CPI AD-Hoc Query Instructions

CPI Application

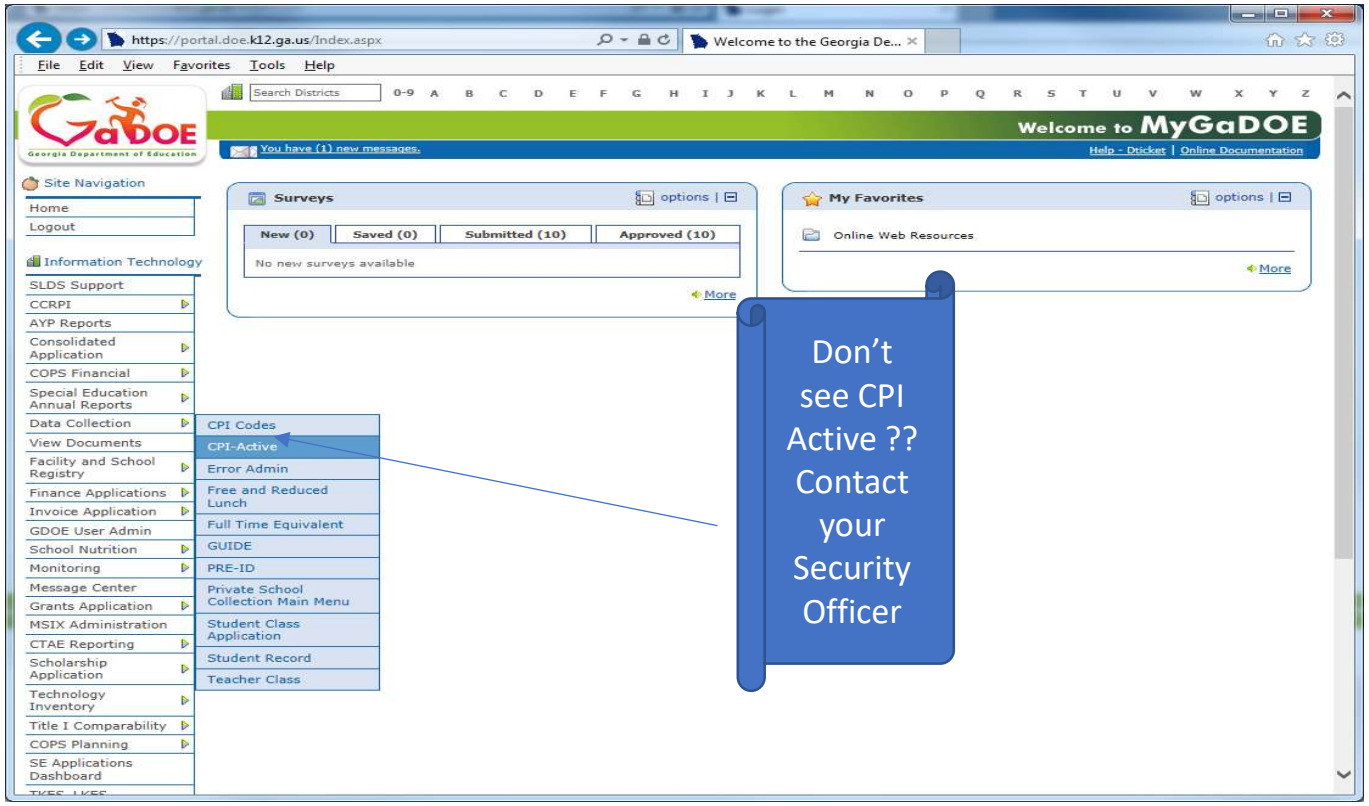
Logging into the "Portal"

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

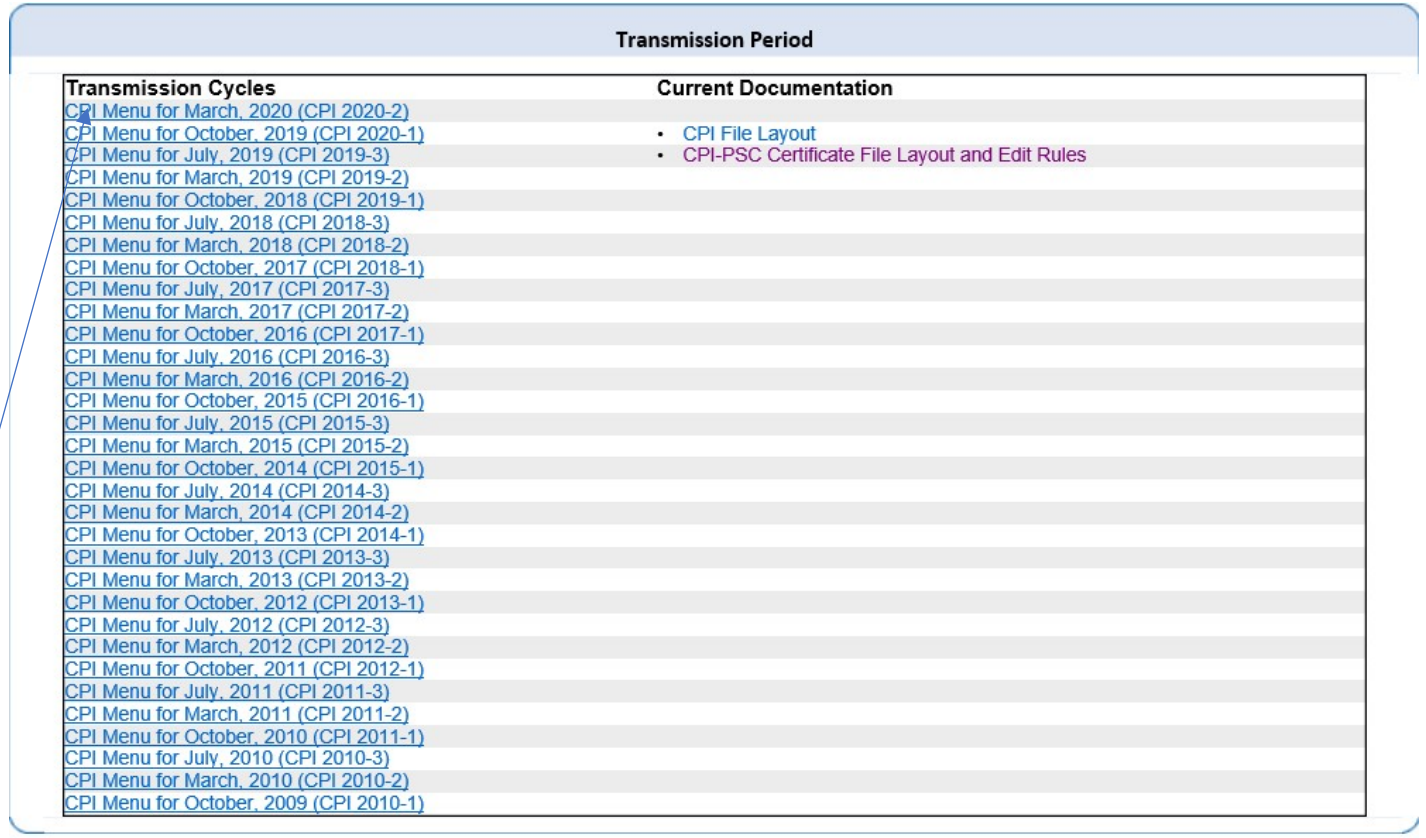
Need Login Access?

