



## **Change to the current year frequency**



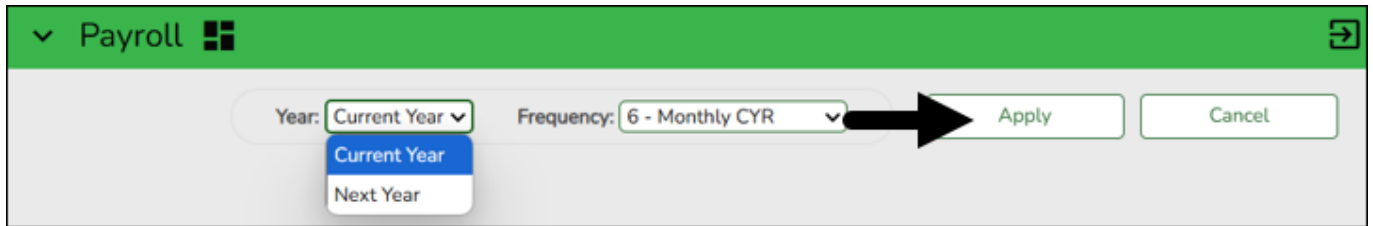
# Table of Contents

**Change to the current year frequency** ..... i



## Change to the current year frequency

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 management. At the top, there is a green header bar with a dropdown arrow and the text 'Payroll'. Below this, there are two dropdown menus: 'Year' and 'Frequency'. The 'Year' dropdown is currently open, showing two options: 'Current Year' (highlighted in blue) and 'Next Year'. The 'Frequency' dropdown is set to '6 - Monthly CYR'. To the right of these dropdowns are two buttons: 'Apply' and 'Cancel'. A black arrow points from the 'Frequency' dropdown to the 'Apply' button.

- 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.