
GENDER	A01	21	Indicates employee's gender.	A	1	Certified, Classified Active, Terminated	GENDER must be one of the following valid values: "F" = Female "M" = Male	E200
FILLER	A01	22	<i>(formerly RACE/ ETHNICITY) See new data elements at end of record.</i>	A	1	Certified, Classified Active, Terminated	No edits.	No edits.
FILLER	A01	23-52	<i>(formerly FULL NAME) See new data elements at end of record.</i>	A	30	Certified, Classified Active, Terminated	No edits.	No edits.
BIRTH DATE	A01	53-60	Employee's date of birth.	D	8	Certified, Classified Active, Terminated	DATE OF BIRTH must be in format yyyymmdd ; must not be blank.	E541
							DATE OF BIRTH must not be in current calendar year.	E542
							DATE OF BIRTH must reflect age from 15 to 90 years old, based on September 1 of current fiscal year.	E540
EMPLOYEE NUMBER	A01	61-69	A number used at the local district to identify employee.	A	9	Not required.	EMPLOYEE NUMBER must be right justified and have leading zeros if less than 9 digits, or may = all zeros.	E065
PERSONNEL ID NUMBER	A01	70-78	The certificate ID for certified employees or the local, state defined	A	9	Certified, Classified,	PERSONNEL ID NUMBER must be right justified and match certificate ID number from <i>PSC Database</i>	No edits .

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
			number for classified employees			Active	for certified employees.	

EMPLOYEE TYPE	A01	79-79	The employment category the employee falls into based on the prescribed codes.	A	1	<p>Certified, Classified Active, Terminated</p> <p>Starting FY2011- For RTC, see CPI – RTC Guideline document</p> <p>Cycle 3 Only</p>	<p>EMPLOYEE TYPE must be one of the following valid values: “P” = 3rd-Party Contract “L” – Long-Term Substitute “B” = SB 327 Retiree Blank/null = regular employee.</p> <p>No C layout records reported for third-party employee (EMPLOYEE TYPE = “P”)</p> <p>Long-term substitute EMPLOYEE TYPE = “L”) reported with B and/or C records, which were ignored at upload. Only A-record layout data is loaded for this EMPLOYEE TYPE .</p> <p>Third-party contract employee EMPLOYEE TYPE = “P”) reported with B-layout record(s), which were ignored at upload. Only A-record and C-record data are loaded for this EMPLOYEE TYPE .</p> <p>CPI Cycle 3/Leave: Invalid EMPLOYEE TYPE for regular employee. Long-term subs and third-party contracts should not be reported this cycle. <u>Valid Codes for Cycle 3:</u> “B” = SB 327 Retiree Blank/null = regular employee.</p>	<p>E1013</p> <p>E3082</p> <p>W2081</p> <p>W2082</p> <p>E3075</p>
ETHNIC HISPANIC	A01	80-80	<i>Hispanic or Latino</i> Not part of race indicators. Identifies Hispanic ethnicity. For definition, refer to the Data Glossary.	A	1	<p>Certified, Classified Active, Terminated</p>	<p>H= Hispanic N= Not Hispanic ETHNIC HISPANIC must be ‘H’ or ‘N’</p>	E284
RACE INDIAN	A01	81-81	<i>American Indian or Alaska Native</i> One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	<p>Certified, Classified Active, Terminated</p>	<p>I= American Indian or Alaska Native N= Not This race RACE INDIAN must be ‘I’ or ‘N’</p>	E285

