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:

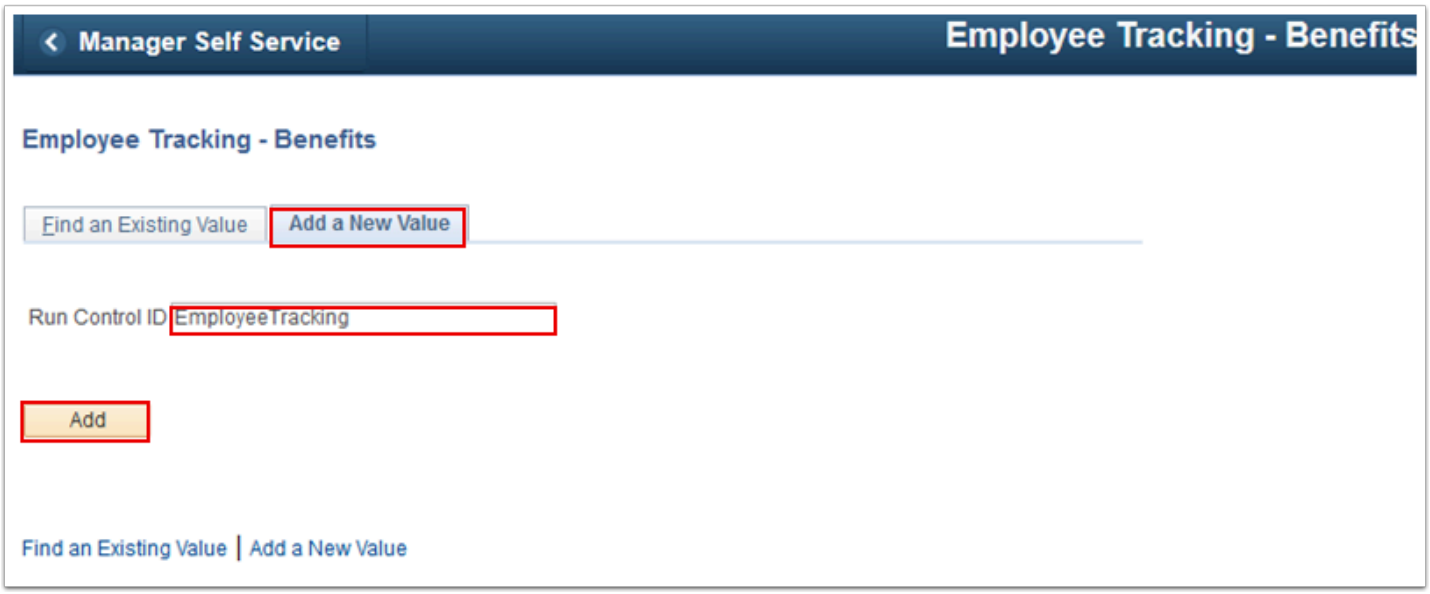
- ZD Benefits Reporting
- ZZ Payroll Processing

