

9.2 Entering Optional Payroll Processing Information

Purpose: Use this document to enter optional payroll processing information in ctcLink.

Audience: Payroll.

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- 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.

Enter Optional Payroll Processing Information

Navigation: NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Update Payroll Options

1. The **Update Payroll Options** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.

Update Payroll Options

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Company begins with 

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

4. The **Update Payroll Options** page displays.
5. Use the **Payroll Options 1** tab to enter paycheck delivery options and distribution mail options for the employee.
6. The option selected in the **Paycheck Delivery Option** area is used by the check print program to indicate what address to print under the employee's name on the check stub.
7. Select the **Postal Service** radio button.
8. To send checks to the employees mailing address, use the **Mailing Address** option. *The system automatically displays data from the employee's personal data in PeopleSoft Human Resources for the address type selected.*
9. Select the **Mailing Address** radio button.

Payroll Options 1 Payroll Options 2

ID 101000000 Company 170

Paycheck Delivery Option

☒ Company Distribution ☐ Postal Service

Distribution Mail Option

☒ Home Address ☐ Mailing Address ☐ Check Address [Update Check Address](#)

Employee's Current Address

Country USA United States
Address 8025 S 100 Crst
SPOKANE, WA 99209

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Payroll Options 1 | Payroll Options 2

10. Select the **Payroll Options 2** tab.
11. The **Payroll Options 2** page displays.
12. Use the **Deductions Taken** list to indicate how to take deductions for this employee.
Selections made on this page override the values entered for the pay run in the General Deductions Taken field on the Pay Calendar table.
13. Select the **Deductions Taken** drop-down menu list. **Deductions Taken** list values include:
 - **Deduction Table Governs:** Select this value to process the standard general deductions for this employee as set up on the Deduction table.
 - **Deduction Table Subset Governs:** Select this value to take only those general deductions included in the deduction subset that you specify in the Deduction Subset ID field.
 - **No Override:** This is the default value. If this is unchanged, the deductions that are specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing.
 - **None:** Select this value if no general deductions should be taken out of the paycheck.
14. Select the **Deduction Table Governs** list item.
15. Select the **Save** button.

Payroll Options 1
Payroll Options 2

ID 101000000
Company 170

Primary PayGroup P17

Paycheck Location Option

☐ Home Department Location
☐ Job Location
☒ Other Location

Other Location Information

Set ID WA170
Location Code SMAIN
Spokane CC Main Campus

Mail Drop ID
Paycheck Name

Deductions Taken

*Deductions Taken No Override
Deduction Subset ID

Save
Return to Search
Notify
Refresh
Update/Display
Include History
Correct History

16. The process to enter optional payroll process information is now complete.
17. End of procedure.