



## **(If necessary) Mass update employee experience**



# Table of Contents

**(If necessary) Mass update employee experience** ..... i



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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 Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

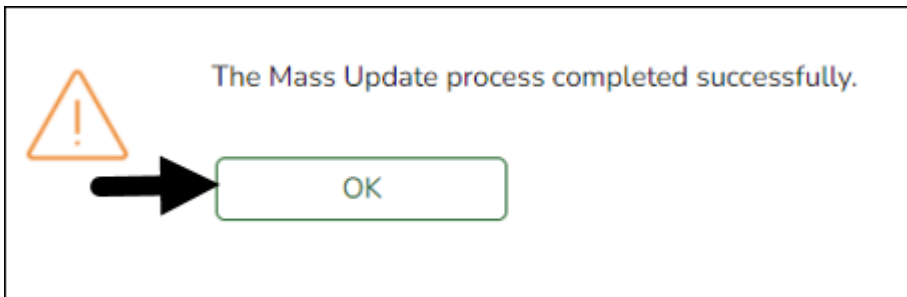
### Total (Prof) Experience:

The screenshot shows the 'Utilities > Mass Update' page for 'Personnel'. The 'Parameters' section includes fields for Pay Status (Active selected), Pay Type (1 Contracted employee), Job Code (All), Accrual Code (All), Pay Grade, and Prior Yr Emp Date (00-00-0000). Other fields include Primary Campus, Payoff Date, Pay Campus, Frequency (6 Monthly CYR), Contract Begin/End Dates, Contract Months, Salary Concept (All), Extract ID, and Employee Nbr. Below the parameters are three main sections: 'Reset' (with checkboxes for Extract ID, Unemployment Eligibility, Take Retiree Surcharge, and NY Take Ret Surchg), 'Update Experience' (with checkboxes for Total and District Prof Experience, an 'Increment' dropdown, and 'If Employment Date <' set to 01-18-2025), and 'Modify' (with From/To fields for Area Code and Zip Code). An 'Execute' button is located at the bottom right, with a large black arrow pointing to it from the 'Update Experience' section.

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

| 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.

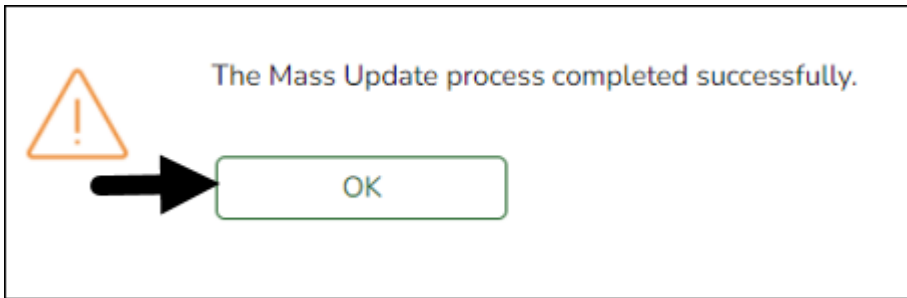


**Total (Non-Prof) Experience:**

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

| 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.

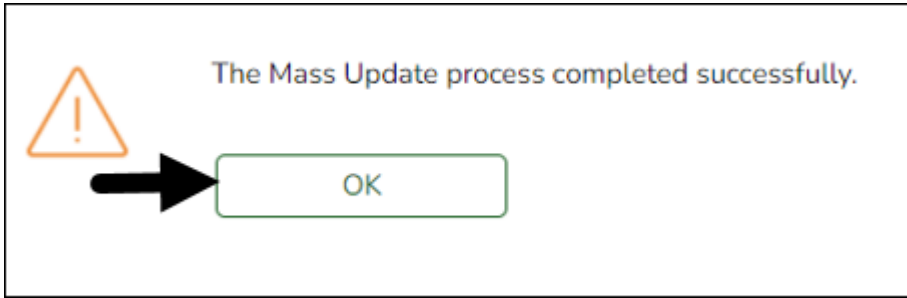
Process Cancel

First Last

Date Run: Employee Mass Update Report  
Cnty Dist: ISD Page: 1 of 3  
Frequency: 6

| 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:

Utilities > Mass Update Personnel

Parameters

Pay Status:  Active  Inactive  Both  
Pay Type: All  
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: All  
Salary Concept: All  
Extract ID:   
Employee Nbr:

EMPLOYEE RESPONSIBILITY

Copy

From To  
School Year 2025 2026

Execute

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

Process Cancel

First Last

Date Run: Responsibility Mass Update Report  
Cnty Dist: ISD Page: 1 of 2  
Frequency: 6

| Emp Nbr | Employee Name | Campus | Staff Classification | Co-op/SSA LEA | Begin Date | End Date | From | To   |
|---------|---------------|--------|----------------------|---------------|------------|----------|------|------|
| 002360  |               | 104    | 087                  |               | 08-14-2024 |          | 2025 | 2026 |
| 003375  |               | 701    | 027                  |               | 07-01-2022 |          | 2025 | 2026 |
| 003374  |               | 001    | 041                  |               | 07-22-2024 |          | 2025 | 2026 |
| 003408  |               | 104    | 033                  |               | 08-05-2024 |          | 2025 | 2026 |

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

