

First Pay Date Forecast Conversion - DA1040

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This page is used to change a start date code to another for forecast conversion, and should only be used if you need to transfer all positions from one **First Pay Date Code** to a different **First Pay Date Code**. All positions tied to the **From Start Code** will be added to the **To Start Code**. For example, the program could be used to update the first pay date code when a new hire employee on a 13-month pay date cycle needs to convert to a regular 12-month pay date cycle.

Add a starting pay date code:

A list of existing starting pay date 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.

Field	Description
From Start Code	Type the three-digit code that relates to the starting pay date to be changed.
From Start Code Description	Displays the from start code description.
To Start Code	Type the three-digit code that relates to the “new” starting pay date.
To Start Code Description	Displays the to start code description.

❑ 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 First Pay Date Forecast Conversion 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.