



step11b

Table of Contents

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.



CAUTION: 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' interface with the 'Payroll' tab selected. The 'Parameters' section includes fields for Pay Status (Active, Inactive, Both), Primary Campus, Pay Campus, Contract Begin Date, Contract End Date, Contract Months, Payoff Date, Frequency (F MONTHLY NYR), Salary Concept, Extract ID, Employee Nbr, Pay Type, Job Code, Accrual Code, Pay Grade, and Prior Yr Emp Date (00-00-0000). A 'Reset' button is located to the right. Below the parameters is a tabbed interface with 'DEDUCTIONS' selected. The 'Method' section has radio buttons for: 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. The 'Change Deduction Info' section includes fields for New Code, Net Amount (.00), Remaining Payments (0), and Emplr Contrib (.00). Below this are two sections: 'Refund' and 'Cafe 125', each with radio buttons for No Update, Update All Records to N, and Update All Records to Y. An 'Execute' button is located to the right of the 'Change Deduction Info' section.

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

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

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.

The screenshot displays the 'Utilities > Mass Update' interface with the 'Employee' tab selected. The top navigation bar shows 'Utilities > Mass Update' and 'Payroll'. A 'Year: N' dropdown is on the right. The 'Parameters' section includes radio buttons for 'Pay Status' (Active, Inactive, Both), dropdowns for 'Primary Campus', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. Below this are tabs for 'DEDUCTIONS', 'LEAVE', 'EMPLOYEE' (selected), 'EXTRA DUTY', 'JOB CODE', and 'SALARY CALCULATION'. The 'EMPLOYEE' tab contains three main sections: 'Reset', 'Increment', and 'Modify'. The 'Reset' section has checkboxes for 'Pay Status', 'Fiscal Year', 'Dock Rate', 'Unemployment Elig', 'Pre-Note', 'Health Ins Code', 'FSP Staff Data Code', 'TRS Member Pos', and a list of 'Annual Payments' with input fields. The 'Increment' section has checkboxes for 'Pay Step', 'Limit', 'State Step', and 'Total Job Experience'. The 'Modify' section has input fields for 'Contract Begin Date', 'Contract End Date', 'Nbr Days Empld', '# of Months in Contract', 'Contract Days', and 'Payoff Date'. A 'Reset' button is at the top right, and an 'Execute' button is at the bottom right.

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



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



future reference.

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

Example of **Reset**:

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Salary Concept: All

Contract End Date: Extract ID: 187 187 DAYS

Contract Months: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Reset

☐ Pay Status ☐ Active ☐ Incr Pay Step ☐ Yes

☒ Fiscal Year ☐ Calendar ☐ No

☐ Dock Rate ☐ Daily Rate ☐ Contract Begin Date 08-18-2025

☐ Unemployment Elig ☐ No ☐ Contract End Date 05-29-2026

☐ Pre-Note ☐ Yes ☐ Nbr Days Empld 187

☐ (FSP Staff Salary Data) ☐ # of Months in Contract 10

☐ Health Ins Code ☐ Contract Days 000 TRS -

☐ FSP Staff Data Code ☐ Local Contract Days

☐ TRS Member Pos ☐ Payoff Date 08-19-2026

☐ (Number of) ☐ Pay Grade

☒ Annual Payments 12 ☐ Local Schedule

☒ Remaining Payments 12 ☐ Max Days

☒ WC Annual Payments 10 ☐ Hrs/Day 0.000

☒ WC Remaining Payments 10 ☐ Wkly Hrs Sched 40

Increment

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ 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 - 000 TRS -

Payoff Date: From To

Execute

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Salary Concept: All

Contract End Date: Extract ID:

Contract Months: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

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 ☐ Calendar ☐ No

☐ Dock Rate ☐ Daily Rate ☐ Contract Begin Date

☐ Unemployment Elig ☐ No ☐ Contract End Date

☐ Pre-Note ☐ Yes ☐ Nbr Days Empld 0

☐ (FSP Staff Salary Data) ☐ # of Months in Contract

☐ Health Ins Code ☐ Contract Days 000 TRS -

☐ FSP Staff Data Code ☐ Local Contract Days

☐ TRS Member Pos ☐ Payoff Date

☐ (Number of) ☐ Pay Grade

☒ Annual Payments 12 ☐ Local Schedule

☒ Remaining Payments 12 ☐ Max Days

☒ WC Annual Payments 12 ☐ Hrs/Day 0.000

☒ WC Remaining Payments 12 ☐ Wkly Hrs Sched 0

Increment

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ 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 - 000 TRS -

Payoff Date: From To

Execute

Example of **Increment**:

Utilities > Mass Update

Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Contract End Date: Salary Concept: All

Contract Months: Extract ID: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

Reset

Increment

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

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Contract End Date: Salary Concept: All

Contract Months: Extract ID: 187 187 DAYS Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

Reset

Increment

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.



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**. 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 parameters used 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.

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 parameters used 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.



Back Cover