Update employment info

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Personnel

Add or update employee information.

Personnel > Maintenance > Employment Info - This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

❑ Select the **NY Take Retiree Surcharge** field to include the retiree surcharge when the Extract Payroll to Budget process is performed.

> **Note**: If service records have not been created, do not update data such as the **Percent Day Employed**, **Years Experience** and **Grade(s) Taught** fields for existing employees.

Terminated Employees

It is best practice to not only update the **Termination Date** and **Reason** but, if applicable, update the **Auxiliary Role ID** and **Paraprofessional Certification End Date**.

Personnel > Maintenance > Staff Demo > Responsibility

In addition, update the **End Date** on the employee's responsibility record.

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