



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



# Table of Contents



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, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY', with 'RESPONSIBILITY' currently selected. Under the 'RESPONSIBILITY' tab, there is a 'Copy' button and an 'Execute' button. A black arrow points to the 'Execute' button. To the left of the 'Execute' button, there is a 'From' and 'To' field for 'School Year'.

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



## Back Cover