





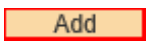








PY003.21: Running the Optum HSA/FSA Interface

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 Customization menu. 
5.	Click the HSA FSA Interface menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1522 976 1564" type="text"/>
8.	Click the Add button. 



Step	Action
9.	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="565 541 734 579" type="text"/>
10.	Click the Save button. 
11.	Click the Run button. 
12.	Click the OK button. 
13.	To monitor successful completion of the process, click the Process Monitor link. 
14.	You have successfully completed the Running the Optum HSA/FSA Interface topic. End of Procedure.