



## **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

Utilities > Mass Update SessionTimer: 26 min and 12 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All

Payoff Date:

Reset

Pay Type: 1 Contracted employee

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: 187 187 day teachers

Employee Nbr:

Prior Yr Emp Date: 00-00-0000

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

**Reset**

☐ Pay Status: Active

☒ Fiscal Year: 1

☐ Extract ID:

☐ Unemployment Eligibility (ICESA Report): Yes

☐ Take Retiree Surcharge: Yes

☐ NY Take Ret Surchg: Yes

☐ Dock Rate: Daily Rate

☒ Unemployment Elig: Yes

☐ EIC Code: 1 Not eligil

☐ Pre-Note (FSP Staff Salary Data): Yes

☐ Health Ins Code:

☐ FSP Staff Data Code:

☒ Employment Type: F Half-Tim

☐ Retiree Employment Type:

☒ TRS Member Pos: 02 Teache

☐ Incr Pay Step: Yes

☐ Calendar:

☒ Contract Begin Date: 08-10-2020

☒ Contract End Date: 06-04-2021

☒ Nbr Days Empld: 187

☒ # of Months in Contract: 10

☒ Contract Days: 187 Valid t

☒ Local Contract Days: 187

☒ Payoff Date: 08-10-2021

☐ Pay Grade:

☐ Local Schedule:

☐ Man Days:

☒ Hrs/Day: 8.000

☒ 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:

☐ 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: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

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**

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

**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:  ☐ Local Contract Days: 0

☐ EIC Code: 1 Not elig  ☒ Payoff Date: 08-10-2021

☐ Pre-Note (FSP Staff Salary Data): Yes  ☐ Pay Grade:

☐ Health Ins Code:  ☐ Local Schedule:

☐ FSP Staff Data Code:  ☐ Max Days:

☐ Employment Type:  ☐ Hrs/Day: 0.000

☐ Retiree Employment Type:  ☐ Wkly Hrs Sched: 0

☐ TRS Member Pos:  (Number of)

☐ Annual Payments: 0

☐ Remaining Payments: 0

☐ WC Annual Payments: 0

☐ WC Remaining Payments: 0

**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: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date: From To

Area Code:

Zip Code:

**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**

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

**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:  ☐ Local Contract Days: 0

☐ EIC Code: 1 Not elig  ☐ Payoff Date:

☐ Pre-Note (FSP Staff Salary Data): Yes  ☐ Pay Grade:

☐ Health Ins Code:  ☐ Local Schedule:

☐ FSP Staff Data Code:  ☐ Max Days:

☐ Employment Type:  ☐ Hrs/Day: 0.000

☐ Retiree Employment Type:  ☐ Wkly Hrs Sched: 0

☐ TRS Member Pos:  (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: From To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

Payoff Date: From To

Area Code:

Zip Code:

**Execute**

Example of **Increment**:

Image

Utilities > Mass Update SessionTimer: 18 min and 58 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: 1 Contracted employee

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-06-2020

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR

Salary Concept: All

Extract ID:

Employee Nbr:

Reset

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

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Extract ID ☐ Unemployment Eligibility (ICESA Report)

Active 1

☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld

**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: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 1 000 TRS - 1

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

Execute

Example of **Modify**:

Image

Utilities > Mass Update SessionTimer: 13 min and 42 sec

**Parameters**

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date:

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR

Salary Concept: All

Extract ID:

Employee Nbr:

Reset

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

**Reset**

☐ Pay Status ☐ Fiscal Year ☐ Extract ID ☐ Unemployment Eligibility (ICESA Report) ☐ Take Retiree Surcharge ☐ NY Take Ret Surchg ☐ Dock Rate

Active 1

☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days 000 TRS - 1

**Increment**

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ Total (Prof) Experience ☐ District (Prof) Experience

**Modify**

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

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

**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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