9.2 One Time PSHUP File Load and Maintenance

Purpose: Use this document as a reference for how to load the One Time PSHUP Template .CSV file to the staging table, make changes to that data once loaded, and create a new paysheet for directly adding one time transactions. Also included are steps to create and load the PSHUP data to the payroll paysheets in ctcLink.

Audience: Payroll Administrator.

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

- 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.

NOTE: If one time entries are done by someone other than the Payroll Administrator, a One-Time PSHUP Template .CSV file can be used and later uploaded to the staging table. Instructions for using the One-Time PSHUP Template .CSV file can be found on the ctcLink Reference Center under the PAYROLL section.

The PSHUP File Load and Maintenance is a combination of four specific processes:

1. Paysheet Holding Load: This process loads the One Time PSHUP template file to the staging table (Optional).
2. Update and/or add PSHUP data in Paysheet Holding Update page (staging table).
3. Use the Paysheet Holding Update page to create One-Time Paysheet entries.
4. Create and Load Paysheet Transactions.

One-Time PSHUP File Load and Maintenance

> **❗ Important:**
>
> - When using the One Time PSHUP template file to load general deduction transactions, column AS "Plan Type" requires two digits.
> - Do not change the formatting of the cells in the template file.
> - The One Time PSHUP template file needs to be saved as a .CSV (comma delimited) file before loading to the Holding Load page.

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Paysheet Holding Load

Part 1: Paysheet Holding Load (Run this process only if you are using the One Time PSHUP Template .CSV file option)

> **ℹ️ NOTE:** When using the One Time PSHUP file Template (Excel to .CSV file) note the following columns/data fields:
>
> - **Column K (SEQNO)** is a required field. The sequence number needs to be unique based on other key data.
>
>   For data entry simplicity/efficiencies, you can simply number each row in the spreadsheet sequentially, i.e.: row 2 = 1, row 3 = 2, row 4 = 3, etc. all the way down to the last row.
>
> - **Columns R, S, T & U (DEPT ID, JOB CODE, POSITION_NBR & ACCT_CD)** are NOT required fields, BUT the data should be populated if it's an "override" to the employee's job data or if different from the CTC Earns Distribution.

1. The **Paysheet Holding Load** search page displays.
2. Enter a **Run Control ID** or select **Add a New Value**.
3. Select **Search** button.

4. The **Paysheet Holding Load** page displays.
5. Select the **Attached File** icon to select the file to be loaded.

6. The **File Attachment** pagelet displays.
7. Select the **Browse** button and select the file.
8. Select **Upload** button.

File Attachment

Help

Browse...

Upload   Cancel

9. Select **Run** button.

Paysheet Holding Load (PSHUP_TXN)

Run Control ID 1   Report Manager   Process Monitor   Run

Paysheet Holding Load File
Attached File
Copy_of_02B_170_PSHUP_

Save   Return to Search   Notify   Add   Update/Display

10. The **Process Scheduler Request** page displays.
11. Select **OK** button to begin the process.
12. When the process is completed, select the **Details** and **Review Log/Trace** to confirm success or troubleshoot issues.

Process Monitor

New Window

Process List   Server List

View Process Request For

User ID		Type		Last		5	Days		Refresh
Server		Name		Instance From		Instance To		Report Manager
Run Status		Distribution Status		☑ Save On Refresh

Process List

1-50 of 240   View 100

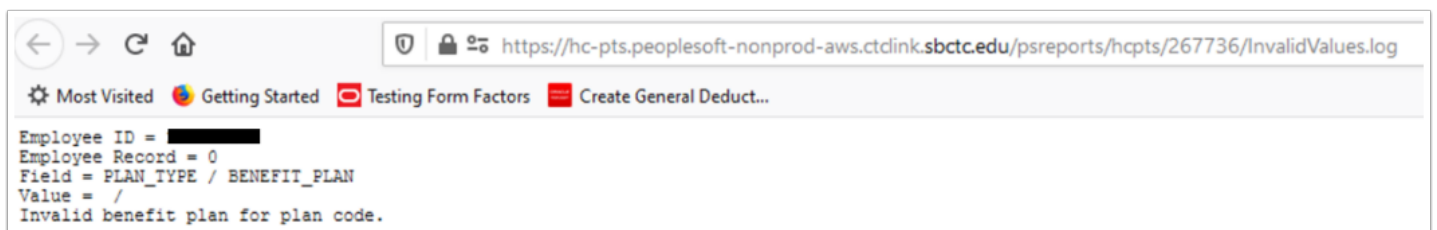| Select	Instance	Seq.	Process Type	Process Name		User	Run Date/Time	Run Status	Distribution Status	Details
☐	292511		Application Engine	CTC_PSHUP_AE		▮▮▮	12/03/2020 6:04:55PM PST	No Success	Posted	Details

13. Select the Log file link to open and view the information captured in the log.

14. Samples from Log files for Earnings and Deductions PSHUP file load are below.
    a. Invalid Combo Code example:

b. Invalid Deduction Code example:

> ❗ You must have at least one of these local college managed security roles:
>
> • ZD FWL HCM View Pay
> • ZZ FWL HCM Pay Process

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15. Navigate to Paysheet Holding Update to view the respective file and make corrections as needed.
    - **Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Paysheet Holding Update**

> 💡 **NOTE:** Once Part 1 is complete, you should be able to view and update the One-Time PSHUP file in the Holding Update page. (See next section Part 2).

