



# Mass update pay and state step fields



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## Mass update pay and state step fields

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).

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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

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**Parameters**

**Pay Status:**  Active  Inactive  Both Reset

Primary Campus: All  Payoff Date:

Pay Campus: All  Frequency: F MONTHLY NYR

Pay Type: All  Contract Begin Date:

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

Accrual Code: All  Contract Months:  Extract ID:

Pay Grade:  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   Incr Pay Step

Fiscal Year   Calendar

Dock Rate   Contract Begin Date

Unemployment Elig   Contract End Date

Pre-Note   Nbr Days Empld

(FSP Staff Salary Data)   # of Months in Contract

Health Ins Code   Contract Days

FSP Staff Data Code   Local Contract Days

TRS Member Pos   Payoff Date

(Number of)

Annual Payments   Pay Grade

Remaining Payments   Local Schedule

WC Annual Payments   Max Days

WC Remaining Payments   Hrs/Day

Wkly Hrs Sched

**Increment**

Pay Step

Limit:

State Step

Limit 20

Total Job Experience

If Employment Date <

**Modify** Execute

	From	To
Contract Begin Date:	<input type="text"/>	<input type="text"/>
Contract End Date:	<input type="text"/>	<input type="text"/>
Nbr Days Empld:	<input type="text"/>	<input type="text"/>
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	000 TRS	000 TRS
Payoff Date:	<input type="text"/>	<input type="text"/>