



(If necessary) Mass update employee experience

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Personnel > Utilities > Mass Update > Employee

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 you delay this process, ensure that employee experience is updated for each applicable group.

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.



- This process must be completed prior to the PEIMS fall submission.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

Total (Prof) Experience:

The screenshot shows the 'Utilities > Mass Update' interface for 'Personnel'. The 'Parameters' section includes fields for Pay Status (Active selected), Pay Type (1 Contracted employee), Job Code (All), Accrual Code (All), Pay Grade, and Prior Yr Emp Date (00-00-0000). Other fields include Primary Campus (All), Payoff Date, Pay Campus (All), Frequency (6 Monthly CYR), Contract Begin Date, Contract End Date, Salary Concept (All), Contract Months, Extract ID, and Employee Nbr. Below the parameters are three main sections: 'EMPLOYEE RESPONSIBILITY' with a 'Reset' section (checkboxes for Extract ID, Unemployment Eligibility, Take Retiree Surcharge, NY Take Ret. Surchg), 'Update Experience' (checkboxes for Total (Prof) Experience and District (Prof) Experience, both checked, with an 'Increment' dropdown and 'If Employment Date <' set to '01-18-2025'), and 'Modify' (Area Code and Zip Code fields with 'From' and 'To' sub-fields). An 'Execute' button is located at the bottom right, with a large black arrow pointing towards it from the 'Update Experience' section.

Total (Non-Prof) Experience:

Utilities > Mass Update Personnel

Parameters Reset

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:

EMPLOYEE **RESPONSIBILITY**

Reset

Extract ID

Unemployment Eligibility (ICESA Report) Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Employment Type

Retiree Employment Type

Creditable Year of Service Yes

Update Experience

Total (Prof) Experience **Increment**

If Employment Date <

District (Prof) Experience

If Employment Date <

District (Non-Prof) Experience

If Employment Date <

Total (Non-Prof) Experience

If Employment Date <

Prior Teaching Experience

If Employment Date <

Job Codes:

Modify

Area Code:

Zip Code:

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.

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

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

EMPLOYEE RESPONSIBILITY

Reset

Extract ID

Unemployment Eligibility (ICESA Report) Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Employment Type

Retiree Employment Type

Creditable Year of Service Yes

Update Experience

Increment

Total (Prof) Experience

If Employment Date < --

District (Prof) Experience

If Employment Date < --

District (Non-Prof) Experience

If Employment Date < --

Total (Non-Prof) Experience

If Employment Date < --

Prior Teaching Experience

If Employment Date < 01-18-2025

Job Codes:

Modify

From To

Area Code:

Zip Code:

Execute