


## 9.2 Running the Deductions Not Taken Report

**Purpose:** Use this document as a reference for running the Deductions Not Taken 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 Deductions Not Taken Report

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken

1. The **Deductions Not Taken** run control search page.
2. Select the **Add a New Value** tab.
3. Enter the desired information into the **Run Control ID** field.
4. Select the **Add** button.

## Deductions Not Taken

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

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

5. The **Deductions Not Taken** page displays.
6. 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
7. Select the **On Cycle** radio button.
8. Select the **Run** button.

## Deductions Not Taken Report

Run Control ID

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

[Run](#)

Language

### Report Request Parameter(s)

#### On-Cycle Run

Pay Run ID    
220 12Z 17

#### Off-Cycle Pay Calendar

Company   
Pay Group   
Pay End Date   
Process Page  Thru

#### Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

[Save](#)

[Notify](#)

[Add](#)

[Update/Display](#)

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

Process Scheduler Request

User ID

CTC\_DHEMBRY

Run Control ID

DEDUCT\_NOT\_TKN

Server Name

Run Date

11/15/2018

Recurrence

Run Time

10:16:49AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Deductions Not Taken	PAY008	SQR Report	Web	PDF	Distribution

OK

Cancel

11. The **Deductions Not Taken Report** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

Deductions Not Taken Report

Run Control ID

DEDUCT\_NOT\_TKN

Language

English

Report Manager

Process Monitor

Run

Process Instance:135778

Report Request Parameter(s)

On-Cycle Run

Pay Run ID

12Z2017220

220 12Z 17

Off-Cycle Pay Calendar

Company

Pay Group

Pay End Date

Process Page

Thru

Payroll Cycle

☒ On-Cycle

☐ Off-Cycle

☐ Both

Save

Notify

Add

Update/Display

14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
16. Select the **Details** link.

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

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135778		SQR Report	PAY008	CTC_DHEMBRY	11/15/2018 10:16:49AM PST	Success	Posted	Details
<input type="checkbox"/>	135757		SQR Report	PAY002	CTC_DHEMBRY	11/14/2018 2:20:10PM PST	Success	Posted	Details

Go back to Deductions Not Taken

Save

Notify

Process List

Server List

17. The **Process Detail** page displays.

18. Select the **View Log/Trace** link.

Process Detail

Help

Process

Instance

135778

Type

SQR Report

Name

PAY008

Description

Deductions Not Taken

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

DEDUCT\_NOT\_TKN

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

11/15/2018 10:17:31AM PST

Run Anytime After

11/15/2018 10:16:49AM PST

Began Process At

11/15/2018 10:17:50AM PST

Ended Process At

11/15/2018 10:18:04AM PST

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

20. The **View Log/Trace** page displays.

21. To view the report, select the **PDF** link in the **File List** section.

9.2 Running the Deductions Not Taken Report

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X
View Log/Trace

[Help](#)

**Report**

Report ID 121003	Process Instance 135778	<a href="#">Message Log</a>
Name PAY008	Process Type SQR Report	
Run Status Success		

Deductions Not Taken

**Distribution Details**

Distribution Node local	Expiration Date	12/15/2018
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_PAY008_135778.log</a>	1,826	11/15/2018 10:18:04.683310AM PST
<a href="#">pay008_135778.PDF</a>	2,815	11/15/2018 10:18:04.683310AM PST
<a href="#">pay008_135778.out</a>	98	11/15/2018 10:18:04.683310AM PST

**Distribute To**

Distribution ID Type	*Distribution ID
User	CTC_DHEMBRY

Return

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

Report ID: PAY008		PeopleSoft					Page No. 1		
Company:		Deductions Not Taken Report					Run Date 11/15/2018		
Pay Period End:		On Cycle CONFIRMED					Run Time 10:17:50		
Employee ID	Name	Pay Group	Ded. Code	Deduction	Ben Amount Not Taken	Reason Not Taken	Added to Arrears?	Arrears Balance	Check No.
Pay Period Total					0.00			0.00	
Company Total					0.00			0.00	
Grand Total					0.00			0.00	

Source Legend: K = Batch Final L = On-line Final O = On-line

End of Report

24. You have successfully run the deductions not taken report.
25. End of procedure.