

9.2 W-2 Data Preparation - Running the Error Listing Process

Purpose: The Error Listing (CTC_T900) process generates a report that lists employees who have negative tax balances and also checks for a variety of other error conditions, such as missing Federal Tax Data record, missing or invalid social security number, etc.

Audience: Payroll Administrators

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- 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.

Steps for Listing and Resolving Errors

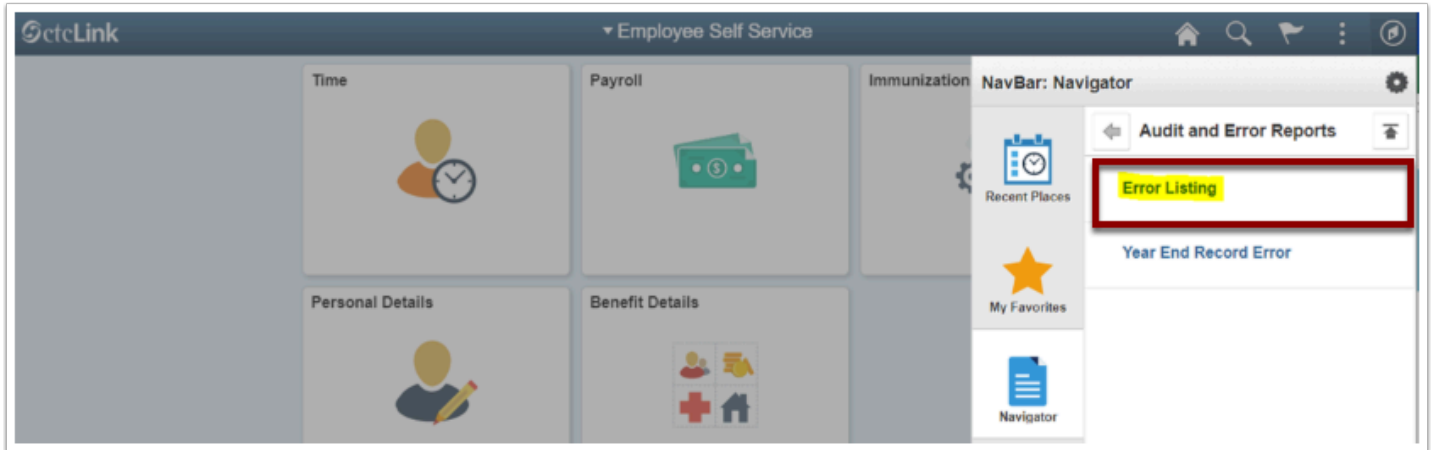
1. *Run the Error Listing report.*
2. *Review output from the Error Listing and correct all error conditions.*
3. *Rerun the Error Listing report.*
4. *Repeat steps 2-3 until the Error Listing report indicates that all possible error conditions have been eliminated or otherwise resolved.*

W-2 Data Preparation - Running the Error Listing Process

! In preparation for W-2 Tax Forms Annual Reporting, it is recommended to run the Error Listing Report (CTC_T900) as often as necessary, so errors can be corrected in a timely manner.

The required global setup for the current tax year is normally completed by the 2nd quarter of the calendar year

Navigation: NavBar > Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Error Listing



1. The Error Listing search page displays.
2. Search for an **Existing Value** or **Add a New Value** for the **Run Control ID**.
3. Select the **Search** or **Add** button.

Error Listing

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**

Run Control ID begins with ▼

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

4. The Error Listing page displays.

5. Select the **Run** button.

The screenshot shows a web interface for an 'Error Listing Report'. At the top left, there is a green button labeled 'Error Listing Report'. Below it, the text 'Run Control ID 1' is displayed. To the right of this text are two links: 'Report Manager' and 'Process Monitor'. Further to the right, a grey button labeled 'Run' is highlighted with a red rectangular box. At the bottom of the interface, there is a row of buttons: 'Save' (green), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

6. The Process Scheduler Request page displays.

7. Select the **OK** button.

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, the title 'Process Scheduler Request' is centered. Below the title, there are input fields for 'User ID' (with a blacked-out value) and 'Run Control ID 1'. Below these, there are fields for 'Server Name' (a dropdown), 'Run Date' (a date picker showing '09/09/2021'), 'Recurrence' (a dropdown), 'Run Time' (a time picker showing '4:19:14PM'), and 'Time Zone' (a searchable dropdown). A 'Reset to Current Date/Time' button is located to the right of the 'Run Time' field. Below these fields is a section titled 'Process List' containing a table with the following data:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	CTC Error Listing	CTC_T900	SQR Report	Web	PDF	Distribution

At the bottom left of the dialog box, the 'OK' button is highlighted with a red rectangular box, and the 'Cancel' button is next to it.

8. Select the **Process Monitor link** and make note of the **Process Instance** number for future reference.

Error Listing Report

Run Control ID 1

Report Manager

Process Monitor

Run

Process Instance:

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

9. The Process Monitor page displays.
10. From the **Process List** tab, select the **Refresh** button periodically until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.
11. Select **Details** to review the Process Detail.

Error Listing Report

Process Monitor

New Window | Help | Personalize Page

Process List

Server List

View Process Request For

User ID

Type

Last

1 Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	375870		SQR Report	CTC_T900		09/09/2021 4:19:14PM PDT	Success	Posted	Details

Go back to Error Listing

Save

Notify

Process List | Server List

12. The Process Detail page displays.
13. Select the **View Log/Trace** to review and download the Error Listing report.

Process Detail

Help

Process

Instance 375869

Type SQR Report

Name CTC_T900

Description CTC Error Listing

Run Status Success

Distribution Status Posted

Run

Run Control ID 1

Location Server

Server PSUNX

Recurrence

Update Process

☐ Hold Request
 ☐ Queue Request
 ☐ Cancel Request
 ☒ Delete Request
 ☐ Re-send Content
 ☐ Restart Request

Date/Time

Request Created On 09/09/2021 3:43:52PM PDT

Run Anytime After 09/09/2021 3:43:49PM PDT

Began Process At 09/09/2021 3:44:10PM PDT

Ended Process At 09/09/2021 3:45:39PM PDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

Transfer

OK

Cancel

14. The View Log/Trace page displays.
15. Select the **ctc_t900_XXXXXX.PDF** (XXXXXX is the process instance number).

View Log/Trace

Help

Report

Report ID 342409

Process Instance 375869

Name CTC_T900

Process Type SQR Report

Run Status Success

[Message Log](#)

CTC Error Listing

Distribution Details

Distribution Node local

Expiration Date 10/09/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_CTC_T900_375869.log	1,833	09/09/2021 3:45:39.492178PM PDT
ctc_t900_375869.PDF	15,486	09/09/2021 3:45:39.492178PM PDT
ctc_t900_375869.out	53	09/09/2021 3:45:39.492178PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	

Return

16. Below is a sample report generated for one college.

Report ID: CTC_TAX900		PeopleSoft							Page No. 1	
Company		ANNUAL REPORTING ERROR LISTING							Run Date 09/09/2021	
Tax Year 2021									Run Time 15:44:10	
Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message
			U				F	9,096.22	136.25	Medicare Calc Tax <> Tax Balance
			U				D	9,096.22	582.57	OASDI Calc Tax <> Tax Balance
		XXX-XX-XXXX								Invalid SSN

17. Process complete.