



First Pay Date Codes - HRS6250

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Position Management > Utilities > PMIS > 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. If no selections exist for the simulation, all codes should be included.

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.

The screenshot shows the 'Salary Simulation' interface. At the top, there is a 'Save' button and input fields for 'Simulation Name' (1%) and 'Simulation Description' (1% INCREASE). Below these are several tabs: 'Simulation Options', 'First Pay Date Codes', 'Fund/Fiscal Year Exclusions', 'Local Annual', 'Hourly/Daily', 'Extra Duty', 'Midpoint', 'Deductions', 'Update Salary Tables', and 'Delete Simulations'. The 'First Pay Date Codes' tab is active, displaying a table with columns 'Delete', 'First Pay Date Code', and 'Date of Pay'. The table contains 18 rows of data. At the bottom of the table, there is a '+ Add' button.

Delete	First Pay Date Code	Date of Pay
	A17	08-23-2019
	AAP	08-23-2019
	AEC	08-23-2019
	AO1	08-23-2019
	AO2	08-23-2019
	AO3	08-23-2019
	APF	08-23-2019
	ARG	08-23-2019
	J12	07-25-2019
	J16	07-25-2019
	JCO	07-25-2019
	JEP	07-25-2019
	JFT	07-25-2019
	JMD	07-25-2019
	JSU	07-25-2019
	S10	09-25-2019
	SAI	09-25-2019
	SBD	09-25-2019
	SF1	09-25-2019

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**.