

Payroll Frequencies - DA1200

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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:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Click to print the Pay Frequency report. Review the report.


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