

Incrementing Experience in District and Years of Educational Experience by 1 year

1. Manage/Employee Maintenance HR/Mass Update Employee Information

Click on PICK FROM LIST

You should have a name called dist/teach exper
If you don't, please call 766-3800

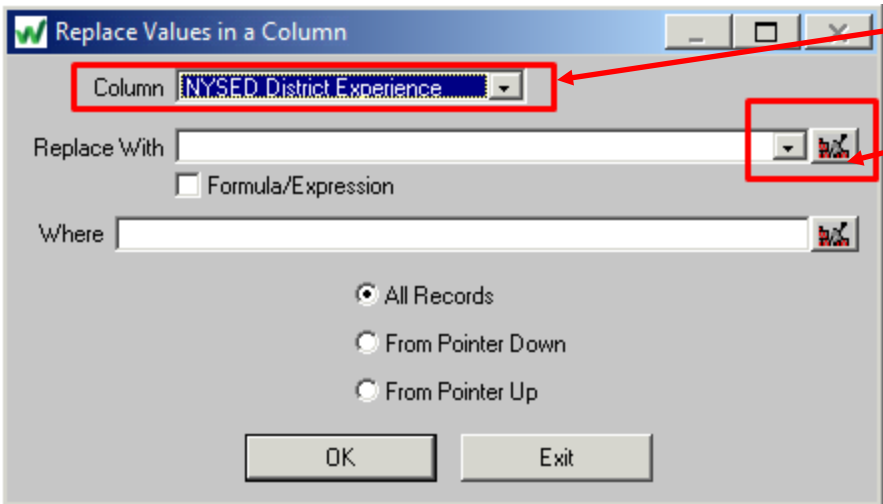
IF you do have the name, click on it and click OK twice

Type	Criteria Name
S	dist/teach exper

2. You will be taken to a grid.

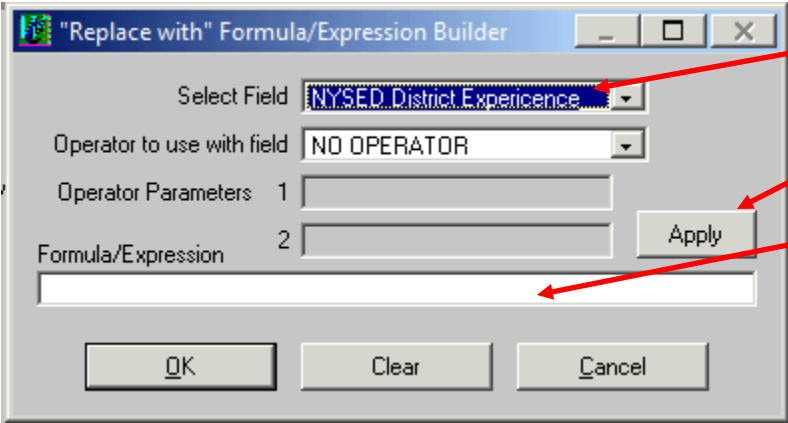
a. Click on BOB

3



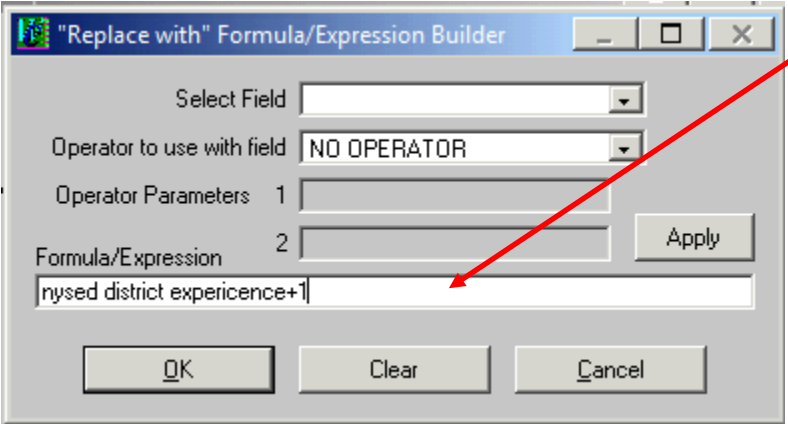
1. Click drop down and select NYSED District Experience
2. Click on BRICK

4



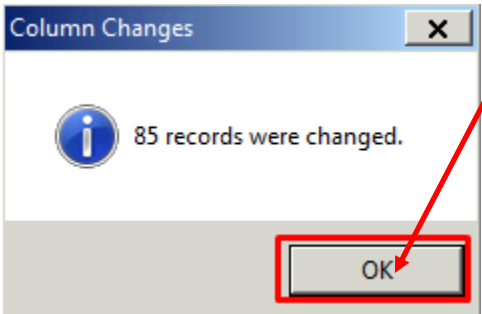
1. Click drop down and select NYSED District Experience
2. Click APPLY
3. The words **NYSED District experience** will auto fill in this space
4. Put a +1 at the end of the word experience. This is what the field should read **nyzed district experience+1**

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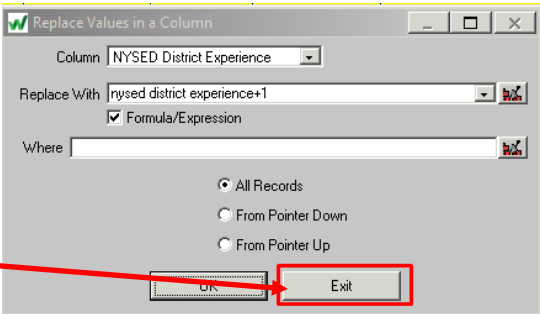
- This is what the screen should look like when done.
1. Click OK
 2. Click OK again

6



You will be told how many records will be changed. Click OK

Click EXIT



Now you need to increment the Teaching Experience years by 1.

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Employee Name ALESSI 

Click on BOB


Save Updates
 Cancel Updates
 Find/Find & Replace
Replace Values in a Column

Select Replace Values in a column


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Replace Values in a Column

Column: NYSED Teaching Experience

Replace With: 

Formula/Expression

Where: 

All Records
 From Pointer Down
 From Pointer Up

OK Exit

1. Click drop down and select NYSED Teaching Experience
 2. Click BRICK

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"Replace with" Formula/Expression Builder

Select Field: NYSED Teaching Experience

Operator to use with field: NO OPERATOR

Operator Parameters 1:

Formula/Expression 2:

Apply

OK Clear Cancel

1. Click drop down and select NYSED Teaching Experience
 2. Click APPLY
 3. The words **NYSED Teaching experience** will auto fill in this space
 4. Put a +1 at the end of the word experience. This is what the field should read **nysed teaching experience+1**

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"Replace with" Formula/Expression Builder

Select Field:

Operator to use with field: NO OPERATOR

Operator Parameters 1:

Formula/Expression 2: nysed teaching experience+1

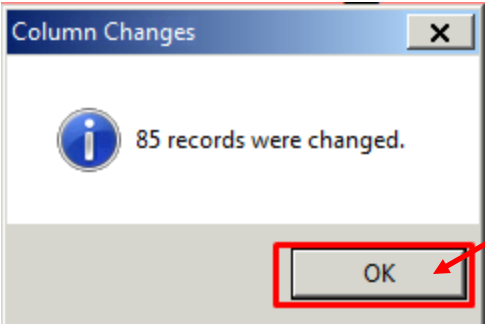
Apply

OK Clear Cancel

This is what the screen should look like when done.

1. Click OK
 2. Click OK again

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You will be told how many records will be changed. Click OK

Click EXIT

Click SAVE icon ()

