pmis_district_admin_setup_first_pay_date

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pmis_district_admin_setup_first_pay_date i

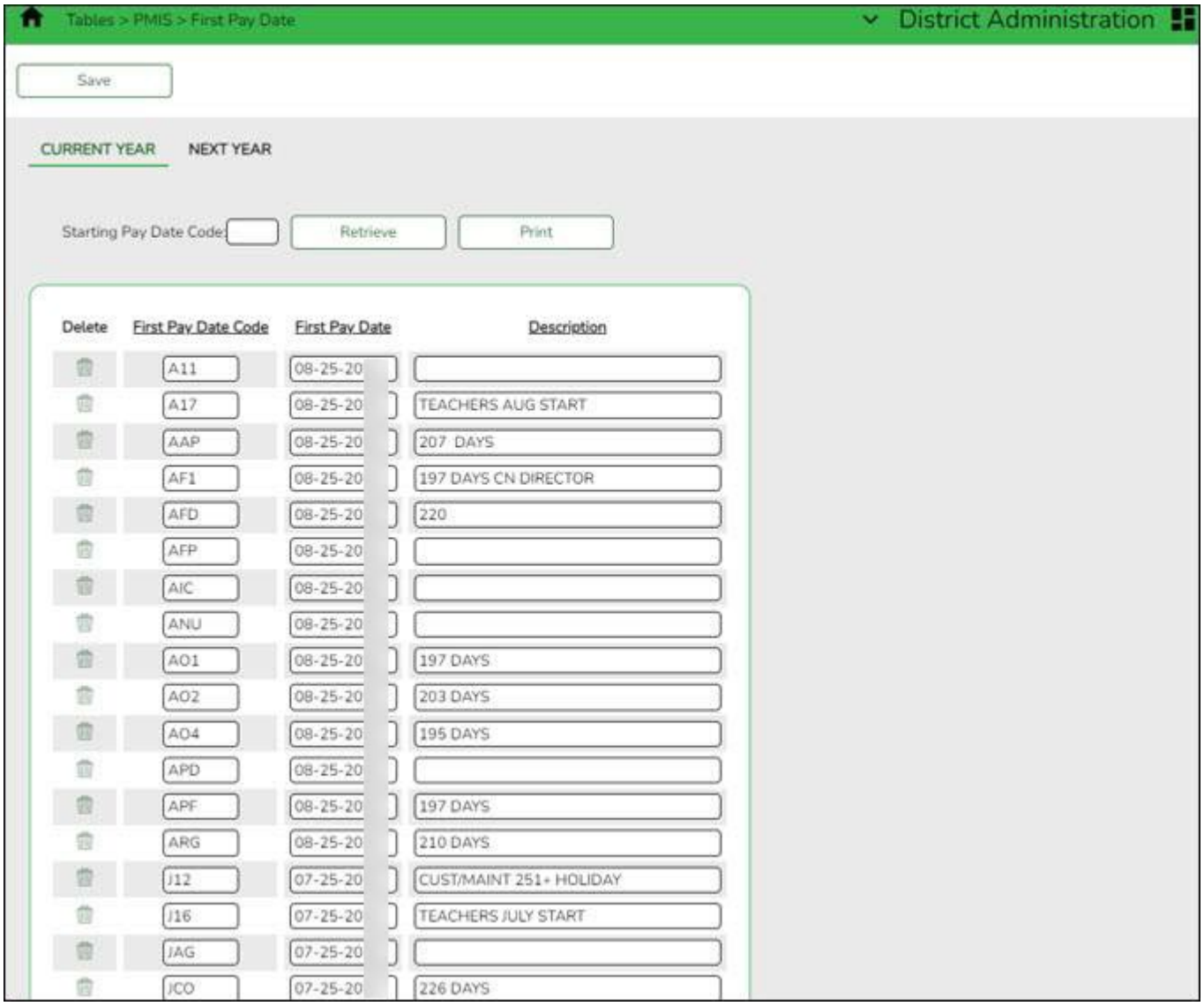
Use the following pages to establish the current and next year first pay dates and codes.

District Administration > Tables > PMIS > First Pay Date > Current Year

This tab is used to create and maintain a list of codes associated with current year pay dates to be used for Position Management. The codes are used:

