



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 shows the 'Mass Update' utility interface. The 'Parameters' section is highlighted with a red box, showing the following settings: Pay Status: Active; Primary Campus: All; Payoff Date: ; Pay Campus: All; Frequency: 5 Semimonthly CYR; Job Code: All; Contract Begin Date: ; Contract End Date: ; Salary Concept: All; Accrual Code: All; Contract Months: ; Extract ID: 001 SEC TEACHERS; Pay Grade: ; Employee Nbr: ; Prior Yr Emp Date: 00-00-0000. Below the parameters, the 'EMPLOYEE' tab is active, showing three sections: 'Reset', 'Increment', and 'Modify'. The 'Reset' section is also highlighted with a red box, showing various fields like 'Pay Status', 'Fiscal Year', 'Dock Rate', 'Unemployment Elig', 'Pre-Note', 'Health Ins Code', 'FSP Staff Data Code', 'TRS Member Pos', 'Annual Payments', 'Remaining Payments', 'WC Annual Payments', and 'WC Remaining Payments'.

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. The 'EMPLOYEE' tab is selected. The 'Increment' section is highlighted with a red box, showing the following options:

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

The 'Reset' section includes various checkboxes and dropdowns for parameters like Pay Status, Fiscal Year, Dock Rate, Unemployment Elig, Pre-Note, Health Ins Code, FSP Staff Data Code, TRS Member Pos, and Incr Pay Step. The 'Modify' section includes fields for Contract Begin Date, Contract End Date, Nbr Days Empid, # of Months in Contract, Contract Days, 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

Active Inactive Both Reset

Pay Type: Primary Campus: Payoff Date:

Job Code: Pay Campus: Frequency:

Accrual Code: Contract Begin Date: Salary Concept:

Contract End Date: Extract ID:

Contract Months: Employee Nbr:

Prior Yr Emp Date:

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

Reset

Pay Status

Fiscal Year

Dock Rate

Unemployment Elig

Pre-Note

(FSP Staff Salary Data)

Health Ins Code

FSP Staff Data Code

TRS Member Pos

(Number of)

Annual Payments

Remaining Payments

WC Annual Payments

WC Remaining Payments

Increment

Pay Step

State Step

Total Job Experience

If Employment Date <

Modify

Contract Begin Date: From To

Contract End Date:

Nbr Days Empld:

of Months in Contract:

Contract Days:

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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