



CA110.05: Running the Payroll Error Messages Report

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Payroll for North America menu. 
3.	Click the Payroll Processing USA menu. 
4.	Click the Review Processing Messages menu. 
5.	Click the Payroll Error Message Report menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1535 977 1572" type="text"/>
8.	Click the Add button. 
9.	Click the Look up icon associated with the Pay Run ID field. 



Step	Action
10.	Select the desired Pay Run ID from the listing. NOTE: The Pay Run ID includes smartcoding: Digit 1 - Year Digit 2 - Month Digit 3 - Paygroup Type (B = Biweekly; M = Monthly) Digit 4 - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.) 6OB2
11.	Click the Save button. 
12.	Click the Run button. 
13.	Click the OK button. 
14.	Click the Process Monitor link. 
15.	Click the Details link for the PAY011 report. 
16.	On the Process Detail page, click the View Log/Trace link. 
17.	Click the Report link, identified by the .pdf extension on the file name. 
18.	Review the report information and determine corrective actions to take, where appropriate. NOTE: To close the report display click the Close (X) icon on the browser tab.
19.	You have successfully completed the Running the Payroll Error Messages Report topic. End of Procedure.