

Update employee credentials

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Human Resources > Tables > Credential

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

Image

{{:general:quickview:nextyearpayroll:credential.jpg|}Credential Page}

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

The following 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.

- 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