



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.

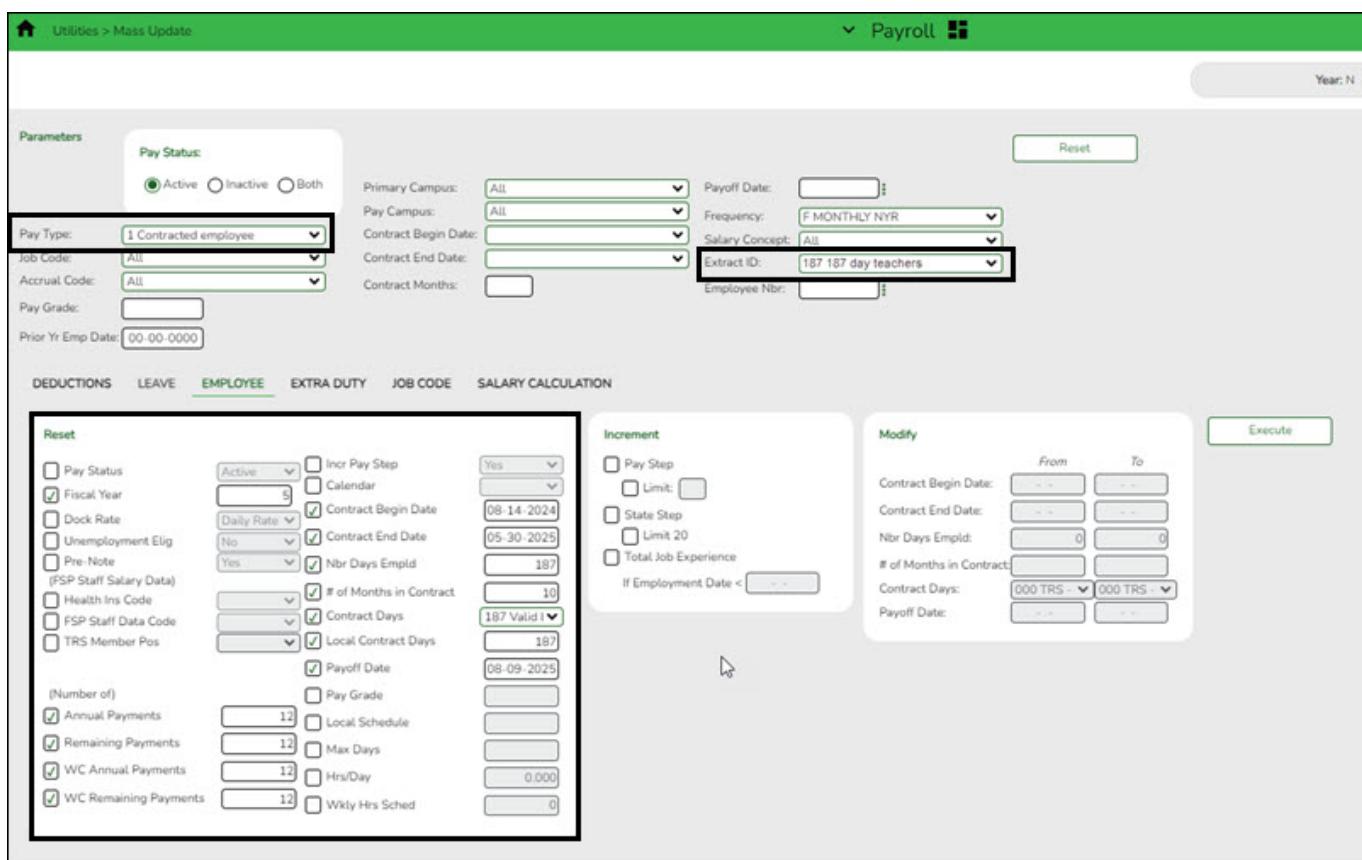
Mass update the **Pay Step** and **State Step** fields for all employees tied to a salary table. This allows preliminary payroll data to be sent to Budget as a starting point.

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.



The screenshot shows the Payroll Mass Update screen. At the top, there are tabs for Utilities > Mass Update, Payroll, and a Year: N dropdown. The Payroll tab is selected. Below the tabs are several search and filter fields:

- Parameters:** Pay Status (radio buttons for Active, Inactive, Both), Pay Type (dropdown: 1 Contracted employee), Primary Campus (dropdown: All), Payoff Date (text input), Frequency (dropdown: F MONTHLY NYR), Pay Campus (dropdown: All), Contract Begin Date (dropdown: All), Contract End Date (dropdown: All), Salary Concept (dropdown: All), Extract ID (dropdown: 187 187 day teachers), Contract Months (dropdown: All), Employee Nbr (text input), and a Reset button.
- DEDUCTIONS, LEAVE, EMPLOYEE, EXTRA DUTY, JOB CODE, SALARY CALCULATION:** These tabs are visible at the bottom of the parameter section.
- Reset, Increment, and Modify sections:** These sections contain checkboxes and dropdowns for various payroll parameters like Pay Step, Calendar, and Local Schedule.

□ 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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus: <input type="button" value="All"/>	Payoff Date: <input type="text"/>	Reset
Pay Type:	<input type="button" value="All"/>	Pay Campus: <input type="button" value="All"/>	Frequency: <input type="button" value="F Monthly NYR"/>	
Job Code:	<input type="button" value="All"/>	Contract Begin Date: <input type="button" value=""/>	Salary Concept: <input type="button" value="All"/>	
Accrual Code:	<input type="button" value="All"/>	Contract End Date: <input type="button" value=""/>	Extract ID: <input type="button" value="187 187 DAYS"/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="button" value=""/>	Employee Nbr: <input type="button" value=""/>	
Prior Yr Emp Date:	<input type="button" value="01-15-2026"/>			

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status <input type="button" value="Active"/>	<input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar <input type="button" value="Yes"/>
<input type="checkbox"/> Fiscal Year <input type="button" value=""/>	<input type="checkbox"/> Contract Begin Date <input type="button" value="08-18-2025"/>
<input type="checkbox"/> Dock Rate <input type="button" value=""/>	<input type="checkbox"/> Contract End Date <input type="button" value="05-29-2026"/>
<input type="checkbox"/> Unemployment Elig <input type="button" value=""/>	<input type="checkbox"/> Nbr Days Empld <input type="button" value="187"/>
<input type="checkbox"/> Pre-Note <input type="button" value=""/>	<input type="checkbox"/> # of Months in Contract <input type="button" value="10"/>
(FSP Staff Salary Data) <input type="checkbox"/>	<input type="checkbox"/> Contract Days <input type="button" value="000 TRS -"/>
<input type="checkbox"/> Health Ins Code <input type="button" value=""/>	<input type="checkbox"/> Local Contract Days <input type="button" value=""/>
<input type="checkbox"/> FSP Staff Data Code <input type="button" value=""/>	<input type="checkbox"/> Payoff Date <input type="button" value="08-19-2026"/>
<input type="checkbox"/> TRS Member Pos <input type="button" value=""/>	<input type="checkbox"/> Pay Grade <input type="button" value=""/>
(Number of)	<input type="checkbox"/> Local Schedule <input type="button" value=""/>
<input checked="" type="checkbox"/> Annual Payments <input type="button" value="12"/>	<input type="checkbox"/> Max Days <input type="button" value=""/>
<input checked="" type="checkbox"/> Remaining Payments <input type="button" value="12"/>	<input type="checkbox"/> Hrs/Day <input type="button" value="0.000"/>
<input checked="" type="checkbox"/> WC Annual Payments <input type="button" value="10"/>	<input type="checkbox"/> Wilky Hrs Sched <input type="button" value="40"/>
<input checked="" type="checkbox"/> WC Remaining Payments <input type="button" value="10"/>	

Increment

<input type="checkbox"/> Pay Step <input type="checkbox"/> Limit <input type="checkbox"/>
<input type="checkbox"/> State Step <input type="checkbox"/> Limit 20 <input type="checkbox"/>
<input type="checkbox"/> Total Job Experience <input type="checkbox"/>
If Employment Date < <input type="button" value=""/>

Modify

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

Execute

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="button" value="All"/>	Payoff Date: <input type="text"/>	Reset
Pay Type:	<input type="button" value="All"/>	Pay Campus: <input type="button" value="All"/>	Frequency: <input type="button" value="F Monthly NYR"/>	
Job Code:	<input type="button" value="All"/>	Contract Begin Date: <input type="button" value=""/>	Salary Concept: <input type="button" value="All"/>	
Accrual Code:	<input type="button" value="All"/>	Contract End Date: <input type="button" value=""/>	Extract ID: <input type="button" value=""/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="button" value=""/>	Employee Nbr: <input type="button" value=""/>	
Prior Yr Emp Date:	<input type="button" value="00-00-0000"/>			

