## 9.2 Run Custom Payroll Hours Adjustment

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

**Audience:** Payroll Specialists.

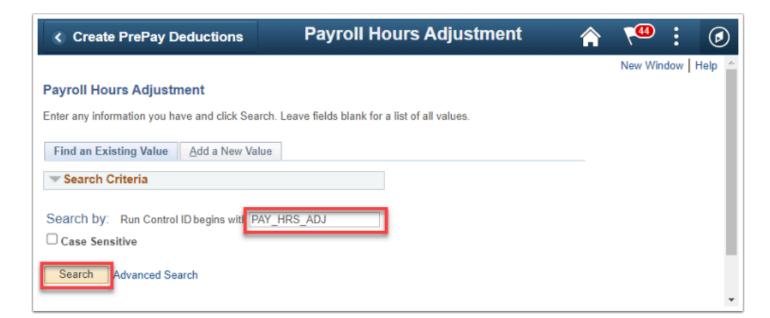
- You must have at least one of these local college managed security roles:
  - ZZ Payroll Processing

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

## **Run Custom Payroll Hours Adjustment**

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Payroll Hours Adjustment

- 1. The **Payroll Hours Adjustment** 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.



- 4. The Payroll Hours Adjustment page displays.
- 5. The **Run Control ID** displays based on the initial input.

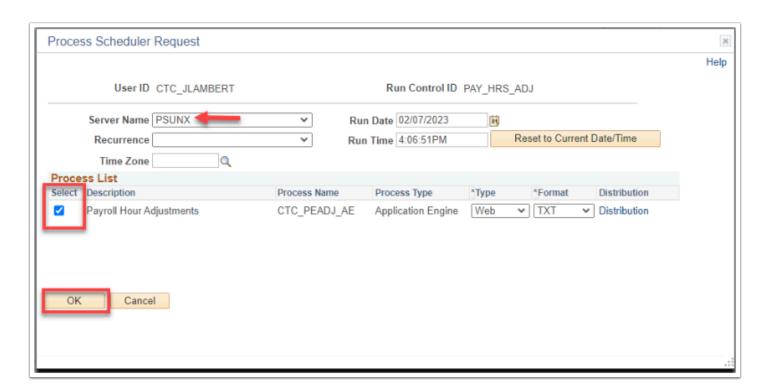
6. As of February 2023, the **Process Request Parameters** for this process is by **Pay Run ID** only.

**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.

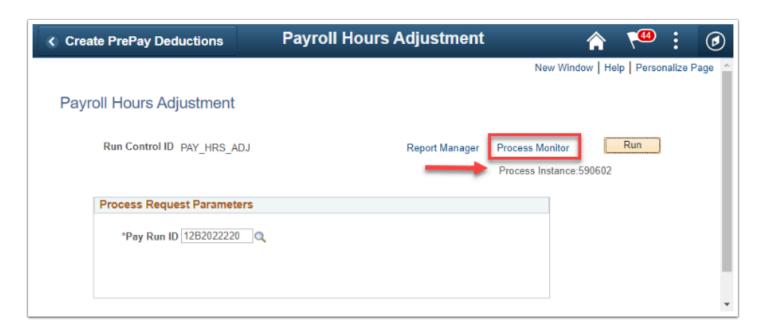


- 8. The **Process Scheduler Request** page displays.
- 9. If the **Server Name** field is empty, enter or select **PSUNX**. Be sure the **Select** check box for the process is turned on.
- 10. Select the **OK** button.

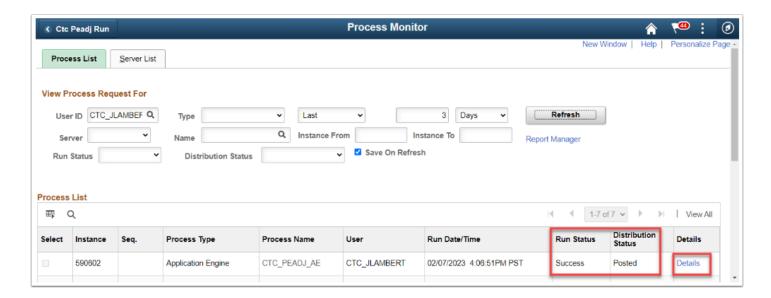


11. The **Payroll Hours Adjustment** page displays.

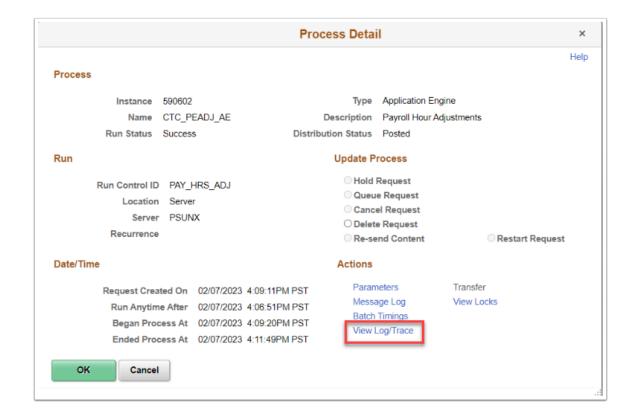
12. Make note of the Process Instance number, and click the Process Monitor link.



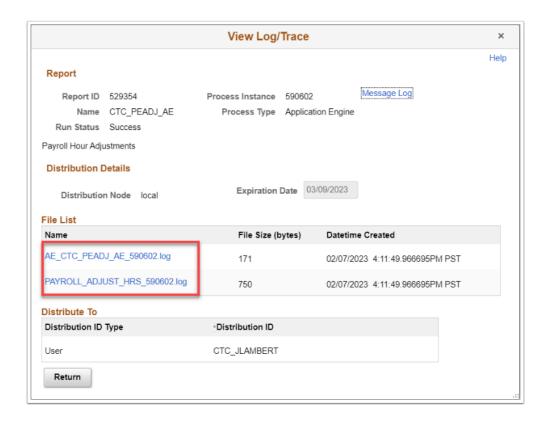
- 13. The **Process Monitor** page displays.
- 14. From the **Process List** tab, select the **Refresh** button until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.
- 15. Click the **Details** link.



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



- 18. The **View Log/Trace** page displays.
- 19. The log files are in the **File List** section of the page.
- 20. Click the **PAYROLL\_ADJUST\_HRS\_**ProcessInstanceNumber.**log** link.
- 21. Be sure to look at both logs for information.



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.

The process to run the CTC payroll hours update is now complete. End of procedure.