

## 9.2 R-266 PTF Benefits Eligibility Report

**Purpose:** Use this document as a reference for using the custom reports for part time faculty benefits information in ctcLink.

**Audience:** Benefits Administrator.

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

- ZD Benefits Reporting

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

NOTE: This report will total all FWL FTE's from both Job and FWL to generate one totaled FTE. Any jobs in Job Data that have an EMPL CLASS of Part Time Faculty will not be considered for Job purposes (as they are being taken from FWL), but any other Job Data that contains an EMPL CLASS outside of that will be added in.

For instance, if a PTF employee has three jobs, 2 of them with an EMPL CLASS of Part Time Faculty and one with an EMPL CLASS of Hourly, then it will add the FTE from FWL which contains the Contract Types that have the Benefit Eligibility box checked in FWL but will also add the Hourly Job's Job Data FTE.

This means for PTF to correctly be represented on this report, all non-PTF EMPL CLASS Jobs must have a correct FTE maintained in Job Data.

### Part Time Faculty Benefit Eligibility Report

**Navigation:** NavBar > Navigator > Benefits > CTC Custom > CTC Reports > PTF Benefit Eligibility Report

1. The **PTF Benefit Eligibility Report** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab if this is the first run by the user for this report.
3. Select the **Search** or **Add** button.

**PTF Benefit Eligibility Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Advanced Search

Find an Existing Value | Add a New Value

4. The **PTF Benefit Eligibility Report** page displays.
5. Select the **Company Code** using the lookup field.
6. Use the **radio buttons** to select one of the following conditions (separate runs must be performed for each condition):
  - PTF employees listed as Eligible but should be ineligible
  - PTF employees listed as Ineligible but should be eligible
  - PTF employees listed as Ineligible but may be eligible
7. Select the **Run** button.

**PTF Benefit Eligibility Report**

Run Control ID PTFBER | Report Manager | Process Monitor |

Process Request Parameters

\*Company

☐ PTF employees listed as Eligible but should be ineligible  
☐ PTF employees listed as Ineligible but should be eligible  
☐ PTF employees listed as Ineligible but may be eligible

8. The **Process Scheduler Request** page displays.
9. Make sure the **Format Type** = PDF.
10. Select the **OK** button.

**Process Scheduler Request**

User ID CTC\_JMERRILL      Run Control ID PTFBER

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Server Name       Run Date

Recurrence       Run Time      

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PTF Benefit Eligibility Report	CTC_BNELG_AE	Application Engine	Web	PDF	Distribution

11. The **PTF Benefit Eligibility Report** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

**PTF Benefit Eligibility Report**

Run Control ID PTFBER      Report Manager [Process Monitor](#)

[Process Instance:159835](#)

**Process Request Parameters**

\*Company  WA STATE COMM COLL DIST 17

☐ PTF employees listed as Eligible but should be ineligible  
☒ PTF employees listed as Ineligible but should be eligible  
☐ PTF employees listed as Ineligible but may be eligible

14. The **Process Monitor** page displays.
15. On the Process List tab, select the **Refresh** button until the **Run Status** = Success.
16. Select the **Details** link.

PTF Benefit Eligibility Report
Process Monitor

Process List

Server List

View Process Request For

User ID

TC\_JMERRILL

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	159835		Application Engine	CTC_BNELG_AE	CTC_JMERRILL	03/11/2019 10:15:33AM PDT	Success	Posted	Details

Go back to PTF Benefit Eligibility Report

Save

Notify

Process List | Server List

17. The **Process Detail** pagelet displays.
18. Select the **View Log/Trace** link.

Process Detail

Process

Instance

159835

Type

Application Engine

Name

CTC\_BNELG\_AE

Description

PTF Benefit Eligibility Report

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

PTFBER

Location

Server

Server

PSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On

03/11/2019 10:16:25AM PDT

Run Anytime After

03/11/2019 10:15:33AM PDT

Began Process At

03/11/2019 10:16:34AM PDT

Ended Process At

03/11/2019 10:17:18AM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

19. The **View Log/Trace** pagelet displays.
20. Select the first **.log** file.

View Log/Trace

Report

Report ID 148190

Process Instance 159835

[Message Log](#)

Name CTC\_BNELG\_AE

Process Type Application Engine

Run Status Success

PTF Benefit Eligibility Report

Distribution Details

Distribution Node local

Expiration Date 04/10/2019

File List

Name	File Size (bytes)	Datetime Created
PTF_Benefit_Eligibility_Report_Log_159835.log	980	03/11/2019 10:17:18.818789AM PDT
AE_CTC_BNELG_AE_159835.log	441	03/11/2019 10:17:18.818789AM PDT
AE_CTC_BNELG_AE_159835.trc	4,002	03/11/2019 10:17:18.818789AM PDT
PTF_BENEFIT_ELIG_STG_159835.xml	8,010	03/11/2019 10:17:18.818789AM PDT

Distribute To

Distribution ID Type	-Distribution ID
User	CTC_JMERRILL

Return

21. The **Process/Interface Log** page opens in a new window.
22. After reviewing, close the pop-up window.

```

*****
                          Process / Interface Log
*****
Process Instance   : 159835      Operator ID       : CTC_JMERRILL
Process Name      : CTC_BNELG_AE Run Date/Time      : 03/11/2019 10:16:34
*****
                          Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID) : PTFBER
Company          (COMPANY)      : 178
PTF Employee Eligible Criteria (CTC_ELIG_CRITERIA) : PIE
*****
                          Report has been generated in Report Manager
*****

```

23. The **View Log/Trace** pagelet displays.
24. Select the **Return** button.
25. The **Process Detail** pagelet displays.
26. Select the **OK** button.
27. The **Process Monitor** page displays.
28. Select the **Go back to PTF Benefit Eligibility Report** link.

Process List

Server List

View Process Request For

User ID

CTC\_JMERRILL

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	159835		Application Engine	CTC_BNELG_AE	CTC_JMERRILL	03/11/2019 10:15:33AM PDT	Success	Posted	<a href="#">Details</a>

Go back to PTF Benefit Eligibility Report

Save

Notify

Process List

Server List

29. Select the **Report Manager** link.

PTF Benefit Eligibility Report

Run Control ID

PTFBER

Report Manager

Process Monitor

Run

Process Request Parameters

\*Company

170

WA STATE COMM COLL DIST 17

PTF employees listed as Eligible but should be Ineligible

PTF employees listed as Ineligible but should be eligible

PTF employees listed as Ineligible but may be eligible

Save

Add

30. The **Report Manager** page displays.
31. Select the **Administration** tab.
32. Select the file name link to display the pdf file.

9.2 R-266 PTF Benefits Eligibility Report

Page 6

PTF Benefit Eligibility Report
Report Manager

List
Explorer
Administration
Archives

View Reports For

User ID
CTC\_JMERRILL
Type
Last
1
Days
Refresh

Status
Folder
Instance
to

Report List

1-8 of 8
View All

Select	Report ID	Prco Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	146197	159838	CTC_BEN_ELG - CTC_BEN_ELG.xlsx	03/11/2019 10:43:57AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	146198	159838	PTF Benefit Eligibility Report	03/11/2019 10:43:11AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

33. The file is displayed.
34. Verify the file for the output data.
35. The process to run the R-266 Part time faculty benefit eligibility report is now complete.
36. End of procedure.