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
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	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.

Simulation Name	The simulation name is displayed.
Simulation Description	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.

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

❑ Click **Save**.