



## **Responsibility - HRS3400**



# Table of Contents

<b>Responsibility - HRS3400</b> .....	i
<b>Responsibility - HRS3400</b> .....	1



# Responsibility - HRS3400

## Personnel > Utilities > Mass Update > Responsibility

This utility is used to update responsibility data from one school year to another. Employee data may be updated for a number of employees at a single time or by an individual employee number.

### Mass update responsibility data:

☐ Under **Parameters**, select the appropriate parameters for the employees whose employee data is to be changed.

**TIP:** Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

Field	Description
<b>Payroll Freq</b>	Click ▼ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
<b>Extract ID</b>	Click ▼ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
<b>Employee Nbr</b>	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

☐ Under **Copy**, in the **School Year** field:

<b>From</b>	Type the school year from which you want to copy responsibility records in the YYYY format.
<b>To</b>	Type the school to which you want to copy responsibility records in the YYYY format.

☐ 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.