



## 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.

- Consider repeating this step to increment properly. Increment once for Pay Type 1 (professionals). Increment both the Pay and State Step for these employees.
- 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.
- If needed, repeat for Pay Type 3.

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 Payroll Mass Update interface with the following settings:

- Parameters:**
  - Pay Status:** Active (radio button selected)
  - Primary Campus:** All
  - Payoff Date:** (empty field)
  - Frequency:** F Monthly NYR
  - Salary Concept:** All
  - Extract ID:** (empty field)
  - Employee Nbr:** (empty field)
- Job Code:** All
- Accrual Code:** All
- Contract Months:** (empty field)
- Prior Yr Emp Date:** 01-15-2026

**DEDUCTIONS** | **LEAVE** | **EMPLOYEE** (selected) | **EXTRA DUTY** | **JOB CODE** | **SALARY CALCULATION**

**Reset** (checkboxes for Pay Status, Fiscal Year, Dock Rate, etc.)

**Increment** (checkboxes for Pay Step, State Step, Limit 20, Total Job Experience, and a condition for Employment Date)

**Modify** (checkboxes for Contract Begin Date, End Date, Nbr Days Empld, # of Months in Contract, Contract Days, Local Contract Days, and dropdowns for From and To dates, and Payoff Date)

- 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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>
Pay Type:	All	Pay Campus:	All	Frequency:	F MONTHLY NYR
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All
Accrual Code:	All	Contract End Date:	<input type="text"/>	Extract ID:	<input type="text"/>
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>
Prior Yr Emp Date: 01-06-2024		Reset			

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

**Reset**

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

**Increment**

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

**Modify**

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

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.



## Back Cover