



(If necessary) Mass update employee experience

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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. In addition, at this point, you can increment the prior teaching 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
Pay Campus: All
Contract Begin Date:
Contract End Date:
Contract Months:

Payoff Date:
Frequency: 6 Monthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:

EMPLOYEE RESPONSIBILITY

Reset

Extract ID
 Unemployment Eligibility (ICESA Report)
 Take Retiree Surcharge
 NY Take Ret Surchg

Update Experience

Total (Prof) Experience
If Employment Date < 01-18-2025
 District (Prof) Experience
If Employment Date < 01-18-2025

Modify

Area Code: From To
Zip Code:

Execute

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
Pay Campus: All
Contract Begin Date:
Contract End Date:
Contract Months:

Payoff Date:
Frequency: 6 Monthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:

EMPLOYEE **RESPONSIBILITY**

Reset

Extract ID
 Unemployment Eligibility (ICESA Report)
 Take Retiree Surcharge
 NY Take Ret Surchg
 Employment Type
 Retiree Employment Type
 Creditable Year of Service

Update Experience

Total (Prof) Experience
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:

Execute

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

Prior Teaching Experience:

Utilities > Mass Update Personnel

Parameters Reset

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:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

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

Increment

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 < --

Prior Teaching Experience

If Employment Date < 01-18-2025

Job Codes:

Modify

From To

Area Code:

Zip Code:

Execute