











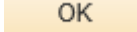





AM015.04: Running the Absence Conversion Process

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 Absence Conversion Processing menu. 
6.	Click the To Payroll for North America menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1730 979 1770" type="text"/>
9.	Click the Add button. 



Step	Action
10.	<p>On the To Payroll North America page, click the Look Up icon associated with the Calendar Group ID field.</p> <p>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</p> 
11.	<p>Select the desired Calendar Group ID from the listing.</p> 
12.	<p>Click the Save button.</p> 
13.	<p>Click the Run button.</p> 
14.	<p>On the Process Scheduler Request page, click the OK button.</p> 
15.	<p>To monitor successful completion of the process, click the Process Monitor link.</p> 
16.	<p>You have successfully completed the Running the Absence Conversion Process topic. End of Procedure.</p>