



Mass update extra duty remaining payments

Table of Contents

Update staff 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 > Extra Duty

This utility is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed or deleted using this page, modifications are reflected in the individual extra duty records.

The screenshot shows the 'Mass Update' utility interface. At the top, there is a breadcrumb trail: 'Utilities > Mass Update'. Below this, there are two tabs: 'Payroll' (selected) and 'Personnel'. The interface is divided into several sections:

- Parameters:** This section contains various input fields and dropdown menus. A 'Pay Status' section has radio buttons for 'Active' (selected), 'Inactive', and 'Both'. Other fields include 'Primary Campus' (All), 'Payoff Date', 'Pay Campus' (All), 'Frequency' (F Monthly NYR), 'Contract Begin Date', 'Salary Concept' (All), 'Contract End Date', 'Extract ID', 'Contract Months', 'Employee Nbr', 'Pay Type' (All), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', and 'Prior Yr Emp Date' (--).
- Method:** This section has four radio button options: 'Change Extra Duty Code to Another Code', 'Change Existing Extra Duty Code Information' (selected and highlighted with a red box), 'Delete Extra Duty Code from Employees', and 'Add Extra Duty Code to Employees'.
- Change:** This section has a 'Populate Extra Duty Code Description' link and three input fields: 'If Extra Duty Code' (with a dropdown arrow), 'Amount' (.00), 'Remain Amt' (.00), and 'Remain Pymts' (0).
- Buttons:** There is a 'Reset' button in the top right of the Parameters section and an 'Execute' button in the bottom right of the Change section.
- Navigation:** At the bottom of the interface, there are several tabs: 'DEDUCTIONS', 'LEAVE', 'EMPLOYEE', 'EXTRA DUTY' (selected), 'JOB CODE', and 'SALARY CALCULATION'.

☐ Under **Parameters**, select the employees and records to be copied to the current year.
TIP: Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

- Under **Method**, select the extra duty changes to be implemented.
- Click **Populate Extra Duty Code Description** to update the **Amount** field when a different extra duty code is selected.
- Click **Execute**. A preview report is displayed. [Review the report.](#)
- Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page.



Back Cover