



# fall\_submission\_mass\_update\_utility



# Table of Contents



To create records for school year 2023:

Enter 2023 in the **From** field and 2024 in the **To** field.

Click **Execute**.

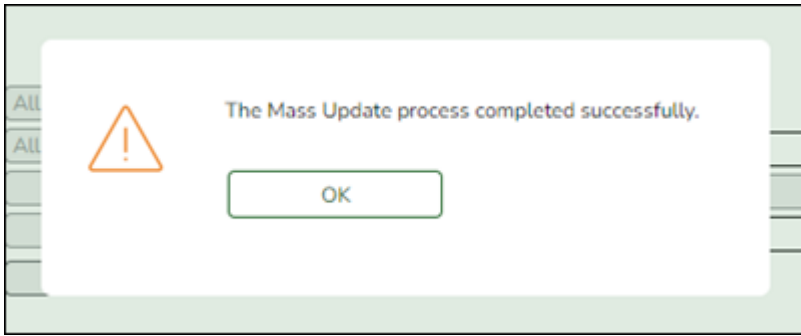
A preview report is displayed and will reflect the updated years in the **From** and **To** columns.

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
000004		999	012	SS001000			2022	2023
000075		903	113	SS013000	07-18-2022		2022	2023
000099		101	020	SS003000			2022	2023
000102		922	106	SS025000	07-12-2021		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 be available on *Personnel > Maintenance > Staff Demo > Responsibility*.

**NOTE:** SY 2024 records will extract to State Reporting for the 2024 Fall PEIMS submission.



## Back Cover