Application Selection

You may just have one option available to you, depending on your access authority

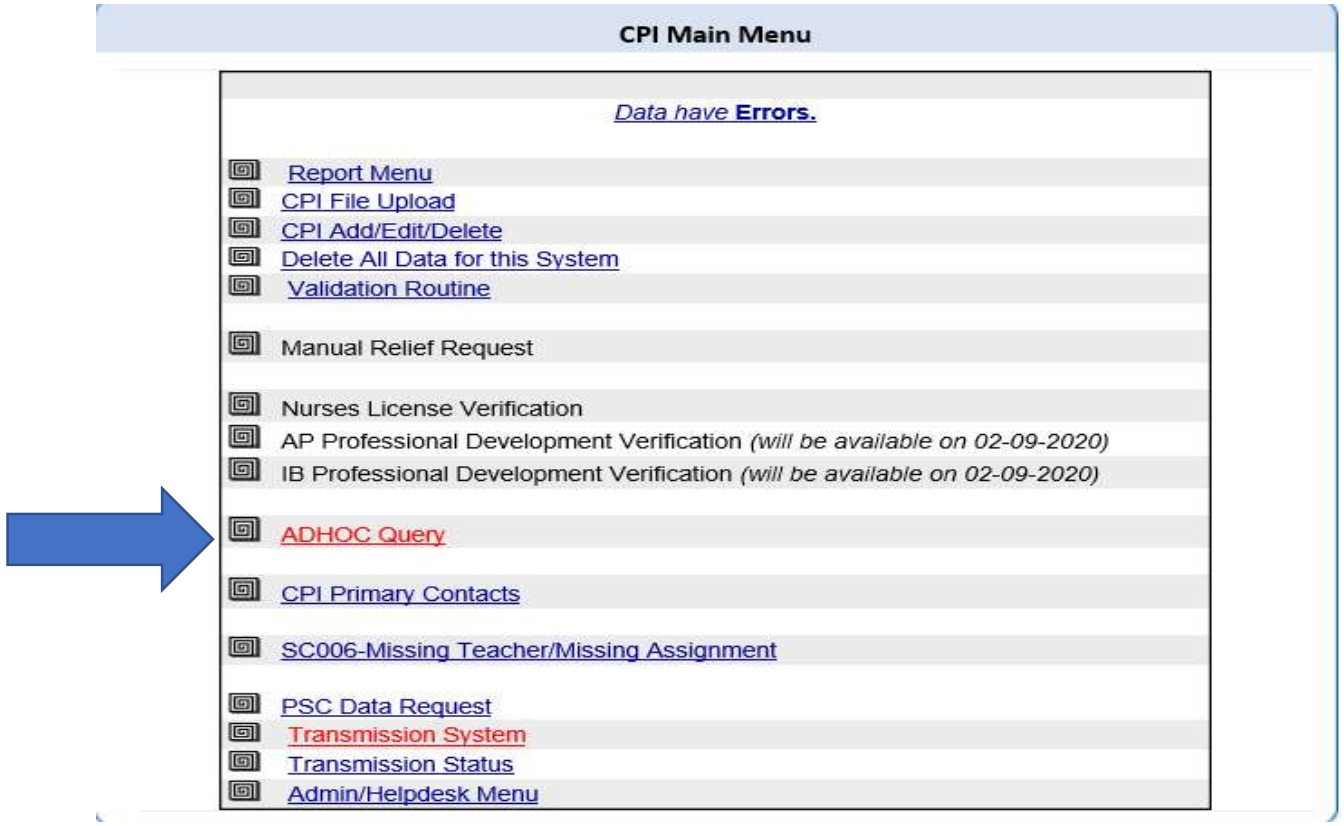


Select Transmission Period



Click on the Current cycle to get to the main menu

From the Main Menu click on ADHOC Query