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

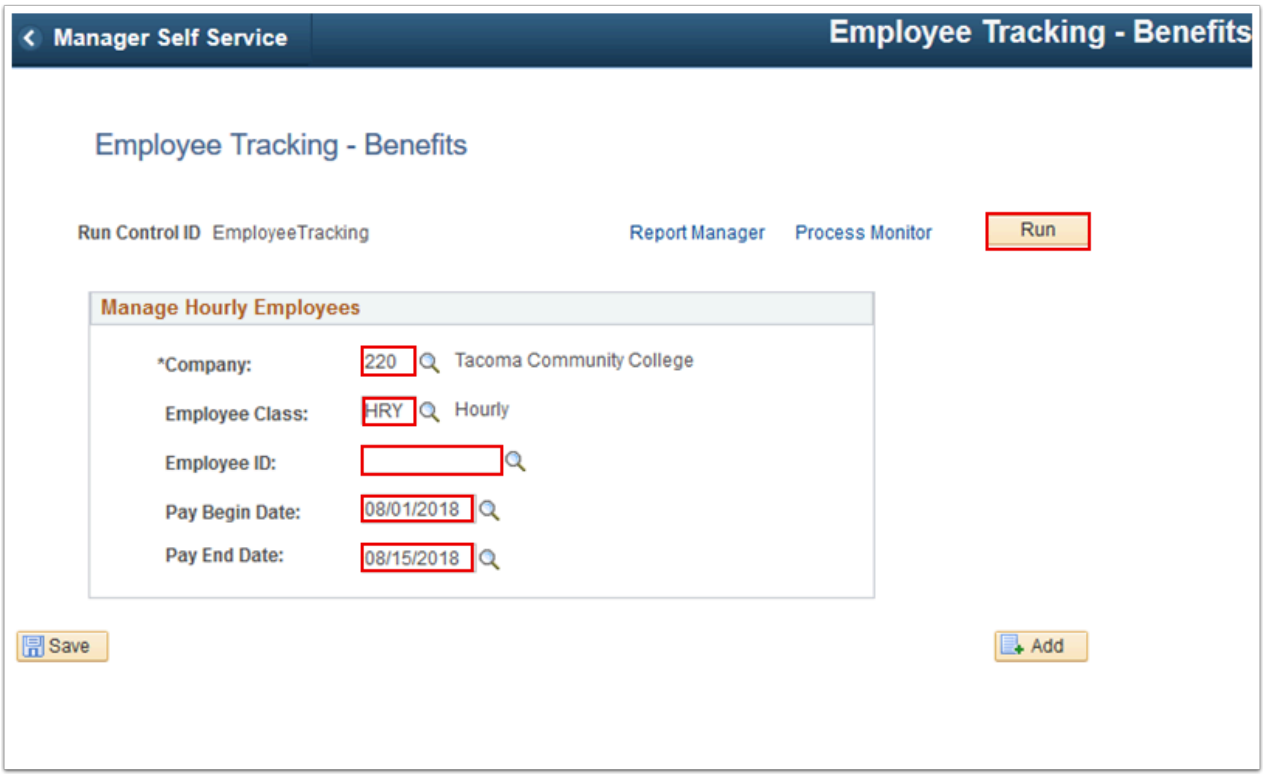
Employee Tracking Report

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

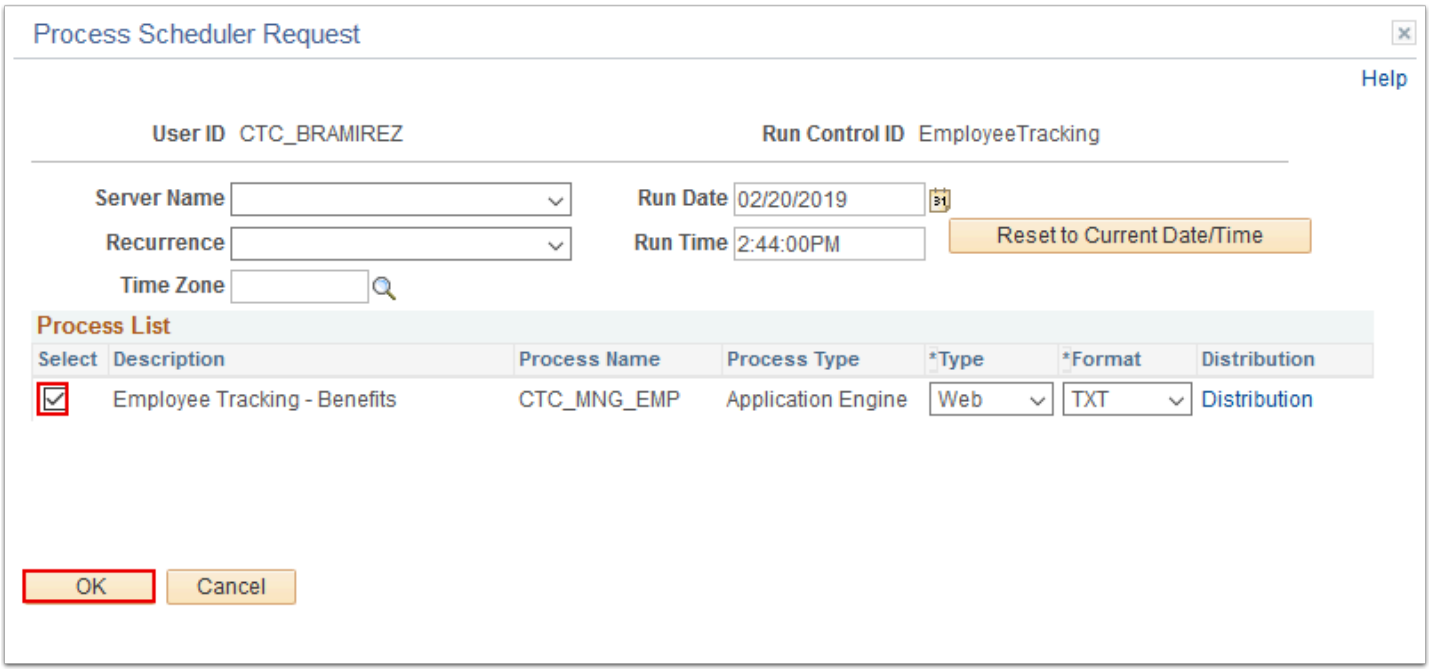
1. The **Employee Tracking-Benefits** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.



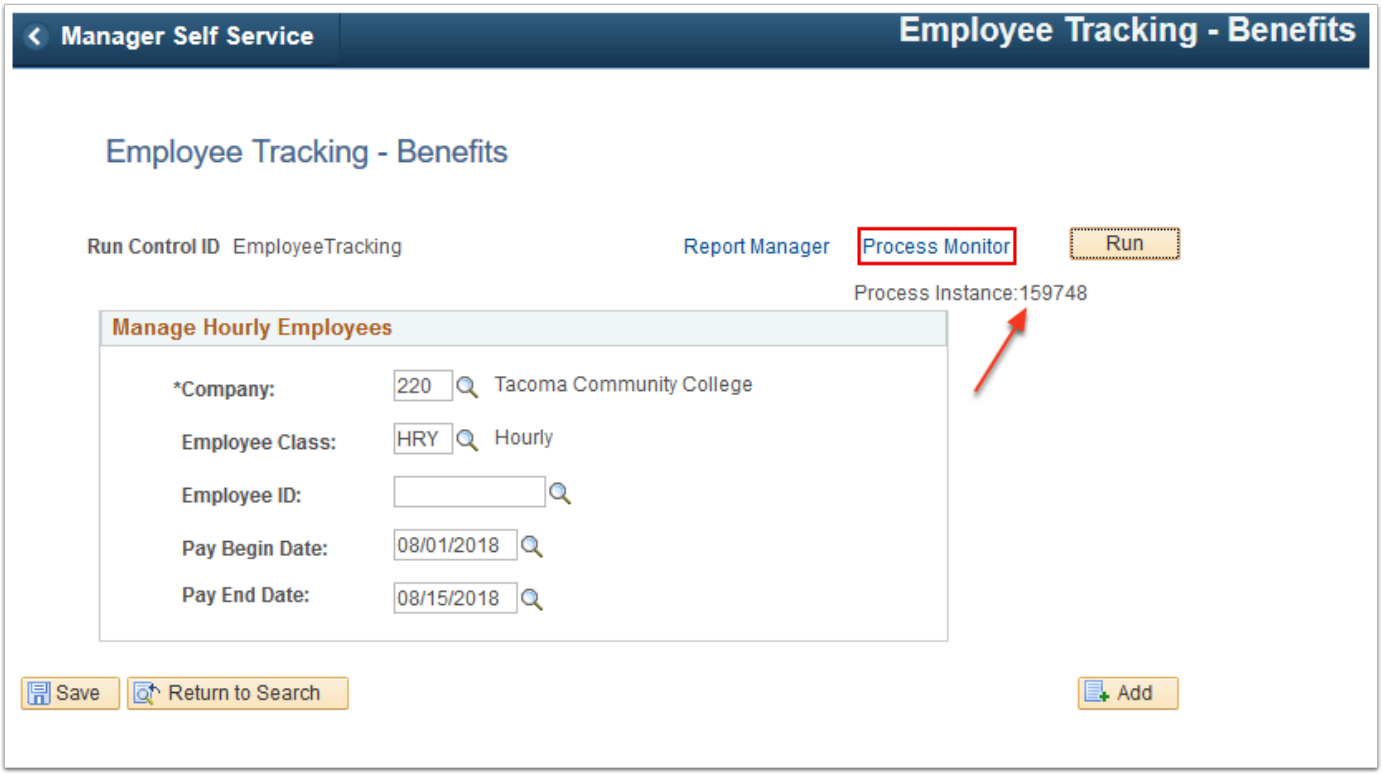
5. The **Employee Tracking-Benefits** page displays.
6. Enter Company.
7. Enter **Employee Class** (optional).
8. Enter **Employee ID** (optional).
9. Enter **Pay Begin Date** (optional).
10. Enter **Pay End Date** (optional).
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.



