



Verify payroll frequency

Table of Contents

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Verify Payroll Frequency - TxEIS Human Resources allows LEAs to use multiple payroll frequencies in the current year or next year payroll periods. This feature allows the LEA to use a different authorized payroll frequency for salaried staff than hourly staff or substitutes.

CYR Payroll Frequency	Frequency Description	NYR Payroll Frequency
4	Biweekly Payroll	D
5	Semimonthly payroll	E
6	Monthly payroll	F

The **Year** field displays the year to which the user is logged on (i.e., C for current year or N for next year)

The **Frequency** field displays the pay frequency based on the **Year** field.

Click **Change** to select another year and frequency, and then click **Apply**.