



## **fall\_submission\_mass\_update\_utility**



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To create records for school year 2024:

**Parameters**

Pay Status: ☐ Active ☐ Inactive ☒ Both

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:

Pay Campus:

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

Salary Concept:

Extract ID:

Employee Nbr:

**EMPLOYEE** **RESPONSIBILITY**

**Copy**

From To

School Year

**Execute**

☐ Enter 2023 in the **From** field and 2024 in the **To** field.

☐ Click **Execute**.

A preview report is displayed and will reflect the updated years in the **From** and **To** columns.

Review and save the report for your records.

☐ Click **Process** to proceed.

**Process** **Cancel**

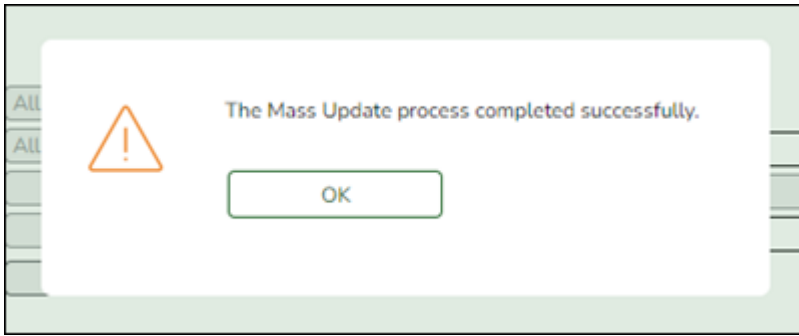
Date Run: 10-17-2022 11:53 AM  
Cnty Dist: 001-905

**Responsibility Mass Update Report**  
TEXAS ISD

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Frequency: 4,6

| Emp Nbr | Employee Name | Campus | Role ID | Service ID | Begin Date | End Date | From | To   |
|---------|---------------|--------|---------|------------|------------|----------|------|------|
| 000004  |               | 999    | 012     | SS001000   |            |          | 2022 | 2023 |
| 000075  |               | 903    | 113     | SS013000   | 07-18-2022 |          | 2022 | 2023 |
| 000099  |               | 101    | 020     | SS003000   |            |          | 2022 | 2023 |
| 000102  |               | 922    | 106     | SS025000   | 07-12-2021 |          | 2022 | 2023 |
| 000115  |               | 922    | 106     | SS025000   | 07-07-2022 |          | 2022 | 2023 |
| 000125  |               | 004    | 020     | SS003000   |            |          | 2022 | 2023 |
| 000147  |               | 921    | 011     | SE000001   | 07-26-2022 |          | 2022 | 2023 |
| 000177  |               | 041    | 054     | SS002000   |            |          | 2022 | 2023 |
| 000234  |               | 008    | 087     | 03010200   |            |          | 2022 | 2023 |

A process completed successfully message appears.



A record for both years will be available on *Personnel > Maintenance > Staff Demo > Responsibility*.

**NOTE:** SY 2024 records will extract to State Reporting for the 2024 Fall PEIMS submission.



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