RACE ASIAN	A01	82-82	<i>Asian</i> One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	S= Asian N= Not This race RACE ASIAN must be 'S' or 'N'	E286
RACE BLACK	A01	83-83	<i>Black or African American</i> One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	B= Black or African American N= Not This race RACE BLACK must be 'B' or 'N'	E287
RACE PACIFIC	A01	84-84	<i>Native Hawaiian or Other Pacific Islander</i> One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	P= Native Hawaiian or Other Pacific Islander N= Not This race RACE PACIFIC must be 'P' or 'N'	E288
RACE WHITE	A01	85-85	<i>White</i> One of the five race indicators that can be set to yes or no for a student. More than one can apply. For definitions, refer to the Data Glossary.	A	1	Certified, Classified Active, Terminated	W= White N= Not This race RACE WHITE must be 'W' or 'N'	E289
LAST NAME	A01	86-115	The employee's last name.	A	30	Certified, Classified Active, Terminated	LAST NAME and/or FIRST NAME cannot be null. LAST NAME must be at least two characters	E3100 E3106
FIRST NAME	A01	116-145	The employee's first name.	A	30	Certified, Classified Active, Terminated	LAST NAME and/or FIRST NAME cannot be null. FIRST NAME must be at least two characters.	E3100 W3107
MID INITIAL	A01	146-146	The employee's middle initial.	A	1	Certified, Classified Active, Terminated	MIDDLE INITIAL must be either alpha characters (A-Z) or blank.	E3102
FILLER	A01	147-150		A	4	Certified, Classified Active, Terminated	No edits.	No edits.

Personnel Demographic Information - B Record

This record contains further demographic information regarding contract days, salary, years of experience, and certificate level for classified employees. **B Records are submitted to DOE for CPI Reporting Periods 1 and 2.** Edits highlighted in yellow are new for CPI 2011-1.

Personnel Demographic Information - B Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	B01	1-4	Current fiscal year	N	4	Certified, Classified Active Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2010 to June 30, 2011 = "2011"	E010
REPORT PERIOD	B01	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March	E020
SYSTEM CODE	B01	6-8	School System code.	A	3	Certified, Classified Active Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	B01	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
							SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "B01" in file for one SYSTEM.	E805
RECORD TYPE	B01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active Terminated	RECORD TYPE must = "B01".	E802
CERTIFIED EMPLOYMENT BASIS	B01	21-24	Indicates full time, part time, or overtime status.	N	4	Certified Active	CERTIFIED EMPLOYMENT BASIS must be formatted as n.nnn, but transmitted as nnnn (Employment Basis of 1.000 should be transmitted as 1000).	E622
							CERTIFIED EMPLOYMENT BASIS + CLASS-IFIED EMPLOYMENT BASIS must be greater than zero <i>and</i> less than or equal to "2.000".	E623
							If CERTIFIED EMPLOYMENT BASIS is greater than zero, there must be at least one ASSIGNMENT TYPE CODE = "C".	E624
							CERTIFIED EMPLOYMENT BASIS for certified employee cannot be zero or null.	E3036
							Employee with CERTIFIED EMPLOYEE BASIS > 1, when prorated for	W631

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							CERTIFIED EMPLOYMENT BASIS of 1, ANNUAL CERTIFIED SALARY is < state minimum.	
CLASSIFIED EMPLOYMENT BASIS	B01	25-28	Indicates full time, part time, or overtime status.	N	4	Classified Active	CLASSIFIED EMPLOYMENT BASIS must be formatted as n.nnn, but transmitted as nnnn (Employment Basis of 1.000 should be transmitted as 1000).	E626
							If CLASSIFIED EMPLOYMENT BASIS is greater than zero, there must be at least one ASSIGNMENT TYPE CODE = "N".	E625
							CERTIFIED EMPLOYMENT BASIS + CLASS-IFIED EMPLOYMENT BASIS must be greater than zero <i>and</i> less than or equal to "2.000".	E623
							CLASSIFIED EMPLOYMENT BASIS for classified employee cannot be zero or null.	E3037
PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE	B01	29-30	Number of payroll years of experience approved by local superintendent.	N	2	Certified Active	If PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE is greater than zero, then at least one ASSIGNMENT TYPE = "C" must exist.	E630
							If ASSIGNMENT TYPE = "N" only, then PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must = zero or blank.	E631
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must have leading zeros if less than "10".	E632
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must correspond to STATE PAY STEP in the same way that "Years of Creditable Experience" corresponds to "State Salary Step" on the <i>Department of Education Georgia Annual Salary Schedule</i> .	E633
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must be greater than "2" if at least one ASSIGNMENT JOB CODE = 400, 401, 402, 440, 441, 600, 604, 610, 615, 620, 621, 625, 640, 670, 671, 672.	W633
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE must be less than or equal to 40.	W634
							PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE	

