


# 9.2 Balloon Payment Processing in PeopleSoft

**Purpose:** Use this document as a reference for creating Balloon Payment Calendars, attaching them to employee jobs, and running the process in Payroll in ctcLink.

**Audience:** Payroll Administrators, HR Administrators.

 You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZD HR Local Config Vw
- ZZ HR Local Configuration
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Balloon Payment Process in PeopleSoft

### Create a Balloon Payment Calendar

**Navigation:** NavBar > Navigator > Set Up HCM > CTC Custom > Balloon Payment ID Table

1. The **Balloon Payment ID Table** search page displays.
2. There are two options on this page:
  - a. **Find an Existing Value** - if a balloon calendar already exists for a college, you can enter the Company name (college name) and select the **Search** button.
  - b. **Add a New Value** - if this is the first time entering a balloon calendar for a college, you can enter the Company Code (college code) and select the **Add** button.
    - If you do not know the correct Company Code, you may select the look-up tool (magnifying glass icon) to find it.
    - Every ID set is unique to the company so every school will have their own Balloon Payment IDs.
3. Enter the **Company Code**.
4. Select the **Search** button.

**< Manager Self Service** **Balloon Payment ID Table**

**Balloon Payment ID Table**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

▼ Search Criteria

Search by: Company begins with 220

☐ Include History ☐ Correct History

**Search** **Advanced Search**

**Find an Existing Value** | **Add a New Value**

**Balloon Payment ID Table**

**Find an Existing Value** **Add a New Value**

Company 220

**Add**

**Find an Existing Value** | **Add a New Value**

5. The **Balloon Payment ID Table** page displays.
6. Enter an **Effective Date** for the ID table.
  - If you need to add more Balloon Payment IDs in the future, you will have to add a new effective dated row
7. Enter a **Balloon Payment ID**.
  - Follow the ID naming criteria established by your school
  - It can only be 2 characters, alpha or numeric (e.g. 01, 5B, FF)
8. Enter a **Description** for the Balloon Payment ID.
  - This will describe your calendar to the HR Admin who assigns them to employees
  - You are only allowed 30 characters, so keep your description short
9. Enter a **Schedule** for the Balloon Payment ID.
  - This must correspond with the payroll period desired for processing (e.g. 01A, 01B, 02A, etc.)
  - It only has to be indicated once for use in the future, a calendar created in 2017 will be good for every year following
10. Enter a **Salary Multiplier** for the Balloon Payment ID.
  - This will represent the salary amount the employee will receive in addition to their regular salary. For example, if an employee earns \$1000 per pay period and you enter a multiple of 5, the employee's actual payment would be \$6000 (\$1000 + \$5000).

## Balloon Payment ID Table

Company 220 Tacoma Community College

Balloon Payment IDs Find | View All First 1 of 1 Last

\*Effective Date 05/01/2017



Balloon Payment IDs

Personalize | Find |

First 1 of 1 Last

\*Balloon Payment ID

Description

\*Schedule

\*Salary Multiplier

1

5B

FTF Balloon Payment Option

05B

5

+

-

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

11. The process to create a balloon payment calendar is now complete.

## Attach a Balloon Payment Calendar to an Employee

! You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD FWL HCM View Pay
- ZD HR Central Config VW
- ZD HR Admin View Job Data
- ZD Benefits Employee Data Inq
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Workforce Administration > Job Information > Job Data

1. The **Job Data** search page displays.
2. Enter the desired information into the **Empl ID** field.

3. If prompted, select the correct **Empl Record** to attach the calendar to.

The screenshot shows the 'Job Data' search interface. At the top, there's a navigation bar with 'Work Location' and 'Job Data'. Below the header, the 'Job Data' section contains a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Keyword Search'. Under the 'Search Criteria' section, there are several input fields: 'Empl ID' (set to 'begins with' and '10'), 'Empl Record' (set to '='), 'Name' (set to 'begins with'), 'Last Name' (set to 'begins with'), 'Second Last Name' (set to 'begins with'), 'Alternate Character Name' (set to 'begins with'), and 'Middle Name' (set to 'begins with'). There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'.

