



fall_submission_mass_update_utility

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To create records for school year 2023:

The screenshot shows the 'Parameters' section of the State Reporting interface. It includes various input fields for configuration, such as 'Pay Status' (with radio buttons for Active, Inactive, and 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', and 'Employee Nbr'. Below the parameters, there are two tabs: 'EMPLOYEE' and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is selected. Under this tab, there is a 'Copy' section with 'From' and 'To' fields for 'School Year'. To the right of the 'Copy' section is an 'Execute' button, which is highlighted with a black arrow.

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

☐ Click **Execute**.



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