



step11b

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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.

Human Resources > Utilities > Mass Update > Deductions

This utility is used to update deductions for a number of employees at a single time. Deduction data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Deductions tab allows users to add, change, and delete deduction codes as well as alter the number of remaining payments and the existing dollar amounts associated with the deductions. Mass deduction updates are very useful at the beginning of the year when many employees are being added to insurance programs. Once deductions are added using this tab, they are reflected in the individual deduction records.

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

Employee tab

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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both
Pay Type:	All
Job Code:	All
Accrual Code:	All
Pay Grade:	
Prior Yr Emp Date:	00-00-0000

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly N/YR

Contract Begin Date: 08-12-2019 Contract End Date:

Contract Months:

Salary Concept: All Extract ID:

Employee Nbr:

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		Contract Days	000 TRS - 1
Unemployment Elig		Daily Rate	
EIC Code		Local Contract Days	0
Pre-Note (FSP Staff Salary Data)		Payoff Date	08-10-2021
Health Ins Code		1 Not eligl	
FSP Staff Data Code		Pay Grade	
Employment Type		Local Schedule	
Retiree Employment Type		Max Days	
TRS Member Pos		Hrs/Day	
		Wkly Hrs Sched	
		(Number of)	
		Annual Payments	0
		Remaining Payments	0
		WC Annual Payments	0
		WC Remaining Payments	0

Increment

Pay Step	Limit: <input type="text"/>
State Step	Limit 20
Total (Prof) Experience	If Employment Date < <input type="text"/>
District (Prof) Experience	If Employment Date < <input type="text"/>
District (Non-Prof) Experience	If Employment Date < <input type="text"/>
Total (Non-Prof) Experience	If Employment Date < <input type="text"/>
Total Job Experience	If Employment Date < <input type="text"/>

Modify

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

Execute

Utilities > Mass Update SessionTimer: 20 min and 45 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both
Pay Type:	All
Job Code:	All
Accrual Code:	All
Pay Grade:	
Prior Yr Emp Date:	00-00-0000

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly N/YR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All Extract ID:

Employee Nbr:

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		Contract Days	000 TRS - 1
Unemployment Elig		Daily Rate	
EIC Code		Local Contract Days	0
Pre-Note (FSP Staff Salary Data)		Payoff Date	
Health Ins Code		1 Not eligl	
FSP Staff Data Code		Pay Grade	
Employment Type		Local Schedule	
Retiree Employment Type		Max Days	
TRS Member Pos		Hrs/Day	
		Wkly Hrs Sched	
		(Number of)	
		Annual Payments	12
		Remaining Payments	12
		WC Annual Payments	12
		WC Remaining Payments	12

Increment

Pay Step	Limit: <input type="text"/>
State Step	Limit 20
Total (Prof) Experience	If Employment Date < <input type="text"/>
District (Prof) Experience	If Employment Date < <input type="text"/>
District (Non-Prof) Experience	If Employment Date < <input type="text"/>
Total (Non-Prof) Experience	If Employment Date < <input type="text"/>
Total Job Experience	If Employment Date < <input type="text"/>

Modify

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

Execute

Example of **Increment**:

Utilities > Mass Update SessionTimer: 18 min and 58 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus: All	Payoff Date: <input type="text"/>	Reset
Pay Type:	1 Contracted employee	Pay Campus: All	Frequency: F Monthly N/YR	
Job Code:	All	Contract Begin Date: <input type="text"/>	Salary Concept: All	
Accrual Code:	All	Contract End Date: <input type="text"/>	Extract ID: <input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="text"/>	Employee Nbr: <input type="text"/>	
Prior Yr Emp Date: 01-06-2020				

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

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

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes	<input type="checkbox"/> Pay Step	Limit: <input type="text"/>	<input type="checkbox"/> Contract Begin Date	From: <input type="text"/>	To: <input type="text"/>
<input type="checkbox"/> Fiscal Year	<input type="text"/>	<input type="checkbox"/> Calendar	<input type="text"/>	<input type="checkbox"/> State Step	<input checked="" type="checkbox"/> Limit 20	<input type="checkbox"/> Contract End Date	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Extract ID	<input type="text"/>	<input type="checkbox"/> Contract Begin Date	<input type="text"/>	<input type="checkbox"/> Total (Prof) Experience	<input type="text"/>	<input type="checkbox"/> Nbr Days Empid:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	<input type="text"/>	<input type="checkbox"/> Contract End Date	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Take Retiree Surcharge	<input type="text"/>	<input type="checkbox"/> Nbr Days Empid	<input type="text"/>	<input type="checkbox"/> District (Prof) Experience	<input type="text"/>	<input type="checkbox"/> Contract Days:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NY Take Ret Surchg	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payoff Date:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dock Rate	<input type="text"/>	<input type="checkbox"/> Contract Days	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	<input type="text"/>			
Daily Rate: <input type="text"/> Local Contract Days: <input type="text"/>					000 TRS - 1	000 TRS - 1	000 TRS - 1	000 TRS - 1

