



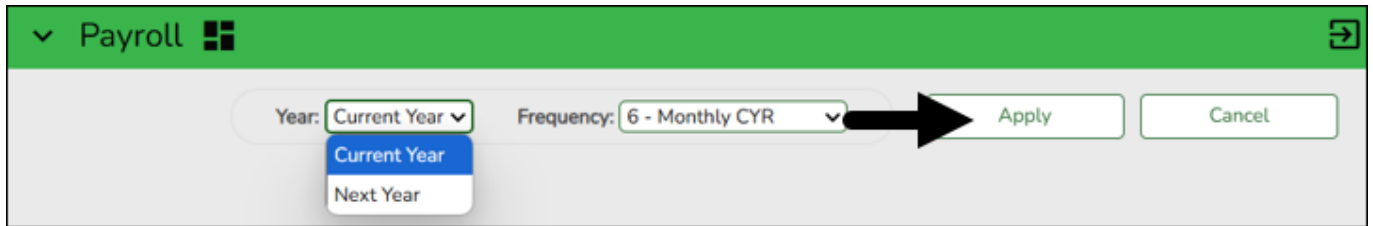
Change to the current year frequency

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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 the Payroll interface with a green header bar. Below the header, there are two dropdown menus: 'Year' and 'Frequency'. The 'Year' dropdown is open, showing 'Current Year' and 'Next Year' options. The 'Frequency' dropdown is set to '6 - Monthly CYR'. A black arrow points from the 'Frequency' dropdown to the 'Apply' button. There is also a 'Cancel' button to the right of the 'Apply' button.

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



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