



# Mass Update Pay and State Steps



# Table of Contents

**Mass Update Pay and State Steps** ..... i



# Mass Update Pay and State Steps

[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.

Mass update Pay and State steps on all employees tied to a Salary table to allow preliminary payroll data to be sent to Budget as a starting point.

A. Consider repeating this step to increment properly. Increment once for Pay Type 1 (professionals). Increment both the Pay and State Step for these employees.

B. On your next update, choose Pay Type 2. Only increment the Pay Step for these employees since they are not subject to Stat Min, making the State Step unnecessary.

C. If needed, repeat for Pay Type 3.

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 **Increment**:

The screenshot shows the 'Utilities > Mass Update' interface for 'Payroll'. The 'Parameters' section includes fields for Pay Status (Active selected), Primary Campus (All), Payoff Date, Pay Type (All), Pay Campus (All), Frequency (F Monthly NYR), Job Code (All), Contract Begin Date, Contract End Date, Salary Concept (All), Accrual Code (All), Contract Months, Extract ID, Pay Grade, and Employee Nbr. Below this are tabs for DEDUCTIONS, LEAVE, EMPLOYEE (selected), EXTRA DUTY, JOB CODE, and SALARY CALCULATION. The EMPLOYEE tab is active, showing three sub-sections: Reset, Increment, and Modify. In the Increment section, 'Pay Step' and 'State Step' are checked, and 'Limit 20' is selected. The Modify section has fields for Contract Begin Date, Contract End Date, Nbr Days Empld, # of Months in Contract, Contract Days (000 TRS), and Payoff Date.

□ 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

---

**Parameters**

Active  Inactive  Both Reset

Pay Type: All  Primary Campus: All  Payoff Date:

Job Code: All  Pay Campus: All  Frequency: F MONTHLY NYR

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

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

Prior Yr Emp Date: 01-06-2024

---

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" value="0"/>	<input type="text" value="0"/>
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	000 TRS <input type="text"/>	000 TRS <input type="text"/>
Payoff Date:	<input type="text"/>	<input type="text"/>



**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.