There are three Layout options

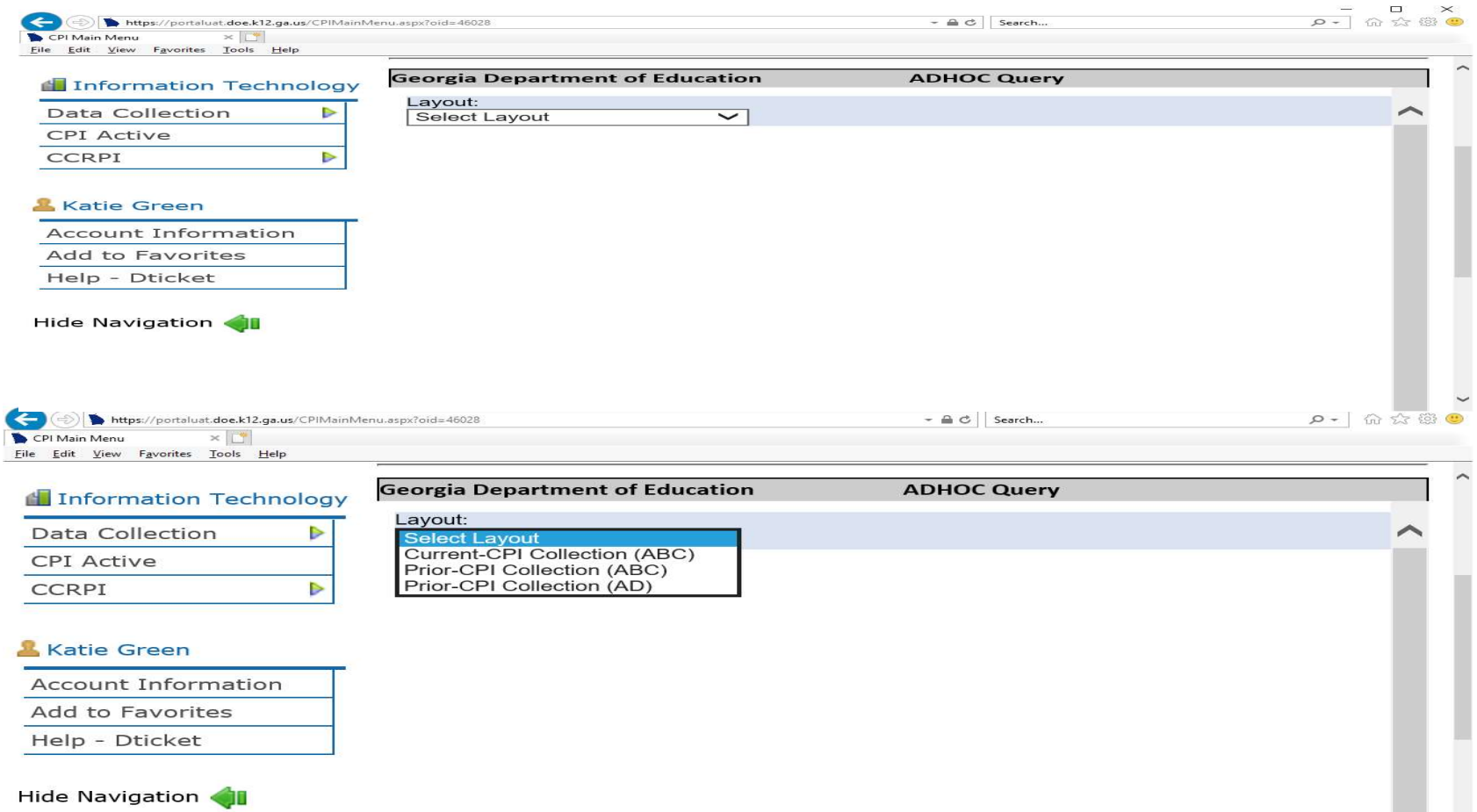
- Current CPI Collection (ABC)

  (Current CPI Collection 1or 2)
- Prior-CPI Collection (ABC)

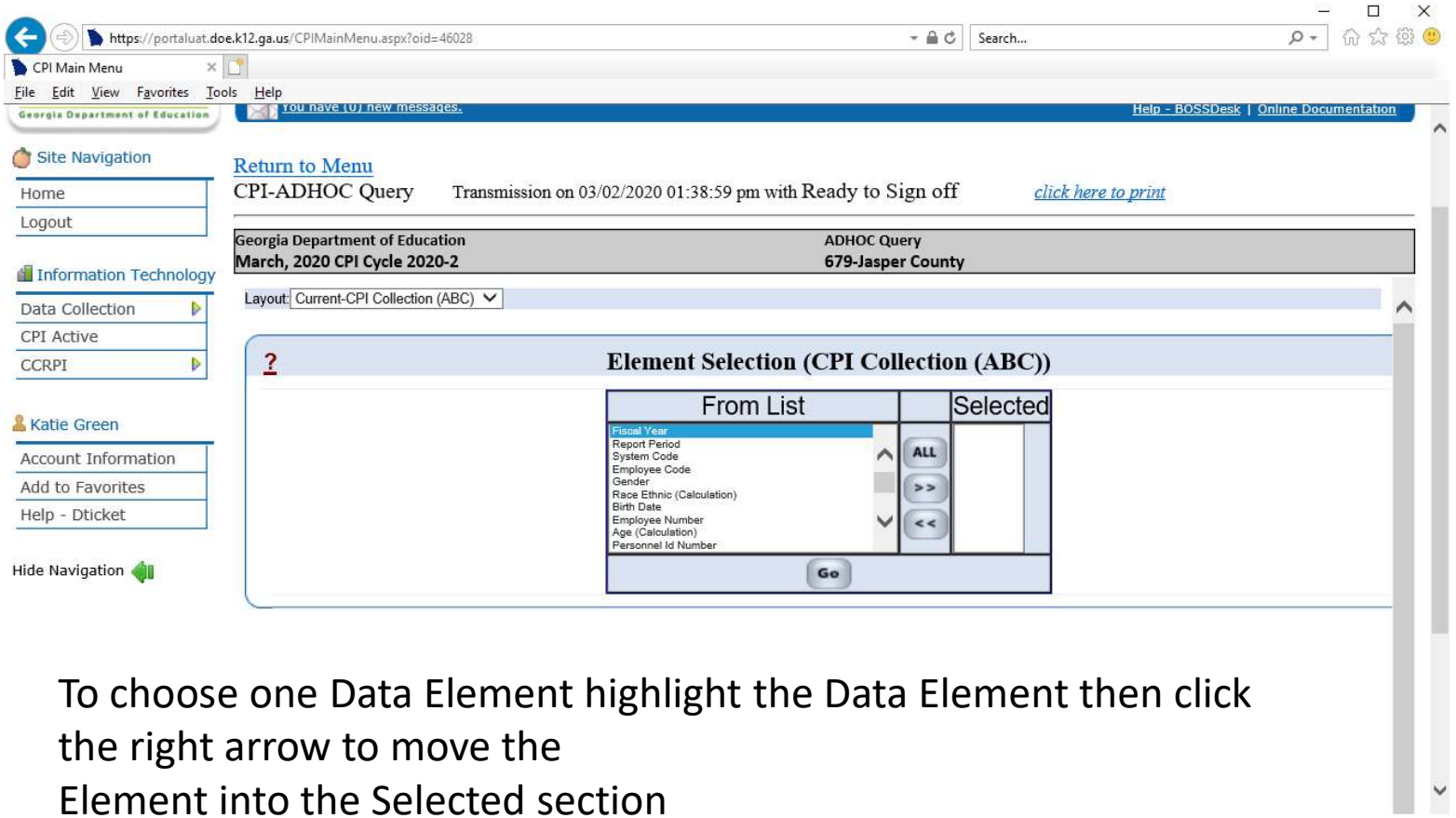
  (5 Year history for CPI 1 or 2)
- Prior-CPI Collection (AD)

