



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 (selected), Inactive, Both. Primary Campus: All, Payoff Date: [] | Fiscal Year: 8, Calendar: [] | Pay Type: All, Contract Begin Date: [], Frequency: F Monthly NYR | Job Code: All, Contract End Date: [], Salary Concept: All | Accrual Code: All, Contract Months: [], Extract ID: 187 187 DAYS | Pay Grade: [], Employee Nbr: [] | Prior Yr Emp Date: 01-15-2026

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

Reset | Increment | Modify | Execute

Reset section (highlighted):
 Pay Status: Active
 Fiscal Year: 8
 Dock Rate
 Unemployment Elig: No
 Pre-Note: Yes
 Health Ins Code
 FSP Staff Data Code
 TRS Member Pos
 Local Contract Days
 Contract Begin Date: 08-18-2025
 Contract End Date: 05-29-2026
 Nbr Days Empld: 187
 # of Months in Contract: 10
 Contract Days: 000 TRS
 Local Contract Days
 Payoff Date: 08-19-2026
 Pay Grade
 Local Schedule
 Max Days
 Hrs/Day: 0.000
 Wkly Hrs Sched: 40

Utilities > Mass Update | Payroll | Year: N

Parameters: Pay Status: Active (selected), Inactive, Both. Primary Campus: All, Payoff Date: [] | Fiscal Year: [], Calendar: [] | Pay Type: All, Contract Begin Date: [], Frequency: F Monthly NYR | Job Code: All, Contract End Date: [], Salary Concept: All | Accrual Code: All, Contract Months: [], Extract ID: [] | Pay Grade: [], Employee Nbr: [] | Prior Yr Emp Date: 00-00-0000

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

Reset | Increment | Modify | Execute

Reset section (highlighted):
 Pay Status: Active
 Fiscal Year: []
 Dock Rate
 Unemployment Elig: No
 Pre-Note: Yes
 Health Ins Code
 FSP Staff Data Code
 TRS Member Pos
 Local Contract Days
 Contract Begin Date: []
 Contract End Date: []
 Nbr Days Empld: 0
 # of Months in Contract: []
 Contract Days: 000 TRS
 Local Contract Days
 Payoff Date: []
 Pay Grade
 Local Schedule
 Max Days
 Hrs/Day: 0.000
 Wkly Hrs Sched: 0
(Number of)
 Annual Payments: 12
 Remaining Payments: 12
 WC Annual Payments: 12
 WC Remaining Payments: 12

Example of **Increment**:

The screenshot shows the 'Payroll' Mass Update interface. The 'EMPLOYEE' tab is selected. In the 'Increment' section, 'Pay Step' and 'State Step' are checked, with 'Limit 20' also selected. The 'Modify' section is highlighted with a red box, showing the following fields: Contract Begin Date (From: --, To: --), Contract End Date (From: --, To: --), Nbr Days Empld (From: 0, To: 0), # of Months in Contract (From: --, To: --), Contract Days (From: 000 TRS, To: 000 TRS), and Payoff Date (From: --, To: --). Other sections like 'Reset' and 'Parameters' are also visible.

Example of **Modify**:

The screenshot shows the 'Payroll' Mass Update interface. The 'EMPLOYEE' tab is selected. In the 'Modify' section, 'Contract Begin Date' is set to 08-14-2024 and 'Contract End Date' is set to 08-15-2025. The 'Modify' section is highlighted with a red box. Other sections like 'Reset' and 'Parameters' are also visible.

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.



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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