







AM008.06: Reviewing Off-Cycle Payee Status

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator object. 
3.	Click the Global Payroll & Absence Mgmt menu. 
4.	Click the Absence and Payroll Processing menu. 
5.	Click the Off Cycle menu. 
6.	Click the Review Off Cycle Payee Status menu. 
7.	Populate the Calendar Group ID field. Calendar Group ID <input type="text" value="begins with"/> <input type="text"/>
8.	Select the desired Calendar Group ID from the listing. 



Step	Action
9.	Click the Search button. 
10.	Clear the Empl ID From field, where appropriate. 
11.	Clear the Empl ID To field, where appropriate. 
12.	Click the Select with Matching Criteria button. 
13.	Click the Results link. 
14.	Review the information on the Calendar Group Results tab. Then, click the Earnings and Deductions tab. 
15.	Review the information on the Earnings and Deductions tab. Then, click the Accumulators tab. 
16.	Review the information on the Accumulators tab. Then, click the Supporting Elements tab. 
17.	Review the information on the Supporting Elements tab. Then, click the Calendar Group Results tab. 
18.	Click the Segment Detail link. 
19.	Review the Results Segment Detail information. Then, click the Return button. 
20.	Click the links in the Additional Results Pages section, as needed. 
21.	Click the Cancel button. 



Step	Action
22.	You have successfully completed the Reviewing Off-Cycle Payee Status topic. End of Procedure.