

# Step and Lane Mass Update

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**Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

[Update Employee Salary Schedule Information with a CSV File](#) | [Use Selection Criteria to Update Steps](#)

Tool Search: Step and Lane Mass Update

Use the Step and Lane Mass Update tool to update employee salary schedule information. You can make specific changes to employee records by uploading a CSV file or you can tell the system to update a specific number of steps as of an effective date based on specific selection criteria.

A report preview is available for you to validate new values and to correct any errors.

If your district also uses the Payroll module, synchronization errors can happen and prevent records from updating in the Payroll module even though updates are successful in the Human Resources module. When the update process complete, be sure to review the notification in the Process Alerts for this type of error.

This process creates a new wage record for each Work Assignment with the new step and lane except in the following scenarios.

- The position has ended. Only active Work Assignments are updated.
- The Effective Date is the same as an existing wage record's start date.
  - If the existing and new Salary Schedules are the same, the process UPDATES the existing wage record.
  - If the existing and new Salary Schedules are different, the existing wage record is NOT updated.
- If an existing wage record is starting after the Effective Date.
  - If the existing and new Salary Schedules are the same, a new wage record is created and a warning about the future record appears. The new wage record includes an end date that is prior to the start date of the future-dated record.
  - If the existing and new Salary Schedules are different; no changes are made.
- If the Step/Lane and Salary Schedule combination is invalid; no changes are made.
- If the Step/Lane and Salary Schedule combination matches the existing record; no changes are made.

Use this tool to update employee salary schedule information. You can make specific changes to employee records via a .csv file upload, or you can tell the system to update a specific number of steps as of an effective date based on specific selection criteria.

A report preview is available for you to validate new values noted in the step/lane columns and to correct any initial errors.

**Please review the final output** located in your Process Alerts to confirm records updated successfully.

Upload Update (.csv format only)

No file selected.

Selection Update

**Step Change**      **Effective Date**

Increase    Decrease     

Change by:

**Selection Criteria**

**Salary Schedule**

CTRL-click or SHIFT-click to select multiple

**Ad Hoc Filter** (Note: Only filters of the HR Person type containing the assignmentID field from the Work Assignment category are available.)

Active Position Code(s)    All Position Code(s)    Position Group

CTRL-click or SHIFT-click to select multiple

Step and Lane Mass Update Tool

# Update Employee Salary Schedule Information with a CSV File

You can make changes to employee records en masse by uploading a CSV file.

## Create an Upload File

To update employee salary schedule information with a CSV file, the CSV columns must be submitted in the following order:

1. **Assignment ID** (The Assignment ID is not visible in Campus. You must use Ad hoc reporting to retrieve that information.)
2. **Salary Schedule Code**
3. **New Step Name**
4. **New Lane Name**
5. **Effective Date** (mm/dd/yyyy)

Use the [Filter Designer](#) and [Data Export](#) to retrieve Assignment IDs and current salary schedule information. The following table provides the Ad hoc field names found in HR Person > HR > Work Assignments > Salary that you may find helpful when you create your upload file.

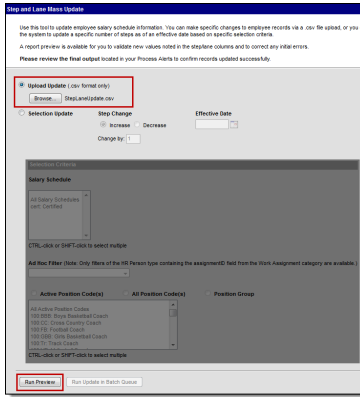
| Name                        | Ad hoc Field   |
|-----------------------------|--|
| <b>Assignment ID</b>        | hrWorkAssignment.assignmentID  |
| <b>Salary Schedule Code</b> | NA<br><br><div style="border: 1px solid #add8e6; padding: 5px; background-color: #e6f2ff;">             hrWorkAssignmentSalary.salaryScheduleName will provide the full Salary Schedule name. However, the CSV upload file requires the Salary Schedule Code. The code can be found on the Salary Schedule Detail editor.           </div> |
| <b>Step Name</b>            | hrWorkAssignmentSalary.stepName  |
| <b>Lane Name</b>            | hrWorkAssignmentSalary.laneName  |
| <b>Start Date</b>           | hrWorkAssignmentSalary.startDate   |

