

# Setting Pay Periods

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Pay Period **Profiles** are defaults that are applied to employees to control frequency.

For example: If your full-time and part-time users are paid on different pay frequencies, you will use two different Pay Period Profiles (one for the full-time users and one for the part-time users). Pay Period Profiles are assigned to employees on the employee record in the Profiles section. To apply a pay period profile to an employee, you select one from the dropdown field highlighted below.

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