



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 'Utilities > Mass Update' screen with the 'Employee' tab selected. The 'Parameters' section includes fields for Pay Status (radio buttons for Active, Inactive, and Both), Primary Campus (All), Payoff Date (button), Frequency (F Monthly NYR), Salary Concept (All), and Extract ID (187 187 day teachers). The 'Pay Type' dropdown is set to '1 Contracted employee'. The 'Reset' button is highlighted with a red circle. The 'Deductions' tab is selected. The 'Reset' section contains checkboxes for various payroll parameters. The 'Increment' and 'Modify' sections are also visible.

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 | Primary Campus: | All | Payoff Date: | <input type="text"/> | Reset |
| 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: | <input type="text"/> | Extract ID: | <input type="text"/> | |
| Pay Grade: | <input type="text"/> | Contract Months: | <input type="text"/> | Employee Nbr: | <input type="text"/> | |
| Prior Yr Emp Date: | 00-00-0000 | | | | | |

Deductions Leave Employee Extra Duty Job Code Salary Calculation

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="text"/> |
| <input type="checkbox"/> Extract ID | | <input type="checkbox"/> Contract Begin Date | 08-10-2020 |
| <input type="checkbox"/> Unemployment Eligibility (ICESA Report) | | <input type="checkbox"/> Contract End Date | 06-04-2021 |
| <input type="checkbox"/> Take Retiree Surcharge | | <input type="checkbox"/> Nbr Days Empd | <input type="text"/> |
| <input type="checkbox"/> NY Take Ret Surchg | | <input type="checkbox"/> # of Months in Contract | <input type="text"/> |
| <input type="checkbox"/> Dock Rate | | <input type="checkbox"/> Contract Days | 000 TRS - 1 |
| <input type="checkbox"/> Unemployment Elig | | <input type="checkbox"/> Local Contract Days | 0 |
| <input type="checkbox"/> EIC Code | | <input type="checkbox"/> Payoff Date | 08-10-2021 |
| <input type="checkbox"/> Pre-Note (FSP Staff Salary Data) | | <input type="checkbox"/> Pay Grade | <input type="text"/> |
| <input type="checkbox"/> Health Ins Code | | <input type="checkbox"/> Local Schedule | <input type="text"/> |
| <input type="checkbox"/> FSP Staff Data Code | | <input type="checkbox"/> Max Days | <input type="text"/> |
| <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 | | <input type="checkbox"/> (Number of) | <input type="text"/> |
| <input type="checkbox"/> Annual Payments | | | |
| <input type="checkbox"/> Remaining Payments | | | |
| <input type="checkbox"/> WC Annual Payments | | | |
| <input type="checkbox"/> WC Remaining Payments | | | |

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="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> District (Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> District (Non-Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> Total (Non-Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> Total Job Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |

Modify

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

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 | Primary Campus: | All | Payoff Date: | <input type="text"/> | Reset |
| Pay Type: | All | Pay Campus: | All | Frequency: | F Monthly NYR | |
| Job Code: | All | Contract Begin Date: | <input type="text"/> | Salary Concept: | All | |
| Accrual Code: | All | Contract End Date: | <input type="text"/> | Extract ID: | <input type="text"/> | |
| Pay Grade: | <input type="text"/> | Contract Months: | <input type="text"/> | Employee Nbr: | <input type="text"/> | |
| Prior Yr Emp Date: | 00-00-0000 | | | | | |

Deductions Leave Employee Extra Duty Job Code Salary Calculation

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="text"/> |
| <input type="checkbox"/> Extract ID | | <input type="checkbox"/> Contract Begin Date | <input type="text"/> |
| <input type="checkbox"/> Unemployment Eligibility (ICESA Report) | | <input type="checkbox"/> Contract End Date | <input type="text"/> |
| <input type="checkbox"/> Take Retiree Surcharge | | <input type="checkbox"/> Nbr Days Empd | <input type="text"/> |
| <input type="checkbox"/> NY Take Ret Surchg | | <input type="checkbox"/> # of Months in Contract | <input type="text"/> |
| <input type="checkbox"/> Dock Rate | | <input type="checkbox"/> Contract Days | 000 TRS - 1 |
| <input type="checkbox"/> Unemployment Elig | | <input type="checkbox"/> Local Contract Days | 0 |
| <input type="checkbox"/> EIC Code | | <input type="checkbox"/> Payoff Date | <input type="text"/> |
| <input type="checkbox"/> Pre-Note (FSP Staff Salary Data) | | <input type="checkbox"/> Pay Grade | <input type="text"/> |
| <input type="checkbox"/> Health Ins Code | | <input type="checkbox"/> Local Schedule | <input type="text"/> |
| <input type="checkbox"/> FSP Staff Data Code | | <input type="checkbox"/> Max Days | <input type="text"/> |
| <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 | | <input type="checkbox"/> (Number of) | <input type="text"/> |
| <input type="checkbox"/> Annual Payments | | | |
| <input type="checkbox"/> Remaining Payments | | | |
| <input type="checkbox"/> WC Annual Payments | | | |
| <input type="checkbox"/> WC Remaining Payments | | | |

