



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**.

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

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

Maintenance > Staff Demo Personnel

Save

Employee:

Retrieve

Directory

Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete Details Year Campus Staff Classification

+ Add

School Year for PEIMS Codes: 2025

Job Code: 0300 SECONDARY SCHOOL COUNSELOR

Campus: 001 001 School

Co-op/SSA LEA:

Staff Classification: 008 - School Counselor

ESC/SSA: School District Employee

Staff Service: SS007000 - Guidance And Counseling Services

SPED Student Age Range:

Pop Served: 01 Regular Students

Monthly Minutes:

of Students: 000

Begin Date: 08-13-2007

End Date: 01-15-2025



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