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

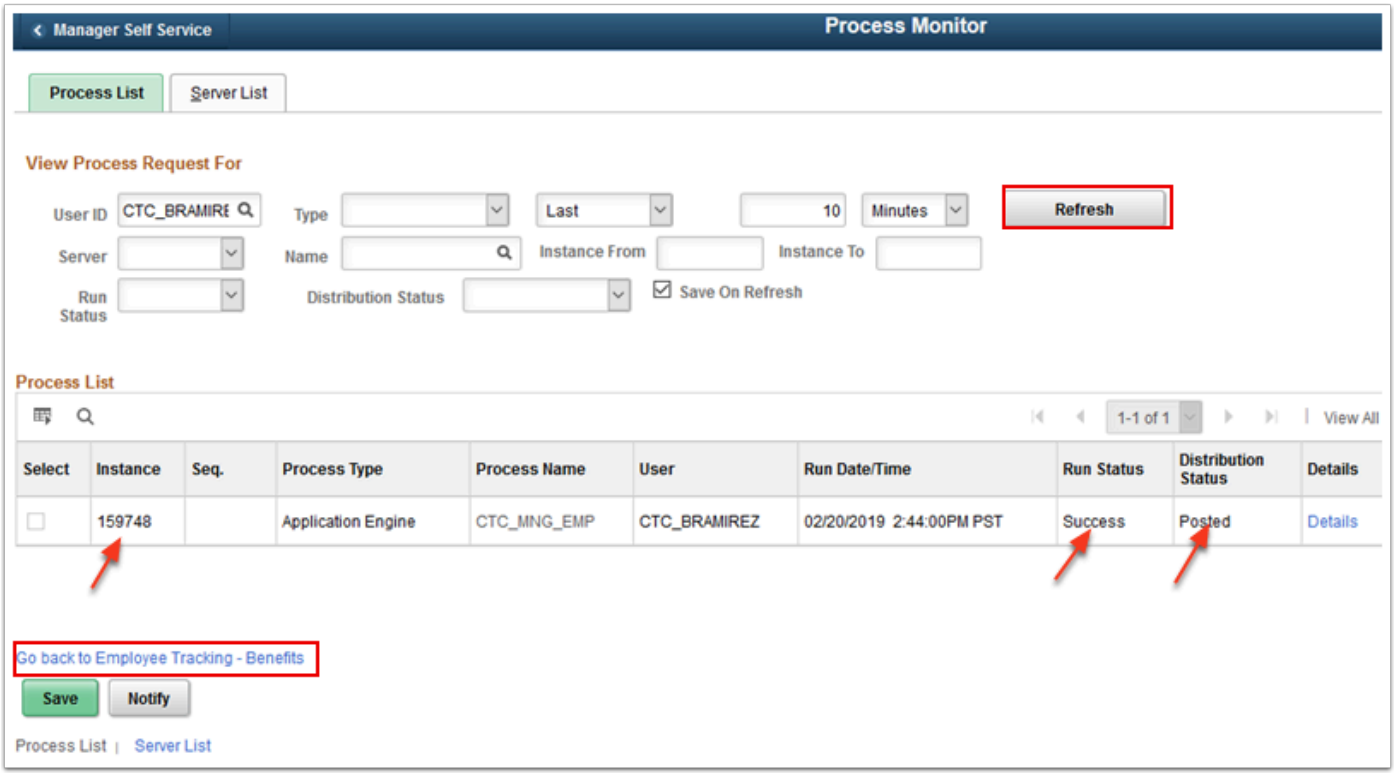


15. The **Process Scheduler Request** page disappears.
16. The updated **Employee Tracking-Benefits** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

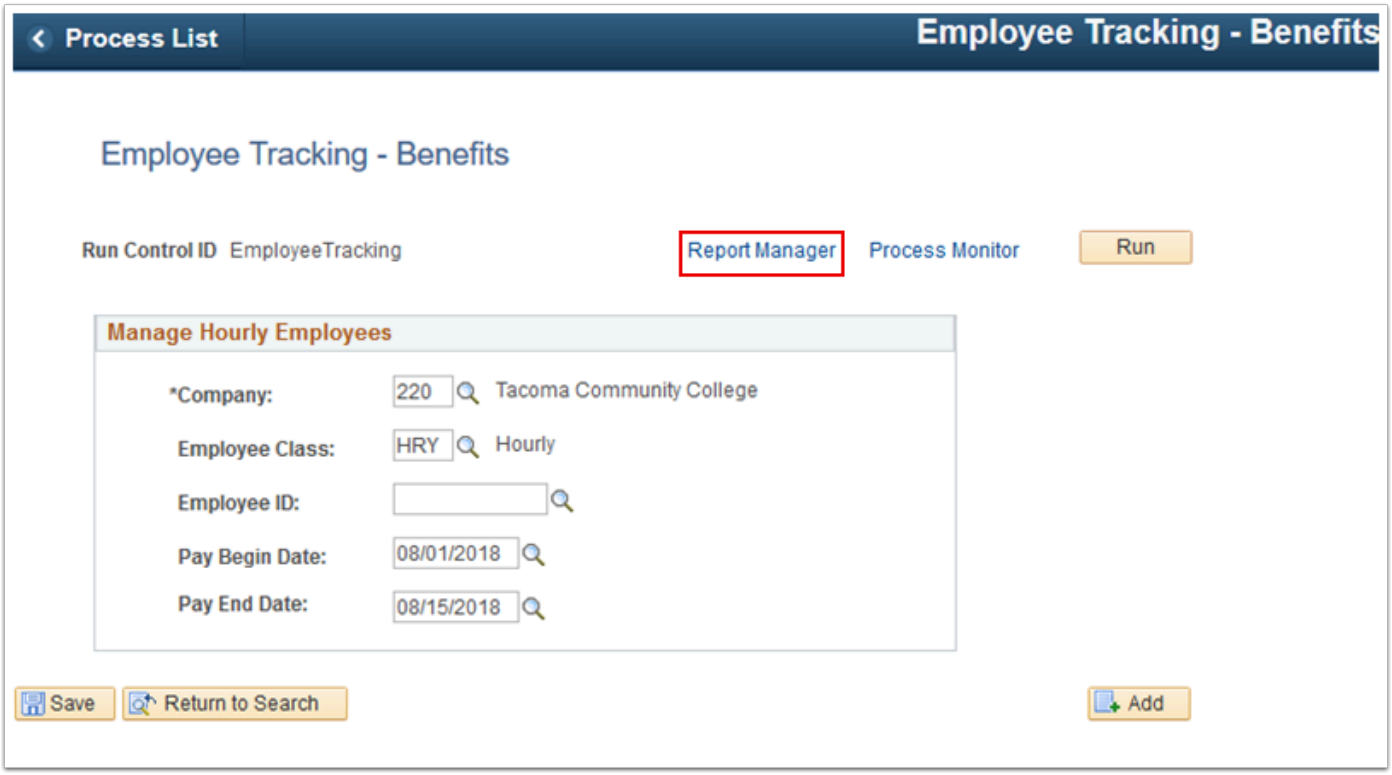


18. The **Process List** tab displays.
19. Select **Refresh** until your Process **Instance**'s **Run Status** = "Success" and its **Distribution Status** = "Posted".

