



## **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 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.

### 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; alpha characters should be uppercase.
<b>First Pay Date</b>	Type the starting pay date in the MM-DD-YYYY 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. <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. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .  Click <b>Cancel</b> to not delete the row.