



## **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

Utilities > Mass Update SessionTimer: 26 min and 12 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: 1 Contracted employee Pay Campus: All Frequency: F Monthly NYR

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

Accrual Code: All Contract End Date:  Extract ID: 187 187 day teachers

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

**Reset**

☐ Pay Status: Active ☐ Incr Pay Step: Yes

☒ Fiscal Year: 1 ☐ Calendar

☐ Extract ID:

☐ Unemployment Eligibility (ICESA Report): Yes

☐ Take Retiree Surcharge: Yes

☐ NY Take Ret Surchg: Yes

☐ Dock Rate: Yes

☒ Unemployment Elig: Yes

☐ EIC Code: 1 Not eligil

☐ Pre-Note (FSP Staff Salary Data): Yes

☐ Health Ins Code:

☐ FSP Staff Data Code:

☒ Employment Type: F Half-Tim

☐ Retiree Employment Type:

☒ TRS Member Pos: 02 Teacher

☐ Contract Begin Date: 08-10-2020

☒ Contract End Date: 06-04-2021

☒ Nbr Days Empld: 187

☒ # of Months in Contract: 10

☒ Contract Days: 187 Valid t

☒ Local Contract Days: 187

☒ Payoff Date: 08-10-2021

☐ Pay Grade:

☐ Local Schedule:

☐ Man/Day:

☒ Hrs/Day: 8.000

☒ Wkly Hrs Sched: 40

☐ (Number of)

☒ Annual Payments: 12

☒ Remaining Payments: 12

☒ WC Annual Payments: 12

☒ WC Remaining Payments: 12

**Increment**

☐ Pay Step:

☐ Limit:

☐ State Step:

☐ Limit 20

☐ Total (Prof) Experience:

☐ If Employment Date <

☐ District (Prof) Experience:

☐ If Employment Date <

☐ District (Non-Prof) Experience:

☐ If Employment Date <

☐ Total (Non-Prof) Experience:

☐ If Employment Date <

☐ Total Job Experience:

☐ If Employment Date <

**Modify**

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - I 000 TRS - I

Payoff Date: From To

Area Code:

Zip Code:

**Execute**

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

Example of **Reset**:

Image

Utilities > Mass Update SessionTimer: 21 min and 51 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: 08-12-2019 Salary Concept: All

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Extract ID ☐ Unemployment Eligibility (ICESA Report) ☐ Take Retiree Surcharge ☐ NY Take Ret Surchg ☐ Dock Rate ☐ Unemployment Elig ☐ EIC Code ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ Employment Type ☐ Retiree Employment Type ☐ TRS Member Pos

☐ 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

☐ Annual Payments ☐ Remaining Payments ☐ WC Annual Payments ☐ WC Remaining Payments

**Increment**

☐ Pay Step ☐ Limit:  ☐ State Step ☐ Limit 20 ☐ Total (Prof) Experience ☐ District (Prof) Experience ☐ District (Non-Prof) Experience ☐ Total (Non-Prof) Experience ☐ Total Job Experience

**Modify**

Contract Begin Date: From To

Contract End Date:

Nbr Days Empld:

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date:

Area Code:

Zip Code:

**Execute**

Image

Utilities > Mass Update SessionTimer: 20 min and 45 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both 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: 00-00-0000

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Extract ID ☐ Unemployment Eligibility (ICESA Report) ☐ Take Retiree Surcharge ☐ NY Take Ret Surchg ☐ Dock Rate ☐ Unemployment Elig ☐ EIC Code ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ Employment Type ☐ Retiree Employment Type ☐ TRS Member Pos

☐ 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

☐ Annual Payments ☐ Remaining Payments ☐ WC Annual Payments ☐ WC Remaining Payments

**Increment**

☐ Pay Step ☐ Limit:  ☐ State Step ☐ Limit 20 ☐ Total (Prof) Experience ☐ District (Prof) Experience ☐ District (Non-Prof) Experience ☐ Total (Non-Prof) Experience ☐ Total Job Experience

**Modify**

Contract Begin Date: From To

Contract End Date:

Nbr Days Empld:

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date:

Area Code:

Zip Code:

**Execute**

Example of **Increment**:

## Image

Utilities > Mass Update SessionTimer: 18 min and 58 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: 1 Contracted employee Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date:

Accrual Code: All Contract End Date:

Pay Grade:

Prior Yr Emp Date: 01-06-2020 Contract Months:

Extract ID:

Employee Nbr:

**Reset**

**Increment**

☐ Pay Step ☐ Limit:

☒ State Step ☒ Limit 20

☐ Total (Prof) Experience

**Modify**

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

**Execute**

Example of **Modify**:

## Image

Utilities > Mass Update SessionTimer: 13 min and 42 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date:

Accrual Code: All Contract End Date:

Pay Grade:

Prior Yr Emp Date:

Contract Months:

Extract ID:

Employee Nbr:

**Reset**

**Increment**

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ Total (Prof) Experience

☐ District (Prof) Experience

**Modify**

Contract Begin Date: 08-12-2019 08-10-2020

Contract End Date: 06-02-2020 06-04-2021

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date: 08-10-2020 08-10-2021

**Execute**

- The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **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](#)