



## Verify payroll frequency

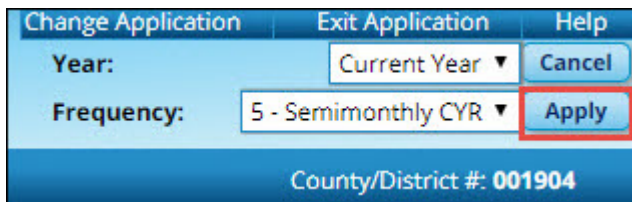


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Human Resources allows the use of multiple payroll frequencies in both the current year and next year payroll. This feature allows you to use a different authorized payroll frequency for salaried staff than hourly staff or substitutes, if necessary.

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 bar containing three buttons: "Change Application", "Exit Application", and "Help". Below the header, there are two dropdown menus. The first is labeled "Year:" and currently shows "Current Year" with a downward arrow. To its right is a "Cancel" button. The second dropdown menu is labeled "Frequency:" and currently shows "5 - Semimonthly CYR" with a downward arrow. To its right is an "Apply" button, which is highlighted with a red rectangular border. At the bottom of the interface, the text "County/District #: 001904" is displayed.

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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