



(If necessary) Mass update employee experience

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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.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of years that an individual has previously held a teaching position in one or more education institutions and is collected during the PEIMS Core Collection: Class Roster.



- 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
Contract Begin Date:
Contract End Date:
Contract Months:
Frequency: 6 Monthly CYR
Salary Concept: All
Extract ID:
Employee Nbr:
Reset

EMPLOYEE RESPONSIBILITY

Reset

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

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

Execute

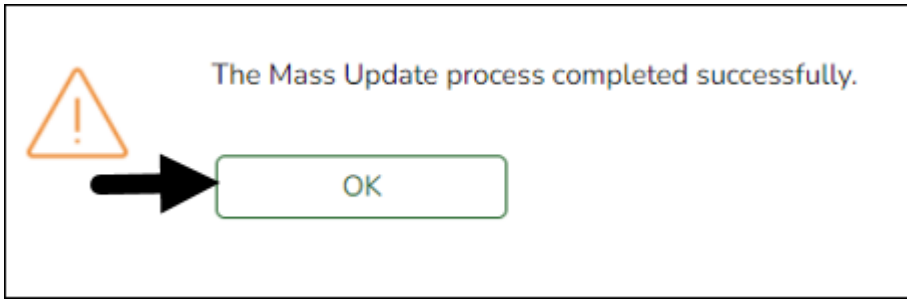
Click **Execute**. The Employee Mass Update Report is displayed.

Process Cancel

Date Run: Employee Mass Update Report
Cnty Dist: ISD Page: 1 of 5
Frequency: 6

Emp Nbr	Employee Name	Column	From	To
002329		District (Prof) Experience	17	18
		Total (Prof) Experience	24	25
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

Click **Process**. The following message is displayed.



Total (Non-Prof) Experience:

Utilities > Mass Update Personnel

Parameters Reset

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) 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

District (Prof) Experience

District (Non-Prof) Experience

Total (Non-Prof) Experience

Prior Teaching Experience

Job Codes:

Modify

Area Code:

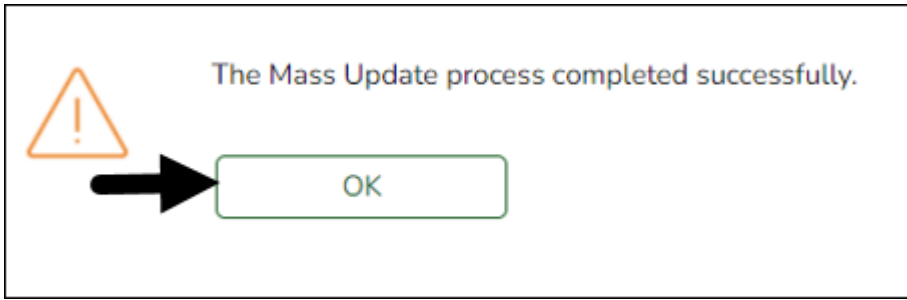
Zip Code:

Execute

Click **Execute**. The Employee Mass Update Report is displayed.

Date Run:	Employee Mass Update Report			Page: 1 of 4
Cnty Dist:	ISD			Frequency: 6
Emp Nbr	Employee Name	Column	From	To
003135		District (Prof) Experience	02	03
		Total (Prof) Experience	02	03
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

Click **Process**. The following message is displayed.



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

Prior Teaching Experience:

Click **Execute**. The Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Column	From	To
003411		Prior Teaching Experience	4	5
003038		Prior Teaching Experience	8	9
003453		Prior Teaching Experience	0	1

Click **Process**. The following message is displayed.

