**Step | Action**
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1. | On the Employee Self Service menu, click the NavBar button.
2. | Click the Navigator button.
3. | Click the Payroll for North America menu.
4. | Click the Payroll Processing USA menu.
5. | Click the Create and Load Paysheets menu.
6. | Click the Load Time and Labor menu.
7. | Click the Add a New Value tab.
8. | Populate the Run Control ID field.
9. | Click the Add button.
### Step | Action
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10. | Populate the **Pay Run ID** field.  
**NOTE:** The **Pay Run ID** includes smartcoding:  
**Digit 1** - Year  
**Digit 2** - Month  
**Digit 3** - Paygroup Type (B = Biweekly; M = Monthly)  
**Digit 4** - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.)
11. | Populate the **Description** field.
12. | Click the **Drop Down** icon associated with the **On or Off-Cycle** field.  
[✔️]
13. | Select the desired value from the listing.  
**On-Cycle Checks**
14. | Click the **Drop Down** icon associated with the **Processing Option** field.  
[✔️]
15. | Select the desired value from the listing.  
**Load All Time**
16. | Validate the **OK to Pay** checkbox is enabled and make any needed updates.  
[✔️] **OK to Pay**
17. | Click the **Save** button.  
[✔️] **Save**
18. | Click the **Run** button.  
[✔️] **Run**
19. | On the **Process Scheduler Request** page, click the **OK** button.  
[✔️] **OK**
20. | To monitor successful completion of the process, click the **Process Monitor** link.  
**Process Monitor**
21. | You have successfully completed the **Running the Load Time and Labor Process** topic.  
**End of Procedure.**