



Mass update various employee fields

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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 of manual entry errors.



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

Mass update data as needed. The following fields are commonly updated.

- **Fiscal Year** - If some employees should not be incremented to the next fiscal year, repeat this step only selecting specific employees and mass update them back to the correct fiscal year. An example of this may include those paid with Elementary and Secondary School Emergency Relief (ESSER) Programs.
- **Contract Begin Date**
- **Contract End Date**
- **Nbr Days Empld**
- **# of Months in Contract**
- **Payoff Date**
- **(Number of) Annual Payments**
- **(Number of) Remaining Payments**
- **(Number of) WC Annual Payments**
- **(Number of) WC Remaining Payments**

[Payroll > Utilities > Mass Update > Employee](#)

This utility is used to update employee 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. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

Utilities > Mass Update Payroll Year: N

Parameters

Pay Status: Active Inactive Both

Pay Type: **1 Contracted employee**

Primary Campus: All Payoff Date:
 Pay Campus: All Frequency: F MONTHLY NYR
 Contract Begin Date: Salary Concept: All
 Contract End Date: Extract ID: 187 187 day teachers
 Contract Months: Employee Nbr:

Job Code: All Accrual Code: All Pay Grade:
 Prior Yr Emp Date: 00-00-0000

DEDUCTIONS **LEAVE** **EMPLOYEE** **EXTRA DUTY** **JOB CODE** **SALARY CALCULATION**

Reset

Pay Status Incr Pay Step
 Fiscal Year Calendar Yes
 Dock Rate Contract Begin Date: 08-14-2024
 Unemployment Elig. Contract End Date: 05-30-2025
 Pre-Note Nbr Days Empid: 187
 (FSP Staff Salary Data) # of Months in Contract: 10
 Health Ins Code Contract Days: 187 Valid 1
 FSP Staff Data Code Local Contract Days: 187
 TRS Member Pos Payoff Date: 08-09-2025
 (Number of) Pay Grade
 Annual Payments: 12 Local Schedule
 Remaining Payments: 12 Max Days
 WC Annual Payments: 12 Hrs/Day: 0.000
 WC Remaining Payments: 12 Wkly Hrs Sched: 0

Increment

Pay Step Limit:
 State Step Limit 20
 Total Job Experience
 If Employment Date <

Modify

Contract Begin Date: From To
 Contract End Date:
 Nbr Days Empid: 0
 # of Months in Contract:
 Contract Days: 000 TRS - 000 TRS -
 Payoff Date:

Under **Parameters**, select the employees whose employee data is to be changed.



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

Note: Never use the **Reset**, **Increment**, and **Modify** options at the same time.



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