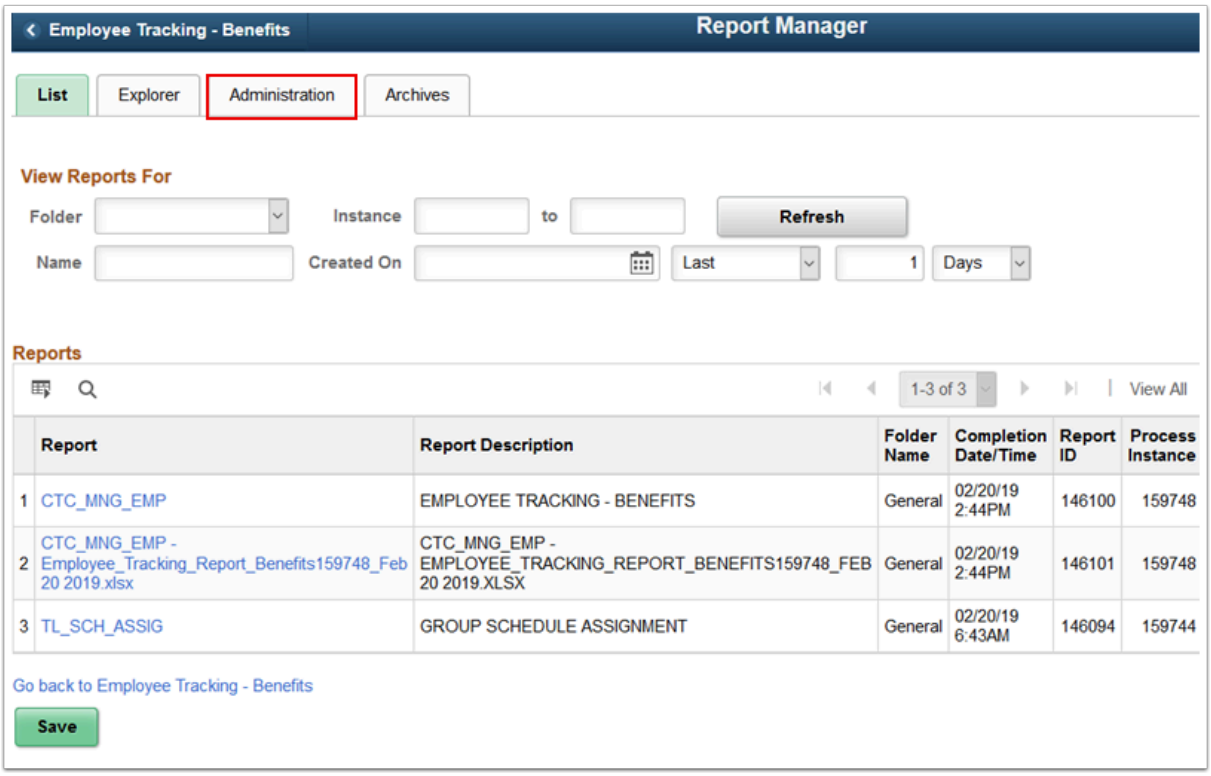
20. Select **Go back to Employee Tracking-Benefits.**



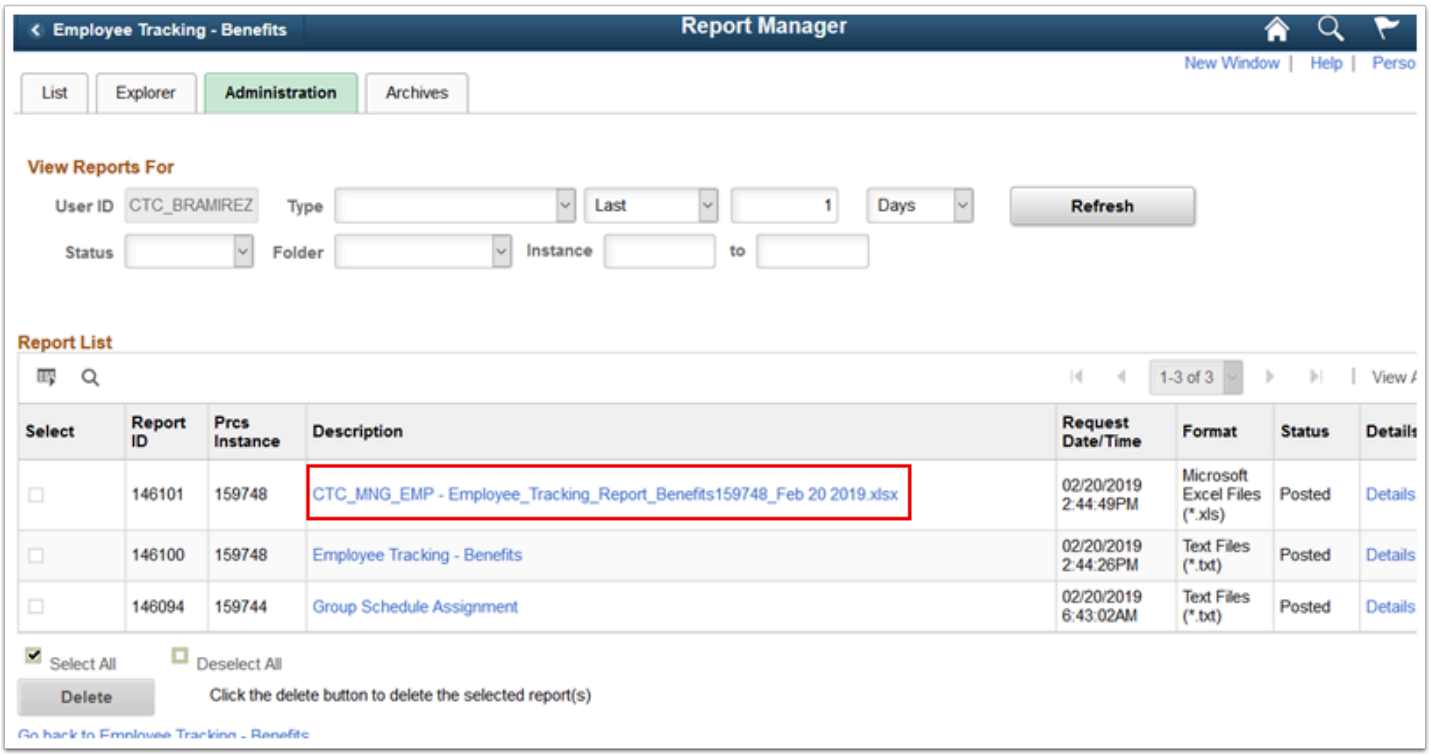
21. The **Employee Tracking-Benefits** page displays.
22. Select **Report Manager**.



