



## 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 year and next year pay frequencies for several months.

### Deductions tab

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

### Employee tab

Utilities > Mass Update SessionTimer: 26 min and 12 sec

**Parameters**

Pay Status:  Active  Inactive  Both Reset

Pay Type: 1 Contracted employee Primary Campus: All Payoff Date: [...]

Job Code: All Pay Campus: All Frequency: F Monthly NYR

Accrual Code: All Contract Begin Date: [...] Salary Concept: All

Pay Grade: [...]

Prior Yr Emp Date: 00-00-0000 Contract End Date: [...] Extract ID: 187 187 day teachers

Contract Months: [...]

Employee Nbr: [...]

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

**Reset** Execute

<input checked="" type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input checked="" 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)	Yes	<input checked="" type="checkbox"/> Contract End Date	06-04-2021
<input type="checkbox"/> Take Retiree Surcharge	Yes	<input checked="" type="checkbox"/> Nbr Days Empld	187
<input type="checkbox"/> NY Take Ret Surchg	Yes	<input checked="" type="checkbox"/> # of Months in Contract	10
<input type="checkbox"/> Dock Rate	Daily Rate	<input checked="" type="checkbox"/> Contract Days	187 Valid t
<input checked="" type="checkbox"/> Unemployment Elig	Yes	<input checked="" type="checkbox"/> Local Contract Days	187
<input type="checkbox"/> EIC Code	1 Not eligil	<input type="checkbox"/> Payoff Date	08-10-2021
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)	Yes	<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 Boys	
<input checked="" type="checkbox"/> Employment Type	F Half-Tim	Hrs/Day	8,000
<input type="checkbox"/> Retiree Employment Type		Wkly Hrs Sched	40
<input checked="" type="checkbox"/> TRS Member Pos	02 Teache	(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

**Increment**

Pay Step Limit: [...]

State Step Limit 20

Total (Prof) Experience If Employment Date < [...]

District (Prof) Experience If Employment Date < [...]

Total (Non-Prof) Experience If Employment Date < [...]

District (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:		

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

Example of **Reset**:

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

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

**Reset**

Pay Status: Active

Fiscal Year: 1

Extract ID:

Unemployment Eligibility (ICESA Report):

Take Retiree Surcharge:

NY Take Ret Surchg:

Dock Rate: Daily Rate:

Unemployment Elig: 1 Not eligil: Yes

EIC Code:

Pre-Note (FSP Staff Salary Data): Yes

Health Ins Code:

FSP Staff Data Code:

Employment Type:

Retiree Employment Type:

TRS Member Pos:

**Increment**

Pay Step:

State Step:

Total (Prof) Experience:

District (Prof) Experience:

District (Non-Prof) Experience:

Total (Non-Prof) Experience:

Total Job Experience:

**Modify**

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

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

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

**Reset**

Pay Status: Active

Fiscal Year: 1

Extract ID:

Unemployment Eligibility (ICESA Report):

Take Retiree Surcharge:

NY Take Ret Surchg:

Dock Rate: Daily Rate:

Unemployment Elig: 1 Not eligil: Yes

EIC Code:

Pre-Note (FSP Staff Salary Data): Yes

Health Ins Code:

FSP Staff Data Code:

Employment Type:

Retiree Employment Type:

TRS Member Pos:

**Increment**

Pay Step:

State Step:

Total (Prof) Experience:

District (Prof) Experience:

District (Non-Prof) Experience:

Total (Non-Prof) Experience:

Total Job Experience:

**Modify**

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

Example of **Increment**:

Utilities > Mass Update SessionTimer: 18 min and 58 sec

**Parameters**

Pay Status:  Active  Inactive  Both Reset

Pay Type: 1 Contracted employee

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-06-2020

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: F Monthly NYR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All

Extract ID:

Employee Nbr:

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

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

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

Incr Pay Step  Calendar  Contract Begin Date  Contract End Date  Nbr Days Empld  # of Months in Contract  Local Contract Days

Pay Step  Limit:

State Step  Limit 20

Total (Prof) Experience

If Employment Date < -- --

District (Prof) Experience

If Employment Date < -- --

Contract Begin Date: -- --

Contract End Date: -- --

Nbr Days Empld: 0

# of Months in Contract:

Contract Days: 000 TRS - 1

Payoff Date: 08-10-2020

### Example of **Modify**:

Utilities > Mass Update SessionTimer: 13 min and 42 sec

**Parameters**

Pay Status:  Active  Inactive  Both Reset

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date:

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: F Monthly NYR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All

Extract ID:

Employee Nbr:

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

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

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

Incr Pay Step  Calendar  Contract Begin Date  Contract End Date  Nbr Days Empld  # of Months in Contract  Local Contract Days

Pay Step  Limit:

State Step  Limit 20

Total (Prof) Experience

If Employment Date < -- --

District (Prof) Experience

If Employment Date < -- --

Contract Begin Date: 08-12-2019

Contract End Date: 06-02-2020

Nbr Days Empld: 0

# of Months in Contract:

Contract Days: 000 TRS - 1

Payoff Date: 08-10-2020

- 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 changes the contract dates for all employees, regardless of the date they came to work for the LEA.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the [Human Resources > Maintenance > Staff Job/Pay Data > Employment Info](#). 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 for pay purposes to update all employees with one year of earned experience.
  - 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 does 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.

Utilities > Mass Update SessionTimer: 12 min and 44 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: 01-06-2020 ←

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

**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

# of Months in Contract:

Contract Days:

Contract Days: 000 TRS - 1  000 TRS - 1

Payoff Date:

Area Code:

Zip Code:

**Reset**

Pay Status: Active  Incr Pay Step: Yes  Calendar:

Fiscal Year: 1  Contract Begin Date:

Extract ID:   Contract End Date:

Unemployment Eligibility (ICESA Report):   Nbr Days Empld:

Take Retiree Surcharge:   # of Months in Contract:

NY Take Ret Surchg:   Contract Days: 000 TRS - 1

Dock Rate:   Local Contract Days:

Unemployment Elig:   Payoff Date:

EIC Code: 1 Not eligi  Pay Grade:

Pre-Note: Yes  Local Schedule:

(FSP Staff Salary Data)  Max Days:

Health Ins Code:   Hrs/Day: 0.000

FSP Staff Data Code:   Wkly Hrs Sched:

Employment Type:  (Number of)

Retiree Employment Type:   Annual Payments:

TRS Member Pos:   Remaining Payments:

WC Annual Payments:

WC Remaining Payments:

**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 current year or the next year. It is important not to forget this step as it must be completed prior to PEIMS reporting 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](#)

[Job Code tab](#)



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