



# fall\_submission\_mass\_update\_utility



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To create records for school year 2023:

The screenshot shows a web application interface for creating records for school year 2023. The interface is divided into several sections:

- Parameters:** This section contains various input fields and dropdown menus for configuring the records. 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', and 'Prior Yr Emp Date' (set to '00-00-0000'). There are also dropdown menus for 'Primary Campus', 'Payoff Date', 'Pay Campus', 'Frequency', 'Contract Begin Date', 'Salary Concept', 'Contract End Date', 'Extract ID', and 'Contract Months'.
- EMPLOYEE / RESPONSIBILITY:** This section has two tabs: 'EMPLOYEE' and 'RESPONSIBILITY'. The 'RESPONSIBILITY' tab is currently selected.
- Copy:** A button labeled 'Copy' is located below the 'RESPONSIBILITY' tab. It has two sub-sections: 'From' and 'To', each with a 'School Year' input field.
- Execute:** A button labeled 'Execute' is located to the right of the 'Copy' button. A black arrow points to this button.

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

Click **Execute**.



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