Mass Update Process

Last Modified on 10/21/2024 8:22 am CDT

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

Tool Search: 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.

4321 Campus County School District District Generated on 06/25/2015 01:10:47 PM Page 1 of 1 UserID: admin	Mass Change - Pay Type *PREVIEW* Please review the records to be changed, then run the update report.		
Personnel Nbr	**Name**	**Position Code: Description**	**Pay Type Value:**
			From	**To**
1009	Erickson, Kathleen	HSFACS: HS Teacher: Family and Consumer Science	SM: Semimonthly/SM	MS: Multiple Summer/SM
1012	Ruiz, Karen	HSMath: HS Teacher: Math	SM: Semimonthly/SM	MS: Multiple Summer/SM

Example Pay Type Preview Report

4321 Campus County School District District	Mass Change - Payroll Sync *PREVIEW*
Generated on 10/27/2016 01:05:43 PM Page 1 of 1 UserID: admin	Please review the records to be changed, then run the update report.

Personnel Nbr	Name	Position Code: Description	Payroll Sync Value:	
			From	To
1005	Anderson, Anne-Marie	100:FB: Football Coach	blank	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	Mass Change - Pay Type Update
Generated on 06/25/2015 01:11:08 PM Page 1 of 1 UserID: admin	

Personnel Nbr	Name	Position Code: Description	Pay Type Value:		Status
			From	To	
1009	Erickson, Kathleen	HSFACS: HS Teacher: Family and Consumer Science	SM: Semimonthly/SM	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	Mass Change - Payroll Sync Update
Generated on 10/27/16 13:19:14 PM Page 1 of 1 UserID: admin	

Personnel Nbr	Name	Position Code: Description	Payroll Sync Value:		Status
			From	To	
1005	Anderson, Anne-Marie	100:FB: Football Coach	blank	checked	Updated - 10/27/2016 01:19 PM

Example Payroll Update Report