9.2 Loading Time and Labor Data

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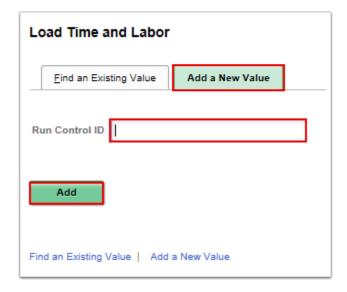
Audience: Payroll Analysts.

❗ 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.
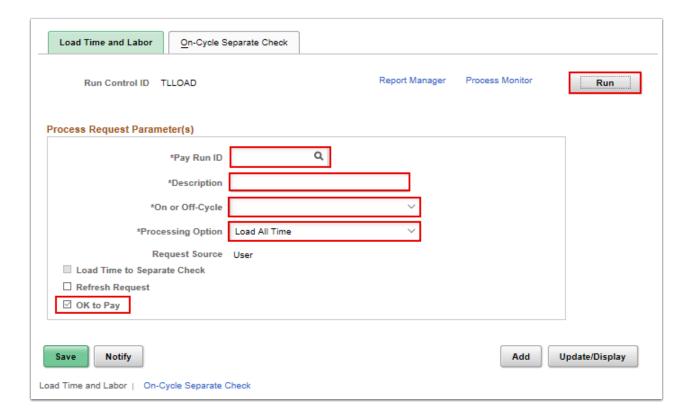
Load Time and Labor Data

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.
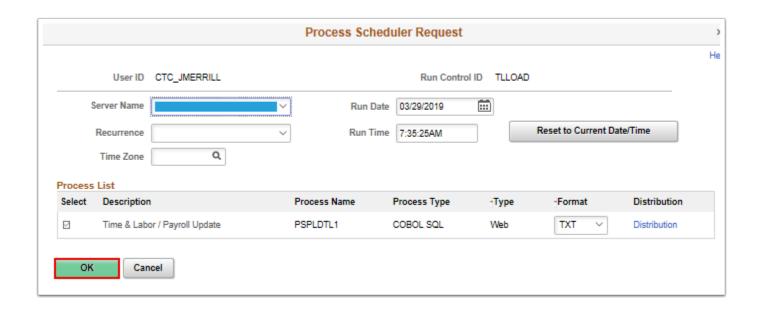3. Select the **Add** button.
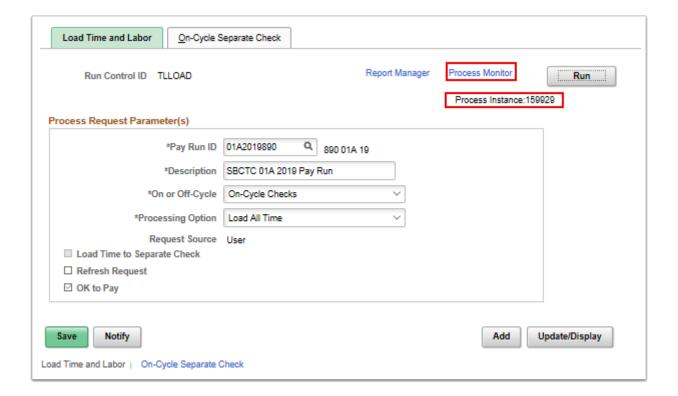

4. The **Load Time and Labor** page displays.

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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.

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

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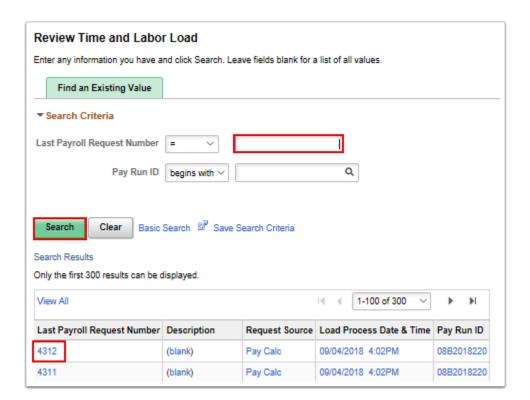15. Select the **Process Monitor** link and make note of the **Process Instance**.

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.
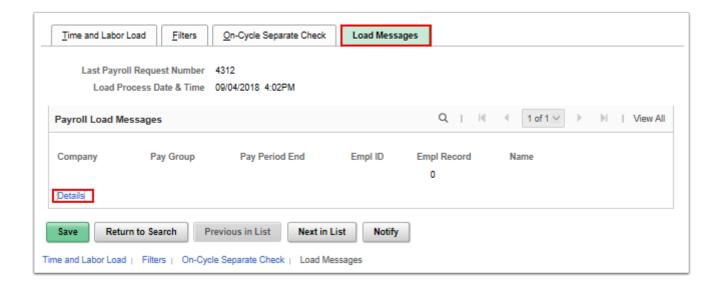
Review Time and Labor Load

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Time and Labor Load
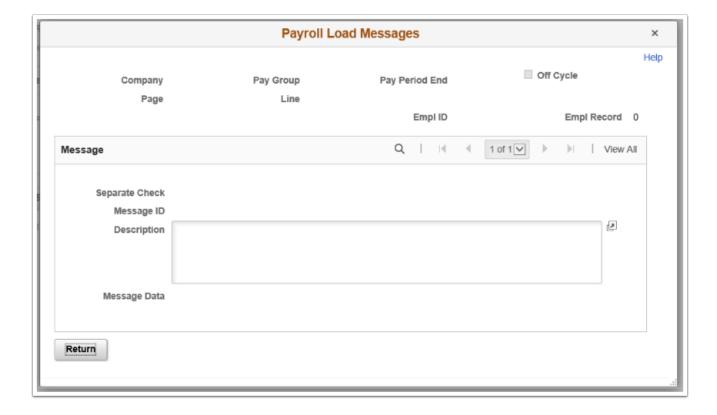
1. The **Review Time and Labor Load** search page displays.
2. Select or search for the **Last Payroll Request Number**.
3. Select the applicable number.

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

7. Message displays for review.

8. The process to load and review time and labor data is now complete.
9. End of procedure.