

Rollover

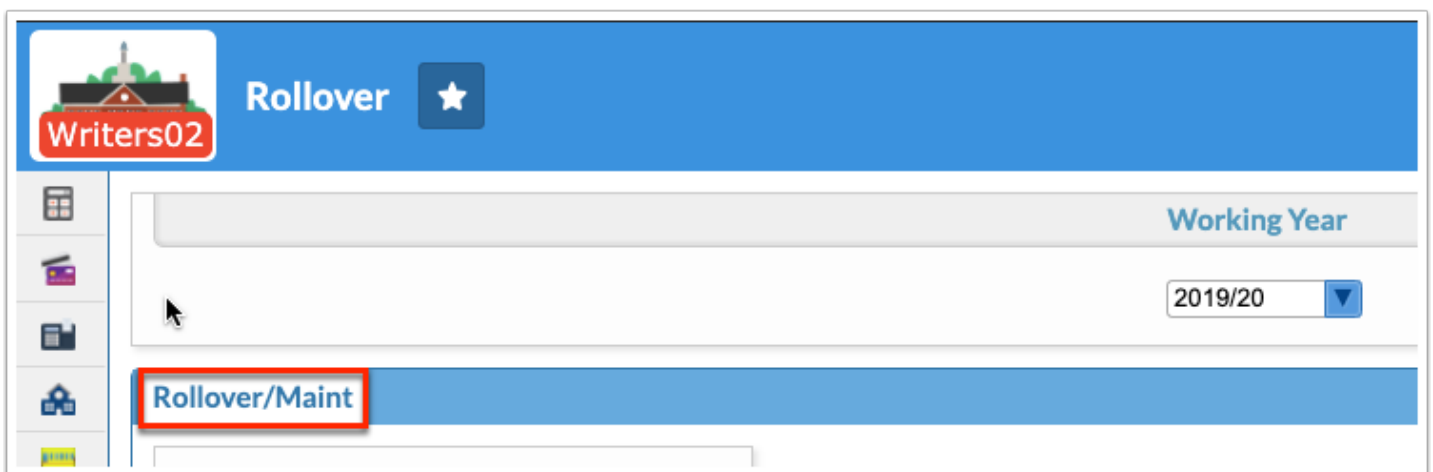
Payroll Rollover is an important part of preparing for the following year. It allows you to roll Payroll and Human Resources information from the current year into the next year. While rolling data, you will have the advantage of updating and changing information without having to navigate to other screens. The Rollover screens also includes the ability to manage Increment Steps and the ability to Change Step Pay.

Rollover/Maint

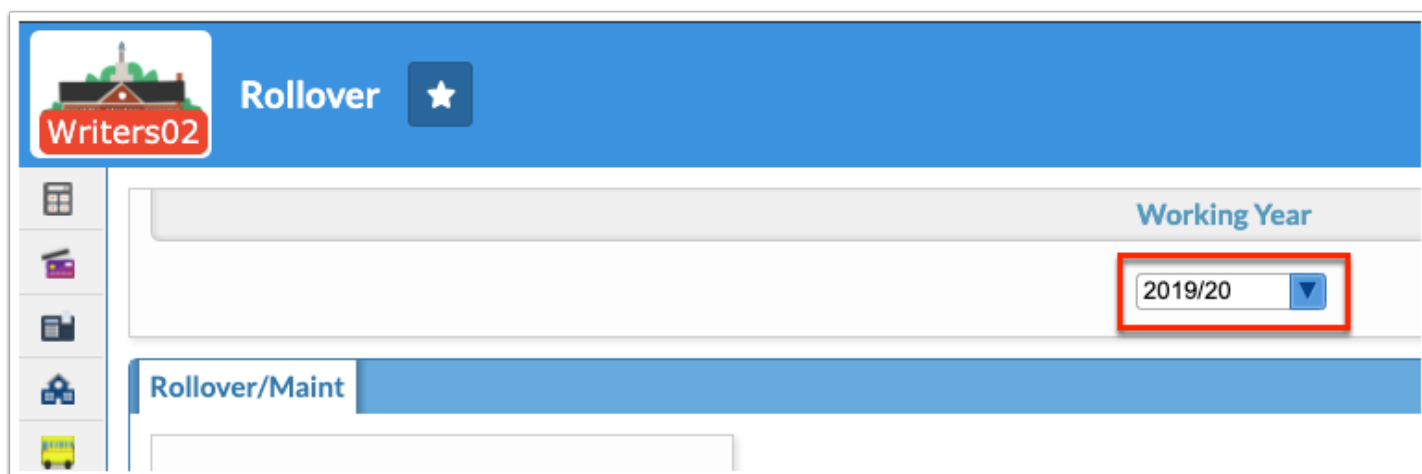
1. From the **Payroll** menu, click **Rollover**.



2. Click the **Rollover/Maint** tab, which houses the majority of information and data to be rolled over into the next year.



3. The **Working Year** defaults to the current year. Since you are working on rolling current information, you will want to stay on the current year to complete the rollover.




The Rollover/Maint tab displays a chart with three columns: Rolled, Module, and Click To Choose.

Rollover/Maint		
Increment Steps		
Rolled	Module	Click To Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>
	Supplements	>
	Increment Experience	>
	Employee Leave	>

When the **Module** has been successfully rolled, you will see a green check mark in the **Rolled** column indicating that that section is complete.

✓	Increment Experience	>
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4. To begin working on a specific Module, click the orange arrow in the **Click To Choose** column.

		Click To
Rolled	Module	Choose
	Holidays	

! The Modules are set up in a specific order; therefore, you will have to start with **Holidays** and work your way down to **Increment Experience**. If you try to skip around and start with **Slots/Steps**, for example, you will not see the option to **Roll to 20XX/XX** or to save any changes made. The Modules have a logical progression--you cannot roll Calendars without rolling/setting up the Holidays first because the Holidays module is directly linked to Calendars. Also note that any holidays not selected will not appear in Calendars--this applies to other data in the subsequent modules.

Holidays

1. To begin rolling, click the orange arrow next to **Holidays**. This will open another chart with five columns: Select, Title, Type, Beg Date, and End Date.

Select	Title ⬆	Type ⬆	Beg Date ⬆	End Date ⬆
<input checked="" type="checkbox"/>	17/03/10 - 3/17 -Non-Paid	Non-Paid ...	03/10/2017	03/17/2017
<input checked="" type="checkbox"/>	17/03/10 -Non-Paid	Non-Paid ...	03/10/2017	03/10/2017
<input checked="" type="checkbox"/>	16/11/11 -HOL	Holiday	11/11/2016	11/11/2016
<input checked="" type="checkbox"/>	16/11/11 -Non-Paid	Non-Paid ...	11/11/2016	11/11/2016
<input checked="" type="checkbox"/>	16/08/12 -Non-Paid	Non-Paid ...	08/12/2016	08/12/2016
<input checked="" type="checkbox"/>	17/03/13 - 03/17 -Non-Paid	Non-Paid ...	03/13/2017	03/17/2017
<input checked="" type="checkbox"/>	17/04/14 -04/17 -Non-Paid	Non-Paid ...	04/14/2017	04/17/2017
<input checked="" type="checkbox"/>	17/04/14 -Non-Paid	Non-Paid ...	04/14/2017	04/14/2017
<input checked="" type="checkbox"/>	16/08/15 -Non-Paid	Non-Paid ...	08/15/2016	08/15/2016

2. You can make changes to the **Title** of the Holiday, **Type**, and Dates. It will be required to change the dates to correspond with the following year.

