



employee

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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.

Mass update employee data:

Under **Parameters**, select the appropriate parameters for 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.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ▼ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ▼ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ▼ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ▼ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ▼ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ▼ to select the exact contract begin date to be included in the process.
Contract End Date	Click ▼ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click 📅 to select the payoff date to be included in the process.

Field	Description
Payroll Freq	Click ▼ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
Salary Concept	Click ▼ to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click ▼ to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click ■ to select employees.

Under **Reset**, select the employee data to reset:

Pay Status	Select to reset the employee data to a particular pay status, or leave blank to not reset by pay status. If the field is selected, click ▼ to the right of Pay Status and select the employee's pay status for the purposes of payroll calculation. The system is set to Active.
Fiscal Year	Select to reset employee data for a specific fiscal year, or leave blank to not reset by fiscal year. If the field is selected, type the last digit of the fiscal year for which the employee data is to be reset in the field to the right of Fiscal Year .
Extract ID	Select to tag employee records for a batch process (e.g., copy or extract), or leave blank to not use the Extract ID function. To the right of Extract ID, type a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. Each employee must have the extract ID set in the Employment Info page before he can be selected using this function.
Unemployment Eligibility	Select to reset all Unemployment Eligibility Quarters in the Employment Info maintenance tab, or leave blank to not reset by unemployment eligibility. If the field is selected, click ▼ to the right of Unemployment Eligibility and select the employee's unemployment eligibility. The system is set to Yes.
Take Retiree Surcharge	Select to reset the TRS retiree surcharge field. If the field is selected, click ▼ to the right of Take Retiree Surcharge , and then select Yes or No. When this option is selected, the system is set to Yes.
NY Take Ret Surchg	Select to reset the TRS next year retiree surcharge field. If the field is selected, click ▼ to the right of NY Take Ret Surchg and select Yes or No. When this option is selected, the system is set to Yes.
Dock Rate	Select to reset the dock rate on the employee Pay Info page. If the field is selected, click ▼ to the right of Dock Rate and select the applicable dock rate. If blank, the dock rate is set to zero.
Unemployment Elig	Select to reset the unemployment eligibility on the Pay Info tab, or leave blank to not reset the unemployment eligibility. If the field is selected, click ▼ to the right of Unemployment Elig and select the employee's unemployment eligibility. The system is set to No.

EIC Code	Select to reset the earned income credit on the Pay Info tab, or leave blank to not reset the earned income credit. If the field is selected, click ▼ to the right of EIC Code and select the earned income credit. The system is set to <i>1 - Not eligible</i> .
Pre-Note	<p>Select to reset the prenote for bank deposit records. If the field is selected, click ▼ to the right of Pre-Note and select <i>Yes</i> or <i>No</i>. The system is set to <i>Yes</i>.</p> <p>The Pre-Note field is displayed as a check box on the preview report.</p>
Health Ins Code	<p>Select to reset the employee's eligibility for the TEA Health Insurance, or leave blank to not reset the eligibility for the TEA Health Insurance. If the field is selected, click ▼ in the field to the right of Health Ins Code and select a code that indicates the employee's eligibility:</p> <p>N - Not eligible S - Eligible spouse participating W - Eligible Health Insurance Y - Eligible participating Health Insurance</p>
FSP Staff Data Code	<p>Select to reset the employee's eligibility for the TEA Health Insurance, or leave blank to not reset the FSP staff data code. If the field is selected, click ▼ in the field to the right of FSP Staff Data Code and select one of the following codes:</p> <p>F - Full-Time P - Part-Time</p>
Employment Type	<p>Select to reset the employee's employment type, or leave blank to not reset the employment type. If the field is selected, click ▼ in the field to the right of Employment Type and select one of the following codes:</p> <p>F - Half-Time or more M - Temporary P - Less than Half-Time S - Substitute</p>
Retiree Employment Type	<p>Select to reset the retired employee's retiree employment type, or leave blank to not reset the retiree employment type. If the field is selected, click ▼ in the field to the right of Retiree Employment Type and select one of the following codes:</p> <p>C - Combination of Substitute and Half-Time or less F - Full-Time H - Half-Time or less S - Substitute</p>
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