



(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.

<div keep> **Total (Prof) Experience:**

<div keep> **Total (Non-Prof) Experience:**

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