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



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



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

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EMPLOYEE TRACKING REPORT

REPORT PERIOD:08/01/2018- 08/15/2018

EMPLOYEE TYPE: HRY

EMPLOYEE NAME	EMPLOYEE ID	EMPLOYMENT DATE	EMPLOYEE RECORD	JOB CLASS TITLE	JOB DEPARTMENT TITLE	PAY PERIOD	GROSS EARNINGS	HOURS WORKED	STFMO
G H	1(	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
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYMENT DATE	EMPLOYEE RECORD	JOB CLASS TITLE	JOB DEPARTMENT TITLE	PAY PERIOD	GROSS EARNINGS	HOURS WORKED	STFMO

Sheet1

28. Section complete.

Hourly Earnings Tracking Report

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

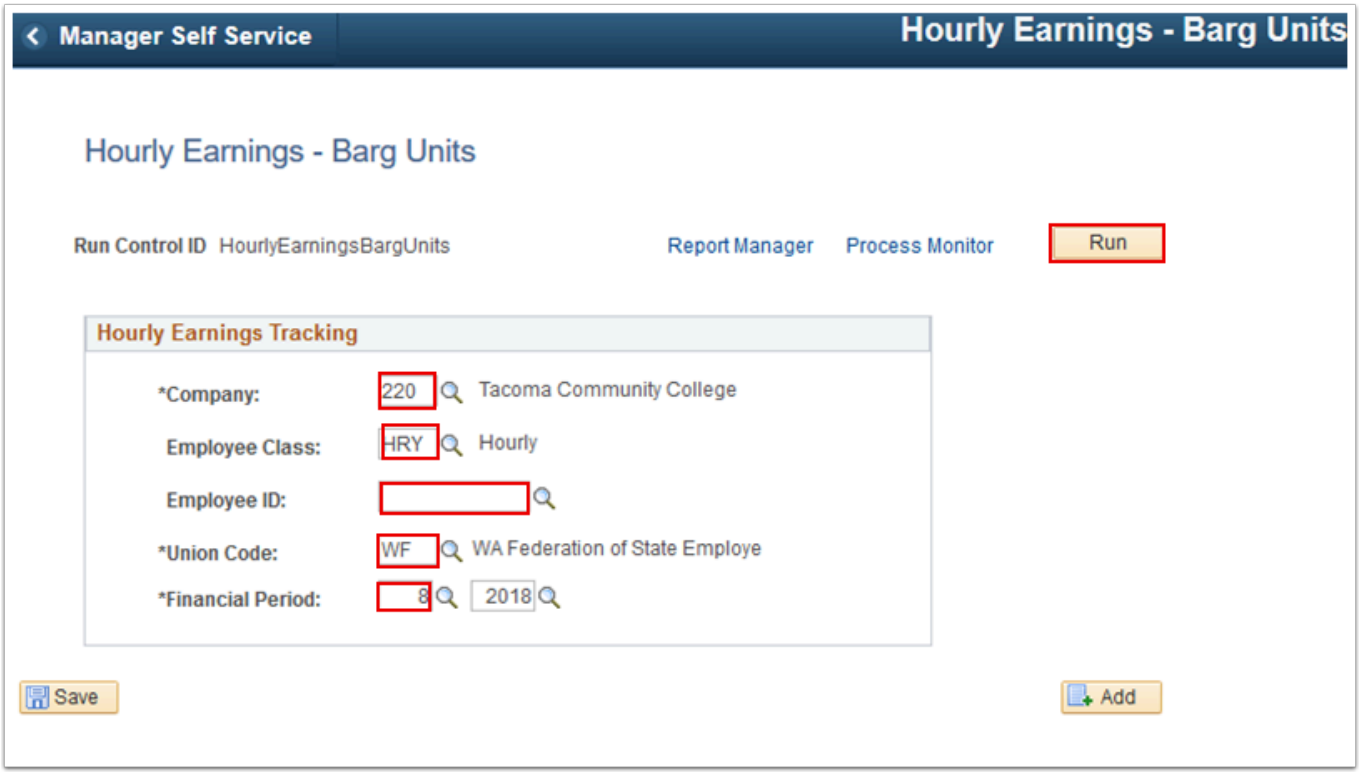
- ZD Benefits Reporting
- ZD TL Admin View Time
- ZZ Payroll Processing

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

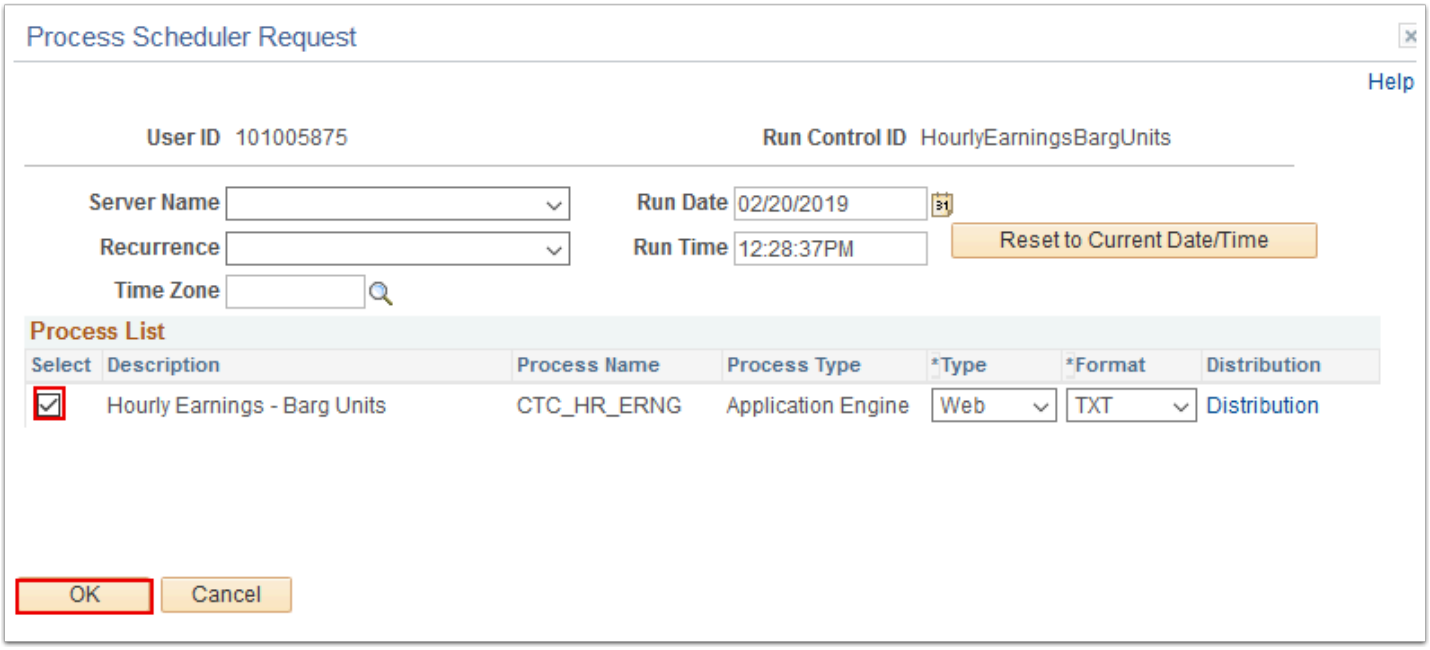
Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Reports > Hourly Earnings - Barg Units

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**.

