



## 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.

## Terminated Employees

It is best practice to not only update the **Termination Date** and **Reason** but, if applicable, update the **Auxiliary Role ID** and **Paraprofessional Certification End Date**.

The screenshot shows the 'Personnel Maintenance > Employment Info' form for Employee 000455 - ANGELOU, MAYA. The form is titled 'Not Employed'. Key fields include:

- Employment Dates:** Original Emp Date: 08-08-2022, Latest Re-Employ Date: 08-08-2022, Termination Date: 05-18-2023, Termination Reason: 01 Went to other Texas.
- Employment Types:** Employment Type: F Half-Time or more, Sub Type: .
- Retiree Information:** Retirement Date: 00-00-0000, Retiree Employment Type: .
- Years Experience:** Total: 01, In District: 01.
- Electronic Consent:** W-2: Y Yes, 1095: .
- Service Record:** Full Semester: , Grades Taught: .
- Contract Information:** Class: , Term: , Year: .
- Extended Leave:** Begin: 00-00-0000, End: 00-00-0000.
- Fingerprint Information:** Status: E Extracted, Extract Date: 08-08-2022, Fingerprint Date: 00-00-0000.
- ERS Retiree Health:** Current Year Elig: , Next Year Elig: .
- Auxiliary Role ID:** Delete, Auxiliary Role ID: , Begin Date: , End Date: .
- Paraprofessional Certification:** Delete, Para Cert: , Begin Date: 09-01-2022, End Date: 09-01-2026.

[Personnel > Maintenance > Staff Demo > Responsibility](#)

In addition, update the **End Date** on the employee's responsibility record.

Maintenance > Staff Demo Personnel

Save

Employee:

Retrieve

Directory

Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete Details Year Campus Staff Classification

+

 Add

School Year for PEIMS Codes: 2025

Job Code: 0300 SECONDARY SCHOOL COUNSELOR

Campus: 001 001 School

Co-op/SSA LEA:

Staff Classification: 008 - School Counselor

ESC/SSA: School District Employee

Staff Service: SS007000 - Guidance And Counseling Services

SPED Student Age Range:

Pop Served: 01 Regular Students

Monthly Minutes:

# of Students: 000

Begin Date: 08-13-2007

End Date: 01-15-2025