⚠ Warning: If you don't change all dates to correspond with the following year, you will be unable to roll selected Holidays. All selected Holiday dates must be changed.

Please set the correct date for the new year.

OK

3. If there are specific Holidays you do not wish to change or roll into the next year, clear the selection by unchecking the box in the **Select** column.

Select	Title
<input type="checkbox"/>	17/03/10 - 3/17 -Non-Paid
<input checked="" type="checkbox"/>	17/03/10 -Non-Paid
<input type="checkbox"/>	16/11/11 -HOL
<input checked="" type="checkbox"/>	16/11/11 -Non-Paid

a. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

Roll to 2021/22

Select All

Unselect All

Increment Years

Export

Filter: OFF

Mass Update

Select	Title	Type	Beg Date	End Date
<input checked="" type="checkbox"/>	July 4th	Holiday	07/03/2021	07/03/2021
<input checked="" type="checkbox"/>	Non-Paid 07/04/2020	Non-Paid...	07/04/2021	07/04/2021
<input checked="" type="checkbox"/>	Non-Paid 07/18/2020	Non-Paid...	07/18/2021	07/18/2021
<input checked="" type="checkbox"/>	Non-Paid 07/25/2020	Non-Paid...	07/25/2021	07/25/2021
<input checked="" type="checkbox"/>	Non-Paid 08/01/2020	Non-Paid...	08/01/2021	08/01/2021
<input checked="" type="checkbox"/>	Non-Paid 08/15/2020	Non-Paid...	08/15/2021	08/15/2021

4. Click **Increment Years** to automatically change the Beg Date and End Date to the next year. For example, if it reads 07/03/2020, it would change to 07/30/2021.

Select	Title	Type	Beg Date	End Date
<input checked="" type="checkbox"/>	July 4th	Holiday	07/03/2020	07/03/2020
<input checked="" type="checkbox"/>	Non-Paid 07/04/2020	Non-Paid...	07/04/2020	07/04/2020
<input checked="" type="checkbox"/>	Non-Paid 07/18/2020	Non-Paid...	07/18/2020	07/18/2020
<input checked="" type="checkbox"/>	Non-Paid 07/25/2020	Non-Paid...	07/25/2020	07/25/2020
<input checked="" type="checkbox"/>	Non-Paid 08/01/2020	Non-Paid...	08/01/2020	08/01/2020
<input checked="" type="checkbox"/>	Non-Paid 08/15/2020	Non-Paid...	08/15/2020	08/15/2020

5. Click **Roll to 20XX/XX** when all your changes have been made. Note: Some of the dates may be in red; they will remain in red until clicking Continue or updating the date.

Select	Title	Type	Beg Date	End Date
<input checked="" type="checkbox"/>	July 4th	Holiday	07/03/2021	07/03/2021
<input checked="" type="checkbox"/>	Non-Paid 07/04/2020	Non-Paid...	07/04/2021	07/04/2021
<input checked="" type="checkbox"/>	Non-Paid 07/18/2020	Non-Paid...	07/18/2021	07/18/2021
<input checked="" type="checkbox"/>	Non-Paid 07/25/2020	Non-Paid...	07/25/2021	07/25/2021
<input checked="" type="checkbox"/>	Non-Paid 08/01/2020	Non-Paid...	08/01/2021	08/01/2021
<input checked="" type="checkbox"/>	Non-Paid 08/15/2020	Non-Paid...	08/15/2021	08/15/2021
<input checked="" type="checkbox"/>	Non-Paid 08/22/2020	Non-Paid...	08/22/2021	08/22/2021

6. Once complete, you will see the green check mark next to **Holidays** in the **Rolled** column.

		Click To
Rolled	Module	Choose
	Holidays	
	Calendars	



Calendars

1. Continue in the order of the listed modules and click the orange arrow next to **Calendars**. This will open another chart with 12 columns: Select, Calendar, Start Date, Days, Mon-Sun, and Holidays.

		Click To
Rolled	Module	Choose
✓	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Job Moves	>


Calendar Settings For The Year

Roll to 2017/18

Export:  

Select	Calendar	Start Date	Days	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Holidays
✓	CC-180 Calendar	08/17/2016	180	✓	✓	✓	✓	✓			16/09/05 -Non...
✓	CM-196 Days	08/10/2016	196	✓	✓	✓	✓	✓			16/09/05 -HOL...
✓	CW-Cafeteria Wor	08/10/2016	190	✓	✓	✓	✓	✓			16/08/12 -Non...

2. All of the columns can be edited. The most important column to update is the **Start Date** column. All of these dates must be changed to reflect the new year.

 If you do not change the dates to correspond with the next fiscal year, you will be unable to roll selected Calendars.

The calendar has to be in the year.

☐ Prevent this page from creating additional dialogs.

OK

3. The number of **Days** in specific contracts may also need to be altered along with the **Calendar** title. To edit either field, click on the title or number and make changes.
4. Be sure the correct days of the week are selected for each **Calendar** contract. The options shown here are **Mon-Sun**. To clear the selection for specific days, uncheck the box. To select a specific day not yet selected, check the box.

Mon	Tue	Wed	Thr	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Check that the correct **Holidays** are selected for each Calendar. Keep in mind that the Holidays will change based on information provided upon rolling Holidays in the last step. Click

the blue arrow for the pull-down to see which Holidays have been selected. Notice that more than one selection can be made here.

Holidays ▾

16/09/05 -Non-Paid... ▾

Filter

Check all visible Clear selected

☐


16/07/04 -HOL

☐

16/08/12 -Non-Paid

☐

16/08/15 -Non-Paid☐☐☒☒☐☒☐

 Click the **Check all visible** link to select all listed holidays. Click **Clear selected** to clear selections made on any selected holidays.

Filter

Check all visible Clear selected

6. If there are specific **Calendars** you do not wish to change or roll into the next year, clear the selection by unchecking the box in the **Select** column.

Select ▾	Calendar ▾
<input checked="" type="checkbox"/>	CC-180 Calendar
<input type="checkbox"/>	CM-196 Days
<input checked="" type="checkbox"/>	CW-Cafeteria Wor
<input type="checkbox"/>	M6-241 Days

a. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

Select All

Unselect All

7. Once all of your edits have been made and all of the Start Dates have been changed, click **Roll to 20XX/XX**. Note: If you already clicked this button before all dates were updated, the button may read **Continue** instead.

Calendar Settings For The Year

Calendar Settings For The Year

Roll to 2017/18

Continue

8. Once complete, you will see the green check mark next to **Calendars** in the **Rolled** column.

		Click To
Rolled	Module	Choose
	Holidays	
	Calendars	

When the Calendars module is rolled, the system will also roll the survey 5 calendar table in Payroll > [Maintenance](#) > [Main Tables](#) tab > [Facilities](#).

Pay Types


1. Continue in the order of the modules and click the orange arrow next to **Pay Types**.

	Calendars	
	Pay Types	

This will open another chart with 12 columns: Roll Select, Pay Type, Calendar, Annualized Hourly, Overtime Exempt, Number of Checks, Service Months, Service Days, Paid Months, Hrs Per Day, Date Group, and Last Work Day.

Roll			Annualized	Overtime	Number	Service	Service	Paid	Hrs Per	Date	Last Work
Select	Pay Type	Calendar	Hourly	Exempt	of Checks	Months	Days	Months	Day	Group	Day
<input checked="" type="checkbox"/>	AT ATHLETIC TRAINER	M6-241 Days		<input type="checkbox"/>	24	11	206	11	8.00	Semi-Mon...	06/12/2017
<input checked="" type="checkbox"/>	CM CAFETERIA MANA...	CM-196 Days		<input type="checkbox"/>	24	9	196	9	8.00	Semi-Mon...	06/09/2017

2. All of the columns can be edited except **Pay Type**. The most important column to update is the **Last Work Day** column. All of these dates must be changed to reflect the new year.

