



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).

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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:

All

Job Code:

All

Accrual Code:

All

Pay Grade:

Prior Yr Emp Date:

01-06-2024

Primary Campus:

All

Pay Campus:

All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

F MONTHLY NYR

Salary Concept:

All

Extract ID:

Employee Nbr:

Reset

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

☐ Contract Days

☐ FSP Staff Data Code

☐ Local Contract Days

☐ TRS Member Pos

☐ Payoff Date

(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

From

To

Contract Begin Date:

Contract End Date:

Nbr Days Empld:

0

0

of Months in Contract:

Contract Days:

000 TRS

000 TRS

Payoff Date:

Execute



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