


## 9.2 Running the Payroll Error Message Report

**Purpose:** Use this document as a reference for running the Payroll Error Message report in ctclink.

**Audience:** Payroll Administrators.

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- 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 **Payroll Error Message Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the report is run.

### Run the Payroll Error Message Report

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error Message Report

1. The **Payroll Error Message Report** 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.

Manager Self Service
Payroll Error Message Report

### Payroll Error Message Report

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

Find an Existing Value
Add a New Value

▼ Search Criteria

Run Control ID
begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Payroll Error Message Report** 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 (the magnifying glass icon) to find it.
7. Select the **Run** button.

Payroll Error Message Report

Run Control ID
PAY\_ERROR

Language
English

[Report Manager](#)
[Process Monitor](#)

Run

Report Request Parameter(s)

Pay Run ID
01A2018170

Spokane 01A Payroll 2018

Save

Notify

Add

Update/Display

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

Process Scheduler Request

User ID

CTC\_DHEMBRY

Run Control ID

PAY\_ERROR

Server Name

Run Date

10/15/2018

Recurrence

Run Time

10:48:24AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payroll Error Messages	PAY011	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK

Cancel

10. The **Calculate Payroll** page updates and displays.

11. Make note of the **Process Instance** number.

12. Select the **Process Monitor** link.

Calculate Payroll

Run Control ID

CALC\_PAY

Report Manager

Process Monitor

Process Instance:135091

Run

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

01A2018170

170 01A 18

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

Save

Return to Search

Notify

Add

Update/Display

13. The **Process Monitor** page displays.

14. Select the **Refresh** button until the Run Status is **Success** for the applicable **Instance** number.

15. To review results, select the **Details** link.

16. The **Details** pagelet displays.

17. Select the **View/Log Trace** link.
18. The **View/Log Trace** pagelet displays.
19. Select the **.pdf** file and review results.

Process List

Server List

View Process Request For

User ID

CTC\_DHEMBR

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

☒

Process List

1.3 of 3

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135091		COBOL SQL	PSPPYRUN	CTC_DHEMBRY	10/15/2018 10:58:10AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	135089		SQR Report	PAY011	CTC_DHEMBRY	10/15/2018 10:48:24AM PDT	Success	Posted	<a href="#">Details</a>
<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

Save

Notify

Process List

Server List

20. The process to run the payroll error message report is now complete.
21. End of procedure.