



Mass update pay and state step fields

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Mass 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**:

The screenshot shows the Payroll Mass Update interface. The 'EMPLOYEE' tab is selected. The 'Reset' section contains several checkboxes and dropdowns for filtering employees based on pay status, fiscal year, and various contract and payroll dates. The 'Increment' and 'Modify' sections are also present but not highlighted.

Reset Section:

- Pay Status: Active (radio button selected)
- Pay Type: All
- Job Code: All
- Accrual Code: All
- Pay Grade: (empty text box)
- Prior Yr Emp Date: 01-15-2026
- Primary Campus: All
- Pay Campus: All
- Contract Begin Date: 08-18-2025
- Contract End Date: 05-29-2026
- Contract Months: (empty text box)
- Payoff Date: (empty text box)
- Frequency: F Monthly NYR
- Salary Concept: All
- Extract ID: 187 187 DAYS
- Employee Nbr: (empty text box)

Increment Section:

- Pay Step: (checkboxes for Incr Pay Step, Calendar, Daily Rate, No, Yes, and Payoff Date, all checked)
- Step Type: (checkboxes for Pay Step, State Step, and Total Job Experience, all unchecked)
- Limit: (checkbox for Limit, unchecked)
- Days: (checkbox for Nbr Days Empld, checked)
- Months: (checkbox for # of Months in Contract, checked)
- Contract Days: (checkbox for Contract Days, unchecked)
- Local Contract Days: (checkbox for Local Contract Days, unchecked)
- Payoff Date: (checkbox for Payoff Date, checked)
- Employment Date: (checkbox for If Employment Date < [date], unchecked)

Modify Section:

- Contract Begin Date: (checkbox for Contract Begin Date, unchecked)
- Contract End Date: (checkbox for Contract End Date, unchecked)
- Nbr Days Empld: (checkbox for Nbr Days Empld, checked)
- # of Months in Contract: (checkbox for # of Months in Contract, unchecked)
- Contract Days: (checkbox for Contract Days, checked)
- From: (checkbox for From, unchecked)
- To: (checkbox for To, unchecked)
- Payoff Date: (checkbox for Payoff Date, unchecked)

Utilities > Mass Update Payroll Year: N

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	<input type="button" value="Reset"/>
Pay Type:	All	Pay Campus:	All	Frequency:	F Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	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:	00-00-0000					

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status	Active <input type="button" value="..."/>	<input type="checkbox"/> Incr Pay Step	Yes <input type="button" value="..."/>
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Calendar	<input type="checkbox"/> Contract Begin Date	<input type="button" value="..."/>
<input type="checkbox"/> Dock Rate	Daily Rate <input type="button" value="..."/>	<input type="checkbox"/> Contract End Date	<input type="button" value="..."/>
<input type="checkbox"/> Unemployment Elig	No <input type="button" value="..."/>	<input type="checkbox"/> Nbr Days Empld	<input type="button" value="..."/>
<input type="checkbox"/> Pre-Note	Yes <input type="button" value="..."/>	<input type="checkbox"/> # of Months in Contract	0 <input type="button" value="..."/>
(FSP Staff Salary Data)		<input type="checkbox"/> Contract Days	000 TRS <input type="button" value="..."/>
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Contract Days	<input type="button" value="..."/>
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Payoff Date	<input type="button" value="..."/>
<input type="checkbox"/> TRS Member Pos		<input type="checkbox"/> Pay Grade	<input type="button" value="..."/>
(Number of)			
<input checked="" type="checkbox"/> Annual Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Local Schedule	<input type="button" value="..."/>
<input checked="" type="checkbox"/> Remaining Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Max Days	<input type="button" value="..."/>
<input checked="" type="checkbox"/> WC Annual Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Hrs/Day	0.000 <input type="button" value="..."/>
<input checked="" type="checkbox"/> WC Remaining Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Wkly Hrs Sched	0 <input type="button" value="..."/>

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> State Step
<input type="checkbox"/> Limit: <input type="button" value="..."/>	<input type="checkbox"/> Limit 20
If Employment Date < <input type="button" value="..."/>	

Modify

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

Example of Increment:

Utilities > Mass Update Payroll Frequency: F C

Parameters

Pay Status:	<input checked="" type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	<input type="button" value="Reset"/>
Pay Type:	All	Pay Campus:	All	Frequency:	F Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	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:	01-15-2026					

