



ASCENDER GUIDES



Deductions - HRS3400

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Human Resources > Utilities > Mass Update

Update employee data in preparation for the new school year.

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

The screenshot shows the 'Utilities > Mass Update' screen with the 'Employee' tab selected. The 'Parameters' section includes fields for Pay Status (Active, Inactive, Both), Primary Campus (All), Payoff Date (F Monthly NYR), Frequency (F Monthly NYR), Salary Concept (All), and Extract ID (187 187 day teachers). The 'Pay Type' dropdown is set to '1 Contracted employee'. The 'Reset' button is highlighted. The 'Reset' section contains checkboxes for Pay Status, Payoff Date, and Employment Type, along with dropdowns for Active, Incr Pay Step, Contract Begin Date, Contract End Date, Nbr Days Empld, # of Months in Contract, Contract Days, Pay Grade, Payoff Date, Max Days, Hrs/Day, and Wkly Hrs Sched. The 'Increment' and 'Modify' sections are also visible.

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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	Reset
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:	<input type="text"/>	Extract ID:	<input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>	
Prior Yr Emp Date:	00-00-0000					

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar	<input type="text"/>
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date	08-10-2020
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date	06-04-2021
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empd	<input type="text"/>
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	<input type="text"/>
<input type="checkbox"/> Dock Rate		<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig		<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code		<input type="checkbox"/> Payoff Date	08-10-2021
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Pay Grade	<input type="text"/>
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Schedule	<input type="text"/>
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Max Days	<input type="text"/>
<input type="checkbox"/> Employment Type		<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> Wkly Hrs Sched	0
<input type="checkbox"/> TRS Member Pos		<input type="checkbox"/> (Number of)	<input type="text"/>
<input type="checkbox"/> Annual Payments			
<input type="checkbox"/> Remaining Payments			
<input type="checkbox"/> WC Annual Payments			
<input type="checkbox"/> WC Remaining Payments			

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit:	<input type="text"/>
<input type="checkbox"/> State Step	<input type="checkbox"/> Limit:	20
<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> District (Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> District (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> Total (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> Total Job Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>

Modify

Contract Begin Date:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Contract End Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Nbr Days Empd:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Contract Days:	000 TRS - 1		000 TRS - 1		<input type="text"/>
Payoff Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Area Code:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Zip Code:	<input type="text"/>		<input type="text"/>		<input type="text"/>

Execute

Image

Utilities > Mass Update SessionTimer: 20 min and 45 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/>	Reset
Pay Type:	All	Pay Campus:	All	Frequency:	F Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	All	Contract End Date:	<input type="text"/>	Extract ID:	<input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>	
Prior Yr Emp Date:	00-00-0000					

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar	<input type="text"/>
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date	<input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date	<input type="text"/>
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empd	<input type="text"/>
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	<input type="text"/>
<input type="checkbox"/> Dock Rate		<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig		<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code		<input type="checkbox"/> Payoff Date	<input type="text"/>
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Pay Grade	<input type="text"/>
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Schedule	<input type="text"/>
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Max Days	<input type="text"/>
<input type="checkbox"/> Employment Type		<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> Wkly Hrs Sched	0
<input type="checkbox"/> TRS Member Pos		<input type="checkbox"/> (Number of)	<input type="text"/>
<input type="checkbox"/> Annual Payments			
<input type="checkbox"/> Remaining Payments			
<input type="checkbox"/> WC Annual Payments			
<input type="checkbox"/> WC Remaining Payments			

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Limit:	<input type="text"/>
<input type="checkbox"/> State Step	<input type="checkbox"/> Limit:	20
<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> District (Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> District (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> Total (Non-Prof) Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>
<input type="checkbox"/> Total Job Experience	<input type="checkbox"/> If Employment Date <	<input type="text"/>

Modify

Contract Begin Date:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Contract End Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Nbr Days Empd:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Contract Days:	000 TRS - 1		000 TRS - 1		<input type="text"/>
Payoff Date:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Area Code:	<input type="text"/>		<input type="text"/>		<input type="text"/>
Zip Code:	<input type="text"/>		<input type="text"/>		<input type="text"/>

Execute

Example of Increment:

Image

Utilities > Mass Update SessionTimer: 18 min and 58 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus: All	Payoff Date: <input type="text"/>	Reset
Pay Type:	1 Contracted employee	Pay Campus: All	Frequency: F Monthly N/YR	
Job Code:	All	Contract Begin Date: <input type="text"/>	Salary Concept: All	
Accrual Code:	All	Contract End Date: <input type="text"/>	Extract ID: <input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="text"/>	Employee Nbr: <input type="text"/>	
Prior Yr Emp Date: 01-06-2020				

