



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 pay 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.

Under **Parameters**, select the employees whose deduction data is to be changed.

TIP: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

Under **Method**, select the type of deduction change to be implemented.

Click **Execute**. A preview report is displayed. [Review the report](#).

Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page. If you click **Process**, a message is displayed prompting you to create a [backup](#). A backup is highly recommended.

Human Resources > Utilities > Mass Update > Leave

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

Human Resources > Utilities > Mass Update > Employee

This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

Under **Parameters**, select the employees whose employee data is to be changed.

TIP: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

Utilities > Mass Update SessionTimer: 26 min and 12 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"/>	<input type="button" value="Reset"/>
Pay Type:	1 Contracted employee	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:	187 187 day teachers	<input type="button" value=""/>
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>	
Prior Yr Emp Date:	00-00-0000					

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar	<input type="checkbox"/> Contract Begin Date 08-10-2020
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract End Date 06-04-2021	<input type="checkbox"/> Nbr Days Empid 187
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	Yes	<input type="checkbox"/> # of Months in Contract 10	<input type="checkbox"/> Local Contract Days 187
<input type="checkbox"/> Take Retiree Surcharge	Yes	<input type="checkbox"/> Contract Days 187 Valid 1	<input type="checkbox"/> Payoff Date 08-10-2021
<input type="checkbox"/> NY Take Ret Surchg	Yes	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Local Schedule
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Max Days 8.000	<input type="checkbox"/> Hrs/Day 40
<input checked="" type="checkbox"/> Unemployment Elig	1 Not elig	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> # of Days 12
<input type="checkbox"/> EIC Code	Yes	<input type="checkbox"/> Annual Payments 12	<input type="checkbox"/> Remaining Payments 12
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> WC Annual Payments 12	<input type="checkbox"/> WC Remaining Payments 12
<input type="checkbox"/> Health Ins Code			
<input type="checkbox"/> FSP Staff Data Code			
<input checked="" type="checkbox"/> Employment Type	F Half-Tim		
<input type="checkbox"/> Retiree Employment Type	02 Teach		
<input checked="" type="checkbox"/> TRS Member Pos			

Increment

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

Modify

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

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	Primary Campus:	All	Payoff Date:	<input type="text"/>	<input type="button" value="Reset"/>
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:	<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:	00-00-0000					

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar	<input type="checkbox"/> Contract Begin Date 08-10-2020
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract End Date 06-04-2021	<input type="checkbox"/> Nbr Days Empid <input type="text"/>
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)	Yes	<input type="checkbox"/> # of Months in Contract <input type="text"/>	<input type="checkbox"/> Local Contract Days <input type="text"/>
<input type="checkbox"/> Take Retiree Surcharge	Yes	<input type="checkbox"/> Contract Days <input type="text"/>	<input type="checkbox"/> Payoff Date <input type="text"/>
<input type="checkbox"/> NY Take Ret Surchg	Yes	<input type="checkbox"/> Pay Grade	<input type="checkbox"/> Local Schedule
<input type="checkbox"/> Dock Rate	Daily Rate	<input type="checkbox"/> Max Days <input type="text"/>	<input type="checkbox"/> Hrs/Day <input type="text"/>
<input type="checkbox"/> Unemployment Elig	1 Not elig	<input type="checkbox"/> Wkly Hrs Sched <input type="text"/>	<input type="checkbox"/> # of Days <input type="text"/>
<input type="checkbox"/> EIC Code	Yes	<input type="checkbox"/> Annual Payments <input type="text"/>	<input type="checkbox"/> Remaining Payments <input type="text"/>
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> WC Annual Payments <input type="text"/>	<input type="checkbox"/> WC Remaining Payments <input type="text"/>
<input type="checkbox"/> Health Ins Code			
<input type="checkbox"/> FSP Staff Data Code			
<input type="checkbox"/> Employment Type	F Half-Tim		
<input type="checkbox"/> Retiree Employment Type	02 Teach		
<input type="checkbox"/> TRS Member Pos			

Increment

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

Modify

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

Utilities > Mass Update SessionTimer: 20 min and 45 sec

Parameters

<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: Frequency: F Monthly NYR Salary Concept: All Extract ID: Employee Nbr:

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

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

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

Modify

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

Execute

Example of Increment:

Utilities > Mass Update SessionTimer: 18 min and 58 sec

Parameters

<input checked="" type="radio"/> Active	<input type="radio"/> Inactive	<input type="radio"/> Both
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: Frequency: F Monthly NYR Salary Concept: All Extract ID: Employee Nbr:

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes																
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar																	
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date																	
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date																	
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld																	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> Dock Rate		<input type="checkbox"/> Unemployment Elig		<input type="checkbox"/> EIC Code		<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Employment Type		<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> TRS Member Pos	
<input type="checkbox"/> Dock Rate																			
<input type="checkbox"/> Unemployment Elig																			
<input type="checkbox"/> EIC Code																			
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)																			
<input type="checkbox"/> Health Ins Code																			
<input type="checkbox"/> FSP Staff Data Code																			
<input type="checkbox"/> Employment Type																			
<input type="checkbox"/> Retiree Employment Type																			
<input type="checkbox"/> TRS Member Pos																			

