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.

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.

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

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

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.

17. The **Process Detail** page displays.
18. Select the **View Log/Trace** link.

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

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

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