



fall_submission_mass_update_utility

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To create records for school year 2023:

The screenshot shows a web interface for State Reporting. The 'Parameters' section is at the top, containing various filters and selection options. Below this, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY'. Under the 'RESPONSIBILITY' tab, there is a 'Copy' button and a table with 'From' and 'To' columns for 'School Year'. To the right of the table is an 'Execute' button, which is highlighted with a black arrow. The 'Execute' button is a green rectangle with the word 'Execute' in black text.

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**.

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.





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