



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

2/2/2018

Section D: Salary Schedule Processing,
V2.7

Revision History

Date	Version	Description	Author
2/2/2018	2.7	18.01.00 – Update menu screenshots.	D. Ochala
6/2/2016	2.6	16.01.00 – Update logo and footer.	S. Scrivens
8/27/2014	2.5	14.02.00 – Add button bar processing to screens.	D. Ochala
06/27/2013	2.4	13.02.00 – Updated screenshots and links.	D. Ochala
10/19/2011	2.3	11.03.00 – Updated DOE logo.	D. Ochala
06/30/2009	2.2	09.02.00 – Added CY2010 salary schedule information and instructions.	C. W. Jones
03/30/2009	2.1	09.01.00 – Changed section title to “ <i>Section D</i> ”.	C. W. Jones
07/31/2008	2.0	08.02.00 – Added CY2009 salary schedule, updated remaining screenshots, no programmatic changes.	C. W. Jones

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Overview

The PCGenesis salary schedule should correspond to the current calendar year's published *State Salary Schedule*. GaDOE Data Collections provides the current calendar year's published *State Salary Schedule* on the GaDOE website. Go to *Data Collections* link shown below:

<http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx>

Follow the link to *Certified/Classified Personnel Information (CPI)*, then go to *FY ccy* *CPI Resources* (where 'ccy' represents the current fiscal year), then go to *State Salary Schedule*.

The current year's salary schedule must exist in the PCGenesis CPI module before PCGenesis users attempt to create the *CPI Transmission File*.

This document provides the instructions to enter or to import the PCGenesis salary schedule from a .csv file. The *State Salary Schedule* import .csv file is located at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx>

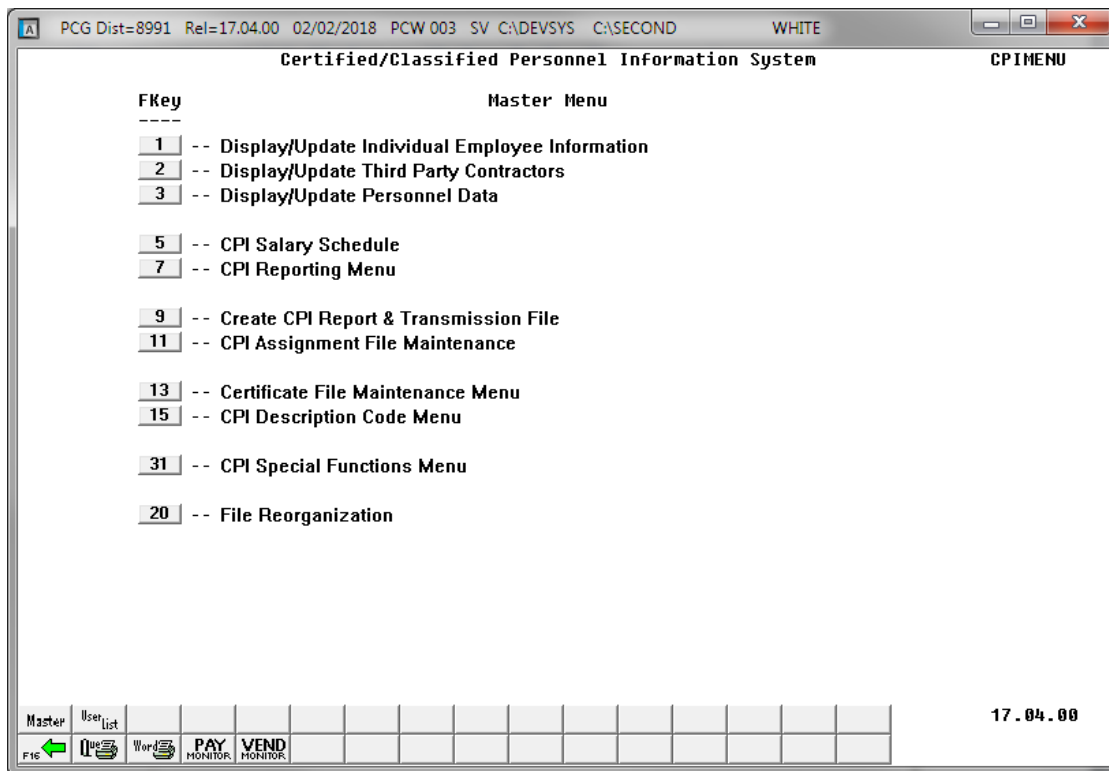
Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Topic 1: CPI Salary Schedule Processing

Procedure A. Verify the CPI Salary Schedule Exists

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

The following screen displays:



Step	Action
2	Select 5 (F5 - CPI Salary Schedule).

