

## 9.2 Running the Paysheet Hourly Rate Adjust Process

**Purpose:** Use this document as a reference for how to run the Paysheet Hrly Rate Adjust process in ctclink. ***This custom process will override the Average Hourly Rate for specific Time Reporting Codes in the Payline.***

**Audience:** Payroll Administrators.

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

- ZZ Payroll Processing

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

### Running the Paysheet Hourly Rate Adjust Process

**Navigation:** NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Paysheet Hrly Rate Adjust

1. The **Paysheet Hrly Rate Adjust** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab create a new Run Control ID.
3. Select the **Add** button.

## Paysheet Hrly Rate Adjust

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID 1

Add

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

4. The **Paysheet Hrly Rate Adjust** page displays.
5. Select the **Company** lookup icon and select the appropriate company or enter the number if known.
6. Select the **Pay Period End Date** from the lookup or enter the appropriate pay period.
7. Enter **Classified** pay group in the **By Pay Groups** section.
8. Select the **Run** button.

## Paysheet Hourly Rate of Pay Adjust

Run Control ID 1

[Report Manager](#)

[Process Monitor](#)

Run

### Process Request Parameters

\* Specific Earnings are maintained in the Crosswalk / Mapping Table

\*Company



College

\*Pay Period End Date 06/30/2021



### By Pay Groups (Optional)

[Personalize](#) | [Find](#) | |

First



1 of 1



Last

Pay Group

1



Classified: Semi Monthly



Save

Return to Search

Notify

Add

Update/Display

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

**Process Scheduler Request**

User ID [redacted] Run Control ID 1

Server Name [dropdown] Run Date 07/27/2021 [calendar icon]

Recurrence [dropdown] Run Time 9:09:16AM [Reset to Current Date/Time]

Time Zone [dropdown]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Hourly Rate of Pay	CTC_HROP_AE	Application Engine	Web	TXT	Distribution

OK Cancel

11. The **Paysheet Hrly Rate Adjust** page displays.
12. Select the **Process Monitor** link and make note of the **Process Instance number**.

**Paysheet Hourly Rate of Pay Adjust**

Run Control ID 1 Report Manager **Process Monitor** Run

Process Instance: 341100

**Process Request Parameters**

\* Specific Earnings are maintained in the Crosswalk / Mapping Table

\*Company [redacted] \*College [redacted]

\*Pay Period End Date 06/30/2021

**By Pay Groups (Optional)** Personalize | Find | [icon] First 1 of 1 Last

Pay Group		
1 [redacted]	Classified: Semi Monthly	[+/-]

Save Return to Search Notify Add Update/Display

13. The **Process Monitor** page displays.
14. From the **Process List** tab, select the **Refresh** button until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.

15. Select **Details** to review Process Detail.

The screenshot shows the 'Process Monitor' application window. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with various filters: User ID (with a search icon), Type (dropdown), Last (dropdown), 4 Days (dropdown), a 'Refresh' button, Server (dropdown), Name (with a search icon), Instance From (text input), Instance To (text input), a 'Report Manager' link, Run Status (dropdown), Distribution Status (dropdown), and a checked 'Save On Refresh' checkbox. Below this is the 'Process List' section, which includes a search icon, a pagination control showing '1-17 of 17', and a 'View All' link. The main part of the interface is a table with the following columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row of data has the following values: [checkbox], 341100, [blank], Application Engine, CTC\_HROP\_AE, [redacted], 07/27/2021 8:44:42AM PDT, Success, Posted, and a link labeled 'Details' which is highlighted with a red box.

