











PY002.13: Running the Load Time and Labor Process

| Step | Action |
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| 1. | On the Employee 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 Create and Load Paysheets menu.  |
| 6. | Click the Load Time and Labor menu.  |
| 7. | Click the Add a New Value tab.  |
| 8. | Populate the Run Control ID field. Run Control ID <input data-bbox="527 1728 976 1766" type="text"/> |
| 9. | Click the Add button.  |



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| 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. | Populate the Description field. Description <input type="text"/> |
| 12. | Click the Drop Down icon associated with the On or Off-Cycle field. <input type="checkbox"/> |
| 13. | Select the desired value from the listing. On-Cycle Checks |
| 14. | Click the Drop Down icon associated with the Processing Option field. <input type="checkbox"/> |
| 15. | Select the desired value from the listing. Load All Time |
| 16. | Validate the OK to Pay checkbox is enabled and make any needed updates. <input checked="" type="checkbox"/> OK to Pay |
| 17. | Click the Save button. <input type="button" value="Save"/> |
| 18. | Click the Run button. <input type="button" value="Run"/> |
| 19. | On the Process Scheduler Request page, click the OK button. <input type="button" value="OK"/> |
| 20. | To monitor successful completion of the process, click the Process Monitor link. <input type="button" value="Process Monitor"/> |
| 21. | You have successfully completed the Running the Load Time and Labor Process topic. End of Procedure. |