 The Pay Types module includes a button titled **Increment End Dates**. Clicking this button will automatically change the year of the **Last Work Day** to the next year. For example, if it reads 06/12/2017, it would change to 06/12/2018.

Increment End Dates

06/30/2017

06/30/2018

06/30/2017

06/30/2018

 If you do not change the dates to correspond with the 2017/2018 year, you will be unable to roll selected Calendars.

The calendar has to be in the year.

☐ Prevent this page from creating additional dialogs.

OK

3. While the **Pay Type** cannot be changed on this specific chart, if necessary, you can clear the selection by unchecking the **Select** checkbox.

Roll	
Select	Pay Type ⚡
<input checked="" type="checkbox"/>	AT ATHLETIC TRAINER ▼
<input type="checkbox"/>	CM CAFETERIA MAN... ▼
<input checked="" type="checkbox"/>	CW CAFETERIA WOR... ▼
<input type="checkbox"/>	D1 SUB.TEACHERS/C... ▼
<input checked="" type="checkbox"/>	M1 12.MO CLERICAL(...) ▼

i Although the Pay Type cannot be edited from the Yearly Setting section, if you scroll down the page to the **Overall Settings** section, you can edit the Code, Title, Normal Tax Frequency, Salary, and Status of each Pay Type. Changes made here will appear after rolling is complete. Refresh the page to see the changes.

Overall Settings					
◀ Prev		Page: 2 / 7	Next ▶		Filters: OFF
Code	Title	Normal Tax Frequency	Salary, Daily or Hourly	Status	
M1	12.MO CLERICAL(12)	Semi-Monthly ▼	Salary ▼	Active	▼
M2	SUPERINTENDENT	Semi-Monthly ▼	Salary ▼	Active	▼
M3	11MO.PRIN.ADM 235 DAYS	Semi-Monthly ▼	Salary ▼	Active	▼
MX	CLERICAL (11)	Semi-Monthly ▼	Hourly ▼	Active	▼
M5	12 MONTH CLERICAL HOURLY	Semi-Monthly ▼	Hourly ▼	Active	▼

4. The **Calendar** pull-down pulls in from the previous Calendars module (which are also tied to Holidays). Some Pay Types and contract Calendars will have a checkbox for **Annualized Hourly**; select the appropriate boxes.

	Annualized
Calendar ⚡	Hourly ⚡
CC-180 Calendar ▼	<input type="checkbox"/>
MM-254 Days ▼	<input checked="" type="checkbox"/>
MM-254 Days ▼	<input type="checkbox"/>
M6-241 Days ▼	

5. If the Pay Type is **Overtime Exempt**, select the check box in this column. Depending on calendar changes, the **Number of Checks** may also change. To change the number, click the text field. Same applies for **Service Months**, **Service Days**, **Paid Months**, and **Hrs Per Day**.

Overtime Exempt	Number of Checks	Service Months	Service Days	Paid Months	Hrs Per Day
<input checked="" type="checkbox"/>	19	9	180	9	1.00
<input type="checkbox"/>	24	12	254	12	0.00
<input type="checkbox"/>	24	0	254	12	0.00
<input checked="" type="checkbox"/>			206	11	8.00
<input type="checkbox"/>	24	9	196	9	8.00

6. The **Date Group** most likely will not change. However, as stated above, the **Last Work Day** must be updated.

Date Group	Last Work Day
Semi-Mo... Filter Semi-Monthly Summer	06/06/2018 /2018 /2018 /2018
Semi-Mo...	06/09/2018
Semi-Mo...	06/07/2018

i A lot of the information built into columns such as **Pay Type** and **Date Group** pull from data set up by the district. To navigate to these screens, go to the **Setup** menu, click [District Codes](#). Pay Type can be found under the **Pay Types** tab. Date Group can be found under the **Payroll Groups** tab. For additional setup information, navigate to the **Payroll** menu, click [Maintenance](#). The [Main Tables](#) tab will show the Pay Types module.

7. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

8. Once all of your edits have been made and all of the Last Works Days have been changed, click **Roll to 20XX/XX**. Note: If you already clicked this button before all dates were updated, the button may read **Continue** instead.

! All Pay Types must be rolled regardless of whether or not changes have been made.

! If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Pay Types originally displayed 200 records, and you use the filters feature on a specific Pay Type, which only returns 10 records, then select all and roll, only those 10 selected records will roll.

Filters: OFF

Filters: ON

Roll	Pay Type	Calendar	Annualized	Overtime	Number	Service
Select			Hourly	Exempt	of Checks	Months
<input checked="" type="checkbox"/>	AT ATHLETIC TRAINER	M6-241 Days		<input type="checkbox"/>	24	1
<input checked="" type="checkbox"/>	CM CAFETERIA MANA...	CM-196 Days		<input type="checkbox"/>	24	
<input checked="" type="checkbox"/>	CW CAFETERIA WOR...	CW-Cafeteria Worker		<input type="checkbox"/>	24	
<input checked="" type="checkbox"/>	D1 SUB.TEACHERS/C...	CC-180 Calendar	<input type="checkbox"/>	<input type="checkbox"/>	19	
<input checked="" type="checkbox"/>	M1 12.MO CLERICAL(...	MM-254 Days		<input type="checkbox"/>	24	1

Contains

Not

Equals

Not

Starts with

Not

Ends with

Not

Has value

Not

Greater

Not

Greater or equal

Not

Less

Not

Less or equal

Not

Between

Not

9. Once complete, you will see the green check mark next to **Pay Types** in the **Rolled** column.

✓

Pay Types

>

Run Templates

1. Continue in the order of the modules and click the orange arrow next to **Run Templates**.

✓	Calendars	>
✓	Pay Types	>
	Run Templates	>
	Slots/Steps	>

This will open another chart with two columns: **Select** and **Title**.

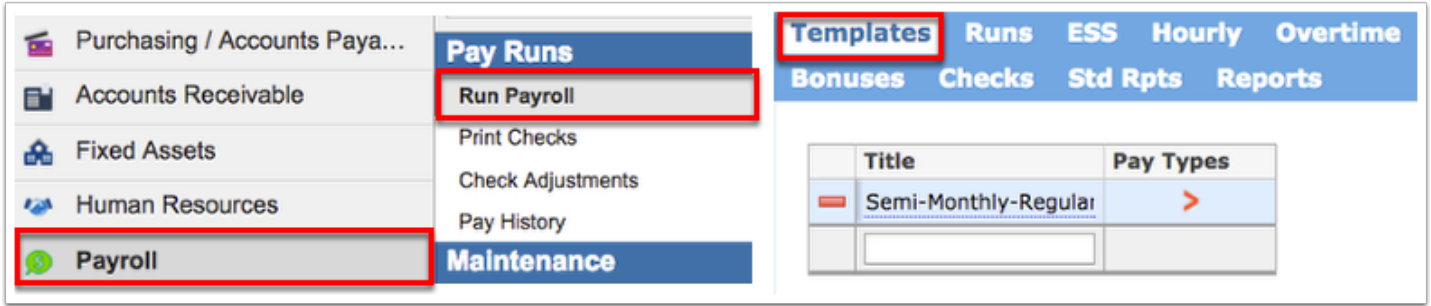
Roll to 2017/18

Filters: OFF

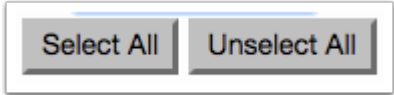
Select	Title
<input checked="" type="checkbox"/>	Semi-Monthly-Regular

2. If you have been using specific run templates for your payroll runs, they will all show here. Before rolling, you can edit the **Title** and clear any selections you do not wish to roll into the next year.

