

Mass update pay and state step fields

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Mass update employee data

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.

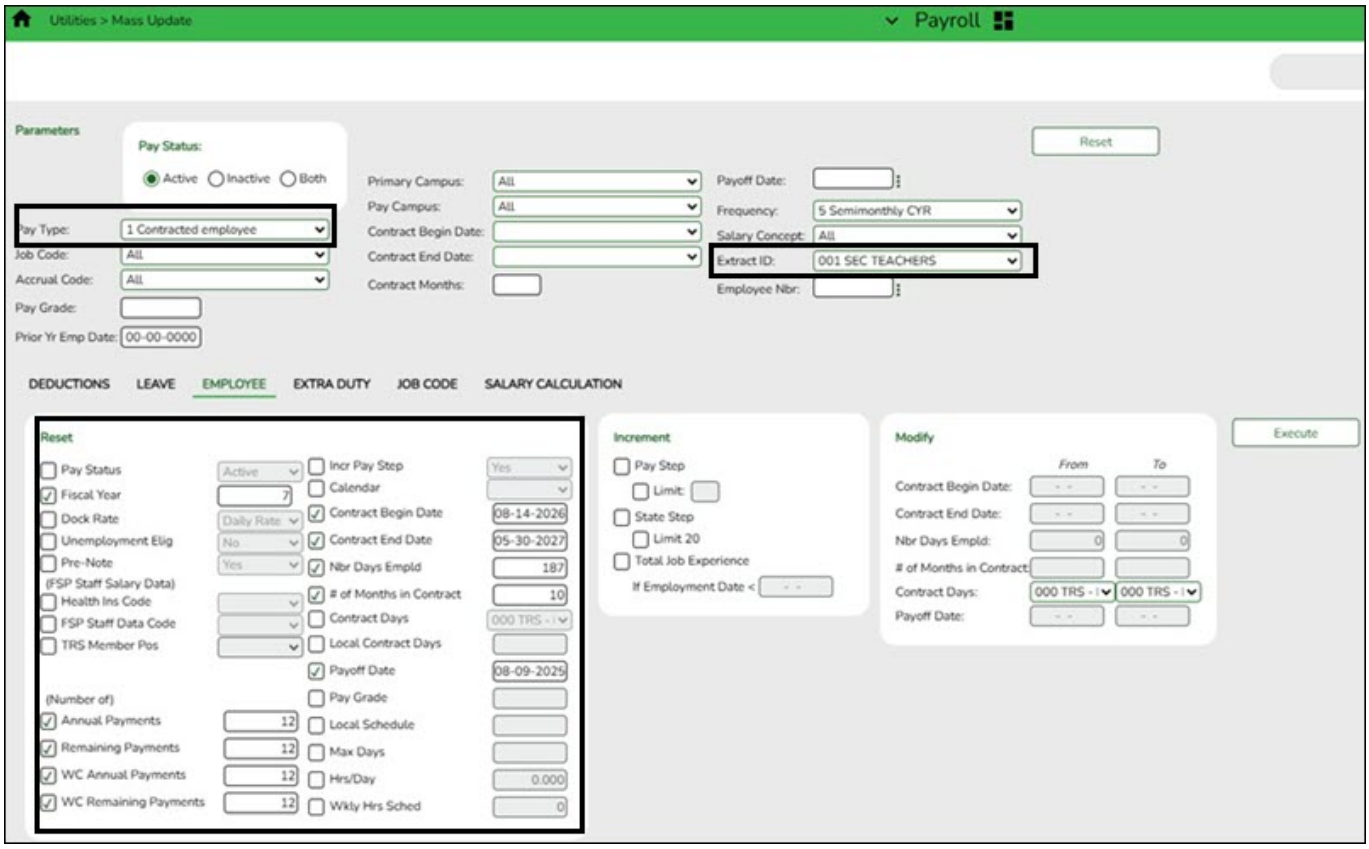
Mass update the **Pay Step** and **State Step** fields for all employees tied to a salary table. This allows preliminary payroll data to be sent to Budget as a starting point.

Consider repeating this step as follows for each pay type to ensure that all employees are incremented properly.

- For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**.
- For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary.
- If needed, repeat for Pay Type 3 (Hourly Employees).

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.

