



## **Deductions - HRS3400**



# Table of Contents



## Human Resources > Utilities > Mass Update

Update employee data in preparation for the new school year.

Run the [Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) by code before performing the mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.

The Mass Update utility is used to update employee data in preparation for the new school year. This utility allows you to mass change data quickly and easily, resulting in minor manual changes to individual employee; therefore, less possibility of errors made by manual entries.

**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 and next year frequencies for several months.

### Deductions tab

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

### Employee tab

### Image

Utilities > Mass Update SessionTimer: 26 min and 12 sec

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Type: 1 Contracted employee 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 day teachers

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000 Reset

---

**Deductions** **Leave** **Employee** **Extra Duty** **Job Code** **Salary Calculation**

**Reset**

Pay Status: Active  Incr Pay Step: Yes

Fiscal Year: 1  Calendar

Extract ID:

Unemployment Eligibility (ICESA Report): Yes  Contract Begin Date: 08-10-2020

Take Retiree Surcharge: Yes  Contract End Date: 06-04-2021

NY Take Ret Surchg: Yes  Nbr Days Empld: 187

Dock Rate: Daily Rate  # of Months in Contract: 10

Unemployment Elig: Yes  Contract Days: 187 Valid t

EIC Code: 1 Not eligil  Local Contract Days: 187

Pre-Note (FSP Staff Salary Data): Yes  Payoff Date: 08-10-2021

Health Ins Code:   Pay Grade:

FSP Staff Data Code:   Local Schedule:

Employment Type: F Half-Tim  Man/Days:

Retiree Employment Type:   Hrs/Day: 8,000

TRS Member Pos: 02 Teache  Wkly Hrs Sched: 40

(Number of)

Annual Payments: 12

Remaining Payments: 12

WC Annual Payments: 12

WC Remaining Payments: 12

**Increment**

Pay Step Limit:

State Step Limit 20

Total (Prof) Experience

If Employment Date < -- --

District (Prof) Experience

If Employment Date < -- --

District (Non-Prof) Experience

If Employment Date < -- --

Total (Non-Prof) Experience

If Employment Date < -- --

Total Job Experience

If Employment Date < -- --

**Modify**

Contract Begin Date: From To

Contract End Date: -- -- -- --

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - I 000 TRS - I

Payoff Date: -- -- -- --

Area Code:

Zip Code:

Execute

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

Example of **Reset**:

Image

Utilities > Mass Update SessionTimer: 21 min and 51 sec

**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: 08-12-2019** Salary Concept: All

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

**Reset**

**Increment**

**Modify**

**Execute**

Image

Utilities > Mass Update SessionTimer: 20 min and 45 sec

**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: 00-00-0000

**Reset**

**Increment**

**Modify**

**Execute**

Annual Payments 12

Remaining Payments 12

WC Annual Payments 12

WC Remaining Payments 12

Example of **Increment**:

## Image

Utilities > Mass Update SessionTimer: 18 min and 58 sec

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All

Payoff Date:

Pay Type: 1 Contracted employee

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: 01-06-2020

**Increment**

Pay Step

Limit:

State Step

Limit 20

Total (Prof) Experience

**Modify**

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:		

**Reset** **Execute**

Example of **Modify**:

## Image

Utilities > Mass Update SessionTimer: 13 min and 42 sec

**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:

**Modify**

	From	To
Contract Begin Date:	08-12-2019	08-10-2020
Contract End Date:	06-02-2020	06-04-2021
Nbr Days Empld:	0	0
# of Months in Contract:		
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	08-10-2020	08-10-2021

**Reset** **Execute**

- The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Reset** and **Modify**.
  - Under **Modify**, complete only the first five 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 will change the contract dates for all employees, regardless of the date they came to work for the district.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. 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 to update all employees that have earned one year of experience for pay purposes.
  - 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 would 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.

## Image

The screenshot displays the 'Utilities > Mass Update' interface. At the top, it shows 'SessionTimer: 12 min and 44 sec'. The 'Parameters' section includes fields for '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', 'Contract End Date', 'Salary Concept' (All), 'Accrual Code' (All), 'Contract Months', 'Extract ID', 'Pay Grade', and 'Prior Yr Emp Date' (01-06-2020, highlighted with a red arrow). Below the parameters are tabs for 'Deductions', 'Leave', 'Employee', 'Extra Duty', 'Job Code', and 'Salary Calculation'. The 'Employee' tab is selected, showing an 'Increment' section with checkboxes for 'Pay Step', 'State Step', and 'Limit 20'. The 'Modify' section on the right contains fields for 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', 'Contract Days', 'Contract Days', 'Payoff Date', 'Area Code', and 'Zip Code'.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the Employment Info tab of the Staff/Job Pay Data page. 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.

**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 next year or the current year. However, it is important not to forget this step as it must be completed prior to reporting on PEIMS in October.

Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info page.

## Extra Duty tab

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

change modifies the Job Info tab and the Distribution tab.

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

[Job Code tab](#)



## Back Cover