3. To access your Run Templates, from the **Payroll** menu, click **Run Payroll**. You will find all created Run Templates on the **Templates** tab. From this screen, you can add or delete existing templates.

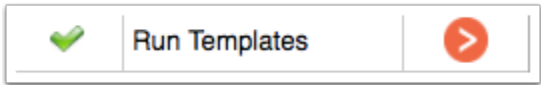


4. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.



5. Make all necessary changes and selections, then click **Roll to 20XX/XX**.

Once complete, you will see the green check mark next to **Run Templates** in the **Rolled** column.



Slots/Steps

1. Continue in the order of the modules and click the orange arrow next to **Slots/Steps**.

		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>

This will open another chart with nine columns: Roll Select, Slot, Code, Type, Days, Hrs/Per day, Supplement, Base, and Click For Rates.

Roll					Hrs/Per			Click For
Select	Slot	Code	Type	Days	day	Supplement	Base	Rates
<input checked="" type="checkbox"/>	10 MONTH JROTC	JROTC	Sal...▼	196	7.50	▼	▼	>
<input checked="" type="checkbox"/>	A.P./HIGH/10/ ST:00	PAH00	Sal...▼	210	7.50	▼	▼	>
<input checked="" type="checkbox"/>	ACADEMIC CHALLENG	SIAC2	Sal...▼	196	7.50	B Academic ▼	▼	>

2. To navigate to the original Slots screen, from the **Payroll** menu, click **Maintenance**. The Maintenance screen will default to the Main Tables tab. From here, click the orange arrow next to **Slots/Steps**.

Calendar

Payroll

Tables

Tools

Reports

Settings

Help

Main Tables

Tax Tables

Module	Click To Choose
Holidays	>
Calendars	>
Pay Types	>
Slots/Steps	>

3. Any of the columns can be edited before rolling to the next year. For Slot salary information, click on the **orange arrow** in the **Click For Rates** column. If the default salary has changed at all, you may see more than one step listed.

Click For

Rates



>

>



>

>

>

Export:  

Effective	
Date	
07/01/2016	Showing

Export:  

Step	Default	Min	Max
PAH00	71,349.00	0.00	0.00
PAH01	72,347.00	0.00	0.00
PAH02	73,949.00	0.00	0.00

4. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

Select All

Unselect All





5. Make all necessary changes and selections, then click **Roll to 20XX/XX**.

Roll to 2017/18

- ! If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Slots/Steps originally displayed 200 records, and you use the filters feature on a specific Slot, which only returns 10 records, then select all and roll, only those 10 selected records will roll.

Roll	Slot	Code	Type	Supplement	Base
<input checked="" type="checkbox"/>	ACADEMIC CHALLENG	SIAC2	Salary	B Acade...	
<input checked="" type="checkbox"/>	ACADEMIC CHALLENG	SIAC1	Salary	B Acade...	
<input checked="" type="checkbox"/>	ADDITIONAL INST.AS	SIEP1	Salary	B Acade...	
<input checked="" type="checkbox"/>	ADDITIONAL INST.AS	SIEP5	Salary	G Other	
<input checked="" type="checkbox"/>	ADDITIONAL INST.AS	SIEP2	Salary	B Acade...	

6. Once complete, you will see the green check mark next to **Slots/Steps** in the **Rolled** column.

	Run Templates	
	Slots/Steps	

Positions

 You can rollover data to create position allocations even after the year has started.

1. Continue in the order of the modules and click the orange arrow next to **Positions**.


		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>

This will open another chart with five columns: Select, Facility, Code, Position, Authorized, and Report.

Select	Facility	Code	Position	Authorized	Report
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOL BOARD	0111et004			>
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOL BOARD	0311NS002	PROFESSIONAL CERT	1.0000000000	>
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOL BOARD	0311I9177	TEACHER, OTHER	0.0000000000	>

2. Select all the positions that need to be rolled into the next year. The Positions are organized first by Facility. You will also be able to see the number of Authorized positions currently active. As shown in the image above, there is 1 for the Professional Cert position.

3. For more information on each position, click the **orange arrow** in the **Report** column. Clicking the arrow will generate a report of employees under the specified position at the bottom of the page.

<input checked="" type="checkbox"/>	0041 [REDACTED] HIGH SCHOOL	COOK	1.0000000000							
<table><tr><td>Staff ▴ ▾</td><td>Job ▴ ▾</td><td>Index ▴ ▾</td></tr><tr><td>GIDEON, [REDACTED], E</td><td>COOK</td><td>01</td></tr></table>					Staff ▴ ▾	Job ▴ ▾	Index ▴ ▾	GIDEON, [REDACTED], E	COOK	01
Staff ▴ ▾	Job ▴ ▾	Index ▴ ▾								
GIDEON, [REDACTED], E	COOK	01								

💡 Most of the positions with 1+ Authorized slots will be rolled. You may not want to roll positions with 0 Authorized slots. However, this will not always be the case. For example, if recent funding has come through for a specific position, you will want to roll it into the next year to avoid recreating the position from scratch.

4. Be sure the check box is selected for all positions to be rolled. Clear the selection for any positions you do not wish to roll.

Select	Facility	Position	Authorized	Report
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOLBOARD			>
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOLBOARD	PROFESSIONAL CERT	1.0000000000	>
<input type="checkbox"/>	0000 COUNTY SCHOOLBOARD	TEACHER, OTHER	0.0000000000	>
<input type="checkbox"/>	0000 COUNTY SCHOOLBOARD	TEACHER, OTHER	0.0000000000	>
<input checked="" type="checkbox"/>	0041 HIGH SCHOOL	JUNIOR CLASS SPNSR	0.0000000000	>

5. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

Select All

Unselect All

6. When all your work on this screen is complete, click **Roll to 20XX/XX**.

Roll to 2017/18

⚠ Due to the number of pages, this may take longer to roll. Do not refresh or close the screen while loading.

⚠ If you use the filters to focus the data and try to roll, only records displayed after filtering will roll. For example, if Positions originally displayed 200 records, and you use the filters feature on a specific Position, which only returns 10 records, then select all and roll, only those 10 selected records will roll.

