



## 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. At the top, it displays 'Utilities > Mass Update' and a session timer of '26 min and 12 sec'. 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', 'Contract Months', 'Salary Concept' (All), and 'Extract ID' (187 187 day teachers). The 'Deductions' tab is selected, showing a 'Reset' button and a list of checkboxes for various deduction options. The 'Employee' tab is also visible, showing 'Increment' and 'Modify' sections. Red circles highlight the 'Pay Type' (1 Contracted employee), 'Extract ID' (187 187 day teachers), and 'Employment Type' (F Half-Tim) fields in the Parameters section, and the 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empl', and 'Payoff Date' fields in the Employee tab.

**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**

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 elig  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**

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

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

Nbr Days Empld: From: 0 To: 0

# of Months in Contract: From:  To:

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

Payoff Date: From: -- To: --

Area Code: From:  To:

Zip Code: From:  To:

**Execute**

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**

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 elig  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**

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

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

Nbr Days Empld: From: 0 To: 0

# of Months in Contract: From:  To:

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

Payoff Date: From: -- To: --

Area Code: From:  To:

Zip Code: From:  To:

**Execute**

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)

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

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

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

# of Months in Contract  Contract Days  Local Contract Day

Pay Step  Limit: [ ]

State Step  Limit 20

Total (Prof) Experience  District (Prof) Experience

If Employment Date < [ ] [ ]

If Employment Date < [ ] [ ]

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

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

Nbr Days Empld: [ ] [ ]

# 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 LEA.

**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

**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](#)