

# Escape Mass Change Employee Detail



August 2022

## Employee Management – Mass Change

The **Mass Change** task in Employee Management offers the opportunities to change/update many records including Addons, Benefit Providers, Contributions, Deductions, Employee Attachments, Employment Details and Evaluations. The changes/updates can be imported using an Escape Template or entered directly into a mass change batch.

**Example:** Add COVID-19 Vaccination Required, and Completion Date fields to individual Employee Management Records.

**Employee Information**

- 1 - Personal
- 2 - Employee Contact
- 3 - Employee Portal
- 4 - Emergency / Spouse
- 5 - Experience
- 95 - Mandated Reporter Training
- 99 - Employee Custom

**Employee Information**

- 6 - Employment
- 7 - Ethnicity / Race
- 8 - Employment Requirements

Driver License Required	
Driver License #	
Drivers License Expiration Date	
Auto Insurance	
Auto Insurance Expiration Date	
Basic Skill	
Basic Skills Date	
Fingerprint Type	
Fingerprint Date	
Fingerprint Comment	
DOJ Clearance	
FBI Clearance	
NLI Required	
NLI Reported	
NLI Reason	
I9 Status	
I9 Date	
TB Test Type	
TB Expiration Date	
Physical Test Code	
Physical Test Date	
First Aid Certificate Required	
First Aid Certificate Expiration Date	
CPR Certificate Required	
CPR Certificate Expiration Date	
Concussion Training Required	
Concussion Training Expiration Date	
Coach Training Required	
Coach Training Effective Date	
Sudden Cardiac Arrest Training Required	
Sudden Cardiac Arrest Training Expiration Date	
COVID-19 Vaccination Required	
COVID-19 Vaccination Completion Date	
Hepatitis B	
Hepatitis B Notification Date 1	
Hepatitis B Notification Date 2	



## Create Mass Change Batch

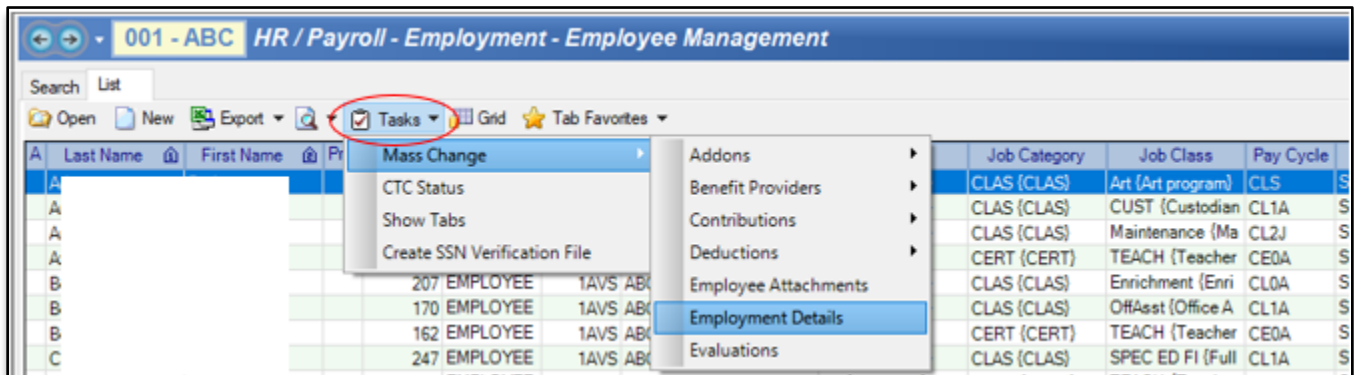
Create a list in Employee Management. The example below creates a list of employees with Assignments in Fiscal Year 2022.

