



# Deductions - HRS3400



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**Human Resources > Utilities > Mass Update**

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility manual entry errors.

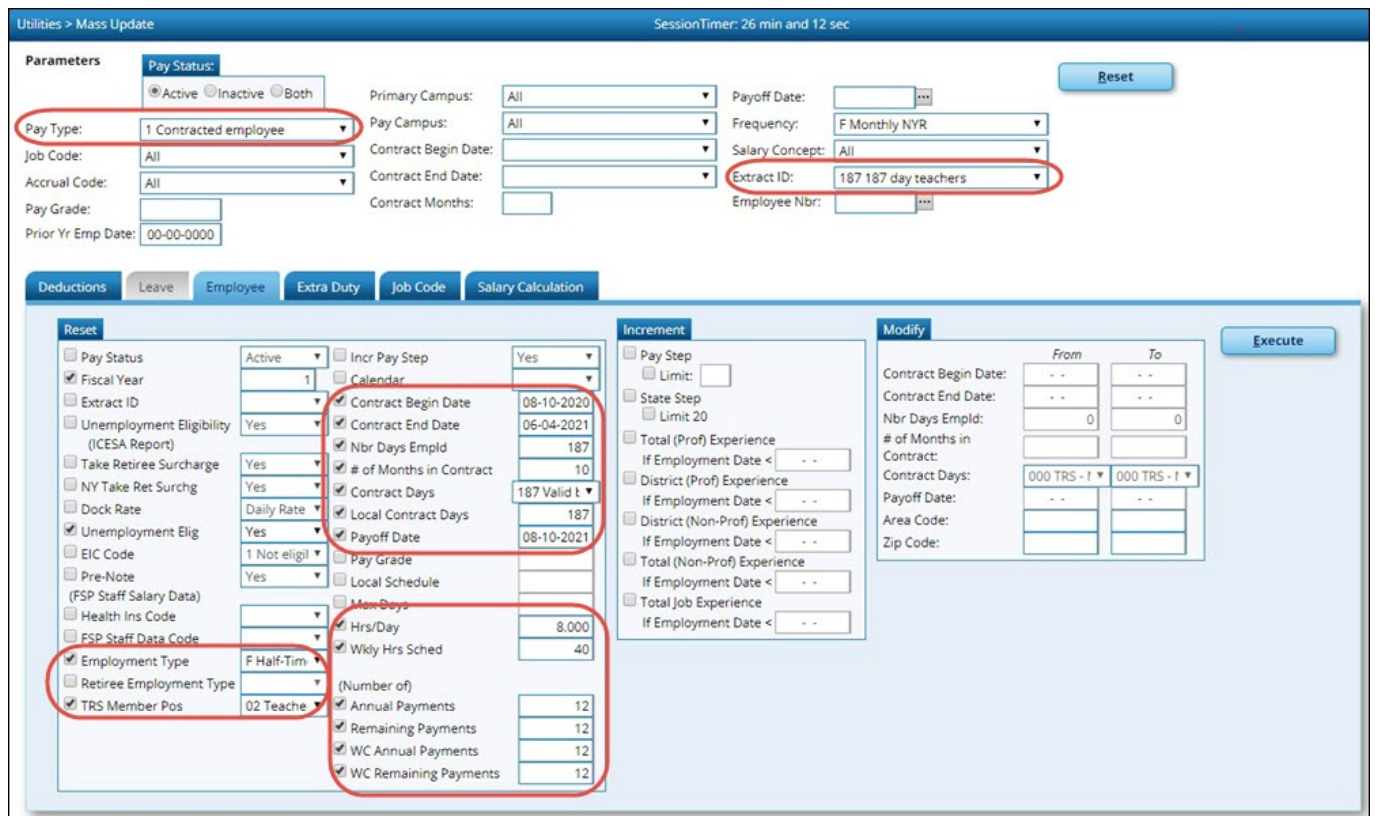
**IMPORTANT:** To avoid entering data in an incorrect pay frequency, be mindful of the payroll frequency to which you are logged on as you may be changing back and forth between the current year and next year pay frequencies for several months.

[Deductions tab](#)

The Leave tab is disabled as 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** **Reset**

---

**Increment** **Execute**

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  Local Contract Days 0

EIC Code 1 Not elig  Payoff Date 08-10-2021

Pre-Note Yes  Pay Grade

FSP Staff Salary Data  Local Schedule

Health Ins Code  Max Days

FSP Staff Data Code  Hrs/Day 0.000

Employment Type  Wkly Hrs Sched

Retiree Employment Type (Number of)

TRS Member Pos  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**

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date: From To

Area Code:

Zip Code:

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** **Reset**

---

**Increment** **Execute**

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  Local Contract Days 0

EIC Code 1 Not elig  Payoff Date

Pre-Note Yes  Pay Grade

FSP Staff Salary Data  Local Schedule

Health Ins Code  Max Days

FSP Staff Data Code  Hrs/Day 0.000

Employment Type  Wkly Hrs Sched

Retiree Employment Type (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 - 1 000 TRS - 1

Payoff Date: From To

Area Code:

Zip Code:

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: [...]

---

**Modify**

Contract Begin Date: -- -- To: -- --

Contract End Date: -- -- To: -- --

Nbr Days Empld: 0 To: 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 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: [...]

---

**Modify**

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

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

Nbr Days Empld: 0 To: 0

# of Months in Contract: [...]

Contract Days: 000 TRS - 1 To: 000 TRS - 1

Payoff Date: 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 the applicable 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 changes 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 [Human Resources > Maintenance > Staff Job/Pay Data > 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.

## Image

The screenshot displays the 'Utilities > Mass Update' 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'. A red arrow points to the 'Prior Yr Emp Date' field, which is set to '01-06-2020'. 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-related settings. The 'Increment' section is highlighted with a red circle, showing 'Pay Step' and 'State Step' checked, with 'Limit' and 'Limit 20' options. The 'Modify' section shows 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld' (0), '# of Months in Contract', 'Contract Days' (000 TRS - 1), 'Payoff Date', 'Area Code', and 'Zip Code'. An 'Execute' button is located at the bottom right of the 'Modify' section.

**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.

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

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](#)

[Job Code tab](#)