











## AM015.02: Validating Calculate Absence Processing Results

Step	Action
1.	On the <b>Employee Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
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>Review Absence/Payroll Info</b> menu. 
6.	Click the <b>Payee Messages</b> menu. 
7.	Click the <b>Search</b> button. 



Step	Action
8.	Select the desired <b>Calendar Group ID</b> from the listing.  <b>NOTE:</b> 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  <b>2016 B 1203</b>
9.	On the <b>Payee Messages</b> page, click the <b>Look Up</b> icon associated with the <b>Pay Group</b> field.  
10.	Select the desired <b>Pay Group</b> from the listing.  <b>2016 B 1203</b>
11.	Click the <b>Select Matching Messages</b> button.  <b>Select Matching Messages</b>
12.	If message information is displayed on the <b>Payee Messages</b> page, click the <b>Details</b> link on the <b>Message</b> and/or <b>Payment Data</b> tabs to see the full text of the message, an explanation and the name of the program section generating the message.  <b>Details</b>
13.	You have successfully completed the <b>Validating Calculate Absence Processing Results</b> topic. <b>End of Procedure.</b>