



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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	...
Pay Type:	1 Contracted employee	Pay Campus:	All	Frequency:	F Monthly NYR
Job Code:	All	Contract Begin Date:	08-10-2020	Salary Concept:	All
Accrual Code:	All	Contract End Date:	06-04-2021	Extract ID:	187 187 day teachers
Pay Grade:		Contract Months:		Employee Nbr:	...
Prior Yr Emp Date:	00-00-0000				

Deductions

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input checked="" type="checkbox"/> Fiscal Year		<input type="checkbox"/> Calendar	
<input type="checkbox"/> Extract ID		<input checked="" type="checkbox"/> Contract Begin Date	08-10-2020
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	Yes	<input checked="" type="checkbox"/> Contract End Date	06-04-2021
<input type="checkbox"/> Take Retiree Surcharge	Yes	<input checked="" type="checkbox"/> Nbr Days Empld	187
<input type="checkbox"/> NY Take Ret Surchg	Yes	<input checked="" type="checkbox"/> # of Months in Contract	10
<input type="checkbox"/> Dock Rate	Yes	<input checked="" type="checkbox"/> Contract Days	187
<input checked="" type="checkbox"/> Unemployment Elig	Yes	<input checked="" type="checkbox"/> Local Contract Days	187
<input type="checkbox"/> EIC Code	1 Not eligl	<input checked="" type="checkbox"/> Payoff Date	08-10-2021
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)	Yes	<input type="checkbox"/> Pay Grade	
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Schedule	
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Mon Days	
<input checked="" type="checkbox"/> Employment Type	F Half-Tim	<input type="checkbox"/> Hrs/Day	8.000
<input type="checkbox"/> Retiree Employment Type		<input checked="" type="checkbox"/> Wkly Hrs Sched	40
<input checked="" type="checkbox"/> TRS Member Pos	02 Teacher	<input type="checkbox"/> (Number of)	
		<input checked="" type="checkbox"/> Annual Payments	12
		<input checked="" type="checkbox"/> Remaining Payments	12
		<input checked="" type="checkbox"/> WC Annual Payments	12
		<input checked="" type="checkbox"/> WC Remaining Payments	12

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit:	...
<input type="checkbox"/> State Step	<input type="checkbox"/> Limit 20	
<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> If Employment Date <	...
<input type="checkbox"/> District (Prof) Experience	<input type="checkbox"/> If Employment Date <	...
<input type="checkbox"/> Total (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	...
<input type="checkbox"/> District (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	...
<input type="checkbox"/> Total (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	...
<input type="checkbox"/> Total Job Experience	<input type="checkbox"/> 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 - 1	000 TRS - 1
Payoff Date:
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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both
Pay Type:	All
Job Code:	All
Accrual Code:	All
Pay Grade:	
Prior Yr Emp Date:	00-00-0000

Primary Campus:	All
Pay Campus:	All
Contract Begin Date:	08-12-2019
Contract End Date:	
Contract Months:	
Payoff Date:	
Frequency:	F Monthly NYR
Salary Concept:	All
Extract ID:	
Employee Nbr:	

Reset

Pay Status	Active	Incr Pay Step	Yes
Fiscal Year	1	Calendar	
Extract ID		Contract Begin Date	08-10-2020
Unemployment Eligibility (ICESA Report)		Contract End Date	06-04-2021
Take Retiree Surcharge		Nbr Days Empld	
NY Take Ret Surchg		# of Months in Contract	
Dock Rate		Contract Days	000 TRS - 1
Unemployment Elig		Daily Rate	
EIC Code		Local Contract Days	0
Pre-Note (FSP Staff Salary Data)		Payoff Date	08-10-2021
Health Ins Code		1 Not eligil	
FSP Staff Data Code		Pay Grade	
Employment Type		Local Schedule	
Retiree Employment Type		Max Days	
TRS Member Pos		Hrs/Day	0.000
		Wkly Hrs Sched	0
		(Number of)	
		Annual Payments	0
		Remaining Payments	0
		WC Annual Payments	0
		WC Remaining Payments	0

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 <	
District (Non-Prof) Experience	If Employment Date <	
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 - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:		
Zip Code:		

