



fall_submission_mass_update_utility

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To create records for school year 2023:

Parameters

Pay Status: Active Inactive Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: All

Salary Concept: All

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.

Process Cancel

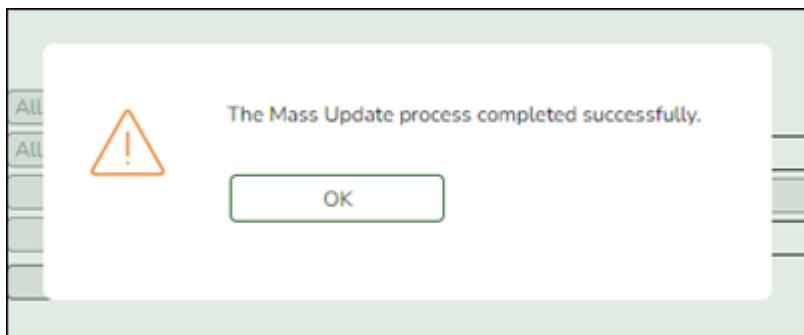
Date Run: 10-17-2022 11:53 AM Responsibility Mass Update Report

Cnty Dist: 001-905 TEXAS ISD

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Emp Nbr	Employee Name	Campus	Role ID	Service ID	Begin Date	End Date	From	To
000004		999	012	SS001000	07-18-2022		2022	2023
000075		903	113	SS013000	07-12-2021		2022	2023
000099		101	020	SS003000	07-07-2022		2022	2023
000102		922	106	SS025000	07-26-2022		2022	2023
000115		922	106	SS025000	07-07-2022		2022	2023
000125		004	020	SS003000			2022	2023
000147		921	011	SE000001	07-26-2022		2022	2023
000177		041	054	SS002000			2022	2023
000234		008	087	03010200			2022	2023

A process completed successfully message appears.



A record for both years will **Personnel > Maintenance > Staff Demo > Responsibility** a record for both 2022 and 2023.

Review and update those records accordingly. 2023 records will extract to State Reporting for the 2023 Fall PEIMS submission.



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