## Loading Data into Paysheets

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Begin by navigating to the **Load Paysheet Transactions** page.  
      Click the **Payroll for North America** link. |
| 2.   | Click the **Payroll Processing USA** link. |
| 3.   | Click the **Create Paysheets** link. |
| 4.   | Click the **Load Paysheet Transactions** link. |
| 5.   | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  
      Click the **Add a New Value** tab. |
| 6.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  
      Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "LOAD_PAYSHHEET". |
| 7.   | Click the **Add** button. |
| 8.   | Use the **Load Paysheet Transactions** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 9.   | Click in the **Pay Run ID** field. |
| 10.  | Enter the desired information into the **Pay Run ID** field. Enter a valid value e.g. "KU1-00-00". |
| 11.  | Click the **On or Off-Cycle** list. |
| 12.  | Click the **Off-Cycle** list item. |
| 13.  | Click the **Run** button. |
| 14.  | Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format. |
### Step 15
You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

Click the **Server Name** list.

### Step 16
Click the **PSNT** list item.

### Step 17
Use the **Type** field to select the type of output you want to generate for this job.

### Step 18
Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is None.

### Step 19
Click the **OK** button.

### Step 20
Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.

### Step 21
Click the **Process Monitor** link.

### Step 22
Use the **Process List** page to view the status of submitted process requests.

### Step 23
The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.

Click the **Refresh** button.

### Step 24
Notice the status of the process is now Success.

### Step 25
You have successfully loaded data into paysheets.

**End of Procedure.**