Increment

<input 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	

Modify

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

Execute

Example of Modify:

Utilities > Mass Update SessionTimer: 13 min and 42 sec

Parameters

<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:		

Primary Campus: All Payoff Date: Frequency: F Monthly NYR Salary Concept: All Extract ID: Employee Nbr:

Deductions Leave Employee Extra Duty Job Code Salary Calculation

Reset

<input type="checkbox"/> Pay Status	Active	<input type="checkbox"/> Incr Pay Step	Yes																
<input type="checkbox"/> Fiscal Year	1	<input type="checkbox"/> Calendar																	
<input type="checkbox"/> Extract ID		<input type="checkbox"/> Contract Begin Date																	
<input type="checkbox"/> Unemployment Eligibility (ICESA Report)		<input type="checkbox"/> Contract End Date																	
<input type="checkbox"/> Take Retiree Surcharge		<input type="checkbox"/> Nbr Days Empld																	
<input type="checkbox"/> NY Take Ret Surchg		<input type="checkbox"/> Dock Rate		<input type="checkbox"/> Unemployment Elig		<input type="checkbox"/> EIC Code		<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)		<input type="checkbox"/> Health Ins Code		<input type="checkbox"/> FSP Staff Data Code		<input type="checkbox"/> Employment Type		<input type="checkbox"/> Retiree Employment Type		<input type="checkbox"/> TRS Member Pos	
<input type="checkbox"/> Dock Rate																			
<input type="checkbox"/> Unemployment Elig																			
<input type="checkbox"/> EIC Code																			
<input type="checkbox"/> Pre-Note (FSP Staff Salary Data)																			
<input type="checkbox"/> Health Ins Code																			
<input type="checkbox"/> FSP Staff Data Code																			
<input type="checkbox"/> Employment Type																			
<input type="checkbox"/> Retiree Employment Type																			
<input type="checkbox"/> TRS Member Pos																			

Increment

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

Modify

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

Execute

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

Session Timer: 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"/> ...
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	<input type="button" value="Reset"/>			

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

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

Modify

Contract Begin Date:	<input type="text"/>	To:	<input type="text"/>
Contract End Date:	<input type="text"/>		<input type="text"/>
Nbr Days Empld:	<input type="text"/>		<input type="text"/>
# of Months in Contract:	<input type="text"/>		<input type="text"/>
Total (Prof) Experience:	<input type="checkbox"/>	If Employment Date < <input type="text"/>	<input type="text"/>
District (Prof) Experience:	<input type="checkbox"/>	If Employment Date < <input type="text"/>	<input type="text"/>
District (Non-Prof) Experience:	<input type="checkbox"/>	If Employment Date < <input type="text"/>	<input type="text"/>
Total (Non-Prof) Experience:	<input type="checkbox"/>	If Employment Date < <input type="text"/>	<input type="text"/>
Total Job Experience:	<input type="checkbox"/>	If Employment Date < <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"/>

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.

- Click **Execute**. A preview report is displayed. [Review the report](#).
- Click **Process**. You are prompted to create a [backup](#). A message is displayed indicating that the process was successfully completed. Or, click **Cancel** to return to the Mass Update page.
- 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.

[Human Resources > Utilities > Mass Update > Extra Duty](#)

This utility is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed or deleted using this page, modifications are reflected in the individual extra duty records.

- Under **Parameters**, select the employees and records to be copied to the current year.
TIP: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.
- Under **Method**, select the extra duty changes to be implemented.
- Click **Populate Extra Duty Code Description** to update the **Amount** field when a different extra duty code is selected.
- Click **Execute**. A preview report is displayed. [Review the report](#).
- Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page. If you click **Process**, a message is displayed prompting you to create a [backup](#). A backup is highly recommended.

[Human Resources > Utilities > Mass Update > Job Code](#)

This utility is used to update job code data for a number of employees at a single time. Job code data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Job Code tab allows users to modify job code data. Once job code data is altered using this page, changes are reflected in the individual records

Use the Job Code tab to change employee job assignments that display on the Job Info tab. This change modifies the Job Info and Distribution tabs.

Note: If accruals are associated with job codes, make changes with caution and verify.

Under **Parameters**, select the employees whose job code data is to be changed.

TIP: Prior to processing a mass update, capture a screenshot of the used parameters for future reference.

Under **Change Job Code to Another Code**:

If Job Code	Click  to select the job code to be changed.
Change To	Click  to select the new job code.

Click **Execute**. A preview report is displayed. [Review the report](#).

Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page. If you click **Process**, a message is displayed prompting you to create a [backup](#). A backup is highly recommended.



Back Cover