

# 9.2 Running the Pay Calculation Process

**Purpose:** Use this document as a reference for how to run the pay calculation process in ctLink.

**Audience:** Payroll Analyst.

! 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.

## Run the Pay Calculation Process

**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.

### Calculate Payroll

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

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Run Control ID

**Add**

Find an Existing Value | Add a New Value

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. (**NOTE: if this is a final pay run, uncheck Preliminary Calculation Run box in the Calculation Options section**)
8. Select the **Run** button.

### Calculate Payroll

Run Control ID CALC\_PAY [Report Manager](#) [Process Monitor](#) **Run**

**Process Request Parameter(s)**

**On-Cycle or Off-Cycle Run**

Pay Run ID

On or Off-Cycle

**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

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

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

**Process Scheduler Request** x

[Help](#)

User ID CTC\_DHEMBRY      Run Control ID CALC\_PAY

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Server Name       Run Date

Recurrence       Run Time      

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	(None) v	(None) v	Distribution

11. The **Calculate Payroll** page is updated and displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

**Calculate Payroll**

Run Control ID CALC\_PAY      Report Manager [Process Monitor](#)

Process Instance: 135087

**Process Request Parameter(s)**

**On-Cycle or Off-Cycle Run**

Pay Run ID   170 01A 18

On or Off-Cycle

**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

14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the Run Status is **Success**.

[Process List](#) | [Server List](#)

**View Process Request For**

User ID:  
 Type: 
 Last: 
 Days:

Server: 
 Name:  
 Instance From: 
 Instance To:

Run Status: 
 Distribution Status: 
 Save On Refresh

**Process List**

1-1 of 1 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135087		COBOL SQL	PSPPYRUN	CTC_DHEMBRY	10/15/2018 9:35:46AM PDT	Success	N/A	<a href="#">Details</a>

[Go back to Calculate Payroll](#)

[Process List](#) | [Server List](#)

16. The process to run the pay calculation is now complete.
17. End of procedure.