



## **Payroll Frequencies - DA1200**



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# Payroll Frequencies - DA1200

**District Administration > Tables > District Information > Payroll Frequencies**

This tab is used to establish the current and next year payroll frequencies.

## Set up payroll frequencies:

☐ Under **Current Year**, select one of the three current year payroll frequencies:

**4 - Biweekly**

**5 - Semimonthly**

**6 - Monthly**

☐ Under **Next Year**, select one of the three next year payroll frequencies:

**D - Biweekly**

**E - Semimonthly**

**F - Monthly**

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	Click to print the Pay Frequency report. <a href="#">Review the report.</a>