



# USPS-R Payroll Item Mass Change

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In Redesign, Mass Change is a way to make changes to existing fields within records in a grid. This method is more efficient than manually editing each individual record one by one. Districts can use Mass Change when updating Employee or Employer Rates for Annuities, adding or removing Stop Dates, or changes in City Tax rates. Mass Change is a very powerful tool that can modify many records at once without having to export into a spreadsheet and load back into Redesign like Mass Load. This document demonstrates different ways Mass Change can be used with Payroll Items.

## Mass Change Employee Rates

- Go to Core>Payroll Item>Payroll Item
  - Employee Rates can be changed using the default Payroll Item selection
- Type the payroll item code in the **Code** filter of the item that will be changed.
- Type “=(old rate)” in the **Rate** filter to display only records using the old rate.

- Some districts do not want to change rates on records with a Stop Date. To preserve those rates, click the **Advanced Query** button at the top of the grid.

- Click the arrow beside **Active Date Range** to expand the options
- Double-click **Stop Date**
- Choose “Is\_Null” from the Operation drop box
- Click the **Apply Query** button

- Click the **Hide Advanced Query Controls** button to return to the full grid. Only records with the desired Code, Rate and without a Stop Date should be displayed.

- Click the **Mass Change** button.
- Choose the “Change Rate (SSDT)” Option from the drop box
- Review the bold text listing the number of objects to be modified. Apply additional filters if needed.
  - It is recommended to use the Report button to create a report listing records to be changed. Since there is no “undo” option, the report could be used to identify records needing modified in case of error.

- Type the New Rate in the box
- Click the **Submit Mass Change** button.

**No records will display in the grid since the Rate filter exists. Remove or change the filter to see the new rates.**



## Mass Change Employer Rates

1. Go to Core>Payroll Item>Payroll Item
2. Choose the appropriate selection from the “Select Payroll Item” drop box at the upper-left corner of the grid.
  - Annuities = Annuity Item
  - HSA = Health Savings Account Item
  - Life Insurance = Regular Item
3. The **More** button can be used to add Employee Number or Name fields to your grid. When exiting the “More” screen, the grid will revert to the “Payroll Item” grid. To see the updated fields, choose the appropriate Payroll Item type as in step 2.
4. Type the payroll item code in the **Code** filter of the item that will be changed.
5. Type “=(old rate)” in the **Employer Rate** filter to display only records using the old rate.

6. Some districts do not want to change rates on records with a Stop Date. To preserve those rates, click the **Advanced Query** button at the top of the grid.
  - Click the arrow beside **Active Date Range** to expand the options
  - Double-click **Stop Date**
  - Choose “Is\_Null” from the Operation drop box
  - Click the **Apply Query** button

- Click the **Hide Advanced Query Controls** button to return to the full grid. Only records with the desired Code, Rate and without a Stop Date should be displayed.

7. Click the **Mass Change** button.
8. Choose the “LACA Employer Rate” Option from the drop box. If “LACA Employer Rate” is not listed, contact LACA to have that Mass Change definition added to your database.
9. Review the bold text listing the number of objects to be modified. Apply additional filters if needed.
  - It is recommended to use the Report button to create a report listing records to be changed. Since there is no “undo” option, the report could be used to identify records needing modified in case of error.

10. Type the New Rate in the box  **New Rate**
11. Click the **Submit Mass Change** button.

**No records will display in the grid since the Employer Rate filter exists. Remove/change the filter to see the new rates.**



## Mass Change Stop Dates

1. Go to Core>Payroll Item>Payroll Item
2. Choose the appropriate selection from the “Select Payroll Item” drop box at the upper-left corner of the grid.
  - Annuities = Annuity Item
  - HSA = Health Savings Account Item
  - Life Insurance = Regular Item
3. The **More** button can be used to add Employee Number or Name fields to your grid. When exiting the “More” screen, the grid will revert to the “Payroll Item” grid. To see the updated fields, choose the appropriate Payroll Item type as in step 2.
4. Type the payroll item code in the **Code** filter of the item that will be changed.
5. Type “=(old date)” in the **Stop Date** filter to display only records with a previously used Stop Date.

Select Payroll Item  
Regular Item

Last Name	Code	Type	Name	Rate Type	Rate	Pay Cycle	Stop Date
	003						=07/20/2022

If wanting to add Stop Dates to records that previously did not have a Stop Date, click the **Advanced Query** button at the top of the grid.

- Click the arrow beside **Active Date Range** to expand the options
- Double-click **Stop Date**
- Choose “Is\_Null” from the Operation drop box
- Click the **Apply Query** button

Apply Query | Clear Query | Hide Advanced Query Controls (Double-click properties from left or Drag and Drop them below.)

Properties	Display Name	Operation	Filter Value	Remove
Account Number				
Ach Configuration				
Active Date Range				
Start Date				
Stop Date	Stop Date	Is_Null		X
Additional With Holding				
Advance Error Adjustment				
Code 1				
Code 2				
Configuration				
Co Owner First Name				
Co Owner Last Name				

Load Saved Query | Enter Query Name | Save Query

- Click the **Hide Advanced Query Controls** button to return to the full grid. Only records with the desired Code, Rate and without a Stop Date should be displayed.

6. Click the **Mass Change** button.
7. Choose the “Stop Date” Option from the drop box. If “Stop Date” is not listed, contact LACA to have that Mass Change definition added to your database.
8. Review the bold text listing the number of objects to be modified. Apply additional filters if needed.
  - It is recommended to use the Report button to create a report listing records to be changed. Since there is no “undo” option, the report could be used to identify records needing modified in case of error.

Load Definition: Stop Date

NOTE: Use column filtering or advanced queries above to select objects for Mass Change  
115 Regular Item objects will be modified.

9. Type the New Stop Date in the box  
Stop Date: 08/21/2022
10. Click the **Submit Mass Change** button.

**No records will display in the grid if a Stop Date filter was used. Remove/change the filter to see the new Stop Dates.**