  (5 Year history CPI 3)

Click on the Drop Down Click on Current-CPI Collection (ABC)



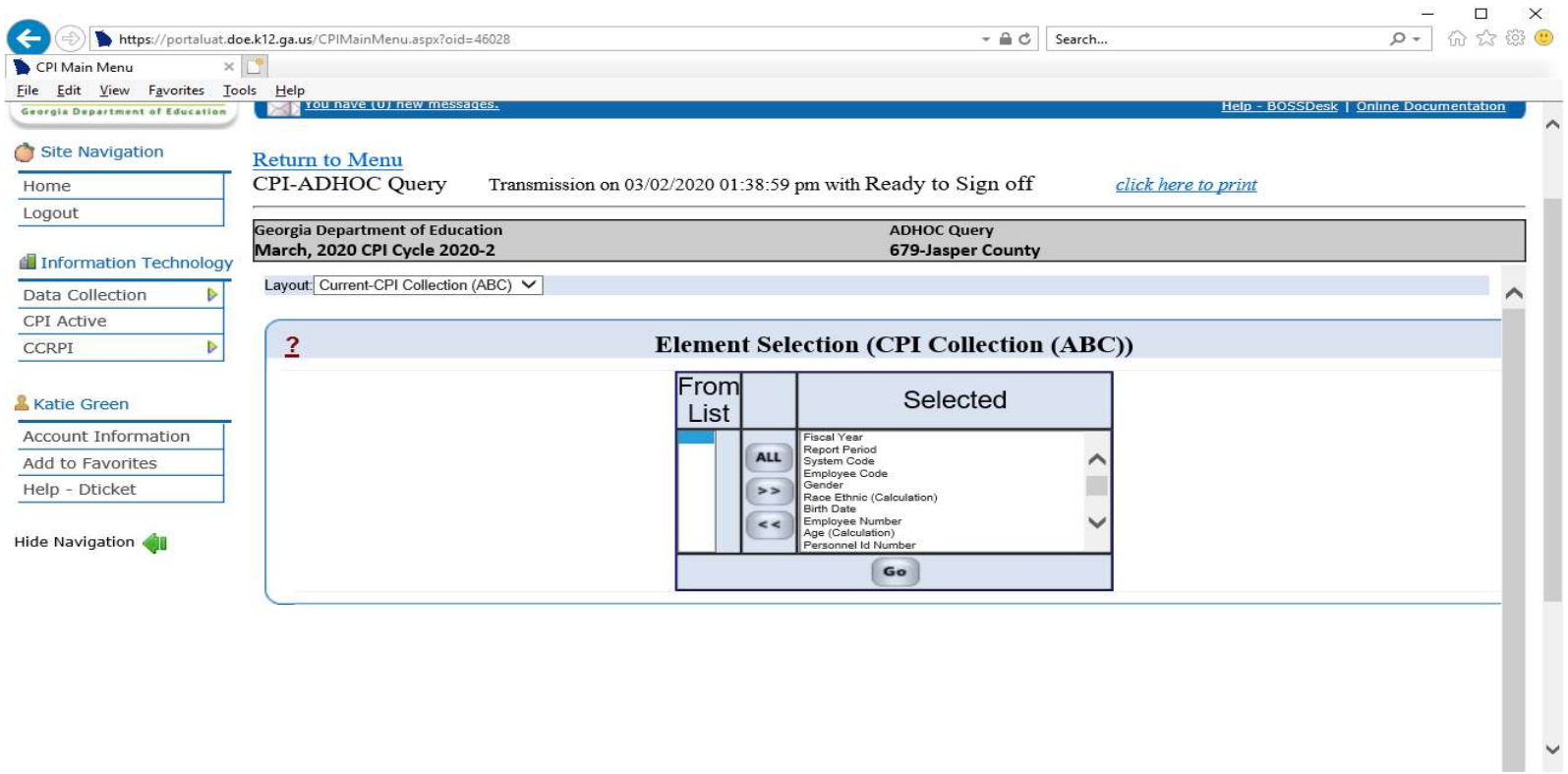
Current CPI Collection (ABC) (Current CPI Cycle1or 2)



To choose one Data Element highlight the Data Element then click the right arrow to move the
Element into the Selected section

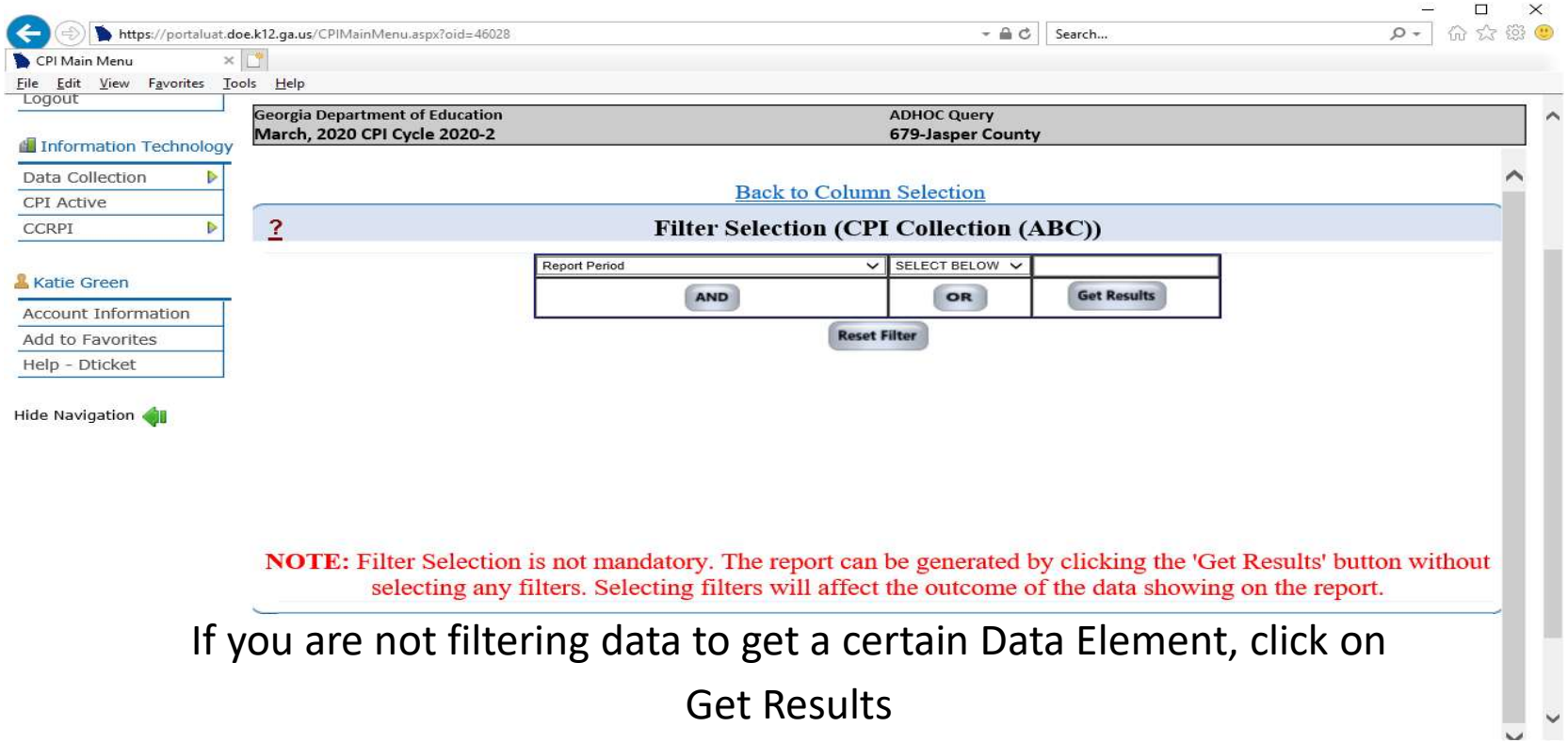
or you can click ALL.