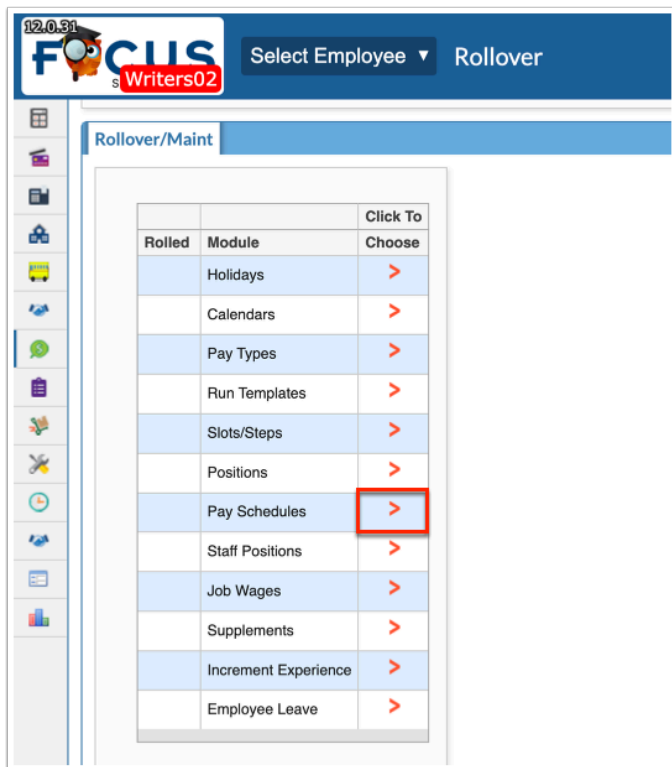
<div><div><div></div></div><div><div>tsa</div><div>teach</div></div></div>				Contains	Not
				Equals	Not
				Starts with	Not
				Ends with	Not
				Has value	Not
				Greater	Not
				Greater or equal	Not
				Less	Not
				Less or equal	Not
				Between	Not
Select	Facility	Position	Authorized		
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOLBOARD	TEACHER, OTHER	0.000000000		
<input checked="" type="checkbox"/>	0000 COUNTY SCHOOLBOARD	TEACHER, OTHER	0.000000000		
<input checked="" type="checkbox"/>	0041 HIGH SCHOOL	TSA, VOC ED	0.000000000		
<input checked="" type="checkbox"/>	0041 HIGH SCHOOL	TSA, INS/CUR	0.000000000		
<input checked="" type="checkbox"/>	0041 HIGH SCHOOL	TSA, INS/CUR	0.000000000		

7. Once complete, you will see the green check mark next to **Positions** in the **Rolled** column.

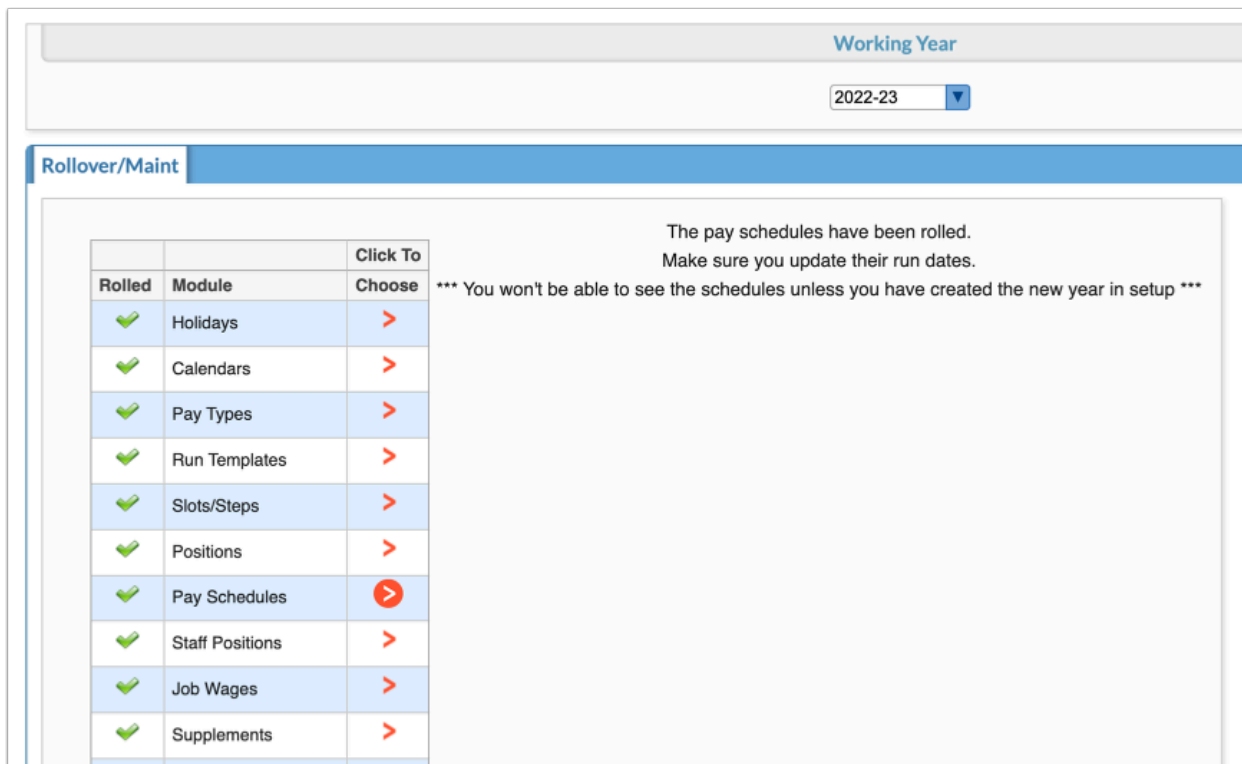
Positions

Pay Schedules

1. Continue in the order of the modules and click the orange arrow next to **Pay Schedules**.



Clicking Pay Schedules automatically rolls pay schedules.



2. Once complete, you will see the green check mark next to **Pay Schedules** in the **Rolled** column.

Rollover/Maint

Rolled	Module	Click To Choose
✓	Holidays	>
✓	Calendars	>
✓	Pay Types	>
✓	Run Templates	>
✓	Slots/Steps	>
✓	Positions	>
✓	Pay Schedules	>
✓	Staff Positions	>
✓	Job Wages	>

The pay schedules I
Make sure you upda
*** You won't be able to see the schedules unless

Staff Positions

1. Continue in the order of the modules and click the orange arrow next to **Staff Positions**.

		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>

The rollover for Staff Positions displays seven columns: Name, EIN, Position, Pay Type, Group, and Facility.

Roll to 2021/22					
« Prev	Page: 1 / 316	Next »	4,734 Records	Export	Filter: ON
+ [v]	+ [v]	+ [v]	+ [v]	+ [v]	+ [v]
Name	EIN	Position	Pay Type	Group	Facility
ABBOTT	10012400	22 0332	22 ESP-12 MONTH	01	MIDDLE SCHOOL
ABBUHL	10000641	09 0182	09 INSTRUCTIONAL	01	HIGH SCHOOL
ABEL	10006288	06 0021	06 ESP-10 MONTH	01	SCHOOL
ABEL	10006288	25 0021	25 SUMMER	02	SCHOOL
ABSHE	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	20	COMMUNITY SCHOOL
ABSHE	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	21	COMMUNITY SCHOOL

2. None of the columns in this module can be edited. All Staff Positions shown on this screen will roll when the **Roll to 20XX/XX** button is clicked.

Rollover/Maint

Roll to 2021/22

« Prev

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Next »

4,734 Records

Export

Filter: ON

Rolled	Module	Click To Choose
	Holidays	
	Calendars	
	Pay Types	
	Run Templates	
	Slots/Steps	
	Positions	

Name	EIN	Position	Pay Type	Group	Facility
ABBOTT	10012400	22 0332	22 ESP-12 MONTH	01	MIDDLE SCHOOL
ABBUHL	10000641	09 0182	09 INSTRUCTIONAL	01	HIGH SCHOOL
ABEL	10006288	06 0021	06 ESP-10 MONTH	01	SCHOOL
ABEL	10006288	25 0021	25 SUMMER	02	SCHOOL

⚠ Due to the number of pages, this may take longer to roll. Do not refresh or close the screen while loading.

Once complete, you will see the green check mark next to **Staff Positions** in the **Rolled** column.

