## 9.2 Run Employee Tracking - Benefits Report

**Purpose:** Use this document as a reference on how to run the Time & Labor Employee Tracking - Benefits Report in ctcLink.

**Audience:** Time and Labor Admin, Payroll Admin, Benefits Admin.

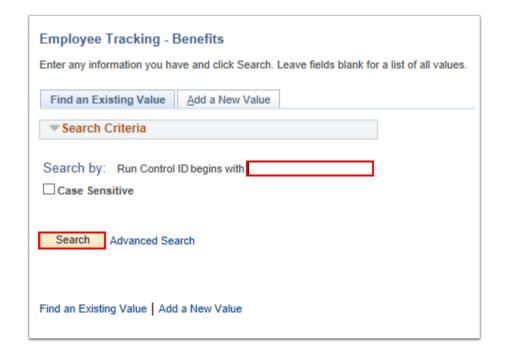
- You must have at least one of these local college managed security roles:
- · ZD Benefits Reporting
- ZZ Payroll Processing

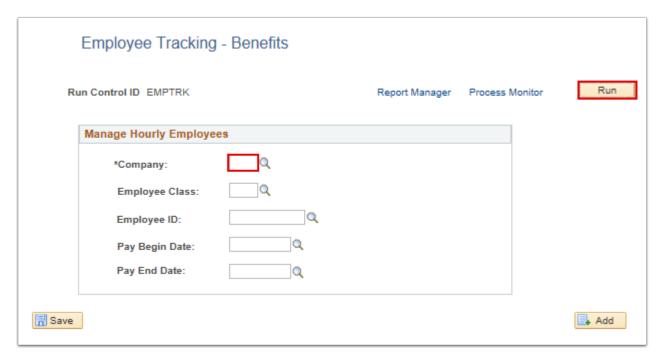
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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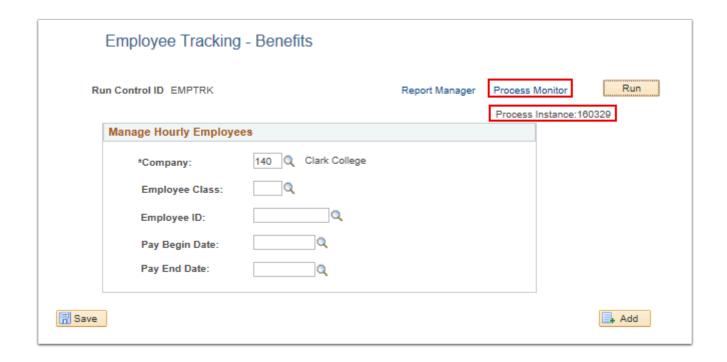
Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Reports > Employee Tracking - Benefits

- 1. The **Employee Tracking Benefits** search page displays.
- 2. Enter an existing **Run Control ID** or select the **Add a New Value tab** and enter a new Run Control ID.
- Select the Search or Add button.
- 4. The **Employee Tracking Benefits** page displays.
- 5. The following is required to run the report:
  - Company (college)
- 6. The following are not required but can be used to run the report:
  - Employee Class (CLA, HRY, etc.)
  - · Employee ID
  - Pay Begin Date (Pay Period Begin Date)
  - Pay End Date (Pay Period End Date)
- 7. Enter the applicable values.
- 8. Select the Run button.

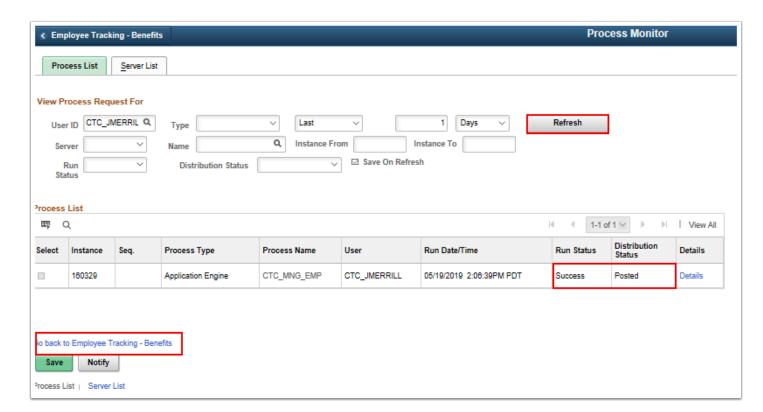




- 9. The Process Scheduler Request page displays.
- 10. Select the **OK** button.
- 11. The **Employee Tracking Benefits** page displays.
- 12. Make note of the **Process Instance** number.
- 13. Select the **Process Monitor** link.

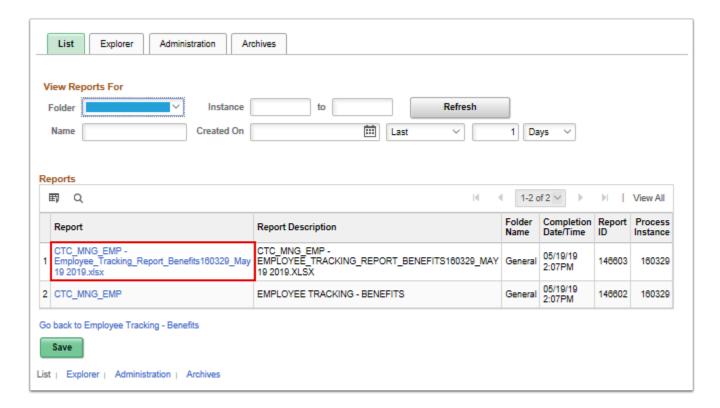


- 14. The **Process Monitor** page displays.
- 15. Select the Refresh button until the CTC MNG EMP run status is Success/Posted.
- 16. Select the **Go Back to Employee Tracking Benefits** link at the bottom of the Process Monitor page.

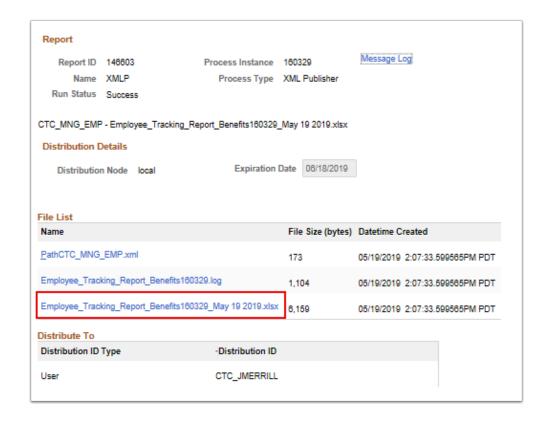


- 17. The **Employee Tracking Benefits** page displays.
- 18. Select the **Report Manager** link.
- 19. The **Report Manager** page displays.

20. In the **List** tab, select the name of the report (CTC\_MNG\_EMP Employee\_Tracking\_Report\_Benefits.xlsx) that corresponds to your process instance.



- 21. The **Report Index** page displays.
- 22. Select the file with xlsx or csv at the end and it will give you the option to open or download depending on your internet browser settings.



- 23. A new window opens and a message asking if you want to open or save the report displays.
- 24. Select the applicable option. An Excel file should open.
- 25. The report will display the following fields:
  - Name (Last, First MI)
  - · Employee ID
  - Employment Date
  - Employment Record
  - · Job Class Title
  - · Job Department Title
  - Pay Period (Pay Period End Date)
  - **Gross Earnings** (for Pay Period End Date)
  - Hours Worked (for Pay Period End Date)
  - Staff Months (for Pay Period End Date)
- 26. The process to run the Employee Tracking Benefit report is now complete.
- 27. End of procedure.