

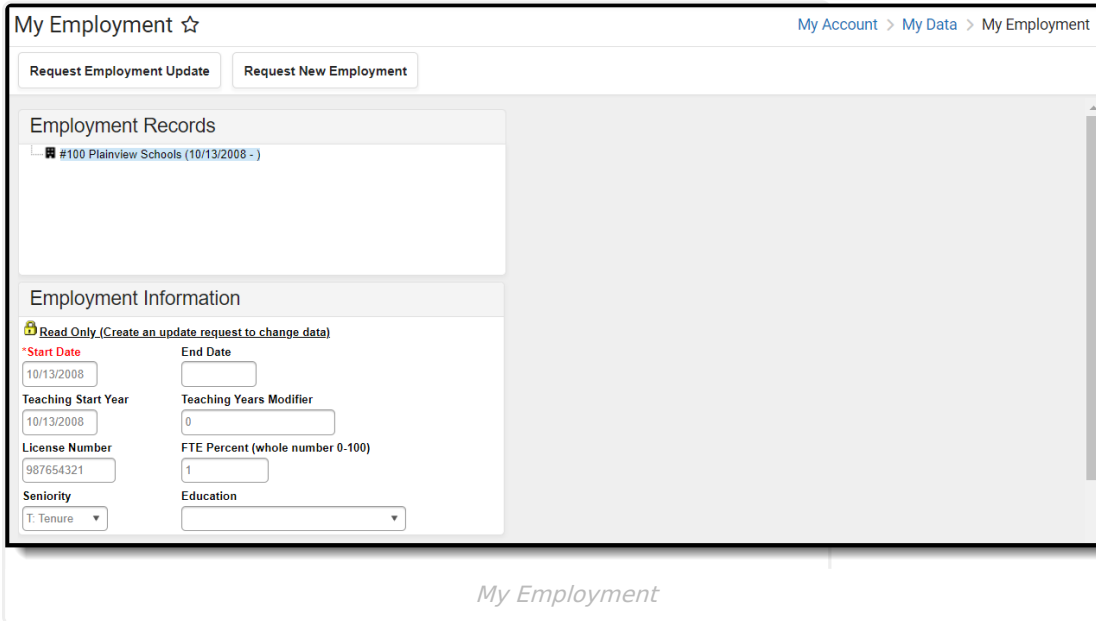
My Employment

Last Modified on 06/12/2024 4:00 pm CDT

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Tool Search: My Employment

The District Employment editor is where all district staff employment records are entered.



Proper tool rights must be assigned to request updates to My Demographics. See the [Census Tool Rights](#) document for more information.

Once an employment record is added, employees are assigned to a location.

A user can request an update to an existing employment record or request a new employment record by choosing either the **Request Employment Update** icon or the **Request New Employment** icon. A request to an existing employment record can be done if the employment record is selected from the Employment tree.

For State Edition users updating employment information, the State Staff ID field preferences set in System Administration is used for determining the required entry of a Staff ID number.

Overlapping Employment Records

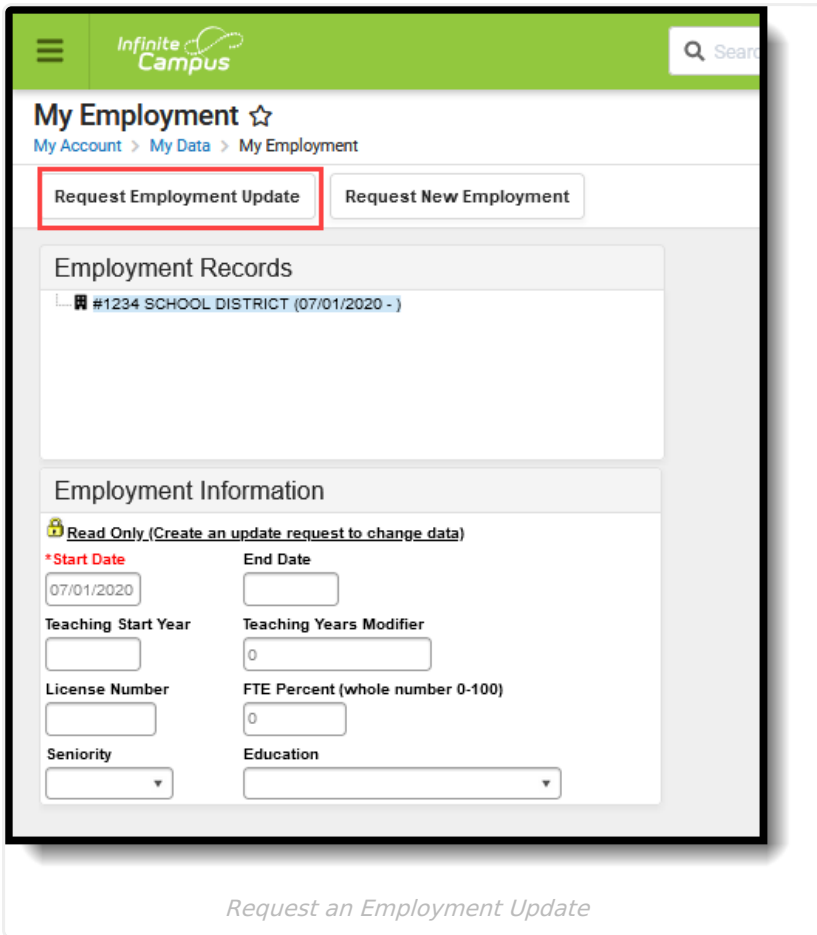
If a staff person requests a change to his/her district employment record or requests a new district employment record, no validation is done to determine if the new employment record overlaps with existing employment records. This means the staff person may request new employment records at anytime. However, when the request is approved through the [Staff Request Processor](#), validations indicate there are overlapping records. At this point, the request can be denied or the administrator can modify any existing records prior to approving the request.

For more information on these validations, see the [District Employment Validations](#).

Request an Employment Update

1. Select the **Request Employment Update** icon. An **Employment - Update Record Request** editor displays.
2. Enter a **Brief Description** for the Employment Request.
3. Enter the modified employment information.
4. Click the **Save Request** icon when finished.

An entry is added to the My Request tool, noting changes requested on a particular date. A designated approver reviews the changes and accept or deny as necessary. A message indicating a request has been approved or denied is visible in the Message Center on the Process Alerts view and the My Requests tool displays.



Request a New Employment Record

1. Select the **Request New Employment** icon. An **Employment - New Record Request** editor displays.
2. Enter a **Brief Description** for the Employment Request.
3. Enter the modified employment information.
4. Click the **Save Request** icon when finished.

An entry is added to the My Request tool, noting changes were requested on a particular date. A designated approver reviews the changes and accept or deny as necessary. A message indicating a request has been approved or denied is visible in the Message Center on the Process Alerts view and the My Requests tool displays.

My Employment ☆
My Account > My Data > My Employment

[Request Employment Update](#) [Request New Employment](#)

Employment Records
#1234 SCHOOL DISTRICT (07/01/2020 -)

Employment Information
Read Only (Create an update request to change data)

*Start Date	End Date
<input type="text" value="07/01/2020"/>	<input type="text"/>
Teaching Start Year	Teaching Years Modifier
<input type="text"/>	<input type="text" value="0"/>
License Number	FTE Percent (whole number 0-100)
<input type="text"/>	<input type="text" value="0"/>
Seniority	Education
<input type="text"/>	<input type="text"/>

[Request New Employment](#)

Employment requests can be reviewed from the [My Requests](#) tool.