



Mass update pay and state step fields

Table of Contents

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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.

The following image is an example of mass updating the Accrual Code for teachers.

- The accrual code may vary by LEA.
- The actual **Contract Begin Date** and **Contract End Date** and **Payoff Date** may vary by LEA.

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: Active Inactive Both Reset

Primary Campus: Payoff Date:

Pay Campus: Frequency:

Contract Begin Date: Salary Concept:

Contract End Date: Extract ID:

Contract Months: Employee Nbr:

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

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

Increment

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

Modify Execute

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



Back Cover