		Click To
Rolled	Module	Choose
✓	Holidays	>
✓	Calendars	>
✓	Pay Types	>
✓	Run Templates	>
✓	Slots/Steps	>
✓	Positions	>
✓	Staff Positions	>
✓	Job Wages	>

Job Wages

1. Continue in the order of the modules and click the orange arrow next to **Job Wages**.

		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>
	Supplements	>

i Upon clicking Job Wages, if the proper setup has not been completed, a pop-up window displays stating: Please create Pay Schedules for the new year, this will be used for

these year (20XX-20XX) to calculate Job Wages, Staff Positions and Supplements. Focus then navigates to Payroll > [Maintenance](#) > [Pay Schedules](#) tab.



Please create Pay Schedules for the new year, this will be used for these years (2020-2021) to calculate Job Wages, Staff Positions and Supplements

2. Before rolling data, you have the option to click **Search for Job Wage rollover issues** to address any issues.

Rollover/Maint

Roll to 2021/22

Search for Job Wage rollover issues

Prev

Page: 1 / 315

Next

4,722 Records

Export

Filter: OFF

Rolled	Module	Click To Choose	Name	EIN	Position	Pay Type	Group	Facility
✓	Holidays	>	ABBOT	10012400	22 0332	22 ESP-12 MONTH	01	MIDDLE SCHOOL
✓	Calendars	>	ABBUH	10000641	09 0182	09 INSTRUCTIONAL	01	HIGH SCHOOL
✓	Pay Types	>	ABEL	10006288	06 0021	06 ESP-10 MONTH	01	SCHOOL
✓	Run Templates	>	ABEL	10006288	25 0021	25 SUMMER	02	SCHOOL
✓	Slots/Steps	>	ABSHER	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	20	COMMUNITY SCHOOL
✓	Positions	>	ABSHER	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	21	COMMUNITY SCHOOL
✓	Staff Positions	>	ACKER	10013951	09 0071	09 INSTRUCTIONAL	02	ELEMENTARY SCHOOL
✓	Job Wages	>	ACOSTA	10012182	09 0351	09 INSTRUCTIONAL	01	HIGH SCHOOL
✓	Supplements	>	ACUAVI	10013065	06 0341	06 ESP-10 MONTH	01	PRIMARY
✓	Increment Experience	>	ADAMS	10008099	06 0103	06 ESP-10 MONTH	01	HIGH SCHOOL

a. If any errors are found they will display in a pop-up window. Click the white **X** to close the window when you have finished reviewing data that needs to be corrected.



Slot authorization will not be rolled due to termination and affects the current employees/positions to fix this issue you should add the attempted to be used slot to the rolling year / new year position in position control:

Errors found: 109

- Employee: Montan 05
 | Position: (0111W9001) PARAPROFESSIONAL AGES 3-5
 | At Facility: 0111 - MIDDLE SCHOOL
 | Slot trying to be used: (109G2) PAY GRADE 109G2
 | Note: Slot does not exist in the new fiscal year 2019 for this position

3. Once all Pay Schedules have been created, review the data and click **Roll to 20XX/XX**.

Rollover/Maint

Roll to 2021/22

Search for Job Wage rollover issues

< Prev

Page: 1 / 315

Next >

4,722 Records

Export

Filter: OFF

Rolled	Module	Click To Choose
✓	Holidays	>
✓	Calendars	>
✓	Pay Types	>
✓	Run Templates	>
✓	Slots/Steps	>
✓	Positions	>
✓	Staff Positions	>
✓	Job Wages	>
	Supplements	>

Name	EIN	Position	Pay Type	Group	Facility
ABBC	10012400	22 0332	22 ESP-12 MONTH	01	MIDDLE SCHOOL
ABBL	10000641	09 0182	09 INSTRUCTIONAL	01	HIGH SCHOOL
ABEL	10006288	06 0021	06 ESP-10 MONTH	01	SCHOOL
ABE	10006288	25 0021	25 SUMMER	02	SCHOOL
ABSH	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	20	COMMUNITY SCHOOL
ABSH	10007252	18 0153	18 COMMUNITY SCHL - HOURLY	21	COMMUNITY SCHOOL
ACKE	10013951	09 0071	09 INSTRUCTIONAL	02	ELEMENTARY SCHOOL
ACOST	10012182	09 0351	09 INSTRUCTIONAL	01	HIGH SCHOOL
ACUAVE	10013065	06 0341	06 ESP-10 MONTH	01	PRIMARY

Supplements

i

You can roll [Increment Experience](#) without first rolling Supplements.

1. Continue in the order of the modules and click the orange arrow next to **Supplements**.

Rolled	Module	Click To Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>
	Supplements	>
	Increment Experience	>
	Employee Leave	>

This will open another chart with five columns: Select, Pay Type, Code, Starting, and Report.

Select	Pay Type ▾	Code ▾	Starting ▾	Report
<input type="checkbox"/>	CW CAFETERIA WORKERS	LHS05	7/01/2017	>
<input type="checkbox"/>	M1 12.MO CLERICAL(12)	SEPC	7/01/2017	>

2. Check the boxes in the **Select** column for the staff job supplements you wish to roll.

Select	Pay Type ▾
<input checked="" type="checkbox"/>	S1 CUST/MAIN/TRANS/S&D
<input checked="" type="checkbox"/>	S1 CUST/MAIN/TRANS/S&D
<input type="checkbox"/>	X2 INS PERS/12 MONTHS
<input checked="" type="checkbox"/>	XX HOMEBOUND TEACHER

3. Be sure to review the start date for the renewed supplement in the **Starting** column before rolling. Notice a date is already populated here. The date shown is what the date should be for the next year's first contracted day.

Starting ▾
7/01/2017
7/01/2017
7/01/2017

4. For information on current staff assigned to specific supplements, click the orange arrow in the **Report** column.

Rolled	Module	Click To Choose
✓	Holidays	>
✓	Calendars	>
✓	Pay Types	>
✓	Run Templates	>
✓	Slots/Steps	>
✓	Positions	>
✓	Staff Positions	>
✓	Job Wages	>
	Supplements	>

Roll to 2021/22
Re-roll only selected

Select All
Unselect All

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Next »

Export
Filter: OFF
Mass Update

Select	Pay Type	Code	Starting	Report
<input checked="" type="checkbox"/>	01 FS MANAGERS	SP078		>
<input type="checkbox"/>	06 ESP-10 MONTH	SP222		>
<input type="checkbox"/>	06 ESP-10 MONTH	SP126		>
<input type="checkbox"/>	06 ESP-10 MONTH	SP018		>
<input type="checkbox"/>	06 ESP-10 MONTH	SP120		>

Export
Filter: OFF

Staff	EIN	Job	Supplement code	Index
MACK	10004808	FOOD SERV MANAGER II (N)	SP078	01

5. Notice the **Select All** and **Unselect All** buttons at the top of the screen. Click these buttons when making selections to roll.

Select	Pay Type	Code	Starting	Report
<input type="checkbox"/>	AT ATHLETIC TRAINER	SHC01		>

Roll to 2019/20
Re-roll only selected

Select All
Unselect All

« Prev
Page: 1 / 15
Next »

Export
Filter: OFF
Mass Update

6. When all selections have been made and all Starting dates have been entered, click the **Roll to 20XX/XX** button.

Select	Pay Type	Code	Starting	Report
<input type="checkbox"/>	AT ATHLETIC TRAINER	SHC01		>

Roll to 2019/20
Re-roll only selected

Select All
Unselect All

« Prev
Page: 1 / 15
Next »

Export
Filter: OFF
Mass Update

If changes are made after the roll has been completed, click the **Re-roll only selected** button once the Select check boxes are selected for the applicable supplements.

Roll to 2019/20 Re-roll only selected

Select All Unselect All

« Prev
Page: 1 / 15
Next »
Export
Filter: OFF
Mass Update

Select	Pay Type ↕	Code ↕	Starting ↕	Report
<input type="checkbox"/>	AT ATHLETIC TRAINER	SHC01	>

Once complete, you will see the green check mark next to **Supplements** in the **Rolled** column.

