

9.2 Pre-Pay Setup When Receiving Personal Check from Employee

Purpose: Use this document as a reference for how to enter the setup for PrePay in ctcLink when an employee provides a personal check to cover the cost.

Audience: Payroll Administrator/Benefits Administrator.

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

- ZC Benefits Maintain PrePay
- ZC Payroll Data Maintenance
- ZD Payroll Inquiry
- ZD Benefits PrePay Inquiry
- ZZ Payroll Processing
- ZZ Payroll Data Maintenance
- 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.

Pre-Pay Setup When Receiving Personal Check from Employee

! NOTE: Before setting up prepay for a personal check from employee, you must first enter and confirm a manual check entry. Please refer to the QRG [9.2 Creating a Manual Check Entry for Benefits](#).

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Employee PrePay

1. The **Employee PrePay** search page displays.
2. Enter the **Empl ID** and any other applicable search criteria.
3. Select the **Search** button.

Employee Self Service
Employee PrePay

Employee PrePay

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

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

4. The **Employee PrePay** page displays.
5. Select the **PrePay Balance** tab.

Employee Self Service
Employee PrePay

PrePay Override
PrePay Balance

Employee PrePay

Empl ID

Company

*Pay Cycle

Employee PrePay Deduction Override

Effective Date

Employee PrePay Deduction Schedule

*Plan Type	*Deduction Code	Description	*Calendar ID	Description
1				

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

PrePay Override | PrePay Balance

6. Enter **Deduction** - Amount to be reported to vendor each pay period, against the pay end date for which the manual check was confirmed.
7. Select the **Save** button.

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Page 2

Employee Self Service **Employee PrePay** New Window | Help | Personalize Page

PrePay Override **PrePay Balance**

Employee PrePay

Empl ID [REDACTED]
Company [REDACTED]

PrePay Balances Find | View All First 1 of 1 Last

*Plan Type [REDACTED] *Deduction [REDACTED]

PrePay Deduction

PrePay Deduction

PrePay Balances Personalize | Find | View All First 1 of 1 Last

*Pay End Date	Deduction	Pre Pay Deduction	Total Deductions	Reported Amount	Total Reported Amount	Balance Adjust	Balance
1 [REDACTED]	[REDACTED]						0.00

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

PrePay Override | PrePay Balance

! Central Payroll at SBCTC will run the Interface process to send the reporting amount to the vendor.

Please review the prepay balance **two days** after pay confirm.

- The process to set up prepay for receiving a personal check from an employee is now complete.