

## 9.2 Create PrePay Deductions

**Purpose:** Use this document as a reference for running the custom process that calculates PrePay deductions. This process can be run in ctcLink multiple times but only needs to run once unless changes are made to prepay data.

**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.

### Run the Create PrePay Deductions Process

**Navigation:** NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Create PrePay Deductions

1. The **Create PrePay Deductions** 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.

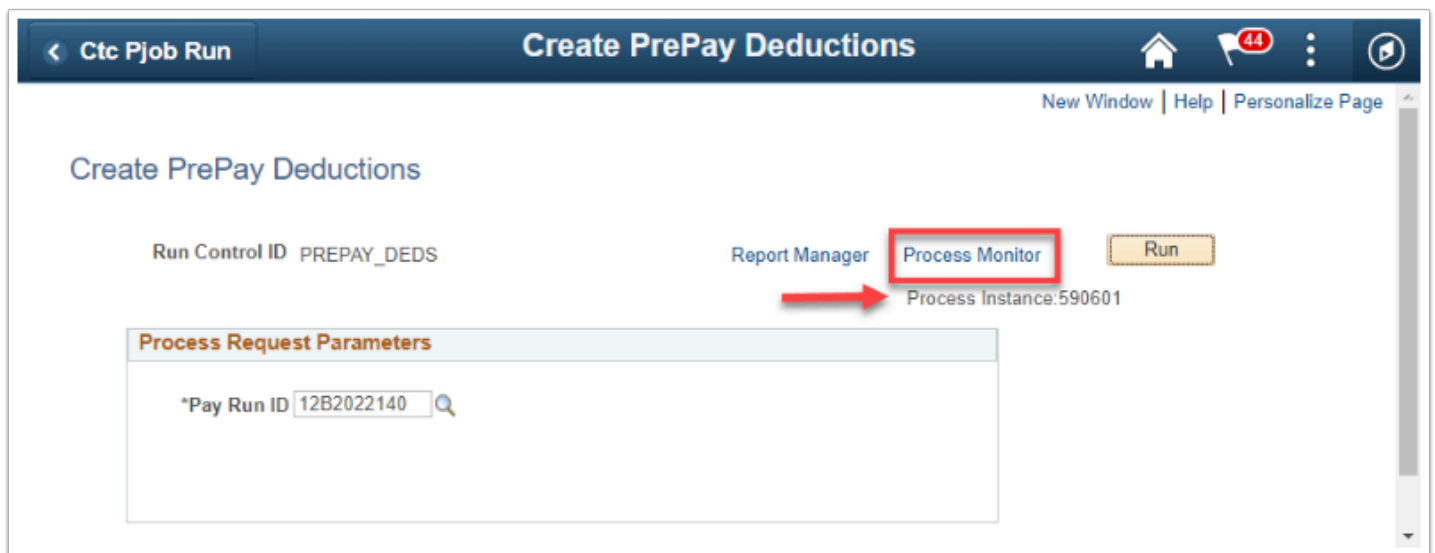
The screenshot shows the 'Create PrePay Deductions' search page. The header includes 'Ctc Pjob Run' and 'Create PrePay Deductions'. Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is selected. Under the 'Search Criteria' section, the 'Search by' dropdown is set to 'Run Control ID begins with', and the text input field contains 'PREPAY\_DEDS'. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there is a 'Search' button and a link for 'Advanced Search'.

