



## Verify payroll frequency



# Table of Contents

**Verify payroll frequency** ..... i

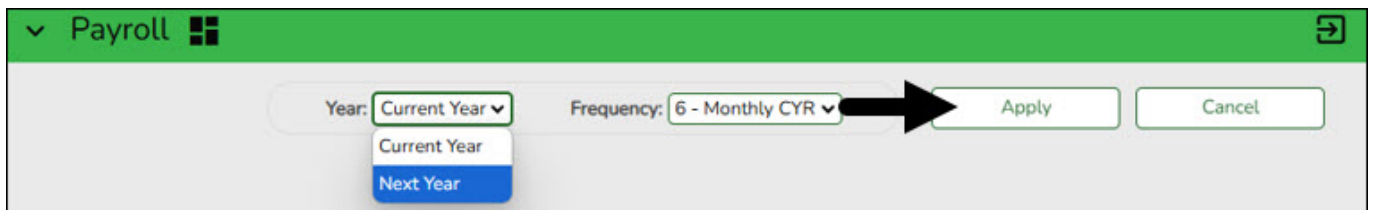


## Verify payroll frequency

Each time you prepare to move a group of employees (July contracts, August contracts, and September contracts), be sure to start with this step to ensure you are starting in the correct frequency.

In Payroll, verify that you are in the next year frequency that is associated with your current year frequency. If not:

- Click **Change**.
- Select *Next Year*.
- Click **Apply**.



The screenshot shows a software interface for payroll management. At the top, there is a green header bar with a dropdown arrow, the text 'Payroll', a grid icon, and a square icon with an arrow. Below the header, there are two dropdown menus: 'Year: Current Year' and 'Frequency: 6 - Monthly CYR'. The 'Year' dropdown menu is open, showing two options: 'Current Year' and 'Next Year'. A black arrow points from the 'Next Year' option to the 'Apply' button. To the right of the 'Apply' button is a 'Cancel' button.