



fall_submission_mass_update_utility

Table of Contents

To create records for school year 2023:

The screenshot shows the 'Parameters' section of the State Reporting interface. It includes fields for Pay Status (Both selected), Pay Type (All), Job Code (All), Accrual Code (All), Pay Grade (empty), Prior Yr Emp Date (00-00-0000), Primary Campus (All), Pay Campus (All), Contract Begin Date (empty), Contract End Date (empty), Contract Months (empty), Payoff Date (empty), Frequency (All), Salary Concept (All), Extract ID (empty), and Employee Nbr (empty). Below this is a table with 'EMPLOYEE' and 'RESPONSIBILITY' columns. On the left, a 'Copy' button is shown above 'From' and 'To' fields, with 'School Year' dropdowns below them. On the right, an 'Execute' button is highlighted with a large black arrow pointing to it.

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

Click **Execute**.



Back Cover