4. The **Job Data** page displays.

5. From the **Work Location** tab, select the **Add a Row (+)** button.

The screenshot shows the 'Work Location Details' page. At the top, there's a navigation bar with 'Work Location' (highlighted), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', 'CTC Job Data', and 'CTC Earnings Distribution'. Below the navigation bar, there's a header section with 'Employee' and 'Empl ID 101'. The main section is titled 'Work Location Details' and contains a table with columns for 'Effective Date', 'Effective Sequence', 'HR Status', 'Payroll Status', 'Position Number', 'Position Entry Date', 'Regulatory Region', 'Company', 'Business Unit', 'Department', 'Department Entry Date', 'Location', 'Establishment ID', and 'Last Start Date'. The table shows a single row with the following data: Effective Date: 07/01/2017, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Position Number: 00002386, Position Entry Date: 07/01/2015, Regulatory Region: USA, Company: 220, Business Unit: HR220, Department: 99300, Department Entry Date: 07/01/2015, Location: MAINL, Establishment ID: 220, Last Start Date: 07/01/2015. The table is titled 'RET SPEC-FRESH START'. There are buttons for 'Go To Row' and 'Add a Row (+)' (highlighted). The page also includes a 'Position Management Record' section with a 'Use Position Data' button and a 'Date Created' field showing 07/14/2017.

6. The new row displays.

7. Enter the desired information into the **Effective Date** field.

- The system defaults to the current date, but you may choose to change it. Changing the date is recommended if this balloon payment is not being added to a hire record
8. Select the **Action** list and choose the desired item from the drop-down menu.
  9. Select the **Reason** list and choose the desired item from the drop-down menu.

The screenshot displays the 'Work Location Details' form in a PeopleSoft application. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', 'Compensation', 'CTC Job Data', and 'CTC Earnings Distribution'. The 'Work Location' tab is active. Below the tabs, there are fields for 'Employee' and 'Empl ID' (101). The 'Work Location Details' section contains several fields and dropdown menus. The 'Effective Date' is set to 01/01/2019, and the 'Effective Sequence' is 0. The 'HR Status' is 'Active' and the 'Payroll Status' is 'Active'. The 'Action' dropdown is set to 'Pay Rate Change' and the 'Reason' dropdown is set to 'Other'. The 'Job Indicator' is 'Primary Job'. Below these, there are fields for 'Position Number' (00002386), 'Position Entry Date', 'Regulatory Region' (USA), 'Company' (220), 'Business Unit' (HR220), 'Department' (99300), 'Department Entry Date' (07/01/2015), 'Location' (MAINL), and 'Establishment ID' (220). The 'Last Start Date' is 07/01/2015 and the 'Expected Job End Date' is empty. The 'Date Created' is 10/18/2018.

10. Select the **CTC Job Data** tab.
11. The **CTC Job Data** page displays.
12. Enter the desired information into the **Balloon Payment ID** field.
  - If you do not know the correct ID, you may use the look-up tool (magnifying glass icon) to find it.
13. Select the **Save** button.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **CTC Job Data** | CTC Earnings Distribution

No. [redacted] Empl ID 10 [redacted]  
Employee Empl Record 0

**Job Information** ?

Effective Date 01/01/2019 Go To Row

Effective Sequence 0 Action Pay Rate Change  
HR Status Active Reason Other  
Payroll Status Active Job Indicator Primary Job

Leave Accrual Date 09/01/2006 Leave Maximum Month [ ] Future  
Job Term 12.00 Job Emp Type Temporary  
Probation End Date [ ] Trial Service Date [ ]  
Contract Units 261 DRS Calendar [ ]  
Contract Begin Date 07/01/2017 Contract End Date 06/30/2018  
Union Member: [x] OFM Bargaining Unit 00WW  
Faculty Status [ ] **Balloon Payment ID 5B**  
Quarterly Leave Accrual Hrs [ ] Leave Type [ ]  
Max Leave Override: [ ]

