Updates to the Participant EDIT Screen

Previously, on the staff pool list screen, there was a column header called Employee ID. When viewing a participant’s personal information by clicking “Edit”, there was a field called Other_ID. Both IDs referred to the same internal ID used only by PCG. For consistency and clarification, both those headers have been changed to PCG ID.

Also within the edit screen we have added 2 fields. Employment Type is a mandatory field where you will select Full Time, Part Time, or Contracted from the drop down menu. Directly
below that, we have added an optional field for districts to enter their own internal ID if they so choose. Social Security Numbers should NOT be entered here.

New tab for Certification

The certification of the staff pool list has been moved to its own tab. Now in order to certify, please select the Certification tab from the menu after logging in and selecting a cost pool.
New Report Available!

An active participant’s report is now available in the Reports tab. Select the district and click the Active Participants Report. This will display all the active participants in the district. This report can be run at any time, and can be used to view changes before or after LEA certification when the Sample Participants History report is not yet available (as this report is only available after the ISD certifies the entire district).