



(If necessary) Mass update employee experience

Table of Contents

(If necessary) Mass update employee experience i

(If necessary) Mass update employee experience

[Personnel](#) > [Utilities](#) > [Mass Update](#) > [Employee](#)

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



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