



Mass Update Pay and State Steps

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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.

Mass update Pay and State steps on all employees tied to a Salary table to allow preliminary payroll data to be sent to Budget as a starting point.

A. Consider repeating this step to increment properly. Increment once for Pay Type 1 (professionals). Increment both the Pay and State Step for these employees.

B. On your next update, choose Pay Type 2. Only increment the Pay Step for these employees since they are not subject to Stat Min, making the State Step unnecessary.

C. If needed, repeat for Pay Type 3.

The screenshot displays the 'Mass Update' utility interface. The 'Parameters' section at the top includes fields for Pay Status (Active, Inactive, Both), Primary Campus, Pay Campus, Contract Begin Date, Contract End Date, Contract Months, Payoff Date, Frequency, Salary Concept, Extract ID, and Employee Nbr. The 'Employee' tab is selected, showing three main sections: 'Reset', 'Increment', and 'Modify'. The 'Reset' section is highlighted with a red box and contains a list of checkboxes and input fields for updating employee data, including Pay Status, Fiscal Year, Dock Rate, Unemployment Elig, Pre-Note, Health Ins Code, FSP Staff Data Code, TRS Member Pos, and various payment and schedule options. The 'Increment' section allows for incrementing Pay Step, State Step, and Total Job Experience. The 'Modify' section allows for modifying Contract Begin Date, Contract End Date, Nbr Days Empld, # of Months in Contract, Contract Days, and Payoff Date. The 'Execute' button is located at the bottom right of the 'Modify' section.

☐ 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 **Increment**:

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'EMPLOYEE' tab is selected. The 'Increment' section is highlighted with a red box, showing 'Pay Step' and 'State Step' checked, and 'Limit 20' selected. The 'Reset' and 'Modify' sections are also visible.

□ 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.

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both Reset

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:

Prior Yr Emp Date: 01-06-2024

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

Reset

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

(Number of)
☒ Annual Payments
☒ Remaining Payments
☒ WC Annual Payments
☒ WC Remaining Payments

Increment

☒ Pay Step ☐ Limit:
☒ State Step ☒ Limit 20
☐ Total Job Experience
 If Employment Date <

Modify

Contract Begin Date: From To
 Contract End Date:
 Nbr Days Empld:
 # of Months in Contract:
 Contract Days: 000 TRS - 000 TRS
 Payoff Date:

Execute



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.



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