





First Pay Date Codes - HRS6250

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This tab is used to designate positions to be included in the simulation based on first pay date codes. If no selections exist for the simulation, all codes should be included.

You must be logged on to a next year pay frequency to access this utility.

Set up first pay date codes:

Field	Description
Simulation Name	Type the name of a simulation or click  to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

Click **Retrieve**. The simulation is retrieved.

Simulation Name	The simulation name is displayed.
Simulation Description	The description of the current simulation is displayed.

Click **First Pay Dt Cds** to select a fund from the [First Pay Date Codes lookup](#).



The image shows a software window titled "First Pay Date Codes". At the top, there is a search bar labeled "First Pay Date Codes Search:" with a "Search" button. Below the search bar is a table with four columns: "Select", "First Pay Date Code", "Date of Pay", and "Description". The table contains 20 rows of data. Each row has a checkbox in the "Select" column. Below the table are four buttons: "Select All", "Unselect All", "OK", and "Cancel".

Select	First Pay Date Code	Date of Pay	Description
<input type="checkbox"/>	A17	08-23-2019	TEACHERS AUG START
<input type="checkbox"/>	AAP	08-23-2019	
<input type="checkbox"/>	AEC	08-23-2019	EARLY CHECK-13
<input type="checkbox"/>	AO1	08-23-2019	
<input type="checkbox"/>	AO2	08-23-2019	
<input type="checkbox"/>	AO3	08-23-2019	
<input type="checkbox"/>	APF	08-23-2019	
<input type="checkbox"/>	ARG	08-23-2019	
<input type="checkbox"/>	J12	07-25-2019	
<input type="checkbox"/>	J16	07-25-2019	TEACHERS JULY START
<input type="checkbox"/>	JCO	07-25-2019	
<input type="checkbox"/>	JEP	07-25-2019	
<input type="checkbox"/>	JFT	07-25-2019	
<input type="checkbox"/>	JMD	07-25-2019	
<input type="checkbox"/>	JSU	07-25-2019	
<input type="checkbox"/>	S10	09-25-2019	
<input type="checkbox"/>	SAI	09-25-2019	
<input type="checkbox"/>	SBD	09-25-2019	
<input type="checkbox"/>	SF1	09-25-2019	
<input type="checkbox"/>	SE1	09-25-2019	

Click **+Add** to add a row.

Utilities > PMIS > Salary Simulation SessionTimer: 59 min and 50 sec

Save

Simulation Name: 1% Simulation Description: 1% INCREASE

Simulation Options | **First Pay Date Codes** | Fund/Fiscal Year Exclusions | Local Annual | Hourly/Daily | Extra Duty | Midpoint | Deductions | Update Salary Tables | Delete Simulations

Simulation Name: 1% Description: 1% INCREASE **Retrieve** **Print** **First Pay Dt Cds**

Delete	First Pay Date Code	Date of Pay
	A17	08-23-2019
	AAP	08-23-2019
	AEC	08-23-2019
	AO1	08-23-2019
	AO2	08-23-2019
	AO3	08-23-2019
	APF	08-23-2019
	ARG	08-23-2019
	J12	07-25-2019
	J16	07-25-2019
	JCO	07-25-2019
	JEP	07-25-2019
	JFT	07-25-2019
	JMD	07-25-2019
	JSU	07-25-2019
	S10	09-25-2019
	SAI	09-25-2019
	SBD	09-25-2019
	SF1	09-25-2019

1 / 2 **Add**

First Pay Date Code	Type a unique pay date code. The field can be a maximum of three characters.
Date of Pay	This field is display only and indicates the starting pay date.

Click **Save**.

Click **Print** to display the PMIS Simulation First Pay Date Codes report, which is a list of all first pay dates for the selected simulation.

[Review the report.](#)



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