


# Responsibility - HRS3400

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***Personnel > Utilities > Mass Update > Responsibility***

This utility is used to update employee responsibility 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. 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.<br><br>If *Yes* is selected, the employee's begin and end contract dates are copied from the From school year to the To school year. The contract dates are copied from the employee's primary job code in the highest pay frequency in which the employee is active.<br><br>If *No* is selected, the employee's begin and end dates are copied from the From school year to the To school year. |
| **Delete existing to records?** | Click ⌄ to select whether or not to delete the existing To records.<br><br>If *No* is selected, then only additional responsibility records from the From school year are copied to the To school year and any existing responsibility records in the To school year are ignored and remain as is.<br><br>If *Yes* is selected, then all responsibility records are copied from the From school year to the To school year. The existing responsibility records in the To school year are deleted and replaced, and any additional records are added. |

❑ 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. |