USPS Incrementing Years of Experience Mass Load

The Years of Experience fields are on the Employee Screen. EMIS collects the Total Experience, Authorized Experience, and Principal Experience for Certificated staff. While these are the required fields for EMIS reporting, many districts also choose to increment the District Experience field as well as incrementing all experience fields for Classified staff.

The Years of Experience fields should be updated once EMIS for the prior fiscal year is complete, **early September** is a good, safe time to do this.

You will be increasing those who completed a year of service for the *prior* fiscal year. A year is defined by working *at least 120 days*. If they worked less than that, they do not get a year of experience.

While there is a Mass Change option on the employee screen, we find it very difficult to filter out those who should not be increased with the limited filtering options on that screen. Because of this we find that using a mass load is the most accurate method for completing this process.

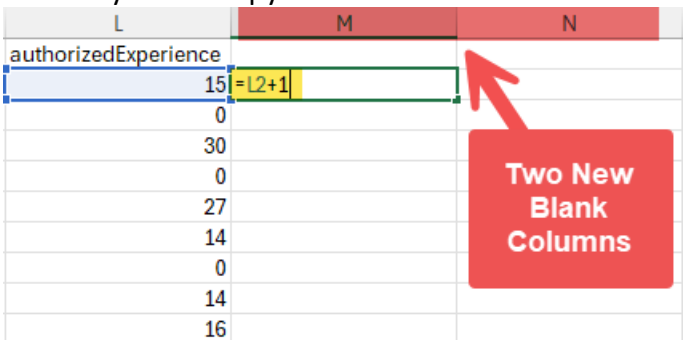
Additional Notes about Years of Experience fields:

- **Authorized Years of Experience**-is reported only for certified/licensed employees with a Position Code of 212 or 230. It is extremely important to update this element each year. Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the Total Experience Years Element.
    - **Important Note**: For Authorized years of experience, only TEACHERS (position code 212 or 230) would have a year added to this field.
    - A new teacher would have "0" authorized teaching experience years in both the Initial and Final Staff/Course (L) Collections of the current school year (26-27). This number would then be updated to "1" during the following year's reporting (27-28)
    - Authorized teaching years include teaching service in the following Ohio entities: Public schools, nonpublic schools, Educational Service Centers (ESCs), Community schools, and Special education programs)
- **Total Years of Experience**-Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or nonpublic educational institutions (including the Peace Corps). This element is reported only for certified/licensed employees. Include active military service years up to the maximum allowable five years.

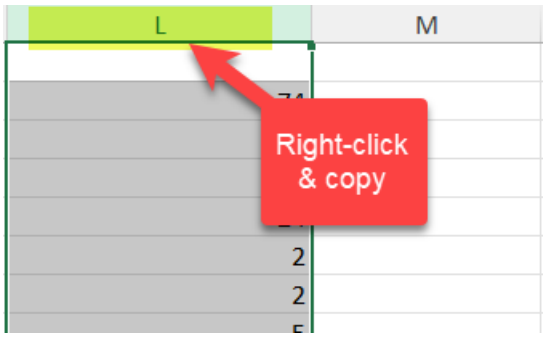
- **Principal Years of Experience**-Indicates the total number of years of certificated/licensed educational service as a school leader, serving as a principal or assistant principal, or with the duties and responsibilities typical of those two positions, in Ohio or in other states, in the following types of organizations: public schools, including vocational schools, state supported schools, STEM schools, community schools, and ODE-licensed preschools, and in chartered, nonpublic schools, such as independent private schools, or parochial schools. Position codes 104 and 108.

Below we have outlined the steps for incrementing years of experience using mass load. Please let us know if you have any questions or need any assistance.

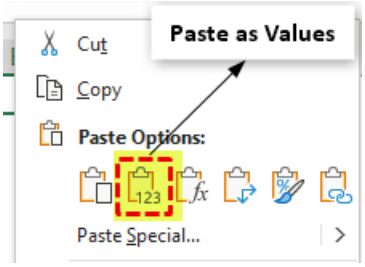
1. From the **Report Manager** run the "**Years of Experience - updated**" report. If you do not have this report or it does not have the same headers, please contact HCC for help loading it.
    a. **Fields pulled into the report include**: employee number, last name, first name, position number, position description, position code, job status, retirement code, last paid date, hire date, termination date, authorized experience, district experience, total experience, principal experience.
    b. This report will only pull in employees with a **Job 1** that has an **Active** job status. This is to prevent duplicate names and prevent subs and timesheet employees from pulling into the report as those people generally do not get incremented.
2. Use the various fields to **sort and filter**. You will want to remove any new hires, anyone who didn't work 120 days in the prior fiscal year, or anyone whose last paid date was not recent (you may want to change their job status to inactive or terminated). If you don't wish to increment Classified staff, you can use the Retirement Code column to filter and remove them.
3. Add a year to each of the district and total experience columns. Only staff with a position code of 212 or 230 should have the Authorized experience increased by one.
    a. You can do this **manually** or use a **formula**.
    b. To use a **formula**:
        i. Insert 2 columns next to the column you are adding a year to.
        ii. In one of the newly created columns, on row 2 enter a formula that is =original number +1 then you can copy that formula down.



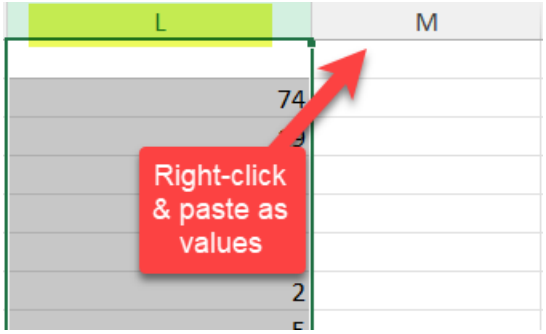
    c. You will then want to right-click on the column letter and copy.



d. In the other newly created column, you will right-click on the column and click paste values.



This is done so that you can delete the original column and the column with the formula and not lose your new values.



e. Be sure to copy the header into the new column.
f. Delete the original column and the column with the formula.

L	M	N
authorizedExperience	authorizedExperience	authorizedExperience
15	16	16
0	1	1
30	31	31
0	1	1
27	28	28
14	15	15
0	1	1

In this image column L & M will be deleted and column N has the new value for Authorized Years of Experience.

4. For **Principal Experience (position codes 104 & 108)**, it's best to manually update this field since there are fewer people. You can update it on the spreadsheet so it can be mass loaded back in or you can go to the Employee Screen and update it there.
5. Save the file so that you have a complete copy of what you are mass loading.
6. The only columns needed for the mass load are below, the rest can be deleted.

    a. number
    b. authorizedExperience
    c. districtExperience (if changing)
    d. totalExperience
    e. principalExperience (if changing via mass load)
7. Save as a csv (comma delimited)
8. Go to **Utilities – Mass Load**
9. Choose the file
10. Importable Entities = **Employee**
11. Submit