










AM008.09: Running the Off-Cycle Calculate Absence and Payroll Process

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 Process Off Cycle menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1581 977 1619" type="text"/>
8.	Click the Add button. 
9.	Populate the Calendar Group ID field. Calendar Group ID <input data-bbox="583 1791 865 1829" type="text"/>



Step	Action
10.	Select the desired Calendar Group ID from the listing. 
11.	Click the Identify checkbox. 
12.	Click the Calculate checkbox. 
13.	Click the Save button. 
14.	Click the Run button. 
15.	Click the OK button. 
16.	To monitor successful completion of the process, click the Process Monitor link. 
17.	You have successfully completed the Running the Off-Cycle Calculate Absence and Payroll Process topic. End of Procedure.