





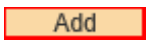











AM008.08: Creating an Off-Cycle Absence Calendar Group

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Global Payroll & Absence Mgmt menu. 
3.	Click the Absence and Payroll Processing menu. 
4.	Click the Off Cycle menu. 
5.	Click the Off Cycle Calendar Group menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Calendar Group ID field. Calendar Group ID <input data-bbox="574 1535 854 1577" type="text"/>
8.	Click the Add button. 
9.	Populate the Description field. Description <input data-bbox="505 1745 954 1787" type="text"/>
10.	Populate the Short Description field. Short Description <input data-bbox="574 1850 743 1892" type="text"/>



Step	Action
11.	Click the Off Cycle checkbox. 
12.	Click the Process retro triggers checkbox. 
13.	Populate the Sequence field, by entering "1".
14.	Populate the Pay Group field.
15.	Click the Look up icon associated with the Period ID field. 
16.	Select the desired value from the listing. 
17.	Click the Look up icon associated with the Off Cycle Group field. 
18.	Select the desired value from the listing. 
19.	Click the Save button. 
20.	You have successfully completed the Creating an Off-Cycle Absence Calendar Group topic. End of Procedure.