



(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

If your LEA has not already done so, 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:

Utilities > Mass Update Personnel

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

Frequency: 6 Monthly CYR

Contract Begin Date:

Contract End Date:

Salary Concept: All

Contract Months:

Extract ID:

Employee Nbr:

Execute

EMPLOYEE RESPONSIBILITY

Reset

Extract ID

Unemployment Eligibility (ICESA Report) Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Update Experience

Total (Prof) Experience Increment

If Employment Date < 01-18-2025

District (Prof) Experience

If Employment Date < 01-18-2025

Modify

Area Code: From To

Zip Code: From To

Total (Non-Prof) Experience:

Utilities > Mass Update Personnel

Parameters Reset

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

Frequency: 6 Monthly CYR

Contract Begin Date:

Contract End Date:

Salary Concept: All

Contract Months:

Extract ID:

Employee Nbr:

EMPLOYEE **RESPONSIBILITY**

Reset

Extract ID

Unemployment Eligibility (ICESA Report) Yes

Take Retiree Surcharge Yes

NY Take Ret Surchg Yes

Employment Type

Retiree Employment Type

Creditable Year of Service Yes

Update Experience

Total (Prof) Experience **Increment**

If Employment Date < --

District (Prof) Experience

If Employment Date < --

District (Non-Prof) Experience

If Employment Date < 01-18-2025

Total (Non-Prof) Experience

If Employment Date < 01-18-2025

Prior Teaching Experience

If Employment Date < --

Job Codes:

Modify

Area Code: From To

Zip Code: From To

Execute

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