

## 9.2 Manage Negative Pay Lines

**Purpose:** Use this document as a reference for how to manage pay lines generated when an overpayment occurs in Faculty Workload, referred to as Negative Pay Lines in ctcLink.

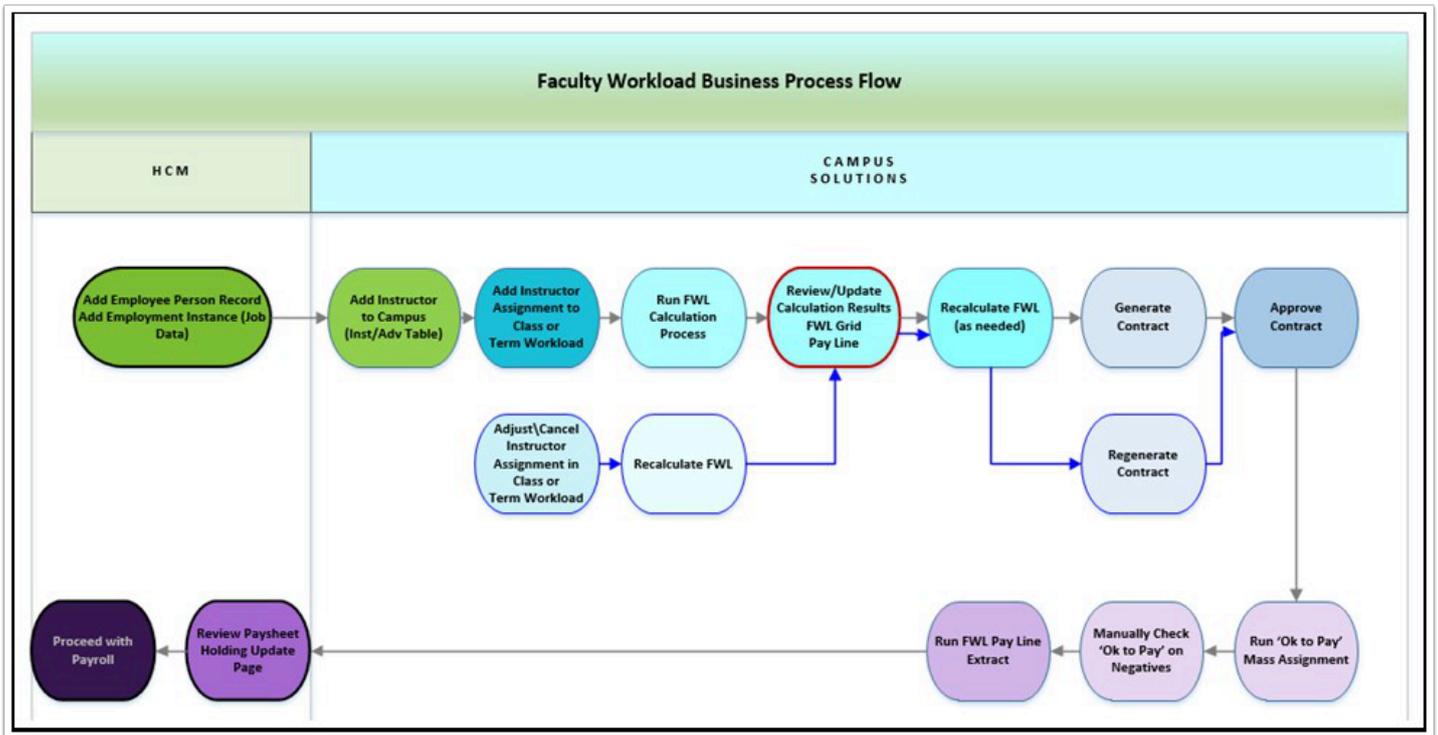
**Audience:** Payroll Staff, Faculty Workload Contract Builders

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

- ZD FWL View Cnt Calc
- ZZ FWL Contract Approve
- ZZ FWL Contract Calc
- ZZ FWL Contract Gen
- ZZ FWL Contract Submit
- ZZ FWL Pay Processing

