



Deductions - HRS3400

Table of Contents

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

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: 187 187 day teachers

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): Yes ☒ Contract End Date: 06-04-2021

☐ Take Retiree Surcharge: Yes ☒ Nbr Days Empld: 187

☐ NY Take Ret Surchg: Yes ☒ # of Months in Contract: 10

☐ Dock Rate: ☒ Contract Days: 187 Valid t

☒ Unemployment Elig: Yes ☒ Local Contract Days: 187

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

☐ Pre-Note: Yes ☐ Pay Grade:

☐ FSP Staff Salary Data: ☐ Local Schedule

☐ Health Ins Code: ☐ Mon Days

☐ FSP Staff Data Code: ☐ Hrs/Day: 8,000

☒ Employment Type: F Half-Tim ☐ Wkly Hrs Sched: 40

☐ Retiree Employment Type: (Number of)

☒ TRS Member Pos: 02 Teache ☒ 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 <

☐ Total (Non-Prof) Experience: If Employment Date <

☐ District (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: From To

of Months in Contract: From To

Contract Days: From To

Payoff Date: From To

Area Code: From To

Zip Code: From To

Execute

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

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: Yes ☐ Pay Grade:

☐ (FSP Staff Salary Data) ☐ Local Schedule:

☐ Health Ins Code: ☐ Max Days:

☐ FSP Staff Data Code: ☐ Hrs/Day: 0.000

☐ Employment Type: ☐ Widly 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:

☐ 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

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: Yes ☐ Pay Grade:

☐ (FSP Staff Salary Data) ☐ Local Schedule:

☐ Health Ins Code: ☐ Max Days:

☐ FSP Staff Data Code: ☐ Hrs/Day: 0.000

☐ Employment Type: ☐ Widly Hrs Sched: 0

☐ Retiree Employment Type: (Number of)

☐ TRS Member Pos: ☒ 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**:

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:

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

Increment

☐ Pay Step
Limit:

☐ State Step
Limit 20

☐ Total (Prof) Experience
If Employment Date <

☐ District (Prof) Experience
If Employment Date <

Modify

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

- 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.

- Deductions - HRS3400

Utilities > Mass Update SessionTimer: 12 min and 44 sec

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both **Reset**


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**

Reset **Execute**

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes	Increment	<input checked="" type="checkbox"/> Pay Step		Modify	From	To
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar		<input type="checkbox"/> Limit:			Contract Begin Date:		
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date		<input checked="" type="checkbox"/> State Step			Contract End Date:		
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date		<input checked="" type="checkbox"/> Limit 20			Nbr Days Empld:	0	0
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld		<input type="checkbox"/> Total (Prof) Experience			# of Months in Contract:		
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> # of Months in Contract		If Employment Date <	- -		Contract Days:	000 TRS - 1	000 TRS - 1
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Contract Days	000 TRS - 1	If Employment Date <	- -		Payoff Date:		
<input type="checkbox"/> Unemployment Elig		<input type="checkbox"/> Local Contract Days	0	<input type="checkbox"/> District (Non-Prof) Experience			Area Code:		
<input type="checkbox"/> EIC Code	1 Not eligi	<input type="checkbox"/> Payoff Date		If Employment Date <	- -		Zip Code:		
<input type="checkbox"/> Pre-Note	Yes	<input type="checkbox"/> Pay Grade		<input type="checkbox"/> Total (Non-Prof) Experience					
<input type="checkbox"/> (FSP Staff Salary Data)		<input type="checkbox"/> Local Schedule		If Employment Date <	- -				
<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> Max Days	0.000	<input type="checkbox"/> Total Job Experience					
<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Hrs/Day	0	If Employment Date <	- -				
<input type="checkbox"/> Employment Type		<input type="checkbox"/> Wkly Hrs Sched	0						
<input type="checkbox"/> Retiree Employment Type		(Number of)							
<input type="checkbox"/> TRS Member Pos		<input 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						

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](#)



Back Cover