



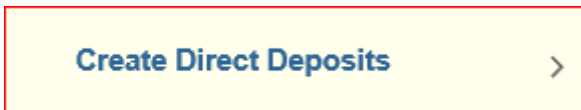
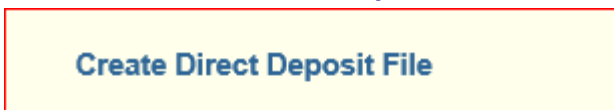

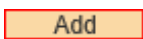




PY003.05: Creating the Wells Fargo Check Print File

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 Processing USA menu. 
5.	Click the Create Direct Deposits menu. 
6.	Click the Create Direct Deposit File menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1726 974 1764" 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 type="text"/>
11.	Click the Save button. 
12.	Click the Run button. 
13.	Click the OK button. 
14.	To monitor successful completion of the process, click the Process Monitor link. 
15.	You have successfully completed the Creating the Wells Fargo Check Print File topic. End of Procedure.