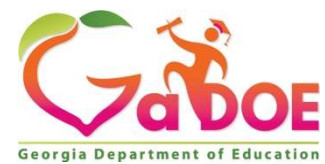


FY2025 CPI Data Collection Data Element Detail

July 1, 2024



DATA ELEMENTS

Data Element - The fundamental data structure in a data processing system. It is a logical definition of data, whereas a field is the physical unit of storage in a record.

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS

DATA ELEMENTS

ANNUAL CONTRACT FOR SALARY FOR CERTIFIED EMPLOYEES (Layout B)

ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES is the salary amount including all supplements in dollars and cents. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** must be greater than or equal to the state minimum salary. It is the salary an employee would have earned if the employee had been employed for a full year. **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** is reported in **CPI RECORD TYPE = "B"**; for all active Certified personnel.

Example 1: A teacher who is hired in January will have an **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** based on 190 days (or whatever the full year number of days is for the particular system), even if the employee works for only 93 days this year.

Example 2: A 230day employee is hired in the middle of the year and works only 201 days this year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee would have earned if they worked all 230 days.

Example 3: A teacher works on a half-day basis for the whole school year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee actually earns on the half-time contract; the **CONTRACT DAYS FOR CERTIFIED EMPLOYEES** will be 190.

ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL (Layout B)

ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL is the total number of days that a classified employee was contracted to work during the current fiscal year. The **ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** must correspond with the **TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES**. **ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** is reported in **CPI RECORD TYPE = "B"**; for all active Classified personnel.

ASSIGNMENT CERTIFICATE TYPE (Layout C)

ASSIGNMENT CERTIFICATE TYPE is the type (B, T, DT, etc.) of certificate for the assignment. See **Certificate Type** Code Table for a list of **ASSIGNMENT CERTIFICATE TYPES** currently in use. **ASSIGNMENT CERTIFICATE TYPE** is reported in **CPI RECORD TYPE = 'C'**; for all active Certified personnel.

The **ASSIGNMENT CERTIFICATE TYPE** must match the information on file at the Professional Standards Commission (PSC).

ASSIGNMENT CONSOLIDATED FUND FLAG (Layout C)

ASSIGNMENT CONSOLIDATED FUND FLAG identifies whether an employee is being paid with the Consolidated FUND CODES. Valid values are Y and N. **ASSIGNMENT CONSOLIDATED FUND FLAG** is reported in **CPI RECORD TYPE = 'C'**

ASSIGNMENT FIELD CODE (Layout C)

ASSIGNMENT FIELD CODE is the field code printed on the employee's certificate authorizing the employee to have a particular assignment. See **Field Code** Table for a list of all the field codes currently issued by the Professional Standards Commission. **ASSIGNMENT FIELD CODE** is reported in **CPI RECORD TYPE = 'C'**; for all active Certified personnel.

DATA ELEMENTS

ASSIGNMENT FIELD CODE = '998' should be used for any employee whose paperwork for a new or renewal certificate has been completed and sent to PSC, but for whom the new certificate has not yet been issued.

ASSIGNMENT FUND CODE (Layout C)

ASSIGNMENT FUND CODE is a code for the source of funds from which the employee's salary is paid by Assignment. See *Fund Code Table* for a list of all of the fund codes. **ASSIGNMENT FUND CODE** is reported in CPI RECORD TYPE = "C01"; for all active Certified personnel.

ASSIGNMENT JOB CODE (Layout C)

ASSIGNMENT JOB CODE is a code that describes the general area of employment for each assignment.

See *Job Code Table* for a list of all of the Job Codes. **ASSIGNMENT JOB CODE** is reported in CPI RECORD TYPE = "C01"; for all active Certified and Classified personnel.

