

## 9.2 Run Custom Primary Job Flag Update

**Purpose:** Use this document to run a custom primary job update in ctcLink.

**Audience:** Payroll Specialists.

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

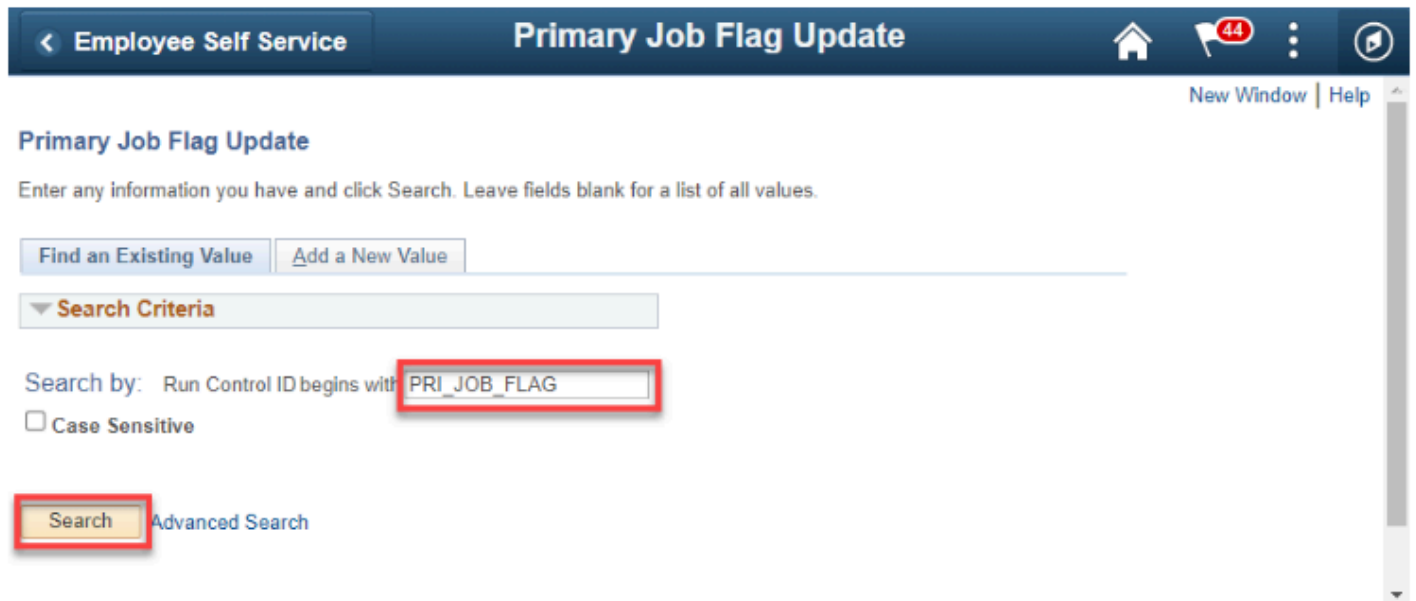
- ZZ Payroll Processing

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

### Run the Custom Primary Job Flag Update

**Navigation:** NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Primary Job Flag Update

1. The **Primary Job Flag Update** search page displays.
2. Enter an existing **Run Control ID** on the **Find an Existing Value** tab, or select the **Add a New Value** tab to create a new **Run Control ID**.
3. Select the **Search** or **Add** button, depending on the tab chosen.



The screenshot shows the 'Primary Job Flag Update' search page in the ctcLink system. The page has a dark blue header with 'Employee Self Service' and 'Primary Job Flag Update' tabs. Below the header, there's a search area with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Under this tab, there's a 'Search Criteria' section with a dropdown menu. The 'Search by' dropdown is set to 'Run Control ID begins with', and the text 'PRI\_JOB\_FLAG' is entered in the adjacent input field. Below this, there's a checkbox for 'Case Sensitive'. At the bottom left, there's a 'Search' button and a link to 'Advanced Search'. The page also includes a 'New Window' button and a 'Help' link in the top right corner.

4. The **Primary Job Flag Update** page displays.

5. The **Run Control ID** displays based on the initial input.
6. As of February 2023, the **Process Request Parameters** for this process is by **Pay Run ID** only.  
**NOTE:** This process is no longer run by *Company* and *Pay Period End Date*.  
Enter or select the **Pay Run ID**.
7. Click the **Run** button.

8. The **Process Scheduler Request** page displays.
9. If the **Server Name** field is empty, enter or select **PSUNX**.  
Be sure the **Select** check box for the process is turned on.
10. Select the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Update Primary Jobs Flag	CTC_PJOB_AE	Application Engine	Web	TXT	Distribution

11. The **Primary Job Flag Update** page displays.
12. Make note of the **Process Instance** number, and click the **Process Monitor** link.

Employee Self Service Primary Job Flag Update

Run Control ID PRI\_JOB\_FLAG

Report Manager **Process Monitor** Run

Process Instance: 590600

**Process Request Parameters**

\*Pay Run ID 12B2022100

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. Click the **Details** link.

Ctc Pjob Run Process Monitor

Process List Server List

**View Process Request For**

User ID CTC\_JLAMBEF Type Last 3 Days Refresh

Server Name Instance From Instance To Report Manager

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"/>	590600		Application Engine	CTC_PJOB_AE	CTC_JLAMBERT	02/07/2023 3:27:23PM PST	Success	Posted	Details

16. The **Process Detail** page displays.
17. Click the **View Log/Trace** link.

Process Detail

Help

Process

Instance590600

TypeApplication Engine

NameCTC\_PJOB\_AE

DescriptionUpdate Primary Jobs Flag

Run StatusSuccess

Distribution StatusPosted

Run

Run Control IDPRI\_JOB\_FLAG

LocationServer

ServerPSUNX

Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart Request

Date/Time

Request Created On02/07/2023 3:29:17PM PST

Run Anytime After02/07/2023 3:27:23PM PST

Began Process At02/07/2023 3:29:31PM PST

Ended Process At02/07/2023 3:29:45PM PST

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

18. The **View Log/Trace** page displays.
19. The log files are in the **File List** section of the page.  
Click the **PRIMARY\_JOB\_FLAG\_UPDATE\_ProcessInstanceNumber.log** link.
20. Be sure to look at the three logs for information.

View Log/Trace

Help

Report

Report ID529352

Process Instance590600

NameCTC\_PJOB\_AE

Process TypeApplication Engine

Run StatusSuccess

Update Primary Jobs Flag

Distribution Details

Distribution Nodelocal

Expiration Date03/09/2023

File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_CTC_PJOB_AE_590600.log</a>	170	02/07/2023 3:29:45.832137PM PST
<a href="#">PAYROLL_DATA_UPDATE_590600.log</a>	709	02/07/2023 3:29:45.832137PM PST
<a href="#">PRIMARY_JOB_FLAG_UPDATE_590600.log</a>	709	02/07/2023 3:29:45.832137PM PST

Distribute To

Distribution ID Type

Distribution ID


UserCTC\_JLAMBERT

Return

21. A new window will open for each **.log** link.

22. Research and resolve any messages displayed in log.
23. Close the tab to close the file.

```
*****
                          Process / Interface Log
*****
Process Instance   : 590600          Operator ID       : CTC_JLAMBERT
Process Name       : CTC_PJOB_AE     Run Date/Time    : 02/07/2023 15:29:31
*****
                          Run Control Parameter
*****
Run Control ID     (RUN_CNTL_ID)    : PRI_JOB_FLAG
Pay Run ID         (RUN_ID)         : 12B2022100
```



The process to run the custom primary job update is now complete.

End of procedure.