



fall_submission_mass_update_utility

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To create records for school year 2023:

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.

Emp Nbr	Employee Name	Campus	Role ID	Service ID	Begin Date	End Date	From	To
000310		001	054	SS002000	08-01-2018		2022	2023
000151		701	107	SS012000	07-01-2022		2022	2023
001085		103	020	SS003000	07-01-2022		2022	2023
001394		701	023	SS007000	08-10-2021		2022	2023
001414		041	033	SA000003	08-10-2021		2022	2023
000041		101	003	SS003000	07-25-2022		2022	2023
000409		041	033	SA000003	08-02-2022		2022	2023
001442		103	033	SA000003	08-02-2022		2022	2023
000868		001	033	SA000003	08-02-2022		2022	2023



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