











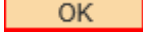





### AM015.01: Running the Calculate Absence Process

Step	Action
1.	On the <b>Employee Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  <b>Navigator</b>
3.	Click the <b>Global Payroll &amp; Absence Mgmt</b> menu. 
4.	Click the <b>Absence and Payroll Processing</b> menu. 
5.	Click the <b>Calculate Absence and Payroll</b> menu. 
6.	Click the <b>Add a New Value</b> tab.  NOTE: The <b>Run Control</b> created in this step may be used in the future to run the process; a new run control is only created the first time the user runs the process. 
7.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="526 1696 976 1734" type="text"/>
8.	Click the <b>Add</b> button. 



Step	Action
9.	On the <b>Calculate Absence and Payroll</b> page, click the <b>Look Up</b> icon associated with the <b>Calendar Group ID</b> field. 
10.	Select the desired <b>Calendar Group ID</b> from the listing.  NOTE: The <b>Calendar Group ID</b> includes smartcoding: <b>Digits 1-4:</b> Year <b>Digit 5:</b> Payroll Type (M = Monthly, B = BiWeekly) <b>Digits 6 &amp; 7:</b> Month of Pay End Date <b>Digits 8 &amp; 9:</b> Day of Pay End Date 
11.	Click the <b>Calculate</b> checkbox. 
12.	Click the <b>Save</b> button. 
13.	Click the <b>Run</b> button. 
14.	On the <b>Process Scheduler Request</b> dialog page, click the <b>OK</b> button. 
15.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. 
16.	You have successfully completed the <b>Running the Calculate Absence Process</b> topic. <b>End of Procedure.</b>