



Mass update extra duty remaining payments

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Mass Update Extra Duties

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.

It is recommended to update the number of remaining payments for extra duties to ensure they are fully budgeted for.



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 Extra Duty' page. At the top, there are 'Parameters' and 'Payroll' tabs. The 'Parameters' section includes fields for Pay Status (Active), Primary Campus (All), Payoff Date, Pay Type (All), Pay Campus (All), Frequency (6 MONTHLY CYR), Job Code (All), Contract Begin Date, Contract End Date, Accrual Code (All), Contract Months, Salary Concept (All), Extract ID, Pay Grade, Employee Nbr, and Prior Yr Emp Date (01-06-2024). Below the parameters are tabs for DEDUCTIONS, LEAVE, EMPLOYEE, EXTRA DUTY (which is selected), JOB CODE, and SALARY CALCULATION. The 'EXTRA DUTY' tab contains a 'Method' section with radio buttons for changing extra duty codes (Change Extra Duty Code to Another Code, Change Existing Extra Duty Code Information, Delete Extra Duty Code from Employees, Add Extra Duty Code to Employees), and a 'Change' section with fields for 'If Extra Duty Code', 'Amount', 'Remain Amt', and 'Remain Pymts'. A 'Populate Extra Duty Code Description' link is located in the 'Change' section, and an 'Execute' button is at the bottom right.

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.



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