



## Update employment info



# Table of Contents



---

# 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: 0

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: 0

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.

Maintenance > Staff Demo Personnel

Save

Employee: 000001:

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete Details Year Campus Staff Classification Staff Service

--	--	--	--	--	--

School Year for PEIMS Codes: 2026

Job Code:	<input type="text" value="0426 TEACHER'S AIDE"/>	Staff Service:	<input type="text" value="SA000003 - Instructional Educational Aide"/>
Campus:	<input type="text" value="001 001 School"/>	SPED Student Age Range:	<input type="text" value="01 Age 3 Through 5 (Not KG)"/>
Co-op/SSA LEA:	<input type="text"/>	Pop Served:	<input type="text" value="01 Regular Students"/>
Staff Classification:	<input type="text" value="033 - Educational Aide"/>	Monthly Minutes:	<input type="text" value="04000"/>
ESC/SSA:	<input type="text" value="School District Employee"/>	# of Students:	<input type="text" value="0"/>
		Begin Date:	<input type="text" value="08-18-2025"/>
		End Date:	<input type="text" value="05-18-2026"/>



## Back Cover