



Verify payroll frequency

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Human Resources allows the use of multiple payroll frequencies in both the current year and next year payroll periods. This feature allows you to use a different authorized payroll frequency for salaried staff than hourly staff or substitutes if necessary.

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**.