Execute

Image

Utilities > Mass Update SessionTimer: 20 min and 45 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both
Pay Type:	All
Job Code:	All
Accrual Code:	All
Pay Grade:	
Prior Yr Emp Date:	00-00-0000

Primary Campus:	All
Pay Campus:	All
Contract Begin Date:	
Contract End Date:	
Contract Months:	
Payoff Date:	
Frequency:	F Monthly NYR
Salary Concept:	All
Extract ID:	
Employee Nbr:	

Reset

Pay Status	Active	Incr Pay Step	Yes
Fiscal Year	1	Calendar	
Extract ID		Contract Begin Date	
Unemployment Eligibility (ICESA Report)		Contract End Date	
Take Retiree Surcharge		Nbr Days Empld	
NY Take Ret Surchg		# of Months in Contract	
Dock Rate		Contract Days	000 TRS - 1
Unemployment Elig		Daily Rate	
EIC Code		Local Contract Days	0
Pre-Note (FSP Staff Salary Data)		Payoff Date	
Health Ins Code		1 Not eligil	
FSP Staff Data Code		Pay Grade	
Employment Type		Local Schedule	
Retiree Employment Type		Max Days	
TRS Member Pos		Hrs/Day	0.000
		Wkly Hrs Sched	0
		(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 <	
District (Non-Prof) Experience	If Employment Date <	
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 - 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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> 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:		
Pay Grade:		Contract Months:		Employee Nbr:		
Prior Yr Emp Date:	01-06-2020	Reset				

Deductions **Leave** **Employee** **Extra Duty** **Job Code** **Salary Calculation**

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit: <input type="text"/>
<input checked="" type="checkbox"/> State Step	<input checked="" type="checkbox"/> Limit 20
<input type="checkbox"/> Total (Prof) Experience <input type="text"/>	

Modify

Contract Begin Date:	From: <input type="text"/> To: <input type="text"/>
Contract End Date:	From: <input type="text"/> To: <input type="text"/>
Nbr Days Empld:	From: 0 To: 0
# of Months in Contract:	From: <input type="text"/> To: <input type="text"/>
Contract Days:	From: 000 TRS - I To: 000 TRS - I
Payoff Date:	From: 08-10-2020 To: 08-10-2021

Execute

Example of Modify:**Image**

Utilities > Mass Update SessionTimer: 13 min and 42 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> 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:		Reset				

Deductions **Leave** **Employee** **Extra Duty** **Job Code** **Salary Calculation**

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit: <input type="text"/>
<input type="checkbox"/> State Step	<input type="checkbox"/> Limit 20
<input type="checkbox"/> Total (Prof) Experience <input type="text"/>	

Modify

Contract Begin Date:	From: 08-12-2019 To: 08-10-2020
Contract End Date:	From: 06-02-2020 To: 06-04-2021
Nbr Days Empld:	From: 0 To: 0
# of Months in Contract:	From: <input type="text"/> To: <input type="text"/>
Contract Days:	From: 000 TRS - I To: 000 TRS - I
Payoff Date:	From: 08-10-2020 To: 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

Utilities > Mass Update Session Timer: 12 min and 44 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both
Primary Campus:	All
Pay Type:	All
Job Code:	All
Accrual Code:	All
Pay Grade:	
Prior Yr Emp Date:	01-06-2020

Deductions **Leave** **Employee** **Extra Duty** **Job Code** **Salary Calculation**

Increment

<input checked="" type="checkbox"/> Pay Step	<input type="checkbox"/> Limit: <input type="text"/>
<input checked="" type="checkbox"/> State Step	<input checked="" type="checkbox"/> Limit 20

Modify

Contract Begin Date:	From: <input type="text"/> To: <input type="text"/>
Contract End Date:	From: <input type="text"/> To: <input type="text"/>
Nbr Days Empld:	0
# of Months in Contract:	000 TRS - 1
Contract Days:	0
Local Contract Days:	0
Payoff Date:	
Pay Grade:	
Local Schedule:	
Max Days:	0.000
Hrs/Day:	0
Wkly Hrs Sched:	0
(Number of):	0
Annual Payments:	0
Remaining Payments:	0
WC Annual Payments:	0
WC Remaining Payments:	0

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](#)