

Employee - HRS3400

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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 parameters used 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*.

Pre-Note	Select to reset the prenote for bank deposit records. If the field is selected, click ⌄ to the right of **Pre-Note** and select *Yes* or *No*. The system is set to *Yes*. The **Pre-Note** field is displayed as a check box on the preview report.
Health Ins Code	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: *N - Not eligible* *S - Eligible spouse participating* *W - Eligible Health Insurance* *Y - Eligible participating Health Insurance*
FSP Staff Data Code	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: *F - Full-Time* *P - Part-Time*
Employment Type	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: *F - Half-Time or more* *M - Temporary* *P - Less than Half-Time* *S - Substitute*
Retiree Employment Type	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: *C - Combination of Substitute and Half-Time or less* *F - Full-Time* *H - Half-Time or less* *S - Substitute*
TRS Member Pos	Select to reset the employee's TRS member position code or leave blank to not reset the employee's TRS member position code. If the field is selected, click ⌄ in the field to the right of **TRS Member Pos** and select one of the following codes: *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06 - Peace Officers* *07 - Food service worker* *09 - Summer School*

Incr Pay Step	Select to reset the employee's pay step data, or leave blank to not reset the employee pay step data. If the field is selected, click ⌄ to the right of Incr Pay Step and select *Yes* or *No*. When this option is selected, the system is set to *Yes*. If the employee is to be incremented for a specific job, the employee must have the **Incr Pay Step** option selected on the Job Info page.
Calendar	Select to change the calendar code. If the field is selected, click ⌄ to the right of Calendar and select the appropriate calendar code. Only the calendar code is changed. The **Begin Date**, **End Date**, and **# of Days EmpId** fields are not changed and are included in the Mass Update or updated separately.
Contract Begin Date	Select to reset the employee's contract begin date. To the right of **Contract Begin Date**, type the employee's new contract begin date, or leave blank to clear the previous contract begin date.
Contract End Date	Select to reset the employee's contract end date. To the right of **Contract End Date**, type the employee's new contract end date, or leave blank to clear the previous contract end date.
Nbr Days EmpId	Select to reset the employee's total number of days employed. To the right of **Nbr Days EmpId**, type the employee's new total number of days employed, or leave blank to reset the number of days employed to zero.
# of Months in Contract	Select to reset the employee's total number of contract days. To the right of **# of Months in Contract**, type the employee's new total number of contract days, or leave blank to reset the number of contract days to zero.
Contract Days	Select to reset the employee's number of days in contract. To the right of **Contract Days**, click ⌄ to select the employee's new number of days in contract, or leave blank to reset the number of days in contract to zero. **Note**: If the **Contract Days** field is already modified, the **Contract Days** fields on this tab (under **Modify**) are not available. If the **Contract Days** fields on this tab (under **Modify**) are modified, the **Contract Days** field is not available.
Local Contract Days	Select to reset the number of days an employee must work in order to meet LEA contract requirements. To the right of **Local Contract Days**, type the new number of days that an employee must work. The field can be a maximum of three digits.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.
Pay Grade	Select to reset the employee's pay grade. If the field is selected, the user must type the three-character alphanumeric code to be reset in the field to the right of Pay Grade.
Local Schedule	Select to reset the employee's local schedule. If the field is selected, the user must type the locally assigned, single-character code to be reset in the field to the right of **Local Schedule**. The local schedule is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.
Max Days	Select to reset the employee's maximum number of days in contract. To the right of **Max Days**, type the employee's new number of contract days which relates to the correct salary on the salary table, or leave blank to clear the previous maximum number of days.
Hrs/Day	Select to reset employee's hours/day. To the right of **Hrs/Da**y, type the new hours per day amount, or leave blank to reset the previous hours per day amount to zero.

Wkly Hrs Sched	Select to reset the employee's scheduled weekly hours for a specific job, or leave blank to not reset the employee's scheduled weekly hours. If the field is selected, in the field to the right of **Wkly Hrs Sched**, type the employee's scheduled weekly hours for a specific job.

