



## **First Pay Date Codes - HRS6250**



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## Position Management > Utilities > Salary Simulation > First Pay Date Codes

This tab is used to designate positions to be included in the simulation based on first pay date codes.

You must be logged on to a next year pay frequency to access this utility.

### Set up first pay date codes:

Field	Description
<b>Simulation Name</b>	Type the name of a simulation or click  to select the simulation name from a list.
<b>Simulation Description</b>	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

☐ Click **Retrieve**. The simulation is retrieved.

<b>Simulation Name</b>	The simulation name is displayed.
<b>Simulation Description</b>	The description of the current simulation is displayed.

☐ Click **First Pay Dt Cds** to select a fund from the First Pay Date Codes [lookup](#).

☐ Click **+Add** to add a row.

<b>First Pay Date Code</b>	Type a unique pay date code. The field can be a maximum of three characters.
<b>Date of Pay</b>	This field is display only and indicates the starting pay date.

☐ Click **Save**.