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

**Save** Return to Search Notify Refresh Update/Display Include History Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

14. A warning message displays.
15. Review and select the **OK** button.

Warning -- Grade is invalid for salary plan or salary ranges are missing on job row 2019-01-01. (1020,5)

When salary plan and salary grade are assigned default values, it is possible to generate an invalid combination for an employee. If the salary grade table entry is not found, or no ranges have been entered, this warning will be produced.

Check the employee's salary plan and grade and change grade to a valid entry on the salary grade table using an F4 prompt. If the entry you have chosen is valid on F4, but no range data is present on the table, you may want to update the Salary Grade table to include appropriate salary ranges.

**OK** Cancel

16. The process to attach a balloon payment calendar to an employee is now complete.

## Loading Balloon Payments in Payroll

**i** This process can be run any time after paysheets have been generated for a given payroll. This would typically be run with the other custom CTC processes, as needed.

❗ You must have at least one of these local college managed security roles:

- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Load Balloon Payments**

1. The **Load Balloon Payments** run control search page displays.
2. Select the **Add a New Value** tab.
3. Enter the desired information into the **Run Control ID** field.
4. Select the **Add** button.



5. Enter the desired information into the **Company** (College) field.
6. Enter the desired information into the **Pay Period End Date** field.

⚠ *The Pay Period End Date must match the Schedule indicated through the Balloon Payment ID or the process will not run.*

7. Enter the desired information into the **Balloon Payment ID** field.
  - Upon selection of the Balloon Payment ID, the Schedule and Salary Multiplier fields auto-fill for informational purposes.
8. Select the **Run** button.

## Load Balloon Payments

Run Control ID CTC\_BPAY\_AE      Report Manager      Process Monitor      **Run**

### Process Request Parameters

\*Company **220** Tacoma Community College

\*Pay Period End Date **05/31/2017**

\*Balloon Payment ID **5B**      Schedule 05B      Salary Multiplier 5

Save   
 Notify   
 Add   
 Update/Display

9. The **Process Scheduler Request** page is displayed.
10. Select the **OK** button.

## Process Scheduler Request

User ID CTC\_DHEMBRY      Run Control ID CTC\_BPAY\_AE

Server Name       Run Date 10/18/2018

Recurrence       Run Time 10:57:45AM     

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Balloon Payment Process	CTC_BPAY_AE	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	Distribution

11. The **Load Balloon Payments** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.



## Load Balloon Payments

Run Control ID CTC\_BPAY\_AE

Report Manager

Process Monitor

Run

Process Instance:135165

### Process Request Parameters

\*Company 220 Tacoma Community College

\*Pay Period End Date 05/31/2017

\*Balloon Payment ID 5B Schedule 05B Salary Multiplier 5

Save Notify

Add Update/Display

14. The **Process Monitor** page displays.
15. From the **Process List** tab, select the **Refresh** button.
  - You may have to select this button until the Run Status is **Success**. The process is finished when once this occurs.
16. If desired, select the **Details** link next to the process Distribution Status. This allows you to view the process log for validation in conjunction with payroll data.

Process List

Server List

View Process Request For

User ID CTC\_DHEMBR Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

1-3 of 3 View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135165		Application Engine	CTC_BPAY_AE	CTC_DHEMBRY	10/18/2018 10:57:45AM PDT	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	135140		Application Engine	CTC_UNIONCAP	CTC_DHEMBRY	10/17/2018 12:34:18PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	135139		Application Engine	CTC_MEDAD_AE	CTC_DHEMBRY	10/17/2018 11:42:59AM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Load Balloon Payments](#)

Save Notify

Process List | [Server List](#)

17. You have successfully run balloon payment processing.

18. End of procedure.