











CA110: Running the Pay Recon Report

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the BOR Customizations menu. 
3.	Click the Pay Recon Report menu. 
4.	Click the Add a New Value tab. 
5.	Populate the Run Control ID field. Run Control ID <input type="text" value="PAY_REC"/>
6.	Click the Add button. 
7.	Populate the Pay Run ID field. 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.) Pay Run ID <input type="text"/>
8.	Click the Save button. 
9.	Click the Run button. 



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10.	Click the OK button. 
11.	Click the Process Monitor link. 
12.	Click the Details link. 
13.	Click the View Log/Trace link. 
14.	Click the Report link, identified by the .pdf extension on the file name. bcar002_48454.PDF
15.	Review the summary information displayed in the report. NOTE: To close the report display, click the Close (X) icon on the browser tab. 
16.	Click the Return button. 
17.	Click the Cancel button. 
18.	Click the Go back to CA Pay Recon Report link. 
19.	You have successfully completed the Running the Pay Recon Report topic. End of Procedure.