ASSIGNMENT PERCENTAGE OF TIME (Layout C)

ASSIGNMENT PERCENTAGE OF TIME is the percentage of the employee's total time (as reported in the

CERTIFIED EMPLOYMENT BASIS field and/or in the **CLASSIFIED EMPLOYMENT BASIS** filed) spent on an assignment. The total of all the **ASSIGNMENT PERCENTAGES OF TIME** must equal 100%.

ASSIGNMENT PERCENTAGE OF TIME is reported in CPI RECORD TYPE = "C01"; for all active Certified and Classified personnel.

ASSIGNMENT SCHOOL CODE (Layout C)

ASSIGNMENT SCHOOL CODE is a code that identifies the school or work location for each assignment. See the DOE *Facilities Database* for a list of valid school codes. **ASSIGNMENT SCHOOL CODE** is reported in CPI RECORD TYPE = "C01"; for all active Certified and Classified personnel.

ASSIGNMENT SUBJECT MATTER CODE (Layout C)

ASSIGNMENT SUBJECT MATTER CODE is a code that identifies each subject matter area in which a certified employee is working. It may be the first two digits of every subject matter area in the State Course Numbering System, or it may consist of a letter that represents the course being taught. See the *Subject Matter Code Table* for a list of all of the valid subject matter codes. **ASSIGNMENT SUBJECT MATTER CODE** is reported in CPI RECORD TYPE = "C01"; for all active Certified personnel.

A *Subject Matter* code denoting an actual curriculum area must be used if the employee's **ASSIGNMENT JOB CODE(S)** between '080' and '199.'

A *Subject Matter* code of '808' is used for those Special Education Teachers who are not the teacher of record in a classroom of regular education instruction.

ASSIGNMENT TYPE CODE (Layout C)

ASSIGNMENT TYPE CODE identifies whether each assignment is certified (**C**) or classified (**N**).

ASSIGNMENT TYPE CODE is reported in CPI RECORD TYPE = "C01"; for all active Certified and Classified personnel.

EMPLOYEE BIRTH DATE (Layout A)

BIRTH DATE is the date of employee's birth. It must be in the format **YYYYMMDD**. **BIRTHDATE** is reported in CPI RECORD TYPE = "A01"; for all active personnel, both Certified and Classified, as well as for all terminated personnel.

DATA ELEMENTS

CERTIFICATE LEVEL (Layout B)

CERTIFICATE LEVEL is the highest current valid certificate level (1, 2, 4, 5, 6, or 7). **CERTIFICATE LEVEL** is reported in CPI **RECORD TYPE** = "B01"; for all active Certified personnel.

CERTIFICATE LEVEL must match the information on file at the Professional Standards Commission (PSC).

CERTIFIED EMPLOYMENT BASIS (Layout B)

CERTIFIED EMPLOYMENT BASIS is a number less than or equal to 2.000 when combined with **CLASSIFIED EMPLOYMENT BASIS**. This number indicates full-time, part-time, or over-time status. **CERTIFIED EMPLOYMENT BASIS** is reported in CPI **RECORD TYPE** = "B01"; for all active Certified personnel.

Example: The **CERTIFIED EMPLOYMENT BASIS** for an employee who is a full-time Teacher (Certified assignment) and also a half-time Bus Driver (Classified assignment) is 1.000. The **CLASSIFIED EMPLOYMENT BASIS** for this same employee is 0.500.

CLASSIFIED EMPLOYMENT BASIS (Layout B)

CLASSIFIED EMPLOYMENT BASIS is a number less than or equal to 2.000 when combined with **CERTIFIED EMPLOYMENT BASIS**. This number indicates full-time, part-time, or over-time status. **CLASSIFIED EMPLOYMENT BASIS** is reported in CPI **RECORD TYPE** = "B01"; for all active Classified personnel.

Example: The **CLASSIFIED EMPLOYMENT BASIS** for a two-thirds Federal Programs Director (Classified assignment) and a one-third Title 1 Director (Certified assignment) is 0.667. The **CERTIFIED EMPLOYMENT BASIS** for this same employee is 0.333.

