





## PY002.15: Running the Payroll Error Messages Report

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> object. 
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Processing USA</b> menu. 
5.	Click the <b>Review Processing Messages</b> menu. 
6.	Click the <b>Payroll Error Message Report</b> menu. 
7.	Click the <b>Add a New Value</b> tab. 
8.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="527 1753 977 1791" type="text"/>



Step	Action
9.	Click the <b>Add</b> button. 
10.	Populate the <b>Pay Run ID</b> field.  NOTE: The <b>Pay Run ID</b> includes smartcoding: <b>Digit 1</b> - Year <b>Digit 2</b> - Month <b>Digit 3</b> - Paygroup Type (B = Biweekly; M = Monthly) <b>Digit 4</b> - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.) Pay Run ID <input type="text"/>
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 
13.	Click the <b>OK</b> button. 
14.	Click the <b>Process Monitor</b> link. 
15.	Click the <b>Details</b> link associated with the <b>PAY011</b> report. 
16.	On the <b>Process Details</b> page, click the <b>View Log/Trace</b> link. 
17.	Click the <b>Report</b> 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 <b>Close (X)</b> icon on the browser tab.  ----- Pay Period End: Pay Group
19.	Click the <b>Return</b> button. 



Step	Action
20.	Click the <b>Cancel</b> button. 
21.	Click the <b>Go back to Payroll Error Message Report</b> link. 
22.	You have successfully completed the <b>Running the Payroll Error Messages Report</b> topic. <b>End of Procedure.</b>