Mass update pay and state step fields

Table of Contents

Mass update pay and state step fields

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.

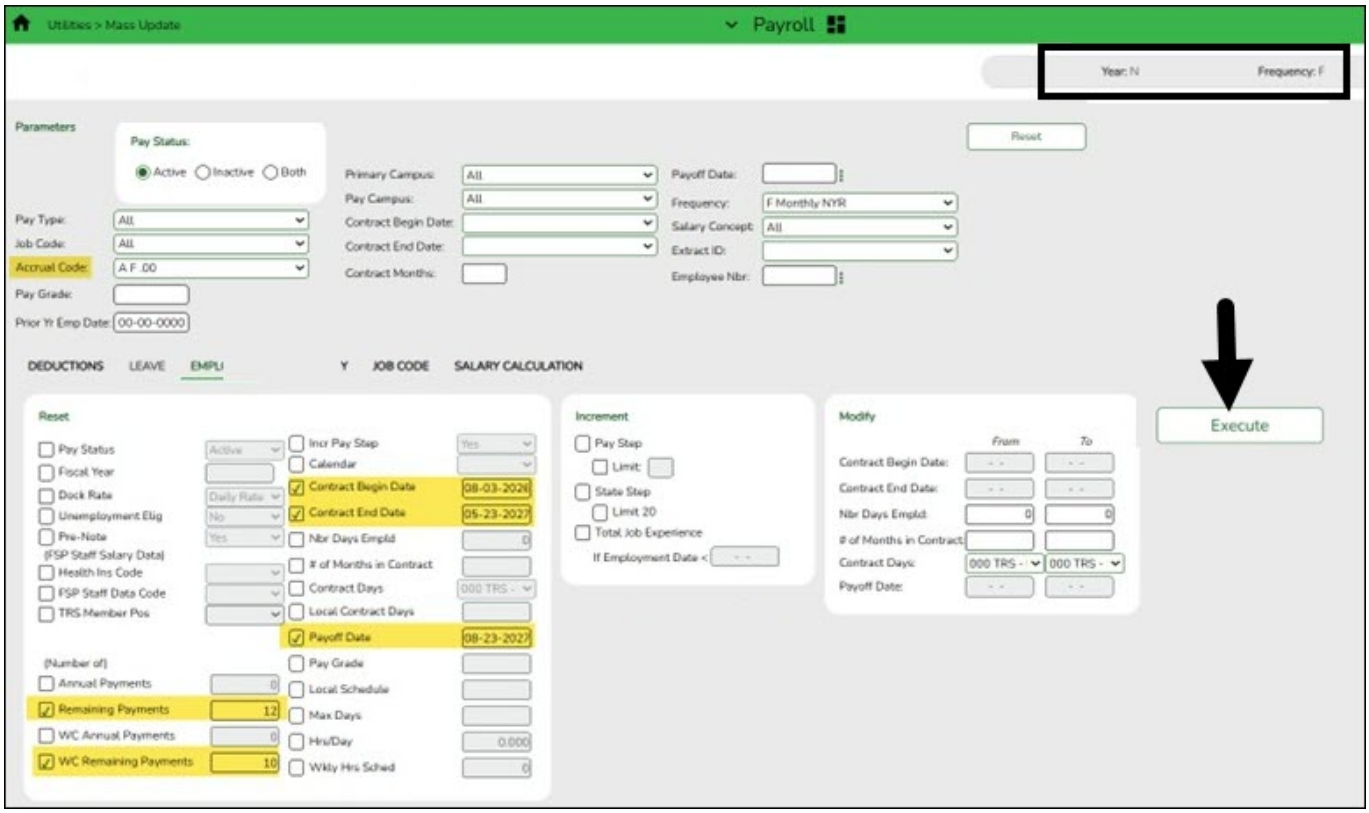
- For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**.
- For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary.
- If needed, repeat for Pay Type 3 (Hourly Employees).

