

Update employee credentials

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Human Resources > Tables > Credentials

Update the following tabs to reflect any employee credential changes. This information is used to maintain teacher credentials.

This task is usually done by the personnel department and does not affect salary calculations.

The following credential tabs are shared between the current and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

Human Resources > Tables > Credential > Major/Minor

Human Resources > Tables > Credential > College Code

Human Resources > Tables > Credential > Certification Type

Human Resources > Tables > Credential > Specialty Area

Human Resources > Tables > Credential > Teaching Specialization