






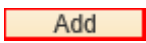




CA110.28: Running the Payroll Summary Report

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Payroll for North America menu. 
4.	Click the Payroll Processing USA menu. 
5.	Click the Pay Period Reports menu. 
6.	Click the Payroll Summary menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1696 979 1738" type="text"/>
9.	Click the Add button. 



Step	Action
10.	Click the Look up icon associated with the Pay Run ID field. 
11.	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.) 
12.	Click the desired Payroll Cycle option. 
13.	Click the Save button. 
14.	Click the Run button. 
15.	On the Process Scheduler Request page, click the OK button. 
16.	Click the Process Monitor link. 
17.	Click the Details link associated with the PAY018 report. 
18.	On the Process Detail page, click the View Log/Trace link. 
19.	Click the Report link, identified by the .pdf extension on the file name. 
20.	Review the summary information displayed in the report. NOTE: To close the report display, click the Close (X) icon on the browser tab.
21.	Click the Return button. 
22.	Click the Cancel button. 



Step	Action
23.	Click the Go back to Payroll Summary link to complete the task. Go back to Payroll Summary
24.	You have successfully completed the Running the Payroll Summary Report topic. End of Procedure.