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

Reset **Increment** **Modify** **Execute**

<input type="checkbox"/> Pay Status <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	<input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar	<input type="checkbox"/> Pay Step <input type="checkbox"/> Limit: <input type="text"/>	<input type="checkbox"/> Contract Begin Date <input type="checkbox"/> Contract End Date	<input type="checkbox"/> Contract Begin Date: <input type="text"/>	<input type="checkbox"/> Contract End Date: <input type="text"/>	<input type="checkbox"/> Total (Prof) Experience
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Contract Begin Date	<input checked="" type="checkbox"/> State Step <input checked="" type="checkbox"/> Limit 20	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Contract End Date: <input type="text"/>	<input type="checkbox"/> Nbr Days Empld: <input type="text"/>	<input type="checkbox"/> # of Months in Contract: <input type="text"/>
<input type="checkbox"/> Extract ID	<input type="checkbox"/> Nbr Days Empld	<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> Nbr Days Empld: <input type="text"/>	<input type="checkbox"/> # of Months in Contract: <input type="text"/>	<input type="checkbox"/> From: <input type="text"/>	<input type="checkbox"/> To: <input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	<input type="checkbox"/> # of Months in Contract	<input type="checkbox"/> Contract Days	<input type="checkbox"/> Contract Days: <input type="text"/>	<input type="checkbox"/> Payoff Date: <input type="text"/>	Execute	
<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> Contract Days	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			
<input type="checkbox"/> NY Take Ret Surchg	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			
<input type="checkbox"/> Dock Rate	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			

Example of **Modify**:

Image

Utilities > Mass Update SessionTimer: 13 min and 42 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus: All	Payoff Date: <input type="text"/>	Reset
Pay Type:	All	Pay Campus: All	Frequency: F Monthly N/YR	
Job Code:	All	Contract Begin Date: <input type="text"/>	Salary Concept: All	
Accrual Code:	All	Contract End Date: <input type="text"/>	Extract ID: <input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="text"/>	Employee Nbr: <input type="text"/>	
Prior Yr Emp Date: <input type="text"/>				

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

Reset **Increment** **Modify** **Execute**

<input type="checkbox"/> Pay Status <input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	<input type="checkbox"/> Incr Pay Step <input type="checkbox"/> Calendar	<input type="checkbox"/> Pay Step <input type="checkbox"/> Limit: <input type="text"/>	<input type="checkbox"/> Contract Begin Date <input type="checkbox"/> Contract End Date	<input type="checkbox"/> Contract Begin Date: <input type="text"/>	<input type="checkbox"/> Contract End Date: <input type="text"/>	<input type="checkbox"/> Total (Prof) Experience
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Contract Begin Date	<input checked="" type="checkbox"/> State Step <input checked="" type="checkbox"/> Limit 20	<input type="checkbox"/> Contract End Date	<input type="checkbox"/> Contract End Date: <input type="text"/>	<input type="checkbox"/> Nbr Days Empld: <input type="text"/>	<input type="checkbox"/> # of Months in Contract: <input type="text"/>
<input type="checkbox"/> Extract ID	<input type="checkbox"/> Nbr Days Empld	<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> Nbr Days Empld: <input type="text"/>	<input type="checkbox"/> # of Months in Contract: <input type="text"/>	<input type="checkbox"/> From: <input type="text"/>	<input type="checkbox"/> To: <input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	<input type="checkbox"/> # of Months in Contract	<input type="checkbox"/> Contract Days	<input type="checkbox"/> Contract Days: <input type="text"/>	<input type="checkbox"/> Payoff Date: <input type="text"/>	Execute	
<input type="checkbox"/> Take Retiree Surcharge	<input type="checkbox"/> Contract Days	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			
<input type="checkbox"/> NY Take Ret Surchg	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			
<input type="checkbox"/> Dock Rate	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> Payoff Date: <input type="text"/>			

- The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **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 shows the 'Utilities > Mass Update' page. In the 'Parameters' section, the 'Prior Yr Emp Date' field is highlighted with a red arrow and contains the value '01-06-2020'. The 'Increment' section is circled in red, showing 'Pay Step' and 'State Step' checked with a 'Limit' of 20. The 'Modify' section shows 'Contract Begin Date' and 'Contract End Date' fields with values '0' and '0' respectively.

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.

Run the [Human Resources > Reports > HR 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

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](#)



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