

## 9.2 Reviewing Pay Calendars

**Purpose:** Use this document as a reference for Reviewing Pay Calendars in ctcLink.

**Audience:** Payroll Administrator.

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

- ZZ Payroll Processing
- ZZ SS Payroll

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

### Review the Pay Calendar

! **Important:** Routinely review and validate pay calendars prior to extracting Faculty Workload data and processing a payroll.

**Navigation:** Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars

1. The **Review Pay Calendars** search page displays.
2. Enter your company code or select from the **Company** look-up the appropriate company.
3. To narrow the search, enter **Pay Period End Date**.
4. Select the **Search** button.
5. The **Search Results** display.
6. Select a **Pay Group** option from the **Search Results**.
7. The Pay Calendar for the respective pay group and pay period is displayed.
8. Review data on the **Pay Calendar Table** tab.
9. Ensure the **\*Paycheck issue Date** is set to the correct pay date.
10. Ensure the correct **\*Pay Period of the Month** is selected.
11. **Pay Run ID** should be entered/linked AFTER the prior payroll has been confirmed.

**Pay Calendar Table** | Pay Confirm Options

Company: █████ █████ Community College  
 Pay Group: █████ Exempt: Semi-Monthly

Pay Period End Date: 02/15/2021  
 \*Pay Period Begin Date: 02/01/2021  
 Pay Period Close Date: 02/15/2021  
 \*FLSA On-Cycle Pay End Date: 02/15/2021

Weeks in this Period: 2  
 \*Pay Periods Per Year: 24

\*Benefit Deductions Taken: Deduction  
 \*General Deductions Taken: Deduction

Pay Period of the Month:  First  Second  Third  Fourth  Fifth

Paysheets Run  
 Payroll Preliminary Calc Run  
 Payroll Calculation Run  
 Payroll Confirmation Started  
 Payroll Confirmation Run

Single Check for Multiple Jobs  
 TL Extract costs  
 Off-Cycle Calcs Outstanding  
 Off-Cycle Closed

Off-Cycle Calendar  
 Off-Cycle Ded Override

Pay Run ID: 02A2021 █████ Q █████ 02A 21  
 Aggregate ID: █████  
 \*Paycheck Issue Date: 02/25/2021

Accrual Percent:   
 Reverse Accruals

Benefit Ded Subset ID:   
 General Ded Subset ID:

Payroll Distribution Run  
 GL Interface Run  
 CA Payroll Distribution Run  
 CA GL Interface Run

Balance ID Details

Balance ID	CY	CY	Year	Quarter	Period
█████	█████	█████	2021	1	2
█████	FY	FY	2021	3	8

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Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Pay Calendar Table | Pay Confirm Options

12. Repeat steps above to review and validate the pay calendars for the rest of the pay groups.  
 End of procedure.

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the link to \_\_\_\_\_. This link will open in a new tab/window.