



ASCENDER GUIDES



Payroll Frequencies - DA1200

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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 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	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.



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