

# 9.2 Loading Time and Labor Data

**Purpose:** Use this document as a reference for Loading Time and Labor Data in ctcLink.

**Audience:** Payroll Analysts.

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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.

## Load Time and Labor Data

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

1. The **Load Time and Labor** search page displays.
2. Enter an existing Run Control ID or select the **Add a New Value** tab and enter and create a new Run Control ID.
3. Select the **Add** button.

Load Time and Labor

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value

Add a New Value

4. The **Load Time and Labor** page displays.

5. From the **Load Time and Labor** tab, select the **Pay Run ID** lookup icon and select the desired pay run ID.
6. Enter a description of the process in the **Description** field.
7. Select **On-Cycle Checks** from the **On or Off Cycle** drop-down menu.
8. **Load All Time** will prefill in the **Processing Option** field.
9. Select the **OK to Pay** checkbox (if not already checked).
10. **Note:** Only use the **Refresh Request** option when data must be recovered from corrupted paysheets. Do not use this option when normally rerunning the Load Time and Labor process to update time.
11. Select the **Run** button.

Load Time and Labor    On-Cycle Separate Check

Run Control ID    TLLOAD    Report Manager    Process Monitor    **Run**

**Process Request Parameter(s)**

\*Pay Run ID

\*Description

\*On or Off-Cycle

\*Processing Option

Request Source    User

☐ Load Time to Separate Check

☐ Refresh Request

☒ **OK to Pay**

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

Load Time and Labor | On-Cycle Separate Check

12. The **Process Scheduler Request** pagelet displays.
13. Select the **OK** button.

**Process Scheduler Request**

User ID CTC\_JMERRILL Run Control ID TLOAD

Server Name  Run Date 03/29/2019

Recurrence  Run Time 7:35:25AM [Reset to Current Date/Time](#)

Time Zone

**Process List**

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	Time & Labor / Payroll Update	PSPLDTL1	COBOL SQL	Web	TXT	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

14. The **Load Time and Labor** tab updates and displays.
15. Select the **Process Monitor** link and make note of the **Process Instance**.

[Load Time and Labor](#) [On-Cycle Separate Check](#)

Run Control ID TLOAD [Report Manager](#) [Process Monitor](#) [Run](#)

[Process Instance: 150029](#)

**Process Request Parameter(s)**

\*Pay Run ID  01A2019890 890 01A 19

\*Description  SBCTC 01A 2019 Pay Run

\*On or Off-Cycle  On-Cycle Checks

\*Processing Option  Load All Time

Request Source User

☐ Load Time to Separate Check

☐ Refresh Request

☒ OK to Pay

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

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16. The **Process Monitor** page displays.
17. On the Process List tab, select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
18. **NOTE:** To review the error log produced by any Time and Labor Load process, perform the steps in the next section.

# Review Time and Labor Load

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

- 1. The **Review Time and Labor Load** search page displays.
- 2. Select or search for the **Last Payroll Request Number**.
- 3. Select the applicable number.

Review Time and Labor Load

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

Find an Existing Value

▼ Search Criteria

Last Payroll Request Number =

Pay Run ID begins with

Search

Clear

Basic Search

Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All

1-100 of 300

Last Payroll Request Number	Description	Request Source	Load Process Date & Time	Pay Run ID
4312	(blank)	Pay Calc	09/04/2018 4:02PM	08B2018220
4311	(blank)	Pay Calc	09/04/2018 4:02PM	08B2018220

- 4. The **Review Time and Labor Load** page displays.
- 5. Select the **Load Messages** tab.
- 6. On the **Load Messages** tab, select **Details**.

Time and Labor Load
Filters
On-Cycle Separate Check
Load Messages

Last Payroll Request Number 4312  
Load Process Date & Time 08/04/2018 4:02PM

Payroll Load Messages
1 of 1
View All

Company	Pay Group	Pay Period End	Empl ID	Empl Record	Name
				0	

Details

Save
Return to Search
Previous in List
Next in List
Notify

Time and Labor Load | Filters | On-Cycle Separate Check | Load Messages

7. Message displays for review.

Payroll Load Messages
x
Help

Company
Pay Group
Pay Period End
Off Cycle

Page
Line
Empl ID
Empl Record 0

Message
1 of 1
View All

Separate Check  
Message ID  
Description

Message Data

Return

8. The process to load and review time and labor data is now complete.

9. End of procedure.