



(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.



- This process must be completed prior to the PEIMS fall submission.
- 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:

The screenshot shows the 'Personnel' mass update interface. The 'Parameters' section is highlighted with a black box, showing 'Pay Status' set to 'Active', 'Pay Type' set to '1 Contracted employee', and 'Job Code' set to 'All'. Below this, the 'Update Experience' section is also highlighted with a black box, showing 'Total (Prof) Experience' and 'District (Prof) Experience' both checked, with an 'Increment' dropdown menu. An arrow points from the 'Execute' button in the top right to the 'Update Experience' section.

Total (Non-Prof) Experience:

The screenshot shows the 'Personnel' mass update interface. The 'Parameters' section is highlighted with a black box, showing 'Pay Status' set to 'Both' and 'Pay Type' set to '2 Non-contracted emp'. Below this, the 'Update Experience' section is highlighted with a black box, showing 'District (Non-Prof) Experience' and 'Total (Non-Prof) Experience' both checked, with an 'Increment' dropdown menu. An arrow points from the 'Execute' button in the top right to the 'Update Experience' section.

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 selecting employees. A box highlights the 'Pay Status' section, which includes radio buttons for 'Active', 'Inactive', and 'Both', with 'Active' selected. Other filters include 'Pay Type' (set to '1 Contracted employee'), 'Job Code' (set to 'All'), 'Accrual Code' (set to 'All'), 'Pay Grade', 'Prior Yr Emp Date' (set to '00-00-0000'), 'Primary Campus' (set to 'All'), 'Payoff Date', 'Pay Campus' (set to 'All'), 'Frequency' (set to '6 Monthly CYR'), 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Salary Concept' (set to 'All'), 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located in the top right corner 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 for 'Total (Prof) Experience'. Below these, 'Prior Teaching Experience' is checked, with 'If Employment Date <' set to '01-18-2025' and 'Job Codes' set to a dropdown.
 - Modify:** Contains 'Area Code' and 'Zip Code' fields, each with 'From' and 'To' sub-fields.
- Execute:** A large green button labeled 'Execute' is located in the bottom right of the 'Update Experience' section. A large black arrow points from the 'Execute' button in the 'Parameters' section down to this 'Execute' button.