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE	B01	35-43	Annualized Annual Contract Salary Amount including all Supplements	N	9	Certified Active	ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE divided by EMPLOYMENT BASIS must be equal to or greater than State Minimum Salary for the employee's CERTIFICATE LEVEL and STATE PAY STEP, except where ASSIGNMENT JOB CODE = 80, 115, 155, 157, 403, 413, 415, 417-419, 421-424, 426, 427, 434-437, 439, 442, 445, 447, 455, 460, 465, 466, 470, 471, 473, 480, 482-485, or 495 <i>or</i> where CERTIFICATE LEVEL = '2' <i>and</i> ASSIGNMENT CERTIFICATE TYPE = 'BT'.	E655
							Full Time Equivalent Salary, (ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE + TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE) / (CERTIFIED EMPLOYMENT BASIS + (CLASSIFIED EMPLOYMENT BASIS) must be equal to or greater than State Minimum Salary for the employee's CERTIFICATE LEVEL and STATE PAY STEP except where ASSIGNMENT JOB CODE = 80, 115, 154, 155, 157, 403, 413, 415, 417-419, 421-424, 426, 427, 434-437, 439, 442, 445, 447, 455, 460, 461, 465, 466, 470, 471, 473, 480, 482-485, or 494 - 499 <i>or</i> where CERTIFICATE LEVEL = '2' <i>and</i> ASSIGNMENT CERTIFICATE TYPE = 'BT'.	E654
							Full Time Equivalent Salary must be less than \$300,000.00.	E656
							ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEE must have at least one ASSIGNMENT TYPE = "C".	E657
							Full Time Equivalent Salary for certified employee must be less than \$100,000.00.	W646
TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE	B01	44-52	Annualized total annual salary.	N	9	Classified Active	For Years of Experience, Certificate Level and Professional/Provisional status, the Full Time Equivalent Salary, based on the reported Contract Salary and Employment Basis, exceeds the State Salary Schedule's minimum salary by \$20,000 or more. Please check salary accuracy.	W1108
							TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE must be greater than zero <i>if</i> CLASSIFIED EMPLOYMENT BASIS is greater than zero.	E1004
							Must have at least one ASSIGNMENT TYPE = "N" <i>and</i> CLASSIFIED EMPLOYMENT BASIS must be greater than zero.	E648
							Employee reported with a <i>classified</i> salary, TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE , but all C-record assignments are reported as	E658

Personnel Demographic Information - B Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							<i>certified</i> (ASSIGNMENT TYPE CODE = "C"). TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEE divided by CLASSIFIED EMPLOYMENT BASIS exceeds the reasonable maximum of \$200,000.00.	E1011
CONTRACT DAYS FOR CERTIFIED EMPLOYEE	B01	53-55	Total number of days employee has contracted to work.	N	3	Certified Active	CONTRACT DAYS FOR <u>CERTIFIED</u> EMPLOYEES must be greater than zero and less than or equal to 260 .	E660
							If CONTRACT DAYS FOR CERTIFIED EMPLOYEES exists, there must be at least one ASSIGNMENT TYPE = "C" .	E661
ANNUAL WORK DAYS FOR CLASSIFIED EMPLOYEE	B01	56-58	The total number of days that a classified employee was employed to work.	N	3	Classified Active	If ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL exists, there must be at least one ASSIGNMENT TYPE = "N" .	E663
							ANNUAL WORK DAYS FOR <u>CLASSIFIED</u> PERSONNEL must be greater than zero and less than 262 .	W692
TERMINATION CODE	B01	59	Indicates reason for termination of employment.	A	1	Certified/ Classified Terminated	TERMINATION CODE must be one of the following valid values: "1" = Retirement "2" = Death "3" = Family "4" = Advanced Study "5" = Nonrenewal of Contract "6" = Acceptance of Position in other Georgia School System "7" = Reduction in Force "8" = Failure to Meet Certification Requirements "9" = Resignation "0" = Active employees only.	E670
							If TERMINATION CODE is valid, then there must be a TERMINATION DATE .	E671
							If TERMINATION CODE is valid, data in CERTIFICATE LEVEL field and in all RECORD TYPE = "C0N" records must be blank, null, or zeros.	E672

