



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: Frequency: F Monthly NYR

Pay Type: All Contract Begin Date: Salary Concept: All

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

Accrual Code: All Contract Months: Employee Nbr:

Pay Grade: Prior Yr Emp Date: 01-15-2026

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

Reset

Pay Status Pay Step Calendar Payoff Date: 08-19-2026

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 Pay Grade:

(Number of) Annual Payments: 12 Pay Grade:

Remaining Payments: 12 Local Schedule:

WC Annual Payments: 10 Max Days:

WC Remaining Payments: 10 Hrs/Day: 0.000

Increment

Pay Step Pay Step Limit:

Contract Begin Date: State Step Limit 20

Contract End Date: Nbr Days Empld:

Nbr Days Empld: Total Job Experience: If Employment Date <

Modify

Contract Begin Date: To:

Contract End Date:

Nbr Days Empld:

of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date:

Execute

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: Active Inactive Both

Primary Campus: All Payoff Date: Frequency: F Monthly NYR

Pay Type: All Contract Begin Date: Salary Concept: All

Job Code: All Contract End Date: Extract ID:

Accrual Code: All Contract Months: Employee Nbr:

Pay Grade: Prior Yr Emp Date: 00-00-0000

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

Reset

Pay Status Pay Step Calendar Payoff Date: 08-19-2026

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: 0

Pre-Note # of Months in Contract:

(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 Pay Grade:

(Number of) Annual Payments: 12 Pay Grade:

Remaining Payments: 12 Local Schedule:

WC Annual Payments: 12 Max Days:

WC Remaining Payments: 12 Hrs/Day: 0.000

Wkly Hrs Sched:

Increment

Pay Step Pay Step Limit:

Contract Begin Date: State Step Limit 20

Contract End Date: Nbr Days Empld:

Nbr Days Empld: Total Job Experience: If Employment Date <

Modify

Contract Begin Date: To:

Contract End Date:

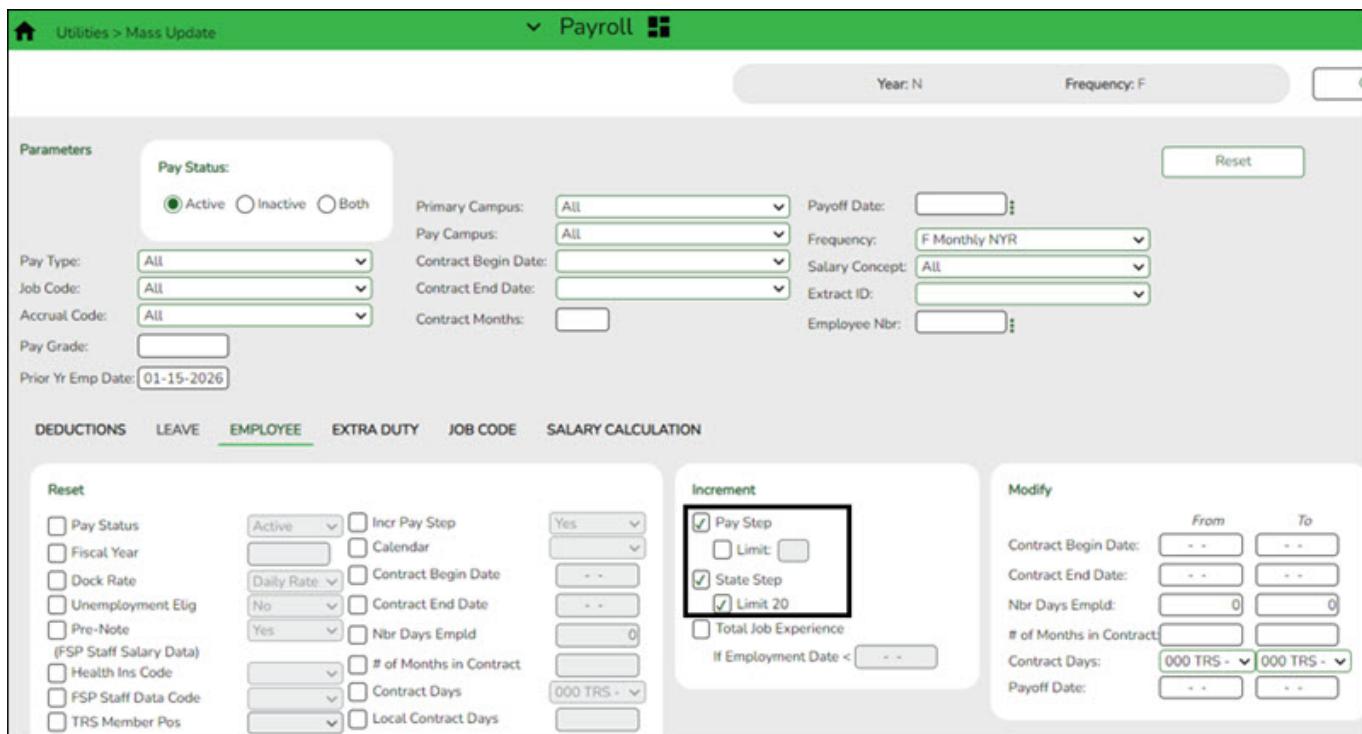
Nbr Days Empld:

of Months in Contract:

