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:

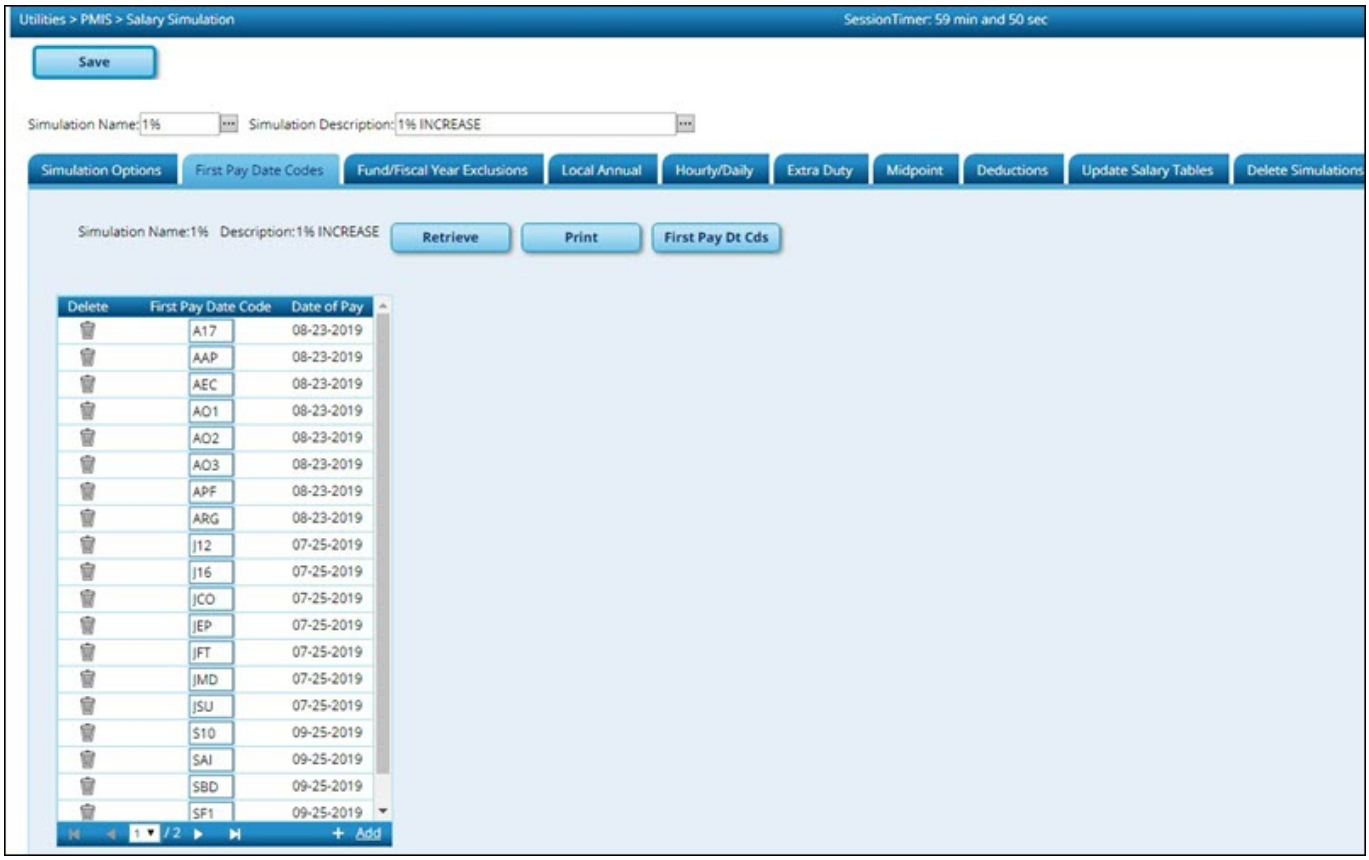
Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

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.

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



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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