

# 9.2 Creating Paysheets

**Purpose:** Use this document as a reference for creating Paysheets in ctcLink.

**Audience:** Payroll Specialists.

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

- ZZ Payroll Processing
- ZZ SS Payroll

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

## Create Paysheets

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Create Paysheets

1. The **Create Paysheets** search page displays.
2. Enter an existing Run Control ID or select the **Add a New Value** tab to enter a new a **Run Control ID**.
3. Select the **Add** button.

Create Paysheets

Find an Existing Value

Add a New Value

Run Control ID

Paysheet1

Add

Find an Existing Value

Add a New Value

4. The **Create Paysheets** page displays.
5. Enter **Pay Run ID** or Select the **Pay Run ID** lookup icon to select the desired pay run ID.
6. Select the **Run** button.

### Create Paysheets

Run Control ID Paysheet1
Report Manager
Process Monitor

Run

#### Process Request Parameter(s)

\*Pay Run ID
02B2018220

Q

Tacoma 02B Payroll 2018

Save

Notify

Add

Update/Display

7. The **Process Scheduler Request** page displays.
8. Select the **OK** button.

### Process Scheduler Request

User ID CTC\_GFULMER
Run Control ID Paysheet1

Help

Server Name
Run Date 10/15/2018
Recurrence
Run Time 11:59:31AM

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	Create Paysheet	PSPPYBLD	COBOL SQL	(None)	(None)	Distribution

OK

Cancel

9. The **Create Paysheets** page displays.
10. Select the **Process Monitor** link and make note of the **Process Instance**.

**Create Paysheets**

Run Control ID: Paysheet1      Report Manager: **Process Monitor**      **Run**

**Process Instance: 135092**

**Process Request Parameter(s)**

\*Pay Run ID: 02B2018220      Tacoma 02B Payroll 2018

**Save**      **Notify**      **Add**      **Update/Display**

11. The **Process Monitor** page displays.
12. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

**Process List**      **Server List**

**View Process Request For**

User ID: TC\_GFULMER      Type:      Last:      1      Days      **Refresh**

Server:      Name:      Instance From:      Instance To:      ☒ Save On Refresh

Run Status:      Distribution Status:      ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135093		COBOL SQL	PSPPYBLD	CTC_GFULMER	10/15/2018 12:13:02PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	135092		COBOL SQL	PSPPYBLD	CTC_GFULMER	10/15/2018 11:59:31AM PDT	<b>Success</b>	<b>N/A</b>	<a href="#">Details</a>
<input type="checkbox"/>	135086		COBOL SQL	PSPCLBLD	CTC_GFULMER	10/15/2018 9:35:28AM PDT	Error	N/A	<a href="#">Details</a>

[Go back to Create Paysheets](#)

**Save**      **Notify**

Process List      [Server List](#)

13. The process to create paysheets is now complete.
14. End of procedure.