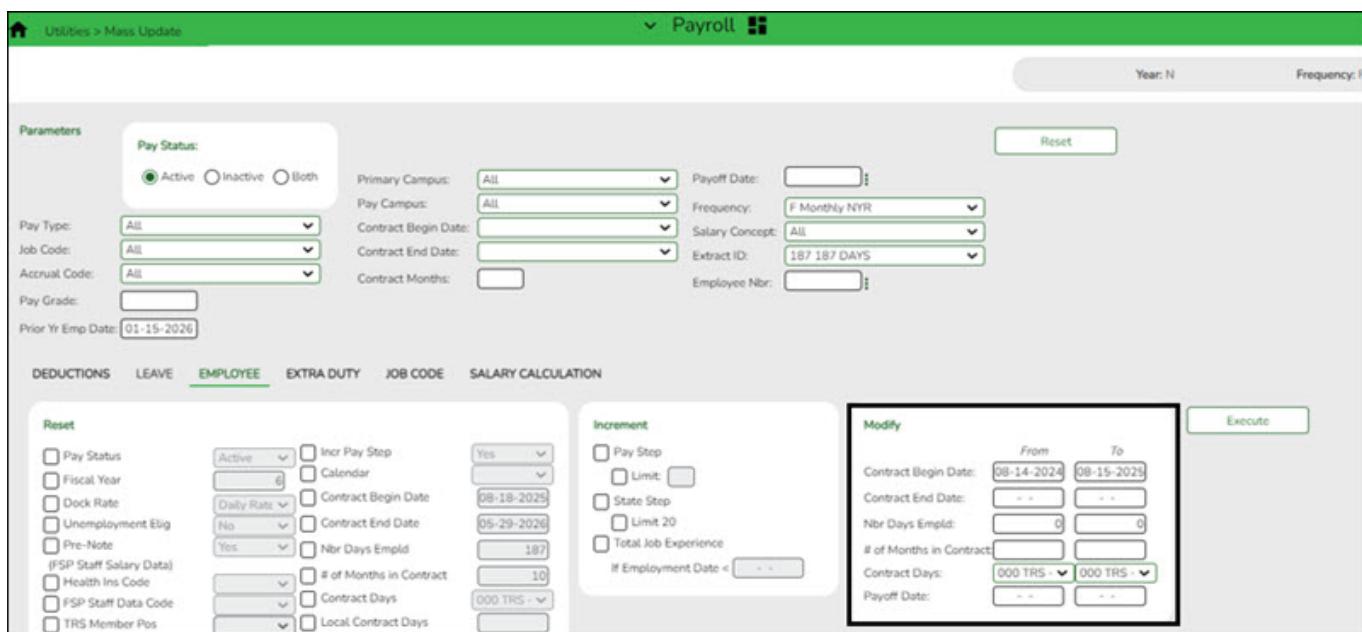
Contract Days: 000 TRS - 000 TRS -

Payoff Date:

Execute

Example of **Increment**:


The screenshot shows the 'Payroll' section of the 'Mass Update' utility. The 'EMPLOYEE' tab is selected. In the 'Parameters' section, 'Pay Status' is set to 'Active'. The 'Increment' section is highlighted with a black box, showing 'Pay Step' and 'State Step' checkboxes checked, with 'Limit 20' selected for State Step. The 'Modify' section shows 'Contract Begin Date' and 'Contract End Date' fields with specific dates: '08-18-2025' and '05-29-2026' respectively. The 'Payoff Date' field is empty.

Example of **Modify**:


The screenshot shows the 'Payroll' section of the 'Mass Update' utility. The 'EMPLOYEE' tab is selected. In the 'Parameters' section, 'Pay Status' is set to 'Active'. The 'Modify' section is highlighted with a black box, showing 'Contract Begin Date' and 'Contract End Date' fields with specific dates: '08-14-2024' and '08-15-2025' respectively. The 'Payoff Date' field is empty.

□ 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.

Utilities > Mass Update

Payroll

Parameters

Prior Yr Emp Date: 01-06-2024

EMPLOYEE

Increment

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.

- 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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