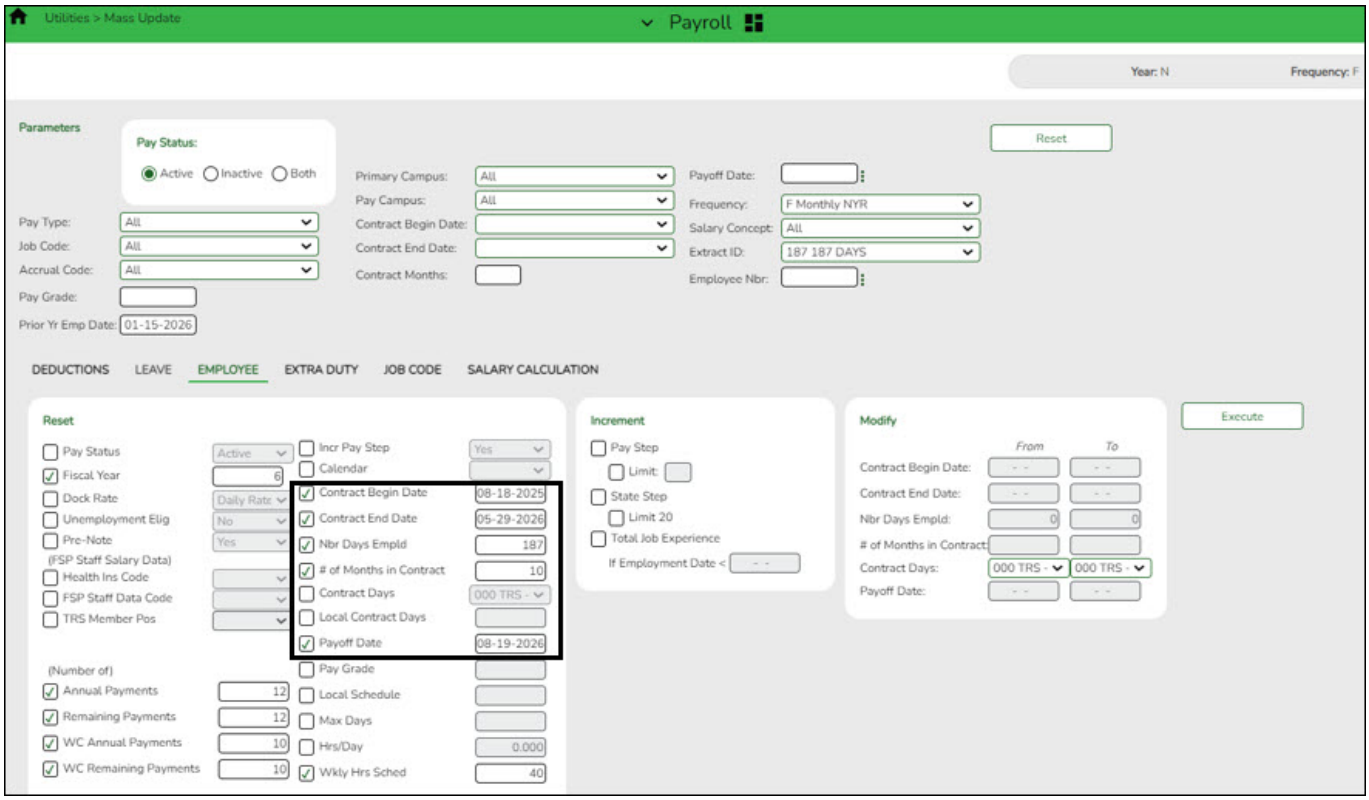


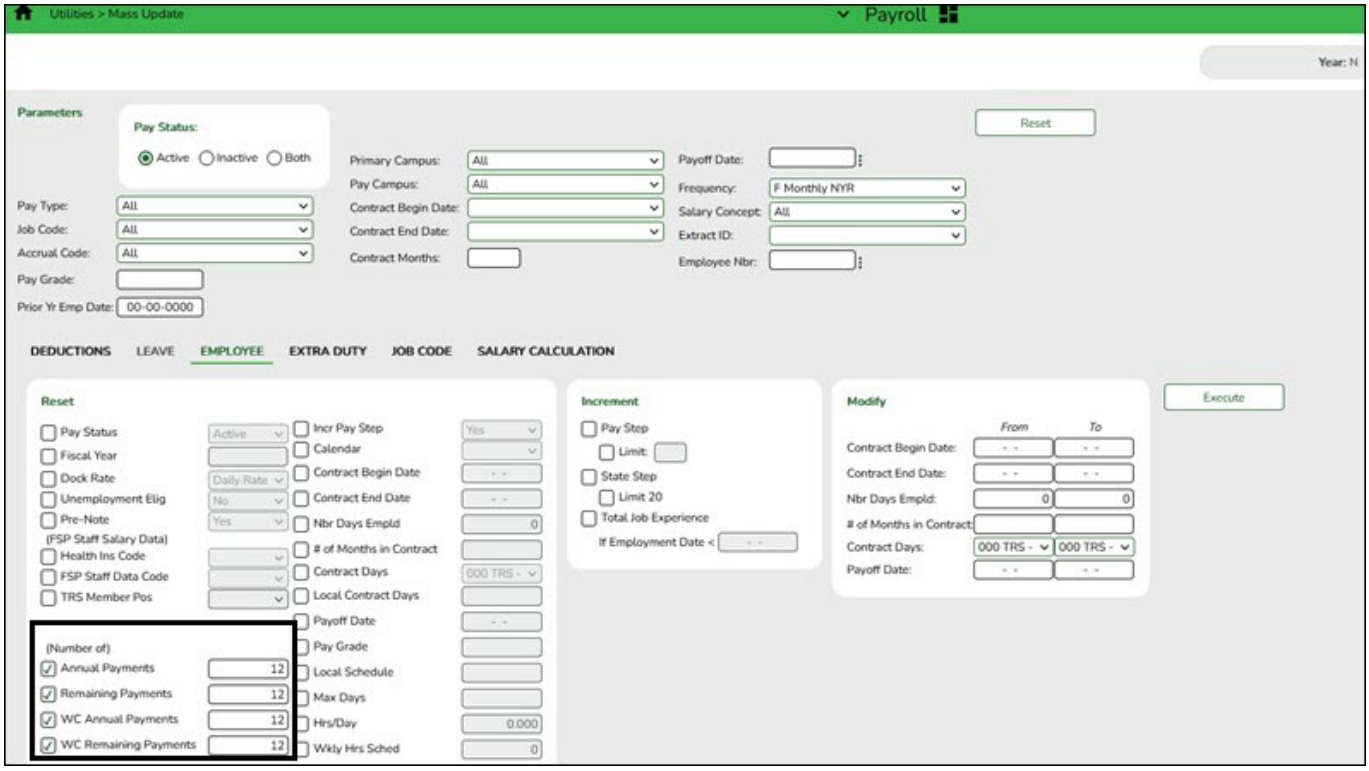
❑ Under **Parameters**, select the employees whose employee data is to be changed.