## Example Upload File

|    | A                    | B                           | C                    | D                    | E                     |
|----|----------------------|-----------------------------|----------------------|----------------------|-----------------------|
| 1  | <b>Assignment ID</b> | <b>Salary Schedule Code</b> | <b>New Step Name</b> | <b>New Step Lane</b> | <b>Effective Date</b> |
| 2  | 22                   | Cert                        | 10                   | BA                   | 8/1/2016              |
| 3  | 23                   | Cert                        | 7                    | BA                   | 8/1/2016              |
| 4  | 15                   | Cert                        | 1                    | BA                   | 8/1/2016              |
| 5  | 19                   | Cert                        | 12                   | MA                   | 8/1/2016              |
| 6  | 36                   | Cert                        | 10                   | BA                   | 8/1/2016              |
| 7  | 24                   | Cert                        | 16                   | BA +30               | 8/1/2016              |
| 8  | 21                   | Cert                        | 12                   | MA                   | 8/1/2016              |
| 9  | 48                   | Cert                        | 3                    | BA                   | 8/1/2016              |
| 10 | 47                   | Cert                        | 2                    | BA                   | 8/1/2016              |
| 11 | 50                   | Cert                        | 8                    | BA +30               | 8/1/2016              |
| 12 | 18                   | Cert                        | 7                    | BA                   | 8/1/2016              |
| 13 | 42                   | Cert                        | 3                    | MA                   | 8/1/2016              |
| 14 | 49                   | Cert                        | 6                    | BA +30               | 8/1/2016              |
| 15 | 25                   | Cert                        | 25                   | MA                   | 8/1/2016              |
| 16 | 46                   | Cert                        | 6                    | MA                   | 8/1/2016              |

## Upload Update

1. [Create an Upload File](#).
2. Select the **Upload Update** radio button.



3. Click the **Browse** button to select and upload the CSV file.
4. Click the **Run Preview** button.

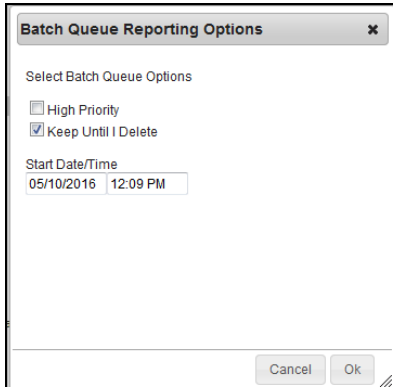
**Result**

A report preview is made available for you to validate the changes and correct any errors prior to running the update. Repeat steps 1-4 if you need to make changes to the file.

5. Click the **Run Update in Batch Queue** button.

**Result**

The Batch Queue Reporting Options display.



6. Select from the following [Batch Queue Options](#).

| Field / Option             | Description   |
|----------------------------|---|
| <b>High Priority</b>       | Mark this checkbox if running this update is considered a high priority. Updates designated as "high priority" by this checkbox will take precedence over other processes in the Batch Queue that are not designated as such.   |
| <b>Keep Until I Delete</b> | Mark this checkbox if the results should continue to appear on the Add Reports to <a href="#">Batch Queue</a> and <a href="#">Admin Queue</a> tools until manually deleted by a user. If this checkbox is not marked, the completed update report will be cleared from the Add Reports to Batch Queue and Admin Queue tools based on the frequency for the Batch Queue Maintenance task set within the <a href="#">Task Scheduler</a> . |

| Field / Option         | Description  |
|------------------------|--|
| <b>Start Date/Time</b> | Indicate the date and time when you want to start the update process. These fields auto-populate with the current date and time. Click in either field to enter a new date. A calendar displays when choosing a new date. Time must be entered in HHMM format, in either standard time format (i.e., 2:15 pm) or in military time (i.e., 14:15). |

7. Click **OK**.

**Result**

A confirmation message displays. Your request is put in the queue and you will receive a notification in the Process Alerts when the report completes.

