

Responsibility - HRS3400

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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 respsonsibility 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
Payroll Freq	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.
Extract ID	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.
Employee Nbr	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:

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