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

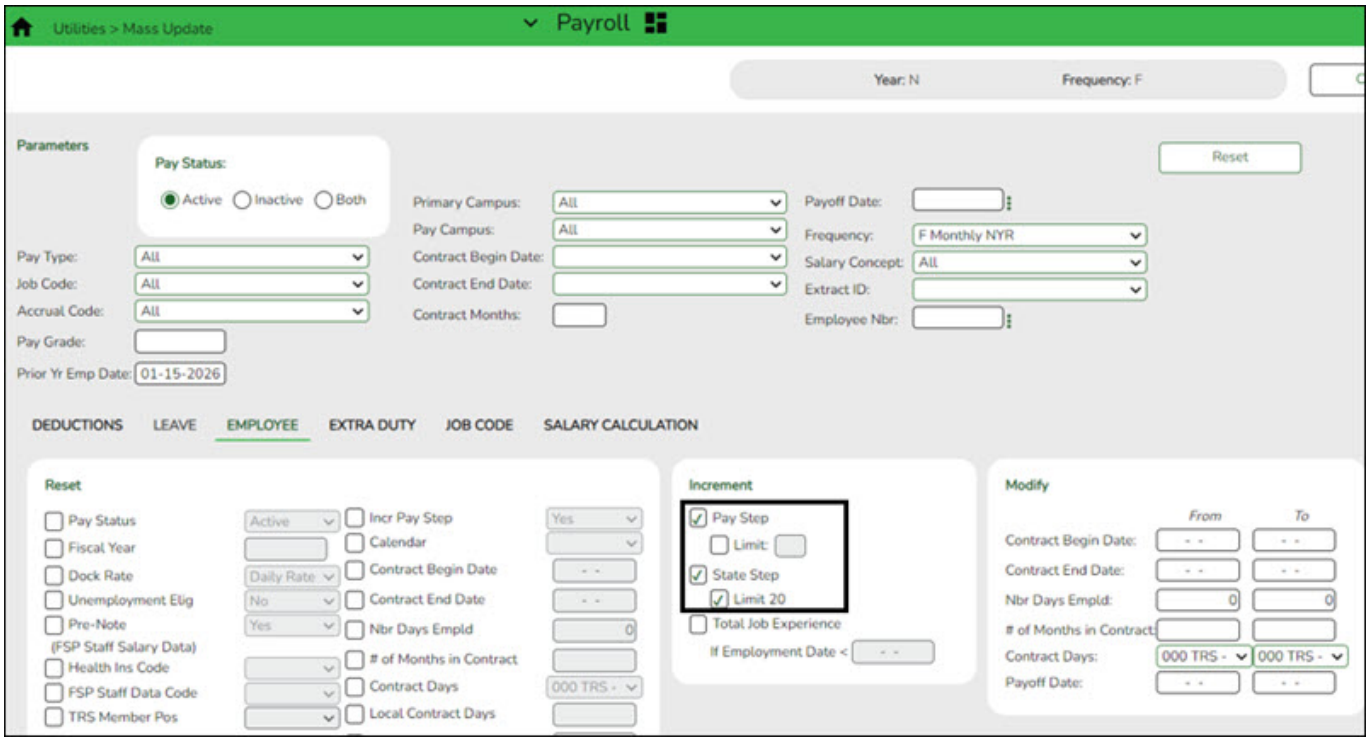
Note: Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

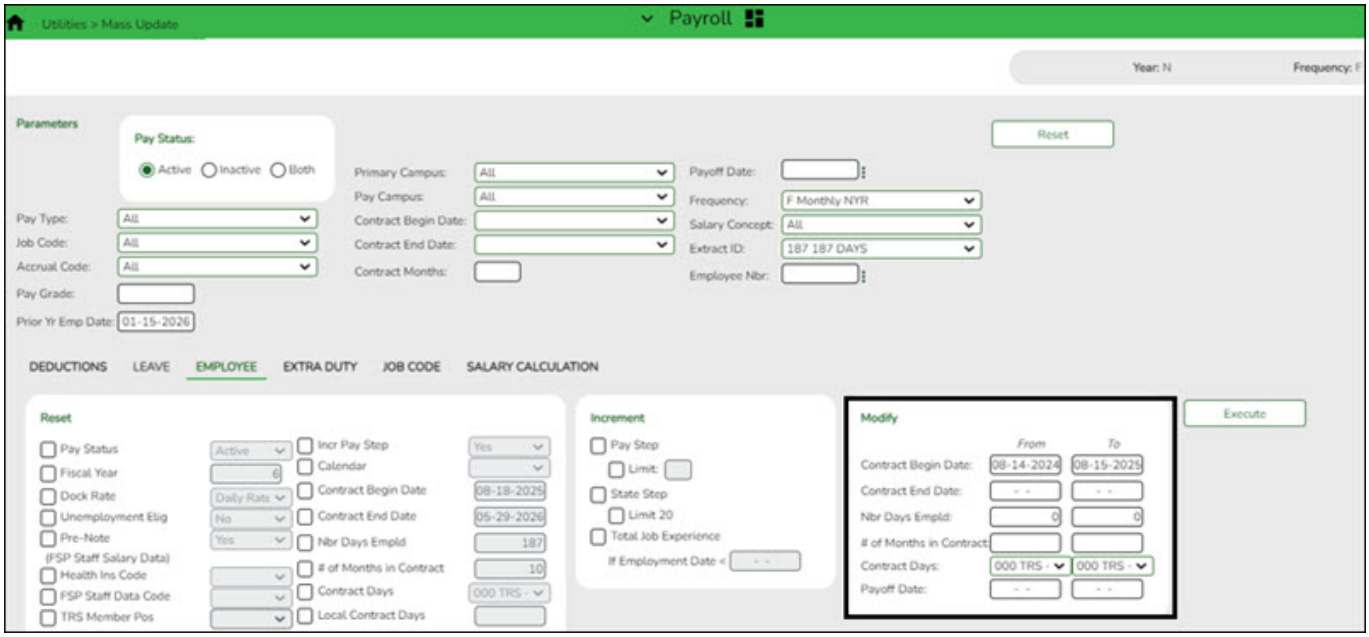




Example of **Increment**:



