



## **(If necessary) Mass update employee experience**



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## (If necessary) Mass update employee experience

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**Note:** This process is typically not performed until before the start of your September payroll. You must verify that service records have already been run before proceeding.



If this process is delayed, ensure that employee experience is updated for all applicable groups. It is extremely important to update employee experience on account of the Teacher Retention Allotment.

If necessary, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience for employees with July contracts.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of years that an individual has previously held a teaching position in one or more education institutions. This information collected during the PEIMS Core Collection: Class Roster.

If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

**Total (Prof) Experience:**

Utilities > Mass Update Personnel

**Parameters**

Pay Status:  Active  Inactive  Both  
 Pay Type: 1 Contracted employee  
 Job Code: All  
 Accrual Code: All  
 Pay Grade:   
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All  
 Pay Campus: All  
 Contract Begin Date:   
 Contract End Date:   
 Contract Months:   
 Payoff Date:   
 Frequency: 6 Monthly CYR  
 Salary Concept: All  
 Extract ID:   
 Employee Nbr:   
 [Reset]

**EMPLOYEE** **RESPONSIBILITY**

**Reset**

Extract ID  
 Unemployment Eligibility (ICESA Report)  
 Take Retiree Surcharge  
 NY Take Ret Surchg

**Update Experience**

Total (Prof) Experience  
 If Employment Date < 01-18-2025  
 District (Prof) Experience  
 If Employment Date < 01-18-2025

**Modify**

Area Code: From To  
 Zip Code: From To

[Execute]

**Total (Non-Prof) Experience:**

Utilities > Mass Update Personnel

**Parameters**

Pay Status:  Active  Inactive  Both  
 Pay Type: 2 Non-contracted emp  
 Job Code: All  
 Accrual Code: All  
 Pay Grade:   
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All  
 Pay Campus: All  
 Contract Begin Date:   
 Contract End Date:   
 Contract Months:   
 Payoff Date:   
 Frequency: 6 Monthly CYR  
 Salary Concept: All  
 Extract ID:   
 Employee Nbr:   
 [Reset]

**EMPLOYEE** **RESPONSIBILITY**

**Reset**

Extract ID  
 Unemployment Eligibility (ICESA Report)  
 Take Retiree Surcharge  
 NY Take Ret Surchg  
 Employment Type  
 Retiree Employment Type  
 Creditable Year of Service

**Update Experience**

Total (Prof) Experience  
 If Employment Date < - -  
 District (Prof) Experience  
 If Employment Date < - -  
 District (Non-Prof) Experience  
 If Employment Date < 01-18-2025  
 Total (Non-Prof) Experience  
 If Employment Date < 01-18-2025  
 Prior Teaching Experience  
 If Employment Date < - -  
 Job Codes:   
 [Increment]

**Modify**

Area Code: From To  
 Zip Code: From To

[Execute]

Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

**Prior Teaching Experience:**

Use the **Job Code** field to select specific job codes where the prior teaching experience should be updated.

The employees who match the selected parameters and the selected job codes will have their prior teaching experience updated. If an employee has multiple jobs included in the job code selection, their employment record is only updated once.

The screenshot shows a web application interface for mass updating employee experience. The interface is divided into several sections:

- Parameters:** This section contains various filters for selecting employees. The 'Pay Status' is set to 'Active'. 'Pay Type' is '1 Contracted employee'. 'Job Code' is 'All'. 'Accrual Code' is 'All'. 'Pay Grade' is empty. 'Prior Yr Emp Date' is '00-00-0000'. Other filters include 'Primary Campus', 'Payoff Date', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located in the top right of this section.
- EMPLOYEE RESPONSIBILITY:** This section is divided into three sub-sections:
  - Reset:** Contains checkboxes for 'Extract ID', 'Unemployment Eligibility (ICESA Report)', 'Take Retiree Surcharge', 'NY Take Ret Surchg', 'Employment Type', 'Retiree Employment Type', and 'Creditable Year of Service'.
  - Update Experience:** Contains checkboxes for 'Total (Prof) Experience', 'District (Prof) Experience', 'District (Non-Prof) Experience', and 'Total (Non-Prof) Experience'. The 'Increment' dropdown is highlighted with a black box. The 'Prior Teaching Experience' checkbox is checked, and its 'If Employment Date <' is set to '01-18-2025'. A black box highlights the 'Prior Teaching Experience' section.
  - Modify:** Contains fields for 'Area Code' and 'Zip Code' with 'From' and 'To' sub-fields.
- Execute:** A large green button labeled 'Execute' is located in the bottom right of the 'Update Experience' section. A large black arrow points from the 'Execute' button in the 'Parameters' section down to this 'Execute' button.



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