



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

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

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
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Reset

☐ Pay Status: Active
☐ Fiscal Year: 1
☐ Extract ID:
☐ Unemployment Eligibility (ICESA Report):
☐ Take Retiree Surcharge:
☐ NY Take Ret Surchg:
☐ Dock Rate:

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

☐ Pay Step: Limit:
☐ State Step: Limit 20
☐ Total (Prof) Experience: If Employment Date <
☐ District (Prof) Experience: If Employment Date <

Modify

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

From: 08-10-2020
To: 06-04-2021

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.

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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**

☐ Pay Status: Active ☐ Incr Pay Step: Yes ☐ Pay Step: ☒ Pay Step ☐ Limit:
☐ 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 eligi ☐ Payoff Date:
☐ Pre-Note: Yes ☐ Pay Grade:
☐ (FSP Staff Salary Data) ☐ Local Schedule:
☐ Health Ins Code: ☐ Max Days: 0.000
☐ FSP Staff Data Code: ☐ Wkly Hrs Sched: 0
☐ Employment Type: (Number of)
☐ Retiree Employment Type: ☐ Annual Payments: 0
☐ TRS Member Pos: ☐ 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 < - -
☐ 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 0
 # of Months in Contract:
 Contract Days: 000 TRS - 1 000 TRS - 1
 Payoff Date:
 Area Code:
 Zip Code:

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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