Deductions - HRS3400

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Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.

Important: To avoid entering data in an incorrect pay frequency, be mindful of the payroll frequency to which you are logged on as you may be changing back and forth between the current year and next year pay frequencies for several months.

Deductions tab

Deductions - HRS3400

Payroll > Utilities > Mass Update > Deductions

This utility is used to update deductions for a number of employees at a single time. Deduction data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Deductions tab allows users to add, change, and delete deduction codes as well as alter the number of remaining payments and the existing dollar amounts associated with the deductions. Mass deduction updates are very useful at the beginning of the year when many employees are being added to insurance programs. Once deductions are added using this tab, they are reflected in the individual deduction records.

Mass update deductions:

❑ Under **Parameters**, select the appropriate parameters for the employees whose deduction data is to be changed.

TIP: Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.

Field	Description
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

❏ Under **Method**, select the type of deduction change to be implemented.

Change Existing Code and Amounts to Another	In the **If Deduction Code** field, click ⋮ to select the deduction code to be changed.
	Under **Change Deduction Info**:
	In the **New Code** field, click ⋮ to select the new deduction code.
	In the **Net Amount** field, type the dollar value of the deduction.
	In the **Remaining Payments** field, type the number of payments remaining.
	In the **Emplr Contrib** field, type the dollar value of the employer's contribution.
	By default, **Refund** is set to *No Update*, which indicates that no updates will be implemented to the refunds. You can set **Update All Records** to *N* or **Update All Records** to *Y*.
	By default, **Cafe 125** is set to No Update, which indicates that no updates will be made to the cafeteria 125. You can set **Update All Records** to *N* or **Update All Records** to *Y*.

Change Remaining Deduction Payments	In the **Set Number of Remaining Payments for All Deduction Codes** field, type the number of remaining deduction payments. This field changes the number of remaining payments for all deduction codes. If you want to adjust the remaining payments for specific deduction codes, use the following two fields. If you enter data into this field and the following two fields, the system is set to the data in this field. **Note**: If changing the number of remaining payments to zero, a deduction code must be selected. Under **Change Remaining Deduction Payments**: • In the **Deduction Code** field, click ⌄ to select the deduction code for which the remaining payments are to be changed. • In the **Remaining Payments** field, type the new number of payments remaining.
Change Dollar Amount on Existing Code	In the **If Deduction Code** field, click ⋮ to select the deduction code from which the dollar amount is to be changed. Under **Change Dollar Amount**: In the **Net Amount From** field, type the dollar value of the net amount from which the deduction is being changed. In the **Net Amount To** field, type the dollar value of the net amount to which the deduction is being changed. In the **Emplr Contrib From** field, type the dollar value of the employer amount from which the deduction is being changed. In the **Emplr Contrib To** field, type the dollar value of the employer amount to which the deduction is being changed.
Add Deduction Code to Employees	Under **Add Deduction Info**: In the **New Code** field, click ⋮ to select the new deduction code. In the **Net Amount** field, type the dollar value of the deduction. In the **Remaining Payments** field, type the number of payments remaining. In the **Emplr Contrib** field, type the dollar value of the employer's contribution. By default, the **Refund** check box is not selected and the description is set to *Update All Records to N* indicating that no updates will be implemented to the refunds. Select the check box to set the option to *Update All Records to Y* indicating that all records will be updated. By default, the **Cafe 125** check box is not selected and the description is set to *Update All Records to N*, which indicates that no updates will be made to the cafeteria 125. Select the check box to set the option to *Update All Records to Y* indicating that all records will be updated.
Delete Deduction Code from Employees	The list of deduction codes associated with the employer are displayed showing the deduction type, deduction abbreviation, and description. Use the scroll bar to locate the deduction code that needs to be deleted. Select **Delete** for each code that needs to be removed. **Note**: To select multiple rows when the deduction codes are consecutive, select a deduction code to start at, and then press and hold SHIFT while selecting a deduction code to end the selection process. All deduction codes (between the first and last deduction code) in the sequence are now selected for deletion.

Delete Deduction Code with Zero Remaining Payments from Employees	The list of deduction codes associated with the employer are displayed showing the deduction type, deduction abbreviation, and description. Use the scroll bar to locate the deduction code that needs to be deleted. Select **Delete** for each code that needs to be removed. **Note**: To select multiple rows when the deduction codes are consecutive, select a deduction code to start at, and then press and hold SHIFT while selecting a deduction code to end the selection process. All deduction codes (between the first and last deduction code) in the sequence are now selected for deletion.
Change Existing Code only to Another	In the **From Deduction Code** field, click ⌄ to select the deduction code to be changed from. In the **To Deduction Code** field, click ⌄ to select the deduction code to change to.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to accept the changes and continue.

