

9.2 Creating a Deduction Register

Purpose: Use this document as a reference for creating a deduction register in ctcLink.

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.

Create a Deduction Register

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register

1. The **Deduction Register** 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.

Deduction Register

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

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

5. The **Deduction Register** page displays.
6. Enter the desired information into the **Pay Run ID**.
 - You may use the look-up tool (magnifying glass icon) to select the correct ID.
7. Select the **On-Cycle** radio button.
8. Select the **Run** button.

Deduction Register

Run Control ID DEDUCTREG

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Request Parameter(s)

On-Cycle Run

Pay Run ID 
220 12B 18

Off-Cycle Pay Calendar

Company
Pay Group
Pay End Date
Process Page Thru

Payroll Cycle

☒ On-Cycle ☐ Off-Cycle ☐ Both

[Save](#)

[Notify](#)

[Add](#)

[Update/Display](#)

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

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, it has a title bar with 'Process Scheduler Request' and a close button. Below the title bar, there's a 'Help' link. The main area contains fields for 'User ID' (CTC_DHEMBRY) and 'Run Control ID' (DEDUCTREG). Below these are fields for 'Server Name', 'Run Date' (11/08/2018), 'Recurrence', 'Run Time' (2:30:38PM), and 'Time Zone'. There's a 'Reset to Current Date/Time' button. Below these fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. The table has one row: [x] Deductions Register, PAY001, SQR Report, Web, PDF, Distribution. At the bottom are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Deductions Register	PAY001	SQR Report	Web	PDF	Distribution

11. The **Deduction Register** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

The screenshot shows the 'Deduction Register' page. At the top, it has a title bar with 'Deduction Register'. Below the title bar, there's a 'Run Control ID' (DEDUCTREG) and a 'Report Manager' link. To the right of the 'Report Manager' link is a 'Process Monitor' link, which is highlighted with a red box. Below the 'Process Monitor' link is a 'Process Instance:135634' label. To the right of the 'Process Instance' label is a 'Run' button. Below these links and buttons is a 'Process Request Parameter(s)' section. This section contains two sub-sections: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' section has a 'Pay Run ID' field (12B2018220) and a search icon. Below it is the text '220 12B 18'. The 'Off-Cycle Pay Calendar' section has fields for 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (with a 'Thru' field). Below these sections is a 'Payroll Cycle' section with three radio buttons: 'On-Cycle' (selected), 'Off-Cycle', and 'Both'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

14. The **Process Monitor** page displays. Use this page to view the status of submitted process requests.

15. From the Process List tab, select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted** for the Process Instance number previously assigned.
16. Select the **Details** link.

Process List | **Server List**

View Process Request For

User ID: 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"/>	135634		SQR Report	PAY001	CTC_DHEMBRY	11/08/2018 2:30:38PM PST	Success	Posted	Details

[Go back to Deduction Register](#)

Save **Notify**

[Process List](#) | [Server List](#)

17. The **Process Detail** page displays.
18. Select the **View Log/Trace** link.

Process Detail [Close]

[Help](#)

Process

Instance: 135634 Type: SQR Report
 Name: PAY001 Description: Deductions Register
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: DEDUCTREG
 Location: Server
 Server: PSUNX
 Recurrence:

Update Process

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

Date/Time

Request Created On: 11/08/2018 2:42:03PM PST
 Run Anytime After: 11/08/2018 2:30:38PM PST
 Began Process At: 11/08/2018 2:42:18PM PST
 Ended Process At: 11/08/2018 2:42:32PM PST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

OK **Cancel**

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

20. Select the **PDF** link in the **File List** section.

View Log/Trace

Help

Report

Report ID120894

Process Instance135634

Message Log

NamePAY001

Process TypeSQR Report

Run StatusSuccess

Deductions Register

Distribution Details

Distribution Node

local

Expiration Date

12/08/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_PAY001_135634.log	1,816	11/08/2018 2:42:32.891478PM PST
pay001_135634.PDF	2,870	11/08/2018 2:42:32.891478PM PST
pay001_135634.out	90	11/08/2018 2:42:32.891478PM PST

Distribute To

Distribution ID Type	Distribution ID
User	CTC_DHEMBRY

Return

21. The report opens in a separate window.
22. View results of the report, and close the window when finished.

Report ID: PAY001

Company

Pay Period End

Pay Group

Deduction Type

Employee ID

Name

Ben Red

Current Amount

Refund Amount

Am. From Advance

Amount Not Taken

Reason Not Taken

Month To-Date

Quarter To-Date

Year To-Date

Goal Amount

Deduction Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Pay Group Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Pay Period Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Company Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Grand Total

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

PeopleSoft

DEDUCTIONS REGISTER

On Cycle CONFIRMED

Page No. 1

Run Date 11/08/2018

Run Time 14:42:18

Note - an * indicates off cycle

End of Report

23. The process to create a deduction register is now complete.
24. End of procedure.