Personnel Demographic Information - B Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
TERMINATION DATE	B01	60-67	Date of termination of employment	D	8	Certified Terminated	TERMINATION DATE must be in format yyyymmdd .	E673
							TERMINATION DATE must be within the specified date range for the current report period:	E674
							CPI 2011-1 range = 03/05/2010 – 10/05/2010 CPI 2011-2 range = 10/06/2010 – 03/03/2011 If valid TERMINATION DATE exists, then there must be a valid TERMINATION CODE	E675
LOCAL YEARS OF SERVICE	B01	68-69	The total number of years that an employee has been employed as used by local district to determine employee benefits and local salary.	N	2	Not required	LOCAL YEARS OF SERVICE must be a two-digit number - if less than "10", there must be leading zeros, or must be all zeros.	E635

Assignment Information - C Record

This record contains information regarding employee's assignment. There can be up to six C (assignments) records for each employee. These are denoted as C0N below, where N is for Assignments 1, 2, 3, 4, 5, 6. **C Records are submitted to DOE for CPI Reporting Periods 1 and 2.**

Edits highlighted in yellow are new for CPI **2011-1**

Assignment Information - C Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	C0N	1-4	Current fiscal year	N	4	Certified, Classified Active	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2010 to June 30, 2011 = "2011"	E010
REPORT PERIOD	C0N	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = March	E020
SYSTEM CODE	C0N	6-8	School System code.	A	3	Certified, Classified Active	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	C0N	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
RECORD TYPE	C0N	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active	RECORD TYPE must = "C0N" where "0N" = the number of each assignment.	E802

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGN- MENT SCHOOL CODE	CON	21-24	Identifies school or work location.	A	4	Certified, Classified Active	ASSIGNMENT SCHOOL CODE must be a valid CPI school/location code in the <i>Facilities Database</i> .	E680
							ASSIGNMENT SCHOOL CODE cannot be between 8000 and 8999 for JOB CODES '080' -- 142', '146' -'199'.	E1106
							ASSIGNMENT SCHOOL CODE cannot be > 8000 for JOB CODE = 610 & 615.	E1107
							ASSIGNMENT SCHOOL CODE must be a <i>school</i> , not a <i>facility</i> , for teachers (JOB CODEs greater than '080' to less than '200'), Principal, Vice-Principal, and Graduation Coach (JOB CODEs '610', '615', '398'). (Exempt: RESAs and Virtual School teachers when reported School Code = 8010 or 8014.)	E1014
							ASSIGNMENT SCHOOL CODE must have at least one of grades 06-12 when ASSIGNMENT JOB CODE = '398', Graduation Coach.	E667
							ASSIGNMENT SCHOOL CODE is reported with zero employees.	E3032
							If SYSTEM CODE > 800, ASSIGNMENT SCHOOL CODE cannot = '8010' for JOB CODES '080' – '199'.	W1106
							If ASSIGNMENT SCHOOL CODE is less than 6000 <i>and</i> LIFE STAGE = '4' or '7' in the <i>Facilities Database</i> , then ASSIGNMENT JOB CODE = "610" must exist at ASSIGNMENT SCHOOL CODE.	W691
ASSIGN- MENT PERCENT- AGE OF TIME	CON	25-28	Percentage of the total employment time spent on assignment.	N	4	Certified, Classified Active	ASSIGNMENT PERCENTAGE OF TIME must be equal to or less than 100.0.	E681
							The sum of all (up to 6) ASSIGNMENT PERCENTAGES OF TIME must be greater than 099.0 and less than or equal to 100.0	E682
ASSIGN- MENT TYPE CODE	CON	29	Identifies assignment as Certified or Classified.	A	1	Certified, Classified Active	ASSIGNMENT TYPE CODE must be one of the following valid values: "C" = Certified or "N" = Classified	E683
							If ASSIGNMENT TYPE CODE = "C", ASSIGNMENT FIELD CODE must not equal blanks or spaces.	E685
							If ASSIGNMENT TYPE CODE = "C" <i>and</i> ASSIGNMENT FIELD CODE does not equal "998" (Pending), "101", "102", "103", or "104" (Charter Waivers), the	E645

