



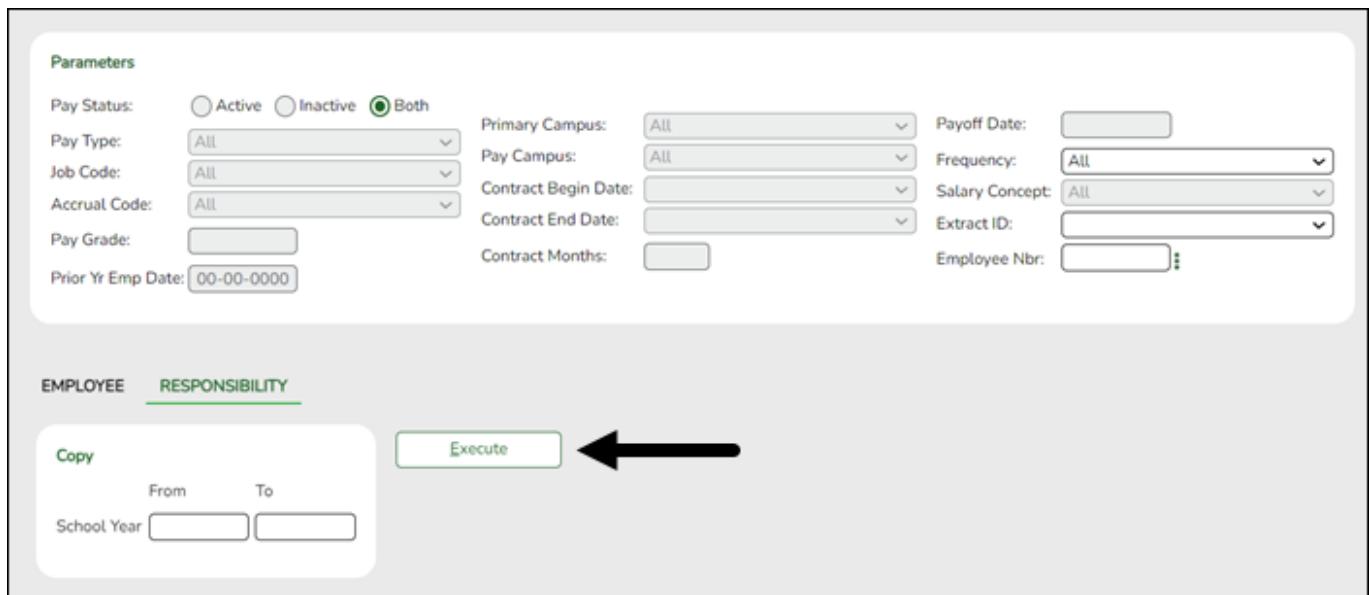
## **fall\_submission\_mass\_update\_utility**



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To create records for school year 2023:



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.





## Back Cover