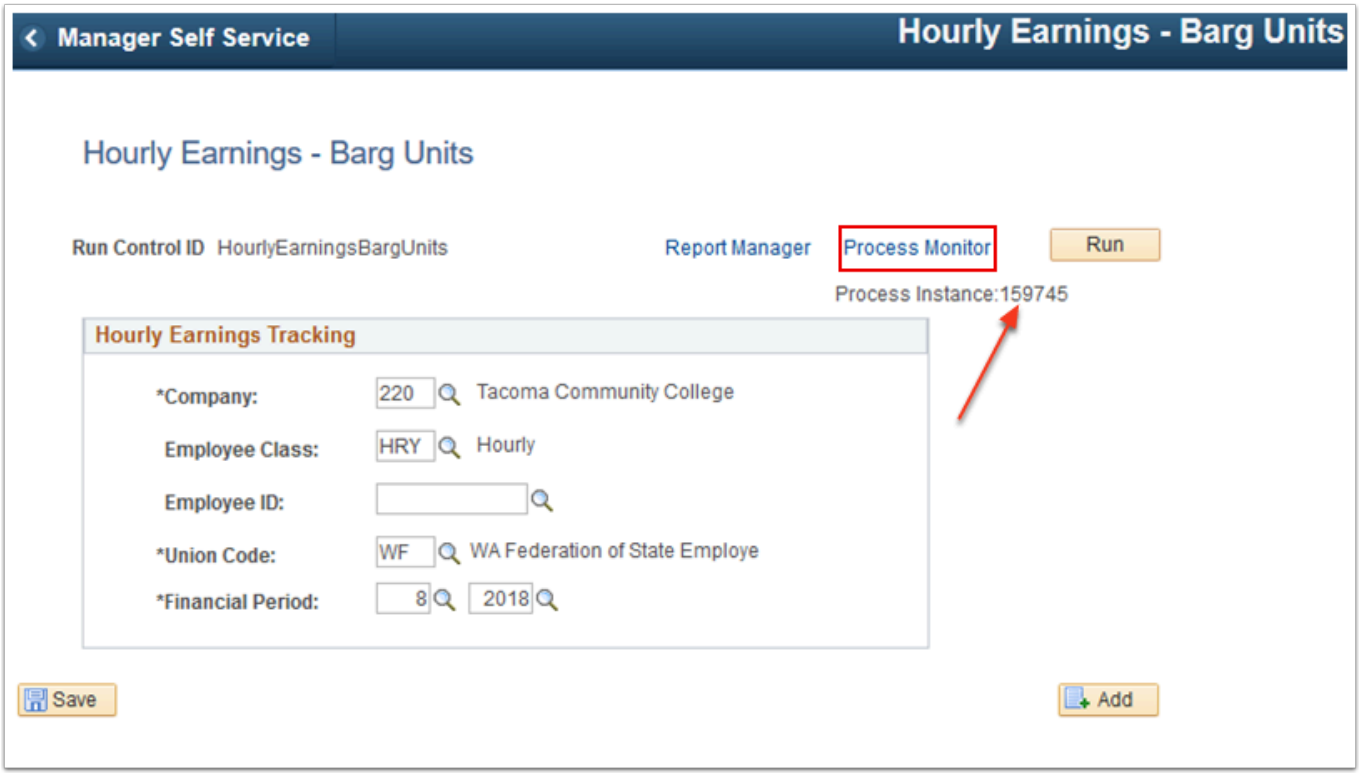
5. The **Hourly Earnings-Barg Units** page displays.
6. Enter **Company**.
7. Enter **Employee Class** (optional).
8. Enter **Employee ID** (optional).
9. Enter **Union Code**.
10. Enter **Financial Period**.
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.