### *Go to HR/Payroll – Employment – Employee Management*

- **Fiscal Year:** 2022 {2021/2022}
- **Click Go** to create the list

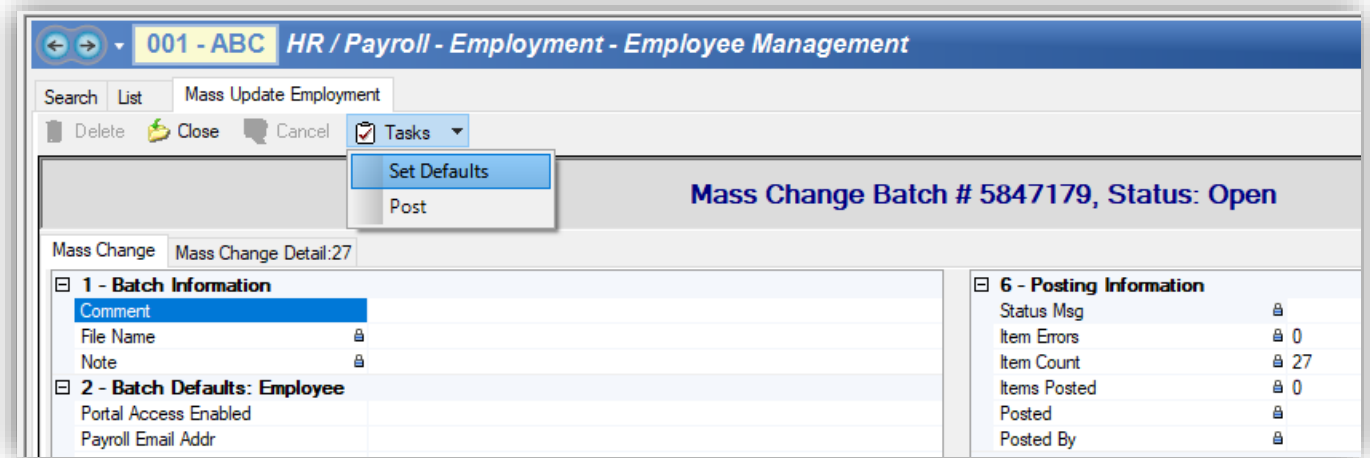


- From the list go to **Tasks**
  - Mass Change
    - Employment Details



- Click **Yes** to create a batch
- Click **Yes** to Open the batch

- Review the Mass Change Tab sections 1-5 to set defaults if applicable
- Go to Tasks to Set Defaults
  - Click Yes to Copy all defaults



- Default fields will now be populated on the Mass Change Detail Tab
- Click on the Mass Change Detail Tab
  - Notice when defaults were set all Names become bolded
- Scroll through the fields to populate as needed
- Once data is populated and complete use Tasks to Post

***Mass Change Batches can be created and kept Open until all data is entered.***

For example, there are 5 employees who have turned in their COVID Vaccine information. The District will receive the remaining employee's information on a staggered basis, with a final due date of Aug 25, 20XX.

***Go to HR/Payroll – Employment – Employee Management***

- Enter Search Criteria to create Employee List
- Use Tasks to Create Mass Change Batch
- Assign Defaults in Mass Change Batch
- Save/Close – DO NOT POST until all updated are made

## Employment Details Activity

To reopen batch and enter additional information go to Employment Details.

### *Go to HR/Payroll – Processes – Mass Changes – Employment Details*

- Click Go
- Highlight Batch on List Tab
- Click Open

Batch	Status	Comment	User Id Cre	User Id Pos	Date Time	Note	Item Cnt To
5847252	Open	COVID Vaccine Status	KALINGLE				27

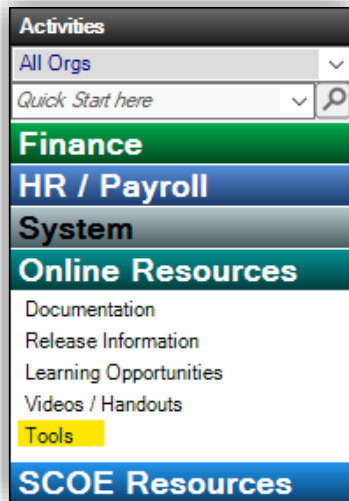
- Click on Mass Change Detail Tab
  - Scroll Over to COVID-19 Fields
  - Enter in data

