












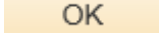

PY003.06: Creating Advice PDFs for Self Service

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Navigator button. 
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 PDF Advice Forms menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="553 1808 1079 1850" type="text"/>



Step	Action
9.	Click the Add button. 
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="521 642 721 684" type="text"/>
11.	Click the desired radio button to select a Payroll Cycle . 
12.	Populate the Days From Check Date field by entering "4". Days From Check Date <input data-bbox="675 852 756 894" type="text"/>
13.	Click the Cancel button. 
14.	Click the Save button. 
15.	Click the Run button. 
16.	On the Process Scheduler Request page, select the Cust Payroll Advice Print U.S. (BDDP003) checkbox. <input data-bbox="367 1314 399 1356" type="checkbox"/> Cust Payroll Advice Print U.S.
17.	Click the OK button. 
18.	Click the Process Monitor link. 
19.	Click the Refresh button and monitor the BDDP003 process to successful completion. 
20.	Click the Go back to Create PDF Advice Forms link. Go back to Create PDF Advice Forms



Step	Action
21.	Click the Run button. 
22.	On the Process Scheduler Request page, select the Print US Direct Deposit Advice (PYDDAUSA) checkbox. 
23.	Click the OK button. 
24.	To monitor successful completion of the process, click the Process Monitor link. 
25.	You have successfully completed the Creating Advice PDFs for Self Service topic. End of Procedure.