



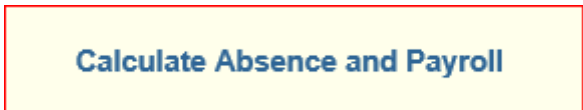






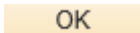





AM015.03: Running the Finalize Absence Process

Step	Action
1.	On the Employee Self Service page, click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Global Payroll & Absence Mgmt menu. 
4.	Click the Absence and Payroll Processing menu. 
5.	Click the Calculate Absence and Payroll menu. 
6.	Click the Add a New Value tab. NOTE: The Run Control 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 Run Control ID field. For our example, we enter " FINALIZE_ABSENCE ". Run Control ID <input data-bbox="527 1705 976 1738" type="text"/>
8.	Click the Add button. 



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