Employee	Name	Error Mess	COVID-19 Vaccination Required	COVID-19 Vaccination Completion Date	Driver Lice	Driver Lic
000024	A		Yes	7/15/2021		
000141	A		Yes			
000191	A		Yes	6/15/2021		
000079	A		Yes	6/21/2021		
000207	B		Yes			
000170	B		Yes			
000162	B		Yes			
000247	C		Yes	6/12/2021		
000054	F		Yes			
000241	F		Yes			
000205	G		Yes			
000152	G		Yes			
000053	G		Yes			
000065	G		Yes	5/25/2021		
000099	H		Yes			
000138	H		Yes			
000176	H		Yes			
000197	K		Yes			
000206	L		Yes			
000233	L		Yes			
000145	P		Yes			
000240	P		Yes			
000218	R		Yes			
000193	R		Yes			
000238	S		Yes			
000119	S		Yes			
000214	S		Yes			

- Save/Close if not finished with data entry and want to leave the Batch “Open”
- Use Tasks to Post if finished with Data Entry

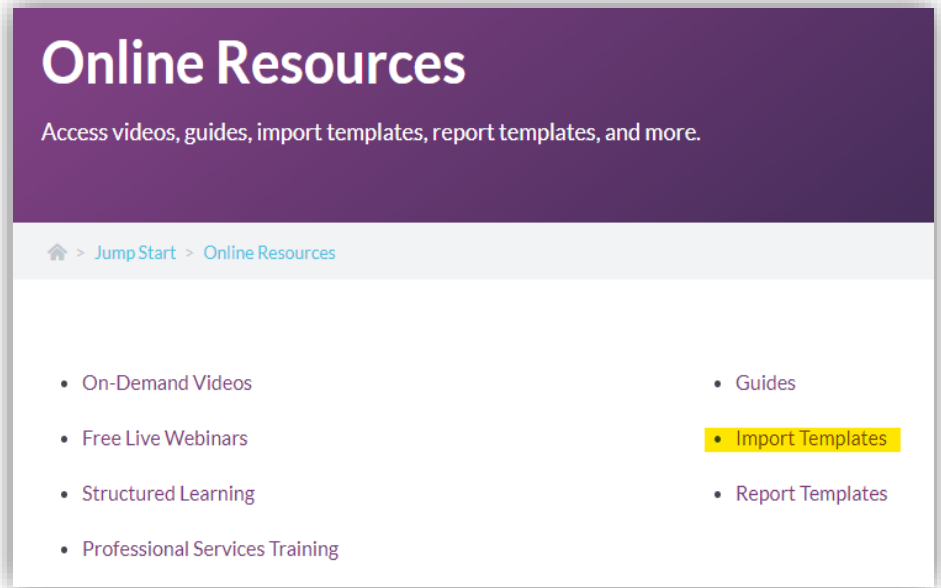
## Employment Details Import

If you already have an excel spreadsheet for COVID Vaccine tracking, you can import Mass Changes in Employment Details to post in Employee Management.

