9.2 Creating an Online Check (Check Simulation)

Purpose: Use this document as a reference for how to create an online check (for simulations only) in ctcLink.

Audience: Payroll Administrator.

⊗ 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.

ctcLink Payroll for North America enables you to calculate, view, and print a single employee check interactively online.

To process single checks: first, verify that the system is configured for online check printing. Second, assign a pay run ID to the appropriate pay calendar—this is required to access the **Create Online Check** page. Third, enter data on the **Create Online Check** page. Fourth, view results of the calculation on the **Review/Print Online Check** page. You may then proceed in one of three ways:

• Confirm and print the check.
• Click the Change Data button to return to the **Create Online Check** page to make changes.
• Delete the check.

⚠ **NOTE:** This process will generate a live check payment. You MUST delete the online check that generates at the end of this process if you don't want this to pay.

Creating an Online Check (for simulation only)

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create Online Checks > Create Online Check

1. The **Create Online Check** search page displays.
2. Enter the **Pay Period End Date**.
3. Enter the **Empl ID.**
4. Select the **Search** button.

5. The following message screen may appear. If you wish to use the Paysheet Creation process to create data for this employee for online use, select **Yes**. Otherwise, select **No.**
6. **NOTE:** Select this option to bring in existing pay data for the calculation.

7. Another message displays asking for confirmation to load available time.
8. At the message to load available Time & Labor, select **No**.

Would you like the process to Load available Time from Time & Labor? (2000,477)

If you select the Yes button, the process will load available Time from Time & Labor product.

[Yes]   [No]

9. For **Filter Options**, leave this blank and select **OK**.

Filter Options

Earnings Code(s)

| | | | | 1-1 of 1 ∨ | | | View All |

*Earnings Code	Description			
			+	−

Range of Dates

From Date		Through Date	

[OK]   [Cancel]

10. The **Create Online Check** page displays.

> ℹ **NOTE:** If the employee has approved time, it will be loaded into the online check. It will not be processed on their actual check.

11. Enter the **Check Date** and **Check Number** (Or let the system create the check number and leave the field blank.).
12. Check the **OK to Pay** box.
13. Make any changes needed or select the **Add a Row (+)** button to add additional pay data.
14. Enter **Other Earnings**, select the **Code**, enter the rate or amount (not both), if needed.
15. Select the **Save and Calculate** button to see the results of the check.

16. To view the detailed **Earnings**, **Deductions** and **Taxes**, select the section icon to expand the details.
17. **DO NOT** select the **Confirm and Print** button. Use the print screen option to print.
18. Once the results are reviewed, select the **Delete** button to delete the check data.

> ❗ **IMPORTANT:** If the online check is not deleted here, an additional check will generate for this employee when the actual payroll process is run for all employees, causing this employee to be paid twice.

Review/Print Online Check

Empl ID	101000006	Name			Page	2
Company	170	Earnings	225.00	Employment Record 0	Line	1
Pay Group	C17	Taxes	34.77	Paycheck Number		
Pay Period End	02/28/2018	Deductions	110.02	Paycheck Option Check		
		Net Pay	80.21	Paysheet Source On-line Paysheet		

[Confirm and Print] [Delete] [Reverse and Confirm] [Change Data]

▶ Earnings

▶ Deductions

▶ Taxes

[Return to Search] [Notify]

19. The process to create an online check is now complete.
20. End of procedure.