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE

CPI SALARY SCHEDULE CPICM500

Salary Schedule: _____ (CCYY)

Enter Salary Schedule or Press F16 to Exit.

ENTER ✓ F16 ← F10 CREATE F10

14.02.00

Step	Action
3	Enter the 4-digit calendar year (CCYY) in the Salary Schedule field, and select  (Enter).

Step	Action
4	If the salary schedule exists: Verify the entry in the (STATE) Salary Schedule field has defaulted correctly, and using the <u>current</u> calendar year's published <i>State Salary Schedule</i>, verify the information is correct. Select  (Enter) <u>twice</u>. If the information is incorrect, enter the correct information and select  (Enter) <u>twice</u>. Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.
5	If the salary schedule does not exist: Select  (F13 - to Create). To import the State Salary Schedule, proceed to <i>Procedure B1. Importing the CPI Salary Schedule</i>. To enter the State Salary Schedule manually, proceed to <i>Procedure B2. Entering the CPI Salary Schedule Manually into PCGenesis</i>.

Procedure B. Creating the CPI Salary Schedule

B1. Importing the CPI Salary Schedule

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE CP1CM500

CPI SALARY SCHEDULE

STATE Salary Schedule: 2016 (CCYY)
STATE SALARY SCHEDULE

Years	Sal	Exp	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												
3	1												
4	2												
5	3												
6	4												
7	5												
8	6												
9,10	7												
11,12	L1												
13,14	L2												
15,16	L3												
17,18	L4												
19,20	L5												
21+	L6												

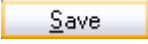
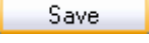
ENTER=Validate F3=Print Screen F10=Load from File F16=Exit

ENTER	F3	F10	F16

14.02.00

Step	Action
1	Select F10 (F10 - Load from File).

The following screen displays:

Step	Action
2	Do not exit the <i>Salary Schedule Upload From File</i> screen.
3	Using the Web browser, access: http://www.gadoe.org/Technology-Services/PCGenesis/Pages/CPI-System-Operations-Guide.aspx
4	Select the PCGenesis CPI Salary Schedule.csv File - CCYY link, where CCYY is the appropriate fiscal year.
5	When the <i>File Download</i> dialog box displays, select  in response to the “Do you want to open or save this file?” message. <i>The dialog box displayed will vary based on the Web browser used. Regardless of the box displayed, or the instructions provided, select the option to <u>save the file</u>.</i>
6	Navigate to, and save the file with the C:\Temp file folder. <i>The C:\Temp file folder exists from a previous PCGenesis software installation.</i>
7	Select the drop-down selection icon  within the Save as type field, and select All Files .
8	Enter the filename, or verify the file is saved as ccyySalarySchedule.csv , where ‘ccyy’ is the current fiscal year, and select  (Save).

Step	Action
9	Return to PCGenesis .

The following screen displays:

Salary Schedule Upload From File

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

C:\TEMP\2016SalarySchedule.csv

PF10=Browse for file

ENTER=Validate, F16=Exit

14.02.00

Step	Action
10	Verify the defaulting file and pathname in the Enter the upload file Path and Name field is C:\TEMP\ccyySalarySchedule.csv or select F10 (F10 - Browse for file) to locate the file manually. <i>If the defaulting file/pathname is incorrect, enter the appropriate information in the field and proceed to Step 11, or select F10 (F10 - Browse for file) to locate the correct file and pathname.</i>
11	Select  (Enter) <u>twice</u>. <i>When selecting  (Enter), PCGenesis automatically verifies the file's location and scans each line of the file for invalid characters and data values that are too large. PCGenesis also ensures the file contains the correct number of schedule lines.</i>

For successful file imports, the following screen displays:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE CPICM500

Salary Schedule Upload From File

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

C:\TEMP\2016SALARYSCHEDULE.CSV

*** IMPORT FILE SUCCESSFULLY LOADED ***

Enter to Continue

ENTER    

F16 

14.02.00

The following screen is an example of an error message screen:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE CPICM500