16. The process to run the paysheet holding load is now complete.

Part 2: Paysheet Holding Update

> ℹ️ **Note:** Both the One-Time PSHUP and FWL PSHUP files are accessible in the Paysheet Holding Update page.

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Paysheet Holding Update

1. The **Paysheet Holding Update** search page displays. You can make corrections on existing file or create a new file by selecting the Add a New Value tab.
2. To view and/or edit existing file: Enter the **Company** code**.**
3. Enter the **Create Date** (Optional).

4. Select **Search**.
5. Select from the **Search** results.

6. The respective information is displayed and ready for editing on the Paysheet Holding Update (PSHUP_TXN) page.
7. In addition to making corrections, rows can be added or deleted manually as needed by selecting the plus (**+**) sign to add a row, or the minus sign (**-**) to delete a row.
8. You can change the ***Status** for a row from Active to a status that will stop the data from loading to the paylines.

9. Once you have completed your edits, select the **Save** button.

10. The process to run the paysheet holding update is now complete.

Part 3: Using the Paysheet Holding Update page to enter One-Time Paysheet transactions

NOTE: Here you can create a new PSHUP file and enter one-time entries directly into the paysheet.

IMPORTANT: Even though there are multiple tabs to select from depending on the type of transaction you need to do, you must only use one paysheet for each type of one-time transaction, i.e.: one paysheet for Earnings, one paysheet for Deductions and one paysheet for Taxes. Each paysheet must be saved with a different Creation Date.

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC > Paysheet Holding Update

1. The **Paysheet Holding Update** search page displays.
2. Select **Add a New Value** tab**.**
3. Enter the **Company** or select from the search option.
4. Enter a **Creation Date** (current date).
5. Select the **Add** button**.**

6. The **Paysheet Holding Update (PSHUP_TXN)** page displays with the first line available to key the data.
7. Notice the three tabs available for entering one time transactions:

a. **Earnings**
    b. **Deductions**
    c. **Taxes**

8. Select the appropriate tab for the type of one-time transactions you are entering on the paysheet.
9. Enter your one-time transaction in the appropriate tab.
10. Select the **Save** button after the first transaction row has been completed.
11. To enter another line, select the **Add a Row** button on the right side of the row.

> 💡 **TIP:** To speed up the data entry process, after you have entered the first transaction row and selected **SAVE**, you can select the **Add a Row** button multiple times to insert several blank rows, this will allow you to then enter the line transaction data without saving until you have populated all of the blank rows.

> ⊗ **WARNING**: You must select **Save** after each row entry (this is a temporary solution until functionality can be updated).

12. Select the **Save** button when done.
13. You can return to this page throughout the pay period to add one-time transactions to this paysheet by selecting the creation date from the **Search Criteria** on the **Paysheet Holding Update** page.

Paysheet Holding Update

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

Company [begins with ▼] [_____] 🔍
Creation Date [= ▼] [_____] 📅

[Search] [Clear] Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

14. The One Time PSHUP file is ready for the "Create and Load Paysheets" process in Part 4.

Part 4: Create and Load Paysheets

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Paysheet Transactions

1. The **Load Paysheet Transactions** search page displays.
2. Enter a **Run Control ID** or select **Add a New Value.**
3. Select the **Search** button.
4. Select the **Pay Run ID** lookup icon and select the appropriate pay run ID.
5. Select the **On or Off Cycle** drop-down menu and select **On-Cycle Checks**.
6. Select the **Paysheet Update Source** drop-down menu and select **Other Sources**.
7. Select the **Process Options** drop-down menu and select **Process Transactions**.
8. Select the **OK to Pay** checkbox.
9. Select the **Run** button.

10. The **Process Scheduler Request** page displays.
11. Select the **OK** button.

12. The **Load Paysheet Transactions** page displays.
13. Make note of the **Process Instance** number and select the **Process Monitor** link.
14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the **Process** has run to **Success/Posted.**
16. Select the **Details** link.

17. The **Job Detail** page displays.
18. Confirm there were no errors in the process.

19. Validate that the data from the **Paysheet Holding Update** page has loaded to the Paysheets as expected for the current payroll processing.

> ⚠ **IMPORTANT:**
>
> After running the **Create and Load Paysheets** process, you can go back to the **Paysheet Holding Update** page and view the status of the data in the file you loaded. View the **STATUS** column on the Paysheet Holding Update page to identify the following:
>
> **I = Inactive**, this means the data has loaded to the payroll paysheet and is now inactive on the Paysheet Holding page. If you were to make any changes to the data in I status, it will not load again to payroll.
>
> **A = Active**, this means the data has NOT loaded to the payroll paysheet for some reason. Check your message log on the process monitor for the Create and Load Paysheet process to see any error messages related to the transactions still in Active status. Any transactions still in Active status will try to load to the payroll paysheets the next time you run the Create and Load Paysheets process. The transactions will continue to error and not load until you go back to the Paysheet Holding Update page and change the Status to **INACTIVE**. Be sure to select Save after making the change.

20. The One-Time PSHUP file load and maintenance process is now complete.
21. End of procedure.