


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**.

< Manager Self Service

Employee Tracking - Benefits

Employee Tracking - Benefits

Find an Existing Value

Add a New Value

Run Control IDEmployeeTracking

Add

Find an Existing Value | 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 within the 'Manager Self Service' interface. The page title is 'Employee Tracking - Benefits'. Below the title, there are links for 'Run Control ID', 'EmployeeTracking', 'Report Manager', and 'Process Monitor'. A 'Run' button is highlighted with a red box. Below these links is a section titled 'Manage Hourly Employees' which contains a form with the following fields:

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

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

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

Recurrence Run Time Reset to Current Date/Time

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 <input type="text"/>	TXT <input type="text"/>	Distribution

OK Cancel

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 Monitor** Run

Process Instance: 159748

Manage Hourly Employees

*Company: Tacoma Community College

Employee Class: Hourly

Employee ID:

Pay Begin Date:

Pay End Date:

Save Return to Search 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 Employee Tracking-Benefits**.

Manager Self Service Process Monitor

Process List Server List

View Process Request For

User ID: CTC_BRAMIRE 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: 220 Tacoma Community College

Employee Class: HRY Hourly

Employee ID:

Pay Begin Date: 08/01/2018

Pay End Date: 08/15/2018

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

1-3 of 3 View All

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**

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days **Refresh**

Status Folder Instance to

Report List

1-3 of 3 View All

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	February 20, 2019 ,14:44:45										Page 1		
2	PM												
3	220 Tacoma Community College												
4													
5	EMPLOYEE TRACKING REPORT												
6													
7	REPORT PERIOD:08/01/2018- 08/15/2018												
8	EMPLOYEE TYPE: HRY												
9													
10	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYMENT DATE	EMPLOY EE RECORD	JOB CLASS TITLE	JOB DEPARTMENT TITLE	PAY PERIOD	GROSS EARNINGS	HOURS WORKED	STFMD			
11	G	10	7/1/2013	3	SI LEADER	Supplemental Instruction	8/15/2018	243.75	19.50	0.11			
13	H												
14													
15								2018-AUG	243.75	19.50	0.11		
16													
17													
18													
19	Employee Total								243.75	19.50	0.11		
20													
21													
22	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYMENT DATE	EMPLOY EE RECORD	JOB CLASS TITLE	JOB DEPARTMENT TITLE	PAY PERIOD	GROSS EARNINGS	HOURS WORKED	STFMD			

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**.

[Manager Self Service](#)

Hourly Earnings - Barg Units

Hourly Earnings - Barg Units

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

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.

[Manager Self Service](#)

Hourly Earnings - Barg Units

Hourly Earnings - Barg Units

Run Control ID HourlyEarningsBargUnits

Report Manager Process Monitor

Run

Hourly Earnings Tracking

*Company: Tacoma Community College

Employee Class: Hourly

Employee ID:

*Union Code: WA Federation of State Employee

*Financial Period: 2018

Save

Add

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 Run Date 02/20/2019

Recurrence Run Time 12:28:37PM

Time Zone

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	TXT	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:

*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**.

The screenshot shows the 'Process Monitor' interface for 'Hourly Earnings - Barg Units'. It includes a 'View Process Request For' section with filters for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance ID 159745, Process Name CTC_HR_ERNG, User 101005875, Run Date/Time 02/20/2019 12:28:37PM PST, Run Status Success, and Distribution Status Posted. Red arrows point to the Instance ID, the 'Success' status, and the 'Posted' status. A red box highlights the 'Go back to Hourly Earnings - Barg Units' link at the bottom left.

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

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

The screenshot shows the 'Hourly Earnings - Barg Units' page. It includes a 'Run Control ID' field with the value 'HourlyEarningsBargUnits'. A 'Report Manager' link is highlighted with a red box. Below is a 'Hourly Earnings Tracking' section with fields for Company, Employee Class, Employee ID, Union Code, and Financial Period. The 'Run' button is also visible.

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.

Hourly Earnings - Barg Units

Report Manager

New Window

List

Explorer

Administration

Archives

View Reports For

Folder

Instance to

Refresh

Name

Created On

Last

1

Days

Reports

1-2 of 2

View All

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

Go back to Hourly Earnings - Barg Units

Save

List | Explorer | Administration | Archives

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

Hourly Earnings - Barg Units

Report Manager

New Window | Help | Person

List

Explorer

Administration

Archives

View Reports For

User ID

101005875

Type

Last

1

Days

Refresh

Status

Folder

Instance to

Report List

1-2 of 2

Select	Report ID	Prco 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

☒ Select All

☐ Deselect All

Delete

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

Go back to Hourly Earnings - Barg Units

Save

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