Salary Schedule Upload From File

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

C:\PCG\2015SALARYSCHEDULE.CSV

*** ERRORS FOUND - CSV File cannot be loaded ***

Line 002 Year does not match selected schedule year SCHED YEAR
 Line 003 Year does not match selected schedule year SCHED YEAR
 Line 004 Year does not match selected schedule year SCHED YEAR
 Line 005 Year does not match selected schedule year SCHED YEAR
 Line 006 Year does not match selected schedule year SCHED YEAR
 Line 007 Year does not match selected schedule year SCHED YEAR
 Line 008 Year does not match selected schedule year SCHED YEAR
 Line 009 Year does not match selected schedule year SCHED YEAR
 Line 010 Year does not match selected schedule year SCHED YEAR
 Line 011 Year does not match selected schedule year SCHED YEAR
 Line 012 Year does not match selected schedule year SCHED YEAR
 Too many errors to display. Recheck CSV file format

F16 to Cancel

ENTER    

F16 

14.02.00

Step	Action
12	For successful file imports: Verify the “***Import File Successfully Loaded***” message displays, select  (Enter) and proceed to Step 13. For unsuccessful file imports: Errors display when there are incorrect file selections, and/or if the import file’s year or file layout does not match. Select  (F16 - to Cancel) to return to the <i>Certified/Classified Personnel Information Master Menu</i>, and correct the errors displayed. Return to Step 1 of this procedure to repeat the file’s import.

The following screen displays if there are no errors:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE											
CPI SALARY SCHEDULE											
STATE Salary Schedule: 2016 (CCYY)											
STATE SALARY SCHEDULE											
Years	Sal										
Exp	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	31586	32505	31586	33424	35597	38438	40936	43435	46258	48213
3	1	32534	33480	31586	34427	36665	39591	42164	44738	47646	49659
4	2	33510	34484	31586	35460	37765	40779	43429	46080	49075	51149
5	3	34515	35519	31586	36524	38898	42002	44732	47462	50547	52683
6	4	35550	36585	31586	37985	40454	43682	46521	49360	52569	54790
7	5	36617	37683	31586	39125	41668	44992	47917	50841	54146	56434
8	6	37716	38813	31586	40886	43543	47017	50073	53129	56583	58974
9,10	7	38847	39977	31586	42113	44849	48428	51575	54723	58280	60743
11,12	L1	40012	41176	31586	43376	46194	49881	53122	56365	60028	62565
13,14	L2	41212	42411	31586	44677	47580	51377	54716	58056	61829	64442
15,16	L3	42448	43683	31586	46017	49007	52918	56357	59798	63684	66375
17,18	L4	43721	44993	31586	47398	50477	54506	58048	61592	65595	68366
19,20	L5	45033	46343	31586	48820	51991	56141	59789	63440	67563	70417
21+	L6	46384	47733	31586	50285	53551	57825	61583	65343	69590	72530
ENTER=Validate F3-Print Screen F10-Load from File F16=Exit ENTER  F3  F10  F16 											
14.02.00											

Step	Action
13	Verify the screen's entries are correct. Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'. GaDOE Data Collections provides the current calendar year's published <i>State Salary Schedule</i> on the GaDOE website. Go to <i>Data Collections</i> link shown below: http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx Follow the link to <i>Certified/Classified Personnel Information (CPI)</i>, then go to <i>FY ccyy CPI Resources</i> (where 'ccyy' represents the current fiscal year), then go to <i>State Salary Schedule</i>. <i>It is imperative that PCGenesis users verify the screen's entries against the State Salary Schedule indicated. When the information is incorrect, make the appropriate changes.</i>
14	Select  (Enter) <u>twice</u>.

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE CP1CM500

CPI SALARY SCHEDULE

Salary Schedule: _____ (CCYY)