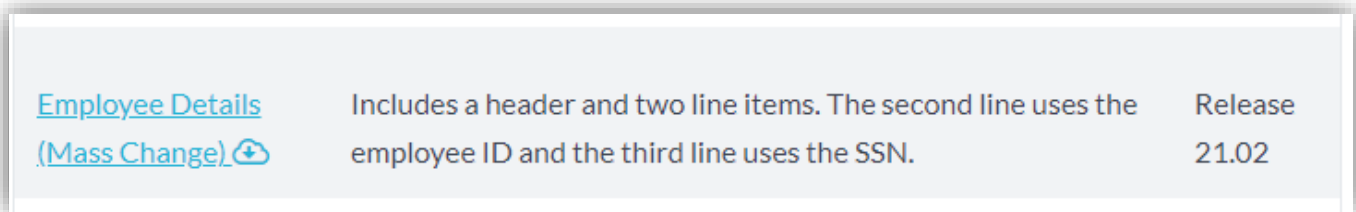


Import Templates can be found in Escape Online Resources

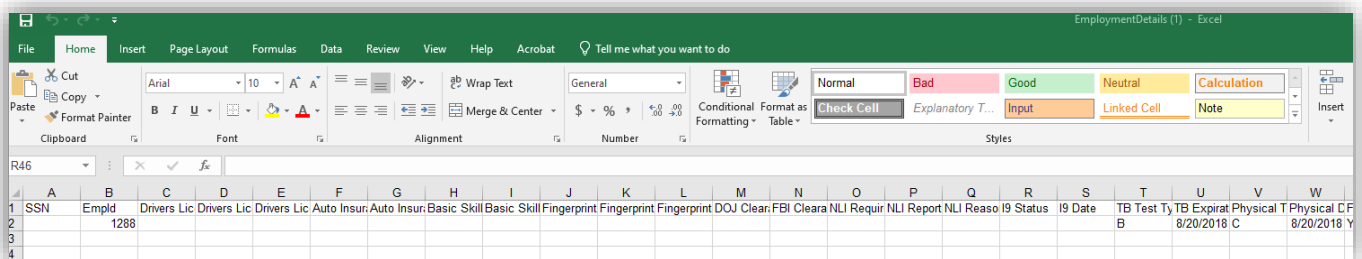
Go to [Online Resources > Tools > Import Templates](#)



- Scroll down to locate Employee Details (Mass Changes)
- Click to Download and Open the file



- Excel template will Open; Delete sample data



## Import Template

Review the header to see the various fields that can be mass updated in Employee Management. Not all fields must be populated, but the header must remain as is.

- Scroll over to COVID Fields

A	B	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
SSN	Empld	Concussio	Coach Trai	Coach Trai	Sudden C	Sudden C	CovidRqd	DateCovid	Hepatitis E	Hepatitis E	Hepatitis E
	1288	8/20/2018	Yes	8/20/2018	Yes	8/20/2018	Yes	5/16/2020	Y	8/20/2018	8/20/2018

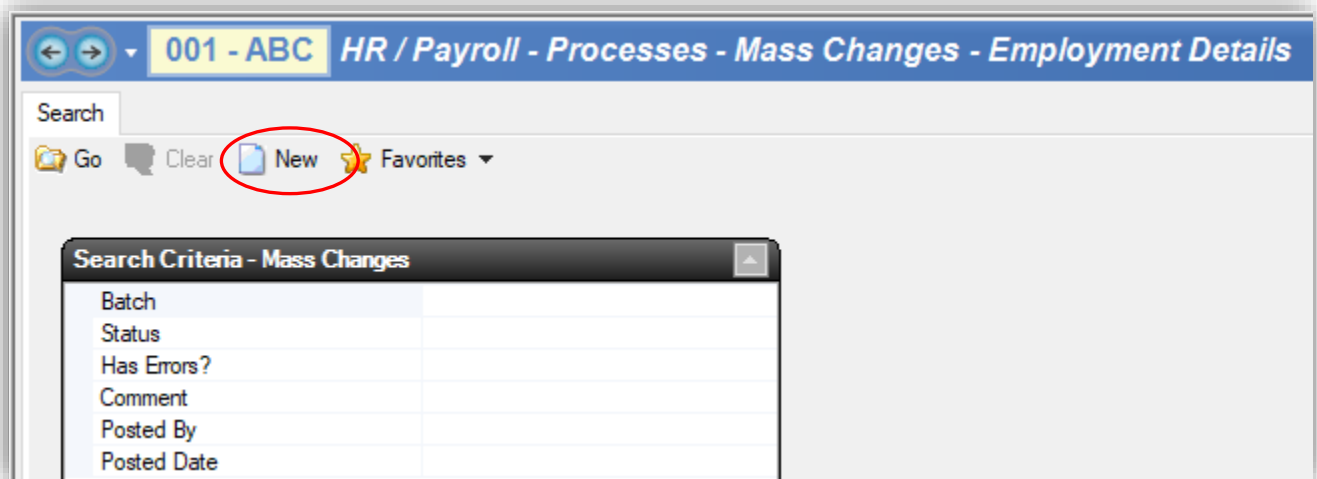
- Copy from your excel spreadsheet
  - Must have Emp Id
  - CovidReq: Yes or No
  - DateCovid: Date of full vaccine
- Once the data is entered Save as CSV (Comma delimited)
- Close the file before importing or will cause an error