Current CPI Collection (ABC) (Current CPI Cycle CPI 1or 2)



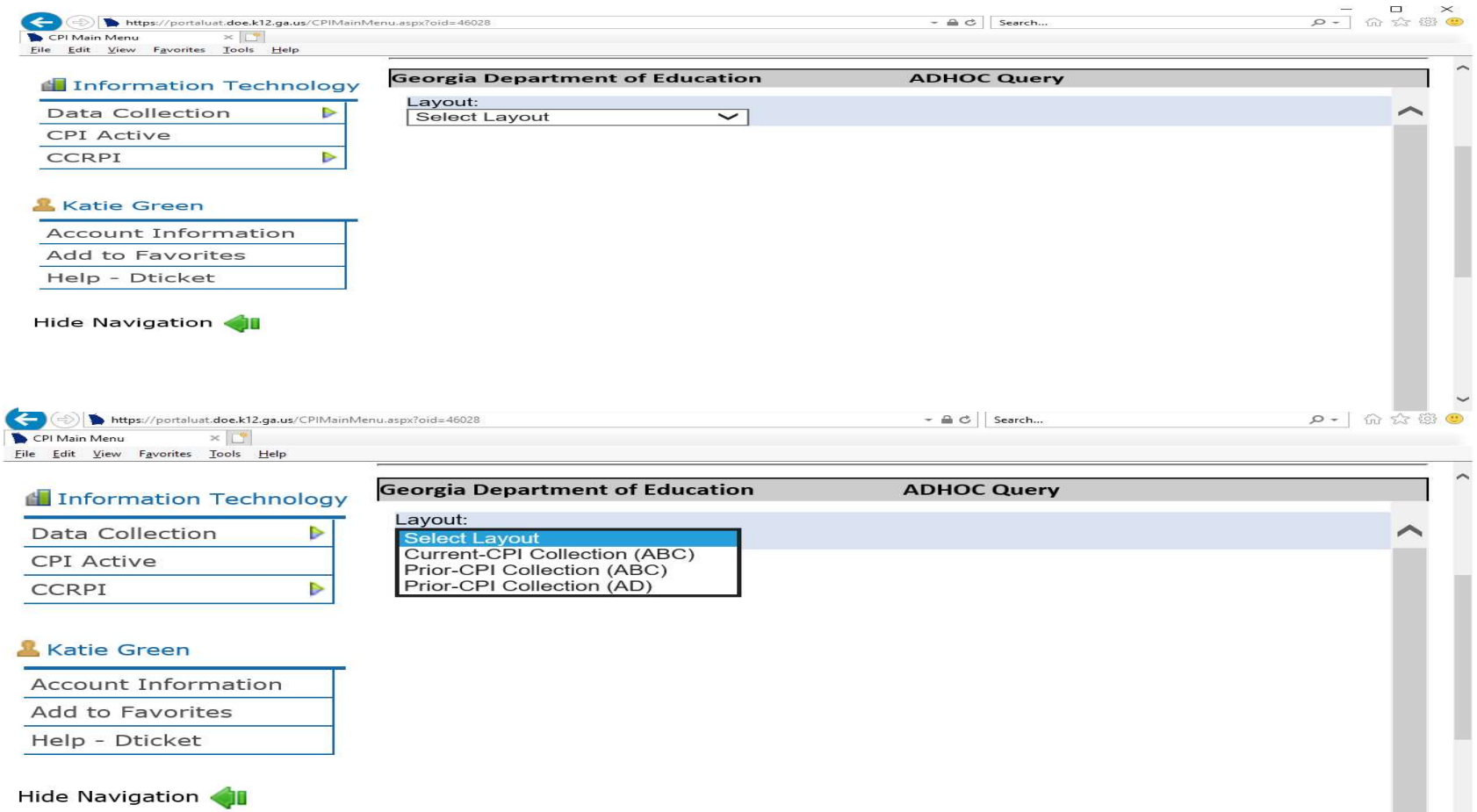
After you have selected the Data Elements click on Go

Current CPI Collection (ABC) (Current CPI Cycle1or 2)

