


# Next Year - DA1010

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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.<br>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.<br>Click **Save**. A message is displayed asking if you want to delete the row. Click **OK**.<br><br>Click **Cancel** to not delete the row. |


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