


# Employee - HRS3400

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***Personnel > 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.

## Mass update employee data:

❑ Under **Parameters**, select the appropriate parameters for the employees whose employee data is to be updated.

> **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 |
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| **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:

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| **Extract ID** | Click to select a locally assigned extract ID used for grouping employees. The ID 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. |
| **Unemployment Eligibility (ICESA Report)** | 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*. |
| **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:<br><br>F - Half-Time or more<br>M - Temporary<br>P - Less than Half-Time<br>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:<br><br>C - Combination of Substitute and Half-Time or less<br>F - Full-Time<br>H - Half-Time or less<br>S - Substitute |

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| **Creditable Year of Service** | Select to reset the employee's creditable year of service. If the field is selected, click ⌄ to the right of **Creditable Year of Service** and select *Yes* or *No*. When this option is selected, the system is set to *Yes*. |
| **TRA Eligibility** | Select to reset the employee's Teacher Retention Allotment (TRA) eligibility. If the field is selected, click ⌄ to the right of **TRA Eligibility** and select *Yes* or *No*. When this option is selected, the system is set to *Yes*. |

❑ Under **Update Experience**, select the employee experience to update:

- Select **Increment** to increase the selected years of experience by one.
- Select **Decrement** to decrease the selected years of experience by one.

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| **Total (Prof) Experience** | Select to update the total years of professional experience.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page is greater than the date entered in the **If Employment Date <** field, the employee data is not updated. |
| **District (Prof) Experience** | Select to update the total years of professional experience in a district.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page is greater than the date entered in the **If Employment Date <** field, the employee data is not updated. |
| **Total (Non-Prof) Experience** | Select to update the total years of non-professional experience.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page is greater than the date entered in the **If Employment Date <** field, the employee data is not updated. |

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| **District (Non-Prof) Experience** | Select to update the total years of non-professional experience in a district.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page is greater than the date entered in the **If Employment Date <** field, the employee data is not updated. |
| **Prior Teaching Experience** | Select to update the number of years of prior teaching experience.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page is greater than the date entered in the **If Employment Date <** field, the employee data is not updated.<br><br>In the **Job Code** field, click ⋮ to select specific job codes where the prior teaching experience should be updated.<br><br>The employees who match the selected parameters and the selected job codes will have their prior teaching experience updated. If an employee has multiple jobs included in the job code selection, their employment record is only updated once. |
| **TRA Teaching Experience** | Select to update the number of years of Teacher Retention Allotment (TRA) teaching experience.<br><br>If you select this field and leave the **If Employment Date <** field blank, all employees who met the original selection parameters are updated.<br><br>If you select this field and the **Original Emp Date** or **Latest Re-employ Date** field on the Personnel > Maintenance > Employment Info page 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 Personnel > Maintenance > Employment Info page 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:

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| **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 proceed.

A message is displayed indicating that the process was successfully completed.

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

## Other functions and features:

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


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