



(If necessary) Mass update employee experience

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Personnel > Utilities > Mass Update > Employee

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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:

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 (All), Payoff Date, Pay Campus (All), Frequency (6 Monthly CYR), Contract Begin/End Dates, Salary Concept (All), Extract ID, and Employee Nbr. Below are sections for 'EMPLOYEE RESPONSIBILITY' (Reset), 'Update Experience' (Total and District Prof Experience checked, Increment dropdown, and If Employment Date < 01-18-2025), and 'Modify' (Area and Zip Code fields). An 'Execute' button is located at the bottom right, with a large black arrow pointing to it from the 'Update Experience' section.

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
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

Total (Prof) Experience Increment
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

From To
Area Code:
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

Area Code: From To

Zip Code:

Execute