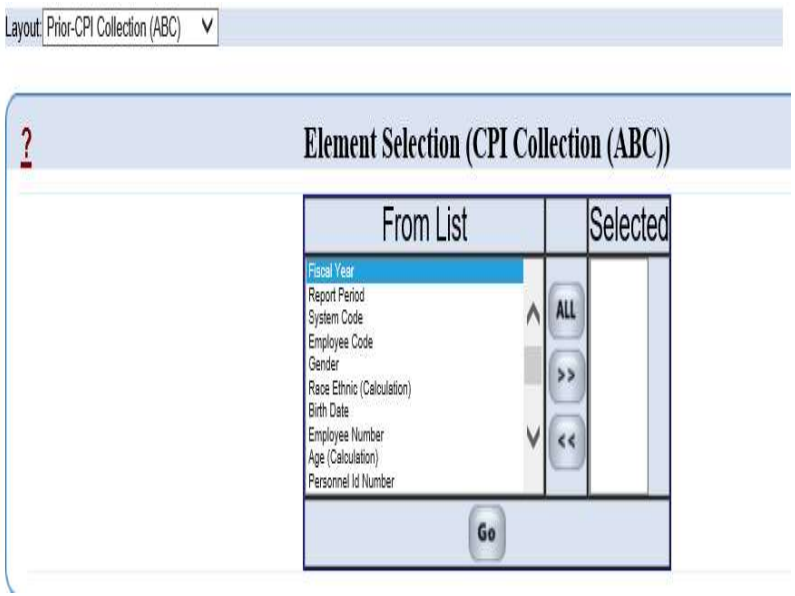


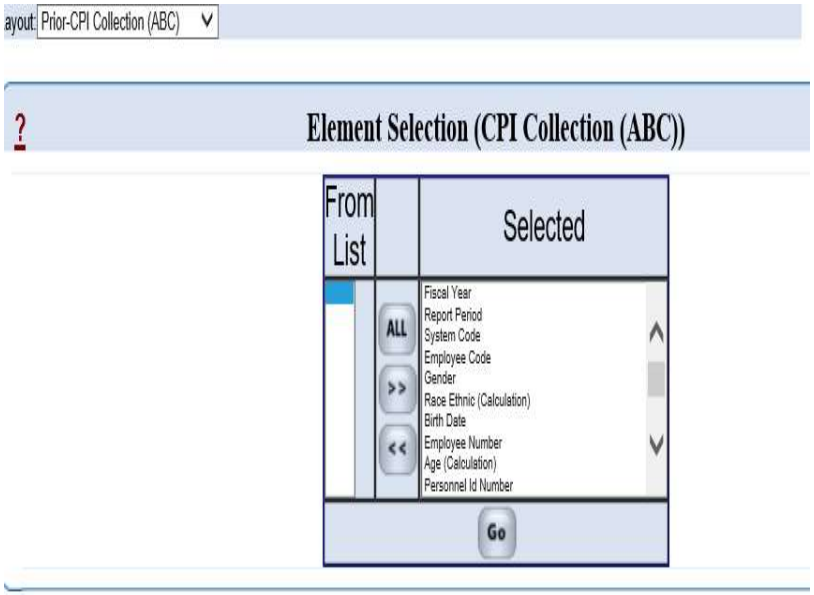
If you are not filtering data to get a certain Data Element, click on Get Results

Click on the Drop Down choose Prior-CPI Collection(ABC)



Prior-CPI Collection (ABC)
(5 Year history for CPI 1 or 2)

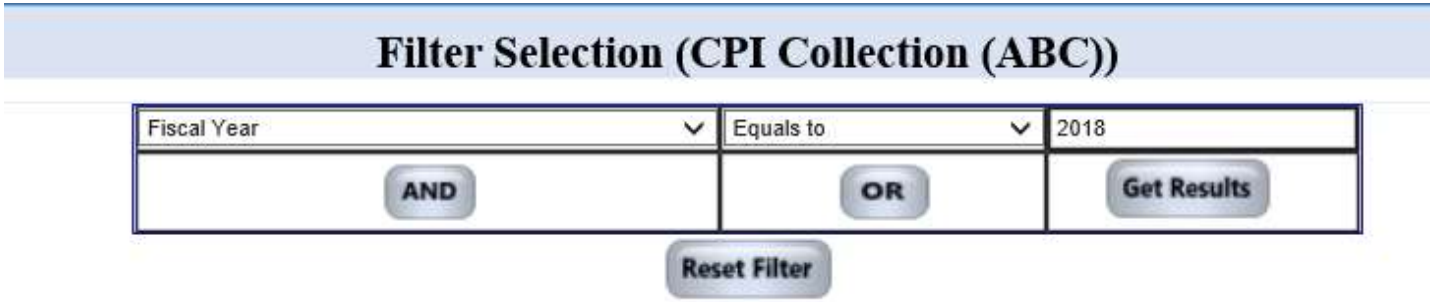




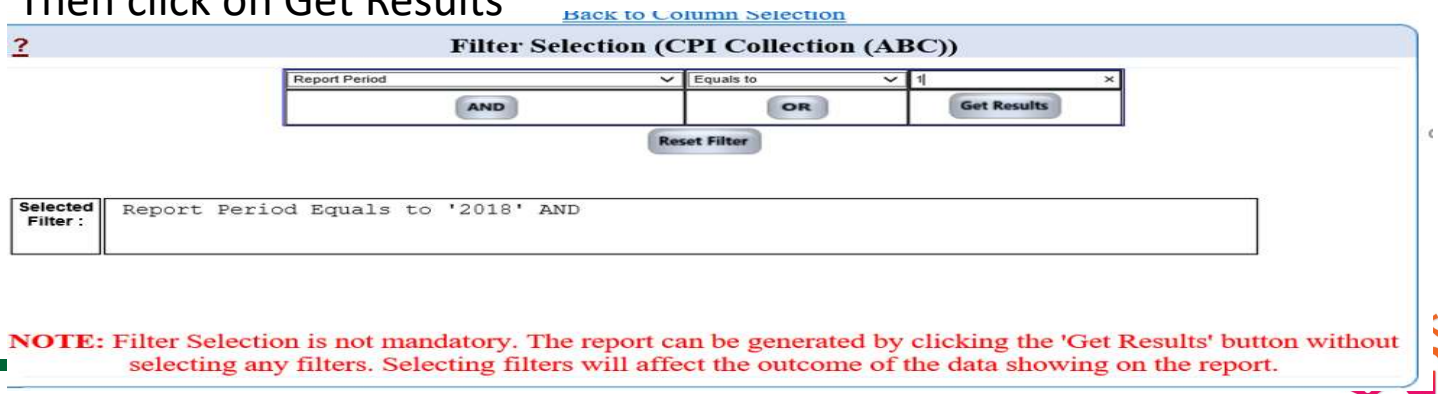
- To choose one Data Element, highlight the Data Element in 'Form List'
- Next click the right arrow to move the Data Element(s) to 'Selected'
- or you can click 'ALL'.
- click on GO to get the Filter

Prior-CPI Collection (ABC)
(5 Year history for CPI 1 or 2)

- Drop down choose Fiscal Year
- Next click drop down for SELECT BELOW select “Equals to”
- Put the 4-digit year in the column above Get Results



- Next click on AND choose Report Period from the drop down
- Next click drop down for SELECT BELOW select “Equals to” put Period Number in the column above Get Results (1 for October Collection 2 for March Collection)
- Then click on Get Results



NOTE: Selected Data Elements will appear in a table format for Cycle 1 & 2.

