



## Next Year - DA1010



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# Next Year - DA1010

**District Administration > Tables > PMIS > First Pay Date > Next Year**

This tab is used to create and maintain a list of codes associated with next 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**. A row is added to the grid.

<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>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the PMIS First Pay Date report. <a href="#">Review the report.</a>



**Delete a row.**

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.

Click **Cancel** to not delete the row.