











PY005.17: Running the Final Calc Process for Off-Cycle Checks

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 Payroll menu. 
6.	Click the Calculate Payroll menu. 
7.	On the Calculate Payroll page, click the Search button. 
8.	From the search results list, click the desired run control. 



Step	Action
9.	On the Calculate Payroll page, in the Off-Cycle Run section, click the Look up icon associated with the Company field. 
10.	Select the desired value from the listing. 
11.	Click the Look Up icon associated with the Pay Group field. 
12.	Click the desired value in the listing. 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.) 
13.	Populate the Pay End Date field. Pay End Date 
14.	Populate the Process Page field. by entering "500". Process Page 
15.	Populate the Thru field by entering "500". Thru 
16.	Ensure the Preliminary Calculation Run flag is NOT selected and make any needed updates. <input type="checkbox"/>
17.	Click the Save button. 
18.	Click the Run button. 
19.	On the Process Scheduler Request page, click the OK button. 
20.	To monitor successful completion of the process, click the Process Monitor link. 



Step	Action
21.	You have successfully completed the Running the Final Calc Process for Off-Cycle Checks topic. End of Procedure.