



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**.



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