Payroll > Utilities > Mass Update > Employee

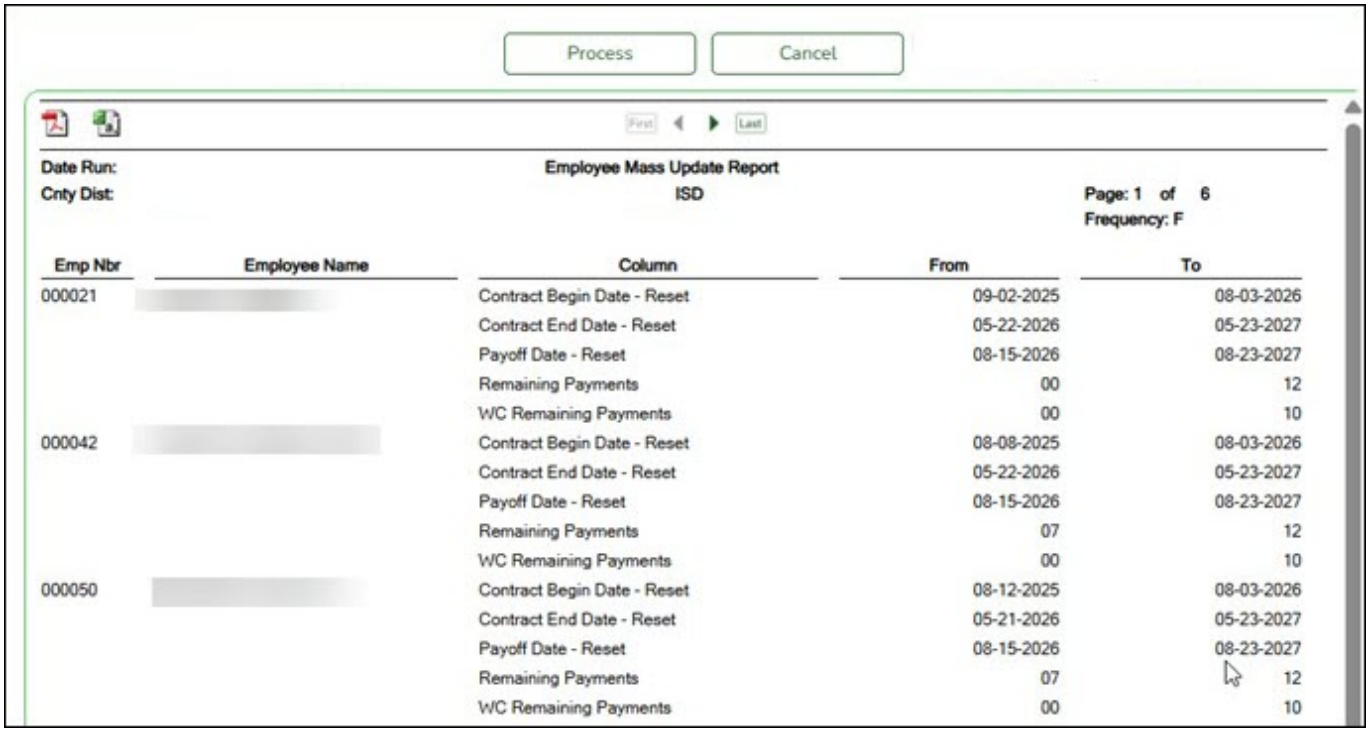
This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may 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.

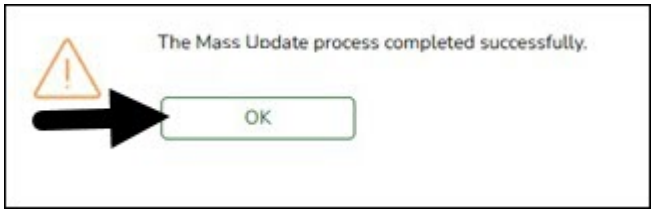


❑ Click **Execute**. The Employee Mass Update Report is displayed.



Emp Nbr	Employee Name	Column	From	To
000021		Contract Begin Date - Reset	09-02-2025	08-03-2026
		Contract End Date - Reset	05-22-2026	05-23-2027
		Payoff Date - Reset	08-15-2026	08-23-2027
		Remaining Payments	00	12
		WC Remaining Payments	00	10
000042		Contract Begin Date - Reset	08-08-2025	08-03-2026
		Contract End Date - Reset	05-22-2026	05-23-2027
		Payoff Date - Reset	08-15-2026	08-23-2027
		Remaining Payments	07	12
		WC Remaining Payments	00	10
000050		Contract Begin Date - Reset	08-12-2025	08-03-2026
		Contract End Date - Reset	05-21-2026	05-23-2027
		Payoff Date - Reset	08-15-2026	08-23-2027
		Remaining Payments	07	12
		WC Remaining Payments	00	10

- If the information is valid, click **Process**.
- If information is missing or needs to be changes, click **Cancel**.



ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover