

## 9.2 Creating Pay Calendars

**Purpose:** Use this document as a reference for how to create Pay Calendars in ctcLink. [Pay calendars for the following year are typically created prior to September 15th of the current year.](#)

**Audience:** Payroll Administrator.

 You must have at least one of these local college managed security roles:


- ZZ\_PY\_DEFINE\_PROCESS\_CNTRLS

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use pay calendars to schedule payroll cycles for your pay groups. Each entry on the pay calendar corresponds to a specific pay period defined by its begin and end dates for a pay group. A semi-monthly pay group has 24 entries in the pay calendar, representing one year of processing.

The **Create Pay Calendars** process is an automated process that creates all calendars for the year for a specific pay group based on the set up in the Run Control page for the **Create Pay Calendars** process.

You must create a calendar entry for every pay period for each pay group you have set up. Therefore, this process is run multiple times depending on the number of Pay Groups for your college.

 You must also assign a **Pay Run ID** to each calendar entry before you run the current payroll. See the [“Creating Payroll IDs”](#) QRG for more details.

It is important to note that the **Creating Pay Run IDs** process is performed only by **HCM Customer Support** to setup and then maintain the Pay Run IDs.

This process is not done by the local Payroll Administrator.

However, at the start of each new pay period, locally the Pay Run ID is associated with the Pay Calendars for that pay period.

Keep in mind that **Pay Run IDs** must not be linked for future pay periods as this is causing issues with post-confirm jobs.

Please remember not to link the upcoming Pay Run ID for your pay groups calendars until after the post-confirm processing on global level is completed.

## Create Pay Calendars

**Navigation:** NavBar > Navigator > Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Create Pay Calendars

1. The **Create Pay Calendars** run control search page displays.
2. Select the **Add a New Value** tab.
3. Select the **Run Control ID**.
4. Select the **Add** button.

**Create Pay Calendars**

Find an Existing Value | **Add a New Value**

Run Control ID: PAYCLNDR02

**Add**

Find an Existing Value | Add a New Value

5. Enter the **Company** or select from the lookup icon.
6. Enter the **Pay Group** or select from the lookup icon.
7. Enter the **Pay Period End Date** or select from the calendar. The Pay Period End Date for this field is the end of the 1<sup>st</sup> pay period in the new year.
8. Enter the **Check Dt Days From Pay End Dt** - Number of days from the pay period end date to the pay date. Typically, the number 10 is entered.  
Keep in mind that after all the pay calendars have been created, you may have to adjust the

number of days on certain pay calendars depending on holidays or weekends when a pay date would normally occur.

9. The **Pay Periods Per Year** auto populate because the system calculates the number of pay periods per year based on your pay group set up (e.g. 24).
10. Select the **Run** button.

**Create Pay Calendars**

Run Control ID   PAYCLNDR02   [Report Manager](#)   [Process Monitor](#)   **Run**

**Pay Calendar Information**

\*Company   220   Tacoma Community College

\*Pay Group   H22   Hourly: Semi-Monthly

\*Pay Period End Date   01/15/2018

Check Dt Days From Pay End Dt   10

Pay Periods Per Year   24

**Save**   **Notify**

**Add**   **Update/Display**

11. The **Process Scheduler Request** page displays.
12. Select the **OK** button.
13. The **Create Pay Calendars** page displays.
14. Select the **Process Monitor** link.
15. Select the **Refresh** button until the process runs to **Success/Posted**.

Process Scheduler Request

User ID

CTC\_GFULMER

Run Control ID

PAYCLNDR02

Server Name

Run Date

10/15/2018

Recurrence

Run Time

8:01:08AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Calendar Build	PSPCLBLD	COBOL SQL	(None)	(None)	Distribution

OK

Cancel

16. The process to create the *first* pay calendars is now complete.
17. Return to the beginning of this process to create the pay calendar for the next Pay Group and repeat until all pay groups have an associated pay calendar.
18. When all pay calendars are complete, it is time to review the new calendars created by the automated process and validate content.

## Validate Pay Calendar Table

Validating Pay Calendars can be done in two ways:

- Using a query (this is recommended as it removes to need to review each page)
- Manually, using the Review Pay Calendars

**!** You must have at least one of these local college managed security roles:

- ZZ Payroll Local Config
- ZZ Payroll Processing
- ZZ\_PY\_DEFINE\_PROCESS\_CNTRLS

You must also have each of these roles to run the QHC\_PY\_PAY\_CALENDAR\_DATES query:

- ZD\_DS\_QUERY\_VIEWER
- ZD\_DS\_QRY\_PAYROLL

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Validate Pay Calendar Using Query

- i** Pay Calendars need to be created and validated prior to running any FWL (Faculty Work Load) contract calculations for the new quarter. Once Pay Calendars have been created, you can use the query **QHC\_PY\_PAY\_CALENDAR\_DATES** to validate the pay calendars for your college. If you need to make any changes, for example, the number of days to Pay Check Date, follow this QRG: [9.2 Reviewing Pay Calendars](#).

