

9.2 Running the Pay Calculation Process

Purpose: Use this document as a reference for how to run the pay calculation process in ctcLink.

Audience: Payroll Analyst.

 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.

Use the **Calculate Payroll** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

Run the Pay Calculation Process

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

1. The **Calculate Payroll** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the desired information into the **Run Control ID** field.
4. Select the **Add** button.

Calculate Payroll

Run Control ID

Find an Existing Value | Add a New Value

5. The **Calculate Payroll** page displays.
6. Enter the desired information into the **Pay Run ID** field. If you do not know the correct code, you may use the look-up tool (magnifying glass icon) to find it.
7. Select the **On or Off Cycle** list and choose the **On-Cycle Checks** item from the drop-down menu. (**NOTE: if this is a final pay run, uncheck Preliminary Calculation Run box in the Calculation Options section**)
8. Select the **Run** button.

Calculate Payroll

Run Control ID CALC_PAY
Report Manager
Process Monitor

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID 170 01A 18

On or Off-Cycle

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

Calculation Options

☒ Preliminary Calculation Run ☐ Transfer Calc Errors

☒ Only Calculate Where Needed

☐ (Re)Calculate All Checks

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

Process Scheduler Request

User ID

CTC_DHEMBRY

Run Control ID

CALC_PAY

Server Name

Run Date

10/15/2018

Recurrence

Run Time

9:35:46AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	(None)	(None)	Distribution

OK

Cancel

11. The **Calculate Payroll** page is updated and displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

Calculate Payroll

Run Control ID

CALC_PAY

Report Manager

Process Monitor

Run

Process Instance:135087

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

01A2018170

170 01A 18

On or Off-Cycle

On-Cycle Checks

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page

Thru

Calculation Options

☒ Preliminary Calculation Run

☐ Transfer Calc Errors

☒ Only Calculate Where Needed

☐ (Re)Calculate All Checks

Save

Notify

Add

Update/Display

14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the Run Status is **Success**.

9.2 Running the Pay Calculation Process

Page 3

Process List

Server List

View Process Request For

User ID

CTC_DHEMBR

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

Q

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135087		COBOL SQL	PSPPYRUN	CTC_DHEMBRY	10/15/2018 9:35:46AM PDT	Success	N/A	Details

[Go back to Calculate Payroll](#)

Save

Notify

Process List

Server List

16. The process to run the pay calculation is now complete.
17. End of procedure.