



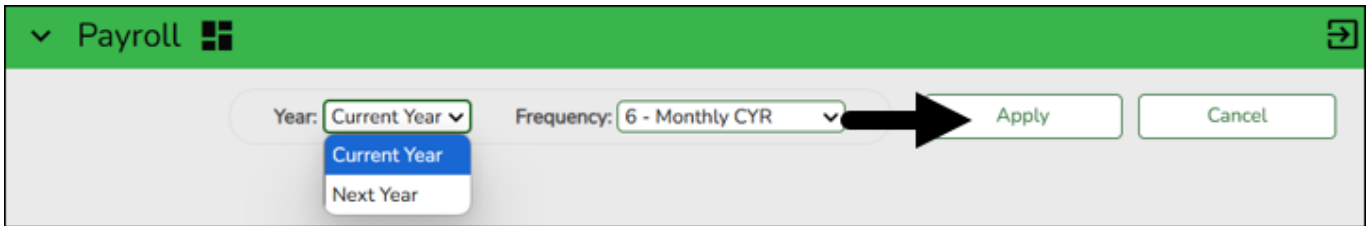
Change to the current year frequency

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In Payroll, change to the current year frequency that is associated with your next year frequency (i.e., F = 6).



The screenshot shows a software interface for Payroll. At the top, there is a green header bar with a dropdown arrow and the text 'Payroll'. 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' (highlighted in blue) and 'Next Year'. To the right of the 'Frequency' dropdown is a black arrow pointing towards the 'Apply' button. There are also 'Apply' and 'Cancel' buttons to the right of the 'Frequency' dropdown.

- Click **Change**.
- Select *Current Year*.
- Select a pay frequency.
- Click **Apply**.



The following steps should be performed in the current year frequency unless otherwise noted.