CONTRACT DAYS FOR CERTIFIED EMPLOYEE (Layout B)

CONTRACT DAYS FOR CERTIFIED EMPLOYEE is the total number of days this year (between July 1 and June 30), for which the employee is employed by the system (regardless of when an employee begins employment) and paid the annual contract salary entered in the **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** field. (See examples for **ANNUAL CONTRACT SALARY** above.)

CONTRACT DAYS FOR CERTIFIED EMPLOYEE is reported in CPI **RECORD TYPE** = "B01"; for all active Certified personnel.

COVID LEAVE TYPE (Layout D)

COVID LEAVE TYPE is the total number of COVID LEAVE days used between July 1 and June 30. **RECORD TYPE** = "D01"

EMPLOYEE CODE (Layout A)

EMPLOYEE CODE is the 9-digit **EMPLOYEE CODE** of the employee. **EMPLOYEE CODE** is reported in all CPI **RECORD TYPES** for all employees.

EMPLOYEE TYPE (Layout A)

The **EMPLOYEE TYPE** is an important indicator of the category an employee falls into for processing data. Each value identifies the employee as part of a specific population. Certain populations do not require all record layouts. The **EMPLOYEE TYPE** determines which records are uploaded without error, so this data is critical for the correct processing of employees. See the "A" record layout for further details regarding edits and their associated error codes.

The current valid values and required records are:

DATA ELEMENTS

* Note: OCGA 47-3-127.1 was formerly referred to as Senate Bill 327 or SB327.

Employee Types are defined as follows:

VALID VALUES	POPULATION	REPORT RECORDS
Blank/null	Regular – hired by local district	A, B, C and D
B	Regular – OCGA 47-3-127.1* hired by local district	A, B, C and D
P	Third-party contract employee – hired by personnel	A and C
L	Long-term substitute	A

	DEFINITION
Regular - direct contract	Employees who have a direct contract with the district, excluding those with direct contracts hired under OCGA 47-3-127.1.
Regular – SB327 direct contract	Employees who have a direct contract with the district <u>and</u> are hired under the OCGA 47-3-127.1 status.
Third-party contract employee	<p>A third-party contract is an agreement between a district and a vendor that provides either instructional or special education services to the district/school via the company's employees (see Job Code below). The third-party contract employee is an employee of the company and only his/her services are purchased by the district. An example of this is a district providing speech therapy services through a private company. The speech therapist is an employee of the private company. The therapist is not directly hired by the district. A third-party contract employee cannot earn T&E dollars. Some examples of: JOB CODES TO REPORT:</p> <p>Report for Job Codes 085 to 200 (teachers) (exclude 080 Lottery Pre-School Regular Ed Teacher) AND Report those specified as providing special education services to students: Adapted PE (485, 149); Audiology (481); Counseling (301, 306, 438); Diagnostic Services (479); Occupational Therapy (483); Physical Therapy (482); Psychological Services (404, 405, 406); Interpreter (437); Speech Path (480); School Health/Nurse (486); School Social Work (300, 412); Orientation and Mobility (484); Pre-School Paraprofessional (453); School Age Paraprofessional (436).</p>

DATA ELEMENTS

<p>Long-term substitute</p> <p><i>Definition changed to align with Title II-A requirements as of FY 2015.</i></p>	<p>A long-term substitute is an employee hired directly by the district. This person typically has an hourly service agreement to “fill in” for a vacant permanent position for a period of four (4) consecutive weeks (20 consecutive school days) or more.</p> <p>Long-term substitute teachers are the sole "teachers of record" and there are no teachers under contract for the classes. Reports on long-term substitutes should not include persons substituting for teachers under contract who are away temporarily and expected to return, such as teachers on medical or maternity leave.</p> <p><u>Reference</u></p> <p>Note: A long-term substitute cannot earn T&E dollars.</p>
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ETHNIC HISPANIC (Layout A)

An ethnicity flag that is used to indicate the ethnicity of a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish Origin” can be used in addition to “Hispanic/Latino or Latino.”