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

Negative Pay Lines occur when an instructor had a pay amount sent to payroll, but the contract was subsequently recalculated resulting in the total pay being reduced to less than what was sent to payroll for that contract. ***Negative Pay Lines cannot be checked as 'OK to Pay' by the OTP Mass Assignment process.***



1. The **FWL Pay Line** is refreshed each time a calculation is performed in Faculty Workload. If the **Total Pay** value on calculated contract data for class/special assignment is greater than zero (\$0), FWL Pay Line will calculate the correct number of payments and amount per payment based on course/assignment's start and end dates.
2. If a contract does not generate pay, but is retracting pay that has already been sent to payroll, then negative **Pay Lines** will appear even though the **Total Pay** is \$0.

**i** NOTE: Negative pay lines will also populate for contracts when Total Pay is greater than zero (\$0) in situations where recalculated contract amount is less than what's been already sent for faculty to HCM for payroll processing.)

3. If a class is completely removed from faculty's course work assignment and no pay lines were sent for that class/assignment from CS to HCM, pay lines will be completely removed when there has been no pay sent.

CS to HCM Pay Line

Effective Date: 10/03/2019      Eff Seq: 0

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Class Nbr	Empl Rcd	Subject	Catalog	Assign Type	Pay Group	Department	Term	Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent		
1	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	\$611.33	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>		
2	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	\$611.33	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>		
3	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	\$611.33	<input type="checkbox"/>	11/25/2019	<input checked="" type="checkbox"/>	+	-
4	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	\$611.33	<input type="checkbox"/>	12/10/2019	<input checked="" type="checkbox"/>	+	-
5	3253	2	RAD	111	MT1	P17	98732	9.15	33.333	0.00	\$611.35	<input type="checkbox"/>	12/24/2019	<input checked="" type="checkbox"/>	+	-
6	3253	2	RAD	111	MT1	P17	98732	9.17	33.333	0.00	\$611.33	<input checked="" type="checkbox"/>	10/10/2019	<input checked="" type="checkbox"/>		
7	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	\$-48.91	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>		
8	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	\$-48.91	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>		
9	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	\$-48.91	<input type="checkbox"/>	11/25/2019	<input checked="" type="checkbox"/>	+	-
10	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	\$-48.91	<input type="checkbox"/>	12/10/2019	<input checked="" type="checkbox"/>	+	-
11	3254	2	RAD	113	MT1	P17	98732	0.00	0.000	0.00	\$-48.91	<input type="checkbox"/>	12/24/2019	<input checked="" type="checkbox"/>	+	-
12	3254	2	RAD	113	MT1	P17	98732	3.67	13.333	0.00	\$244.53	<input checked="" type="checkbox"/>	10/10/2019	<input checked="" type="checkbox"/>		
13	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	\$210.54	<input checked="" type="checkbox"/>	10/25/2019	<input checked="" type="checkbox"/>		
14	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	\$210.54	<input checked="" type="checkbox"/>	11/08/2019	<input checked="" type="checkbox"/>		
15	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	\$210.54	<input type="checkbox"/>	11/25/2019	<input checked="" type="checkbox"/>	+	-
16	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	\$210.54	<input type="checkbox"/>	12/10/2019	<input checked="" type="checkbox"/>	+	-
17	3263	2	RAD	214	MT1	P17	98732	3.16	9.933	0.00	\$210.54	<input type="checkbox"/>	12/24/2019	<input checked="" type="checkbox"/>	+	-

Example of Positive Pay Lines

Example of Negative Pay Lines

## Manage Negative Pay Lines

**Navigation: Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload**

1. The **Maintain Faculty Workload** search page displays.
2. Enter the following for employee with negative pay lines:
  - **Empl ID:** Enter the ID or use the Look Up (or enter Employee's Last/First Name).
  - **Academic Institution:** Enter or use the Look Up.
  - **Term:** Enter the term or use the Look Up.
3. Click the **Search** button.

