



## **Mass update pay and state step fields**



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# Update Employee Data

## Payroll or Personnel > Utilities > Mass Update

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

## Payroll > Utilities > Mass Update > Employee

This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

Utilities > Mass Update

Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F MONTHLY NYR

Salary Concept: All

Extract ID: 187 187 day teachers

Employee Nbr:

Reset

Pay Type: 1 Contracted employee

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

☐ Pay Status ☒ Active ☐ Incr Pay Step ☐ Calendar ☐ Yes ☐ No

☒ Fiscal Year ☐ Daily Rate ☒ Contract Begin Date 08-14-2024

☐ Dock Rate ☐ No ☒ Contract End Date 05-30-2025

☐ Unemployment Elig ☐ Yes ☒ Nbr Days Empld 187

☐ Pre-Note ☐ # of Months in Contract 10

☐ (FSP Staff Salary Data) ☐ Health Ins Code ☒ Contract Days 187 Valid 1

☐ FSP Staff Data Code ☐ Local Contract Days 187

☐ TRS Member Pos ☐ Payoff Date 08-09-2025

☐ (Number of) ☐ Pay Grade

☒ Annual Payments 12 ☐ Local Schedule

☒ Remaining Payments 12 ☐ Max Days

☒ WC Annual Payments 12 ☐ Hrs/Day 0.000

☒ WC Remaining Payments 12 ☐ Wkly Hrs Sched 0

Increment

☐ Pay Step

☐ Limit:

☐ State Step

☐ Limit 20

☐ Total Job Experience

If Employment Date <

Modify

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS

Payoff Date: From To

Execute

☐ Under **Parameters**, select the employees whose employee data is to be changed.



**TIP:** Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

**Note:** Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

Utilities > Mass Update Payroll

Year: N Frequency: F

---

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Pay Type: All Contract Begin Date:  Salary Concept: All

Job Code: All Contract End Date:  Extract ID: 187 187 DAYS

Accrual Code: All Contract Months:  Employee Nbr:

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

**Reset**

☐ Pay Status ☐ Incr Pay Step ☐ Calendar

☒ Fiscal Year

☐ Dock Rate

☐ Unemployment Elig

☐ Pre-Note

(FSP Staff Salary Data)

☐ Health Ins Code

☐ FSP Staff Data Code

☐ TRS Member Pos

(Number of)

☒ Annual Payments

☒ Remaining Payments

☒ WC Annual Payments

☒ WC Remaining Payments

**Increment**

☐ Pay Step

☐ State Step

☐ Total Job Experience

**Modify**

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:		
Contract Days:	000 TRS -	000 TRS -
Payoff Date:	--	--

Utilities > Mass Update Payroll

Year: N

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date:  Salary Concept: All

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

**DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION**

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

Active  Daily Rate  No  Yes

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

Yes  - -  - -  0  000 TRS -  - -  - -  0.000  0

(Number of)

☒ Annual Payments  12

☒ Remaining Payments  12

☒ WC Annual Payments  12

☒ WC Remaining Payments  12

**Increment**

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date:  From  To

Contract End Date:  - -  - -

Nbr Days Empld:  0  0

# of Months in Contract:

Contract Days:  000 TRS -  000 TRS -

Payoff Date:  - -  - -

**Execute**

Example of **Increment**:

Utilities > Mass Update Payroll

Year: N Frequency: F

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date:  Salary Concept: All

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 01-15-2026

**DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION**

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

Active  Daily Rate  No  Yes

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

Yes  - -  - -  0  000 TRS -  - -  - -  0.000  0

(Number of)

☒ Annual Payments  12

☒ Remaining Payments  12

☒ WC Annual Payments  12

☒ WC Remaining Payments  12

**Increment**

☒ Pay Step ☐ Limit:

☒ State Step ☐ Limit 20

☐ Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date:  From  To

Contract End Date:  - -  - -

Nbr Days Empld:  0  0

# of Months in Contract:

Contract Days:  000 TRS -  000 TRS -

Payoff Date:  - -  - -

Example of **Modify**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Contract End Date: Extract ID: 187 187 DAYS

Contract Months: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

Active ☐ Calendar ☐ Contract Begin Date 08-18-2025 ☐ Contract End Date 05-29-2026 ☐ Nbr Days Empld 187 ☐ # of Months in Contract 10 ☐ Contract Days 000 TRS ☐ Local Contract Days

Increment

☐ Pay Step ☐ Limit: ☐ State Step ☐ Limit 20 ☐ Total Job Experience If Employment Date < - - -

Modify

Contract Begin Date: 08-14-2024 To: 08-15-2025

Contract End Date: - - - - -

Nbr Days Empld: 0 0

# of Months in Contract: - - - - -

Contract Days: 000 TRS 000 TRS

Payoff Date: - - - - -

Execute

☐ The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Modify**.

- Under **Modify**, complete the applicable fields.
- The **Area Code** and **Zip Code** are updated in both the current year and the next year.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY format and select the pay frequency. This changes the contract dates for all employees, regardless of the date they came to work for the LEA.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the [Personnel > Maintenance > Employment Info](#). If this date is blank or contains zeros, it uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

☐ The second run is for pay purposes to update all employees with one year of earned experience.

- In the **Prior Year Employment Date** field, enter a date in January (i.e., 01-XX-XXXX) that represents the maximum number of days required for the employee to have earned a pay step advance (e.g., 90 days).
- This run does not include any employees hired after that date because they should not receive a step advance for pay purposes but consult your LEA's policy.
- Under **Increment**, complete only the **Pay Step** and **State Step** fields.

Utilities > Mass Update Payroll

Year: N

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**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Pay Type: All   
 Job Code: All   
 Accrual Code: All   
 Pay Grade:   
 Primary Campus: All   
 Pay Campus: All   
 Contract Begin Date:   
 Contract End Date:   
 Contract Months:   
 Payoff Date:   
 Frequency: F MONTHLY NYR   
 Salary Concept: All   
 Extract ID:   
 Employee Nbr:   
 Prior Yr Emp Date: 01-06-2024

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DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☒ Annual Payments 12   
☒ Remaining Payments 12   
☒ WC Annual Payments 12   
☒ WC Remaining Payments 12

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day 0.000 ☐ Wkly Hrs Sched 0

**Increment**

☒ Pay Step ☐ Limit:   
☒ State Step ☒ Limit 20   
☐ Total Job Experience   
 If Employment Date <   
**Modify**

Contract Begin Date:   
 Contract End Date:   
 Nbr Days Empld: 0   
 # of Months in Contract:   
 Contract Days: 000 TRS - 000 TRS   
 Payoff Date:   
Execute



**CAUTION:** Do not update any **Experience** fields at this time. Experience should not be updated until after the service records have been extracted and saved. Once the service records are complete, you can update records in either the current year or the next year. It is important not to forget this step as it must be completed prior to PEIMS reporting in October.

- ☐ Click **Execute**. A preview report is displayed. [Review the report](#).
- ☐ Click **Process**. A message is displayed indicating that the process was completed successfully. Or, click **Cancel** to return to the Mass Update page.
- ☐ Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info tab.
- ☐ Run the [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) by code before performing the extra duty mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.