



pmissetup_step1

Table of Contents

pmissetup_step1 i

1. Human Resources > Maintenance > Staff Job/Pay Data > Job Info and Human Resources > Payroll Processing > Run Payroll

Verify that the **Payoff Date** field on the Job Info tab for all pay type 1 and/or pay type 2 jobs is the same as the **Pay Date** field on the Run Payroll page for payroll calculations.

Note: The dates must match in order for the contracts to be paid off correctly and accruals cleared. (The pay date should represent the one used for calculation of the payroll.)