



## **(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:**

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

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