

9.2 Running the Pay Calculation Process (PreCalc) Using Consolidated PS Job

Purpose: Use this document as a reference for how to run the preliminary pay calculation using the consolidated payroll process (PS Job) in ctcLink.

Audience: Payroll Administrators

❗ 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.

Use the **Calculate Payroll** 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.

By running the **ctcLink First Pre Calc** PS Job, the following processes are run:

1. PSPPYRUN - Calculate Payroll
2. CTC_MEDAD_AE - Medical Aid Maximum
3. CTC_UNIONCAP - Union Dues Monthly Maximum
4. CTC_FSA_AE - Spending Account Calculation
5. CTC_HCAAC_- AE Create HCA Avg Cost Paysheets
6. CTC_PJOB_AE - Primary Job Flag Update
7. CTC_PPAY_DED - Create PrePay Deduction Process

NOTE: If one of the processes happens to run to **No Success**, the remaining processes following the stop are not run.

Run the Pay Calculation Process using the PS Job

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

1. The **Calculate Payroll** 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.

The screenshot shows a web form titled "Calculate Payroll". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a green background. Below the tabs, there is a label "Run Control ID" followed by a text input field containing the text "CALC_PAY". Below the input field, there is a green button labeled "Add". At the bottom of the form, there is a footer with the text "Find an Existing Value | Add a New Value" in blue.

5. The **Calculate Payroll** page displays.
6. Enter the desired information into the **Pay Run ID** field. If you do not know the correct code, you may use the look-up tool (magnifying glass icon) to find it.
7. Select the **On or Off Cycle** list and choose the **On-Cycle Checks** item from the drop-down menu.
8. Be sure the **Preliminary Calculation Run** box is selected.
9. Select the **(Re)Calculate All Checks** box.
10. Click the **Run** button.

CTC Payroll Admin

Calculate Payroll

Run Control ID YE_REC'D_ERR
Report Manager Process Monitor
Run

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

11B2022010 Q

010 11B 22

On or Off-Cycle: On-Cycle Checks

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page

Thru

Calculation Options

☒ Preliminary Calculation Run

☐ Only Calculate Where Needed

☒ (Re)Calculate All Checks

☐ Transfer Calc Errors

11. The **Process Scheduler Request** page displays.
12. In the **Process List**, there are three choices: the first two are **Process Type = PS Job**; the third is a **COBOL SQL** (original calculate pay process)
The processes are in this order:
ctcLink Final Calc Jobs - PS Job to run the Calculate Payroll (in Final mode) and Payroll Hours Adjustment processes.
ctcLink First Pre Calc - PS Job to run the Calculate Payroll (in preliminary mode) and other payroll processes.
Calculate Pay - To run the delivered individual Calculate Payroll process only.
13. To view the processes in the consolidated PS Job, select the link: **ctcLink First Pre Calc**.
14. The **Job Detail** page displays. The list shows all of the individual processes that are run in the Job.
15. Review the list and click the **OK** button.

Job Detail

Main Job Name: PRECALC Job Name: PRECALC ctcLink First Pre Calc

Left | Right

PRECALC
 PSPPYRUN
 CTC_MEDAD_AE
 CTC_UNIONCAP
 CTC_FSA_AE
 CTC_HCAAC_AE
 CTC_PJOB_AE
 CTC_PPAY_DED

Process List

Process Name	Description	Process Type	Type	Format	Distribution
PSPPYRUN	Calculate Pay	COBOL SQL	(None)	(None)	Distribution
CTC_MEDAD_AE	Medical Aid Maximum	Application Engine	Web	TXT	Distribution
CTC_UNIONCAP	Union Dues Monthly Processing	Application Engine	Web	TXT	Distribution
CTC_FSA_AE	Spending Account Calculation	Application Engine	Web	TXT	Distribution
CTC_HCAAC_AE	Create HCA Avg Cost Paysheets	Application Engine	Web	TXT	Distribution
CTC_PJOB_AE	Update Primary Jobs Flag	Application Engine	Web	TXT	Distribution
CTC_PPAY_DED	Create PrePay Deductions	Application Engine	Web	TXT	Distribution

OK Cancel

16. The Process Scheduler Request page displays.
17. Select the check box for the **ctcLink First Pre Calc** PS Job.
18. Click the **OK** button to initiate the process.