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							<p>SOCIAL SECURITY NUMBER must exist in <i>PSC Database</i>.</p> <p>If ASSIGNMENT FIELD CODE = "998", Certificate Pending Flag must = "T" in <i>PSC Database</i>.</p> <p>If ASSIGNMENT TYPE CODE = "C", CERTIFIED EMPLOYMENT BASIS must be greater than zero.</p> <p>If ASSIGNMENT TYPE CODE = "N", CLASSIFIED EMPLOYMENT BASIS must be greater than zero.</p> <p>ASSIGNMENT TYPE CODE must equal "C" if CERTIFICATE LEVEL is valid <u>and</u> "Report Certification on CPI" = "Y" in <i>Job Code Table</i>.</p> <p>ASSIGNMENT TYPE CODE must equal "N" if "Certification Required" = 'N' <u>and</u> "Report Certification on CPI" = 'N' in <i>Job Code Table</i>.</p> <p>If ASSIGNMENT TYPE CODE = "N", ASSIGNMENT FIELD STATUS, CERTIFICATE TYPE, AND ASSIGNMENT FIELD CODE must be blank.</p> <p>Charter School reported with no certified employees. (All ASSIGNMENT TYPE CODEs = "N"). Please verify data.</p>	<p>E646</p> <p>E686</p> <p>E689</p> <p>E687</p> <p>E677</p> <p>E665</p> <p>W628</p>
ASSIGNMENT FIELD STATUS	CON	30	Identifies employee as in-field or out-of-field.	A	1	Certified Active	<p>ASSIGNMENT FIELD STATUS must be one of the following valid values: "I" = In-Field "O" = Out-of-Field</p> <p>If ASSIGNMENT FIELD STATUS = "O", ASSIGNMENT JOB CODE must = 085-199, 400-499, 600, 610, 615, 621, or 641.</p>	<p>E688</p> <p>E679</p>

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGN- MENT CERTIFI- CATE TYPE	CON	31-33	Type of certificate as issued by PSC	A	3	Certified Active	ASSIGNMENT CERTIFICATE TYPE must have "Currently Issued" = "Y" in the <i>Certificate Type Table</i> .	E690
							ASSIGNMENT CERTIFICATE TYPE must be a valid CERTIFICATE TYPE for employee in <i>PSC Database</i> unless CERTIFICATE FIELD CODE = '998' (Pending) , "101", "102", "103", or "104" (Charter Waivers). (Note: "Condition" in <i>PSC Database</i> must be translated to "Type".)	E691
							ASSIGNMENT CERTIFICATE TYPE CODE is exclusively for charter waiver, but the ASSIGNMENT SCHOOL CODE does not have a charter waiver.	E636
							ASSIGNMENT CERTIFICATE FIELD CODE is exclusively for charter waivers, but the ASSIGNMENT CERTIFICATE TYPE CODE is not for charter waivers.	E637
ASSIGN- MENT JOB CODE	CON	34-36	General area of employment.	A	3	Certified, Classified Active	ASSIGNMENT JOB CODE must exist in the <i>Job Code Table</i> .	E692
							ASSIGNMENT JOB CODE must exist in every RECORD TYPE = "CON".	E692
							If ASSIGNMENT JOB CODE = 141, 142, 149, 153, or 158-171, then third character of ASSIGNMENT SUBJECT MATTER CODE must = "8" or '1'. (Special ed teachers with special education or remedial subjects)	E696
							A principal (Job Code 610) must be reported from all FTE reporting schools < 6000.	E1008
							ASSIGNMENT JOB CODE = '600' must exist for each SYSTEM CODE where SYSTEM CODE is less than "800".	E684
							If ASSIGNMENT JOB CODE has "Certificate Required" = 'Y' in the <i>Job Code Table</i> , <u>and</u> if employee has a valid CERTIFICATE FIELD CODE in <i>PSC Database</i> then ASSIGNMENT TYPE CODE must = 'C'.	E693
							If ASSIGNMENT JOB CODE = 153, 404, 412, 432, 439, 469 or 650 ASSIGNMENT SCHOOL CODE must be > 6300 but < 6500 (GNETS/Psychoed Program) or a GNETS/Psychoed School Code.	E1003
							Only one ASSIGNMENT JOB CODE = '600' is allowed for each SYSTEM CODE.	W693
							There was more than one principal (Job Code = '610') reported from this	

