

9.2 TIAA-CREF Over 6 Pct Report

Purpose: Use this document as a reference for using the custom TIAA-CREF Over 6 Pct Report in ctcLink.

Audience: Benefits Administrators, Payroll Administrators.

! You must have at least one of these local college managed security roles:

- ZD Benefits Reporting
- 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.

This report will be used by Payroll Administrators to help identify those TIAA-CREF 7.5 and 10 percent plans to charge the excess above 6 percent to the correct fund. ***It does not redistribute the funds, it merely identifies those that need redistribution.***

TIAA-CREF Over 6 Pct Report

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > CTC Reports > TIAA-CREF Over 6 Pct

1. The **TIAA-CREF Over 6 Pct** run control 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.

TIAA-CREF Over 6 Pct

Find an Existing Value **Add a New Value**

Run Control ID **TIAA-CREFOVER6PCT**

Add

Find an Existing Value | Add a New Value

5. The **Distribute Benefits Charges to Multiple Accounts** page displays.
6. Enter the desired information into the following fields:
 - a. **Company** (college code).
 - b. **From Date:**
 - You may select the calendar icon to find a specific date, or manually enter the dates in the following format: XX/XX/XXXX
 - The dates you choose here will either catch Pay End Dates or not in the report
 - c. **To Date**
7. Select the **Run** button.

Distribute Benefits Charges To Multiple Accounts

Run Control ID TIAA-CREFOVER6PCT Report Manager Process Monitor **Run**

Run Control Parameter(s)

*Company: Tacoma Community College

*From Date: *To Date:

8. The **Process Scheduler Request** page displays.

9. Select the **OK** button.

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID CTC_DHEMBRY' and 'Run Control ID TIAA-CREFOVER6PCT'. Below this, there are fields for 'Server Name', 'Run Date' (11/09/2018), 'Recurrence', 'Run Time' (7:39:48AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is located next to the Run Time field. A 'Process List' table is shown below, with one row selected: 'Benefit Charges to Accounts' with process name 'CTC_R_268_AE', type 'Application Engine', format 'Web', and distribution 'Distribution'. At the bottom left, the 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Benefit Charges to Accounts	CTC_R_268_AE	Application Engine	Web	TXT	Distribution

10. The **Distribute Benefits Charges to Multiple Accounts** page displays.

11. Make note of the **Process Instance** number.

12. Select the **Process Monitor** link.

The screenshot shows the 'Distribute Benefits Charges To Multiple Accounts' page. It displays 'Run Control ID TIAA-CREFOVER6PCT' and 'Report Manager'. A 'Process Monitor' link and a 'Run' button are highlighted with a red box. Below this, the 'Process Instance: 135654' is displayed. A 'Run Control Parameter(s)' section contains fields for '*Company:' (220 Tacoma Community College), '*From Date:' (01/02/2017), and '*To Date:' (01/31/2017). At the bottom, there are 'Save' and 'Add' buttons.

13. The **Process Monitor** page displays.

14. From the **Process List** tab, select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**. The process is finished once this occurs.

15. Select the **Go back to TIAA-CREF Over 6 Pct** link.

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	135654		Application Engine	CTC_R_268_AE	CTC_DHEMBRY	11/09/2018 7:39:48AM PST	Success	Posted	Details
<input type="checkbox"/>	135634		SQR Report	PAY001	CTC_DHEMBRY	11/08/2018 2:30:38PM PST	Success	Posted	Details

Go back to TIAA-CREF Over 6 Pct

Save Notify

Process List | Server List

- The **Distribute Benefits Charges to Multiple Accounts** page displays.
- Select the **Report Manager** link.

