

Update employee credentials

Table of Contents

Update employee credentials i

Update employee credentials

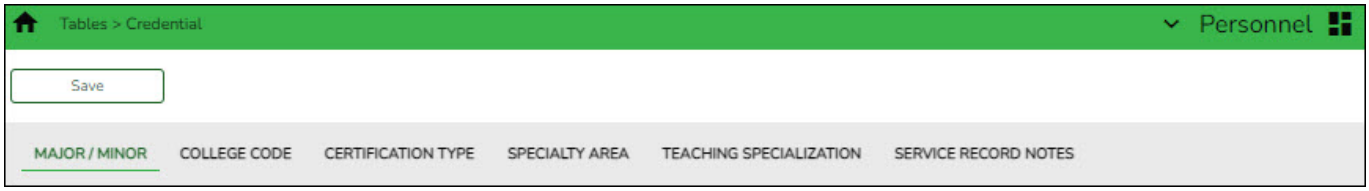
Log on to the current pay frequency.

Personnel > Tables > Credential

Update the Credential tabs as needed. This information is used to maintain teacher credentials, is usually done by the personnel department and does not affect salary calculations.

The Credential tabs are 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.

> **Note**: The Teaching Specialization tab is used to report Pre-K teachers for Class Roster so if there have been changes, you can make those updates now in anticipation of the submission.



- Personnel > Tables > Credential > Major/Minor
- Personnel > Tables > Credential > College Code
- Personnel > Tables > Credential > Certification Type
- Personnel > Tables > Credential > Specialty Area
- Personnel > Tables > Credential > Teaching Specialization
- Personnel > Tables > Credential > Service Record Notes