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
							school.	W2596
ASSIGN- MENT SUBJECT MATTER CODE	CON	37-39	Code related to the subject matter that is taught or first two digits of subject in <i>List of State-Funded Courses</i> .	A	3	Certified Active	ASSIGNMENT SUBJECT MATTER CODE must be in <i>Subject Matter Code Table</i> .	E694
							ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = "930" - "958" if ASSIGNMENT JOB CODE < "200"	E695
							ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = '999' if ASSIGNMENT JOB CODE = '080', '121', or '130'-199'.	E668
							ASSIGNMENT SUBJECT MATTER CODE <i>must not</i> = "808" (Spec Ed Consultative Role Only) if ASSIGNMENT JOB CODE <i>not</i> = '141' – '142', '149', '152', '153', '158' – '171'.	E700
							ASSIGNMENT SUBJECT MATTER CODE must be in the '950' series (High School) when the ASSIGNMENT JOB CODE = '398', Graduation Coach, and the ASSIGNMENT SCHOOL CODE is a high school.	E664
							ASSIGNMENT SUBJECT MATTER CODE must be in the '930' series (Middle School) when the ASSIGNMENT JOB CODE = '398', Graduation Coach, and the ASSIGNMENT SCHOOL CODE is a middle school.	E669
							When ASSIGNMENT JOB CODE is '398', Graduation Coach, the SUBJECT MATTER CODE must be in the '930' series (Middle School) or '950' series (High School).	E662
							When ASSIGNMENT JOB CODE = '445', Technology Specialist, the SUBJECT MATTER CODE must = blank/null or '999'.	E1009
							When ASSIGNMENT TYPE CODE = 'N', the SUBJECT MATTER CODE must = blank/null. (Exceptions: Grad Coach, 3 rd -Party Contract, Paraprofessionals)	E1010
							For paraprofessionals (JOB CODE '434', '435', '436'), instructional paras must use SUBJECT MATTER CODE '920' – '958'. Non-instructional paras should be reported with '999', i.e., not applicable.	E1012

Assignment Information - C Record

Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
ASSIGN- MENT FIELD CODE	CON	40-42	Field code on current PSC certificate as used for assignment.	A	3	Certified Active	ASSIGNMENT FIELD CODE must be in <i>Certificate Field Code Table</i> as "Code" or as "Old PSC Code".	E697
							ASSIGNMENT FIELD CODE must be a valid CERTIFICATE FIELD CODE for employee in <i>PSC Database</i> , except where ASSIGNMENT FIELD CODE = "998" (Pending), "101", "102", "103", or "104" (Charter Waivers).	E698
							"Expiration Date" field in <i>PSC Database</i> must be later than current date.	E639
							The ASSIGNMENT CERTIFICATE TYPE CODE is for charter waiver, but the ASSIGNMENT CERTIFICATE FIELD CODE is not for charter waiver.	E638
ASSIGN- MENT FUND CODE	CON	43-44	Indicates source of funding for employee's salary if other then QBE.	A	2	Certified Active	ASSIGNMENT FUND CODE must be in <i>Secondary Fund Code Table</i> .	E699
							ASSIGNMENT JOB CODE '116', '117', and '119' (teachers, extended day/year) should only be used with a SECONDARY FUND CODE = '76' (Voc Ed - Extended Day/Year).	E2580
							ASSIGNMENT JOB CODE 195' (20 day Extended Day/Year QBE Funded) should only be used with a SECONDARY FUND CODE = '00' (State/Local Funds).	E2581
							The sum of each ASSIGNMENT FUND CODES = 50, 51, 53, 54, 55, 56, 58, 59, or 71 must not = '0'.	W994
							The sum of ASSIGNMENT FUND CODE = 81 must not = '0'.	W995
							ASSIGNMENT JOB CODE of 080, 434, 612, 613, 646, 648, and 649 reported with Secondary Fund Code of '00'. (These are Pre-K, Federal and Title 1 Job Codes).	W632

