Deductions - HRS3400

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Human Resources > Utilities > Mass Update

Update employee data in preparation for the new school year.

Run the Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report by code before performing the mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.

The Mass Update utility is used to update employee data in preparation for the new school year. This utility allows you to mass change data quickly and easily, resulting in minor manual changes to individual employee; therefore, less possibility of errors made by manual entries.
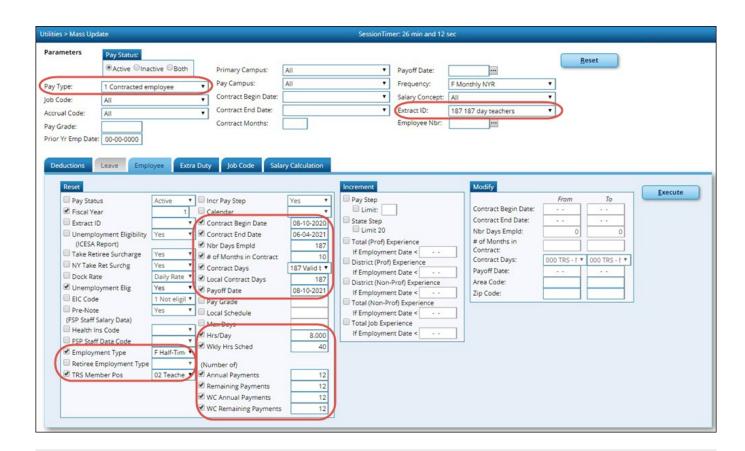
IMPORTANT: To avoid entering data in an incorrect pay frequency, be mindful of the payroll frequency to which you are logged on as you may be changing back and forth between the current and next year frequencies for several months.

Deductions tab

The Leave tab is disabled because leave is only updated in the current year.
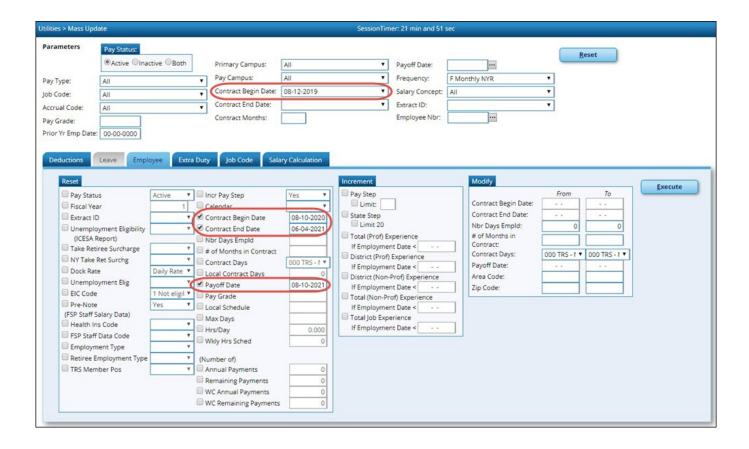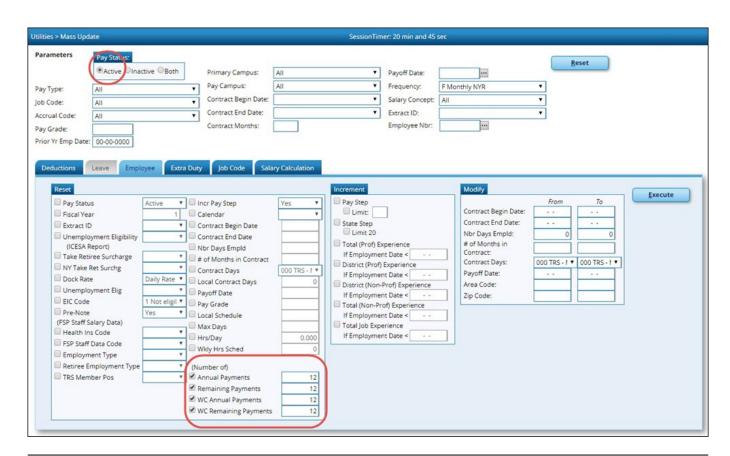
Employee tab

Image

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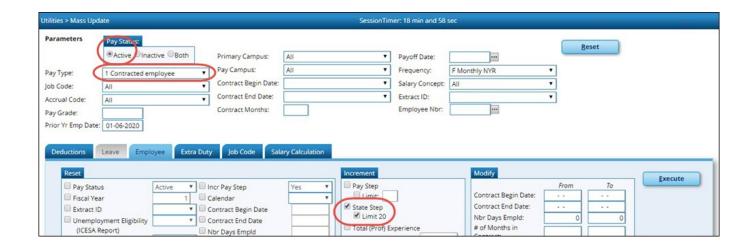
Example of **Reset**:
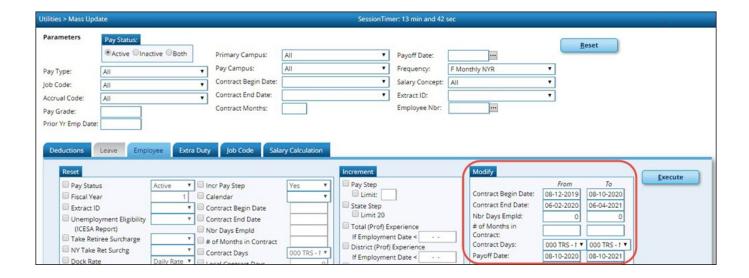
Image

Image

Example of **Increment**:

[Image](#)

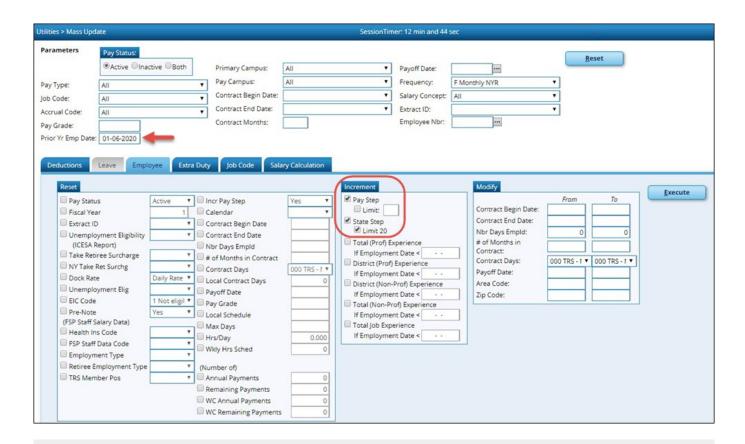Example of **Modify**:

[Image](#)

- The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Reset** and **Modify**.
  - Under **Modify**, complete only the first five fields.
  - The **Area Code** and **Zip Code** is updated in both the current year and next year.
  - In the **Prior Year Employment Date** field, type today's date in the MMDDYYYY format and select the pay frequency. This will change the contract dates for all employees, regardless of the date they came to work for the district.

Note: The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. 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 to update all employees that have earned one year of experience for pay purposes.
    - 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 would 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.

[Image](#)

Note: The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. 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.

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 next year or the current year. However, it is important not to forget this step as it must be completed prior to reporting on PEIMS in October.

Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info page.

[Extra Duty tab](#)

Use the Job Code tab to change employee job assignments that display on the Job Info tab. This

change modifies the Job Info tab and the Distribution tab.

> **Note**: If accruals are associated with job codes, make changes with caution and verify.

[Job Code tab](#)