

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

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

2021

Quarter

1

Period

2

Balance ID

FY

FY

Year

2021

Quarter

3

Period

8

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.