



pmisssetup_step4

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pmissetup_step4 i

Log on to the current year pay frequency.

Human Resources > Tables > Pay Dates

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

Image

The screenshot shows the 'Tables > Pay Dates' interface. At the top, there is a 'Save' button and a 'SessionTimer: 59 min and 46 sec' indicator. Below this, there is a 'Start Pay Date:' field with the value '09-23-2019' and 'Retrieve' and 'Print' buttons. The main part of the interface is a table with the following columns: Delete, Details, School Year, Pay Date, Begin Date, End Date, IRS Month, IWC Quarter, and Print Alternate Address. The table contains 18 rows of data for school years 2020 and 2021. At the bottom of the table, there is a navigation bar with '1 / 3' and an 'Add' button. Below the table, there is a 'Selected Pay Date: 08-25-2021' label and a small table with columns: Adjustment Nbr, Date Pay Run, Interface, and User ID. The data in this small table is: Adjustment Nbr: 0, Date Pay Run: 00-00-0000, Interface: N, User ID: (empty).

Delete	Details	School Year	Pay Date	Begin Date	End Date	IRS Month	IWC Quarter	Print Alternate Address
		2021	08-25-2021	08-01-2021	08-31-2021	08	3	
		2021	07-23-2021	07-01-2021	07-31-2021	07	3	
		2021	06-25-2021	06-01-2021	06-30-2021	06	2	
		2021	05-25-2021	05-01-2021	05-30-2021	05	2	
		2021	04-23-2021	04-01-2021	04-30-2021	04	2	
		2021	03-25-2021	03-01-2021	03-31-2021	03	1	
		2021	02-25-2021	02-01-2021	02-28-2021	02	1	
		2021	01-25-2021	01-01-2021	01-31-2021	01	1	
		2020	12-18-2020	12-01-2020	12-31-2020	12	4	
		2020	11-20-2020	11-01-2020	11-30-2020	11	4	
		2020	10-23-2020	10-01-2020	10-31-2020	10	4	
		2020	09-25-2020	09-01-2020	09-30-2020	09	3	
		2020	08-25-2020	07-11-2020	08-07-2020	08	3	
		2020	07-24-2020	06-06-2020	07-10-2020	07	3	
		2020	06-25-2020	05-09-2020	06-05-2020	06	2	

Adjustment Nbr	Date Pay Run	Interface	User ID
0	00-00-0000	N	