

Payroll Frequencies - DA1200

Table of Contents

Payroll Frequencies - DA1200 1

Payroll Frequencies - DA1200

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 options:

- 4 - Biweekly
- 5 - Semimonthly
- 6 - Monthly

Under **Next Year**, select one of the three next year payroll options:

- D - Biweekly
- E - Semimonthly
- F - Monthly

Click **Save**.

Other functions and features:

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


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover