



fall_submission_mass_update_utility

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To create records for school year 2023:

The screenshot displays the 'Parameters' section of a web application. It includes various input fields and dropdown menus for configuring a report. The 'Pay Status' section has three radio buttons: 'Active', 'Inactive', and 'Both', with 'Both' selected. Other fields include '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', and 'Employee Nbr'. Below the parameters section, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY', with 'RESPONSIBILITY' currently selected. Under the 'RESPONSIBILITY' tab, there is a 'Copy' button and a table with columns 'From' and 'To' for 'School Year'. To the right of this table is an 'Execute' button, which is highlighted by a large black arrow pointing to it from the right.

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 2022 in the **From** field and 2023 in the **To** field.

☐ Click **Execute**.



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