A message is displayed indicating that the process was completed successfully.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.

The Leave tab is disabled as leave is only updated in the current year.

Employee tab

Employee - HRS3400

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 employee data:

❑ Under **Parameters**, select the appropriate parameters for 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.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

☐ Under **Reset**, select the employee data to reset:

Pay Status	Select to reset the employee data to a particular pay status, or leave blank to not reset by pay status. If the field is selected, click ⌄ to the right of Pay Status and select the employee's pay status for the purposes of payroll calculation. The system is set to Active.
Fiscal Year	Select to reset employee data for a specific fiscal year, or leave blank to not reset by fiscal year. If the field is selected, type the last digit of the fiscal year for which the employee data is to be reset in the field to the right of **Fiscal Year**.
Dock Rate	Select to reset the dock rate on the employee Pay Info page. If the field is selected, click ⌄ to the right of **Dock Rate** and select the applicable dock rate. If blank, the dock rate is set to zero.
Unemployment Elig	Select to reset the unemployment eligibility on the Pay Info tab, or leave blank to not reset the unemployment eligibility. If the field is selected, click ⌄ to the right of **Unemployment Elig** and select the employee's unemployment eligibility. The system is set to *No*.
Pre-Note	Select to reset the prenote for bank deposit records. If the field is selected, click ⌄ to the right of **Pre-Note** and select *Yes* or *No*. The system is set to *Yes*. The **Pre-Note** field is displayed as a check box on the preview report.
Health Ins Code	Select to reset the employee's eligibility for the TEA Health Insurance, or leave blank to not reset the eligibility for the TEA Health Insurance. If the field is selected, click ⌄ in the field to the right of **Health Ins Code** and select a code that indicates the employee's eligibility: *N - Not eligible* *S - Eligible spouse participating* *W - Eligible Health Insurance* *Y - Eligible participating Health Insurance*
FSP Staff Data Code	Select to reset the employee's eligibility for the TEA Health Insurance, or leave blank to not reset the FSP staff data code. If the field is selected, click ⌄ in the field to the right of FSP Staff Data Code and select one of the following codes: *F - Full-Time* *P - Part-Time*
TRS Member Pos	Select to reset the employee's TRS member position code or leave blank to not reset the employee's TRS member position code. If the field is selected, click ⌄ in the field to the right of **TRS Member Pos** and select one of the following codes: *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker* *09 - Summer School*

Incr Pay Step	Select to reset the employee's pay step data, or leave blank to not reset the employee pay step data. If the field is selected, click ⌄ to the right of Incr Pay Step and select *Yes* or *No*. When this option is selected, the system is set to *Yes*. If the employee is to be incremented for a specific job, the employee must have the **Incr Pay Step** option selected on the Job Info page.
Calendar	Select to change the calendar code. If the field is selected, click ⌄ to the right of Calendar and select the appropriate calendar code. Only the calendar code is changed. The **Begin Date**, **End Date**, and **# of Days Empld** fields are not changed and are included in the Mass Update or updated separately.
Contract Begin Date	Select to reset the employee's contract begin date. To the right of **Contract Begin Date**, type the employee's new contract begin date, or leave blank to clear the previous contract begin date.
Contract End Date	Select to reset the employee's contract end date. To the right of **Contract End Date**, type the employee's new contract end date, or leave blank to clear the previous contract end date.
Nbr Days Empld	Select to reset the employee's total number of days employed. To the right of **Nbr Days Empld**, type the employee's new total number of days employed, or leave blank to reset the number of days employed to zero.
# of Months in Contract	Select to reset the employee's total number of contract days. To the right of **# of Months in Contract**, type the employee's new total number of contract days, or leave blank to reset the number of contract days to zero.
Contract Days	Select to reset the employee's number of days in contract. To the right of **Contract Days**, click ⌄ to select the employee's new number of days in contract, or leave blank to reset the number of days in contract to zero. **Note**: If the **Contract Days** field is already modified, the **Contract Days** fields on this tab (under **Modify**) are not available. If the **Contract Days** fields on this tab (under **Modify**) are modified, the **Contract Days** field is not available.
Local Contract Days	Select to reset the number of days an employee must work in order to meet LEA contract requirements. To the right of **Local Contract Days**, type the new number of days that an employee must work. The field can be a maximum of three digits.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.
Pay Grade	Select to reset the employee's pay grade. If the field is selected, the user must type the three-character alphanumeric code to be reset in the field to the right of Pay Grade.
Local Schedule	Select to reset the employee's local schedule. If the field is selected, the user must type the locally assigned, single-character code to be reset in the field to the right of **Local Schedule**. The local schedule is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.
Max Days	Select to reset the employee's maximum number of days in contract. To the right of **Max Days**, type the employee's new number of contract days which relates to the correct salary on the salary table, or leave blank to clear the previous maximum number of days.
Hrs/Day	Select to reset employee's hours/day. To the right of **Hrs/Day**, type the new hours per day amount, or leave blank to reset the previous hours per day amount to zero.

