9.2 Running the Deductions in Arrears Report

Purpose: Use this document as a reference for running the Deductions in Arrears report in ctcLink.

Audience: Payroll Administrators.

> ❗ You must have at least one of these local college managed security roles:
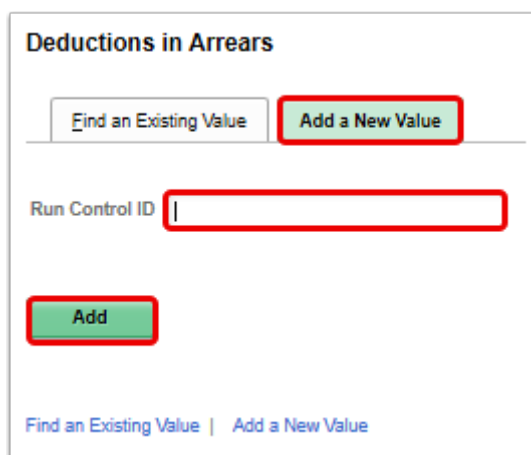>
> • ZZ Payroll Processing
>
> If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Run the Deductions in Arrears Report

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions in Arrears

1. The **Deductions in Arrears** 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.

5. The **Deductions in Arrears Report** page displays.

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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 in Arrears 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.

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

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

```
                                          PeopleSoft
Report ID:  PAY007                Deductions In Arrears Report              Page No.  1
Company:    220 Tacoma Community College                                    Run Date 10/15/2019
Pay Period End:01/15/2017                 On Cycle CONFIRMED                 Run Time 11:29:58

Ded.      Deduction                 Plan                  Benefit                            Arrears
Code      Description               Type    Employee ID   Rcd Nbr  Name                      Balance

000040  Uniform Classic             Medical  101005849     220     Gupta,Satish               112.00
                                             101006019     220     McLaren,Kevin Patrick      107.00

                                                                     Deduction Total          219.00


000070  Long Term Disability        Opt LTD  101006141     220     Young,Christine D.           5.33

                                                                     Deduction Total            5.33


000098  Flexible Spending Account   FSA Health 101006141   220     Young,Christine D.         100.00

                                                                     Deduction Total          100.00

                                                                     Company Total            324.33

                                                                     Grand Total              324.33
```

23. You have successfully run the deductions in arrears report.
24. End of procedure.