

## 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.

### Run Employee Tracking - Benefits Report

**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.
3. 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.

## Employee Tracking - Benefits

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

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

## Employee Tracking - Benefits

Run Control ID EMPTRK

[Report Manager](#)

[Process Monitor](#)

[Run](#)

### Manage Hourly Employees

\*Company:

Employee Class:

Employee ID:

Pay Begin Date:

Pay End Date:

[Save](#)

[Add](#)

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.

## Employee Tracking - Benefits

Run Control ID EMPTRK
Report Manager
Process Monitor
Run

Process Instance:160329

### Manage Hourly Employees

\*Company:  Clark College

Employee Class:

Employee ID:

Pay Begin Date:

Pay End Date:

Save
 Add

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.

< Employee Tracking - Benefits
Process Monitor

Process List
Server List

**View Process Request For**

User ID:

Type:

Last:

Days

Refresh

Server:

Name:

Instance From:

Instance To:

Run Status:

Distribution Status:

☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	160329		Application Engine	CTC_MNG_EMP	CTC_JMERRILL	05/19/2019 2:06:39PM PDT	Success	Posted	<a href="#">Details</a>

[Go back to Employee Tracking - Benefits](#)

Save
Notify

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.

List Explorer Administration Archives

View Reports For

Folder  Instance  to  Refresh

Name  Created On  Last 1 Days

Reports

1-2 of 2 View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTC_MNG_EMP - Employee_Tracking_Report_Benefits160329_May 19 2019.xlsx	CTC_MNG_EMP - EMPLOYEE_TRACKING_REPORT_BENEFITS160329_MAY 19 2019.XLSX	General	05/19/19 2:07PM	148803	160329
2 CTC_MNG_EMP	EMPLOYEE TRACKING - BENEFITS	General	05/19/19 2:07PM	148802	160329

Go back to Employee Tracking - Benefits

Save

List Explorer Administration Archives

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.

Report

Report ID 148803 Process Instance 160329 Message Log

Name XMLP Process Type XML Publisher

Run Status Success

CTC\_MNG\_EMP - Employee\_Tracking\_Report\_Benefits160329\_May 19 2019.xlsx

Distribution Details

Distribution Node local Expiration Date 06/18/2019

File List

Name	File Size (bytes)	Datetime Created
PathCTC_MNG_EMP.xml	173	05/19/2019 2:07:33.599565PM PDT
Employee_Tracking_Report_Benefits160329.log	1,104	05/19/2019 2:07:33.599565PM PDT
Employee_Tracking_Report_Benefits160329_May 19 2019.xlsx	8,159	05/19/2019 2:07:33.599565PM PDT

Distribute To

Distribution ID Type -Distribution ID

User CTC\_JMERRILL

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.