











PY003.03: Running the Calc Savings and Retirement Process in Update Mode

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 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 979 1640" type="text"/>
8.	Click the Add button. 
9.	Click the Look up icon associated with the Pay Run ID field. 



Step	Action
10.	Populate the Pay Run ID field. begins with <input type="text"/>
11.	Click the Look Up button. <input type="button" value="Look Up"/>
12.	Select the desired value from the listing. <input type="text" value="BOM1"/>
13.	Click the Drop Down icon associated with the Off Cycle? list. Off Cycle ? <input type="text" value=""/>
14.	Select Both from the list. <input type="text" value="Both"/>
15.	Click the Save button. <input type="button" value="Save"/>
16.	Click the Run button. <input type="button" value="Run"/>
17.	On the Process Scheduler Request page, click the OK button. <input type="button" value="OK"/>
18.	Click the Process Monitor link. <input type="button" value="Process Monitor"/>
19.	Click the Details link associated with the BPYP002 report. <input type="button" value="Details"/>
20.	On the Process Detail page, click the View Log/Trace link. <input type="button" value="View Log/Trace"/>
21.	Click the Report link, identified by the .pdf extension on the file name. <input type="button" value="bpyp002.pdf"/>
22.	Review the contribution information in the report.
23.	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.
24.	You have successfully completed the Running the Calc Savings and Retirement Process in Update Mode topic. End of Procedure.

