











PY002.34: Running the Payroll Confirm Process for On-Cycle Checks

| Step | Action |
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| 1. | On the Employee 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 Confirm Payroll menu.  |
| 7. | Click the Add a New Value tab.  |
| 8. | Populate the Run Control ID field. |
| 9. | Click the Add button.  |



| Step | Action |
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| 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="500 573 667 611" type="text"/> |
| 11. | Click the Drop Down icon associated with the On or Off-Cycle field. <input data-bbox="367 678 407 716" type="checkbox"/> |
| 12. | Select the On-Cycle Checks list item. <input data-bbox="367 789 797 821" type="text"/> |
| 13. | Click the Save button. <input data-bbox="367 888 480 926" type="button"/> |
| 14. | Click the Run button. <input data-bbox="367 993 496 1031" type="button"/> |
| 15. | On the Process Scheduler Request page, click the OK button. <input data-bbox="367 1098 500 1136" type="button"/> |
| 16. | To monitor successful completion of the process, click the Process Monitor link. <input data-bbox="367 1245 540 1276" type="button"/> |
| 17. | You have successfully completed the Running the Payroll Confirm Process for On-Cycle Checks topic. End of Procedure. |