















PY002.11: Running the Preliminary Calc Process for On-Cycle Checks

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 Produce Payroll menu. 
6.	Click the Calculate Payroll menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. 
9.	Click the Add button. 



Step	Action
10.	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"/>
11.	Click the Drop Down icon associated with the On or Off-Cycle field. 
12.	Select the On-Cycle Checks list item. On-Cycle Checks
13.	Validate the Preliminary Calculation Run flag is enabled and make any needed updates.
14.	Click the Save button. 
15.	Click the Run button. 
16.	On the Process Scheduler Request page, click the OK button. 
17.	To monitor successful completion of the process, click the Process Monitor link. Process Monitor
18.	You have successfully completed the Running the Preliminary Calc Process for On-Cycle Checks topic. End of Procedure.