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="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> District (Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> District (Non-Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> Total (Non-Prof) Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |
| <input type="checkbox"/> Total Job Experience | <input type="checkbox"/> If Employment Date < | <input type="text"/> |

Modify

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

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: <input type="text"/> | Reset |
| Pay Type: | 1 Contracted employee | Pay Campus: All | Frequency: F Monthly N/YR | |
| Job Code: | All | Contract Begin Date: <input type="text"/> | Salary Concept: All | |
| Accrual Code: | All | Contract End Date: <input type="text"/> | Extract ID: <input type="text"/> | |
| Pay Grade: | <input type="text"/> | Contract Months: <input type="text"/> | Employee Nbr: <input type="text"/> | |
| Prior Yr Emp Date: 01-06-2020 | | | | |

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

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

| | | |
|--|---|--|
| <input type="checkbox"/> Pay Status <input checked="" type="radio"/> Active <input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar | <input type="checkbox"/> Pay Step <input type="checkbox"/> Limit: <input type="text"/> | From <input type="text"/> To <input type="text"/> |
| <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Extract ID <input type="checkbox"/> Unemployment Eligibility (ICESA Report) | <input type="checkbox"/> Contract Begin Date <input type="checkbox"/> Contract End Date <input type="checkbox"/> Nbr Days Empld | Contract Begin Date: <input type="text"/> Contract End Date: <input type="text"/> |
| <input type="checkbox"/> Job Code <input type="checkbox"/> Accrual Code <input type="checkbox"/> Pay Grade | <input type="checkbox"/> Total (Prof) Experience | Nbr Days Empld: <input type="text"/> # of Months in Contract: <input type="text"/> |
| <input type="checkbox"/> Prior Yr Emp Date: <input type="text"/> | <input type="checkbox"/> State Step <input checked="" type="checkbox"/> Limit 20 | Employee Nbr: <input type="text"/> |

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: <input type="text"/> | Reset |
| Pay Type: | All | Pay Campus: All | Frequency: F Monthly N/YR | |
| Job Code: | All | Contract Begin Date: <input type="text"/> | Salary Concept: All | |
| Accrual Code: | All | Contract End Date: <input type="text"/> | Extract ID: <input type="text"/> | |
| Pay Grade: | <input type="text"/> | Contract Months: <input type="text"/> | Employee Nbr: <input type="text"/> | |
| Prior Yr Emp Date: <input type="text"/> | | | | |

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

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

| | |
|--|---|
| <input type="checkbox"/> Pay Status <input checked="" type="radio"/> Active <input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar <input type="checkbox"/> Contract Begin Date <input type="checkbox"/> Contract End Date <input type="checkbox"/> Nbr Days Empld <input type="checkbox"/> Total (Prof) Experience <input type="checkbox"/> State Step <input type="checkbox"/> Limit: <input type="text"/> <input type="checkbox"/> State Step <input checked="" type="checkbox"/> Limit 20 <input type="checkbox"/> Total (Prof) Experience | From <input type="text"/> To <input type="text"/> |
| <input type="checkbox"/> Fiscal Year <input type="checkbox"/> Extract ID <input type="checkbox"/> Unemployment Eligibility (ICESA Report) <input type="checkbox"/> Take Retiree Surcharge <input type="checkbox"/> NY Take Ret Surchg <input type="checkbox"/> Dock Rate <input type="checkbox"/> Daily Rate <input type="checkbox"/> Local Contract Days <input type="checkbox"/> # of Months in Contract <input type="checkbox"/> Contract Days <input type="checkbox"/> Payoff Date: 08-10-2020 | Contract Begin Date: 08-12-2019 Contract End Date: 06-04-2021 Nbr Days Empld: 0 # of Months in Contract: 000 TRS - 1 Contract Days: 000 TRS - 1 Payoff Date: 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 shows the 'Utilities > Mass Update' interface. The 'Parameters' section includes fields for Pay Status (Active, Inactive, Both), Primary Campus (All), Payoff Date, Frequency (F Monthly NYR), Salary Concept (All), Extract ID, Contract Begin Date, Contract End Date, Contract Months, and Employee Nbr. The 'Deductions' tab is selected. The 'Increment' section is highlighted with a red box and contains checkboxes for 'Pay Step' (checked), 'State Step' (checked), and 'Limit' (unchecked). The 'Modify' section includes fields for Contract Begin Date, Contract End Date, Nbr Days Empld, # of Months in Contract, Total (Prof) Experience, District (Prof) Experience, Total (Non-Prof) Experience, and Total Job Experience. The 'Execute' button is at the top 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