Distribute Benefits Charges To Multiple Accounts

Run Control ID TIAA-CREFOVER6PCT

Report Manager Process Monitor Run

Run Control Parameter(s)

*Company: Tacoma Community College

*From Date: *To Date:

Save Return to Search Add

- The **Report Manager** page displays.
- From the **List** tab, select the **xlsx** (Excel) file link in the Reports section.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For
 Folder Instance to
 Name Created On Last 1 Days

Reports
 1-3 of 3 | [View All](#)

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTC_BENF_ACC - TIAA-CREF Over Pct.xlsx	CTC_BENF_ACC - TIAA-CREF OVER PCT.XLSX	General	11/09/18 7:49AM	120910	135654
2 CTC_R_268_AE	BENEFIT CHARGES TO ACCOUNTS	General	11/09/18 7:49AM	120909	135654
3 PAY001	DEDUCTIONS REGISTER	General	11/08/18 2:42PM	120894	135634

[Go back to TIAA-CREF Over 6 Pct](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

20. The **Report Index** page displays.

21. Select the **TIAA-CREF Over Pct.xlsx** link in the File List section to open the excel spreadsheet.

Report
 Report ID 120910 Process Instance 135654 [Message Log](#)
 Name XMLP Process Type XML Publisher
 Run Status Success

CTC_BENF_ACC - TIAA-CREF Over Pct.xlsx

Distribution Details
 Distribution Node local Expiration Date 12/09/2018

File List

Name	File Size (bytes)	Datetime Created
TIAA-CREF Over Pct.xlsx	114,211	11/09/2018 7:49:43.201706AM PST
TIAA-CREF Over Pct135654.log	1,250	11/09/2018 7:49:43.201706AM PST

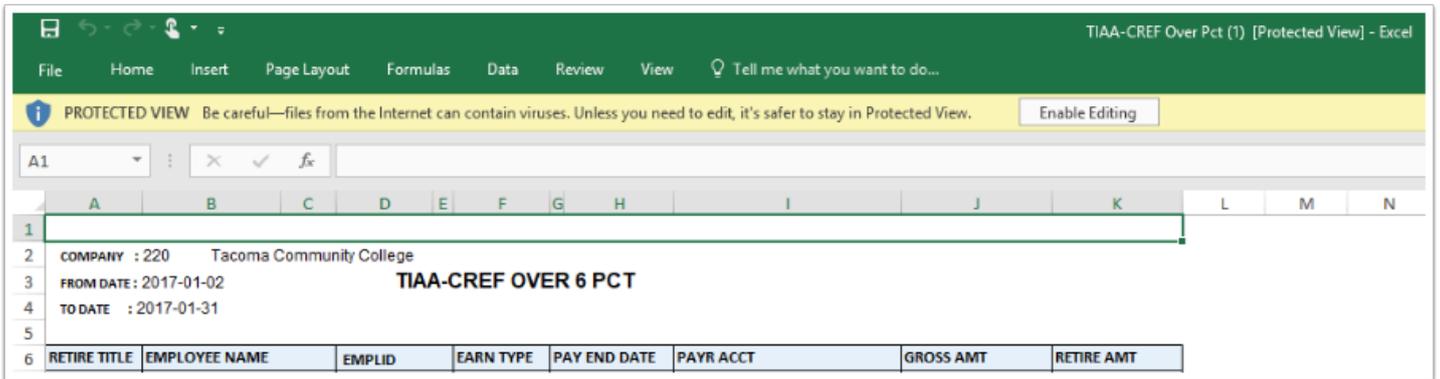
Distribute To

Distribution ID Type	Distribution ID
User	CTC_DHEMBRY

22. Once the Excel spreadsheet opens the report you can view detailed information; including a report summary at the bottom of the sheet.

23. The report contains the following fields, which are mostly taken from the HR Accounting Line tables:

- **RETIRE TITLE** (SBRP2 or SBRP3)
- **EMPLOYEE NAME**
- **EMPLID**
- **EARN TYPE**
- **PAY END DATE** (based on your date selection when setting the Run Control Parameters prior to running the report)
- **PAYR ACCT** (current account being charged)
- **GROSS AMT**
- **RETIRE AMT**



2217			
2218	Total	0.00	0.00
2219	Salary Base	0.00	
2220	Salary Base * 0.06	0.00	
2221	Retirement Paid	0.00	
2222	Transfer needed	0.00	
2223	Run Date: 11/9/2018 7:49 AM		

24. Use the results of this report to adjust from current PAYR ACCT to the new account, as needed.
- This will take the cooperation of the local Finance professionals in General Ledger (GL). Contact your local GL accountant to follow the needed adjustment procedure.
25. You have successfully created and viewed a TIAA-CREF Over 6 Percent Report.
26. End of procedure.