

9.2 Manage Hourly Employees

Purpose: Use this document as a reference for producing the Employee Tracking and Hourly Earnings Tracking reports in ctcLink.

Audience: Time and Labor staff

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

- ZD Benefits Reporting
- 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.

Employee Tracking Report

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Reports > Employee Tracking - Benefits

1. The **Employee Tracking-Benefits** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

The screenshot shows the 'Employee Tracking - Benefits' search page. At the top, there is a dark blue navigation bar with a back arrow and the text 'Manager Self Service' on the left, and 'Employee Tracking - Benefits' on the right. Below the navigation bar, the page title 'Employee Tracking - Benefits' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red border. Below the tabs, there is a text input field for 'Run Control ID' with the value 'EmployeeTracking' entered. Below the input field, there is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

5. The **Employee Tracking-Benefits** page displays.
6. Enter Company.
7. Enter **Employee Class** (optional).
8. Enter **Employee ID** (optional).
9. Enter **Pay Begin Date** (optional).
10. Enter **Pay End Date** (optional).
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

The screenshot shows the 'Employee Tracking - Benefits' page in the 'Manager Self Service' system. The page title is 'Employee Tracking - Benefits'. Below the title, there are navigation links: 'Run Control ID EmployeeTracking', 'Report Manager', and 'Process Monitor'. A 'Run' button is highlighted with a red box. Below this, there is a section titled 'Manage Hourly Employees' with the following fields:

*Company:	220	Q	Tacoma Community College
Employee Class:	HRY	Q	Hourly
Employee ID:		Q	
Pay Begin Date:	08/01/2018	Q	
Pay End Date:	08/15/2018	Q	

At the bottom of the form, there are two buttons: 'Save' and 'Add'.

12. The **Process Scheduler Request** page displays.
13. Ensure that the "CTC_MNG_EMP" **Select** checkbox is checked.
14. Select **OK**.

Process Scheduler Request Help

User ID CTC_BRAMIREZ Run Control ID EmployeeTracking

Server Name Run Date 02/20/2019

Recurrence Run Time 2:44:00PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Employee Tracking - Benefits	CTC_MNG_EMP	Application Engine	Web	TXT	Distribution

15. The **Process Scheduler Request** page disappears.
16. The updated **Employee Tracking-Benefits** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

< Manager Self Service Employee Tracking - Benefits

Employee Tracking - Benefits

Run Control ID EmployeeTracking Report Manager

Process Instance: 159748

Manage Hourly Employees

*Company: Tacoma Community College

Employee Class: Hourly

Employee ID:

Pay Begin Date:

Pay End Date:

18. The **Process List** tab displays.
19. Select **Refresh** until your Process Instance's **Run Status** = "Success" and its **Distribution Status** = "Posted".

20. Select **Go back to Employee Tracking-Benefits**.

Manager Self Service Process Monitor

Process List Server List

View Process Request For

User ID: Type: Last: 10 Minutes Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	159748		Application Engine	CTC_MNG_EMP	CTC_BRAMIREZ	02/20/2019 2:44:00PM PST	Success	Posted	Details

Go back to Employee Tracking - Benefits

Save Notify

Process List | [Server List](#)

21. The **Employee Tracking-Benefits** page displays.

22. Select **Report Manager**.

Process List Employee Tracking - Benefits

Employee Tracking - Benefits

Run Control ID: EmployeeTracking Report Manager Process Monitor Run

Manage Hourly Employees

*Company: Tacoma Community College

Employee Class: Hourly

Employee ID:

Pay Begin Date:

Pay End Date:

Save Return to Search Add

23. The **List** tab displays.

24. Select the **Administration** tab.

Employee Tracking - Benefits **Report Manager**

List Explorer **Administration** Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTC_MNG_EMP	EMPLOYEE TRACKING - BENEFITS	General	02/20/19 2:44PM	146100	159748
2 CTC_MNG_EMP - Employee_Tracking_Report_Benefits159748_Feb 20 2019.xlsx	CTC_MNG_EMP - EMPLOYEE_TRACKING_REPORT_BENEFITS159748_FEB 20 2019.XLSX	General	02/20/19 2:44PM	146101	159748
3 TL_SCH_ASSIG	GROUP SCHEDULE ASSIGNMENT	General	02/20/19 6:43AM	146094	159744

Go back to Employee Tracking - Benefits

Save

25. The **Administration** tab displays.

26. Select the **.xlsx** report link.

Employee Tracking - Benefits **Report Manager** New Window | Help | Perso

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	146101	159748	CTC_MNG_EMP - Employee_Tracking_Report_Benefits159748_Feb 20 2019.xlsx	02/20/2019 2:44:49PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	146100	159748	Employee Tracking - Benefits	02/20/2019 2:44:26PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	146094	159744	Group Schedule Assignment	02/20/2019 6:43:02AM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Employee Tracking - Benefits

