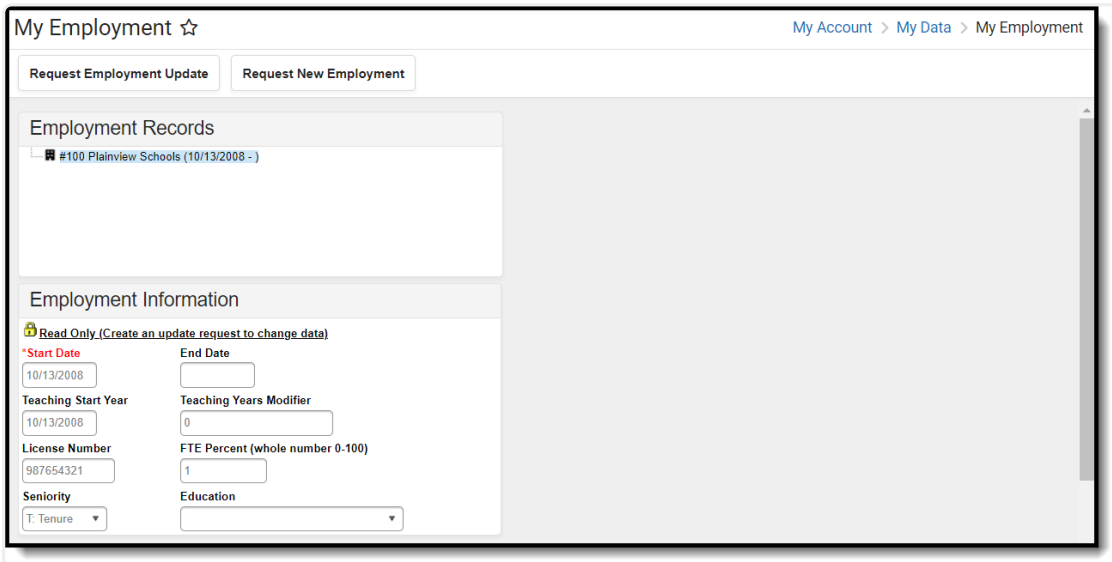
My Employment

Last Modified on 09/02/2026 3:25 pm CDT

Path: My Account > My Data > My Employment

The My Employment tool allows users to request an update to an existing employment record or a new one. A request to an existing employment record can be made 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 are used for determining the required entry of a Staff ID number.



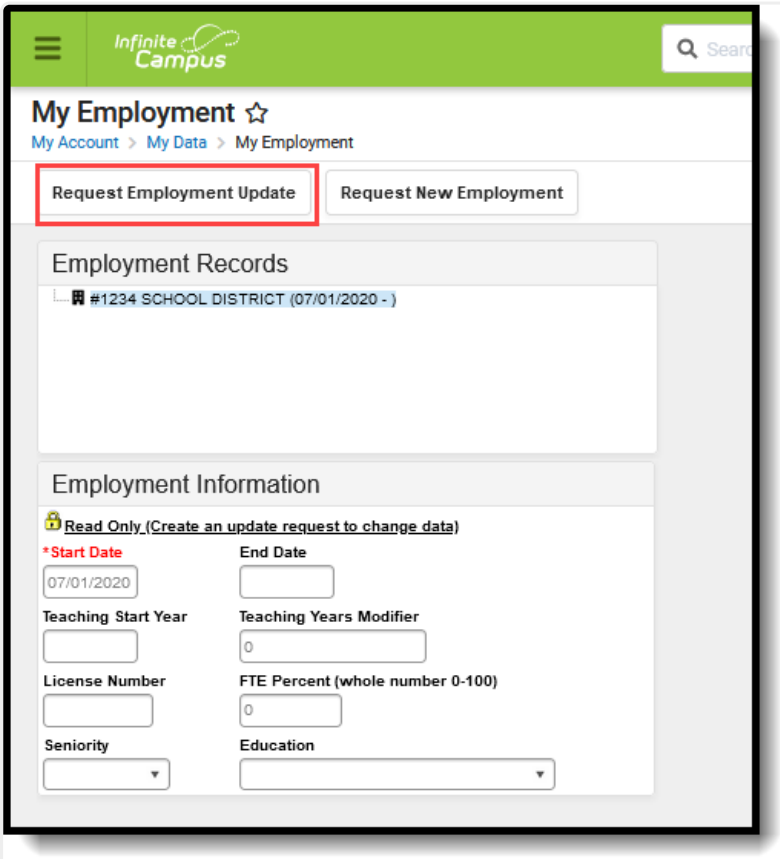
Review employment details and submit requests to add or update employment records.

