



## Current Year - DA1010



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# Current Year - DA1010

**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 that are used by the Position Management Information System (PMIS). 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.

## Add a category code:

A list of existing category codes is displayed in the grid.


| Field                         | Description  |
|-------------------------------|--|
| <b>Starting Pay Date Code</b> | Type the starting pay date code to narrow the results displayed on the page, and click <b>Retrieve</b> . |

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>First Pay Date</b>      | Type the starting pay date in the MMDDYYYY format.                                     |
| <b>Description</b>         | Type the first pay date code description. The field can be a maximum of 25 characters. |

Click **Save**.

## Other functions and features:

|   |  |
|---|--|
| <b>Retrieve</b>   | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.   |
| <b>Print</b>  | Click to print the PMIS First Pay Date report.<br><a href="#">Review the report.</a>   |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .<br><br>Click <b>Cancel</b> to not delete the row. |