

## 9.2 Running the Employees Not Processed Report

**Purpose:** Use this document as a reference for running the Employees Not Processed Report in ctcLink.

**Audience:** Payroll Administrators.

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

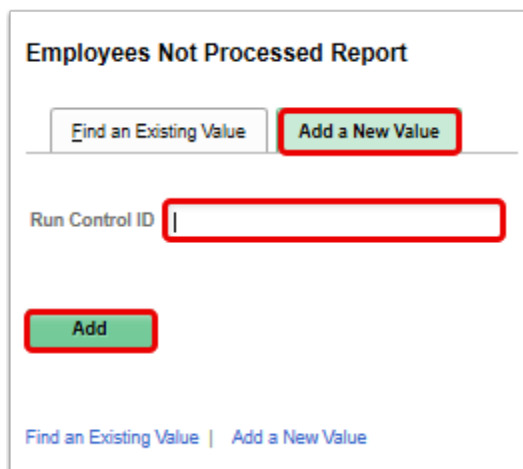
- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Run the Employee Not Processed Report

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Employees Not Processed Report

1. The **Employees Not Process Report** run control 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 the 'Employees Not Processed Report' search page. 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 red border. Below the tabs is a text input field labeled 'Run Control ID' with a red border. Below the input field is a green 'Add' button with a red border. At the bottom of the page, there are two links: 'Find an Existing Value' and 'Add a New Value'.

5. Enter the desired information into the **Pay Run ID** field.
  - You may use the look-up tool (magnifying glass icon) to select the correct ID.

6. Select the **Run** button.

**Employees Not Processed Report**

Run Control ID: ENRTEST      Report Manager   Process Monitor   **Run**

Language: English

**Report Request Parameter(s)**

Pay Run ID:

Save   Notify   Add   Update/Display

7. The **Process Scheduler Request** page displays.

8. Select the **OK** button.

**Process Scheduler Request**

User ID: CTC\_JMERRILL      Run Control ID: ENRTEST

Server Name:       Run Date: 10/15/2019

Recurrence:       Run Time: 10:21:21AM      Reset to Current Date/Time

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Employees Not Processed In Cur	PAY010	SQR Report	Web	PDF	Distribution

OK   Cancel

9. The **Employees Not Processed Report** page displays.

10. Select the **Process Monitor** link.

**Employees Not Processed Report**

Run Control ID: ENRTEST      Report Manager   **Process Monitor**   Run

Language: English

**Report Request Parameter(s)**

Pay Run ID: 05A2019890      SBCTC 05A Payroll 2019

Process Instance: 188152

Save   Return to Search   Notify   Add   Update/Display

11. The **Process Monitor** page displays.

12. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
13. Select the **Details** link.

**Process Monitor**

Employees Not Processed Report

Process List | Server List

View Process Request For

User ID: CTC\_JMERRILL | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

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"/>	188152		SQR Report	PAY010	CTC_JMERRILL	10/15/2019 10:21:21AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	188151		SQR Report	PAY010	CTC_JMERRILL	10/15/2019 10:10:40AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	188150		SQR Report	PAY006	CTC_JMERRILL	10/15/2019 9:45:25AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	188145		SQR Report	PAY018	CTC_JMERRILL	10/14/2019 11:21:05AM PDT	Success	Posted	<a href="#">Details</a>

14. The **Process Detail** page displays.
15. Most of the items on the **Process Detail** page are view only; however, you can use some tools to modify the process run, as needed.
16. Select the **View Log/Trace** link.

**Process Detail**

Help

**Process**

Instance: 188152 | Type: SQR Report  
 Name: PAY010 | Description: Employees Not Processed In Cur  
 Run Status: Success | Distribution Status: Posted

**Run**

Run Control ID: ENRTEST | 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: 10/15/2019 10:21:48AM PDT  
 Run Anytime After: 10/15/2019 10:21:21AM PDT  
 Began Process At: 10/15/2019 10:22:06AM PDT  
 Ended Process At: 10/15/2019 10:22:21AM PDT

**Actions**

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

OK | Cancel

17. The **View Log/Trace** page displays.
18. To view the report, select the **PDF** link in the **File List** section.

**View Log/Trace**

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**Report**

Report ID 172909      Process Instance 188153      [Message Log](#)  
 Name PAY010      Process Type SQR Report  
 Run Status Success

Employees Not Processed In Cur

**Distribution Details**

Distribution Node local      Expiration Date 11/14/2019

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_PAY010_188153.log</a>	1,813	10/15/2019 10:34:22 853766AM PDT
<b><a href="#">pay010_188153.PDF</a></b>	7,229	10/15/2019 10:34:22 853766AM PDT
<a href="#">pay010_188153.out</a>	43	10/15/2019 10:34:22 853766AM PDT

**Distribute To**

Distribution ID Type	-Distribution ID
User	CTC_JMERRILL

19. The report opens in a separate window.
20. View results of the report, and close the window when finished.

PeopleSoft										
Employees Not Processed in Current Payroll										
Report ID: PAY010								Page No. 1		
Company: 220 Tacoma Community College								Run Date 10/15/2019		
Pay Period End: 01/15/2017								Run Time 10:34:08		
Pay Group C22 Classified: Semi-Monthly										

21. You have successfully run the employees not processed report.
22. End of procedure.