9.2 Creating a Deduction Register

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

Audience: Payroll Administrators.
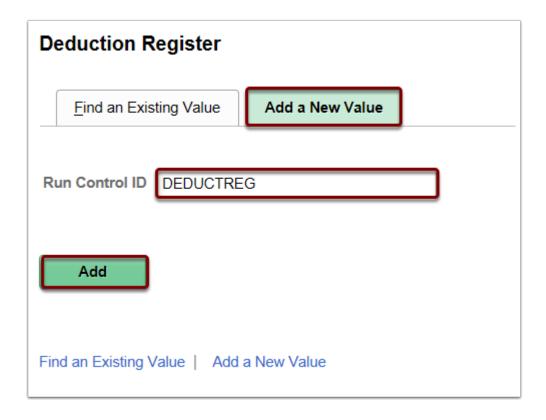
! You must have at least one of these local college managed security roles:

- 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.
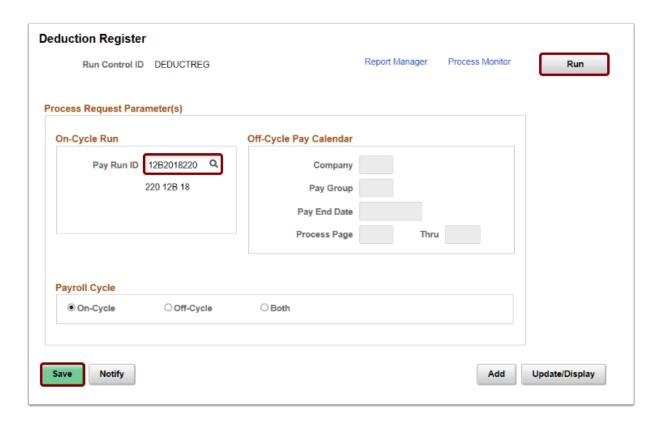
Create a Deduction Register

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deduction Register
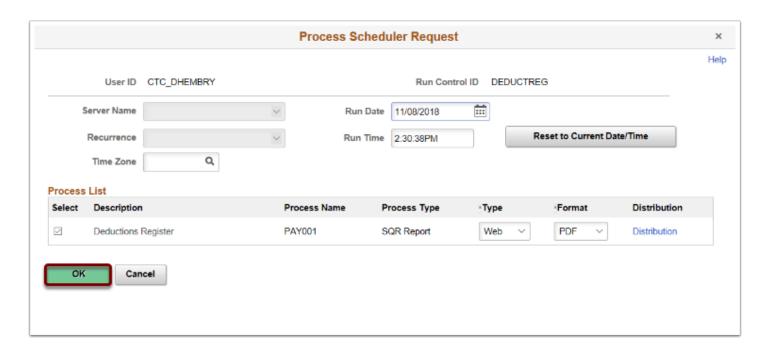
1. The **Deduction Register** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the desired information into the **Run Control ID** field.
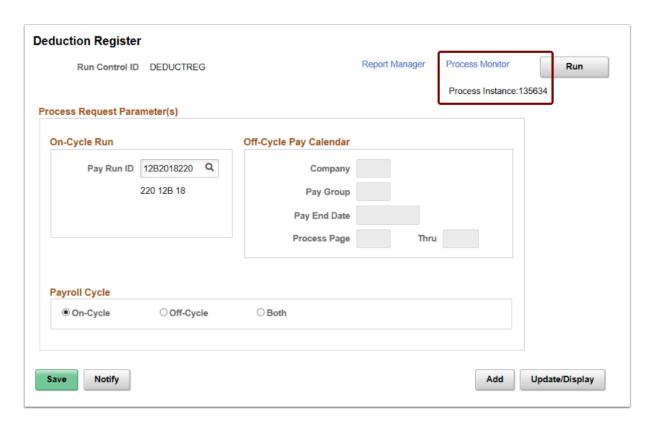4. Select the **Add** button.

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.

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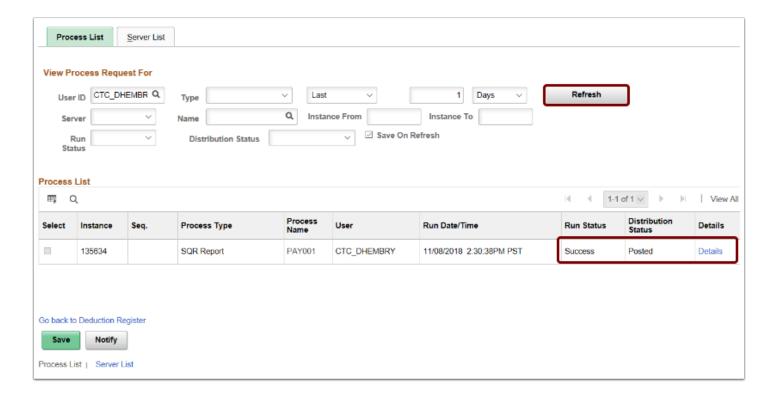

11. The **Deduction Register** page displays.
12. Make note of the **Process Instance** number.
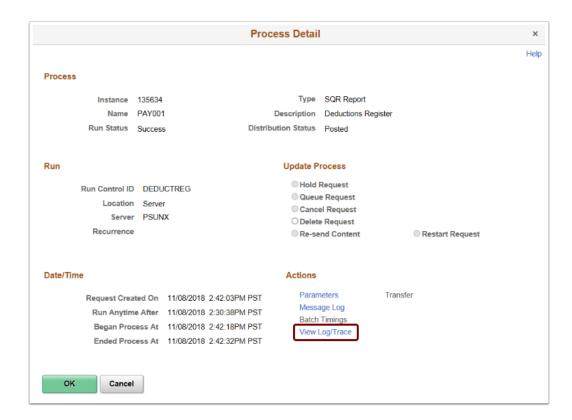13. Select the **Process Monitor** link.

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.
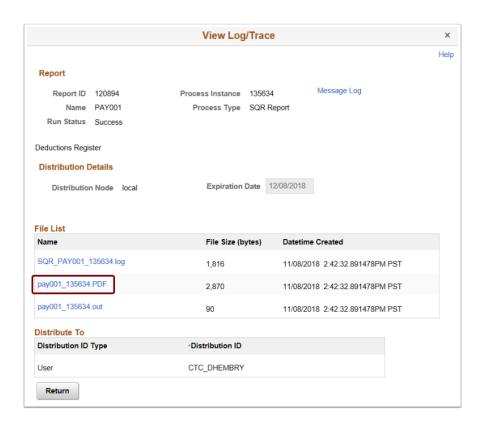16. Select the **Details** link.

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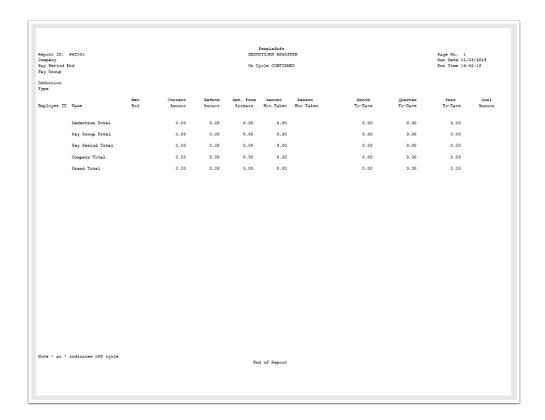18. Select the **View Log/Trace** link.

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

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

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

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