		Click To
Rolled	Module	Choose
✓	Holidays	>
✓	Calendars	>
✓	Pay Types	>
✓	Run Templates	>
✓	Slots/Steps	>
✓	Positions	>
✓	Staff Positions	>
✓	Job Wages	>
✓	Supplements	>

Increment Experience

1. Continue in the order of the modules and click the orange arrow next to **Increment Experience** to increase experience for state tracking purposes.

		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>
	Supplements	>
	Increment Experience	>
	Employee Leave	>

2. Review all employee experience in the displayed report, which contains the following columns: Employee name, Experience Type, Current Experience, Will be incremented by 1, and Already Incremented.

Roll to 2019/20					
Select All Unselect All					
<div> <div> <div>« Prev</div> <div>Page: 1 / 54</div> <div>Next »</div> </div> <div> <div>Export</div> <div></div> <div></div> </div> <div>Filter: OFF</div> </div>					
Select	Employee	Experience Type	Current Experience	Will be incremented by 1	Already Incremented
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in current district	1	Yes	
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in Florida public schools	6	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in Florida public schools	24	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in Florida public schools	5	Yes	

3. All employees are selected by default via the Select check box. To continue and roll all employees at once, click the **Roll to 20XX/XX** button.

Roll to 2019/20					
Select All Unselect All					
< Prev Page: 1 / 54 Next > Export Filter: OFF					
Select	Employee	Experience Type	Current Experience	Will be incremented by 1	Already Incremented
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in current district	1	Yes	
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in Florida public schools	6	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in Florida public schools	24	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in Florida public schools	5	Yes	

4. To clear all of the selected check boxes and select specific employees as needed, click the **Unselect All** button. To **Select All** employees again, if needed, click the corresponding button.

Roll to 2019/20					
Select All Unselect All					
< Prev Page: 1 / 54 Next > Export Filter: OFF					
Select	Employee	Experience Type	Current Experience	Will be incremented by 1	Already Incremented
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in current district	1	Yes	
<input checked="" type="checkbox"/>	82 : Jaime	Teaching in Florida public schools	6	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	86 : Muro	Teaching in Florida public schools	24	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	66 : Bena	Teaching in Florida public schools	5	Yes	

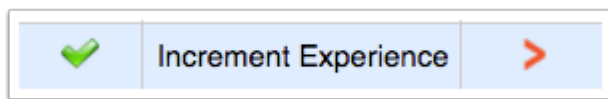
5. To select specific employees to roll, select the check box for each employee in the **Select** column.

Roll to 2019/20					
Select All Unselect All					
< Prev Page: 1 / 54 Next > Export Filter: OFF					
Select	Employee	Experience Type	Current Experience	Will be incremented by 1	Already Incremented
<input type="checkbox"/>	9582 : Jaimes, Blanca	Teaching in current district	1	Yes	
<input checked="" type="checkbox"/>	9582 : Jaimes, Blanca	Teaching in Florida public schools	6	Yes	
<input type="checkbox"/>	8186 : Muro, Irupe	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	8186 : Muro, Irupe	Teaching in Florida public schools	24	Yes	
<input type="checkbox"/>	7766 : Benavides, Victor	Teaching in current district	0	Yes	

Once the employee's experience has been incremented, a green check mark displays in the **Already Incremented** column.

Roll to 2019/20					
Select All Unselect All					
< Prev Page: 1 / 54 Next > Export Filter: OFF					
Select	Employee	Experience Type	Current Experience	Will be incremented by 1	Already Incremented
<input checked="" type="checkbox"/>	9582 : Jaime	Teaching in current district	1	Yes	
<input checked="" type="checkbox"/>	9582 : Jaime	Teaching in Florida public schools	7	Yes	✓
<input checked="" type="checkbox"/>	8186 : Murc	Teaching in current district	0	Yes	
<input checked="" type="checkbox"/>	8186 : Murc	Teaching in Florida public schools	25	Yes	✓
<input checked="" type="checkbox"/>	7766 : Bena	Teaching in current district	0	Yes	

Once complete (any number of employee's experience is incremented), you will see the green check mark next to **Increment Experience** in the **Rolled** column.



Employee Leave

i In order to roll the Leave Maintenance configuration, [Holidays](#), [Calendars](#), and [Pay Types](#) must be rolled first.

1. Continue in the order of the modules and click the orange arrow next to **Employee Leave** to roll employee leave hours to the next fiscal year.

		Click To
Rolled	Module	Choose
	Holidays	>
	Calendars	>
	Pay Types	>
	Run Templates	>
	Slots/Steps	>
	Positions	>
	Staff Positions	>
	Job Wages	>
	Supplements	>
	Increment Experience	>
	Employee Leave	>

2. Review the **Information** section, which explains each of the fields displayed on the screen.

Information

Max Carried Forward: A cap can be set using either hours or units in order to enforce a max bucket balance to be carried over.

Leave Config: In order to roll the Leave Maintenance Config, Holidays, Calendars, and Pay Types must be rolled prior to running the Employee Leave rollover.

Units: Hrs/day calculation when determining how many days (units) of leave they have. The Display Report button will show the results of using those pay types to calculate employee leave balances based on units.

Selected Pay types

Use units for rollover

9 Records [Export](#)

Bucket Name	Bucket Max Carried Forward	
	Hours	Units
BER - Bereavement		
BNK - Sick Bank		
DOM - Domestic Violence		
PRS - Personal Leave with Pay	0	
SCK - Sick		
SKH - Sick History		
TPD - Temporary Duty		
UNP - Unpaid Leave		
VAC - Vacation	500	

Rollover

3. Start by selecting the pay types that should be included in the hours/day calculation when determining how many days (units) of leave employees contain from the **Selected Pay types for Carried Forward Units** pull-down.

Information

Max Carried Forward: A cap can be set using either hours or units in order to enforce a max bucket balance to be carried over.

Leave Config: In order to roll the Leave Maintenance Config, Holidays, Calendars, and Pay Types must be rolled prior to running the Employee Leave rollover.

Units: Hrs/day calculation when determining how many days (units) of leave they have. The Display Report button will show the results of using those pay types to calculate employee leave balances based on units.

Selected Pay types
07/03 - 051, NON-IN-254-S

Use units for rollover

9 Records [Export](#)

Bucket Name	Bucket Max Carried Forward	
	Hours	Units
BER - Bereavement		
BNK - Sick Bank		
DOM - Domestic Violence		
PRS - Personal Leave with Pay	0	
SCK - Sick		
SKH - Sick History		
TPD - Temporary Duty		
UNP - Unpaid Leave		
VAC - Vacation	500	

4. Click **Display report** to show the results of the selected pay types when calculating employee leave balances based on units.

Information

Max Carried Forward: A cap can be set using either hours or units in order to enforce a max bucket balance to be carried over.

Leave Config: In order to roll the Leave Maintenance Config, Holidays, Calendars, and Pay Types must be rolled prior to running the Employee Leave rollover.

Units: Hrs/day calculation when determining how many days (units) of leave they have. The Display Report button will show the results of using those pay types to calculate employee leave balances based on units.

Selected Pay types
07/03 - 051, NON-IN-254-S

Use units for rollover

9 Records [Export](#)

Bucket Name	Bucket Max Carried Forward	
	Hours	Units
BER - Bereavement		
BNK - Sick Bank		
DOM - Domestic Violence		
PRS - Personal Leave with Pay	0	
SCK - Sick		
SKH - Sick History		
TPD - Temporary Duty		
UNP - Unpaid Leave		
VAC - Vacation	500	

The report displays the Employee name, the type of leave Bucket, the Hour Balance, Unit Balance, and Hours per day.

a. When your review is complete, click the white **X** to close the window.