Wkly Hrs Sched	Select to reset the employee's scheduled weekly hours for a specific job, or leave blank to not reset the employee's scheduled weekly hours. If the field is selected, in the field to the right of **Wkly Hrs Sched**, type the employee's scheduled weekly hours for a specific job.

❑ Under **(Number of)**:

Annual Payments	Select to reset employee data for a number of annual payments, or leave blank to not reset the number of annual payments. To the right of **Annual Payments**, type the number of annual payments. If left blank, the value is zero.
Remaining Payments	Select to reset employee data for a number of remaining payments, or leave blank to not reset the number of remaining payments. To the right of **Remaining Payments**, type the number of remaining payments. If left blank, the value is zero.
WC Annual Payments	Select to reset employee data for a number of annual workers' compensation payments, or leave blank to not reset the number of annual workers' compensation payments. To the right of **WC Annual Payments**, type the number of annual payments. If left blank, the value is zero.
WC Remaining Payments	Select to reset employee data for a number of remaining workers' compensation payments, or leave blank to not reset the number of remaining workers' compensation payments. To the right of **WC Remaining Payments**, type the number of remaining payments. If left blank, the value is zero.

❑ Under **Increment**, select the employee data to increment:

   WARNING: Data should only be incremented one time.

Pay Step	Select to increment the pay step for employees, or leave blank to not increment the pay step. If you select this field, you can select Limit to limit the pay step increment. To the right of Limit, type the two-digit maximum pay step that is allowed by the LEA. **Note**: When **Pay Step** is selected, the system verifies that the Increase Pay Step field on the Job Codes table is selected. The **Increase Pay Step** field must be selected for the specific job code in order for the **Pay Step** field to increment the pay step for those employees.
State Step	Select to increment state step for employees, or leave blank to not increment the state step. If you select this field, you can select **Limit 20** to increment everyone by one to a maximum. Leave the field blank to not set 20 as a state step maximum.
Total Job Experience	Select to increment total job experience by one, or leave blank to not increment total job experience by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.

❑ Under **Modify**, select the employee data to modify:

Contract Begin Date	Type the original date that the contract began in the MMDDYYYY format in the **From** column. In the **To** column, type the new contract begin date, or leave blank to clear the previous contract begin date.
Contract End Date	Type the original date that the contract ends in the MMDDYYYY format in the **From** column. In the **To** column, type the new contract end date, or leave blank to clear the previous contract end date.
Nbr Days Empld	Type the original number of days that the employee was employed in the **From** column. In the **To** column, type the new number of days employed, or leave it blank to reset the number of days employed to zero.
# of Months in Contract	Type the original number of months that the employee was obligated to work in the **From** column. In the **To** column, type the new number of months in the contract, or leave blank to reset the number of months in the contract to zero.
Contract Days	Click ⌄ in the **From** column to select the original number of days of the employee contract. Click ⌄ in the To column to select the new number of contract days, or leave blank to reset the contract days to zero. **Note**: If the **Contract Days** field is already modified on this tab (under **Reset**), the **Contract Days** fields are not available. If the **Contract Days** fields are modified, **Contract Days** field on this tab (under **Reset**) are not available.
Payoff Date	Type the payoff date that you wish to modify in the MMDDYYYY format in the **From** column. In the **To** column, type the new payoff date, or leave blank to clear the previous payoff date.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to accept the changes and continue.

A message is displayed indicating that the process was completed successfully.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.

Note: Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

Example of **Increment**:

Example of **Modify**:

- 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** is updated in both the current year and next year.
  - In the **Prior Year Employment Date** field, type today's date in the MMDDYYYY 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.

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.

Extra Duty tab

Extra Duty - HRS3400

Payroll > Utilities > Mass Update > Extra Duty

> This utility is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed or deleted using this page, modifications are reflected in the individual extra duty records.

Mass update extra duty:

❑ Under **Parameters**, select which employees and records are to be copied to the current year.

> **TIP**: Prior to processing a mass update, capture a screenshot of the parameters used for future

reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⦂ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⦂ to select employees.

