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.

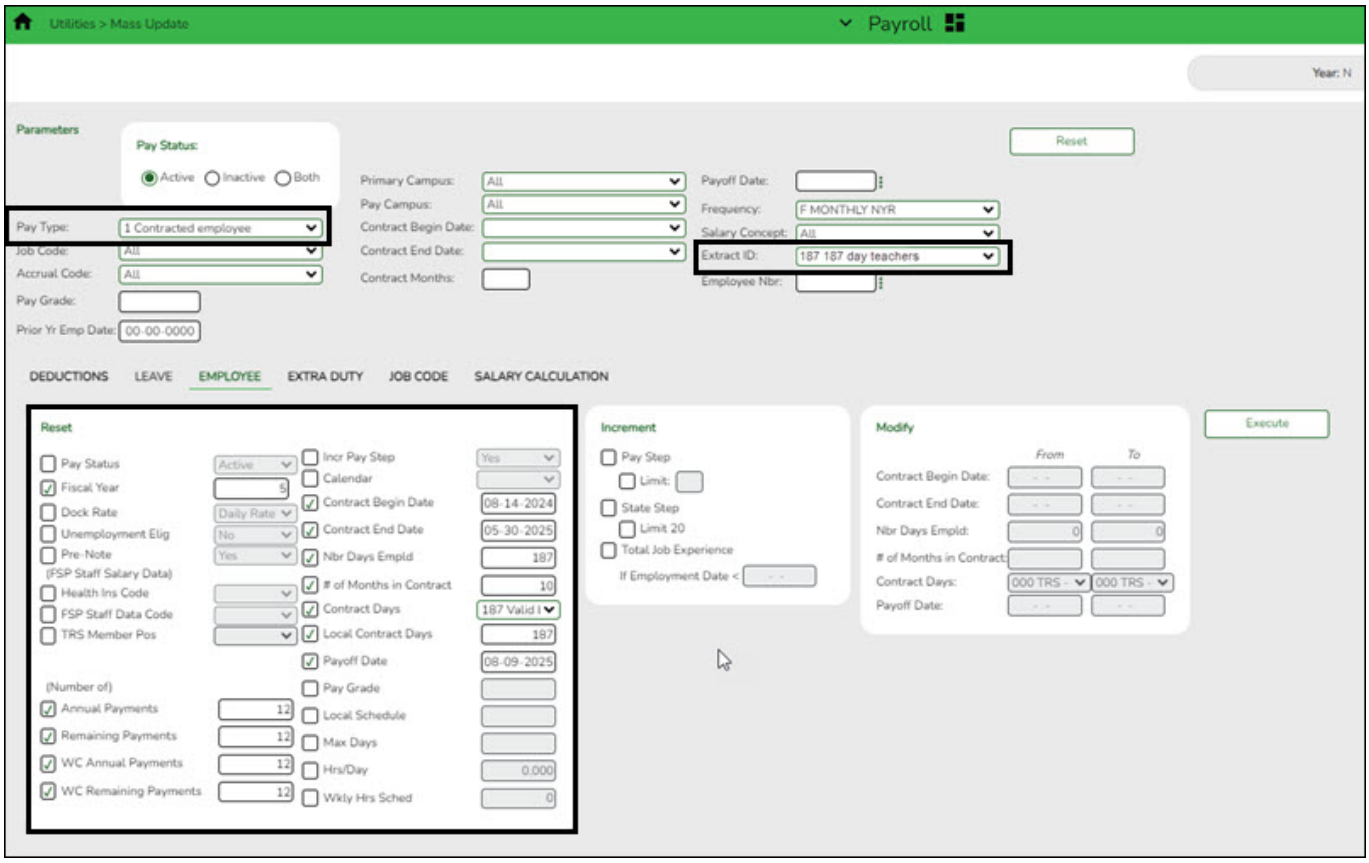
CAUTION: To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

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.



❑ 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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