



## step11b



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# Update staff data

## Payroll or Personnel > 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 of 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.

### Payroll > 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 screenshot shows the 'Utilities > Mass Update > Deductions' screen. At the top, there are dropdown menus for 'Primary Campus' (All), 'Payoff Date' (blank), 'Frequency' (F MONTHLY NYR), 'Year' (N), and 'Frequency' (blank). Below these are several search fields: 'Pay Type' (All), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade' (blank), 'Contract Begin Date' (All), 'Contract End Date' (blank), 'Contract Months' (blank), 'Salary Concept' (All), 'Extract ID' (blank), and 'Employee Nbr' (blank). A 'Prior Yr Emp Date' field shows '00-00-0000'. At the bottom of the main area are tabs for 'DEDUCTIONS' (selected), 'LEAVE', 'EMPLOYEE', 'EXTRA DUTY', 'JOB CODE', and 'SALARY CALCULATION'. A 'Method' section contains several radio button options: 'Change Existing Code and Amounts to Another' (selected), 'Change Remaining Deduction Payments', 'Change Dollar Amount on Existing Code', 'Add Deduction Code to Employees', 'Delete Deduction Code from Employees', 'Delete Deduction Code with Zero Remaining Payments from Employees', and 'Change Existing Code only to Another'. A 'Change Deduction Info' dialog box is open, prompting for 'New Code' (blank), 'Net Amount' (.00), 'Remaining Payments' (0), and 'Empir Contrib' (.00). Below the dialog are sections for 'Refund' and 'Caf 125', each with three radio button options: 'No Update' (selected), 'Update All Records to N', and 'Update All Records to Y'.

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.

## Payroll > Utilities > Mass Update > Leave

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

## Payroll > 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.

**Note:** Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

Utilities > Mass Update Payroll

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:	187 187 DAYS
Pay Grade:	<input type="text"/>	Contract Months:	<input type="text"/>	Employee Nbr:	<input type="text"/>
Prior Yr Emp Date:	01-15-2026				

Reset

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

**Reset**

<input type="checkbox"/> Pay Status	<input type="checkbox"/> Incr Pay Step	<input type="checkbox"/> Payoff Date	
<input checked="" type="checkbox"/> Fiscal Year	<input type="checkbox"/> Calendar	08-18-2025	
<input type="checkbox"/> Dock Rate	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Contract Begin Date	08-18-2025
<input type="checkbox"/> Unemployment Elig	<input type="checkbox"/> No	<input type="checkbox"/> Contract End Date	05-29-2026
<input type="checkbox"/> Pre-Note	<input type="checkbox"/> Yes	<input type="checkbox"/> Nbr Days Empld	187
(FSP Staff Salary Data)	<input type="checkbox"/>	<input type="checkbox"/> # of Months in Contract	10
<input type="checkbox"/> Health Ins Code	<input type="checkbox"/>	<input type="checkbox"/> Contract Days	000 TRS -
<input type="checkbox"/> FSP Staff Data Code	<input type="checkbox"/>	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/>
<input type="checkbox"/> TRS Member Pos	<input type="checkbox"/>	<input type="checkbox"/> Payoff Date	08-19-2026
(Number of)			
<input checked="" type="checkbox"/> Annual Payments	12	<input type="checkbox"/> Pay Grade	<input type="text"/>
<input checked="" type="checkbox"/> Remaining Payments	12	<input type="checkbox"/> Local Schedule	<input type="text"/>
<input checked="" type="checkbox"/> WC Annual Payments	10	<input type="checkbox"/> Max Days	<input type="text"/>
<input checked="" type="checkbox"/> WC Remaining Payments	10	<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/>	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/>	40

**Increment**

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Payoff Date	
<input type="checkbox"/> Calendar	<input type="checkbox"/> 08-18-2025	
<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Contract Begin Date	08-18-2025
<input type="checkbox"/> No	<input type="checkbox"/> Contract End Date	05-29-2026
<input type="checkbox"/> Yes	<input type="checkbox"/> Nbr Days Empld	187
<input type="checkbox"/>	<input type="checkbox"/> # of Months in Contract	10
<input type="checkbox"/>	<input type="checkbox"/> Contract Days	000 TRS -
<input type="checkbox"/>	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Payoff Date	08-19-2026
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"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Nbr Days Empld:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Contract Days:	000 TRS -	<input type="checkbox"/>	000 TRS -	<input type="checkbox"/>	<input type="text"/>
Payoff Date:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Execute

