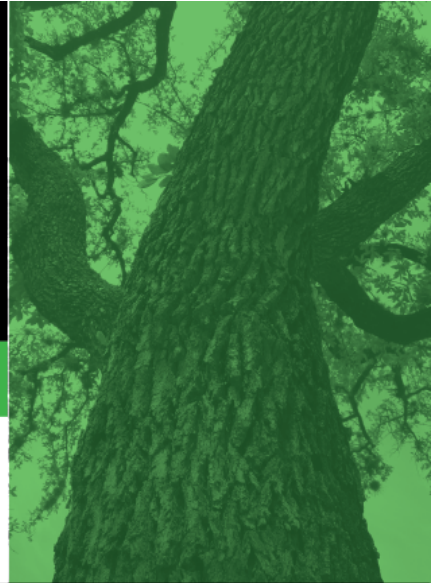




ASCENDER GUIDES



Change Payroll Frequency

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Change Payroll Frequency

TxEIS Human Resources allows local education agencies (LEAs) 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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