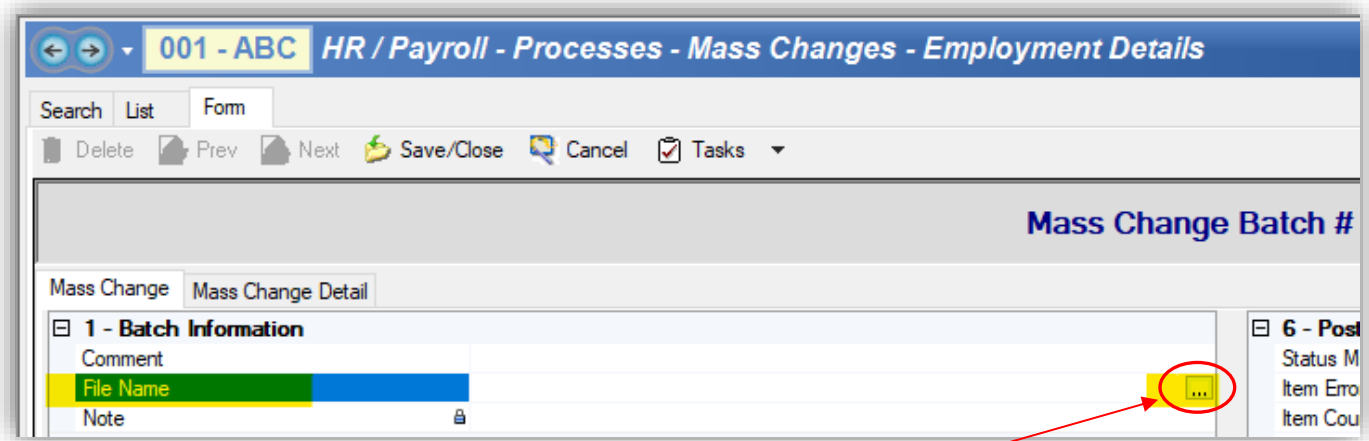
## Employment Details Activity

Now that the import file is created, go to Employment Details to import and post to Employee Management.

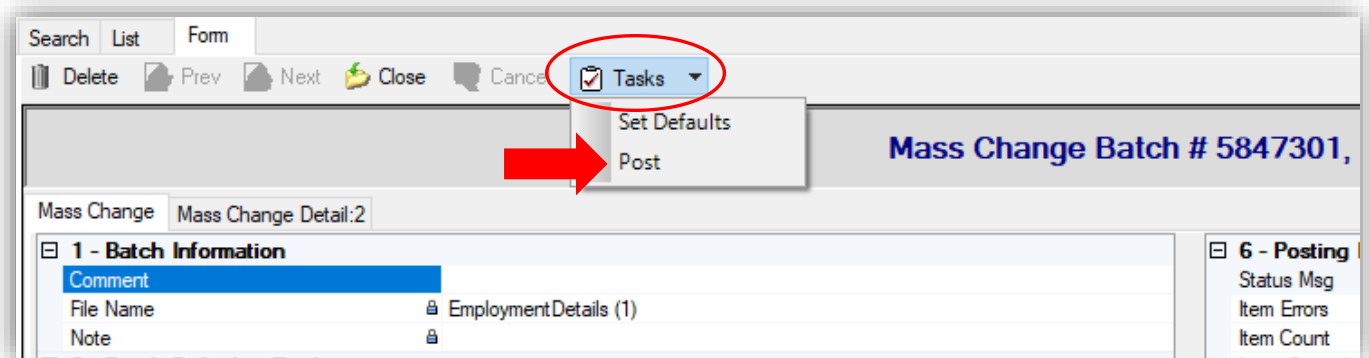
***Go to HR/Payroll – Processes – Mass Changes – Employment Details***

- Click New to create a batch





- Click in the File Name field to activate
- Click on the File Locator
- Locate the file
  - If Error reading file, this is because the .CSV file is open
  - Close the file and try the import again
- Mass Change Tab can be edited with defaults if needed
- Go to the Mass Change Detail to Tab to review imported data
  - Data can be edited or more employees can be added manually
- Save/Close
- Re-open
- Go to Tasks to Post





## COVID List

Once the data has been updated in Escape for COVID Vaccines, a complete list can be created to see who has the vaccine and who still needs the vaccine. A list of current employees can be created in Employee Management.

### Go to HR/Payroll – Employment – Employee Management

- Employment Status: Select from list
  - Hold the Ctrl Key to select multiple codes, press Enter to populate

The screenshot shows the 'Search Criteria - Employees' window in the HR/Payroll - Employment - Employee Management application. The 'Employment Status' field is highlighted in yellow and contains the text 'EM, RA'. An 'Employment Status' dialog box is open, displaying a table of status codes and their descriptions.