See the My Data (My Account) Tool Rights article to learn about rights needed to use this and related tools.

Overlapping employment records

If a staff member requests a change to their district employment record or a new one, no validation is performed to determine whether the new record overlaps with existing records. This means the staff person may request new employment records at any time. However, when the request is approved through the Staff Request Processor, validation indicates overlapping records. At this point, the request can be denied, or the administrator can modify any existing records before approving it. For more information on these validations, see the District Employment Validations.

Request an employment update

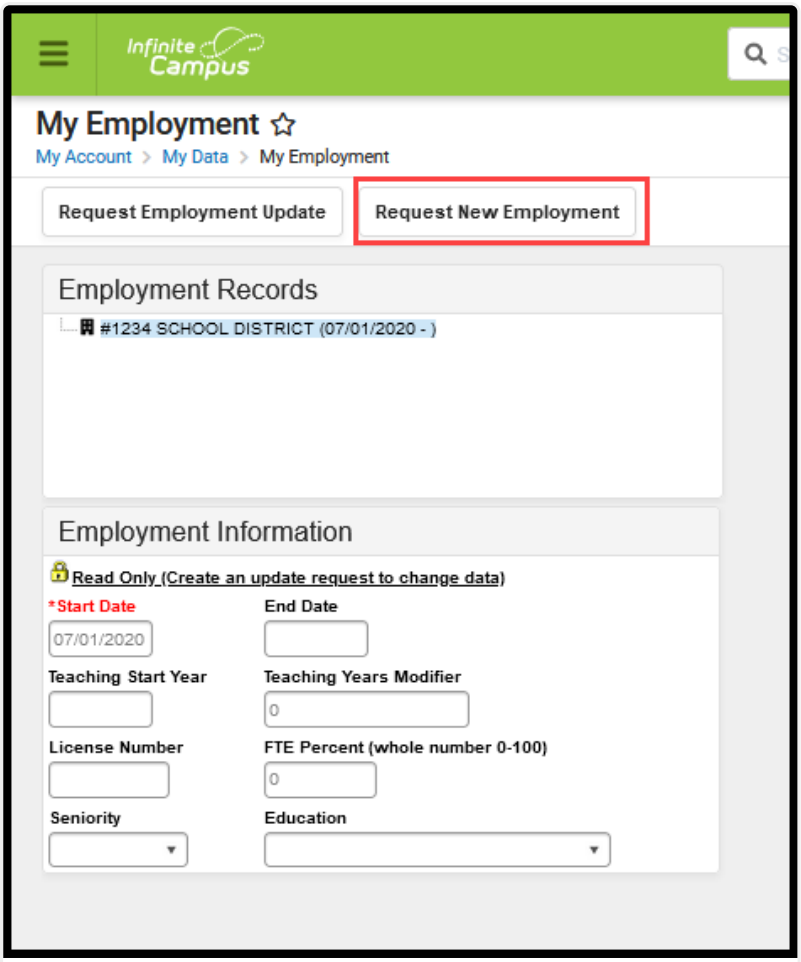


Request an Employment Update

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 the requested changes for a particular date. A designated approver reviews the changes and accepts or denies 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



Request New Employment

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 accepts or denies as necessary. A message indicating whether a request has been approved or denied is visible in the Message Center on the Process Alerts view, and the My Requests tool is displayed.

Employment requests can be reviewed from the My Requests tool.