



ASCENDER GUIDES



# 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

The screenshot shows the 'Mass Update' utility interface. The 'Parameters' section includes fields for Pay Status (Active, Inactive, Both), Primary Campus (All), Payoff Date, Pay Campus (All), Frequency (F Monthly NYR), Contract Begin Date, Contract End Date, Salary Concept (All), and Extract ID (187 187 day teachers). The 'Employee' tab is active, showing a 'Reset' section with various checkboxes and dropdowns, an 'Increment' section for pay steps and experience, and a 'Modify' section for contract dates and payroll codes. Red circles highlight the 'Pay Type' dropdown (set to '1 Contracted employee'), the 'Extract ID' dropdown (set to '187 187 day teachers'), and the 'Employment Type' dropdown (set to 'F Half-Tim').

**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**

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**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:		
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:		
Zip Code:		

**Execute**

---

**Reset**

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<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)		<input checked="" type="checkbox"/> Contract End Date	06-04-2021
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig	1 Not eligi	<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code	Yes	<input checked="" type="checkbox"/> Payoff Date	08-10-2021
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<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"/> Max Days	
<input type="checkbox"/> Employment Type		<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> Wkly Hrs Sched	0
<input type="checkbox"/> TRS Member Pos		(Number of)	
		<input checked="" type="checkbox"/> Annual Payments	0
		<input type="checkbox"/> Remaining Payments	0
		<input type="checkbox"/> WC Annual Payments	0
		<input type="checkbox"/> WC Remaining Payments	0

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**

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:		
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:		
Zip Code:		

**Execute**

---

**Reset**

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar	
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date	
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date	
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig	1 Not eligi	<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code	Yes	<input type="checkbox"/> Payoff Date	
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<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"/> Max Days	
<input type="checkbox"/> Employment Type		<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> Wkly Hrs Sched	0
<input type="checkbox"/> TRS Member Pos		(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

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

Prior Yr Emp Date: 01-06-2020 Contract Months: [ ] Employee Nbr: [ ]

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

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

Pay Status Active  Incr Pay Step Yes  Pay Step Limit: [ ]

Fiscal Year 1  Calendar [ ]  State Step Limit 20

Extract ID [ ]  Contract Begin Date [ ]  Total (Prof) Experience [ ]

Unemployment Eligibility (ICESA Report) [ ]  Contract End Date [ ]

Take Retiree Surcharge [ ]  Nbr Days Empl [ ]

NY Take Ret Surchg [ ]  # of Months in Contract [ ]

Dock Rate [ ]  Contract Days 000 TRS - 1

Local Contract Day [ ]

Contract Begin Date: [ ] From [ ] To [ ]

Contract End Date: [ ] From [ ] To [ ]

Nbr Days Empl: 0 From [ ] To [ ]

# of Months in Contract: [ ]

Contract Days: 000 TRS - 1 From [ ] To [ ]

Payoff Date: [ ] From [ ] To [ ]

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

Prior Yr Emp Date: [ ] Contract Months: [ ] Employee Nbr: [ ]

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

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

Pay Status Active  Incr Pay Step Yes  Pay Step Limit: [ ]

Fiscal Year 1  Calendar [ ]  State Step Limit 20

Extract ID [ ]  Contract Begin Date [ ]  Total (Prof) Experience [ ]

Unemployment Eligibility (ICESA Report) [ ]  Contract End Date [ ]

Take Retiree Surcharge [ ]  Nbr Days Empl [ ]

NY Take Ret Surchg [ ]  # of Months in Contract [ ]

Dock Rate [ ]  Contract Days 000 TRS - 1

Local Contract Day [ ]

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

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

Nbr Days Empl: 0 From [ ] To [ ]

# of Months in Contract: [ ]

Contract Days: 000 TRS - 1 From [ ] To [ ]

Payoff Date: 08-10-2020 From [ ] To 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 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:
 

- 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: [ ]
- Contract End Date: [ ]
- Salary Concept: All
- Accrual Code: All
- Contract Months: [ ]
- Extract ID: [ ]
- Pay Grade: [ ]
- Prior Yr Emp Date: 01-06-2020 (indicated by 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 options. The 'Increment' section is circled in red and includes:
 

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

 To the right is a 'Modify' section with an 'Execute' button and fields for:
 

- Contract Begin Date: [ ]
- Contract End Date: [ ]
- Nbr Days Empld: 0
- # of Months in Contract: [ ]
- Contract Days: 000 TRS - 1
- Payoff Date: [ ]
- Area Code: [ ]
- Zip Code: [ ]

**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](#)