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status	Active <input type="button" value="..."/>	<input type="checkbox"/> Incr Pay Step	Yes <input type="button" value="..."/>
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Calendar	<input type="checkbox"/> Contract Begin Date	<input type="button" value="..."/>
<input type="checkbox"/> Dock Rate	Daily Rate <input type="button" value="..."/>	<input type="checkbox"/> Contract End Date	<input type="button" value="..."/>
<input type="checkbox"/> Unemployment Elig	No <input type="button" value="..."/>	<input type="checkbox"/> Nbr Days Empld	<input type="button" value="..."/>
<input type="checkbox"/> Pre-Note	Yes <input type="button" value="..."/>	<input type="checkbox"/> # of Months in Contract	0 <input type="button" value="..."/>
(FSP Staff Salary Data)		<input type="checkbox"/> Contract Days	000 TRS <input type="button" value="..."/>
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Contract Days	<input type="button" value="..."/>
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Payoff Date	<input type="button" value="..."/>
<input type="checkbox"/> TRS Member Pos		<input type="checkbox"/> Pay Grade	<input type="button" value="..."/>
(Number of)			
<input checked="" type="checkbox"/> Annual Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Local Schedule	<input type="button" value="..."/>
<input checked="" type="checkbox"/> Remaining Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Max Days	<input type="button" value="..."/>
<input checked="" type="checkbox"/> WC Annual Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Hrs/Day	0.000 <input type="button" value="..."/>
<input checked="" type="checkbox"/> WC Remaining Payments	12 <input type="button" value="..."/>	<input type="checkbox"/> Wkly Hrs Sched	0 <input type="button" value="..."/>

Increment

<input checked="" type="checkbox"/> Pay Step	<input type="checkbox"/> State Step
<input type="checkbox"/> Limit: <input type="button" value="..."/>	<input checked="" type="checkbox"/> Limit 20
If Employment Date < <input type="button" value="..."/>	

Modify

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

Example of Modify:

Utilities > Mass Update > Payroll

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: Monthly NYR

Pay Campus: All Salary Concept: All

Contract Begin Date: Contract End Date:

Contract End Date: Extract ID: 187 187 DAYS

Accrual Code: All Contract Months:

Job Code: All Employee Nbr:

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

Reset

Pay Status: Active Incr Pay Step Calendar

Fiscal Year: Daily Rate: 08-18-2025

Dock Rate: Contract Begin Date: 05-29-2026

Unemployment Elig: Contract End Date: 187

Pre-Note: Nbr Days Empld: 10

(FSP Staff Salary Data): # of Months in Contract: 000 TRS

Health Ins Code: Contract Days:

FSP Staff Data Code: Local Contract Days:

TRS Member Pos:

Increment

Pay Step Limit:

State Step Limit 20 Total Job Experience

If Employment Date <

Modify

Contract Begin Date: From 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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>
Pay Type:	All	Pay Campus:	All	Frequency:	F MONTHLY NYR
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All
Accrual Code:	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: 01-06-2024		Reset			

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"/> Daily Rate
<input type="checkbox"/> Pre-Note	<input type="checkbox"/> No
(FSP Staff Salary Data)	<input type="checkbox"/> Yes
<input type="checkbox"/> Health Ins Code	<input type="checkbox"/> Nbr Days Empld
<input type="checkbox"/> FSP Staff Data Code	<input type="checkbox"/> # of Months in Contract
<input type="checkbox"/> TRS Member Pos	<input type="checkbox"/> Contract Days
(Number of)	<input type="checkbox"/> Local Contract Days
<input checked="" type="checkbox"/> Annual Payments	<input type="checkbox"/> Payoff Date
<input checked="" type="checkbox"/> Remaining Payments	<input type="checkbox"/> Pay Grade
<input checked="" type="checkbox"/> W/C Annual Payments	<input type="checkbox"/> Local Schedule
<input checked="" type="checkbox"/> W/C Remaining Payments	<input type="checkbox"/> Max Days
	<input type="checkbox"/> Hrs/Day
	<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	<input type="checkbox"/> If Employment Date < <input type="text"/>

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"/> 0	<input type="text"/> 0
# of Months in Contract:	<input type="text"/>	<input type="text"/>
Contract Days:	000 TRS	000 TRS
Payoff Date:	<input type="text"/>	<input type="text"/>

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