







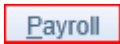




AM001.02.01: Verifying AM Enrollment for BiWeekly Employees

Step	Action
1.	On the Manager Self Service page, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Administration menu. 
4.	Click the Job Information menu. 
5.	Click the Job Data menu. 
6.	Populate the Empl ID field. Empl ID <input type="text" value="begins with"/> <input type="text"/>
7.	Then, click the Search button. 
8.	Select the desired employee from the listing. 
9.	On the Job Data page, review and validate the Position Information . Position Number <input type="text" value="UATAMM04"/>  Admin Coordinator I



Step	Action
10.	Click the Payroll tab. 
11.	On the Payroll tab, review the set-up elements in the Payroll for North America and Absence Management System sections of the page.
12.	On the Payroll tab, validate the [Payroll] Pay Group .
13.	Validate the [Absence Management] Pay Group .
14.	Validate the Absence Management Eligibility Group properly reflects the employee's eligibility for paid leave. NOTE: Populate the Eligibility Group field, if it is blank. To determine the correct Eligibility Group, refer to the Absence Management Eligibility Group Matrix .
15.	If changes are made during the review, remember to click the Save button.
16.	You have successfully completed the Verifying AM Enrollment for BiWeekly Employees topic. End of Procedure.