

salarycalculation

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Human Resources > Utilities > Mass Update > Salary Calculation

This tab is used to update salary data for a number of employees at a single time. Data may be updated by a variety of criteria including pay type, pay grade, primary campus, and payroll frequency. Once salary data is altered using this page, changes are reflected in the individual employee records.

The system makes salary calculations based on the salary concept which uses one of the following three formulas: midpoint, annual salary, or hourly/daily rate.

Caution: Because of the profound and widespread effects caused by this function, users need to exercise caution when executing mass update salary calculations.

Mass update salary calculation data:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/*Inline folded include*/

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.