



Mass update pay and state step fields

Table of Contents

Update Employee Data

Payroll or Personnel > Utilities > Mass Update

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.

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

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 ☐ Incr Pay Step ☐ Calendar

☒ Fiscal Year ☒ Contract Begin Date

☐ Dock Rate ☒ Contract End Date

☐ Unemployment Elig ☒ Nbr Days Empld

☐ Pre-Note ☒ # of Months in Contract

☐ (FSP Staff Salary Data) ☐ Contract Days

☐ Health Ins Code ☐ Local Contract Days

☐ FSP Staff Data Code ☒ Payoff Date

☐ TRS Member Pos

(Number of)

☒ Annual Payments ☐ Pay Grade

☒ Remaining Payments ☐ Local Schedule

☒ WC Annual Payments ☐ Max Days

☒ WC Remaining Payments ☐ Hrs/Day

☒ Wkly Hrs Sched

Increment

☐ Pay Step

☐ State Step

☐ Total Job Experience

Modify

Contract Begin Date:

Contract End Date:

Nbr Days Empld:

of Months in Contract:

Contract Days:

Payoff Date:

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Primary Campus: All Payoff Date:

Pay Type: 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: 00-00-0000

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

(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: From To

Contract End Date: From To

Nbr Days Empld: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: From To

Execute

Example of **Increment**:

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Primary Campus: All Payoff Date:

Pay Type: 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 ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

(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: From To

Contract End Date: From To

Nbr Days Empld: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

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 Campus: All Frequency: F Monthly NYR

Contract Begin Date: 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 ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

Active ☐ Calendar ☐ Contract Begin Date 08-18-2025 ☐ Contract End Date 05-29-2026 ☐ Nbr Days Empld 187 ☐ # of Months in Contract 10 ☐ Contract Days 000 TRS ☐ Local Contract Days

Increment

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

Modify

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

Contract End Date: - - -

Nbr Days Empld: 0 0

of Months in Contract: - - -

Contract Days: 000 TRS 000 TRS

Payoff Date: - - -

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.
- The **Area Code** and **Zip Code** are updated in both the current year and the next year.
- 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.

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

Pay Type: All Primary Campus: All Payoff Date:

Job Code: All Pay Campus: All Frequency: F MONTHLY NYR

Accrual Code: All Contract Begin Date: Salary Concept: All

Pay Grade: Contract End Date: Extract ID:

Prior Yr Emp Date: 01-06-2024 Contract Months: Employee Nbr:

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

Reset

☐ Pay Status ☐ Incr Pay Step

☐ Fiscal Year ☐ Calendar

☐ Dock Rate ☐ Contract Begin Date

☐ Unemployment Elig ☐ Contract End Date

☐ Pre-Note ☐ Nbr Days Empld

(FSP Staff Salary Data)

☐ Health Ins Code ☐ # of Months in Contract

☐ FSP Staff Data Code ☐ Contract Days

☐ TRS Member Pos ☐ Local Contract Days

☐ Payoff Date

(Number of)

☒ Annual Payments ☐ Pay Grade

☒ Remaining Payments ☐ Local Schedule

☒ WC Annual Payments ☐ Max Days

☒ WC Remaining Payments ☐ Hrs/Day

☐ Wkly Hrs Sched

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 Empld:

of Months in Contract:

Contract Days: 000 TRS - 000 TRS

Payoff Date:

Execute



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