❑ Under **(Number of)**:

Annual Payments	Select to reset employee data for a number of annual payments, or leave blank to not reset the number of annual payments. To the right of **Annual Payments**, type the number of annual payments. If left blank, the value is zero.
Remaining Payments	Select to reset employee data for a number of remaining payments, or leave blank to not reset the number of remaining payments. To the right of **Remaining Payments**, type the number of remaining payments. If left blank, the value is zero.
WC Annual Payments	Select to reset employee data for a number of annual workers' compensation payments, or leave blank to not reset the number of annual workers' compensation payments. To the right of **WC Annual Payments**, type the number of annual payments. If left blank, the value is zero.
WC Remaining Payments	Select to reset employee data for a number of remaining workers' compensation payments, or leave blank to not reset the number of remaining workers' compensation payments. To the right of **WC Remaining Payments**, type the number of remaining payments. If left blank, the value is zero.

❑ Under **Increment**, select the employee data to increment:

WARNING: Data should only be incremented one time.

Pay Step	Select to increment the pay step for employees, or leave blank to not increment the pay step. If you select this field, you can select Limit to limit the pay step increment. To the right of Limit, type the two-digit maximum pay step that is allowed by the LEA. **Note**: When **Pay Step** is selected, the system verifies that the Increase Pay Step field on the Job Codes table is selected. The **Increase Pay Step** field must be selected for the specific job code in order for the **Pay Step** field to increment the pay step for those employees.
State Step	Select to increment state step for employees, or leave blank to not increment the state step. If you select this field, you can select **Limit 20** to increment everyone by one to a maximum. Leave the field blank to not set 20 as a state step maximum.
Total (Prof) Experience	Select to increment total professional experience by one, or leave blank to not increment total professional experience by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.

District (Prof) Experience	Select to increment district professional experience by one, or leave blank to not increment district professional experience by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, and then the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.
Total (Non-Prof) Experience	Select to increment total nonprofessional experience by one, or leave blank not to increment total nonprofessional experience by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.
District (Non-Prof) Experience	Select to increment district non-professional experience by one, or leave blank to not increment district non-professional by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or L**atest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.
Total Job Experience	Select to increment total job experience by one, or leave blank to not increment total job experience by one. If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are incremented by one. If you select this field, and the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is equal to or less than the date entered in the **If Employment Date <** field, the employee data is updated. If the **Original Emp Date** or **Latest Re-employ Date** field on the Employee Info tab is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.

❑ Under **Modify**, select the employee data to modify:

Contract Begin Date	Type the original date that the contract began in the MMDDYYYY format in the **From** column. In the **To** column, type the new contract begin date, or leave blank to clear the previous contract begin date.

Contract End Date	Type the original date that the contract ends in the MMDDYYYY format in the **From** column. In the **To** column, type the new contract end date, or leave blank to clear the previous contract end date.
Nbr Days Empld	Type the original number of days that the employee was employed in the **From** column. In the **To** column, type the new number of days employed, or leave it blank to reset the number of days employed to zero.
# of Months in Contract	Type the original number of months that the employee was obligated to work in the **From** column. In the **To** column, type the new number of months in the contract, or leave blank to reset the number of months in the contract to zero.
Contract Days	Click ⌄ in the **From** column to select the original number of days of the employee contract. Click ⌄ in the To column to select the new number of contract days, or leave blank to reset the contract days to zero. **Note**: If the **Contract Days** field is already modified on this tab (under **Reset**), the **Contract Days** fields are not available. If the **Contract Days** fields are modified, **Contract Days** field on this tab (under **Reset**) are not available.
Payoff Date	Type the payoff date that you wish to modify in the MMDDYYYY format in the **From** column. In the **To** column, type the new payoff date, or leave blank to clear the previous payoff date.
Area Code	Type the three-digit area code that you wish to modify in the **From** column. In the **To** column, type the new area, or leave blank to clear the previous area code.
Zip Code	Type the five-digit zip code that you wish to modify in the **From** column. In the **To** column, type the new zip code, or leave blank to clear the previous zip code.

❑ Click **Execute** to execute the process. A preview report is displayed. Review the report.

❑ Click **Process** to accept the changes and continue. You are prompted to create a backup. A message is displayed indicating that the process was successfully completed.

❑ Click **Cancel** to return to the Mass Update page.

Other functions and features:

Reset	Click to reset all previously selected parameter options to the default.


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