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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 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
Starting Pay Date Code	Type the starting pay date code to narrow the results displayed on the page, and click **Retrieve**.

❑ Click **+Add** to add a row.

First Pay Date Code	Type a unique pay date code. This field can be a maximum of three characters and any letters should be uppercase.
First Pay Date	Type the starting pay date in the MM-DD-YYYY format.
Description	Type the first pay date code description. The field can be a maximum of 25 characters.

❑ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Click to print the PMIS First Pay Date report. Review the report.
	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.