

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 ctLink. *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

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

By Pay Groups (Optional)

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

First 1 of 1 Last

Pay Group

1 Classified: Semi Monthly

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 [input with search icon]

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 | First 1 of 1 Last

Pay Group	Classified
1 [REDACTED]	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 interface. At the top, there are navigation links for 'New Window', 'Help', and 'Personalize Page'. Below the navigation, there are tabs for 'Process List' and 'Server List'. The main area is titled 'View Process Request For' and contains several search and filter fields: 'User ID' (with a search icon), 'Type' (dropdown), 'Last' (dropdown), a numeric field '4', 'Days' (dropdown), a 'Refresh' button, 'Server' (dropdown), 'Name' (with a search icon), 'Instance From' (text input), 'Instance To' (text input), 'Report Manager' link, 'Run Status' (dropdown), 'Distribution Status' (dropdown), and a checked 'Save On Refresh' checkbox.

Below the filters is a 'Process List' section with a search icon and a 'View All' link. It contains a table with the following data:

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	[Redacted]	07/27/2021 8:44:42AM PDT	Success	Posted	Details

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. A 'Help' link is in the top right. The pagelet is divided into several sections:

- Process:** Instance 341100, Type Application Engine, Name CTC_HROP_AE, Description Hourly Rate of Pay, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID 1, Location Server, Server PSUNX, Recurrence.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request.
- Date/Time:** 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, Ended Process At 07/27/2021 8:47:02AM PDT.
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace (highlighted in a red box), Transfer, View Locks.

At the bottom, there are 'OK' and 'Cancel' buttons.

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

