



Deductions - HRS3400

Table of Contents

Deductions - HRS3400 i

Human Resources > Utilities > Mass Update

Update employee data in preparation for the new school year.

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](#)

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 **Execute**

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: Daily Rate: Contract Days: 000 TRS - 1

Unemployment Elig: 1 Not eligi Local Contract Days: 0

EIC Code: Yes Payoff Date: 08-10-2021

Pre-Note (FSP Staff Salary Data): Pay Grade:

Health Ins Code: Local Schedule:

FSP Staff Data Code: Max Days:

Employment Type: Hrs/Day: 0.000

Retiree Employment Type: Wkly Hrs Sched: 0

TRS Member Pos: (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 <

Total Job Experience:

If Employment Date <

Modify

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:	<input type="text"/>	<input type="text"/>
Zip Code:	<input type="text"/>	<input type="text"/>

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 **Execute**

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: Daily Rate: Contract Days: 000 TRS - 1

Unemployment Elig: 1 Not eligi Local Contract Days: 0

EIC Code: Yes Payoff Date:

Pre-Note (FSP Staff Salary Data): Pay Grade:

Health Ins Code: Local Schedule:

FSP Staff Data Code: Max Days:

Employment Type: Hrs/Day: 0.000

Retiree Employment Type: Wkly Hrs Sched: 0

TRS Member Pos: (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

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:	<input type="text"/>	<input type="text"/>
Zip Code:	<input type="text"/>	<input type="text"/>

Example of Increment:

Image

Utilities > Mass Update SessionTimer: 18 min and 58 sec

Parameters

Pay Status: Active Inactive Both Reset

Pay Type: 1 Contracted employee Primary Campus: All Payoff Date: [...]

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

Accrual Code: All Contract Begin Date: [...] Salary Concept: All

Pay Grade: [...]

Prior Yr Emp Date: 01-06-2020 Contract End Date: [...] Extract ID: [...]

Contract Months: [...] Employee Nbr: [...]

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

Reset **Increment** **Modify** **Execute**

Pay Status Fiscal Year Extract ID Unemployment Eligibility (ICESA Report)

Active Incr Pay Step Calendar Contract Begin Date Contract End Date Nbr Days Empld

Yes Pay Step Limit: [...]

State Step Limit 20 Total (Prof) Experience

Contract Begin Date: -- -- From To

Contract End Date: -- -- To

Nbr Days Empld: 0 0

of Months in Contract: [...]

Example of **Modify**:

Image

Utilities > Mass Update SessionTimer: 13 min and 42 sec

Parameters

Pay Status: 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

Pay Grade: [...]

Prior Yr Emp Date: [...]

Contract End Date: [...] Extract ID: [...]

Contract Months: [...] Employee Nbr: [...]

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

Reset **Increment** **Modify** **Execute**

Pay Status Fiscal Year Extract ID Unemployment Eligibility (ICESA Report)

Active Incr Pay Step Calendar Contract Begin Date Contract End Date Nbr Days Empld

Yes Pay Step Limit: [...]

State Step Limit 20 Total (Prof) Experience

If Employment Date < -- --

District (Prof) Experience

If Employment Date < -- --

Contract Begin Date: 08-12-2019 From To

Contract End Date: 06-02-2020 To

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

- 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

The screenshot displays the 'Utilities > Mass Update' application interface. At the top, it shows 'SessionTimer: 12 min and 44 sec'. The 'Parameters' section includes fields for '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', and 'Employee Nbr'. The 'Prior Yr Emp Date' is set to '01-06-2020', which is highlighted with a red arrow. Below the parameters are tabs for 'Deductions', 'Leave', 'Employee', 'Extra Duty', 'Job Code', and 'Salary Calculation'. The 'Employee' tab is active, showing a 'Reset' button and a list of checkboxes for various employee settings. The 'Increment' section is circled in red, showing 'Pay Step' and 'State Step' checked, with a 'Limit 20' field. The 'Modify' section on the right includes fields for 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', 'Contract Days', 'Payoff Date', 'Area Code', and 'Zip Code'. An 'Execute' button is located at the bottom right of the 'Modify' section.

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.

Run the [Human Resources > Reports > HR 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.

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](#)