

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:

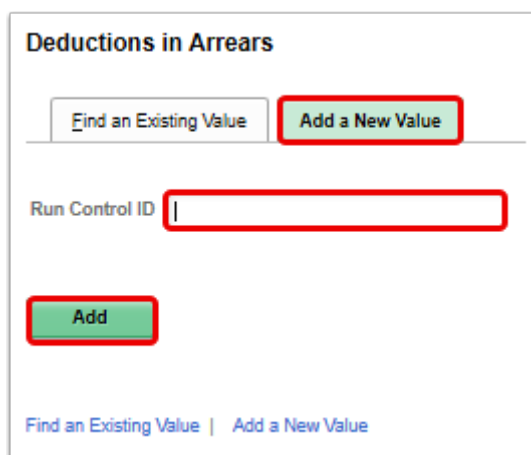
- ZZ Payroll Processing

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.



The screenshot shows the 'Deductions in Arrears' run control 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, there is a text input field labeled 'Run Control ID' with a red border. Below the input field, there 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. The **Deductions in Arrears Report** 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 in Arrears Report

Run Control ID DIATEST [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s)

On-Cycle Run

Pay Run ID

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_JMERRILL Run Control ID DIATEST [Help](#)

Server Name Run Date 10/15/2019

Recurrence Run Time 11:03:54AM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	Deductions in Arrears	PAY007	SQR Report	Web	PDF	Distribution

OK **Cancel**

11. The **Deductions in Arrears Report** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

Deductions in Arrears Report

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

Process Instance: 188154

Process Request Parameter(s)

On-Cycle Run

Pay Run ID: 12A2019890
890 12A 19

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.

Deductions in Arrears Report **Process Monitor**

Process List **Server List**

View Process Request For

User ID: CTC_JMERf 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"/>	188154		SQR Report	PAY007	CTC_JMERRILL	10/15/2019 11:03:54AM PDT	Success	Posted	Details
<input type="checkbox"/>	188153		SQR Report	PAY010	CTC_JMERRILL	10/15/2019 10:33:49AM PDT	Success	Posted	Details
<input type="checkbox"/>	188152		SQR Report	PAY010	CTC_JMERRILL	10/15/2019 10:21:21AM PDT	Success	Posted	Details
<input type="checkbox"/>	188151		SQR Report	PAY010	CTC_JMERRILL	10/15/2019 10:19:49AM PDT	Success	Posted	Details
<input type="checkbox"/>	188150		SQR Report	PAY006	CTC_JMERRILL	10/15/2019 9:45:25AM PDT	Success	Posted	Details
<input type="checkbox"/>	188145		SQR Report	PAY018	CTC_JMERRILL	10/14/2019 11:21:05AM PDT	Success	Posted	Details

Go back to Deductions in Arrears

Save **Notify**

Process List | Server List

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

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

The 'Process Detail' window displays the following information:

- Process:**
 - Instance: 188156
 - Name: PAY007
 - Run Status: Success
 - Type: SQR Report
 - Description: Deductions in Arrears
 - Distribution Status: Posted
- Run:**
 - Run Control ID: DIATEST
 - 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 11:27:21AM PDT
 - Run Anytime After: 10/15/2019 11:27:10AM PDT
 - Began Process At: 10/15/2019 11:27:42AM PDT
 - Ended Process At: 10/15/2019 11:27:58AM PDT
- Actions:**
 - [Parameters](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#) (highlighted with a red box)
 - [Transfer](#)

Buttons: OK, Cancel

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

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

The 'View Log/Trace' window displays the following information:

- Report:**
 - Report ID: 172912
 - Name: PAY007
 - Run Status: Success
 - Process Instance: 188156
 - Process Type: SQR Report
 - [Message Log](#)
- Deductions in Arrears**
- Distribution Details:**
 - Distribution Node: local
 - Expiration Date: 11/14/2019
- File List:**

Name	File Size (bytes)	Datetime Created
SQR_PAY007_188156.log	1,813	10/15/2019 11:30:13.048978AM PDT
pay007_188156.PDF (highlighted with a red box)	3,018	10/15/2019 11:30:13.048978AM PDT
pay007_188156.out	99	10/15/2019 11:30:13.048978AM PDT
- Distribute To:**
 - Distribution ID Type: -Distribution ID
 - User: CTC_JMERRILL

Buttons: Return

21. The report opens in a separate window.

22. View results of the report, and close the window when finished.

PeopleSoft						Page No. 1
Deductions In Arrears Report						Run Date 10/15/2019
On Cycle CONFIRMED						Run Time 11:29:58
Report ID: PAY007						
Company: 220 Tacoma Community College						
Pay Period End:01/15/2017						
Ded. Code	Deduction Description	Plan Type	Employee ID	Benefit Rcd Nbr	Name	Arrears 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.