

Update employee credentials

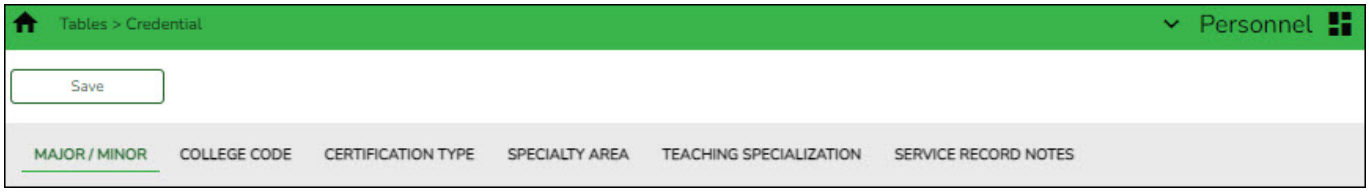
Table of Contents

Update employee credentials i

Update staff credentials

Personnel > Tables > Credential

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 year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.

- 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