Navigating: Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll

1. Enter the current open Calendar Group ID
   a. Calendar Group ID – Naming Convention
      i. First four digits – Year
      ii. Space
      iii. M for Monthly or B for Biweekly
      iv. Last 4 digits – Month and date of the pay end date of the current processing calendar.

2. If you have entered new absences, run the Absence Calculation process in Calculate mode.

3. For calculation, check the “Calculate” flag and click “Run.”

4. After the calculation is complete, run the process in finalize mode by checking the “Finalize” flag and clicking “Run.”
## Calculate Absence and Payroll

### Run Control ID
- 1

### Payroll/Absence Run
- Calendar Group ID: 2015 B 1203
- Process Number: 2015 B 1203
- Open
- Stream Number
- Group List ID
- Language: English

### Processing Phases and Options
- Identify
- Calculate
- Freeze
- Finalize
- Suspend Active
- Recalculate All
- Identified
- Un-freeze
- Cancel

### Restart Information
- Save
- Return to Search
- Previous in List
- Next in List
- Notify

### Debug and Tuning Options
- Add
- Update/Display