



## **Mass update various employee fields**



# Table of Contents



## Mass update various employee fields

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.

Example of **Reset**:

Utilities > Mass Update Payroll

Year: N Frequency: F

**Parameters**

Pay Status:  Active  Inactive  Both Reset

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 DAYS

Contract Months:  Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

**Reset**

Pay Status  Incr Pay Step Yes

Fiscal Year  Calendar

Dock Rate  Daily Rate

Unemployment Elig  No

Pre-Note  Yes

(FSP Staff Salary Data)

Health Ins Code

FSP Staff Data Code

TRS Member Pos

(Number of)

Annual Payments 12

Remaining Payments 12

WC Annual Payments 10

WC Remaining Payments 10

**Increment**

Pay Step

Limit:

State Step

Limit 20

Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date:

Contract End Date:

Nbr Days Empld:

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS

Payoff Date:

Execute

Utilities > Mass Update Payroll

Year: N

**Parameters**

Pay Status:  Active  Inactive  Both Reset

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date:  Salary Concept: All

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

Pay Type: All

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 Yes

Fiscal Year  Calendar

Dock Rate  Daily Rate

Unemployment Elig  No

Pre-Note  Yes

(FSP Staff Salary Data)

Health Ins Code

FSP Staff Data Code

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 Job Experience

If Employment Date <

**Modify**

Contract Begin Date:

Contract End Date:

Nbr Days Empld:

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS

Payoff Date:

Execute

Example of **Increment**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

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: 01-15-2026

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

Reset

Pay Status  Active  Incr Pay Step  Yes

Fiscal Year  Calendar

Dock Rate  Daily Rate  Contract Begin Date

Unemployment Elig  No  Contract End Date

Pre-Note  Yes  Nbr Days Empld

(FSP Staff Salary Data)  # of Months in Contract

Health Ins Code

FSP Staff Data Code

TRS Member Pos

Increment

Pay Step  Limit:

State Step  Limit 20

Total Job Experience

If Employment Date <

Modify

Contract Begin Date:  From  To

Contract End Date:  From  To

Nbr Days Empld:  From  To

# of Months in Contract:

Contract Days:  From  To

Payoff Date:  From  To

Example of **Modify**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

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: 187 187 DAYS

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

Pay Status  Active  Incr Pay Step  Yes

Fiscal Year  Calendar

Dock Rate  Daily Rate  Contract Begin Date

Unemployment Elig  No  Contract End Date

Pre-Note  Yes  Nbr Days Empld

(FSP Staff Salary Data)  # of Months in Contract

Health Ins Code

FSP Staff Data Code

TRS Member Pos

Increment

Pay Step  Limit:

State Step  Limit 20

Total Job Experience

If Employment Date <

Modify

Contract Begin Date: 08-14-2024 From 08-14-2024 To 08-15-2025

Contract End Date:  From  To

Nbr Days Empld:  From  To

# of Months in Contract:

Contract Days:  From  To

Payoff Date:  From  To

Execute

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.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY 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 [Personnel > Maintenance > 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.



**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.

- Click **Execute**. A preview report is displayed. [Review the report](#).
- Click **Process**. A message is displayed indicating that the process was completed successfully. Or, click **Cancel** to return to the Mass Update page.
- Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info tab.

- Run the [Personnel > 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.



## Back Cover