

Mass update pay and state step fields

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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.

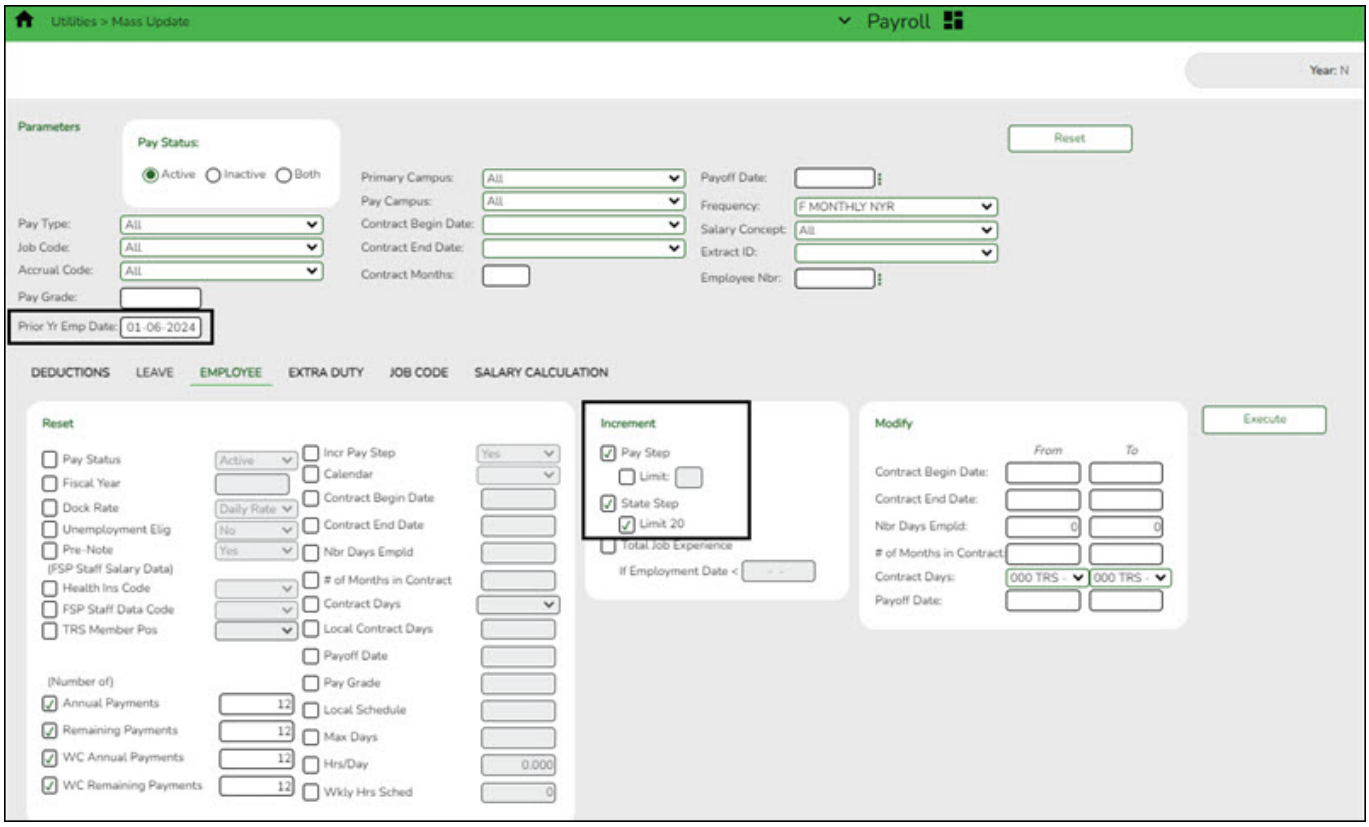
- For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**.
- For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary.
- If needed, repeat for Pay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

The following image is an example of mass updating the Accrual Code for teachers.

- The accrual code may vary by LEA.
- The actual **Contract Begin Date** and **Contract End Date** and **Payoff Date** may vary by LEA.


Utilities > Mass Update
Payroll
Year: N
Parameters
Pay Status:
Active
Inactive
Both
Reset
Primary Campus:
Pay Campus:
Contract Begin Date:
Contract End Date:
Contract Months:
Payoff Date:
Frequency:
F MONTHLY NYR
Salary Concept:
Extract ID:
Employee Nbr:
Pay Type:
Job Code:
Accrual Code:
Pay Grade:
Prior Yr Emp Date:
01-06-2024
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
(Number of)
Annual Payments
Remaining Payments
WC Annual Payments
WC Remaining Payments
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
Increment
Pay Step
Limit:
State Step
Limit 20
Total Job Experience
If Employment Date <
Modify
From
To
Contract Begin Date:
Contract End Date:
Nbr Days Empld:
# of Months in Contract:
Contract Days:
Payoff Date:
Execute