|   | A              | B            | C               | D        | E        | F         | G         | H       |
|---|----------------|--------------|-----------------|----------|----------|-----------|-----------|---------|
| 1 | employeeNumber | assignmentID | salarySchedule  | stepName | laneName | startDate | action    | status  |
| 2 | 1005           | 22           | CERT: Certified | 10       | BA       | 8/1/2016  | Created a | Success |

## Use Selection Criteria to Update Steps

This tool can automatically increment steps for you. You specify the number of steps to increase or decrease, the date on which the change becomes effective, and choose at least one of the following criteria: Salary Schedule(s), and Ad hoc Filter, and/or Position Code(s)

### Step and Lane Mass Update

Use this tool to update employee salary schedule information. You can make specific changes to employee records via a .csv file upload, or you can tell the system to update a specific number of steps as of an effective date based on specific selection criteria.

A report preview is available for you to validate new values noted in the step/lane columns and to correct any initial errors.

**Please review the final output** located in your Process Alerts to confirm records updated successfully.

Upload Update (.csv format only)

Browse... No file selected.

**Selection Update**

**\*Step Change**

Increase  Decrease

Change by:

**\*Effective Date**

**Selection Criteria**

**Salary Schedule**

All Salary Schedules

cert: Certified

CTRL-click or SHIFT-click to select multiple

**Ad Hoc Filter** (Note: Only filters of the HR Person type containing the assignmentID field from the Work Assignment category are available.)

**Active Position Code(s)**  All Position Code(s)  Position Group

All Active Position Codes

100:BBB: Boys Basketball Coach

100:CC: Cross Country Coach

100:FB: Football Coach

100:GBB: Girls Basketball Coach

100:Tr: Track Coach

CTRL-click or SHIFT-click to select multiple

*Example Selection Update and Selection Criteria Options*

Complete the following steps to make changes using the selection criteria.

1. Mark the **Selection Update** radio button.

**Result**

The Step Change and Effective Date fields become red which indicates they are required fields.

2. In the **Step Change** field, indicate whether you want to **Increase** or **Decrease** the steps and indicate how many steps to increase/decrease in the **Change by** field.

**Selection Update**

**\*Step Change**

Increase  Decrease

Change by:

**\*Effective Date**

3. Enter the date on which the change becomes effective in the **Effective Date** field.

4. Choose at least one option in the following **Selection Criteria**. You may make selections for all options, but you must select at least one of the following Selection Criteria.

| Option                         | Description  |
|--------------------------------|--|
| <b>Salary Schedule</b>         | This field displays active <a href="#">salary schedules</a> with the <i>Complete Status</i> . You can select <b>All Salary Schedules</b> , or select specific schedules.                               |
| <b>Ad hoc Filter</b>           | Select an Ad hoc filter to limit the update to employees included in the filter. Only filters of the HR Person type containing the assignmentID field from the Work Assignment category are available. |
| <b>Active Position Code(s)</b> | These fields give you the option to select only active <a href="#">Position Codes</a> or all Position Codes. The option to select specific Position Groups is also available.                          |
| <b>All Position Code(s)</b>    |  |
| <b>Position Group</b>          |  |

5. Click the **Run Preview** button.

**Result**

A report preview is made available for you to validate the changes and correct any errors prior to running the update. Repeat steps 1-4 if you need to make changes to the file.

6. Select from the following [Batch Queue](#) Options.

| Field / Option             | Description   |
|----------------------------|---|
| <b>High Priority</b>       | Mark this checkbox if running this update is considered a high priority. Updates designated as "high priority" by this checkbox will take precedence over other processes in the Batch Queue that are not designated as such.   |
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**Process Alerts**

Date Range  to  Display All Processes

|                          |  | Process               | Name                                      | Posted Date | Due Date |
|--------------------------|--|-----------------------|---|-------------|----------|
| <input type="checkbox"/> |  | Batch Report Complete | <a href="#">Step and Lane Mass Update</a> | 05/10/2016  |          |

|   | A              | B            | C               | D        | E        | F         | G         | H       |
|---|----------------|--------------|-----------------|----------|----------|-----------|-----------|---------|
| 1 | employeeNumber | assignmentID | salarySchedule  | stepName | laneName | startDate | action    | status  |
| 2 | 1005           | 22           | CERT: Certified | 10       | BA       | 8/1/2016  | Created a | Success |