« Prev
Page: 1 / 510
Next »
Filter: OFF

Employee ↕	Bucket ↕	Hour Balance ↕	Unit Balance ↕	Hours per day ↕
71: Per	SCK - Sick Balance	0.00	0.00	0.00
71: Per	SKO - Sick Balance (Old)	0.00	0.00	0.00
71: Per	VAC - Vacation	0.00	0.00	0.00
71: Per	PER - Personal Balance	0.00	0.00	0.00
71: Per	TPD - Temp Duty	0.00	0.00	0.00
71: Per	UPD - Unpaid	0.00	0.00	0.00
71: Per	ZZWCP - (Do not use)Workers Comp Paid	0.00	0.00	0.00
71: Per	ZZWCU - (Do not use)Workers Comp Unpaid	0.00	0.00	0.00
71: Per	zzUNP - (Do not use) Unpaid	0.00	0.00	0.00

i Only balances greater than zero (Hours) will now be rolled to avoid unnecessary records on the Earned tab via **Human Resources > Leave History**.

5. Click the **Use units for rollover** toggle to rollover leave calculated by units instead of hours.

Selected Pay types

07/03 - 051, NON-IN-254-S

Display report

Use units for rollover

☐

9 Records

Export

Bucket Name	Bucket Max Carried Forward	
	Hours	Units
BER - Bereavement		
BNK - Sick Bank		
DOM - Domestic Violence		
PRS - Personal Leave with Pay	0	
SCK - Sick		
SKH - Sick History		
TPD - Temporary Duty		
UNP - Unpaid Leave		
VAC - Vacation	500	



6. In order to set a cap in order to enforce a max bucket balance to be carried over, enter the cap amount by **Hours** or by **Units** in the **Bucket Max Carried Forward** column.

Selected Pay types for Carried Forward Units

▼

Display report

Export



	Bucket Max Carried Forward	
Bucket Name	Hours	Units
SCK - Sick Balance	<div></div>	<div></div>
SKO - Sick Balance (Old)	<div></div>	<div></div>
VAC - Vacation	<div></div>	<div></div>
PER - Personal Balance	<div></div>	<div></div>
TPD - Temp Duty	<div></div>	<div></div>



7. When all information has been entered, click **Rollover**.

Selected Pay types for Carried Forward Units

▼

Display report



Export



	Bucket Max Carried Forward	
Bucket Name	Hours	Units
SCK - Sick Balance	<div></div>	<div></div>
SKO - Sick Balance (Old)	<div></div>	<div></div>
VAC - Vacation	<div></div>	<div></div>
PER - Personal Balance	<div></div>	<div></div>
TPD - Temp Duty	<div></div>	<div></div>
UPD - Unpaid	<div></div>	<div></div>
ZZWCP - (Do not use)Workers Comp Paid	<div></div>	<div></div>
ZZWCU - (Do not use)Workers Comp Unpaid	<div></div>	<div></div>
zzUNP - (Do not use) Unpaid	<div></div>	<div></div>
SLB - Sick Leave Bank	<div></div>	<div></div>

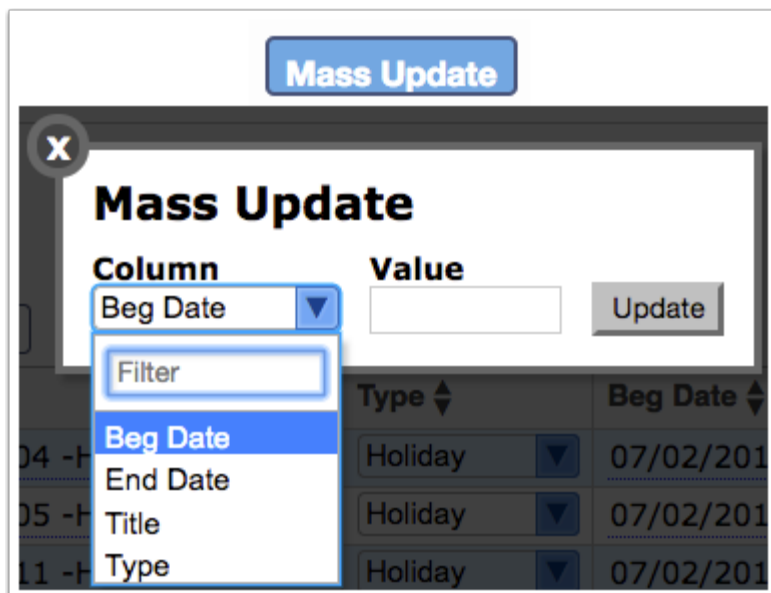
Rollover

Once complete, you will see the green check mark next to **Employee Leave** in the **Rolled** column.

	Employee Leave	
---	----------------	---

Additional Features

Click the **Mass Update** button in order to update entire columns of information all at once.



- Select the column you would like to mass update from the **Column** pull-down.
- Once selected, enter the **Value** you want to be populated in the column. For example: Column: End Date, Value: 06/03/2018.
- Click the **Update** button when information has been entered.



Note: The columns that can be mass updated will vary depending on the module selected.

Mass Update

Column End Date ▼ **Value** 06/03/2018 **Update**

Click the **Excel** icon in the Export section to export the listed data to an Excel spreadsheet downloaded to your computer.


Select All Unselect All

Export   Filter: OFF

Select	Calendar	Start Date	Days	Mon	Tue	Wed	Thr	Fri	Sat	Sun
<input checked="" type="checkbox"/>	AT Athletic Traine	07/29/2019	206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CC-180 Calendar	08/14/2019	180	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CM-Cafeteria Man	08/07/2019	196	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CW-Cafeteria Wor	08/08/2019	190	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To print the listed data, click the **Printer** icon located in the Export section.


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Roll			Annualized	Overtime	Number
Select	Pay Type ▾	Calendar ▾	Hourly ▾	Exempt ▾	of Checks ▾
<input checked="" type="checkbox"/>	AT ATHLETIC TRAINER ▾	AT Athletic Trainer ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	CM CAFETERIA MAN... ▾	CM-Cafeteria Managers ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	CW CAFETERIA WO... ▾	CW-Cafeteria Workers ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	D1 SUB.TEACHERS/... ▾	CC-180 Calendar ▾	<input type="checkbox"/>	<input type="checkbox"/>	19

Click the **Prev** and **Next** buttons to sift from page to page. To skip to a page, type the page number in the **Page** text box and press the **Enter** key.

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Roll			Annualized	Overtime	Number
Select	Pay Type ▾	Calendar ▾	Hourly ▾	Exempt ▾	of Checks ▾
<input checked="" type="checkbox"/>	AT ATHLETIC TRAINER ▾	AT Athletic Trainer ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	CM CAFETERIA MAN... ▾	CM-Cafeteria Managers ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	CW CAFETERIA WO... ▾	CW-Cafeteria Workers ▾		<input type="checkbox"/>	24
<input checked="" type="checkbox"/>	D1 SUB.TEACHERS/... ▾	CC-180 Calendar ▾	<input type="checkbox"/>	<input type="checkbox"/>	19

Click the **Filters** button to filter data and apply filter rules.

- a. To add more than one filter to a column, click on the **green plus sign**.
- b. To delete an added filter, click on the **red minus sign**.
- c. Select the **gray arrow** for additional filtering rules.

