

















### PY005.06: Running the Preliminary Calc Process for Off-Cycle Checks

Step	Action
1.	On the <b>Manager Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button. 
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Processing USA</b> menu. 
5.	Click the <b>Produce Payroll</b> menu. 
6.	Click the <b>Calculate Payroll</b> menu. 
7.	Click the <b>Add a New Value</b> tab. 
8.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="553 1839 1078 1881" type="text"/>



Step	Action
9.	Click the <b>Add</b> button. 
10.	On the <b>Calculate Payroll</b> page, in the <b>Off-Cycle Run</b> section, click the <b>Look up</b> icon associated with the <b>Company</b> field. 
11.	Select the desired value from the listing. 
12.	Click the <b>Look Up</b> icon associated with the <b>Pay Group</b> field. 
13.	Click the desired value in the listing. 
14.	Populate the <b>Pay End Date</b> field. <input data-bbox="365 913 560 955" type="text"/>
15.	Populate the <b>Process Page</b> field. by entering " <b>500</b> ". <input data-bbox="365 1018 462 1060" type="text"/>
16.	Populate the <b>Thru</b> field by entering " <b>500</b> ". <input data-bbox="365 1123 462 1165" type="text"/>
17.	Click the <b>Save</b> button. 
18.	Click the <b>Run</b> button. 
19.	On the <b>Process Scheduler Request</b> page, click the <b>OK</b> button. 
20.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. 
21.	You have successfully completed the <b>Running the Preliminary Calc Process for Off-Cycle Checks</b> . topic. <b>End of Procedure.</b>