ETHNIC HISPANIC must be ‘H’ (Hispanic) or ‘N’ (not Hispanic).

(NOTE: This *ethnicity* indicator is separate from the *race* indicators. Individuals shall have the opportunity to identify themselves as being of or belonging to more than one race. If an individual identifies more than one race, and flags **ETHNIC HISPANIC** as “H” (yes), that person is counted as Hispanic. See also: RACE)

EMPLOYEE E-MAIL ADDRESS An e-mail address identifies an e-mail box to which messages are delivered provided by GaDOE or LEA organizational entity.

EMPLOYEE FIRST NAME (Layout A)

FIRST NAME of the employee as it appears on legal documents.; **FIRST NAME** is reported in CPI **RECORD TYPE** = "A01"; for all active personnel, both Certified and Classified, as well as for all terminated personnel.

Identifies the employee’s first name as it appears on legal documents. Nicknames are not allowed. **EMPLOYEE FIRST NAME** cannot be null, contain numbers, or selected special characters. Valid characters are hyphen (-) as in Smith-Jones, period (.) as in St. James, and single quote (') as in La'Tisha.).

FISCAL YEAR (Layout A)

FISCAL YEAR is the Georgia fiscal year to which each record corresponds. It must be in the format YYYY. **FISCAL YEAR** is reported in all CPI **RECORD TYPES** for all employees.

GENDER (Layout A)

GENDER is a code (*M* Male or *F* Female) which identifies the employee's gender. **GENDER** is reported in CPI **RECORD TYPE** = "A01"; for all active personnel, both Certified and Classified, as well as for all terminated personnel.

EMPLOYEE LAST NAME (Layout A)

LAST NAME of the employee. **LAST NAME** is reported in CPI **RECORD TYPE** = "A01"; for all active personnel, both Certified and Classified, as well as for all terminated personnel.

DATA ELEMENTS

Identifies the employee's last name as it appears on legal documents. EMPLOYEE LAST NAME cannot be null, contain numbers, or selected special characters. Valid characters are hyphen (-) as in Smith-Jones, period (.) as in St. James, and single quote (') as in La'Tisha.).

LOCAL YEARS OF SERVICE (Layout B)

LOCAL YEARS OF SERVICE is the total number of years that an employee has been employed. It is the number of years that is used by the local system to determine employee benefits and local salary. **LOCAL YEARS OF SERVICE** is not a required field; zeroes (0)'s is allowed for CPI data transmissions. **LOCAL YEARS OF SERVICE** is reported in CPI **RECORD TYPE** = "B01"; it may be reported for all active personnel, both Certified and Classified.

EMPLOYEE MIDDLE NAME (Layout A)

MIDDLE NAME in the name of the employee. **MIDDLE NAME** is reported in CPI **RECORD TYPE** = "A01"; for all active personnel, both Certified and Classified, as well as for all terminated personnel. This data element is optional

Identifies the student's middle name as it appears on legal documents.

OTHER LEAVE (Layout D)

OTHER LEAVE is the total number of days of other *paid and unpaid* leave used between July 1 and June 30; it is not included in **SICK LEAVE**, **STAFF DEVELOPMENT LEAVE**, or **VACATION**. **OTHER LEAVE** includes military leave, jury duty, court or legal leave, administrative leave, etc. If leave is accumulated in fractions of days, it must be rounded to the nearest whole number of days for CPI reporting. **OTHER LEAVE** is reported in CPI **RECORD TYPE** = "D01"; for all active personnel, both Certified and Classified, as well as for all personnel who were terminated during the **FISCAL YEAR** reported.

Note: Include any unpaid leave, including FMLA off payroll in **OTHER LEAVE**.