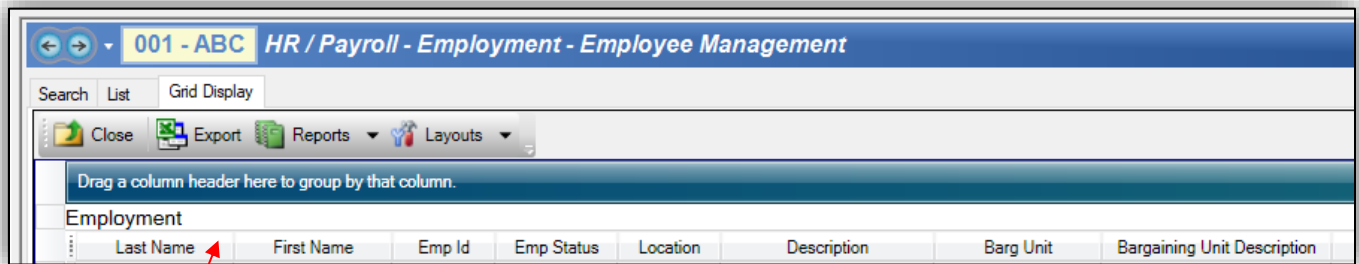
Code	Description	Is Active?	Is Employee?
DE	DECEASED	No	Yes
EM	EMPLOYEE	Yes	Yes
NA	NON-ACTIVE	No	Yes
PH	"PRE-HIRE"	No	No
RA	RETIRED ACTIVE	Yes	Yes
RI	RETIRED INACTIVE	No	Yes
TE	TERMINATED	Yes	Yes
VO	VOLUNTEER	Yes	No

- Review the list to verify this is what you want
- Click on Grid to select the fields to export

The screenshot shows the top navigation bar of the HR/Payroll - Employment - Employee Management application. The 'Grid' button, represented by a grid icon, is circled in red. Below the navigation bar, a list of fields is visible: Last Name, First Name, Pref, Emp Id, Emp Status, Location, Description, and Barg Un.

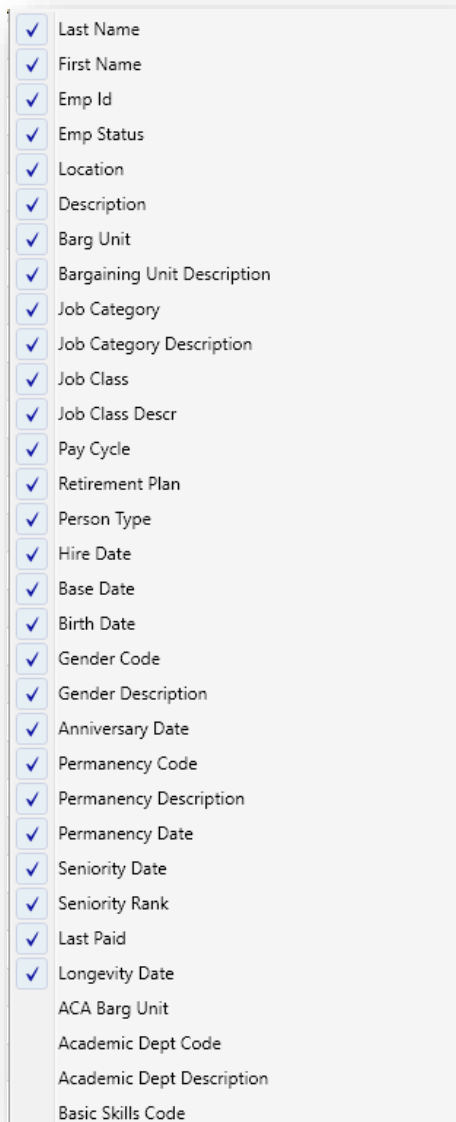
## Grid Display

The Grid Display will open and then the columns can be selected and unselected to create a custom header.