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

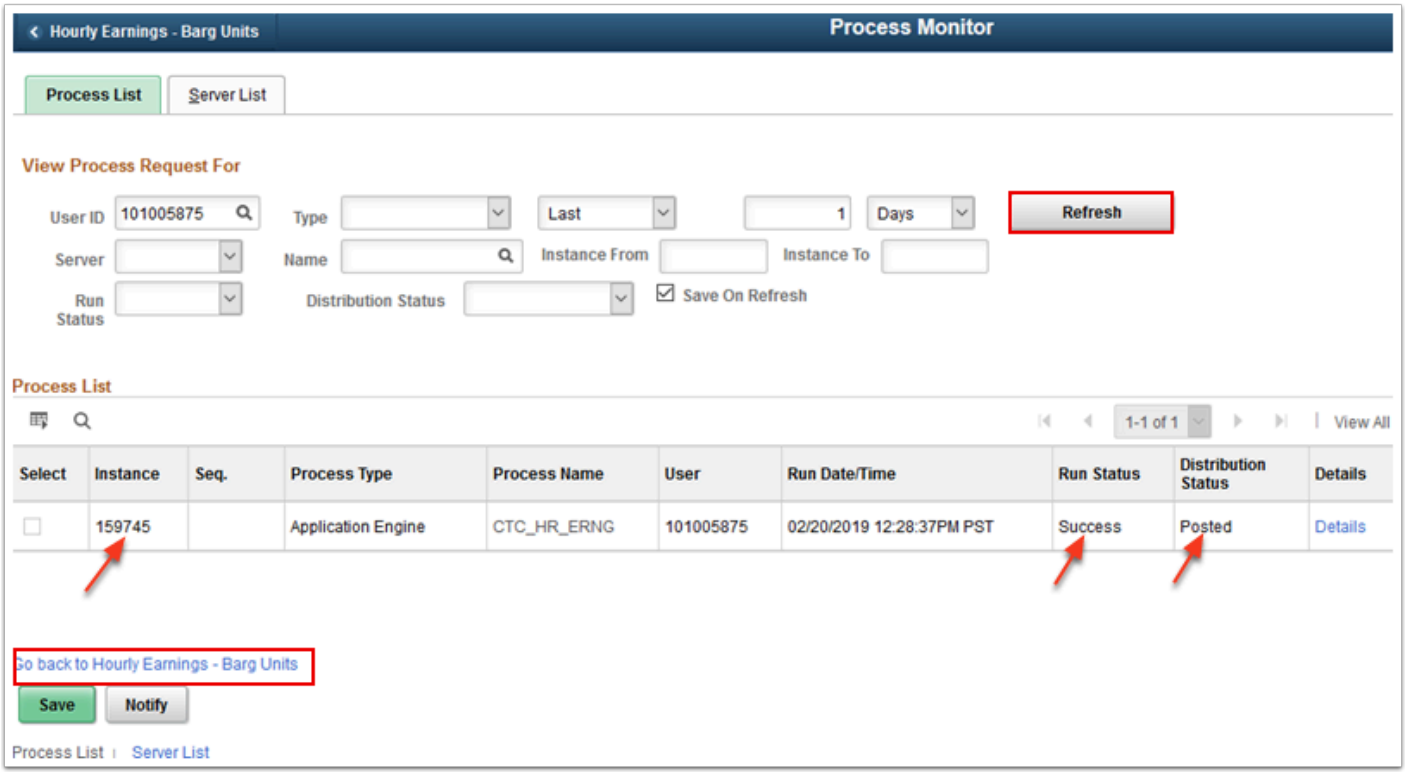


15. The **Process Scheduler Request** page disappears.
16. The updated **Hourly Earnings-Barg Units** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