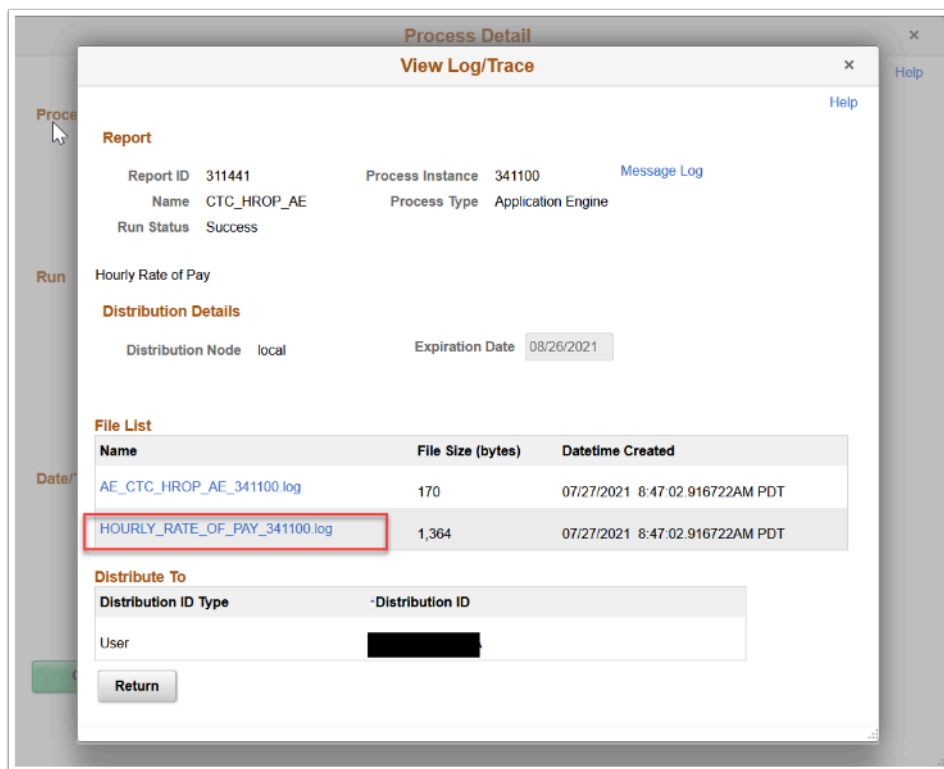
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	341100		Application Engine	CTC_HROP_AE		07/27/2021 8:44:42AM PDT	Success	Posted	<a href="#">Details</a>

16. Process Detail pagelet displays.

17. Select the **View Log/Trace** to review the Log file.

The screenshot shows the 'Process Detail' pagelet. It has a title bar with 'Process Detail' and a close button. Below the title bar is a 'Help' link. The main content area is divided into several sections: 'Process' with fields for Instance (341100), Type (Application Engine), Name (CTC\_HROP\_AE), Description (Hourly Rate of Pay), Run Status (Success), and Distribution Status (Posted); 'Run' with fields for Run Control ID (1), Location (Server), Server (PSUNX), and Recurrence; 'Update Process' with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request; 'Date/Time' with a list of timestamps: Request Created On (07/27/2021 8:44:44AM PDT), Run Anytime After (07/27/2021 8:44:42AM PDT), Began Process At (07/27/2021 8:45:03AM PDT), and Ended Process At (07/27/2021 8:47:02AM PDT); and 'Actions' with links for Parameters, Message Log, Batch Timings, View Log/Trace (highlighted with a red box), Transfer, and View Locks. At the bottom are 'OK' and 'Cancel' buttons.

18. The **View Log/Trace** page displays.



19. A sample Log file is shown below.

```
*****
***** Process / Interface Log *****
*****
Process Instance   : 341100      Operator ID       : [REDACTED]
Process Name      : CTC_HROP_AE  Run Date/Time    : 07/27/2021 08:45:03
*****
***** Run Control Parameter *****
*****
Run Control ID     (RUN_CNTL_ID) : 1
Company           (COMPANY)      : [REDACTED]
Pay Period End Date (PAY_END_DT) : 06/30/2021

EMPLID [REDACTED], EMPL_RCD 0, Pay Group C[REDACTED], Page Number 3, Line Number 5, ADDL Nbr 1, Hourly Rates adjusted from 33.982759 to 33.596591
EMPLID [REDACTED], EMPL_RCD 0, Pay Group C[REDACTED], Page Number 27, Line Number 2, ADDL Nbr 3, Hourly Rates adjusted from 24.632184 to 24.352273
EMPLID [REDACTED], EMPL_RCD 0, Pay Group C[REDACTED], Page Number 27, Line Number 2, ADDL Nbr 2, Hourly Rates adjusted from 24.632184 to 26.787500
EMPLID [REDACTED], EMPL_RCD 0, Pay Group C[REDACTED], Page Number 27, Line Number 2, ADDL Nbr 1, Hourly Rates adjusted from 24.632184 to 24.352273
Number of Pay Sheet Hourly Rates Changed = 4
```

20. The process to run the Paysheet Hrly Rate Adjust is now complete.