



Mass Update Pay and State Steps

Table of Contents

Mass Update Pay and State Steps i

Update staff data

[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 who are tied to a Salary tables. This will allow preliminary payroll data to be sent to Budget as a starting point.

Step 14 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 **Reset**:

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'EMPLOYEE' tab is selected. The 'Reset' section is active, showing a list of parameters to be updated. A red box highlights the 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', 'Contract Days', 'Local Contract Days', and 'Payoff Date' fields. The 'Increment' and 'Modify' sections are also visible but not active.

Parameter	Value
Pay Status	Active
Fiscal Year	6
Dock Rate	Daily Rate
Unemployment Elig	No
Pre-Note	Yes
(FSP Staff Salary Data) Health Ins Code	
FSP Staff Data Code	
TRS Member Pos	
(Number of) Annual Payments	12
Remaining Payments	12
WC Annual Payments	10
WC Remaining Payments	10
Incr Pay Step	Yes
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	
Payoff Date	08-19-2026
Pay Grade	
Local Schedule	
Max Days	
Hrs/Day	0.000
Wkly Hrs Sched	40

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date: ;

Pay Campus: All Frequency: F Monthly NYR

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

Accrual Code: All Contract End Date: Extract ID: ;

Contract Months: Pay Grade: 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 - -- --

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

(Number of)

Annual Payments 12

Remaining Payments 12

WC Annual Payments 12

WC Remaining Payments 12

Example of **Increment**:

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

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

Accrual Code: All Contract End Date: Extract ID: ;

Contract Months: Pay Grade: 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 - -- --

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**:

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

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: 01-06-2024

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

Reset Execute

Pay Status Incr Pay Step Yes

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) 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:

Nbr Days Empld: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS

Payoff Date:



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.