



## Update employment info



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# Update employment info

## **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**.

Maintenance > Employment Info Personnel

Save

Employee: 000001: Retrieve Directory

**EMPLOYMENT INFO**

Employee Status: 4 Resigned **Not Employed**

**Employment Dates**

Original Emp Date: 03-16-1998

Latest Re-Employ Date: 08-13-2001

Termination Date: 12-31-2021

Extract for TSDS:

Termination Reason: 25 Terminated/Fired

Eligible for Re-hire:

Percent Day Employed: 100%

Pct Day Employed Effective Date: 00-00-0000

**Employment Types**

Employment Type: F Half-Time or more

Sub Type:

Highly Qualified:

Year Round:

Extract ID:

Highest Degree: 0 No Bachelor's

**Retiree Information**

Retirement Date: 00-00-0000

Retiree Employment Type:

Take Retiree Surcharge:

NY Take Retiree Surcharge:

**Years Experience**

--Professional--

Total:

In District:

Prior Teaching:

Creditable Year of Service:

**Electronic Consent**

W-2:

1095:

**Service Record**

Full Semester:

Grades Taught:

**Contract Information**

Class:

Term:

Year:

**Extended Leave**

Begin: 00-00-0000

End: 00-00-0000

**TRA Years Experience**

TRA Teaching Experience:

TRA Eligibility:

**Auxiliary Role ID**

Delete	Auxiliary Role ID	Begin Date	End Date
<input type="checkbox"/>	<input type="text"/>	--	--

**Paraprofessional Certification**

Delete	Para Cert	Begin Date	End Date
<input type="checkbox"/>	<input type="checkbox"/>	--	--

[Personnel > Maintenance > Staff Demo > Responsibility](#)

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

Save

Employee: 000001 :

Retrieve

Directory

- DEMOGRAPHIC INFORMATION
- CREDENTIALS
- VERIFICATION
- INSURANCE
- SERVICE RECORD
- RESPONSIBILITY

Delete Details Year Campus Staff Classification Staff Service

+

Add

School Year for PEIMS Codes: 2026

Job Code: 0426 TEACHER'S AIDE

Campus: 001 001 School

Co-op/SSA LEA:

Staff Classification: 033 - Educational Aide

ESC/SSA: School District Employee

Staff Service: SA000003 - Instructional Educational Aide

SPED Student Age Range: 01 Age 3 Through 5 (Not KG)

Pop Served: 01 Regular Students

Monthly Minutes: 04000

# of Students: 0

Begin Date: 08-18-2025

End Date: 05-18-2026



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