



Deductions - HRS3400

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Human Resources > Utilities > Mass Update

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 manual entry errors.

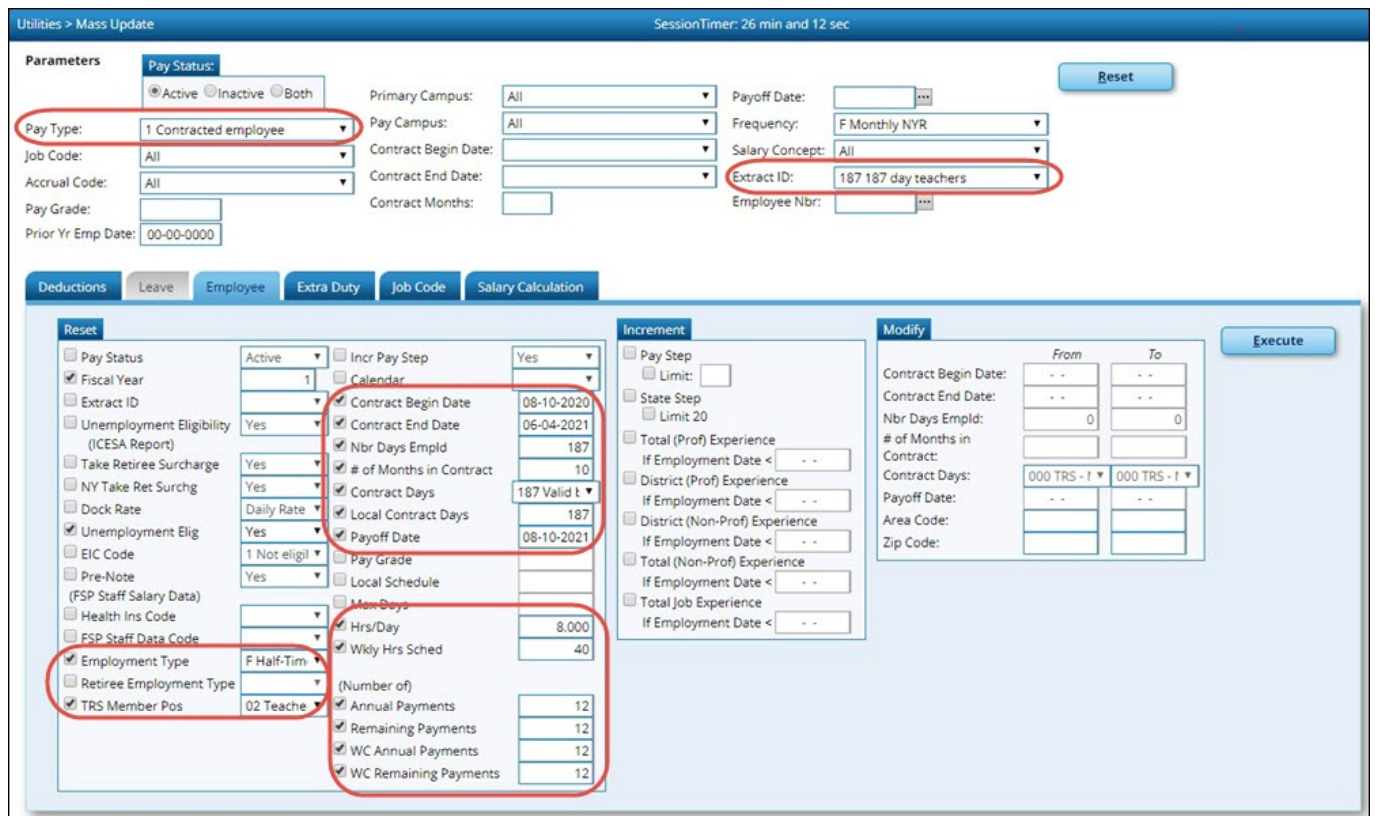
IMPORTANT: To avoid entering data in an incorrect pay frequency, be mindful of the payroll frequency to which you are logged on as you may be changing back and forth between the current and next year frequencies for several months.

Deductions tab

The Leave tab is disabled as 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 **Execute**

Reset

Pay Status: Active Incr Pay Step: Yes

Fiscal Year: 1 Calendar:

Extract ID: Contract Begin Date: 08-10-2020

Unemployment Eligibility (ICESA Report): Contract End Date: 06-04-2021

Take Retiree Surcharge: Nbr Days Empld:

NY Take Ret Surchg: # of Months in Contract:

Dock Rate: Daily Rate: Contract Days: 000 TRS - 1

Unemployment Elig: 1 Not elig Local Contract Days: 0

EIC Code: Payoff Date: 08-10-2021

Pre-Note: Yes Pay Grade:

FSP Staff Salary Data: Local Schedule:

Health Ins Code: Max Days:

FSP Staff Data Code: Hrs/Day: 0.000

Employment Type: Wkly Hrs Sched: 0

Retiree Employment Type: (Number of)

TRS Member Pos: Annual Payments: 0

Remaining Payments: 0

WC Annual Payments: 0

WC Remaining Payments: 0

Increment

Pay Step:

State Step:

Total (Prof) Experience:

District (Prof) Experience:

District (Non-Prof) Experience:

Total (Non-Prof) Experience:

Total Job Experience:

Modify

Contract Begin Date: From: -- To: --

Contract End Date: From: -- To: --

Nbr Days Empld: From: 0 To: 0

of Months in Contract:

Contract Days: 000 TRS - 1 | 000 TRS - 1

Payoff Date: From: -- To: --

Area Code:

Zip Code:

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 **Execute**

Reset

Pay Status: Active Incr Pay Step: Yes

Fiscal Year: 1 Calendar:

Extract ID: Contract Begin Date:

Unemployment Eligibility (ICESA Report): Contract End Date:

Take Retiree Surcharge: Nbr Days Empld:

NY Take Ret Surchg: # of Months in Contract:

Dock Rate: Daily Rate: Contract Days: 000 TRS - 1

Unemployment Elig: 1 Not elig Local Contract Days: 0

EIC Code: Payoff Date:

Pre-Note: Yes Pay Grade:

FSP Staff Salary Data: Local Schedule:

Health Ins Code: Max Days:

FSP Staff Data Code: Hrs/Day: 0.000

Employment Type: Wkly Hrs Sched: 0

Retiree Employment Type: (Number of)

Annual Payments: 12

Remaining Payments: 12

WC Annual Payments: 12

WC Remaining Payments: 12

Increment

Pay Step:

State Step:

Total (Prof) Experience:

District (Prof) Experience:

District (Non-Prof) Experience:

Total (Non-Prof) Experience:

Total Job Experience:

Modify

Contract Begin Date: From: -- To: --

Contract End Date: From: -- To: --

Nbr Days Empld: From: 0 To: 0

of Months in Contract:

Contract Days: 000 TRS - 1 | 000 TRS - 1

Payoff Date: From: -- To: --

Area Code:

Zip Code:

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

Modify

Contract Begin Date: From: -- To: --

Contract End Date: From: -- To: --

Nbr Days Empld: From: 0 To: 0

of Months in Contract: From: To:

Payoff Date: From: To:

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

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

- 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 is also visible on the right, showing 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 tab.

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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