

Running the Pay Check Absence Report

Purpose: Use this document to run the Pay Check Absence Report. This process pulls Leave and Compensation Time Balances from Absence Management and Time & Labor modules in a holding table, which data later will be later displayed on the employee's pay stub under SUMMARY LEAVE BALANCES section when the PDF Paychecks and PDF Advices are created.

The Pay Check Absence Report is included as a step in the custom consolidated PSJob **CONFIRM - ctcLink Pay Confirm Jobs**, but it can be run separately, if needed.

IMPORTANT: The Pay Check Absence Report should be run for the Pay Run ID that currently has been confirmed. Do not run for previous or future pay periods.

Audience: Payroll Specialists

Below is an example of Leave and Compensation Time balances display on PDF Pay Advice or PDF Paycheck in Employee Self Service, after the Create PDF Paychecks and Create PDF Pay Advices processes have been run.

SUMMARY LEAVE BALANCES				
	<u>Beginning</u>	<u>Earned</u>	<u>Taken</u>	<u>Ending</u>
VAC	294.92	16.67	8.00	303.59
SCK	266.50	8.00	0.00	274.50
NSCK	0.00	0.00	0.00	0.00
P/H	8.00	0.00	8.00	0.00
PERS	0.00	0.00	0.00	0.00
CMP	0.00	0.00	0.00	0.00

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

- ZD Absence Mngmt Reporting
- ZZ ABS Management Support

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

Navigation: Payroll for North America > CTC Custom > CTC Processes > Pay Check Absence Report

1. The **Pay Check Absence Report** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab if this is the first time running the process and create a new **Run Control ID**.
3. Click the **Search** or **Add** button, depending on the result of step 2.
4. The **Pay Check Absence Report** page displays.
5. Enter or select the **Pay Run ID** lookup icon and select the desired pay run ID.
6. Select the **Run** button.

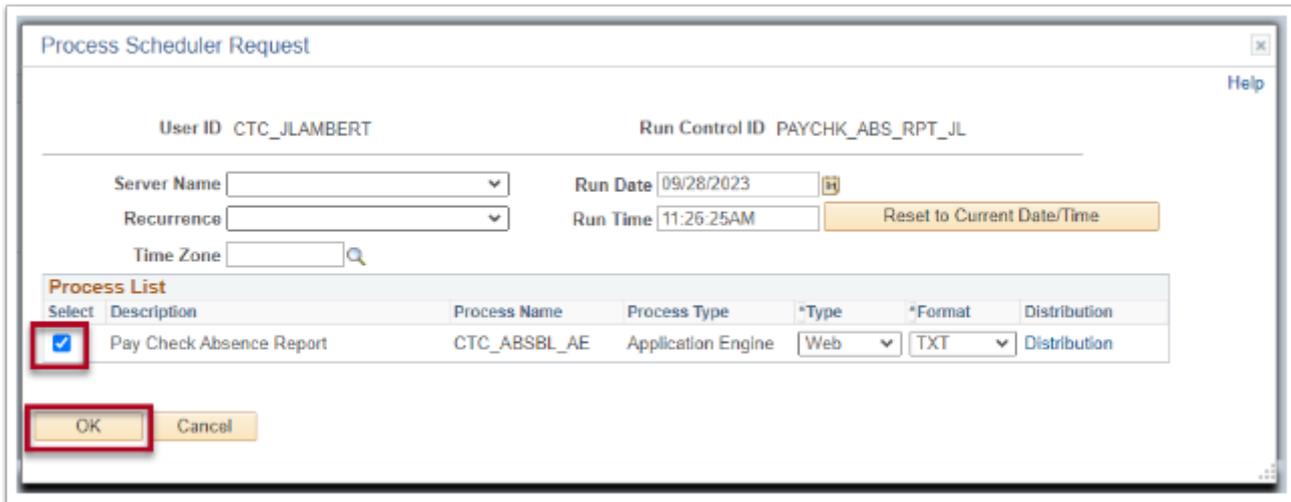
! This process/report only works properly for the *current* pay period (Pay Run ID) only.
If a previous pay period or future pay period is entered by the Pay Run ID, the process results in an error.

