

Update employment info

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Update employment info data

Personnel

Add or update employee information.

Personnel > Maintenance > Employment Info - This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

❑ Select the **NY Take Retiree Surcharge** field to include the retiree surcharge when the Extract Payroll to Budget process is performed.

Note: If service records have not been created, do not update data such as the **Percent Day Employed**, **Years Experience** and **Grade(s) Taught** fields for existing employees.