



## Mass Update Pay and State Steps



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# Update staff data

Payroll > Utilities > Mass Update > Employee

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 who are tied to a Salary tables. This will allow preliminary payroll data to be sent to Budget as a starting point.

Step 14 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.

☐ 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 **Reset**:

Utilities > Mass Update Payroll

Year: N Frequency: F

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date:  Salary Concept: All

Contract End Date:  Extract ID: 187 187 DAYS

Contract Months:  Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

**Reset**

☐ Pay Status ☐ Incr Pay Step ☐ Calendar

☒ Fiscal Year ☐ Daily Rate ☒ Contract Begin Date 08-18-2025

☐ Dock Rate ☐ No ☒ Contract End Date 05-29-2026

☐ Unemployment Elig ☐ Yes ☒ Nbr Days Empld 187

☐ Pre-Note ☐ # of Months in Contract 10

☐ (FSP Staff Salary Data) ☐ Contract Days 000 TRS -

☐ Health Ins Code ☐ Local Contract Days

☐ FSP Staff Data Code ☒ Payoff Date 08-19-2026

☐ TRS Member Pos

**Increment**

☐ Pay Step ☐ Limit

☐ State Step ☐ Limit 20

☐ Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: From To

**Execute**

(Number of)

☒ Annual Payments 12

☒ Remaining Payments 12

☒ WC Annual Payments 10

☒ WC Remaining Payments 10

☐ Local Schedule

☐ Max Days

☐ Hrs/Day 0.000

☒ Wkly Hrs Sched 40

Utilities > Mass Update Payroll

Year: N

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

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: 00-00-0000

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

**Reset**

☐ Pay Status ☐ Incr Pay Step ☐ Calendar

☒ Fiscal Year ☐ Daily Rate ☐ Contract Begin Date

☐ Dock Rate ☐ No ☐ Contract End Date

☐ Unemployment Elig ☐ Yes ☐ Nbr Days Empld

☐ Pre-Note ☐ # of Months in Contract

☐ (FSP Staff Salary Data) ☐ Contract Days

☐ Health Ins Code ☐ Local Contract Days

☐ FSP Staff Data Code ☐ Payoff Date

☐ TRS Member Pos

**Increment**

☐ Pay Step ☐ Limit

☐ State Step ☐ Limit 20

☐ Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date: From To

Contract End Date: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: From To

**Execute**

(Number of)

☒ Annual Payments 12

☒ Remaining Payments 12

☒ WC Annual Payments 12

☒ WC Remaining Payments 12

☐ Local Schedule

☐ Max Days

☐ Hrs/Day 0.000

☐ Wkly Hrs Sched 0

Example of **Increment**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID:

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

Increment

Modify

From To

Contract Begin Date: - - - -

Contract End Date: - - - -

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: - - - -

Example of **Modify**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID: 187 187 DAYS

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

Increment

Modify

From To

Contract Begin Date: 08-14-2024 08-15-2025

Contract End Date: - - - -

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: - - - -

Execute

☐ The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Modify**.

- Under **Modify**, complete the applicable fields.
- The **Area Code** and **Zip Code** are updated in both the current year and the next year.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY format and select the pay frequency. This changes the contract dates for all employees, regardless of the date they came to work for the LEA.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the [Personnel > Maintenance > Employment Info](#). If this date is blank or contains zeros, it uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

☐ 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.

The screenshot shows the 'Mass Update' interface for 'Payroll'. The 'Parameters' section 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 'Prior Yr Emp Date' is set to '01-06-2024'. Below this are tabs for 'DEDUCTIONS', 'LEAVE', 'EMPLOYEE' (selected), 'EXTRA DUTY', 'JOB CODE', and 'SALARY CALCULATION'. The 'EMPLOYEE' tab contains three main sections: 'Reset', 'Increment', and 'Modify'. The 'Increment' section is highlighted with a red box and contains checkboxes for 'Pay Step', 'Limit', 'State Step', and 'Limit 20'. The 'Modify' section includes fields for 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', 'Contract Days', and 'Payoff Date'. An 'Execute' button is located at the bottom right.



**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.



- ☐ Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info tab.
- ☐ Run the [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) by code before performing the extra duty mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.



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