

## Mass updating Professional Development Enroll Approved Date

In order for the professional development indicator to be Y each new fiscal year, you will need to do the following steps:

1. Manage/Employee Maintenance HR/Mass Update Employee course degree
  - a. Change radial button to Courses
  - b. Course type you created for Professional Development
  - c. Click OK

Mass Update Employee Courses/Degrees Selection

Fiscal Year: 2018

Criteria Name: Last Run

Process:  Degrees  Courses

PayStatus: All

Course Type: All

Institution: All

Position: All

Adjustment Code: All

Effective through: 00/00/0000

Approved through: 00/00/0000

Completed through: 00/00/0000

Select Individual Employee

Social Security Number: [ ]

Last Name: [ ]

First Name: [ ]

Middle: [ ]

Emp. No.: [ ]

Blank

Where: [ ]

OK Cancel

This will take you to a grid

You need to mass update the column heading that says Enroll Approvd

Click BOB and then select REPLACE VALUES IN A COLUMN

Save Updates

Cancel Updates

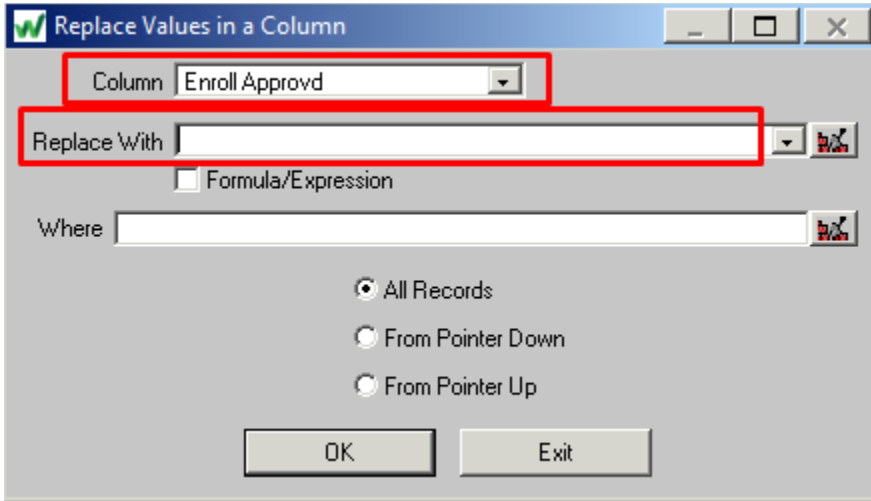
Find/Find & Replace

Replace Values in a Column

Replace Blank Position Codes with Employee's Primary Position.

Do the drop down in the column field and select ENROLL APPROVD

In the REPLACE WITH field type the first day of the fiscal year in MMDDYYYY format. No slashes



COLUMN – select ENROLL APPROVD  
REPLACE WITH field type the first day of the fiscal year in MMDDYYYY format. No slashes  
Click OK

You will receive a message indicating how many records were changed. Click OK

Click EXIT

Click SAVE 