

Update employment info

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Personnel

Add or update employee information.

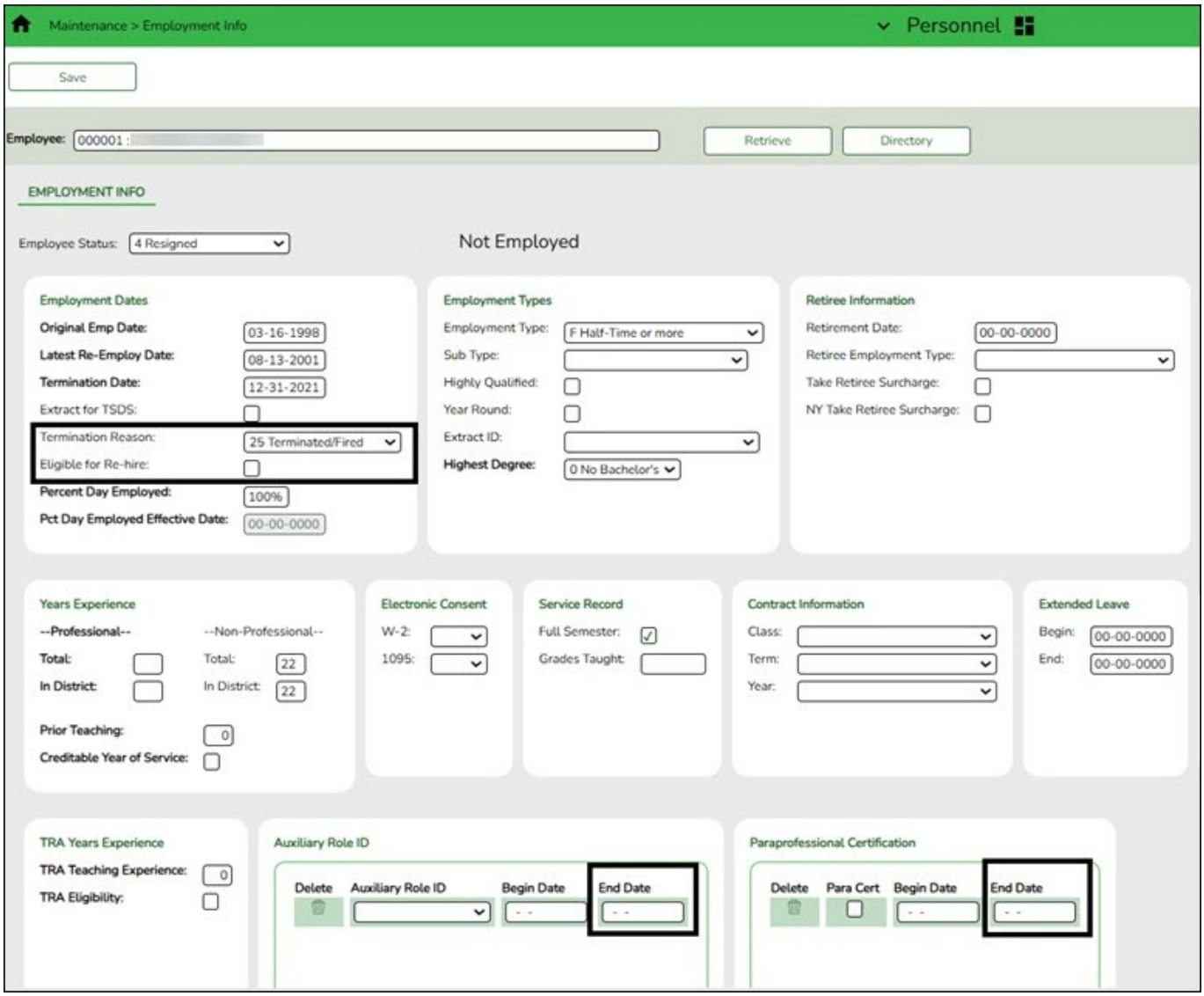
Personnel > Maintenance > Employment Info - This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

❑ 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.

