



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

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: Employee Nbr:

Prior Yr Emp Date: 00-00-0000

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 Daily Rate ☒ Contract Days 187 Valid t

☒ Unemployment Elig Yes ☒ Local Contract Days 187

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

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

☐ Health Ins Code ☐ Local Schedule

☐ FSP Staff Data Code ☐ Man Days

☒ Employment Type F Half-Tim ☒ Hrs/Day 8.000

☐ Retiree Employment Type ☒ Wkly Hrs Sched 40

☒ TRS Member Pos 02 Teache (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: -- --

Contract End Date: -- --

Nbr Days Empld: 0 0

of Months in Contract: -- --

Contract Days: 000 TRS - I 000 TRS - I

Payoff Date: -- --

Area Code: -- --

Zip Code: -- --

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 Contract Begin Date: 08-12-2019 Frequency: F Monthly NYR

Job Code: All Contract End Date: Salary Concept: All

Accrual Code: All Contract Months: Extract ID:

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 00-00-0000

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: 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:
 Area Code:
 Zip Code:

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 Contract Begin Date: Frequency: F Monthly NYR

Job Code: All Contract End Date: Salary Concept: All

Accrual Code: All Contract Months: Extract ID:

Pay Grade: Employee Nbr:

Prior Yr Emp Date: 00-00-0000

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: 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:
 Area Code:
 Zip Code:

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
☐ Local 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.

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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**

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



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