❑ Under **Method**, select the extra duty changes to be implemented.

Change Extra Duty Code to Another Code	In the **If Extra Duty Code** field, click ⌄ to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).
	In the **Change To** field, click ⌄ to select the new extra duty code. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).
	In the **Amount** field, accept the amount that the system displays based on data in the **Change To** field, or type the dollar value of the extra duty assignment.
	In the **Remain Amt** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code.
	If the extra duty pay code is an account type S - Supplemental pay and has multiple distributions on the Maintenance > Staff Job/Pay Data > Distributions tab, all changes are appropriately distributed across the multiple extra duty account codes according to the existing percentages.
	If the previous extra duty pay code was an account type G - Standard Gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard Gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab.
	In the **Remain Pymts** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code.
Change Existing Extra Duty Code Information	**Note**: If the existing extra duty code is associated with an account type G - Standard Gross pay, the process updates the Amount field on the Maintenance > Staff Job/Pay Data > Pay Info tab. If the existing extra duty code is associated with an account type S - Supplemental pay, the process updates the **Amount**, **Remain Amt**, and **Remain Pymts** fields on the Maintenance > Staff Job/Pay Data > Pay Info tab and the related distribution records on the Maintenance > Staff Job/Pay Data > Distributions tab according to the distribution percentages.
	In the **If Extra Duty Code** field, click ⌄ to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).
	In the **Amount** field, type the dollar value of the extra duty assignment.
	In the **Remain Amt** field, if the account type for the extra duty code is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code.
	Note: If the extra duty pay code is an account type G - Standard gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab.
	In the **Remain Pymts** field, if the account type for the extra duty code is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code.

Delete Extra Duty Code from Employees	The list of extra duty codes associated with the employee are displayed showing the extra duty code, description, and account type (e.g., S - Supplemental pay or G - Standard Gross pay). Locate the extra duty code that needs to be deleted. Select the **Delete** field for each code that needs to be removed. **Note**: Extra duty pay codes that are account type G - Standard gross pay must have the extra duty amount manually deducted from the **Total** field on the Job Info tab. Extra duty pay codes that are account type S - Supplemental pay are automatically removed from the XTRA - Extra Duty job code on the Distributions tab. When all extra duty pay codes that are account type S - Supplemental are deleted, the XTRA job code is automatically removed from the Maintenance > Staff Job/Pay Data > Job Info tab and the Maintenance > Staff Job/Pay Data > Distributions tab.
Add Extra Duty Code to Employees	This feature allows the user to mass add type S - Supplemental pay codes to employees. If the employee already has the extra duty code as type S - Supplemental pay, the employee is not included. If the employee is processed, the employee extra duty record, XTRA - Extra Duty job code, and distribution records are inserted. The account code on the Extra Duty table must be valid. If the organization and/or fiscal year is masked, the completed account code, as created by the system for each employee, must be valid. If the organization is masked, the employee's pay campus is used. ❑ In the **Add Extra Duty Code** field, click ⌄ to select the type S - Supplemental pay extra duty code. ❑ In the **Amount** field, type the dollar value of the extra duty assignment. ❑ In the **Remain Amt** field, type an amount remaining for this extra duty code. **Note**: If the organization and/or the fiscal year are masked (containing Xs), the completed account code as created by the system for each employee must be valid. If the organization is masked, the employee's pay campus is used. ❑ In the **Remain Pymts** field, the user can type the number of payments remaining for this extra duty code.

❑ Click **Populate Extra Duty Code Description** to update the **Amount** field when a different extra duty code is selected.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to accept the changes and continue.

A message is displayed indicating that the process was completed successfully.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.

Job Code tab

Job Code - HRS3400

Payroll > Utilities > Mass Update > Job Code

This utility is used to update job code data for a number of employees at a single time. Job code data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Job Code tab allows users to modify job code data. Once job code data is altered using this page, changes are reflected in the individual records

Use the Job Code tab to change employee job assignments that display on the Job Info tab. This change modifies the Job Info and Distribution tabs.

Note: If accruals are associated with job codes, make changes with caution and verify.

Mass update job code data:

❑ Under **Parameters**, select the employees whose job code data is to be changed.

TIP: Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.

Field	Description
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ⌄ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ⌄ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ⋮ to select employees.

❏ Under **Change Job Code to Another Code**:

If Job Code	Click ⌄ to select the job code to be changed.
Change To	Click ⌄ to select the new job code.

❏ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❏ Click **Process** to accept the changes and continue.

   A message is displayed indicating that the process was completed successfully.

❏ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.

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