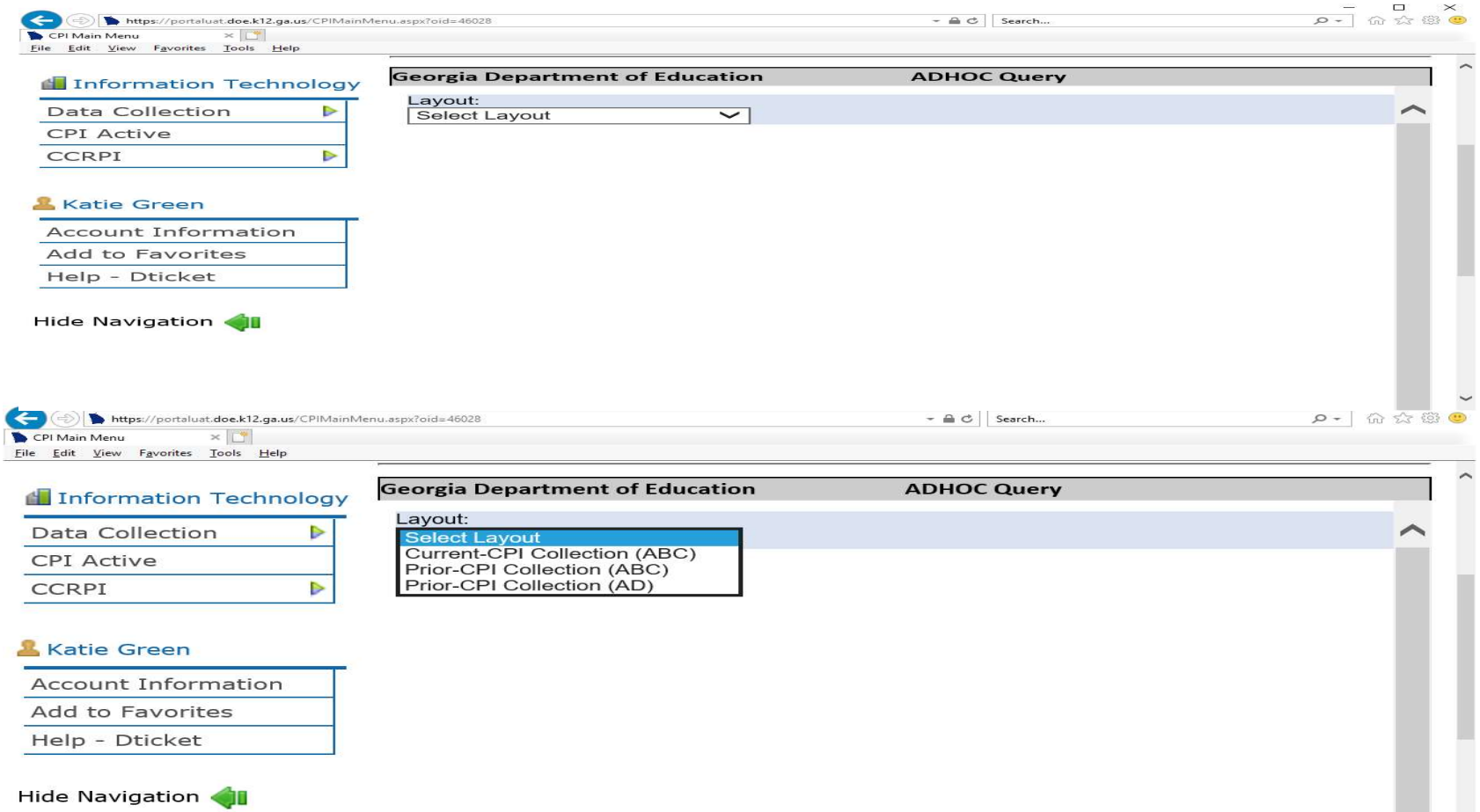
Layout : CPI Collection (ABC)

Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2018	2	881	xxxxx xxxx	F	RB	1986 02		31		

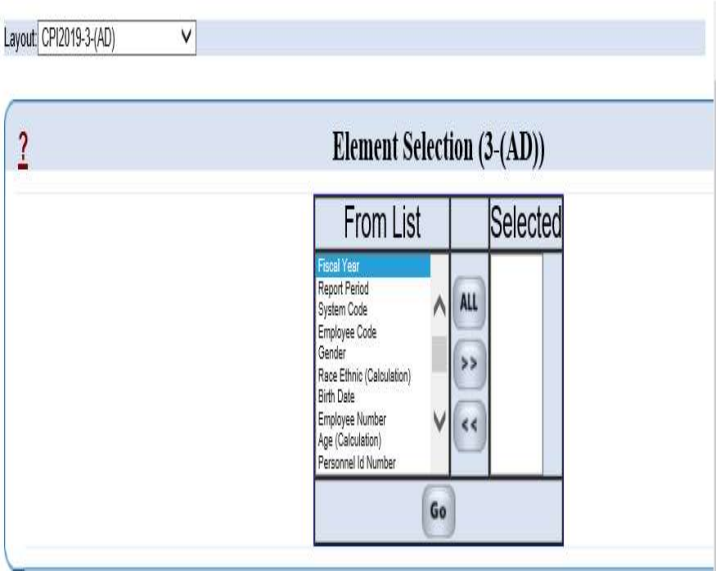
Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Middle Initial Name	Certified Employ-Ment Basis	Classified Employ-Ment Basis
N	N	N	B	N	N	Brown	Katie	C	1000	0