Example of Modify:

Utilities > Mass Update SessionTimer: 13 min and 42 sec

Parameters

Pay Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus: All	Payoff Date: <input type="text"/>	Reset
Pay Type:	All	Pay Campus: All	Frequency: F Monthly N/YR	
Job Code:	All	Contract Begin Date: <input type="text"/>	Salary Concept: All	
Accrual Code:	All	Contract End Date: <input type="text"/>	Extract ID: <input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months: <input type="text"/>	Employee Nbr: <input type="text"/>	
Prior Yr Emp Date: <input type="text"/>				

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

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

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes	<input type="checkbox"/> Pay Step	Limit: <input type="text"/>	<input type="checkbox"/> Contract Begin Date	From: <input type="text"/>	To: <input type="text"/>
<input type="checkbox"/> Fiscal Year	<input type="text"/>	<input type="checkbox"/> Calendar	<input type="text"/>	<input type="checkbox"/> State Step	<input checked="" type="checkbox"/> Limit 20	<input type="checkbox"/> Contract End Date	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Extract ID	<input type="text"/>	<input type="checkbox"/> Contract Begin Date	<input type="text"/>	<input type="checkbox"/> Total (Prof) Experience	<input type="text"/>	<input type="checkbox"/> Nbr Days Empid:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	<input type="text"/>	<input type="checkbox"/> Contract End Date	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Take Retiree Surcharge	<input type="text"/>	<input type="checkbox"/> Nbr Days Empid	<input type="text"/>	<input type="checkbox"/> District (Prof) Experience	<input type="text"/>	<input type="checkbox"/> Contract Days:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NY Take Ret Surchg	<input type="text"/>	<input type="checkbox"/> # of Months in Contract	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Payoff Date:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Dock Rate	<input type="text"/>	<input type="checkbox"/> Contract Days	<input type="text"/>	<input type="checkbox"/> If Employment Date < <input type="text"/>	<input type="text"/>			
Daily Rate: <input type="text"/> Local Contract Days: <input type="text"/>					000 TRS - 1	000 TRS - 1	000 TRS - 1	000 TRS - 1

- 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:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	Primary Campus:	All	Payoff Date:	<input type="text"/> ...	Reset
Pay Type:	All	Pay Campus:	All	Frequency:	F Monthly NYR	
Job Code:	All	Contract Begin Date:	<input type="text"/>	Salary Concept:	All	
Accrual Code:	All	Contract End Date:	<input type="text"/>	Extract ID:	<input type="text"/>	
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/> ...	
Prior Yr Emp Date:	01-06-2020					

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

Reset

Pay Status	Active	Incr Pay Step	Yes
Fiscal Year	1	Calendar	<input type="text"/>
Extract ID	<input type="text"/>	Contract Begin Date	<input type="text"/>
Unemployment Eligibility (ICESA Report)	<input type="text"/>	Contract End Date	<input type="text"/>
Take Retiree Surcharge	<input type="text"/>	Nbr Days Empld	<input type="text"/>
NY Take Ret Surchg	<input type="text"/>	# of Months in Contract	<input type="text"/> 000 TRS - 1
Dock Rate	<input type="text"/>	Contract Days	<input type="text"/> 0
Unemployment Elig	<input type="text"/>	Local Contract Days	<input type="text"/>
EIC Code	<input type="text"/>	Payoff Date	<input type="text"/>
Pre-Note (FSP Staff Salary Data)	<input type="text"/>	Pay Grade	<input type="text"/>
Health Ins Code	<input type="text"/>	Local Schedule	<input type="text"/>
FSP Staff Data Code	<input type="text"/>	Max Days	<input type="text"/> 0.000
Employment Type	<input type="text"/>	Hrs/Day	<input type="text"/> 0
Retiree Employment Type	<input type="text"/>	Wkly Hrs Sched	<input type="text"/> 0
TRS Member Pos	<input type="text"/>	(Number of)	<input type="text"/> 0
		Annual Payments	<input type="text"/> 0
		Remaining Payments	<input type="text"/> 0
		WC Annual Payments	<input type="text"/> 0
		WC Remaining Payments	<input type="text"/> 0

Increment

<input checked="" type="checkbox"/> Pay Step	<input type="checkbox"/> Limit: <input type="text"/>
<input checked="" type="checkbox"/> State Step	<input checked="" type="checkbox"/> Limit 20
<input type="checkbox"/> Total (Prof) Experience	<input type="checkbox"/> If Employment Date < - -
<input type="checkbox"/> District (Prof) Experience	<input type="checkbox"/> If Employment Date < - -
<input type="checkbox"/> District (Non-Prof) Experience	<input type="checkbox"/> If Employment Date < - -
<input type="checkbox"/> Total (Non-Prof) Experience	<input type="checkbox"/> If Employment Date < - -
<input type="checkbox"/> Total Job Experience	<input type="checkbox"/> If Employment Date < - -

Modify

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

Execute

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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