Example of **Modify**:



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

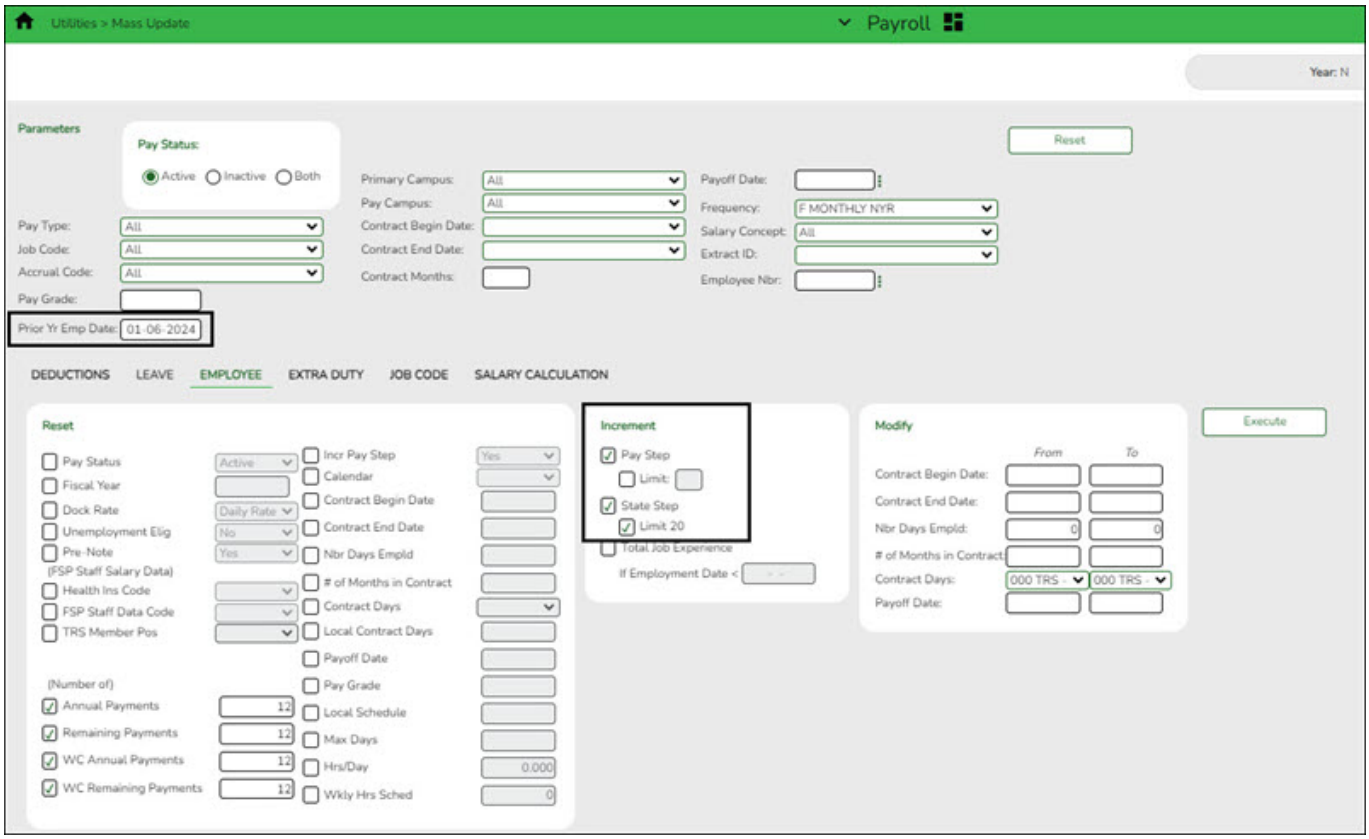
- Under **Modify**, complete the applicable fields.
- The **Area Code** and **Zip Code** are updated in both the current year and the next year.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY format and select the pay frequency. This changes the contract dates for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



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.