

Responsibility - HRS3400

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

Mass update responsibility data:

❑ Under **Parameters**, select the appropriate parameters for the employees whose employee data is to be changed.

> **TIP**: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.

Field	Description
Payroll Freq	Click to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click to select employees.

❑ Under **Copy**, select the appropriate parameters:

Field	Description
School Year	In the **From** field, type the school year in the YYYY format from which you want to copy data. In the **To** field, type the school year in the YYYY format from to which you want to copy data.
Use Contract Begin/End Date in Parameter?	Click to select whether or not use the contact begin/dates in the parameter. If *Yes* is selected, the employee's begin and end contract dates are copied from the From school year to the To school year. The contract dates are copied from the employee's primary job code in the highest pay frequency in which the employee is active. If *No* is selected, the employee's begin and end dates are copied from the From school year to the To school year.
Delete existing to records?	Click to select whether or not to delete the existing To records. If *No* is selected, then only additional responsibility records from the From school year are copied to the To school year and any existing responsibility records in the To school year are ignored and remain as is. If *Yes* is selected, then all responsibility records are copied from the From school year to the To school year. The existing responsibility records in the To school year are deleted and replaced, and any additional records are added.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to proceed.

A message is displayed indicating that the process was successfully completed.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.