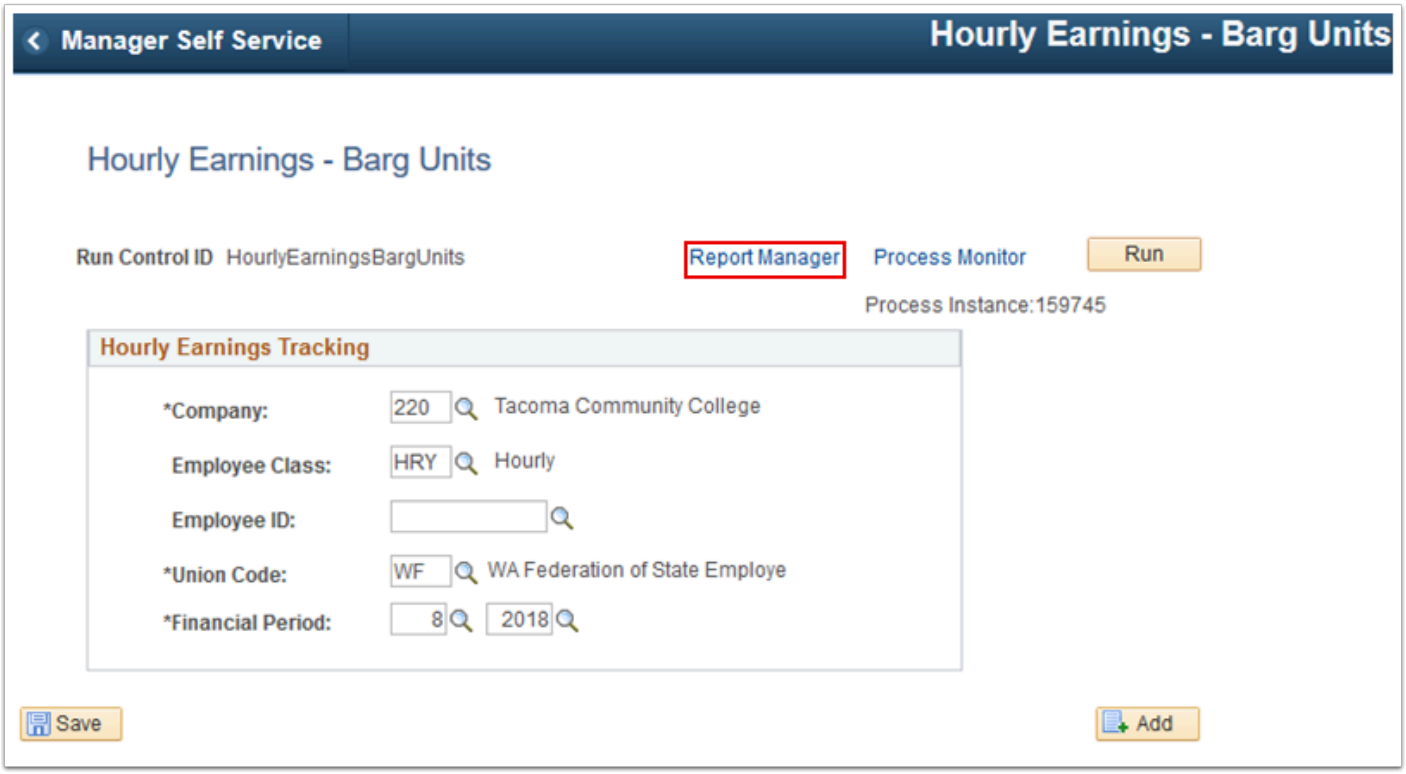


18. The **Process List** tab displays.

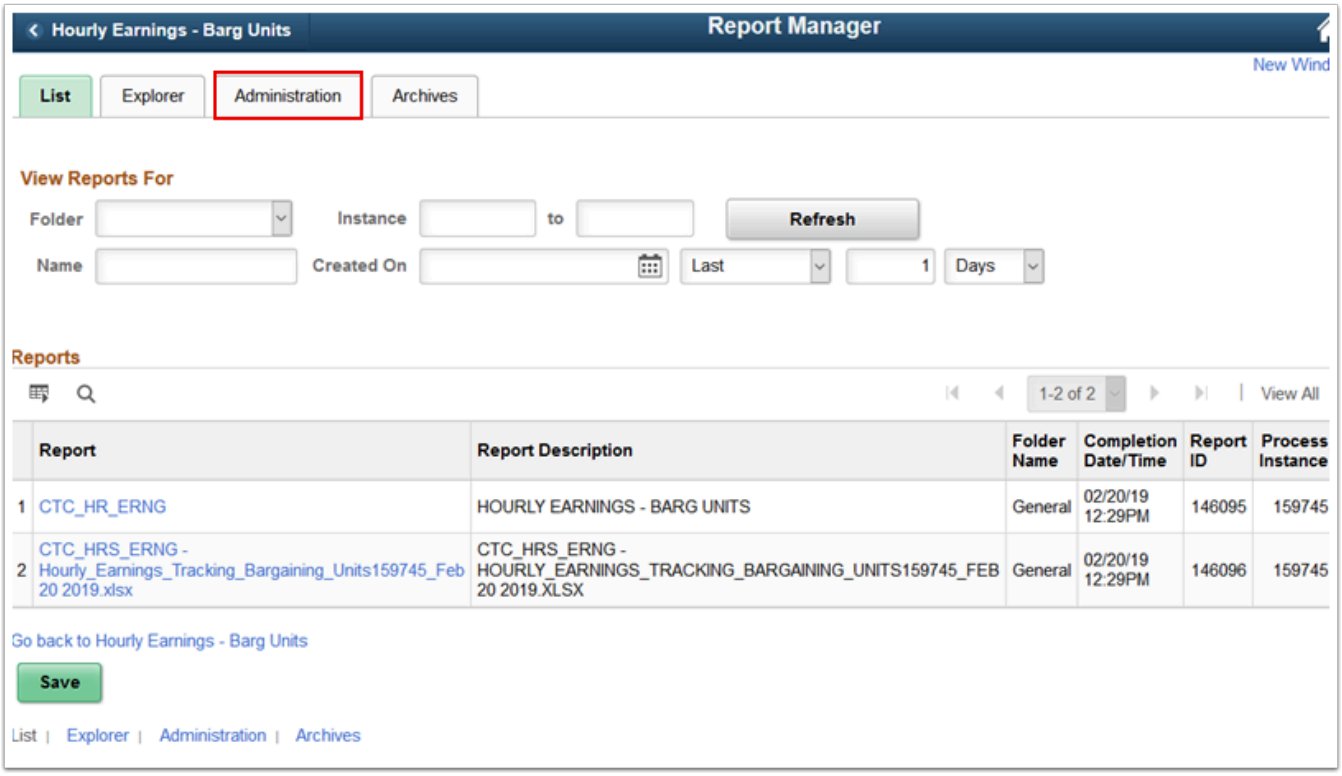
19. Select **Refresh** until your Process **Instance**'s **Run Status** = "Success" and its **Distribution Status** = "Posted".
20. Select **Go back to Hourly Earnings-Barg Units**.



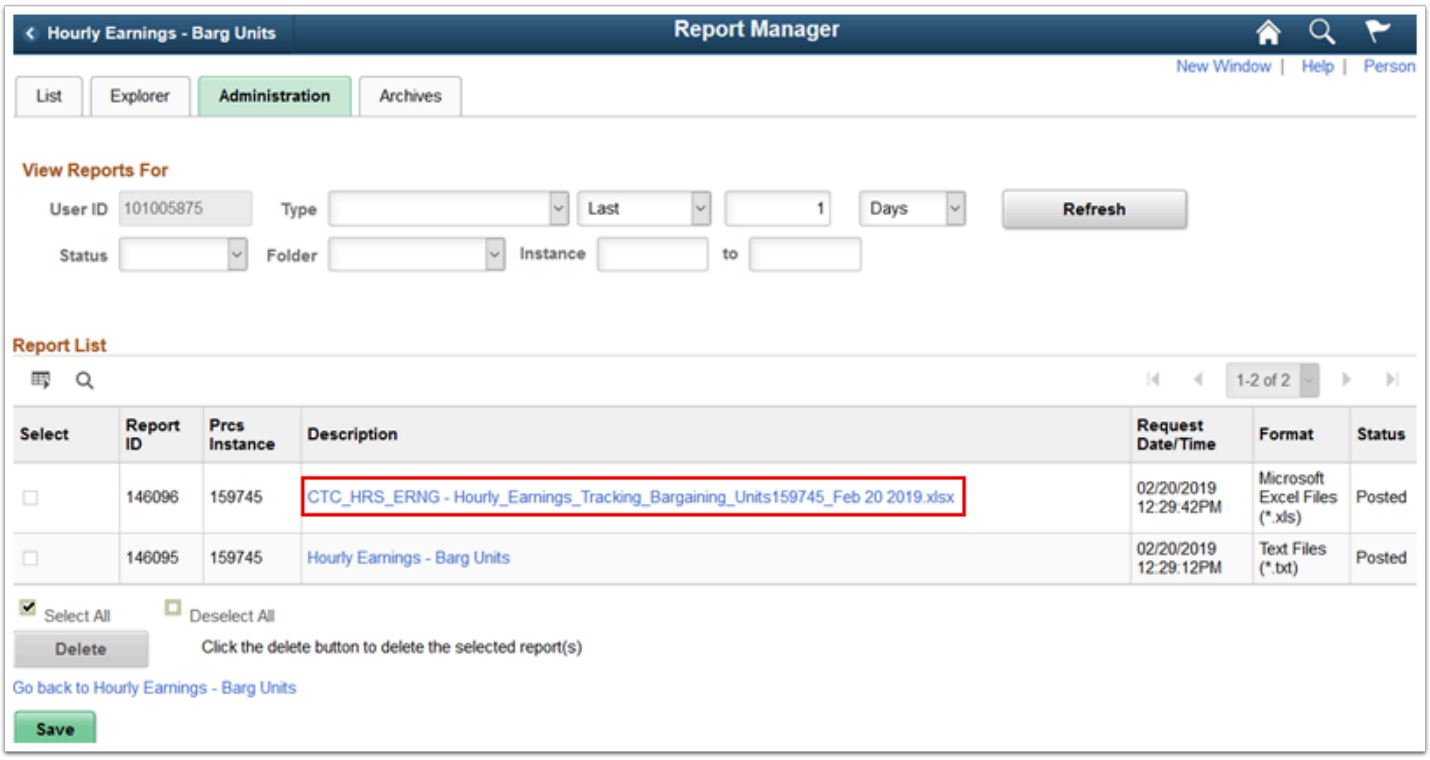
21. The **Hourly Earnings Barg Units** page displays.
22. Select **Report Manager**.



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



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



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

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HOURLY EARNINGS TRACKING REPORT FOR BARGAINING UNIT: WF

REPORT EARNINGS ENDING:9/30/2017

EMPLOYEE TYPE: HRY

EMPLOYEE NAME	EMPLOYEE ID	EARN BEGIN DATE	EMP TYPE	EMP BARG UNIT	EMP JOB NUM	JOBCODE	EARN TYPE	JOB DEPARTMENT TITLE	STRM	CREDIT/HOURS REG	PAY PERIOD	HOURS WORKED
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	4/15/2018	34.00
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	4/30/2018	32.00
											2018-APR	66.00
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	5/15/2018	28.00
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	5/31/2018	35.50
											2018-MAY	63.50
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2183	0	6/15/2018	34.00
G	1	2/20/2018	HRY		0	007930	HRY	Writing/Tutoring Services	2185	0	6/30/2018	13.50
											2018-JUN	47.50

28. Process complete.