








PY002.36: Running the Calc Savings and Retirement Process in Report Only Mode

Step	Action
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 Customization menu. 
5.	Click the Calculate Savings & Retirement menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1602 977 1640" type="text"/>
8.	Click the Add button. 
9.	Click the Report Only radio button. <input data-bbox="365 1812 402 1850" type="radio"/>



Step	Action
10.	Click the Look up icon associated with the Pay Run ID field. 
11.	Populate the Pay Run ID field. begins with <input type="text"/>
12.	Click the Look Up button. 
13.	Select the desired value from the listing. 
14.	Click the Drop Down icon associated with the Off Cycle? list. Off Cycle ? <input type="text"/>
15.	Select Both from the list. 
16.	Click the Save button. 
17.	Click the Run button. 
18.	On the Process Scheduler Request page, click the OK button. 
19.	Click the Process Monitor link. 
20.	Click the Details link associated with the BPY002 report. 
21.	On the Process Detail page, click the View Log/Trace link. 
22.	Click the Report link, identified by the .pdf extension on the file name. 
23.	Review the contribution information in the report.
24.	Review the summary information detailed on the last page the report. Then, close the report display by clicking the Close (X) icon on the browser tab.



Step	Action
25.	You have successfully completed the Running the Calc Savings and Retirement Process in Report Only Mode topic. End of Procedure.