



## **(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 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.

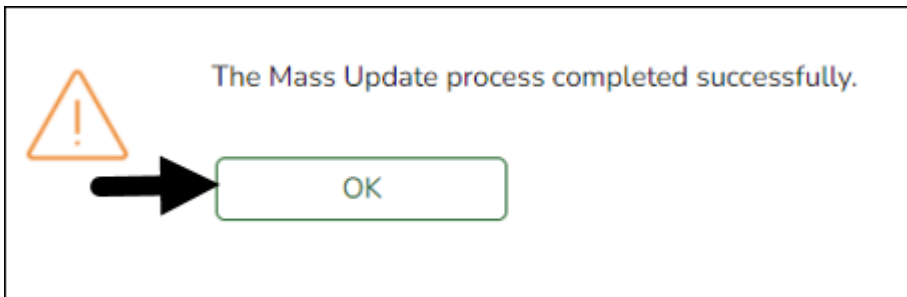
### Total (Prof) Experience:

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), Salary Concept (All), Contract Begin/End Dates, Contract Months, 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' and '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.

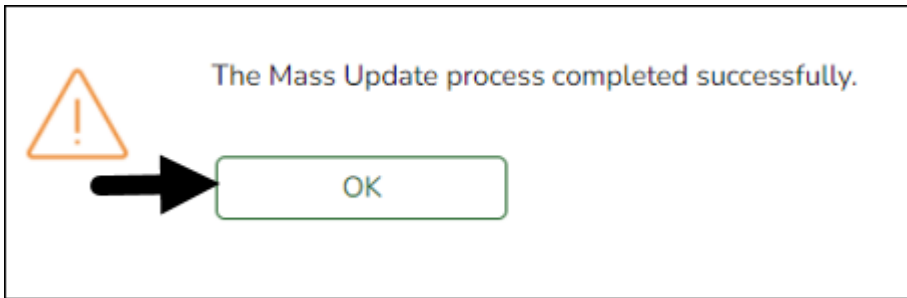


**Total (Non-Prof) Experience:**

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.

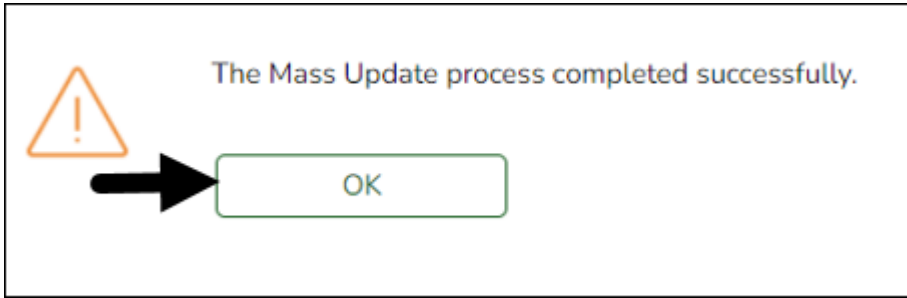
**Prior Teaching Experience:**

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

Employee Mass Update Report  
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: 2025 To: 2026

Execute

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

Responsibility Mass Update Report  
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.