### Maintain Faculty Workload

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

**Find an Existing Value**

**Search Criteria**

Empl ID begins with

Academic Institution begins with

Term begins with

Last Name begins with

First Name begins with

Include History  Correct History

**Search** **Clear** Basic Search Save Search Criteria

Search Results

View All 1-1 of 1

Empl ID	Academic Institution	Term	Last Name	First Name
10100	WA220	2235	EMPLOYEE	TEST

- The **Maintain Faculty Workload** page displays.
- On the **Maintain Faculty Workload - HCM Data** tab, at the bottom of the screen, you will see the pay lines for searched faculty for selected term. Locate employee's negative pay line(s).
- In the example shown below, employee received \$1,910.79 payment for class number 14801 on 9/11/23. This class assignment has since been changed (ex. class was canceled). Upon contract data recalculation, FWL automatically calculated two negative pay lines (in this case the overpayment amount has been calculated over two remaining pay dates driven by course's begin and end dates): \$-955.40 for 9/25/23 and \$-955.39 for 10/10/23. These pay lines have been calculated to help recoup overpayment of wages.

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Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/10/2023	<input checked="" type="checkbox"/>
2 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/25/2023	<input checked="" type="checkbox"/>
3 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/10/2023	<input checked="" type="checkbox"/>
4 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/25/2023	<input checked="" type="checkbox"/>
5 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.48	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
6 14801	0	SPAN&	122	AA1	P22	98815	11.00	33.333	0.00	\$1910.79	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
7 14801	0	SPAN&	122	AA1	P22	98815	11.00	33.333	0.00	\$-955.40	<input type="checkbox"/>	09/25/2023	<input type="checkbox"/>
8 14801	0	SPAN&	122	AA1	P22	98815	11.00	33.333	0.00	\$-955.39	<input type="checkbox"/>	10/10/2023	<input type="checkbox"/>

**Overpayment** → \$1910.79

**Calculated negative pay lines to process overpayment** → \$-955.40 and \$-955.39

7. If the college has an agreement with an employee to process negative pay lines as shown against employee's other wages for 9/25/23 and 10/10/23 pay dates, proceed to step 9.
8. If, however, the college's agreement with employee is to process this overpayment differently (ex. as a single payment amount or splitting it against 4 future dated payrolls), use course start and end dates on the third Tab of FWL Grid to facilitate overpayment pay back setup (when making these changes in FWL, save the change and follow up with recalculation). Once contract data is recalculated, validate populated result and proceed to step 9.

Example 1:

Effective Date: 09/11/2023      Eff Seq: 5

Faculty Workload

First Tab   Second Tab   **Third Tab**   Fourth Tab   ||>

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Meeting Start Time	Meeting End Time	Meeting Pattern	Facility ID	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 14800	<input type="checkbox"/>	06/26/2023	<input type="checkbox"/>	08/17/2023				TCO NLARR	07/10/2023	0	0	25	21
2 14801	<input checked="" type="checkbox"/>	08/17/2023	<input checked="" type="checkbox"/>	08/17/2023	11:00AM	12:30PM	TTH	TC0120140	07/10/2023	0	0	25	10

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First   Second   ||>

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term	Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 14800	0	SPAN&	121	AA1	P22	98815		11.00	33.333	0.00	\$1146.48	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
2 14800	0	SPAN&	121	AA1	P22	98815		11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/10/2023	<input checked="" type="checkbox"/>
3 14800	0	SPAN&	121	AA1	P22	98815		11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/25/2023	<input checked="" type="checkbox"/>
4 14800	0	SPAN&	121	AA1	P22	98815		11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/25/2023	<input checked="" type="checkbox"/>
5 14800	0	SPAN&	121	AA1	P22	98815		11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/10/2023	<input checked="" type="checkbox"/>
6 14801	0	SPAN&	122	AA1	P22	98815		11.00	33.333	0.00	\$1910.79	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
7 14801	0	SPAN&	122	AA1	P22	98815		11.00	33.333	0.00	\$-1910.79	<input type="checkbox"/>	09/11/2023	<input type="checkbox"/>

