

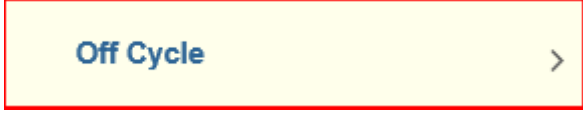







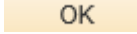




AM008.10: Running the Off-Cycle Calculate Absence and Payroll Process in Finalize Mode

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator button.  Navigator
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 Process Off Cycle menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="529 1776 977 1812" type="text"/>



Step	Action
9.	Click the Add button. 
10.	Populate the Calendar Group ID field. Calendar Group ID 
11.	Populate the Calendar Group ID field. 
12.	Click the Finalize 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. Process Monitor
17.	You have successfully completed the Running the Off-Cycle Calculate Absence and Payroll Process in Finalize Mode topic. End of Procedure.