The screenshot shows the 'Pay Check Absence Report' interface. At the top, there is a navigation bar with 'Employee Self Service' and 'Pay Check Absence Report'. Below the navigation bar, there are icons for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Pay Check Absence Report' and contains the following elements:

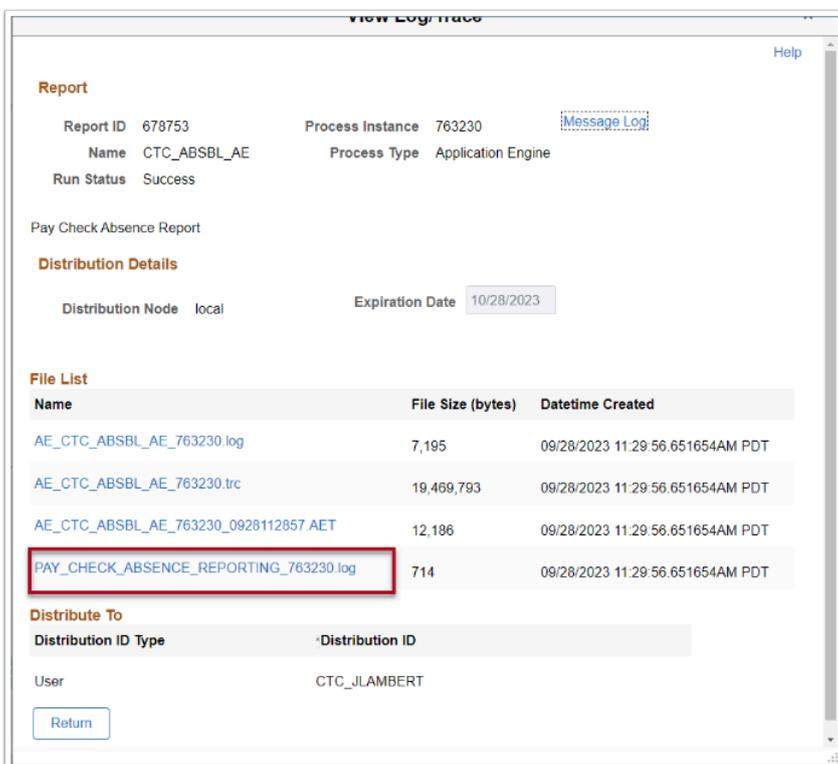
- Run Control ID: PAYCHK_ABS_RPT_JL
- Report Manager
- Process Monitor
- Run button (highlighted with a red box)

Below these elements is a 'Process Request Parameters' section with a search field for '*Pay Run ID' containing the value '09A2023120' (highlighted with a red box). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

7. The **Process Scheduler Request** page displays.
8. Verify the process **Select** box is enabled.
9. Click the **OK** button.



10. The The **Pay Check Absence Report** page displays.
11. Make note of the **Process Instance** number and click the **Process Monitor** link.
12. The **Process Monitor** page displays.
13. Click the **Refresh** button periodically until the **Run Status** field equals **Success** and the **Distribution Status** field equals **Posted**.
14. Click the **Details** link in the **Process List** grid for the **CTC_ABSBL_AE** process name.
15. The **Process Detail** page displays.
16. Click the **View Log/Trace** link.
17. The **View Log/Trace** page displays.
18. Click the **PAY_CHECK_ABSENCE_REPORTING_instancenumber.log** link in the **File List**.



14. The **Process / Interface Log** displays.

- 15. Review any errors that may be listed, resolve and run the report again.
NOTE: Here is where you would see the error if the Pay Run ID specified a previous or future pay period.

```
*****  
                          Process / Interface Log  
*****  
Process Instance   : 763230           Operator ID        : CTC_JLAMBERT  
Process Name      : CTC_ABSBL_AE      Run Date/Time     : 09/28/2023 11:28:56  
*****  
                          Run Control Parameter  
*****  
Run Control ID    (RUN_CNTL_ID)      : PAYCHK_ABS_RPT_JL  
Pay Run ID       (RUN_ID)           : 09A2023120
```

The process to run the Pay Check Absence Report process is now complete.
End of procedure.