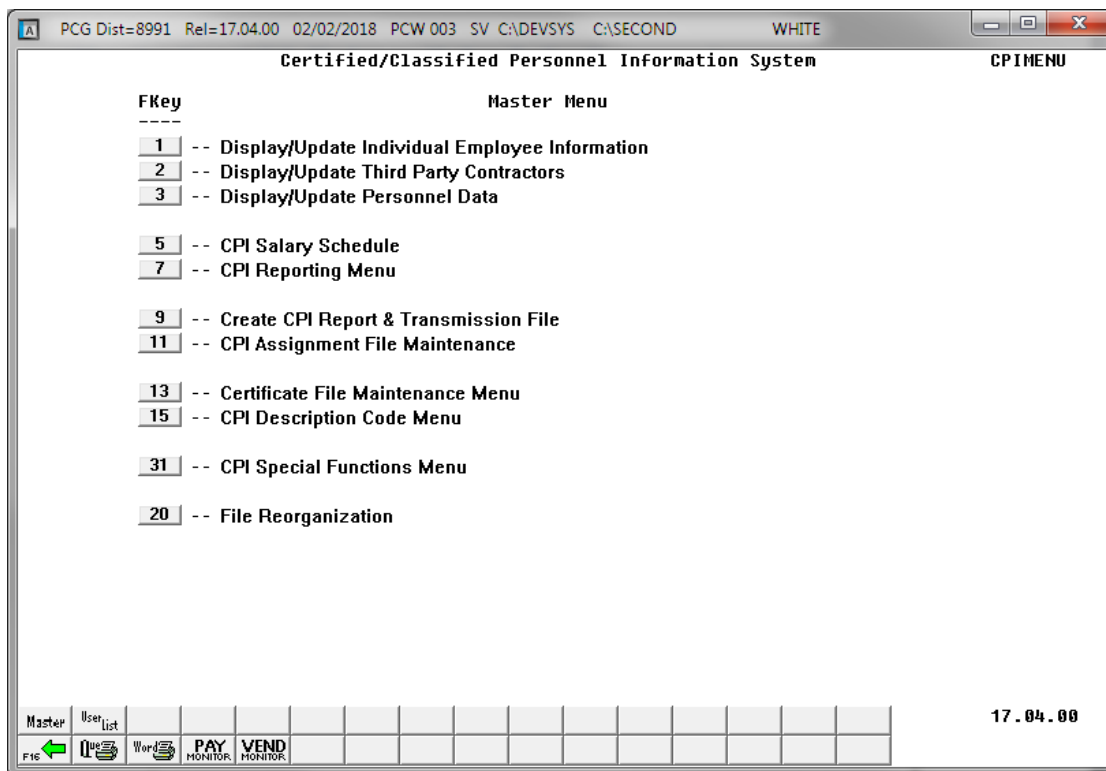
Enter Salary Schedule or Press F16 to Exit.

ENTER  F3  F10  14.02.00

F16 

Step	Action
15	Select  (F16 - to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



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

B2. Entering the CPI Salary Schedule Manually into PCGenesis

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEV\SVS C:\SECOND WHITE CPICM500

CPI SALARY SCHEDULE

STATE Salary Schedule: **2016 (CCYY)**
STATE SALARY SCHEDULE

Years	Sal		T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
Exp	Step											
0,1,2	E											
3	1											
4	2											
5	3											
6	4											
7	5											
8	6											
9,10	7											
11,12	L1											
13,14	L2											
15,16	L3											
17,18	L4											
19,20	L5											
21+	L6											

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

ENTER 14.02.00

Step	Action
1	Verify the entry in the STATE Salary Schedule field has defaulted correctly. If the information is incorrect, select (F16) to enter the correct information.
2	Make the appropriate entries in the fields. GaDOE Data Collections provides the current calendar year's published <i>State Salary Schedule</i> on the GaDOE website. Go to <i>Data Collections</i> link shown below: http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx Follow the link to <i>Certified/Classified Personnel Information (CPI)</i>, then go to <i>FY ccyy CPI Resources</i> (where 'ccyy' represents the current fiscal year), then go to <i>State Salary Schedule</i>. It is imperative that PCGenesis users verify the screen's entries against the State Salary Schedule indicated. When the information is incorrect, make the appropriate changes.

