






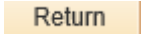

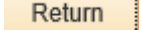

PY003.07: Creating PDF Paychecks

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 Produce Checks menu. 
6.	Click the Create PDF Paychecks menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="553 1808 1081 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="521 678 719 720" type="text"/>
11.	Click the desired radio button to select a Payroll Cycle . 
12.	Click the Save button. 
13.	Click the Run button. 
14.	On the Process Scheduler Request page , select the Print US Checks (PYCHKUSA) process. 
15.	Click the OK button. 
16.	Click the Process Monitor link. 
17.	Click the Process Name link associated with the PYCHKUSA process. 
18.	Click the Process Instance link. 
19.	Click the View Log/Trace link. 
20.	Click the Output File link, identified by the .out extension on the file name. 



Step	Action
21.	Validate the report information. NOTE: To close the report display click the Close (X) icon on the browser tab. Total Checks 149 Total Skipped 0 Total Net Pay \$22,112,891.57
22.	Click the Return button. 
23.	Click the Cancel button. 
24.	Click the Return button. 
25.	To monitor successful completion of the process, click the Process Monitor link. 
26.	You have successfully completed the Creating PDF Paychecks topic. End of Procedure.