

The screenshot shows the 'Edit Employee Job' window for a 'Teacher'. At the top, employee details are listed: Employee: Keller, Ann K, Number: 0007, Status: Approved, SSN: XXX-XX-XXXX (Show), Job Dates: 7/1/2021 to 6/12/2022, Position Number: TEACH000063, Salary: \$69,601.00, and Unencumbered: \$0.00. The 'General' section contains various fields: Job Name (Teacher), Designation (dropdown), Job Type (Salary), Primary (checked), AptaTime (checked), Job Begin Date (07/01/2021), Job End Date (06/12/2022), FTE (1.0000), Salary Schedule Name, Salary Schedule Grade, Salary Schedule Step, Rate, Hours Per Day (7.00), Work Days (197.00), *Salary (\$69,601.00), Contract Status (dropdown), Contract Date (calendar), Approved Date (calendar), Account Code (1000-1120-1000-75501010-010 TEACHERS SALARIES), Comment (text area), and PERS Reportable (dropdown menu, highlighted with a red box and set to 'Yes').

Figure 2: Employee Job Screen Showing PERS Reportable Field

To mass update the *PERS Reportable* field, go to HR, Payroll & ESS > Employee Jobs. Select the jobs that you want to update, click on the More button, then click Mass Update Jobs and a screen like the one shown below will be displayed. In the *PERS Reportable* field, select Yes or No and then click the Save button and the job records will be updated with your selection. Jobs can also be manually change individually.

The screenshot shows the 'Mass Update Employee Jobs' window. It features a 'General' section with fields for Job Name, Contract Status, Contract Date, Approved Date, Comment, AptaTime, Primary Job, FTE, Job Begin Date, Job End Date, Hours Per Day, and Rate. Each field has a corresponding checkbox. The 'PERS Reportable' field is highlighted with a red box and has a dropdown menu. Below the 'General' section is a 'Custom Fields' section with Position Classification Code and Plan Class Code dropdowns. At the bottom, there are 'Save' and 'Cancel' buttons.