27. The **Employee Tracking Report** displays. Review it for accuracy and completeness.

February 20, 2019 ,14:44:45 PM Page 1
 220 Tacoma Community College

EMPLOYEE TRACKING REPORT

REPORT PERIOD:08/01/2018- 08/15/2018
 EMPLOYEE TYPE: HRY

EMPLOYEE NAME	EMPLOYEE ID	EMPLOYMENT DATE	EMPLOY EE RECORD	JOB CLASS TITLE	JOB DEPARTMENT TITLE	PAY PERIOD	GROSS EARNINGS	HOURS WORKED	STFMD
G H	10	7/1/2013	3	SI LEADER	Supplemental Instruction	8/15/2018	243.75	19.50	0.11
						2018-AUG	243.75	19.50	0.11
						Employee Total	243.75	19.50	0.11

Sheet1

28. Section complete.

Hourly Earnings Tracking Report

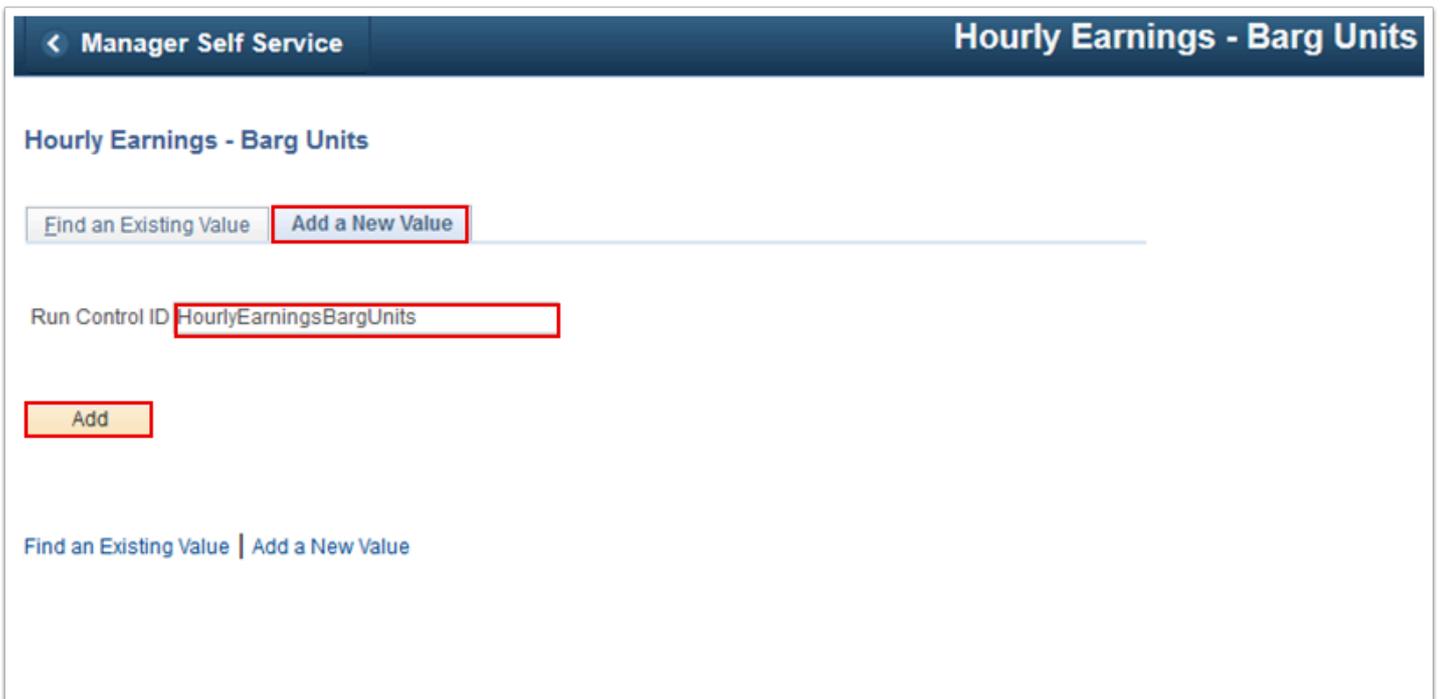
! You must have at least one of these local college managed security roles:

