

9.2 Creating a Payroll Register

Purpose: Use this document as a reference for creating a payroll register 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.

You can run this process by searching for an existing **Run Control ID** or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.

A **Run Control ID** is an identifier that, when paired with your user ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.

Create a Payroll Register

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register

1. The **Payroll Register** 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.

Payroll Register

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

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

5. The **Payroll Register** 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.

Payroll Register

Run Control ID

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

Process Request Parameter(s)

On-Cycle Run

Pay Run ID

220 12Y 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. The Process **Type** and Process **Format** fields should default; if you would like to change these you may select each list and choose the desired item(s) from the drop-down menu.
11. Select the **OK** button.

Process Scheduler Request

User ID: CTC_DHEMBRY Run Control ID: PAYROLL_REG

Server Name: [Dropdown] Run Date: 11/14/2018 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 2:20:10PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payroll Register	PAY002	SQR Report	Web	PDF	Distribution

OK Cancel

12. The **Payroll Register** page displays.
13. Make note of the **Process Instance** number.
14. Select the **Process Monitor** link.

Payroll Register

Run Control ID: PAYROLL_REG

Report Manager: [Process Monitor](#) Run

Process Instance: 135757

Process Request Parameter(s)

On-Cycle Run

Pay Run ID: 12Y2017220 [Search Icon]

220 12Y 17

Off-Cycle Pay Calendar

Company: [Dropdown]

Pay Group: [Dropdown]

Pay End Date: [Dropdown]

Process Page: [Dropdown] Thru: [Dropdown]

Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

Save **Notify** **Add** **Update/Display**

15. The **Process Monitor** page displays.

16. From the Process List tab, select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
17. Select the **Details** link.

Process List

Server List

View Process Request For

User ID

CTC_DHEMBRY

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"/>	135757		SQR Report	PAY002	CTC_DHEMBRY	11/14/2018 2:20:10PM PST	Success	Posted	Details
<input type="checkbox"/>	135758		SQR Report	DDP002	CTC_DHEMBRY	11/14/2018 9:29:04AM PST	Success	Posted	Details

Go back to Payroll Register

Save

Notify

Process List

Server List

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

Process Detail

Help

Process

Instance

135757

Type

SQR Report

Name

PAY002

Description

Payroll Register

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

PAYROLL_REG

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

11/14/2018 2:29:36PM PST

Run Anytime After

11/14/2018 2:20:10PM PST

Began Process At

11/14/2018 2:30:03PM PST

Ended Process At

11/14/2018 2:30:17PM PST

Actions

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK

Cancel

20. The **View Log/Trace** page displays.
21. Select the **PDF** link in the **File List** section.

View Log/Trace

Help

Report

Report ID120987

Process Instance135757

Message Log

NamePAY002

Process TypeSQR Report

Run StatusSuccess

Payroll Register

Distribution Details

Distribution Node

local

Expiration Date

12/14/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_PAY002_135757.log	1,820	11/14/2018 2:30:17.919718PM PST
pay002_135757.PDF	2,986	11/14/2018 2:30:17.919718PM PST
pay002_135757.out	87	11/14/2018 2:30:17.919718PM PST

Distribute To

Distribution ID Type

Distribution ID

User

CTC_DHEMBRY

Return

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

Report ID: PAY002

Company:

Pay Period End:

Pay Group:

PeopleSoft

Payroll Register

On Cycle CONFIRMED

Page No. 1

Run Date 11/14/2018

Run Time 14:30:03

Employee Name/ID	Form ID	REGULAR	OVERTIME	OTHER	Gross Pay	Taxes Type	Deductions Code	Net Pay
Dept. ID	Business Unit	Hours	Earnings	Hours	Earnings	Type	Hours	Earnings
Check Date	Check No.							
Department Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay Group Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay Period Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Company Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Source Legend: K = Batch Final L = On-line Final O = On-line N = Not added to Gross Pay

End of Report

23. The process to create a payroll register is now complete.

24. End of Procedure.