

Responsibility - HRS3400

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This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

Mass update responsibility data:

❑ Under **Copy**, select the appropriate parameters for the responsibility data to be changed.

Field	Description
School Year	In the **From** field, type the school year in the YYYY format from which you want to copy data. In the **To** field, type the school year in the YYYY format from to which you want to copy data.
Use Contract Begin/End Date in Parameter?	Click ⌄ to select whether or not use the contact begin/dates in the parameter. If *Yes* is selected, the employee's begin and end contract dates are copied from the From school year records to the To school year records. The contract dates are copied from the employee's primary job code in the highest pay frequency in which the employee is active. If *No* is selected, the employee's begin and end dates are copied from the From school year records to the To school year records.
Delete existing to records?	Click ⌄ to select whether or not to delete the existing To records.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to proceed.

A message is displayed indicating that the process was successfully completed.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.