

9.2 Running the Pay Calculation Process (Final Calc) Using Consolidated PS Job

Purpose: Use this document as a reference for how to run the Calculate Payroll (in Final mode) using the consolidated payroll process 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.

Use the **Calculate Payroll** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the PS Job process is run.

The processes included in the ctcLink Final Calc Jobs PS Job include:

- PSPPYRUN - Calculate Payroll using the Final mode.
- CTC_PEADJ_AE - Payroll Hours Adjustment.

Run the Pay Calculation Process (Final Calc) Using the PS Job

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

1. The **Calculate Payroll** 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.

Calculate Payroll

Run Control ID

Find an Existing Value | Add a New Value

5. The **Calculate Payroll** page displays.
6. Enter the desired information into the **Pay Run ID** field. If you do not know the correct code, you may use the look-up tool (magnifying glass icon) to find it.
7. Select the **On or Off Cycle** list and choose the **On-Cycle Checks** item from the drop-down menu.
8. For running final calculation, be sure the **Preliminary Calculation Run** box is turned off (blank).
9. Select the **(Re)Calculate All Checks** box.
10. Click the **Run** button.

CTC Payroll Admin

Calculate Payroll

Run Control ID YE_REC'D_ERR Report Manager Process Monitor

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID 010 11B 22

On or Off-Cycle

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

Calculation Options

☐ Preliminary Calculation Run
 ☐ Transfer Calc Errors

☐ Only Calculate Where Needed
 ☒ (Re)Calculate All Checks

11. The **Process Scheduler Request** page displays.
12. In the **Process List**, there are three choices: the first two are **Process Type** = PS Job; the third is a SQL (original calculate pay process)
ctcLink Final Calc Jobs
13. Select the first link **ctcLink Final Calc Jobs**.
This list shows the individual processes that are run in the Job.

Process Scheduler Request

User ID: CTC_JLAMBERT Run Control ID: YE_RECDD_ERR

Server Name: [Dropdown] Run Date: 02/02/2023 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 6:10:33PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	ctcLink Final Calc Jobs	FINCALC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	ctcLink First Pre Calc	PRECALC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	Web	TXT	Distribution

OK Cancel

14. The **Job Detail** page displays.
15. The individual processes included in the PS Job are displayed.
16. Review the list and click the **OK** button.

Job Detail

Main Job Name: FINCALC Job Name: FINCALC ctcLink Final Calc Jobs

Process List

Process Name	Description	Process Type	-Type	-Format	Distribution
PSPPYRUN	Calculate Pay	COBOL SQL	(None)	(None)	Distribution
CTC_PEADJ_AE	Payroll Hour Adjustments	Application Engine	Web	TXT	Distribution

OK Cancel

17. The Process Scheduler Request page displays.
18. Select the check box for the **ctcLink Final Calc Jobs** PS Job.
19. Click the **OK** button to initiate the process.

Process Scheduler Request

[Help](#)

User ID CTC_JLAMBERT Run Control ID YE_RECDD_ERR

Server Name Run Date 02/02/2023

Recurrence Run Time 2:06:43PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	ctcLink Final Calc Jobs	FINCALC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	ctcLink First Pre Calc	PRECALC	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	Web	TXT	Distribution

20. The **Calculate Payroll** page is updated and displays.
21. Make note of the **Process Instance** number.
22. Select the **Process Monitor** link.

Calculate Payroll

[New Window](#) | [Help](#) | [Personalize Page](#)

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

Process Instance 590486

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID 11B2022010 010 11B 22

On or Off-Cycle On-Cycle Checks

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

Calculation Options

☐ Preliminary Calculation Run
 ☐ Transfer Calc Errors
 ☐ Only Calculate Where Needed
 ☒ (Re)Calculate All Checks

23. The **Process Monitor** page displays.
24. Select the **Refresh** button until the Run Status is **Success**.
25. Notice the **Process Name** *FINCALC* becomes a link for the PS Job.
26. Click the **FINCALC** link.

Process Monitor

New Window | Help | Personalize Page

Process List | **Server List**

View Process Request For

User ID: Type: Last: Days:

Server: Name: Instance From: Instance To: [Report Manager](#)

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"/>	590490		PSJob	CONFIRM	CTC_LMELLOTT	01/31/2023 4:25:48PM PST	Success	Posted	Details
<input type="checkbox"/>	590489		SQR Report	PAY036	CTC_LMELLOTT	01/31/2023 4:24:31PM PST	Success	Posted	Details
<input type="checkbox"/>	590486		PSJob	FINCALC	CTC_LMELLOTT	01/31/2023 4:22:20PM PST	Success	Posted	Details
<input type="checkbox"/>	590485		COBOL SQL	PSPPYRUN	CTC_LMELLOTT	01/31/2023 4:19:27PM PST	Success	Posted	Details

27. The **Process Detail** displays.
28. The detail lists all of the individual processes and their run status.
NOTE: if one of the processes in Job fail, the job stops there. Review the logs and errors why it failed.
29. Select one of the processes.

Process Detail

[Help](#)

Process Name: FINCALC

Main Job Instance: 590486

[Left](#) | [Right](#)

590486 - FINCALC Success

590487 - PSPPYRUN Success

590488 - CTC_PEADJ_AE Success

30. The next level **Process Detail** page displays.

31. Click the **View Log/Trace** link

Process Detail

Help

Process

Instance590487

TypeCOBOL SQL

NamePSPPYRUN

DescriptionCalculate Pay

Run StatusSuccess

Distribution StatusPosted

Run

Run Control ID020

LocationServer

ServerPSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On01/31/2023 4:22:24PM PST

Run Anytime After01/31/2023 4:22:20PM PST

Began Process At01/31/2023 4:22:36PM PST

Ended Process At01/31/2023 4:23:06PM PST

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

32. The **View Log/Trace** page displays.
33. In the **File List**, select the log file to view.

View Log/Trace

Help

Report

Report ID529249

Process Instance590487

NamePSPPYRUN

Process TypeCOBOL SQL

Run StatusSuccess

Calculate Pay

Distribution Details

Distribution Nodelocal

Expiration Date03/02/2023

File List

Name	File Size (bytes)	Datetime Created
CBL_PSPPYRUN_590487.log	3,053	01/31/2023 4:23:06.291777PM PST

Distribute To

Distribution ID Type

*Distribution ID

User

CTC_LMELLOTT

Return

34. The log file displays in a new tab.

```
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On-Cycle Calculation started for Run: 01B2023020
at 16:22:36.38.

Process Parameters:
Operator ID: CTC_LMELLOTT
Run Control ID: 020
Instance: 0000590487

Calculation Options:
Final Calculation Run
(Re)Calculate All Checks

Checking PaySheet Update for Company: 020
Pay Group: C02
Pay End Date: 2023-01-31
at 16:22:36.39.
Checking PaySheet Update ended at 16:22:38.09.
Checking PaySheet Update for Company: 020
Pay Group: E02
Pay End Date: 2023-01-31
at 16:22:38.10.
Checking PaySheet Update ended at 16:22:39.69.
Checking PaySheet Update for Company: 020
Pay Group: F02
Pay End Date: 2023-01-31
at 16:22:39.70.
Checking PaySheet Update ended at 16:22:41.29.
Checking PaySheet Update for Company: 020
Pay Group: H02
Pay End Date: 2023-01-31
-- 16:22:41.29
```

35. The process to run the final pay calculation is now complete.
36. End of procedure.