



# Change Payroll Frequency



# Table of Contents

**Change Payroll Frequency** ..... i



# Change Payroll Frequency

ASCENDER Payroll allows local education agencies (LEAs) to use multiple payroll frequencies in current year or next year payroll periods. This feature allows the district to use a different authorized payroll frequency for salaried personnel than hourly personnel or substitutes.



The available payroll frequencies are as follows:

CYR Payroll Frequency	Frequency Description	NYR Payroll Frequency
4	Biweekly payroll	D
5	Semimonthly payroll	E
6	Monthly payroll	F

## Change the payroll frequency:

Field	Description
<b>Year</b>	This field is display only and reflects the year to which the user is logged on (e.g., C for current year or N for next year).
<b>Frequency</b>	This field is display only and reflects the pay frequency based on the <b>Year</b> field.

Click **Change** to enable the **Year** and **Frequency** fields.

<b>Year</b>	Click  to select <b>Current Year</b> or <b>Next Year</b> .
<b>Frequency</b>	Click  to select a payroll frequency.

Click **Apply** to save the year and payroll frequency, and close the page. Otherwise, click **Cancel** to close the page without making any changes.