- ZD Benefits Reporting
- ZD TL Admin View Time
- ZZ Payroll Processing

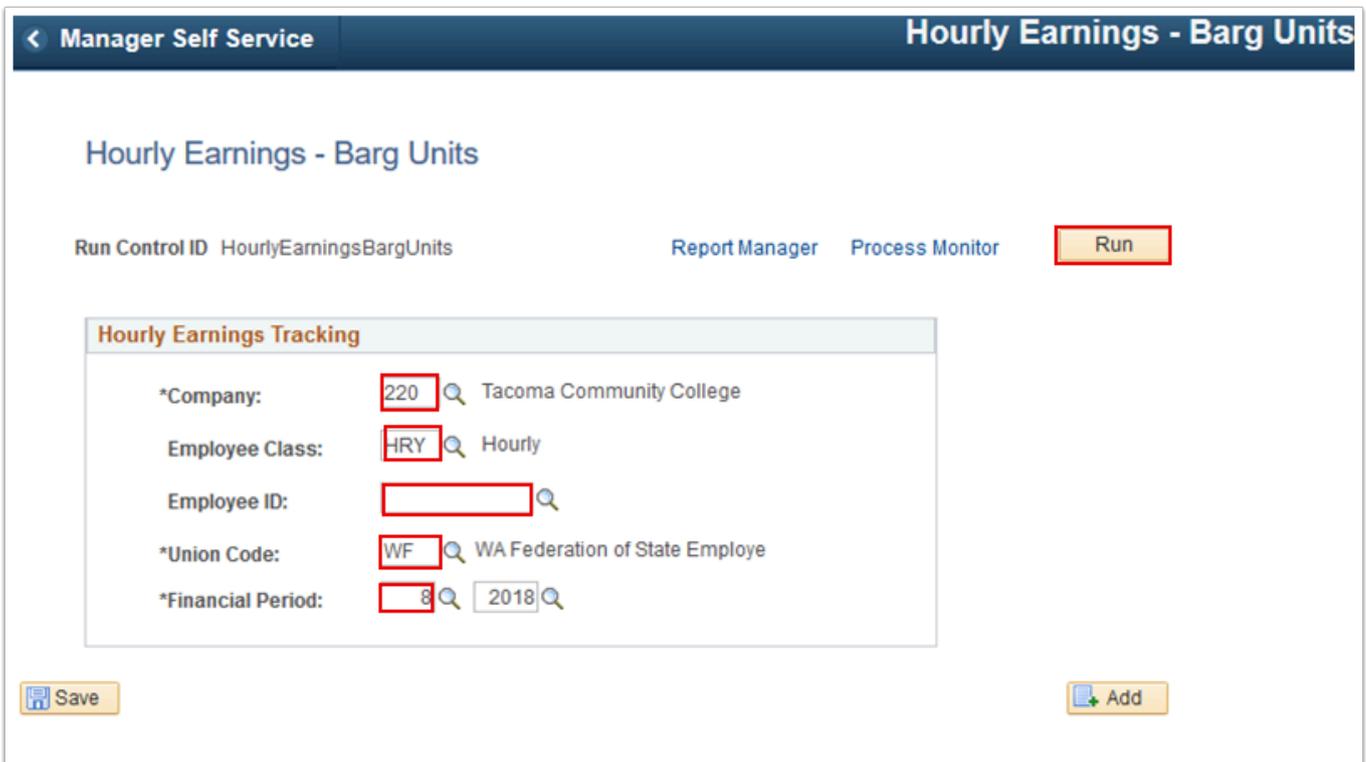
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Reports > Hourly Earnings - Barg Units

1. The **Hourly Earnings-Barg Units** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.



5. The **Hourly Earnings-Barg Units** page displays.
6. Enter **Company**.
7. Enter **Employee Class** (optional).
8. Enter **Employee ID** (optional).
9. Enter **Union Code**.
10. Enter **Financial Period**.
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.



12. The **Process Scheduler Request** page displays.
13. Ensure that the **Select** checkbox is checked for "CTC_HR_ERNG".
14. Select **OK**.

Process Scheduler Request

User ID 101005875 Run Control ID HourlyEarningsBargUnits

Server Name [dropdown] Run Date 02/20/2019 [calendar icon]

Recurrence [dropdown] Run Time 12:28:37PM [Reset to Current Date/Time]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Hourly Earnings - Barg Units	CTC_HR_ERNG	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

15. The **Process Scheduler Request** page disappears.
16. The updated **Hourly Earnings-Barg Units** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

Manager Self Service Hourly Earnings - Barg Units

Hourly Earnings - Barg Units

Run Control ID HourlyEarningsBargUnits Report Manager Process Monitor Run

Process Instance: 159745

Hourly Earnings Tracking

*Company: 220 Tacoma Community College

Employee Class: HRY Hourly

Employee ID: [input]

*Union Code: WF WA Federation of State Employee

*Financial Period: 8 2018

Save Add

18. The **Process List** tab displays.

19. Select **Refresh** until your Process Instance's **Run Status** = "Success" and its **Distribution Status** = "Posted".
20. Select **Go back to Hourly Earnings-Barg Units**.