PARENTAL LEAVE (Layout D)

PARENTAL LEAVE is added for HB146 added 15 days (120 hours) of paid leave for new parents – by birth, adoption, or foster). **RECORD TYPE** = "D01"

PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE (Layout B)

PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE is the number of years of experience for payroll as approved by the local Superintendent. **PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE** is reported in CPI **RECORD TYPE** = "B01"; for all active Certified personnel.

PAYROLL YEARS OF EXPERIENCE FOR CERTIFIED EMPLOYEE should be 3 or greater if the **ASSIGNMENT JOB CODE** = 400, 401, 402, 440, 441, 600, 610, 615, 620, 621, 625, 640, 670, 671, or 672.

PRIMARY ASSIGNMENT JOB CODE (Layout C)

PRIMARY ASSIGNMENT JOB CODE is the **ASSIGNMENT JOB CODE** for which each type of leave is reported: *Certified Employee Leave, Food Service Employee Leave, Maintenance/Custodial Employee Leave, Bus Driver Leave, and Other Classified Employee Leave*. **PRIMARY ASSIGNMENT JOB CODE** is reported in CPI **RECORD TYPE** = "D01"; for all active personnel, both Certified and Classified, as well as for all personnel who were terminated during the **FISCAL YEAR** reported.

RACE INDIAN (Layout A)

DATA ELEMENTS

One of the five race indicators that can be set to yes or no for an employee; more than one race indicator can apply per employee. **RACE INDIAN** must be 'I' (yes) or 'N' (no). A person having origins in any of the original peoples of North and South America (including Central America), who maintains a tribal affiliation or community attachment.

RACE ASIAN (Layout A)

One of the five race indicators that can be set to yes or no for an employee; more than one race indicator can apply per employee. **RACE ASIAN** must be 'S' (yes) or 'N' (no).

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including. For example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

RACE BLACK (Layout A)

One of the five race indicators that can be set to yes or no for an employee; more than one race indicator can apply per employee. **RACE BLACK** must be 'B' (yes) or 'N' (no).

A person having origins in any of the original peoples of the Black racial groups of Africa.

RACE PACIFIC (Layout A)

One of the five race indicators that can be set to yes or no for an employee; more than one race indicator can apply per employee. **RACE PACIFIC** must be 'P' (yes) or 'N' (no).

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

RACE WHITE (Layout A)

One of the five race indicators that can be set to yes or no for an employee; more than one race indicator can apply per employee. **RACE WHITE** must be 'W' (yes) or 'N' (no).

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

RECORD TYPE

RECORD TYPE is a code that identifies record layout. See the *CPI File Layout and Edits* for the specific **RECORD TYPE** ('A01,' 'B01,' 'C01,' 'D01') codes to be used. **RECORD TYPE** is reported in all **CPI RECORD TYPES** for all employees.

REPORT PERIOD (Layout A)

REPORT PERIOD is the CPI annual reporting cycle (1, 2, or 3) to which each CPI record corresponds. **REPORT PERIOD** is reported in all **CPI RECORD TYPES** for all employees.

SICK LEAVE (Layout D)

SICK LEAVE is the total number of days of paid sick leave used between July 1 and June 30. **SICK LEAVE** includes personal leave, maternity leave, and family medical leave (FMLA).

SICK LEAVE includes Sick Leave Bank days used (does not include days contributed). If leave is accumulated in fractions of days, then it must be rounded to the nearest whole number of days for CPI reporting.

SICK LEAVE is reported in **CPI RECORD TYPE** = "D01"; and is reported for all active personnel, both Certified and Classified, and for all personnel who were terminated during the **FISCAL YEAR** reported.

STAFF DEVELOPMENT LEAVE (Layout D)

DATA ELEMENTS

STAFF DEVELOPMENT LEAVE is the total number of days paid staff development leave used between July 1 and June 30. It includes local school or district staff development, Educational Leave, Georgia Challenge Grant, Governor's School Leadership Institute, etc. This type of leave is not deducted from the employee's accumulated sick or personal leave. If leave is accumulated in fractions of days, then it must be rounded to the nearest whole number of days for CPI reporting.

