



Mass update pay and state step 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 the **Pay Step** and **State Step** fields for all employees tied to a salary table. This allows preliminary payroll data to be sent to Budget as a starting point.

Consider repeating this step as follows for each pay type to ensure that all employees are incremented properly.

- For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**.
- For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary.
- If needed, repeat for Pay Type 3 (Hourly Employees).

[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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	<input type="text" value="All"/>	Payoff Date:	<input type="text"/>
Pay Type:	<input type="text" value="All"/>	Pay Campus:	<input type="text" value="All"/>	Frequency:	<input type="text" value="F MONTHLY NYR"/>
Job Code:	<input type="text" value="All"/>	Contract Begin Date:	<input type="text"/>	Salary Concept:	<input type="text" value="All"/>
Accrual Code:	<input type="text" value="All"/>	Contract End Date:	<input type="text"/>	Extract ID:	<input type="text"/>
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>

Prior Yr Emp Date:

DEDUCTIONS
LEAVE
EMPLOYEE
EXTRA DUTY
JOB CODE
SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Calendar
<input type="checkbox"/> Dock Rate	<input type="checkbox"/> Contract Begin Date
<input type="checkbox"/> Unemployment Elig	<input type="checkbox"/> Contract End Date
<input type="checkbox"/> Pre-Note	<input type="checkbox"/> Nbr Days Empld
(FSP Staff Salary Data)	<input type="checkbox"/> # of Months in Contract
<input type="checkbox"/> Health Ins Code	<input type="checkbox"/> Contract Days
<input type="checkbox"/> FSP Staff Data Code	<input type="checkbox"/> Local Contract Days
<input type="checkbox"/> TRS Member Pos	<input type="checkbox"/> Payoff Date
(Number of)	<input type="checkbox"/> Pay Grade
<input checked="" type="checkbox"/> Annual Payments	<input type="checkbox"/> Local Schedule
<input checked="" type="checkbox"/> Remaining Payments	<input type="checkbox"/> Max Days
<input checked="" type="checkbox"/> WC Annual Payments	<input type="checkbox"/> Hrs/Day
<input checked="" type="checkbox"/> WC Remaining Payments	<input type="checkbox"/> Wkly Hrs Sched

Increment

<input checked="" type="checkbox"/> Pay Step
<input type="checkbox"/> Limit: <input type="text"/>
<input checked="" type="checkbox"/> State Step
<input checked="" type="checkbox"/> Limit 20
<input type="checkbox"/> Total Job Experience

If Employment Date <

Modify

Contract Begin Date:	<input type="text"/> From	<input type="text"/> To
Contract End Date:	<input type="text"/>	<input type="text"/>
Nbr Days Empld:	<input type="text" value="0"/>	<input type="text" value="0"/>
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	<input type="text" value="000 TRS"/>	<input type="text" value="000 TRS"/>
Payoff Date:	<input type="text"/>	<input type="text"/>



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