




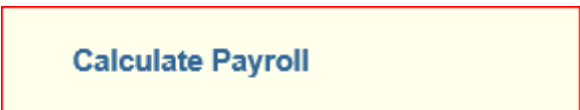






PY002.17: Running the Final Calc Process for On-Cycle Checks

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. Run Control ID <input data-bbox="529 1730 976 1766" type="text"/>
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.	Select the desired value from the listing. <input type="text" value="5OM1"/>
12.	Click the Drop Down icon associated with the On or Off-Cycle field. On or Off-Cycle <input type="text" value=""/>
13.	Select the On-Cycle Checks list item. <input type="text" value="On-Cycle Checks"/>
14.	Ensure the Preliminary Calculation Run flag is NOT selected and make any needed updates. <input type="checkbox"/> Preliminary Calculation Run
15.	Click the Save button. <input type="button" value="Save"/>
16.	Click the Run button. <input type="button" value="Run"/>
17.	On the Process Scheduler Request page, click the OK button. <input type="button" value="OK"/>
18.	To monitor successful completion of the process, click the Process Monitor link. <input type="button" value="Process Monitor"/>
19.	You have successfully completed the Running the Final Calc Process for On-Cycle Checks topic. End of Procedure.