



# 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:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the Pay Frequency report. <a href="#">Review the report.</a>



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