



Deductions - HRS3400

Table of Contents

Deductions - HRS3400 i

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.

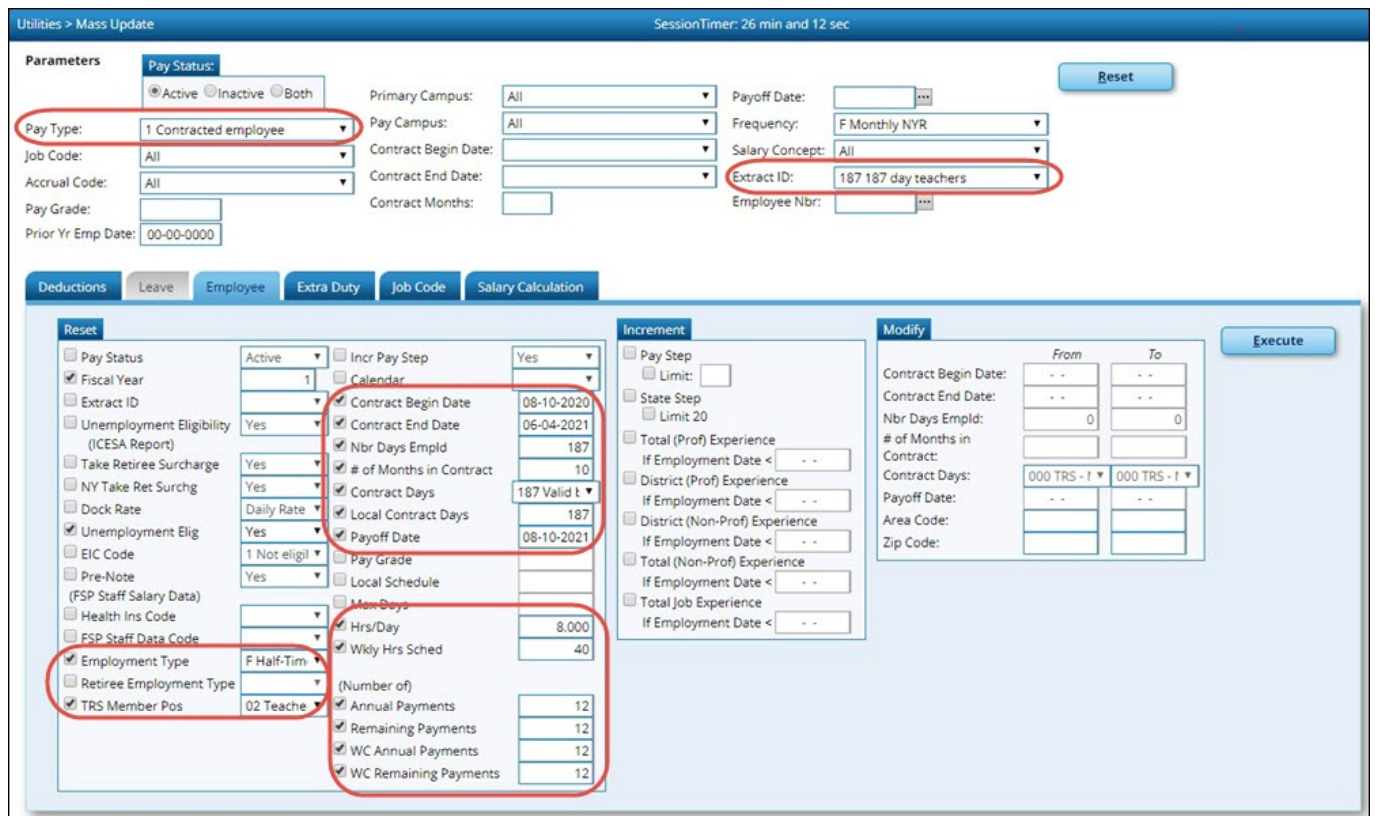
Important: To avoid entering data in an incorrect pay frequency, be mindful of the payroll frequency to which you are logged on as you may be changing back and forth between the current year and next year pay frequencies for several months.

[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

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

Pay Status Fiscal Year Extract ID Unemployment Eligibility (ICESA Report) Take Retiree Surcharge NY Take Ret Surchg Dock Rate Unemployment Elig EIC Code Pre-Note (FSP Staff Salary Data) Health Ins Code FSP Staff Data Code Employment Type Retiree Employment Type TRS Member Pos

Incr Pay Step Calendar Contract Begin Date Contract End Date Nbr Days Empld # of Months in Contract Contract Days Local Contract Days Payoff Date Pay Grade Local Schedule Max Days Hrs/Day Wkly Hrs Sched

(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

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

Pay Status Fiscal Year Extract ID Unemployment Eligibility (ICESA Report) Take Retiree Surcharge NY Take Ret Surchg Dock Rate Unemployment Elig EIC Code Pre-Note (FSP Staff Salary Data) Health Ins Code FSP Staff Data Code Employment Type Retiree Employment Type TRS Member Pos

Incr Pay Step Calendar Contract Begin Date Contract End Date Nbr Days Empld # of Months in Contract Contract Days Local Contract Days Payoff Date Pay Grade Local Schedule Max Days Hrs/Day Wkly Hrs Sched

(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 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: [] []

Nbr Days Empld: [] []

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: [] 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 Fiscal Year Extract ID Unemployment Eligibility (ICESA Report) Take Retiree Surcharge NY Take Ret Surchg Dock Rate

Active Incr Pay Step Calendar Contract Begin Date Contract End Date Nbr Days Empld # of Months in Contract Contract Days

Yes Pay Step Limit: [] State Step Limit 20 Total (Prof) Experience District (Prof) Experience

000 TRS - 1 If Employment Date < [] [] If Employment Date < [] []

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

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

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 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. At the top, it says '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)

The 'Employee' tab is selected. The 'Increment' section is highlighted with a red circle and contains:

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

The 'Modify' section includes:

- Contract Begin Date: []
- Contract End Date: []
- Nbr Days Empld: 0
- 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](#)