



# **pmissetup\_step4**



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**Log on to the current year pay frequency.**

Payroll > Tables > Pay Dates

Although the current year pay dates are used at this time, the next year pay dates can be created. The next year pay dates must be set up prior to rolling positions to the next year PMIS.

Tables > Pay Dates

Save

Start Pay Date: 09-16-2022 Retrieve Print

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2024	08-23-2024	08-01-2024	08-31-2024	08	3	<input type="checkbox"/>
		2024	07-25-2024	07-01-2024	07-31-2024	07	3	<input type="checkbox"/>
		2024	06-24-2024	06-01-2024	06-30-2024	06	2	<input type="checkbox"/>
		2024	05-24-2024	05-01-2024	05-31-2024	05	2	<input type="checkbox"/>
		2024	04-25-2024	04-01-2024	04-30-2024	04	2	<input type="checkbox"/>
		2024	03-25-2024	03-01-2024	03-31-2024	03	1	<input type="checkbox"/>
		2024	02-23-2024	02-01-2024	02-29-2024	02	1	<input type="checkbox"/>
		2024	01-25-2024	01-01-2024	01-31-2024	01	1	<input type="checkbox"/>
		2023	12-20-2023	12-01-2023	12-31-2023	12	4	<input type="checkbox"/>
		2023	11-24-2023	11-01-2023	11-30-2023	11	4	<input type="checkbox"/>
		2023	10-25-2023	10-01-2023	10-31-2023	10	4	<input type="checkbox"/>
		2023	09-25-2023	09-01-2023	09-30-2023	09	3	<input type="checkbox"/>
		2023	08-25-2023	07-08-2023	08-04-2023	08	3	<input type="checkbox"/>
		2023	07-25-2023	06-10-2023	07-07-2023	07	3	<input type="checkbox"/>
		2023	06-23-2023	05-06-2023	06-09-2023	06	2	<input type="checkbox"/>

First 1 / 2 Last Add

Selected Pay Date:

Adjustment Nbr	Date Pay Run	Interface	User ID
No Rows			