



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. 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 screenshot shows a software interface with a blue header containing 'Change Application', 'Exit Application', and 'Help'. Below the header, there are two dropdown menus: 'Year:' with 'Current Year' selected and 'Frequency:' with '5 - Semimonthly CYR' selected. To the right of each dropdown is a button: 'Cancel' for the Year dropdown and 'Apply' for the Frequency dropdown. The 'Apply' button is highlighted with a red border. At the bottom of the interface, it displays 'County/District #: 001904'.

- 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**.