



# **pmis\_district\_admin\_setup\_first\_pay\_date**



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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.

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             |
|--------|---------------------|----------------|-------------------------|
|        | A11                 | 08-25-20       |                         |
|        | A17                 | 08-25-20       | TEACHERS AUG START      |
|        | AAP                 | 08-25-20       | 207 DAYS                |
|        | AF1                 | 08-25-20       | 197 DAYS CN DIRECTOR    |
|        | AFD                 | 08-25-20       | 220                     |
|        | AFP                 | 08-25-20       |                         |
|        | AIC                 | 08-25-20       |                         |
|        | ANU                 | 08-25-20       |                         |
|        | AO1                 | 08-25-20       | 197 DAYS                |
|        | AO2                 | 08-25-20       | 203 DAYS                |
|        | AO4                 | 08-25-20       | 195 DAYS                |
|        | APD                 | 08-25-20       |                         |
|        | APF                 | 08-25-20       | 197 DAYS                |
|        | ARG                 | 08-25-20       | 210 DAYS                |
|        | J12                 | 07-25-20       | CUST/MAINT 251+ HOLIDAY |
|        | J16                 | 07-25-20       | TEACHERS JULY START     |
|        | JAG                 | 07-25-20       |                         |
|        | JCO                 | 07-25-20       | 226 DAYS                |

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](#)

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       |                           |