Utilities > Mass Update Payroll

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:	00-00-0000				

Reset

<input type="checkbox"/> Pay Status	<input type="checkbox"/> Incr Pay Step	<input type="checkbox"/> Payoff Date	
<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Calendar	08-18-2025	
<input type="checkbox"/> Dock Rate	<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Contract Begin Date	08-18-2025
<input type="checkbox"/> Unemployment Elig	<input type="checkbox"/> No	<input type="checkbox"/> Contract End Date	05-29-2026
<input type="checkbox"/> Pre-Note	<input type="checkbox"/> Yes	<input type="checkbox"/> Nbr Days Empld	0
(FSP Staff Salary Data)	<input type="checkbox"/>	<input type="checkbox"/> # of Months in Contract	<input type="checkbox"/>
<input type="checkbox"/> Health Ins Code	<input type="checkbox"/>	<input type="checkbox"/> Contract Days	000 TRS -
<input type="checkbox"/> FSP Staff Data Code	<input type="checkbox"/>	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/>
<input type="checkbox"/> TRS Member Pos	<input type="checkbox"/>	<input type="checkbox"/> Payoff Date	<input type="checkbox"/>
(Number of)			
<input checked="" type="checkbox"/> Annual Payments	12	<input type="checkbox"/> Pay Grade	<input type="text"/>
<input checked="" type="checkbox"/> Remaining Payments	12	<input type="checkbox"/> Local Schedule	<input type="text"/>
<input checked="" type="checkbox"/> WC Annual Payments	12	<input type="checkbox"/> Max Days	<input type="text"/>
<input checked="" type="checkbox"/> WC Remaining Payments	12	<input type="checkbox"/> Hrs/Day	0.000
<input type="checkbox"/>	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/>	0

Increment

<input type="checkbox"/> Pay Step	<input type="checkbox"/> Payoff Date	
<input type="checkbox"/> Calendar	<input type="checkbox"/> 08-18-2025	
<input type="checkbox"/> Daily Rate	<input type="checkbox"/> Contract Begin Date	08-18-2025
<input type="checkbox"/> No	<input type="checkbox"/> Contract End Date	05-29-2026
<input type="checkbox"/> Yes	<input type="checkbox"/> Nbr Days Empld	0
<input type="checkbox"/>	<input type="checkbox"/> # of Months in Contract	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Contract Days	000 TRS -
<input type="checkbox"/>	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Payoff Date	<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"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Nbr Days Empld:	<input type="text"/>	0	<input type="text"/>	0	<input type="text"/>
# of Months in Contract:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Contract Days:	000 TRS -	<input type="checkbox"/>	000 TRS -	<input type="checkbox"/>	<input type="text"/>
Payoff Date:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Execute

Example of **Increment**:

Utilities > Mass Update > Payroll

Parameters

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID:

Pay Grade:  Employee Nbr:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

Pay Status:  Active  Incr Pay Step  Calendar  Yes

Fiscal Year:  Daily Rate:  Contract Begin Date:  No  Contract End Date:  Nbr Days Empld:  0

Dock Rate:  Unemployment Elig:  Pre-Note:   # of Months in Contract:  000 TRS -

(FSP Staff Salary Data):  Health Ins Code:  FSP Staff Data Code:  Contract Days:  Local Contract Days:

Health Ins Code:  FSP Staff Data Code:  TRS Member Pos:

Increment

Pay Step  Limit:   State Step  Limit 20  Total Job Experience

If Employment Date <

Modify

From To

Contract Begin Date:  Contract End Date:

Nbr Days Empld:  0  0

# of Months in Contract:

Contract Days: 000 TRS -  000 TRS -  Payoff Date:

### Example of Modify:

Utilities > Mass Update > Payroll

Parameters

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID: 187 187 DAYS

Pay Grade:  Employee Nbr:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

Pay Status:  Active  Incr Pay Step  Calendar  Yes

Fiscal Year:  Daily Rate:  Contract Begin Date: 08-18-2024  No  Contract End Date: 05-29-2026  Nbr Days Empld:  187

Dock Rate:  Unemployment Elig:  Pre-Note:   # of Months in Contract:  10  000 TRS -

(FSP Staff Salary Data):  Health Ins Code:  FSP Staff Data Code:  Contract Days:  Local Contract Days:

Health Ins Code:  FSP Staff Data Code:  TRS Member Pos:

Increment

Pay Step  Limit:   State Step  Limit 20  Total Job Experience

If Employment Date <

Modify

From To

Contract Begin Date: 08-14-2024 08-15-2025

Contract End Date:

Nbr Days Empld:  0  0

# of Months in Contract:

Contract Days: 000 TRS -  000 TRS -  Payoff Date:

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 [Personnel > Maintenance > 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.

The screenshot shows the 'Utilities > Mass Update' page in the Payroll section. The 'EMPLOYEE' tab is active. In the 'Parameters' section, the 'Prior Yr Emp Date' field is set to '01-06-2024'. The 'Increment' section contains checkboxes for 'Pay Step' and 'State Step', with 'State Step' having a limit of 20. The 'Execute' button is located in the 'Modify' section.

**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 [Personnel > 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.

Payroll > 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.

Payroll > 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**:

<b>If Job Code</b>	Click <b>▼</b> to select the job code to be changed.
<b>Change To</b>	Click <b>▼</b> 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