STAFF DEVELOPMENT LEAVE is reported in CPI **RECORD TYPE** = "D01"; and is reported for all active personnel, both Certified and Classified, and for all personnel who were terminated during the **FISCAL YEAR** reported.

Note: Not all employees can use **STAFF DEVELOPMENT LEAVE**, so it should be reported only for those employees who have used any of this type of leave between the specified dates.

STATE HEALTH PLAN (Layout B)

THE **STATE HEALTH PLAN** is the collection of health insurance options offered by the Georgia Department of Community Health for state employees and local school system employees.

School systems are eligible to participate in the program and their employees participate in open enrollment just as state employees do. Most districts offer insurance; individual participation is optional.

This flag indicates whether the employee has the State Health Plan (Y), another health plan with the district (O), or no health plan with the district (N). Only those employees that have this deduction should report the 'Y' or 'O' – family members on the plan but not paying for it should report an 'N'. For example, a husband pays for the plan out of his paycheck and the wife is included in the policy. The husband would report 'Y', the wife would be 'N'.

The 'O' option is reported for an employee participating in health insurance provided by the district, (other than the State Health Plan. **Example:** a charter district or residential treatment center offers a private health insurance such as Blue Cross/Blue Shield.

STATE PAY STEP (Layout B)

STATE PAY STEP is the equivalent step number or step level from the Department of Education's **Georgia Annual Salary Schedule** at which the individual's base state minimum salary should be paid. **STATE PAY STEP** is reported in CPI **RECORD TYPE** = "B01"; for all active Certified personnel.

SYSTEM CODE (Layout C)

SYSTEM CODE is a number that identifies each school system or RESA. See the DOE **Facilities Database** for a list of all of the valid system codes. **SYSTEM CODE** is reported in all CPI **RECORD TYPES** for all employees.

TERMINATION CODE (Layout B)

TERMINATION CODE is a code that indicates the reason for termination of employment. See **Termination Code Table** for a list of valid termination codes. **TERMINATION CODE** is reported in CPI **RECORD TYPE** = "B01"; and is reported for all personnel who have terminated their employment since the previous CPI report cycle. **TERMINATION CODE** **must** equal **zero** for all active employees.

TERMINATION DATE (Layout B)

DATA ELEMENTS

TERMINATION DATE is the date (in the format YYYYMMDD) of termination of employment. **TERMINATION DATE** is reported in CPI **RECORD TYPE** = "B01"; and is reported for all personnel who have terminated their employment since the previous CPI report cycle.

If an employee should have been reported terminated in the previous collection but was not, the employee should be reported as terminated in the current collection with a termination date of **July 4 of the current year for CPI Count-1** or **December 25 of previous calendar year for CPI Count-2**.

TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES (Layout B)

TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES is the "annualized" salary amount for classified employees in dollars and cents. **TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES** is reported in CPI **RECORD TYPE** = "B01"; and is reported for all active Classified personnel.

VACATION (Layout D)

VACATION leave is the total number of days of paid vacation leave (sometimes called Annual Leave) used between July 1 and June 30. If leave is accumulated in fractions of days, then it must be rounded to the nearest whole number of days for CPI reporting. **VACATION** leave is reported in CPI **RECORD TYPE** = "D01"; and is reported for all active personnel, both Certified and Classified, as well as for all personnel who were terminated during the **FISCAL YEAR** reported.

Note: Since all employees do not earn **VACATION** leave, it should be reported only for those employees who have earned **and** have used vacation leave between the specified dates.

CPI cycle 1 – October – report the A, B, and C records

CPI cycle 2 – March - report the A, B, and C records

CPI cycle 3 – July – report the A and D records

<https://georgiainsights.gadoe.org/Data-Collections/Pages/CPI-Resources.aspx>