**Overpayment** → \$1910.79

**Example 1: Negative pay line setup to collect overpayment as single payment:** → \$-1910.79

Example 2:

HCM Data Page   **FWL Grid**   Calculation Results   FWL Notes/Comments

FWL Grid Details

Effective Date: 09/11/2023      Eff Seq: 3

Faculty Workload

First Tab   Second Tab   **Third Tab**   Fourth Tab   ||>

Class Nbr	Start Date Override	Start Date	End Date Override	End Date	Meeting Start Time	Meeting End Time	Meeting Pattern	Census Date	Student Census Enrolled	Enrolled Student Threshold	Enrollment Capacity	Enrollment Total
1 14800	<input type="checkbox"/>	06/26/2023	<input type="checkbox"/>	08/17/2023				07/10/2023	0	0	25	21
2 14801	<input checked="" type="checkbox"/>	09/16/2023	<input checked="" type="checkbox"/>	11/15/2023	11:00AM	12:30PM	TTH	07/10/2023	0	0	25	10

Effective Date: 09/11/2023

Eff Seq: 3

Class Nbr	Empl Rcd#	Subject	Catalog	Assign Type	Pay Group	Department	Term Contact hours	FTE %	Contracted Hours	Amount Per Payment	OK to Pay	Pay Date	Pay Sent
1 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/10/2023	<input checked="" type="checkbox"/>
2 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	07/25/2023	<input checked="" type="checkbox"/>
3 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/10/2023	<input checked="" type="checkbox"/>
4 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.47	<input checked="" type="checkbox"/>	08/25/2023	<input checked="" type="checkbox"/>
5 14800	0	SPAN&	121	AA1	P22	98815	11.00	33.333	0.00	\$1146.48	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
6 14801	0	SPAN&	122	AA1	P22					\$1910.79	<input checked="" type="checkbox"/>	09/11/2023	<input checked="" type="checkbox"/>
7 14801	0	SPAN&	122	AA1	P22	98815	0.00	0.000	0.00	-\$477.70	<input type="checkbox"/>	10/10/2023	<input type="checkbox"/>
8 14801	0	SPAN&	122	AA1	P22	98815	0.00	0.000	0.00	-\$477.70	<input type="checkbox"/>	10/25/2023	<input type="checkbox"/>
9 14801	0	SPAN&	122	AA1	P22	98815	0.00	0.000	0.00	-\$477.70	<input type="checkbox"/>	11/09/2023	<input type="checkbox"/>
10 14801	0	SPAN&	122	AA1	P22	98815	0.00	0.000	0.00	-\$477.69	<input type="checkbox"/>	11/22/2023	<input type="checkbox"/>

Overpayment

Example 2: Negative pay line setup to process overpayment against these four payrolls:

**NOTE:** To make start/end date adjustments for faculty's class on 3<sup>rd</sup> tab of FWL Grid, faculty must temporarily be assigned to a class in class schedule. If no longer assigned, add faculty back without reactivating class with the same assignment type and employee record number under which contract was initially calculated and follow up with recalculation. Once contract data is updated for class in FWL Grid, change load factor to 0 to produce \$0 wage/hour results.

**NOTE:** Faculty's contract for a canceled class section reflecting \$0 wages will not regenerate. If faculty's recalculated contract contains data for another active course section, be sure to regenerate and submit it for approval.

9. If the payline is ready to be processed, select the **OK to Pay** box on the negative line (same procedure as in QRG [Manually Set OK to Pay for Instructor in FWL Maintenance](#)).

**NOTE:** If an employee has multiple negative pay lines that need to be extracted to payroll (payroll at a time as shown in step 7 and/or 11), only check the pay line that is to be extracted for specific payroll processing period.

10. Click the **Save** button.

The process to manage negative pay lines is now complete.

End of procedure.