






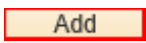






## PY003.01: Running the Payroll Summary Report

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>Pay Period Reports</b> menu. 
6.	Click the <b>Payroll Summary</b> menu. 
7.	Click the <b>Add a New Value</b> tab. 
8.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="527 1696 979 1738" type="text"/>
9.	Click the <b>Add</b> button. 



Step	Action
10.	Click the <b>Look up</b> icon associated with the <b>Pay Run ID</b> field. 
11.	Select the desired <b>Pay Run ID</b> from the listing.  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.) 
12.	Click the desired <b>Payroll Cycle</b> option. 
13.	Click the <b>Save</b> button. 
14.	Click the <b>Run</b> button. 
15.	On the <b>Process Scheduler Request</b> page, click the <b>OK</b> button. 
16.	Click the <b>Process Monitor</b> link. 
17.	Click the <b>Details</b> link associated with the <b>PAY018</b> report. 
18.	On the <b>Process Detail</b> page, click the <b>View Log/Trace</b> link. 
19.	Click the <b>Report</b> link, identified by the .pdf extension on the file name. 
20.	Review the <b>Pay Check Summary</b> information.
21.	Review the <b>Pay Earnings Summary</b> information.  NOTE: In HCM, all regular earnings are reported as Other Earnings; thus, on the Payroll Summary report, the Pay Earnings Summary only displays Counts, not Hours. Earnings totals are displayed in the Other Earnings Summary section.



Step	Action
22.	Review the <b>Other Earnings Summary</b> information.  NOTE: To close the report display click the <b>Close (X)</b> icon on the browser tab.
23.	Click the <b>Return</b> button. 
24.	Click the <b>Cancel</b> button. 
25.	Click the <b>Go back to Payroll Summary</b> link to complete the task. <a href="#">Go back to Payroll Summary</a>
26.	You have successfully completed the <b>Running the Payroll Summary Report</b> topic. <b>End of Procedure.</b>