

Mass Update Process

Last Modified on 10/22/2022 9:57 am CDT

PATH: Human Resources > Personnel > Mass Update Process

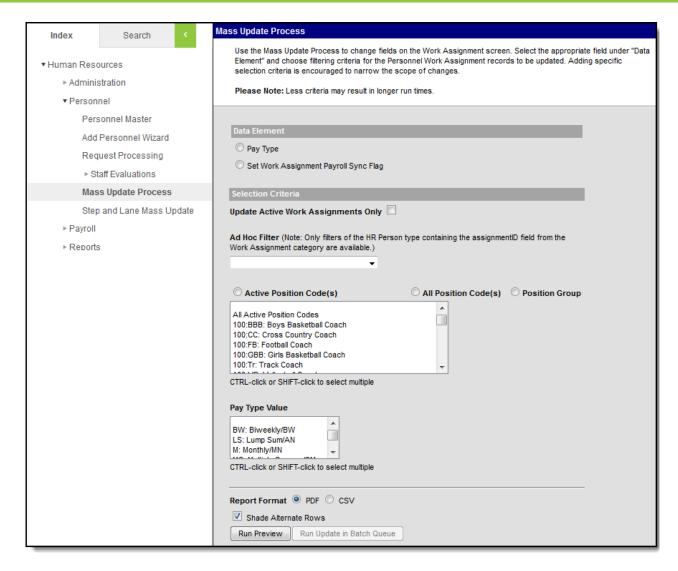
You can use the Mass Update Process to update the Pay Type on Work Assignments or to Set the Work Assignment Payroll Sync Flag.

Data Element	Description
Pay Type	The Pay Type on the Work Assignments is used to identify the type of payment being processed for an employee. You can use the Mass Update Process tool to update en masse the Personnel Work Assignment records for summer payouts and quickly change them back after summer payouts are complete.
Set Work Assignment Payroll Sync Flag	The Payroll Sync flag is a checkbox on the Work Assignment screen. When the checkbox is marked and this Mass Update Process is run, changes to the Work Assignment data in Campus are automatically updated in the Payroll module.

You can use an Ad Hoc filter to narrow your selection of employees. However, only HR Person filters that contain the assignmentID field from the Work Assignment category are available for selection.

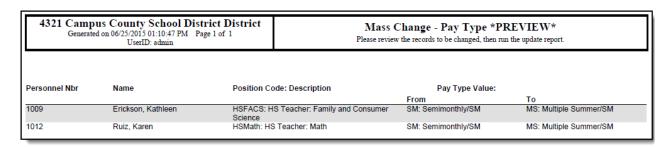
If you recently added a new Pay Type, there may be a slight delay before the new code appears in the New Pay Type Value dropdown list.





Example Mass Update Process tool

After you select your preferences on the Mass Update Process screen, click the **Run Preview** button to verify the correct changes will be made. The **Mass Change - Pay Type *PREVIEW*** or the **Mass Change - Payroll Sync *PREVIEW*** report displays.



Example Pay Type Preview Report



	us County School Distri d on 10/27/2016 01:05:43 PM Page UserID: admin			Mass Change - Payroll S Please review the records to be change		
Personnel Nbr	Name Anderson, Anne-Marie	Position Co	de: Description	Payroll Sync From blank	Value: To checked	

Example Payroll Sync Preview Report

After you run the preview, click the Run Update in Batch Queue button to change the Personnel Work Assignment records. A window with Batch Queue reporting options displays. Once you click OK, your request is put in the Batch Queue. You will receive a notification in the Process Alerts when the report is completed. The Mass Update Process report is available from the Process Alerts message or from the Batch Queue tool.

When the update is successful, the Status on the Mass Update Process report is Updated and includes the date and time of the update. Any errors appear at the top of the list and must be corrected in order for Campus Human Resources and Campus Payroll to be in sync. If you need assistance resolving errors, contact your Campus Support Representative.

4321 Campus County School District District Generated on 06/25/2015 01:11:08 PM Page 1 of 1 UserID: admin			Mass Change - Pay Type Update			
Personnel Nbr	Name	Position Code: Description			Status	1
1009	Erickson, Kathleen	HSFACS: HS Teacher: Fami Consumer Science	ly and SM: Semimonthly/SM	To MS: Multiple Summer/SM	Updated - 06/25/2015 01:11 PM	
1012	Ruiz, Karen	HSMath: HS Teacher: Math	SM: Semimonthly/SM	MS: Multiple Summer/SM	Updated - 06/25/2015 01:11 PM	

Example Pay Type Update Report

4321 Campus County School District District Generated on 10/27/16 13:19:14 PM Page 1 of 1 UserID: admin			Mass Change - Payroll Sync Update			
Personnel Nbr	Name Anderson, Anne-Marie	Position Code: Descript	ion Payroll Syn From blank	oc Value: To checked	Status Updated - 10/27/2016 01:19 PM	

Example Payroll Update Report

