














PY002.31: Running the Payroll Register Report

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 Pay Period Reports menu. 
6.	Click the Payroll Register menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1696 977 1738" 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 data-bbox="500 613 667 653" type="text"/>
11.	Click the desired radio button in the Payroll Cycle section. <input data-bbox="367 722 391 753" type="radio"/> On-Cycle
12.	Click the Save button. <input data-bbox="367 827 480 858" type="button" value="Save"/>
13.	Click the Run button. <input data-bbox="367 932 496 963" type="button" value="Run"/>
14.	On the Process Scheduler Request page, click the OK button. <input data-bbox="367 1037 509 1068" type="button" value="OK"/>
15.	Click the Process Monitor link. <input data-bbox="367 1142 542 1173" type="button" value="Process Monitor"/>
16.	Click the Details link associated with the PAY002 report. <input data-bbox="367 1247 444 1278" type="button" value="Details"/>
17.	On the Process Details page, click the View Log/Trace link. <input data-bbox="367 1352 542 1383" type="button" value="View Log/Trace"/>
18.	Click the Report link, identified by the .pdf extension on the file name. <input data-bbox="367 1457 581 1488" type="button" value="pay002 43182.PDF"/>
19.	Review the report information and determine corrective actions to take, where appropriate. NOTE: To close the report display click the Close (X) icon on the browser tab. <pre data-bbox="367 1709 964 1808"> 0158328 USGADV 79.80 8,229.17 1211000 98000 10/31/2016 A000000000200155 </pre>



Step	Action
20.	Click the Return button. 
21.	Click the Cancel button. 
22.	Click the Go back to Payroll Register link. 
23.	You have successfully completed the Running the Payroll Register Report topic. End of Procedure.