



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

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

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

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:		
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:		
Zip Code:		

Execute

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="checkbox"/> Extract ID		<input checked="" type="checkbox"/> Contract Begin Date	08-10-2020
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input checked="" type="checkbox"/> Contract End Date	06-04-2021
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig	1 Not eligi	<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code	Yes	<input checked="" type="checkbox"/> Payoff Date	08-10-2021
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Pay Grade	
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Schedule	
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Max Days	
<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		(Number of)	
		<input checked="" type="checkbox"/> Annual Payments	0
		<input type="checkbox"/> Remaining Payments	0
		<input type="checkbox"/> WC Annual Payments	0
		<input type="checkbox"/> WC Remaining Payments	0

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

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

	From	To
Contract Begin Date:	--	--
Contract End Date:	--	--
Nbr Days Empld:	0	0
# of Months in Contract:		
Contract Days:	000 TRS - 1	000 TRS - 1
Payoff Date:	--	--
Area Code:		
Zip Code:		

Execute

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="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date	
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date	
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract	
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Contract Days	000 TRS - 1
<input type="checkbox"/> Unemployment Elig	1 Not eligi	<input type="checkbox"/> Local Contract Days	0
<input type="checkbox"/> EIC Code	Yes	<input type="checkbox"/> Payoff Date	
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Pay Grade	
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Local Schedule	
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Max Days	
<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		(Number of)	
		<input checked="" type="checkbox"/> Annual Payments	12
		<input checked="" type="checkbox"/> Remaining Payments	12
		<input checked="" type="checkbox"/> WC Annual Payments	12
		<input checked="" type="checkbox"/> 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

Buttons: Deductions, Leave, Employee, Extra Duty, Job Code, Salary Calculation, Reset

Increment

Pay Step Limit:

State Step Limit 20

Total (Prof) Experience

Modify

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: To:

Payoff Date: From: To:

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:

Buttons: Deductions, Leave, Employee, Extra Duty, Job Code, Salary Calculation, Reset

Increment

Pay Step Limit:

State Step Limit 20

Total (Prof) Experience

Modify

Contract Begin Date: From: 08-12-2019 To: 08-10-2020

Contract End Date: From: 06-02-2020 To: 06-04-2021

Nbr Days Empld: From: 0 To: 0

of Months in Contract: From: To:

Contract Days: From: 000 TRS - 1 To: 000 TRS - 1

Payoff Date: From: 08-10-2020 To: 08-10-2021

Execute

- 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 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' interface. At the top, it says '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', 'Salary Concept' (All), 'Accrual Code' (All), 'Contract End Date', 'Extract ID', 'Pay Grade', 'Contract Months', and 'Employee Nbr'. The 'Prior Yr Emp Date' is set to '01-06-2020' with a red arrow pointing to it. Below the parameters are tabs for 'Deductions', 'Leave', 'Employee', 'Extra Duty', 'Job Code', and 'Salary Calculation'. The 'Employee' tab is active, showing a 'Reset' button and a list of checkboxes for various fields. The 'Increment' section is circled in red, showing 'Pay Step' and 'State Step' checked, with a 'Limit 20' option. The 'Modify' section on the right has an 'Execute' button and fields for 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', '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.

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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