Process Scheduler Request

User ID: CTC_JLAMBERT Run Control ID: YE_RECDD_ERR

Server Name: Run Date: 02/02/2023

Recurrence: Run Time: 2:05:02PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	ctcLink Final Calc Jobs	FINCALC	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	ctcLink First Pre Calc	PRECALC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	Web	TXT	Distribution

OK Cancel

19. The **Calculate Payroll** page is updated and displays.
20. Make note of the **Process Instance** number.
21. Select the **Process Monitor** link.

Calculate Payroll

Run Control ID YE_REC_D_ERR

Report Manager **Process Monitor** Run

Process Instance 590473

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID 11B2022010 010 11B 22

On or Off-Cycle On-Cycle Checks

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

Calculation Options

☒ Preliminary Calculation Run ☐ Transfer Calc Errors

☐ Only Calculate Where Needed

☒ (Re)Calculate All Checks

22. The **Process Monitor** page displays.
23. Select the **Refresh** button until the Run Status is **Success**.
24. Notice the **Process Name** *PRECALC* becomes a link for the PS Job.
Click the **PRECALC** link.

Process Monitor

Process List Server List

View Process Request For

User ID CTC_LMELLOTT Type Last 3 Days Refresh

Server Name Instance From Instance To Report Manager

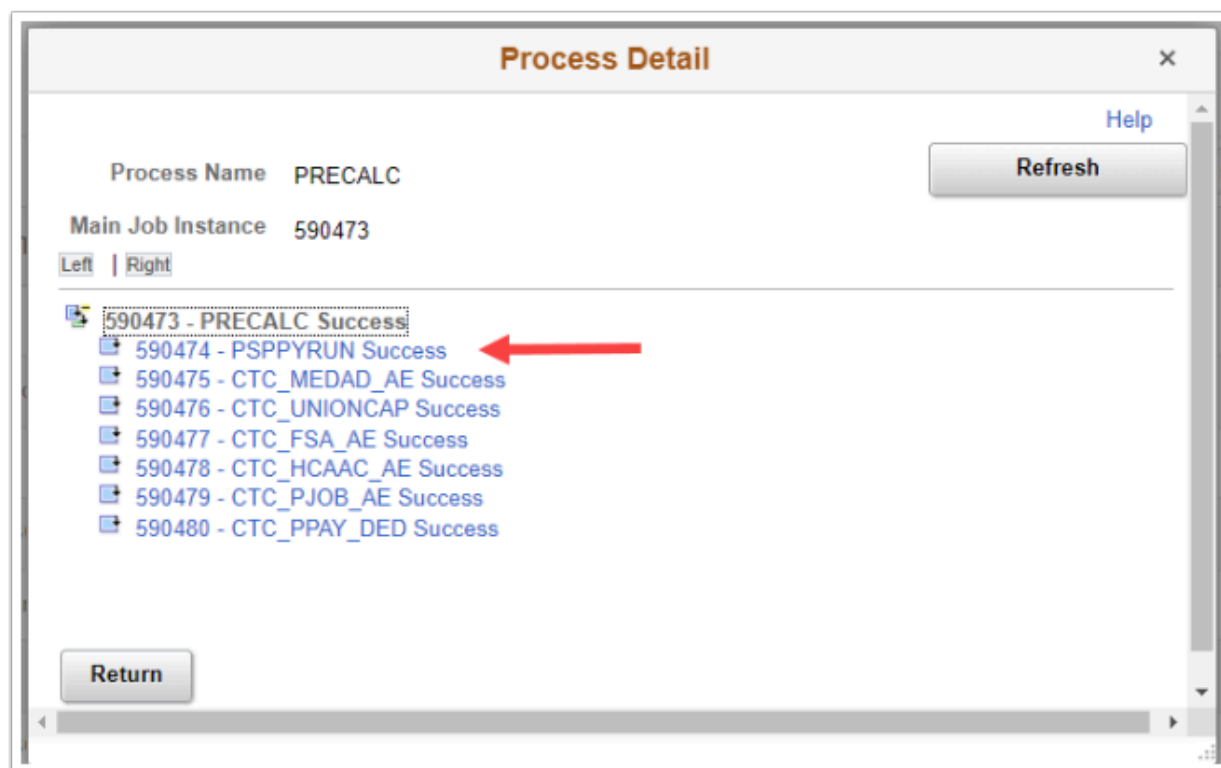
Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	590490		PSJob	CONFIRM	CTC_LMELLOTT	01/31/2023 4:25:48PM PST	Success	Posted	Details
<input type="checkbox"/>	590489		SQR Report	PAY036	CTC_LMELLOTT	01/31/2023 4:24:31PM PST	Success	Posted	Details
<input type="checkbox"/>	590486		PSJob	FINCALC	CTC_LMELLOTT	01/31/2023 4:22:20PM PST	Success	Posted	Details
<input type="checkbox"/>	590485		COBOL SQL	PSPPYRUN	CTC_LMELLOTT	01/31/2023 4:19:27PM PST	Success	Posted	Details
<input type="checkbox"/>	590484		Application Engine	BN_BEN500_AE	CTC_LMELLOTT	01/31/2023 4:17:19PM PST	Success	Posted	Details
<input type="checkbox"/>	590473		PSJob	PRECALC	CTC_LMELLOTT	01/31/2023 4:06:35PM PST	Success	Posted	Details
<input type="checkbox"/>	590472		COBOL SQL	PSPPYBLD	CTC_LMELLOTT	01/31/2023 4:05:11PM PST	Success	Posted	Details