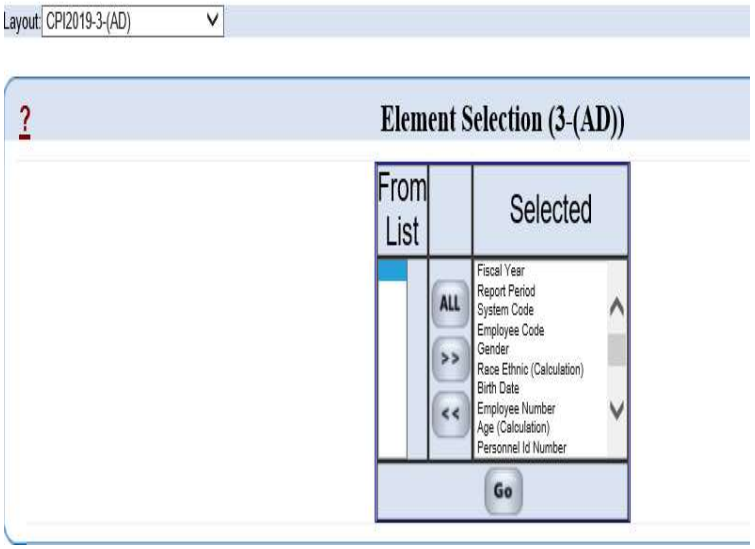
Payroll Years Of Exper-lence For Certified Employee	Certifi-Cate Level	State Pay Step	Annual Contract Salary For Certified Employee	Total Annual Salary For Classified Employee	Contract Days For Certified Employee	Annual Work Days For Classified Employee	Termina-Tion Code	Termina-Tion Date	Local Years Of Service	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	State Health Plan Flag
11	5	L1	1500	180	0					123	100	C	SRT	103	410	808	00	Y

Click on the Drop Down choose Prior-CPI Collection(AD)



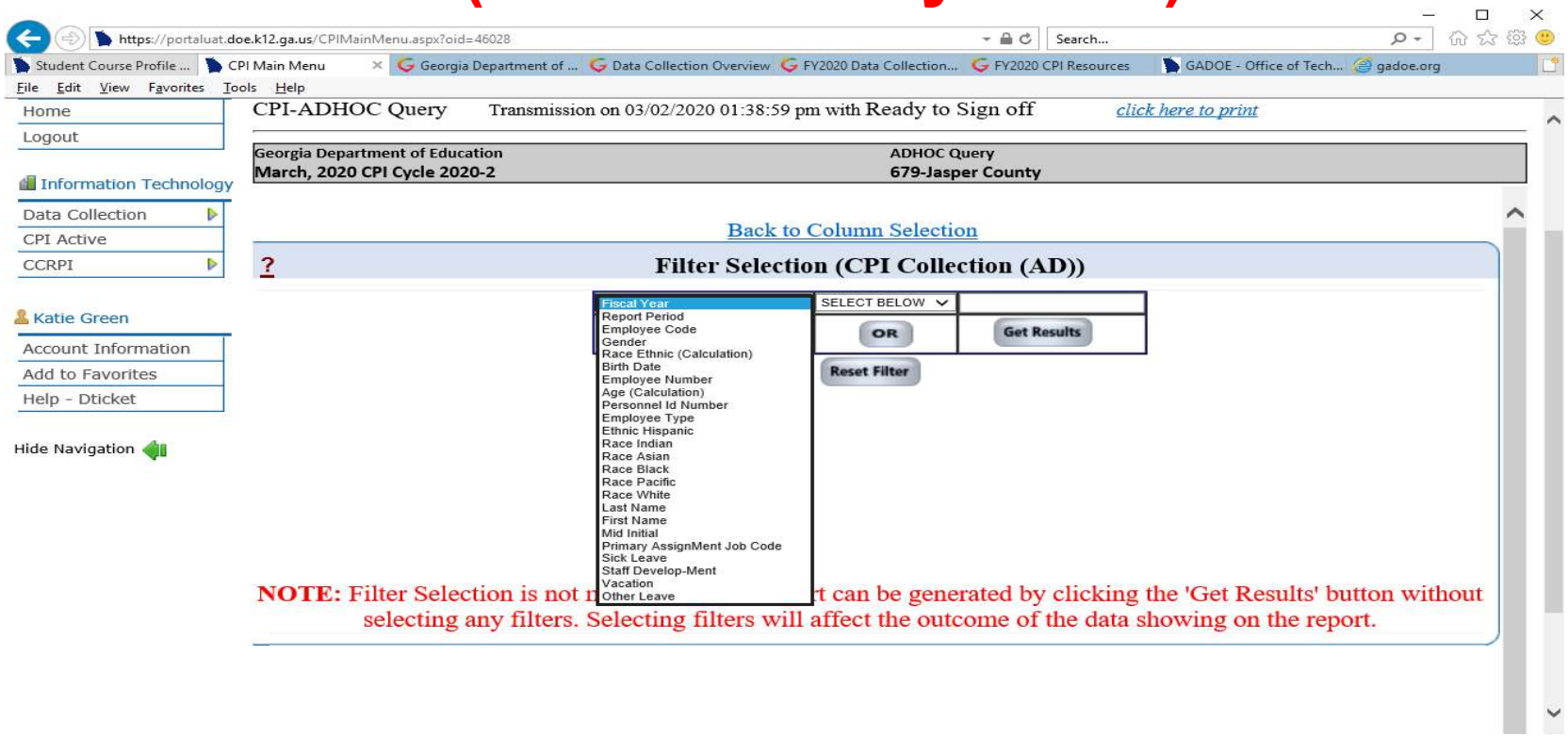
Prior-CPI Collection (AD)
(5 Year history CPI 3)





- To choose one Data Element, highlight the Data Element in 'From List'
- Next click the right arrow to move the Data Element(s) to 'Selected'
- or you can click 'ALL'.
- click on GO to get the Filter screen below

Prior-CPI Collection (AD)
(5 Year history CPI 3)



- Drop down choose Fiscal Year
- Next click drop down for SELECT BELOW select “Equals to”
- Put the 4-digit year in the column above Get Results
- Click on Get Results

NOTE: Selected Data Elements will appear in a table format for Cycle 3.

Layout : 3-(AD) Showing 1

Fiscal Year	Report Period	System Code	Employee Code	Gender	Race Ethnic (Calculation)	Birth Date	Employee Number	Age (Calculation)	Personnel Id Number	Employee Type
2019	3	881	xxxxxxxxx	F	RB	198602		31		

Ethnic Hispanic	Race Indian	Race Asian	Race Black	Race Pacific	Race White	Last Name	First Name	Mid Initial	Primary AssignMent Job Code	Sick Leave	Staff Develop-Ment	Vacation	Other Leave
N	N	N	B	N	N	Brown	Katie	C	107	7	2	10	10

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