



## Verify payroll frequency



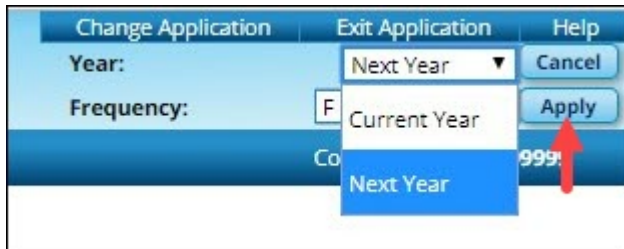
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In Human Resources, verify that you are in the next year frequency that is associated with your current year frequency. If not,

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



The screenshot shows a software interface with a blue header bar containing three buttons: "Change Application", "Exit Application", and "Help". Below the header, there are two rows of controls. The first row has a "Year:" label, a dropdown menu currently showing "Next Year", and a "Cancel" button. The second row has a "Frequency:" label, a text input field containing the letter "F", a dropdown menu showing "Current Year", and an "Apply" button. A red arrow points to the "Apply" button. A blue dropdown menu is open, showing "Next Year" as the selected option. Below the dropdown menu, the text "Co" and "999" are partially visible.