Process Monitor

Hourly Earnings - Barg Units

Process List | Server List

View Process Request For

User ID: 101005875 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh:

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	159745		Application Engine	CTC_HR_ERNG	101005875	02/20/2019 12:28:37PM PST	Success	Posted	Details

Go back to Hourly Earnings - Barg Units

Save | Notify

Process List | Server List

21. The **Hourly Earnings Barg Units** page displays.
22. Select **Report Manager**.

Manager Self Service | Hourly Earnings - Barg Units

Hourly Earnings - Barg Units

Run Control ID: HourlyEarningsBargUnits | Report Manager | Process Monitor | Run

Process Instance: 159745

Hourly Earnings Tracking

*Company: 220 Tacoma Community College

Employee Class: HRY Hourly

Employee ID:

*Union Code: WF WA Federation of State Employee

*Financial Period: 8 2018

Save | Add

23. The **List** tab displays.
24. Select the **Administration** tab.

The screenshot shows the 'Report Manager' interface for 'Hourly Earnings - Barg Units'. The 'Administration' tab is highlighted with a red box. Below the tabs, there are search and filter options for reports, including fields for Folder, Instance, Name, and Created On, along with a 'Refresh' button. A table of reports is displayed below, with two rows. The first row is 'CTC_HR_ERNG' and the second row is 'CTC_HRS_ERNG - Hourly_Earnings_Tracking_Bargaining_Units159745_Feb 20 2019.xlsx'. At the bottom, there is a 'Save' button and a breadcrumb trail: List | Explorer | Administration | Archives.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTC_HR_ERNG	HOURLY EARNINGS - BARG UNITS	General	02/20/19 12:29PM	146095	159745
2 CTC_HRS_ERNG - Hourly_Earnings_Tracking_Bargaining_Units159745_Feb 20 2019.xlsx	CTC_HRS_ERNG - HOURLY_EARNINGS_TRACKING_BARGAINING_UNITS159745_FEB 20 2019.XLSX	General	02/20/19 12:29PM	146096	159745

25. The **Administration** tab displays.
26. Select the **.xlsx** report link.

The screenshot shows the 'Report Manager' interface with the 'Administration' tab selected. The 'View Reports For' section includes fields for User ID (101005875), Type, Last, and Days, along with a 'Refresh' button. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, and Status. The second row of the table, 'CTC_HRS_ERNG - Hourly_Earnings_Tracking_Bargaining_Units159745_Feb 20 2019.xlsx', is highlighted with a red box. At the bottom, there are 'Select All', 'Deselect All', and 'Delete' buttons, along with a 'Save' button and a breadcrumb trail: Go back to Hourly Earnings - Barg Units.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	146096	159745	CTC_HRS_ERNG - Hourly_Earnings_Tracking_Bargaining_Units159745_Feb 20 2019.xlsx	02/20/2019 12:29:42PM	Microsoft Excel Files (*.xls)	Posted
<input type="checkbox"/>	146095	159745	Hourly Earnings - Barg Units	02/20/2019 12:29:12PM	Text Files (*.txt)	Posted

27. The **Hourly Earnings Tracking Report** displays. Review it for accuracy and completeness.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	February 20, 2019															Page 1
2	,12:29:38 PM															
3	220 Tacoma Community College															
4																
5	HOURLY EARNINGS TRACKING REPORT FOR BARGAINING UNIT: WF															
6	REPORT EARNINGS ENDING: 9/30/2017															
7	EMPLOYEE TYPE: HRY															
8	EMPLOYEE NAME	EMPLOYEE ID	EARN BEGIN DATE	EMP TYPE	EMP BARG UNIT	EMP JOB NUM	JOB CODE	EARN TYPE	JOB DEPARTMENT TITLE	STRM	CREDIT/HOUR S REG	PAY PERIOD	HOURS WORKED			
9	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	4/15/2018	34.00			
10	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	4/30/2018	32.00			
11												2018-APR	66.00			
12																
13	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	5/15/2018	28.00			
14	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	5/31/2018	35.50			
15												2018-MAY	63.50			
16																
17	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	6/15/2018	34.00			
18	Gr	10	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2185	0	6/30/2018	13.50			
19												2018-JUN	47.50			

28. Process complete.