## 9.2 Creating a Paysheet Manually

Purpose: Use this document as a reference for manually creating a **paysheet** for an **employee's job record** in ctcLink.

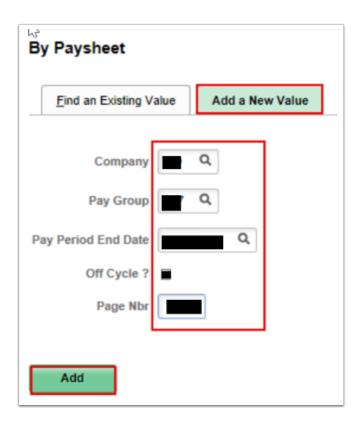
Audience: Payroll Administrators.

- You must have at least one of these local college managed security roles:
- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

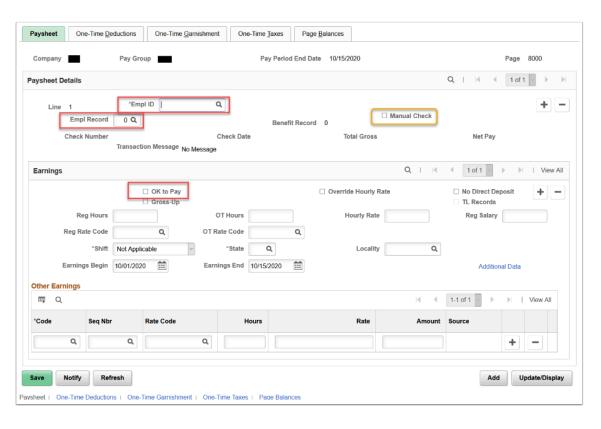
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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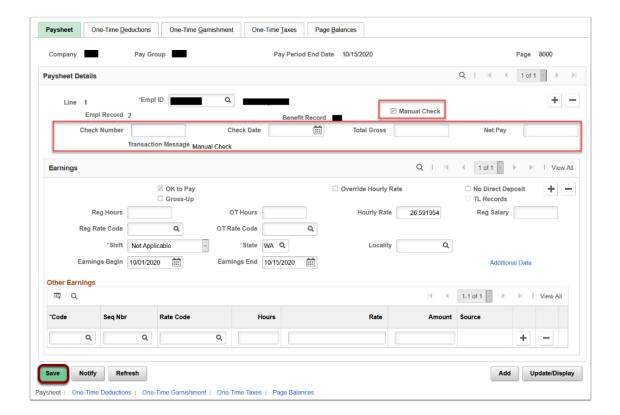
- 1. The **By Paysheet** search page displays.
- 2. Select the **Add a New Value** tab.
- 3. Enter a value in the **Company** field.
- 4. Enter **Pay Group** data.
- 5. Enter the Pay Period End Date.
- 6. If the paysheet will be used to process a manual check, then the **Off Cycle?** checkbox needs to be selected.
- 7. Enter a high number (ex. 8000) in the **Page Nbr** field. (*Consult local business processes for the appropriate range of numbers*).
- 8. Select the **Add** button.



- 9. The **By Paysheet** page displays.
- 10. Enter the employee's **Empl ID**.
- 11. Enter the employee's **Empl Record number**.
- 12. Select the **OK to Pay** checkbox.
- 13. If the paysheet will be used to process a manual check, select the **Manual Check** checkbox.



- 14. Once you select the **Manual Check** checkbox, the following fields open for entry of valid values:
  - Enter the appropriate check number in the **Check Number** field.
  - Enter the check date in the **Check Date** field.
  - Enter the total gross pay amount in the **Total Gross** field.
  - Enter the net pay amount in the **Net Pay** field.
- 15. Select the **Save** button.



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You can access the paysheet via **By Payline Security** to view and/or make updates as needed.

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16. The process to create manually a paysheet is now complete.