



## **(If necessary) Mass update employee experience**



# Table of Contents

**(If necessary) Mass update employee experience** ..... i



Human Resources > Utilities > Mass Update > Employee

Increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience.

**It is important that this process is completed prior to the PEIMS fall submission.**

**IMPORTANT** - The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

**Total (Prof) Experience:**

Utilities - Mass Update  
SessionTimer: 58 min and 52 sec

**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  
Contract Begin Date:   
Contract End Date:   
Contract Months:   
Frequency: 6 Monthly CYR  
Salary Concept: All  
Extract ID:   
Employee Nbr:   
Reset

**Increment**  
 Pay Step  
 Limit:   
 State Step  
 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 <   
 Total Job Experience  
If Employment Date <   
000 TRS - 1

**Modify**  
Contract Begin Date:   
Contract End Date:   
Nbr Days Empld: 0  
# of Months in Contract:   
Contract Days: 000 TRS - 1  
Payoff Date:   
Area Code:   
Zip Code:   
Execute

**Total (Non-Prof) Experience:**

Utilities - Mass Update  
SessionTimer: 56 min and 48 sec

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

**Increment**  
 Pay Step  
 Limit: 20  
 State Step  
 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 <   
 Total Job Experience  
If Employment Date <   
000 TRS - 1

**Modify**  
Contract Begin Date:   
Contract End Date:   
Nbr Days Empld: 0  
# of Months in Contract:   
Contract Days: 000 TRS - 1  
Payoff Date:   
Area Code:   
Zip Code:   
Execute

Print the HRS1100 Employee Verification Report to verify the accuracy of the years of experience.