


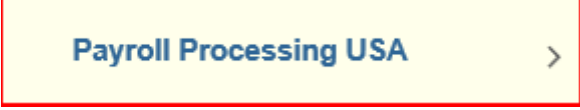

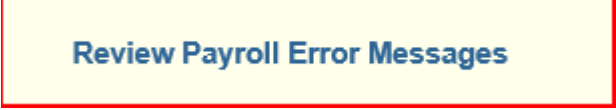





### PY002.21: Viewing Payroll Error Messages

Step	Action
1.	On the <b>Manager Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
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>Review Payroll Error Messages</b> menu. 
7.	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.) <input data-bbox="367 1808 659 1850" type="text"/>



Step	Action
8.	Click the <b>Search</b> button. 
9.	Review the listing of error messages displayed on the page and take corrective action to eliminate the issue noted in the message.
10.	You have successfully completed the <b>Viewing Payroll Error Messages</b> topic. <b>End of Procedure.</b>