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE										
CPI SALARY SCHEDULE										
STATE Salary Schedule: 2016 (CCYY)										
STATE SALARY SCHEDULE										
Years	Sal									
Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7
0,1,2	E	31586	32505	31586	33424	35597	38438	40936	43435	46258
3	1	32534	33480	31586	34427	36665	39591	42164	44738	47646
4	2	33510	34484	31586	35460	37765	40779	43429	46080	49075
5	3	34515	35519	31586	36524	38898	42002	44732	47462	50547
6	4	35550	36585	31586	37985	40454	43682	46521	49360	52569
7	5	36617	37683	31586	39125	41668	44992	47917	50841	54146
8	6	37716	38813	31586	40886	43543	47017	50073	53129	56583
9,10	7	38847	39977	31586	42113	44849	48428	51575	54723	58280
11,12	L1	40012	41176	31586	43376	46194	49881	53122	56365	60028
13,14	L2	41212	42411	31586	44677	47580	51377	54716	58056	61829
15,16	L3	42448	43683	31586	46017	49007	52918	56357	59798	63684
17,18	L4	43721	44993	31586	47398	50477	54506	58048	61592	65595
19,20	L5	45033	46343	31586	48820	51991	56141	59789	63440	67563
21+	L6	46384	47733	31586	50285	53551	57825	61583	65343	69590
ENTER=Validate F3-Print Screen F10-Load from File F16=Exit										
ENTER	✓			F3				F10		CREATE F16
F16	←									
										14.02.00

Step	Action
3	Select  Enter) <u>twice</u>. Select  (F3 – Print this data) to obtain a screen print of the <i>CPI Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.

The following screen displays:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 003 SV C:\DEVSY5 C:\SECOND WHITE

CPI SALARY SCHEDULE

CPICM500

Salary Schedule: (CCYY)

Enter Salary Schedule or Press F16 to Exit.

ENTER

F16

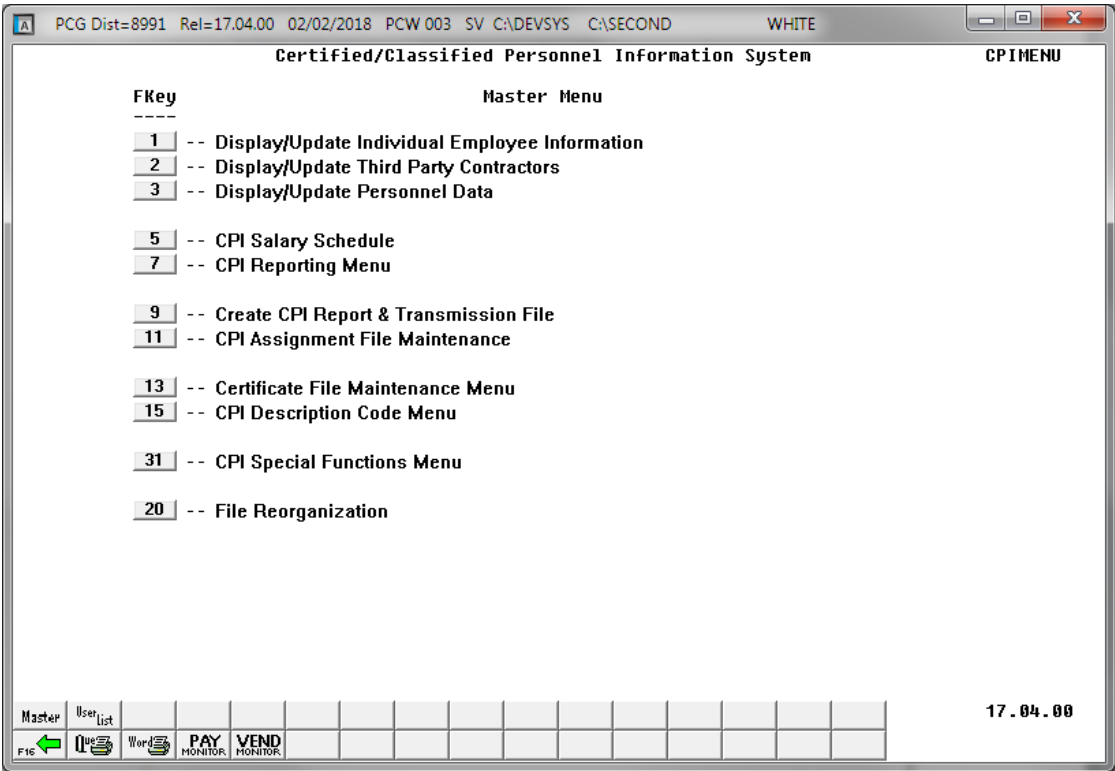
F10

CREATE F15

14.02.00

Step	Action
4	Select  (F16 - to Exit) to return to the <i>Certified/Classified Personnel Information System Master Menu</i> .

The following screen displays:



Step	Action
5	Continue CPI processing as normal, or select Master (Master) to return to the <i>Business Applications Master Menu</i> .