- Right Click in the header next to the Last Name to get the list to select the columns

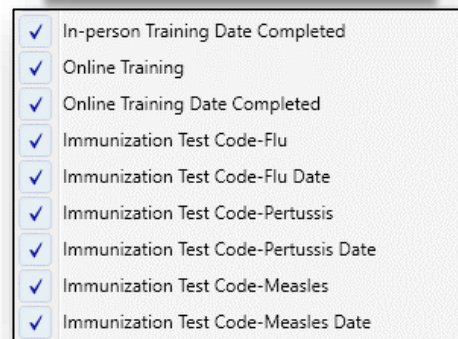
Click to Uncheck the fields not needed



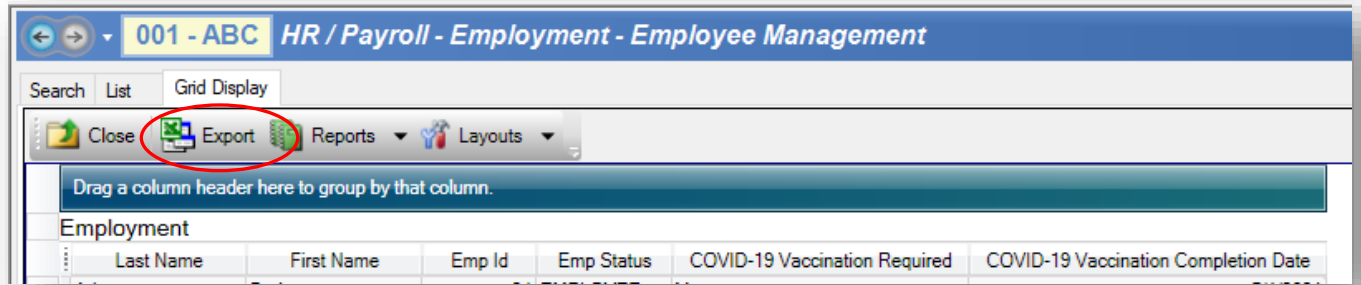
Scroll down  
Click on COVID fields to select



Scroll down to end of list to Uncheck fields not needed



Once the headers are set as needed as needed, click Export to get a list in Excel



**Example Excel Export:**

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Emp Id	Emp Status	COVID-19	COVID-19 Vaccination Completion Date		
2	A	B	24	EMPLOYEE	TRUE	5/1/2021 0:00		
3	G		3	EMPLOYEE	TRUE	6/14/2021 0:00		
4	F		4	EMPLOYEE	TRUE	5/6/2021 0:00		
5	G		5	EMPLOYEE	TRUE	3/26/2021 0:00		
6	M		9	EMPLOYEE	TRUE			
7	H		9	EMPLOYEE	TRUE	6/28/2021 0:00		
8	S		9	EMPLOYEE	TRUE			
9	H		8	EMPLOYEE	TRUE	4/16/2021 0:00		
10	A		1	EMPLOYEE	TRUE	8/15/2021 0:00		
11	P		5	EMPLOYEE	TRUE			
12	G		2	EMPLOYEE	TRUE	4/30/2021 0:00		
13	B		2	EMPLOYEE	TRUE	4/27/2021 0:00		
14	B		0	EMPLOYEE	TRUE	7/19/2021 0:00		
15	H		6	EMPLOYEE	TRUE			
16	A		1	EMPLOYEE	TRUE	6/8/2021 0:00		
17	R		3	EMPLOYEE	TRUE			
18	K		7	EMPLOYEE	TRUE			
19	G		5	EMPLOYEE	TRUE	5/5/2021 0:00		
20	L		6	EMPLOYEE	TRUE			
21	B		7	EMPLOYEE	TRUE	4/15/2021 0:00		
22	S		4	EMPLOYEE	TRUE			
23	R		8	EMPLOYEE	TRUE			
24	L		3	EMPLOYEE	TRUE			
25	S		8	EMPLOYEE	TRUE			
26	P		0	EMPLOYEE	TRUE			
27	F		1	EMPLOYEE	TRUE	4/19/2021 0:00		
28	C		7	EMPLOYEE	TRUE	6/24/2021 0:00		
29	D		9	EMPLOYEE	TRUE	5/26/2021 0:00		
30								

Once the list is Exported to Excel you can still manipulate as needed

Sort by the COVID-19 Vaccination Completion Date to see who still needs to get the vaccine or who needs to be tested