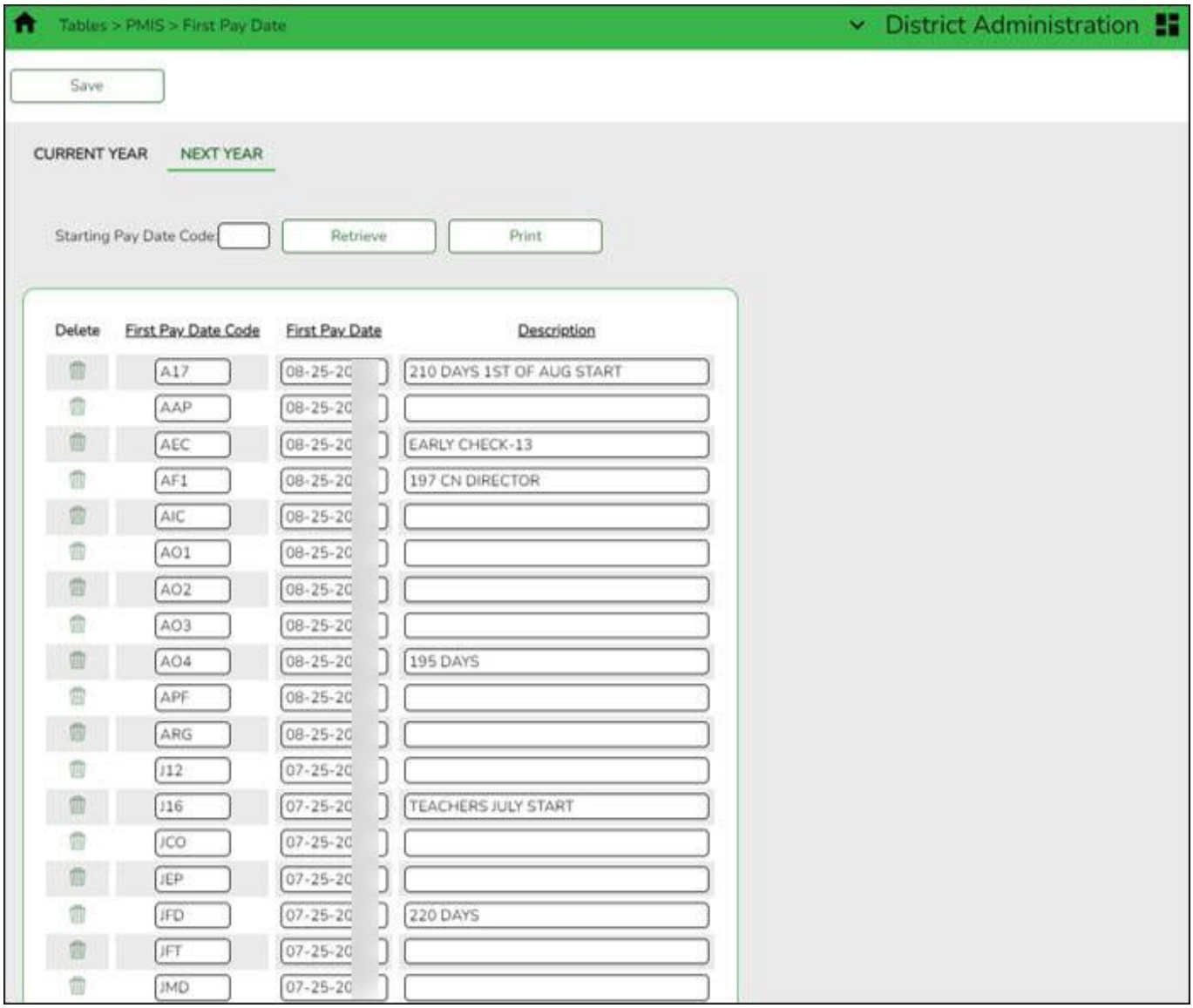
- To establish an association between a table ID and a starting pay date.
- To establish a start date for a new teacher so that a new teacher can be paid over 13 months.
- To determine the first pay date of the new school year when calculating the amounts already paid to an employee.
- To calculate the amount to be paid to an employee during the change-in-compensation processing.
- To update the payroll data with the data in the forecast records, and to move the forecast data into the current position records.

In this example, the first pay date codes begin with J, A, or S to represent the first pay date month (July, August, or September). The subsequent two characters represent the calendar code. Codes can be a maximum of three characters and any letters should be uppercase.



Complete the Current Year and Next Year tabs. The Current Year tab represents the first pay dates for the current school year, and the Next Year tab represents the first pay dates for the next school year.

District Administration > Tables > PMIS > First Pay Date > Next Year


Tables > PMIS > First Pay Date
District Administration
Save
CURRENT YEAR
NEXT YEAR
Starting Pay Date Code
Retrieve
Print
Delete
First Pay Date Code
First Pay Date
Description
A17 08-25-20 210 DAYS 1ST OF AUG START
AAP 08-25-20
AEC 08-25-20 EARLY CHECK-13
AF1 08-25-20 197 CN DIRECTOR
AIC 08-25-20
AO1 08-25-20
AO2 08-25-20
AO3 08-25-20
AO4 08-25-20 195 DAYS
APF 08-25-20
ARG 08-25-20
J12 07-25-20
J16 07-25-20 TEACHERS JULY START
JCO 07-25-20
JEP 07-25-20
JFD 07-25-20 220 DAYS
JFT 07-25-20
JMD 07-25-20