



ASCENDER GUIDES



Change Payroll Frequency

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Change Payroll Frequency

TxEIS Human Resources allows school districts to use multiple payroll frequencies in current year or next year payroll periods. This feature allows the district to use a different authorized payroll frequency for salaried personnel than hourly personnel or substitutes.

The available payroll frequencies are as follows:

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

Change the payroll frequency:

Field	Description
Year	This field is display only and reflects the year to which the user is logged on (e.g., C for current year or N for next year).
Frequency	This field is display only and reflects the pay frequency based on the Year field.

Click **Change** to enable the **Year** and **Frequency** fields.

Year	Click  to select Current Year or Next Year .
Frequency	Click  to select a payroll frequency.

Click **Apply** to save the year and payroll frequency, and close the page. Otherwise, click **Cancel** to close the page without making any changes.



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