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

<input type="checkbox"/> Pay Status <input type="button" value="Active"/>	<input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar <input type="button" value="Yes"/>
<input type="checkbox"/> Fiscal Year <input type="button" value=""/>	<input type="checkbox"/> Contract Begin Date <input type="button" value=""/>
<input type="checkbox"/> Dock Rate <input type="button" value=""/>	<input type="checkbox"/> Contract End Date <input type="button" value=""/>
<input type="checkbox"/> Unemployment Elig <input type="button" value=""/>	<input type="checkbox"/> Nbr Days Empld <input type="button" value="0"/>
<input type="checkbox"/> Pre-Note <input type="button" value=""/>	<input type="checkbox"/> # of Months in Contract <input type="button" value=""/>
(FSP Staff Salary Data) <input type="checkbox"/>	<input type="checkbox"/> Contract Days <input type="button" value="000 TRS -"/>
<input type="checkbox"/> Health Ins Code <input type="button" value=""/>	<input type="checkbox"/> Local Contract Days <input type="button" value=""/>
<input type="checkbox"/> FSP Staff Data Code <input type="button" value=""/>	<input type="checkbox"/> Payoff Date <input type="button" value=""/>
<input type="checkbox"/> TRS Member Pos <input type="button" value=""/>	<input type="checkbox"/> Pay Grade <input type="button" value=""/>
(Number of)	<input type="checkbox"/> Local Schedule <input type="button" value=""/>
<input checked="" type="checkbox"/> Annual Payments <input type="button" value="12"/>	<input type="checkbox"/> Max Days <input type="button" value=""/>
<input checked="" type="checkbox"/> Remaining Payments <input type="button" value="12"/>	<input type="checkbox"/> Hrs/Day <input type="button" value="0.000"/>
<input checked="" type="checkbox"/> WC Annual Payments <input type="button" value="12"/>	<input type="checkbox"/> Wilky Hrs Sched <input type="button" value="0"/>
<input checked="" type="checkbox"/> WC Remaining Payments <input type="button" value="12"/>	

Increment

<input type="checkbox"/> Pay Step <input type="checkbox"/> Limit <input type="checkbox"/>
<input type="checkbox"/> State Step <input type="checkbox"/> Limit 20 <input type="checkbox"/>
<input type="checkbox"/> Total Job Experience <input type="checkbox"/>
If Employment Date < <input type="button" value=""/>

Modify

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

Execute

Example of Increment:

Utilities > Mass Update > Payroll

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID:

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

Pay Status Pay Step Calendar Yes

Fiscal Year Daily Rate Contract Begin Date Limit:

Dock Rate No Contract End Date State Step Limit 20

Unemployment Elig Yes Nbr Days Empd Total Job Experience

Pre-Note # of Months in Contract If Employment Date <

(FSP Staff Salary Data) Contract Days 000 TRS -

Health Ins Code Local Contract Days 000 TRS -

FSP Staff Data Code

TRS Member Pos

Increment

Pay Step Limit:

State Step Limit 20

Total Job Experience

Modify

From To

Contract Begin Date: -

Contract End Date: -

Nbr Days Empd: 0 0

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: -

Example of Modify:

Utilities > Mass Update > Payroll

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID: 187 187 DAYS

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

Pay Status Pay Step Calendar Yes

Fiscal Year Daily Rate Contract Begin Date 08-18-2025

Dock Rate No Contract End Date 05-29-2026

Unemployment Elig Yes Nbr Days Empd 187

Pre-Note # of Months in Contract 10

(FSP Staff Salary Data) Contract Days 000 TRS -

Health Ins Code Local Contract Days 000 TRS -

FSP Staff Data Code

TRS Member Pos

Increment

Pay Step Limit:

State Step Limit 20

Total Job Experience

Modify

From To

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

Contract End Date: -

Nbr Days Empd: 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.

The screenshot shows the Payroll Mass Update interface. The 'EMPLOYEE' tab is active. The 'Prior Yr Emp Date' field is set to '01-06-2024'. The 'Increment' section is highlighted, showing 'Pay Step' and 'State Step' checkboxes checked, and 'Limit 20' selected. The 'Execute' button is visible in the top right corner.

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.



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