



(If necessary) Mass update employee experience

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Note: This process is typically not performed until before the start of your September payroll. You must verify that service records have already been run before proceeding.



If this process is delayed, ensure that employee experience is updated for all applicable groups. It is extremely important to update employee experience on account of the Teacher Retention Allotment.

If necessary, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience for employees with July contracts.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of years that an individual has previously held a teaching position in one or more education institutions. This information collected during the PEIMS Core Collection: Class Roster.

If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

Total (Prof) Experience:

Utilities > Mass Update Personnel

Parameters

Pay Status: Active Inactive Both
 Pay Type: 1 Contracted employee
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:
 Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:
 [Reset]

EMPLOYEE RESPONSIBILITY

Reset

Extract ID
 Unemployment Eligibility (ICESA Report)
 Take Retiree Surcharge
 NY Take Ret Surchg

Update Experience

Total (Prof) Experience
 If Employment Date < 01-18-2025
 District (Prof) Experience
 If Employment Date < 01-18-2025

Modify

Area Code: From To
 Zip Code: From To

[Execute]

Total (Non-Prof) Experience:

Utilities > Mass Update Personnel

Parameters

Pay Status: Active Inactive Both
 Pay Type: 2 Non-contracted emp
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:
 Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:
 [Reset]

EMPLOYEE RESPONSIBILITY

Reset

Extract ID
 Unemployment Eligibility (ICESA Report)
 Take Retiree Surcharge
 NY Take Ret Surchg
 Employment Type
 Retiree Employment Type
 Creditable Year of Service

Update Experience

Total (Prof) Experience
 If Employment Date < - -
 District (Prof) Experience
 If Employment Date < - -
 District (Non-Prof) Experience
 If Employment Date < 01-18-2025
 Total (Non-Prof) Experience
 If Employment Date < 01-18-2025
 Prior Teaching Experience
 If Employment Date < - -
 Job Codes:
 [Increment]

Modify

Area Code: From To
 Zip Code: From To

[Execute]

Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

Prior Teaching Experience:

Use the **Job Code** field to select specific job codes where the prior teaching experience should be updated.

The employees who match the selected parameters and the selected job codes will have their prior teaching experience updated. If an employee has multiple jobs included in the job code selection, their employment record is only updated once.

The screenshot shows a web application interface for mass updating employee experience. The interface is divided into several sections:

- Parameters:** This section contains various filters for the update. A box highlights the 'Pay Status' section, which has 'Active' selected. Other filters include 'Pay Type' (1 Contracted employee), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', 'Prior Yr Emp Date' (00-00-0000), 'Primary Campus' (All), 'Payoff Date', 'Pay Campus' (All), 'Frequency' (6 Monthly CYR), 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Salary Concept' (All), 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located to the right of this section.
- EMPLOYEE RESPONSIBILITY:** This section is divided into three sub-sections:
 - Reset:** Contains checkboxes for 'Extract ID', 'Unemployment Eligibility (ICESA Report)', 'Take Retiree Surcharge', 'NY Take Ret Surchg', 'Employment Type', 'Retiree Employment Type', and 'Creditable Year of Service', each with a dropdown menu.
 - Update Experience:** Contains checkboxes for 'Total (Prof) Experience', 'District (Prof) Experience', 'District (Non-Prof) Experience', and 'Total (Non-Prof) Experience', each with an 'If Employment Date <' dropdown. A box highlights the 'Increment' dropdown. Below these is a checked checkbox for 'Prior Teaching Experience' with an 'If Employment Date <' dropdown set to '01-18-2025' and a 'Job Codes' dropdown.
 - Modify:** Contains 'Area Code' and 'Zip Code' fields, each with 'From' and 'To' sub-fields.
- Execute:** A large green button with the text 'Execute' is located to the right of the 'Update Experience' section. A large black arrow points down to this button.