

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.

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Paysheet

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.

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.

The screenshot displays the 'Paysheet' form in the 'Payroll Processing USA' system. The 'Manual Check' checkbox is selected, and the 'Check Number', 'Check Date', 'Total Gross', and 'Net Pay' fields are visible. The 'Save' button is highlighted in the bottom left corner.

Paysheet Details

Company: [Redacted] Pay Group: [Redacted] Pay Period End Date: 10/15/2020 Page: 8000

Line 1 *Empl ID: [Redacted] [Redacted] + -

Empl Record 2 Benefit Record [Redacted] ☒ Manual Check

Check Number [Redacted] Check Date [Redacted] Total Gross [Redacted] Net Pay [Redacted]

Transaction Message Manual Check

Earnings

☒ OK to Pay ☐ Gross-Up ☐ Override Hourly Rate ☐ No Direct Deposit ☐ TL Records

Reg Hours [Redacted] OT Hours [Redacted] Hourly Rate 26.591954 Reg Salary [Redacted]

Reg Rate Code [Redacted] OT Rate Code [Redacted]

*Shift Not Applicable *State WA Locality [Redacted]

Earnings Begin 10/01/2020 Earnings End 10/15/2020 Additional Data

Other Earnings

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Save Notify Refresh Add Update/Display

Paysheet | One-Time Deductions | One-Time Garnishment | One-Time Taxes | Page Balances

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

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security

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