



## First Pay Date Forecast Conversion - DA1040



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# 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
<b>Starting Pay Date Code</b>	Type the starting pay date code to narrow the results displayed on the page, and click <b>Retrieve</b> .

☐ Click **+Add** to add a row.

Field	Description
<b>From Start Code</b>	Type the three-digit code that relates to the starting pay date to be changed.
<b>From Start Code Description</b>	Displays the from start code description.
<b>To Start Code</b>	Type the three-digit code that relates to the "new" starting pay date.
<b>To Start Code Description</b>	Displays the to start code description.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	Click to print the First Pay Date Forecast Conversion report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> . Click <b>Cancel</b> to not delete the row.



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