



(If necessary) Mass update employee experience

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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

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