Leave Information - D Record

There can be up to five “D” (Leave) Records (D0N) for each employee. **D Records are submitted to DOE for CPI Reporting Periods 3 ONLY.** If the employee earns leave for more than two assignments and the leave earned in each assignment is independent of the leave earned in the other assignment(s), then two or more leave records **MUST** be reported. Edits highlighted in yellow are new for CPI **2011-1**. Examples of assignments where leave is earned:

- Certified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** is such that “Certification Required” = “Y” in Job Code Table.
- Food Service Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 410, 427, 449, 454, 477, 478, or, 630.
- Maintenance/custodial Employee Leave: where **PRIMARY ASSIGNMENT JOB CODE** = 422, 455, 456, 457, 458, 490, 491.
- Bus Driver Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 461.
- Other Classified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** is such that “Certification Required” or “Report Certification on CPI” = “N” in Job Code Table and not included in any classified category above.

Leave Information - D Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit #
FISCAL YEAR	D0N	1-4	Current fiscal year	N	4	Certified, Classified Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2010 to June 30, 2011 = "2011".	E010
REPORT PERIOD	D0N	5	Identifies the CPI reporting period.	A	1	Certified, Classified Active, Terminated	REPORT PERIOD must be the current valid CPI period: "3" = July	E020
SYSTEM CODE	D0N	6-8	School System code.	A	3	Certified, Classified Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E040
SOCIAL SECURITY NUMBER	D0N	9-17	Employee's Social Security Number.	A	9	Certified, Classified Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros.	E064
RECORD TYPE	D0N	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	RECORD TYPE must = D01, D02, D03, D04, or D05.	E802
EMPLOYEE NUMBER	D0N	21-29	A number used at the local district to identify employee.	A	9	Not required.	EMPLOYEE NUMBER must have leading zeros if less than 9 digits, or may = all zeros.	E065

PRIMARY ASSIGNMENT JOB CODE	D0N	30-32	Primary area of employment for leave type D0N.	A	3	Certified, Classified Active, Terminated	PRIMARY ASSIGNMENT JOB CODE must exist in the <i>Job Code Table</i> .	E692
SICK LEAVE	D0N	33-35	Total number of days of paid sick leave used between July 1 and June 30. Includes personal/ Professional, maternity, & family medical leave.	N	3	Certified, Classified Active, Terminated	SICK LEAVE must be less than "240". Note: SICK LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E602
STAFF DEVELOPMENT	D0N	36-38	Total number of days of paid staff development leave used between July 1 and June 30. This type of leave is not deducted from the employee's accumulated sick or personal leave.	N	3	Certified, Classified Active, Terminated	STAFF DEVELOPMENT LEAVE must be less than "120". Note: STAFF DEVELOPMENT LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E603
VACATION	D0N	39-41	Total number of days of paid vacation leave used between July 1 and June 30.	N	3	Certified, Classified Active, Terminated	VACATION LEAVE must be less than "120". Note: VACATION LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E604
OTHER LEAVE	D0N	42-44	Total number of days of other paid leave including military leave, jury duty, court leave, etc. used between July 1 and June 30.	N	3	Certified, Classified Active, Terminated	OTHER LEAVE must be less than or equal to "240". Note: OTHER LEAVE will be reported in whole numbers. If it is accumulated in fractions of days at the local district, the local district will round it to the nearest whole number.	E605