



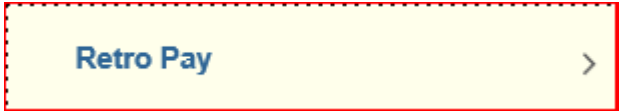









## PY003.20: Reviewing Retro Pay Trigger & Summary Information

Step	Action
1.	On the <b>Employee 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>Retroactive Payroll</b> menu. 
5.	Click the <b>Retro Pay</b> menu. 
6.	Click the <b>Process and Review Requests</b> menu. 
7.	Click the <b>Request and Trigger Summary</b> menu. 
8.	Populate the <b>Empl ID</b> field. Empl ID <input type="text" value="begins with"/> <input type="text"/>



Step	Action
9.	Click the <b>Search</b> button. 
10.	Click the desired <b>Empl ID</b> link. 
11.	Review the retro trigger, change and status information. 
12.	You have successfully completed the <b>Reviewing Retro Pay Trigger &amp; Summary Information</b> topic. <b>End of Procedure.</b>