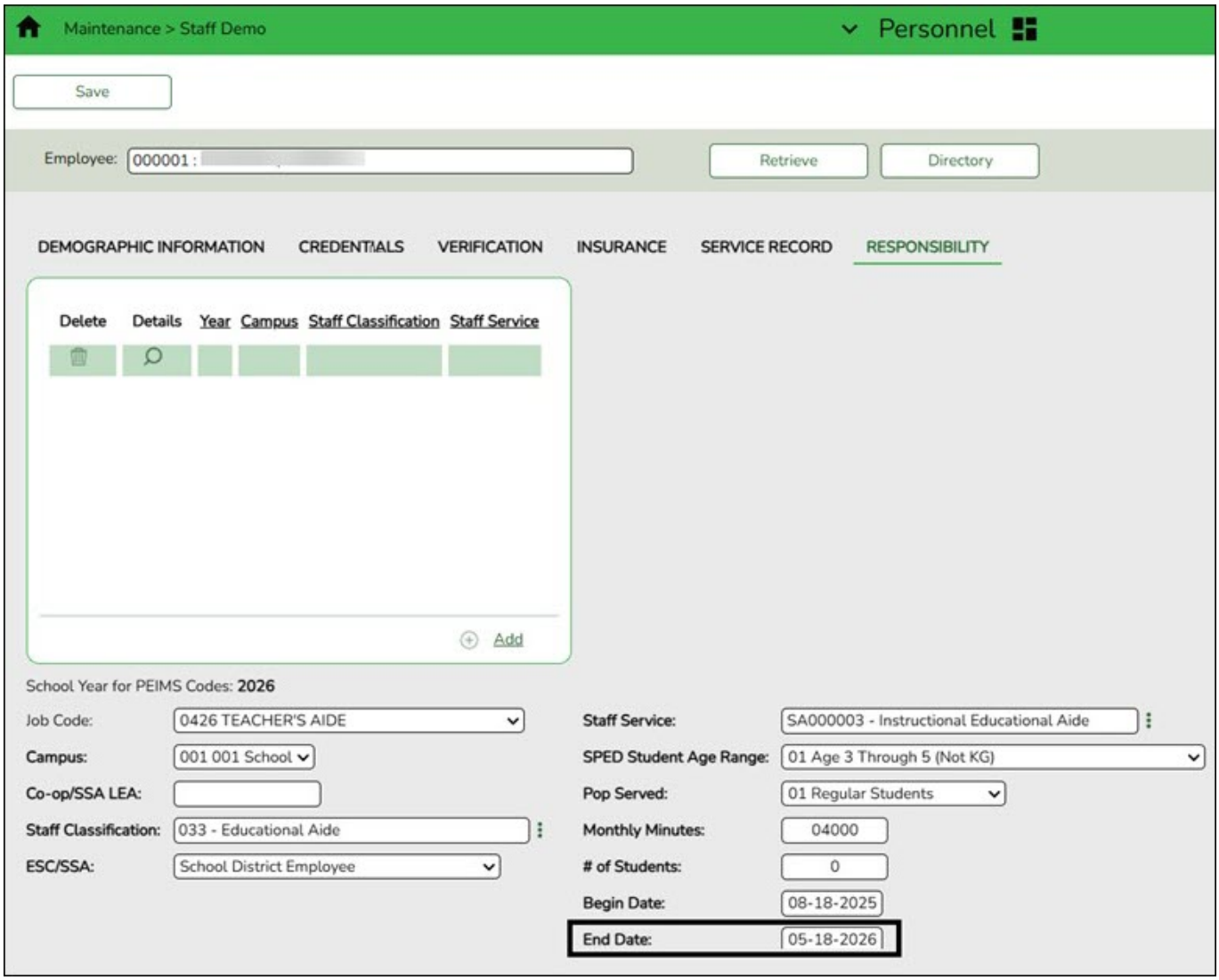
Terminated Employees

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.


Maintenance > Staff Demo
Personnel
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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