

## 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.

The screenshot shows the 'Payroll Hours Adjustment' search page. At the top, there is a navigation bar with a back arrow, 'Create PrePay Deductions', the title 'Payroll Hours Adjustment', and icons for home, notifications (44), and help. Below the navigation bar, the page title 'Payroll Hours Adjustment' is displayed. A instruction says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section. It includes a 'Search by:' dropdown set to 'Run Control ID begins with', a text input field containing 'PAY\_HRS\_ADJ', and a 'Case Sensitive' checkbox. At the bottom left, there is a 'Search' button and a link to 'Advanced Search'.

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.

Payroll Hours Adjustment

Run Control ID PAY\_HRS\_ADJ

Report Manager Process Monitor Run

Process Request Parameters

| Process Request Parameters |            |
|----------------------------|------------|
| *Pay Run ID                | 12B2022220 |

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.

Process Scheduler Request

User ID CTC\_JLAMBERT Run Control ID PAY\_HRS\_ADJ

Server Name PSUNX Run Date 02/07/2023

Recurrence Run Time 4:06:51PM Reset to Current Date/Time

Time Zone

Process List

| Select                              | Description              | Process Name | Process Type       | *Type | *Format | Distribution |
|-------------------------------------|--------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Payroll Hour Adjustments | CTC_PEADJ_AE | Application Engine | Web   | TXT     | Distribution |

OK Cancel

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

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

Create PrePay Deductions

Payroll Hours Adjustment

New Window

Help

Personalize Page

Payroll Hours Adjustment

Run Control ID PAY\_HRS\_ADJ

Report Manager

Process Monitor

Run

Process Instance:590602

Process Request Parameters

\*Pay Run ID 12B2022220

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 Peadj Run

Process Monitor

New Window

Help

Personalize Page

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

1-7 of 7

View All

| Select                   | Instance | Seq. | Process Type       | Process Name  | User         | Run Date/Time            | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|---------------|--------------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 590602   |      | Application Engine | CTC_PEAJDJ_AE | CTC_JLAMBERT | 02/07/2023 4:06:51PM PST | Success    | Posted              | Details |

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

Process Detail

Process

Instance590602

TypeApplication Engine

NameCTC\_PEADJ\_AE

DescriptionPayroll Hour Adjustments

Run StatusSuccess

Distribution StatusPosted

Run

Run Control IDPAY\_HRS\_ADJ

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 4:09:11PM PST

Run Anytime After02/07/2023 4:06:51PM PST

Began Process At02/07/2023 4:09:20PM PST

Ended Process At02/07/2023 4:11:49PM PST

Actions

[Parameters](#)
[Transfer](#)

[Message Log](#)
[View Locks](#)

[Batch Timings](#)

[View Log/Trace](#)

OK

Cancel

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.

View Log/Trace

Report

Report ID529354

Process Instance590602

NameCTC\_PEADJ\_AE

Process TypeApplication Engine

Run StatusSuccess

Payroll Hour Adjustments

Distribution Details

Distribution Nodelocal

Expiration Date03/09/2023

File List

| Name  | File Size (bytes) | Datetime Created                |
|---|-------------------|---------------------------------|
| <a href="#">AE_CTC_PEADJ_AE_590602.log</a>    | 171               | 02/07/2023 4:11:49.966695PM PST |
| <a href="#">PAYROLL_ADJUST_HRS_590602.log</a> | 750               | 02/07/2023 4:11:49.966695PM 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   : 590602          Operator ID       : CTC_JLAMBERT
Process Name      : CTC_PEADJ_AE    Run Date/Time    : 02/07/2023 16:09:20
*****
                          Run Control Parameter
*****
Run Control ID     (RUN_CNTL_ID)    : PAY_HRS_ADJ
Pay Run ID         (RUN_ID)         : 12B2022220
*****

No Employees detected for Adjustment
```

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