4. The **Create PrePay Deductions** process parameters 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.

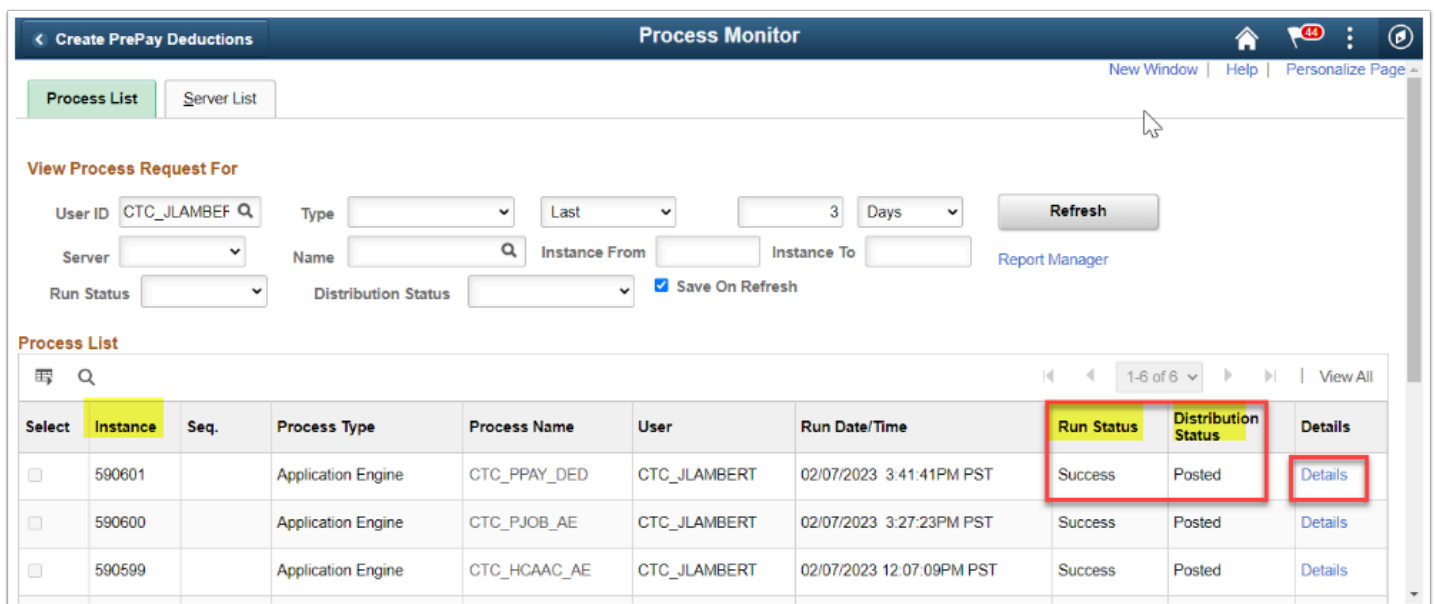
8. The **Process Scheduler Request** page displays.
9. If the **Server Name** field is empty, enter or select **PSUNX**.
10. Be sure the **Select** check box for the process is turned on.
11. Select the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create PrePay Deductions	CTC_PPAY_DED	Application Engine	Web	TXT	Distribution

11. The **Create PrePay Deductions** 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.

Process Detail

Process

Instance

590601

Type

Application Engine

Name

CTC\_PPAY\_DED

Description

Create PrePay Deductions

Run Status

No Success

Distribution Status

Posted

Run

Run Control ID

PREPAY\_DEDS

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

02/07/2023 3:43:26PM PST

Run Anytime After

02/07/2023 3:41:41PM PST

Began Process At

02/07/2023 3:43:32PM PST

Ended Process At

02/07/2023 3:43:47PM 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.
  1. Click the **PREPAY\_DEDUCTION\_ProcessInstanceNumber.log** link.
  1. Be sure to look at both logs for information.

View Log/Trace

Report

Report ID

529353

Name

CTC\_PPAY\_DED

Run Status

No Success

Process Instance

590601

Process Type

Application Engine

Create PrePay Deductions

Distribution Details

Distribution Node

local

Expiration Date

03/09/2023

File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_CTC_PPAY_DED_590601.log</a>	369	02/07/2023 3:43:47.558809PM PST
<a href="#">PREPAY_DEDUCTION_590601.log</a>	1,021	02/07/2023 3:43:47.558809PM PST

Distribute To

Distribution ID Type

-Distribution ID

User

CTC\_JLAMBERT

Return

21. A new window will open for each *.log* link.
22. Research and resolve any messages displayed in log.
23. If there are any errors in the log file, contact the *HCM Support Team* by way of submitting a ticket.
24. Close the tab to close the file.

```
*****
                          Process / Interface Log
*****
Process Instance   : 590601          Operator ID       : CTC_JLAMBERT
Process Name      : CTC_PPAY_DED    Run Date/Time     : 02/07/2023 15:43:32
*****
                          Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)     : PREPAY_DEDS
Pay Run ID        (RUN_ID)          : 12B2022140
*****
                          Company 140
*****
ERROR: PrePay Deduction Process can only run after Pre Calc has been run and before Calc is run.
```

The procedure to run the **Create PrePay Deductions** process is complete.

End of procedure.