25. The **Process Detail** displays.

26. The detail lists all of the individual processes and their run status.
NOTE: if one of the processes in Job fail, the job stops there. Review the logs and errors why it failed.
27. To view the individual log files, select the process link. For example, **PSPPYRUN**.



28. The next level **Process Detail** page displays.
29. Click the **View Log/Trace** link

Process Detail

Process

Instance

590474

Type

COBOL SQL

Name

PSPPYRUN

Description

Calculate Pay

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

020

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request
 ☐ Queue Request
 ☐ Cancel Request
 ☐ Delete Request
 ☐ Re-send Content
 ☐ Restart Request

Date/Time

Request Created On

01/31/2023 4:06:39PM PST

Run Anytime After

01/31/2023 4:06:35PM PST

Began Process At

01/31/2023 4:07:09PM PST

Ended Process At

01/31/2023 4:07:39PM PST

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Transfer

OK

Cancel

30. The **View Log/Trace** page displays.
31. In the **File List**, select the log file to view.

Process Detail

View Log/Trace

Report

Report ID

529237

Process Instance

590474

Name

PSPPYRUN

Process Type

COBOL SQL

Run Status

Success

Calculate Pay

Distribution Details

Distribution Node

local

Expiration Date

03/02/2023

File List

Name	File Size (bytes)	Datetime Created
CBL_PSPPYRUN_590474.log	3,539	01/31/2023 4:07:39,084253PM PST

Distribute To

Distribution ID Type

-Distribution ID

User

CTC_LMELLOTT

Return

32. The log file displays in a new tab.

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On-Cycle Calculation started for Run: 0182023020
at 16:07:09.22.

Process Parameters:
Operator ID: CTC_LMELLOTT
Run Control ID: 020
Instance: 0000590474

Calculation Options:
Preliminary Calculation Run
(Re)Calculate All Checks

Checking PaySheet Update for Company: 020
Pay Group: C02
Pay End Date: 2023-01-31

at 16:07:09.28.
Checking PaySheet Update ended at 16:07:11.20.

Checking PaySheet Update for Company: 020
Pay Group: E02
Pay End Date: 2023-01-31

at 16:07:11.21.
Checking PaySheet Update ended at 16:07:12.82.

Checking PaySheet Update for Company: 020
Pay Group: F02
Pay End Date: 2023-01-31

at 16:07:12.82.
Checking PaySheet Update ended at 16:07:14.43.

Checking PaySheet Update for Company: 020
Pay Group: H02
Pay End Date: 2023-01-31

at 16:07:14.44.
Checking PaySheet Update ended at 16:07:16.09.

Checking PaySheet Update for Company: 020
Pay Group: P02
Pay End Date: 2023-01-31

at 16:07:16.09.
Checking PaySheet Update ended at 16:07:17.69.

Checking PaySheet Update for Company: 020
Pay Group: S02
Pay End Date: 2023-01-31

at 16:07:17.70.

33. The process to run the preliminary pay calculation is now complete.
34. End of procedure.