**Navigation:** NavBar > Navigator > Reporting Tools > Query > **Query Viewer**

1. \*Search By **Query Name** begins with **QHC\_PY\_PAY\_CALENDAR\_DATES**
2. Click **Search**.
3. Select the **Run to HTML** link or **Run to Excel** link, depending on the output of choice.
4. Enter or select the information to complete the prompts:
  - **Company**
  - **Pay Group** (optional)
  - **From Pay Begin Date**
  - **To Pay Period End Date**
5. Select the **View Results** button

## Validate Pay Calendar Using Manual Navigation

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > **Create and Load Paysheets > Review Pay Calendars**

1. The **Review Pay Calendars** search page displays.
2. Enter the **Search Criteria**.
3. Select the **Search** button.
4. The **Search Results** display.

Employee Self Service | Review Pay Calendars

Review Pay Calendars

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Company: begins with 220

Pay Group: begins with C22

Pay Period End Date: > 12/31/2017

Pay Run ID: begins with

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | 1-100 of 120

Company	Pay Group	Pay Period End Date	Pay Run ID	Paysheets Run	Payroll Calculation Run	Payroll Confirmation Run
220	C22	01/15/2018	01A2018220	Y	Y	Y
220	C22	01/31/2018	01B2018220	Y	Y	Y
220	C22	02/15/2018	02A2018220	Y	Y	Y
220	C22	02/28/2018	02B2018220	Y	Y	Y
220	C22	03/15/2018	03A2018220	Y	Y	Y
220	C22	03/31/2018	03B2018220	Y	Y	Y
220	C22	04/15/2018	04A2018220	Y	Y	Y
220	C22	04/30/2018	04B2018220	Y	Y	Y
220	C22	05/15/2018	05A2018220	Y	Y	Y
220	C22	05/31/2018	05B2018220	Y	Y	Y
220	C22	06/15/2018	06A2018220	Y	Y	Y
220	C22	06/30/2018	06B2018220	Y	Y	Y

! You will need to select each pay period and review the paycheck issue date to make sure it is correct. Using the automated method sets the paycheck issue date out by the number of days specified in your set up on the Run Control for the **Create Pay Calendars** process screen.

**\*\* Make sure to select the appropriate (First or Second) Pay Period of the Month for each pay group's pay calendar.**

5. The **Review Pay Calendars** page displays.
6. From the Pay Calendar Table tab, validate each calendar for accuracy and make changes as needed.
7. If the paycheck issue date is incorrect, change it on the **Pay Calendar Table** tab.
8. Select the **Save** button.

**Pay Calendar Table** **Review Pay Calendars**

Pay Calendar Table | Wage Statement Status | Pay Confirm Options

Company: 220 Tacoma Community College  
 Pay Group: C22 Classified: Semi-Monthly

Pay Period End Date: 01/15/2018  
 \*Pay Period Begin Date: 01/01/2018  
 Pay Period Close Date: 01/15/2018  
 \*FLSA On-Cycle Pay End Date: 01/15/2018

Pay Run ID: 01A2018220 220 01A 18  
 Aggregate ID:   
 \*Paycheck Issue Date: 01/25/2018

Weeks in this Period: 2  
 \*Pay Periods Per Year: 24  
 \*Benefit Deductions Taken: Deduction  
 \*General Deductions Taken: Deduction

Accrual Percent:   
☐ Reverse Accruals

Benefit Ded Subset ID:   
 General Ded Subset ID:

Pay Period of the Month: ☒ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

☒ Paysheets Run  
☒ Payroll Preliminary Calc Run  
☒ Payroll Calculation Run  
☒ Payroll Confirmation Started  
☒ Payroll Confirmation Run

☒ Single Check for Multiple Jobs  
☐ TL Extract costs  
☐ Off-Cycle Calcs Outstanding  
☐ Off-Cycle Closed

☒ Payroll Distribution Run  
☒ GL Interface Run  
☐ CA Payroll Distribution Run  
☐ CA GL Interface Run

**Balance ID Details**

Balance ID	CY	CY-220	Year	2018	Quarter	1	Period	1
Balance ID	FY	FY-220	Year	2018	Quarter	3	Period	7

**Save** **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

Pay Calendar Table | Wage Statement Status | Pay Confirm Options

9. Continue back to the search page and select another pay calendar to review.
10. The process to Review Pay Calendars is now complete.
11. End of procedure.