

Forecast Conversion - DA1050

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This page used to create forecast data for next year's records. This table maintains the data conversion information by the **First Pay Date Code** for the **Calendar Code**, **Begin Date**, **End Date**, **Payoff Date**, **Max Days**, **Number Of Days Off** and **Actual Payments**. These fields should be updated with the dates that will be used for the next school year. From this data, the appropriate calendar data is located and the following calculation is performed: The **Local Begin Date** is subtracted from the **Local End Date**, and then the **Number of Days Off** is subtracted resulting in the number of **Actual Days**.

Add forecast conversion data:

❑ Click **+Add** to add a row.

Field	Description
First Pay Date Code	Type the code that is associated with an already established calendar code and starting pay date.
Calendar Code	Type the two-digit calendar code for the position.
Extra Duty Code	Type the two-digit extra duty code of the job assignment, if known. Or, click to select a code from the Extra Duty Code Directory. A list of all extra duty codes is displayed. In the **Search** field, type the desired extra duty code information. Click **Search**. A list of data that matches the search criteria is displayed. Select an extra duty code from the list. Click **Cancel** to return to the Forecast Conversion page without selecting a code. To retrieve all available data, leave the field blank.
Local Begin Date	Type the beginning date for which an employee is to be paid in the MMDDYYYY format.
Local End Date	Type the ending date for which an employee is to be paid in the MMDDYYYY format.
Last Pay Date	Type the last date for which an employee will be paid in the MMDDYYYY format.
Max Days	Type the number of days the position is funded. The field can be a maximum of two digits.
Number of Days Off	Type the number of days that the employee has not been paid. You may type two digits to the right of the decimal. This field is used in calculating the actual days worked for the employee.
Actual Days	The number of days that the employee is employed by the district per year is displayed
Actual Payments	Type the number of times an employee is to be paid. This data is used as forecast data.

❑ Click **Refresh Dates** to update the dates when the next year calendar is updated in Personnel.

❑ 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 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.


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