



## **(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.

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

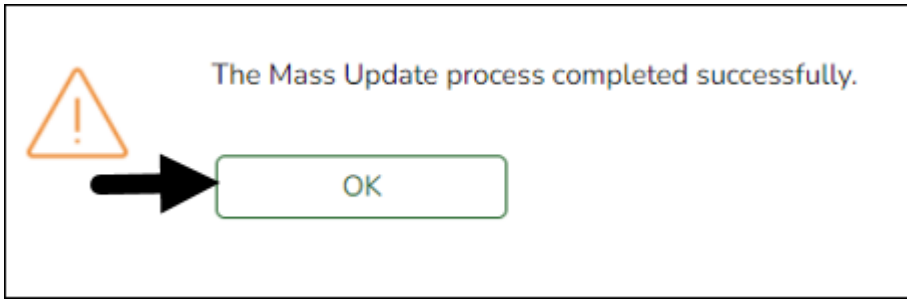
Click **Execute**. The Employee Mass Update Report is displayed.

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

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**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:

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**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

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:

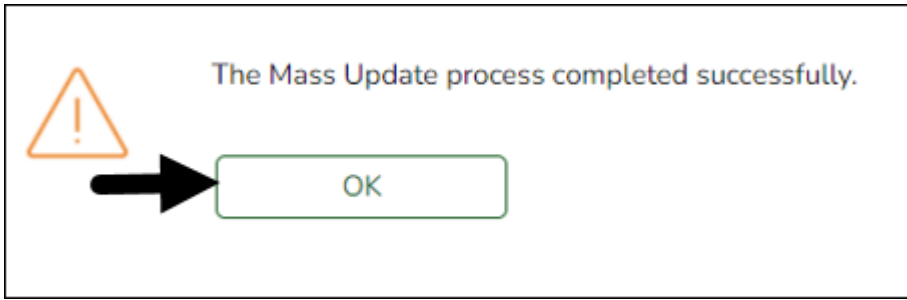
**Execute**

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

➔ Process Cancel

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.



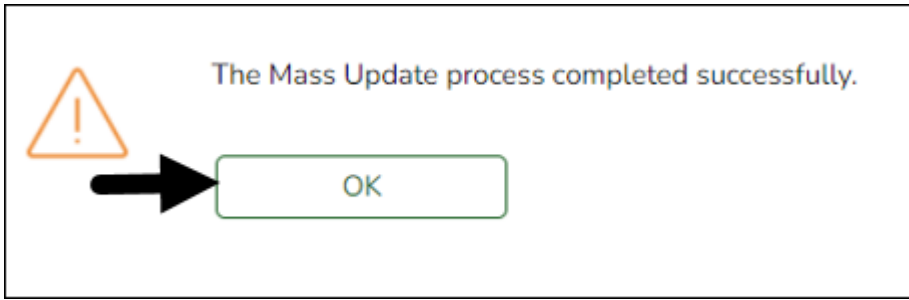
Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

**Prior Teaching Experience:**

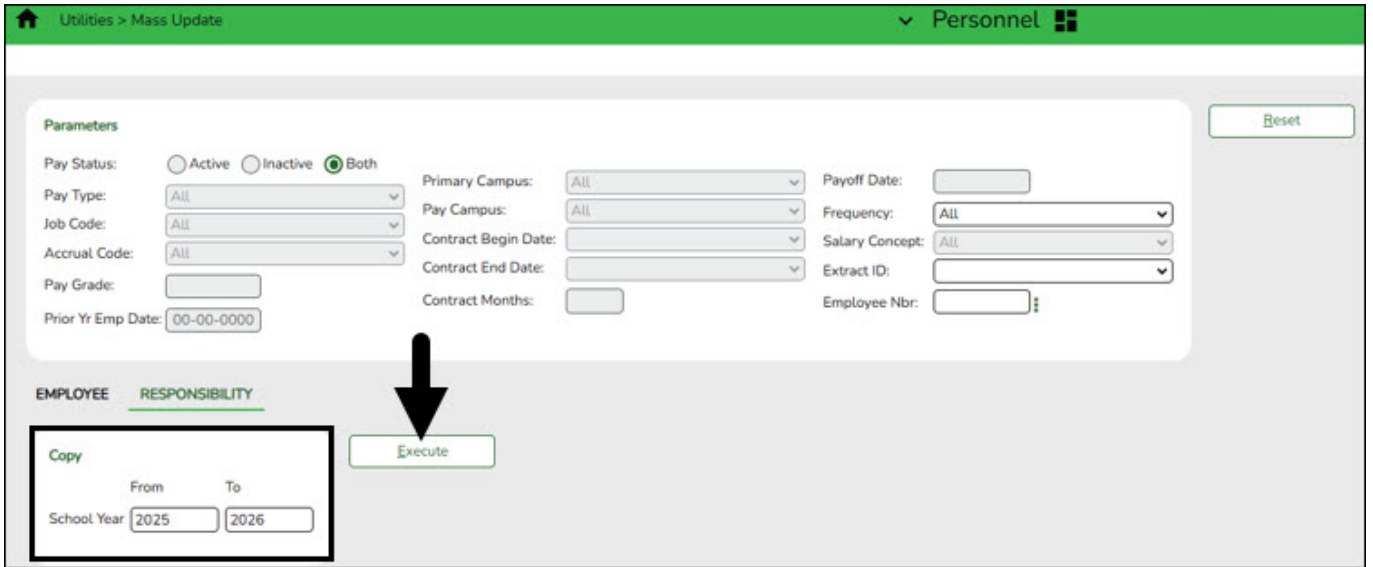
Click **Execute**. The Employee Mass Update Report is displayed.

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

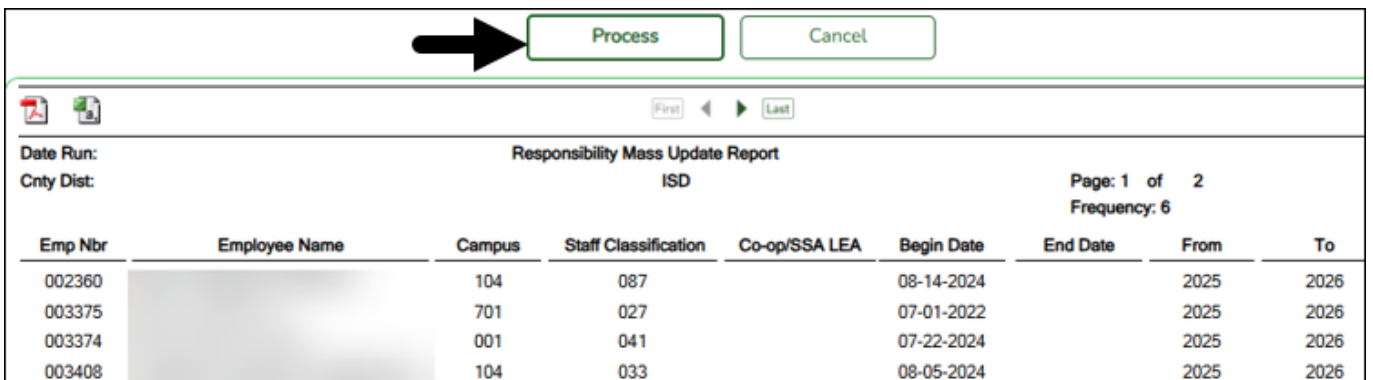
Click **Process**. The following message is displayed.



**Responsibility:**



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



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

