

## 9.2 Loading the PSHUP File into Paysheets (FWL)

**Purpose:** Use this document as a reference for loading the PSHUP data into paysheets in ctclink.

**Audience:** Payroll Analyst.

 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.

### Loading Data into Paysheets

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

1. The **Load Paysheet Transactions** run control ID search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab to create a new Run Control ID.
3. Select the **Add** button.

## Load Paysheet Transactions

Find an Existing Value

Add a New Value

Run Control ID FACULTY\_WL\_INFO

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. The **Load Paysheet Transactions** page displays.
5. Select the **Pay Run ID** lookup icon and select the appropriate pay run ID.
6. Select the **On or Off Cycle** drop-down menu and select **On Cycle Checks**.
7. Select the **Paysheet Update Source** drop-down menu and select **Other Sources**.
8. Select the **Process Options** drop-down menu and select **Process Transactions**.
9. Select the **OK to Pay** checkbox.
10. Select the **Run** button.

**Load Paysheet Transactions**

Run Control ID FACULTY\_WL\_INFO [Report Manager](#) [Process Monitor](#) Run

**Process Request Parameter(s)**

**On-Cycle or Off-Cycle Run**

Pay Run ID 01B2018220 220 01B 18

On or Off-Cycle On-Cycle Checks

**Off-Cycle Run**

Company

Pay Group

Pay End Date

Empl ID

Empl Record 0

**Calculate Options**

Paysheet Update Source Other Sources

\*Process Option Process Transactions

☐ Separate Pay Run ☒ OK to Pay

Save Notify Refresh Add Update/Display

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

**Process Scheduler Request** × [Help](#)

User ID CTC\_GFULMER Run Control ID FACULTY\_WL\_INFO

Server Name Run Date 10/29/2018

Recurrence Run Time 12:48:34PM Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Load Paysheets	PYLOAD	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

13. The **Load Paysheet Transactions** page displays.
14. Make a note of the **Process Instance** number.
15. Select the **Process Monitor** link.

**Load Paysheet Transactions**

Run Control ID: FACULTY\_WL\_INFO      Report Manager      **Process Monitor**      Run

Process Instance: 135388

**Process Request Parameter(s)**

**On-Cycle or Off-Cycle Run**

Pay Run ID: 01B2018220      220 01B 18

On or Off-Cycle: On-Cycle Checks

**Off-Cycle Run**

Company:      Pay Group:      Pay End Date:      Empl ID:      Empl Record: 0

**Calculate Options**

Paysheet Update Source: Other Sources      \*Process Option: Process Transactions

☐ Separate Pay Run      ☒ OK to Pay

Save      Notify      Refresh      Add      Update/Display

16. The **Process Monitor** page displays.
17. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

**Process List**      Server List

**View Process Request For**

User ID: CTC\_GFULMEI      Type:      Last:      1 Days      Refresh

Server:      Name:      Instance From:      Instance To:      Run Status:      Distribution Status:      ☒ Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135388		PSJob	PYLOAD	CTC_GFULMER	10/29/2018 12:48:34PM PDT	Success	Posted	Details

18. The process to load the PSHUP file into paysheets is now complete.
19. End of procedure.