








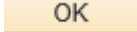




## PY002.18: Running Payroll Lock Off

Step	Action
1.	On the <b>Manager Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button. 
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Customization</b> menu. 
5.	Click the <b>Payroll Lock On and Off</b> menu. 
6.	Click the <b>Add a New Value</b> tab. 
7.	Populate the <b>Run Control ID</b> field. <input type="text"/>
8.	Click the <b>Add</b> button. 



Step	Action
9.	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.) <b>Pay Run ID</b> <input type="text"/>
10.	Click the <b>Payroll Lock Off</b> radio button.
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 
13.	On the <b>Process Scheduler Request</b> page, Click the <b>OK</b> button. 
14.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
15.	You have successfully completed the <b>Running Payroll Lock Off</b> topic. <b>End of Procedure.</b>