

9.2 Paysheet Holding Update (PSHUP_TXN)

Purpose: Create or update the **Paysheet Holding Update (PSHUP_TXN)** page. Using this page, a PSHUP file can be created and/or an existing PSHUP file can be edited.

Audience: Payroll Administrators, Benefits Administrators, Faculty Workload Administrators

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

- ZD FWL HCM View Pay
- ZZ FWL HCM Pay Process
- ZZ Payroll Processing
- ZZ SS Payroll

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

Paysheet Holding Update (PSHUP_TXN)

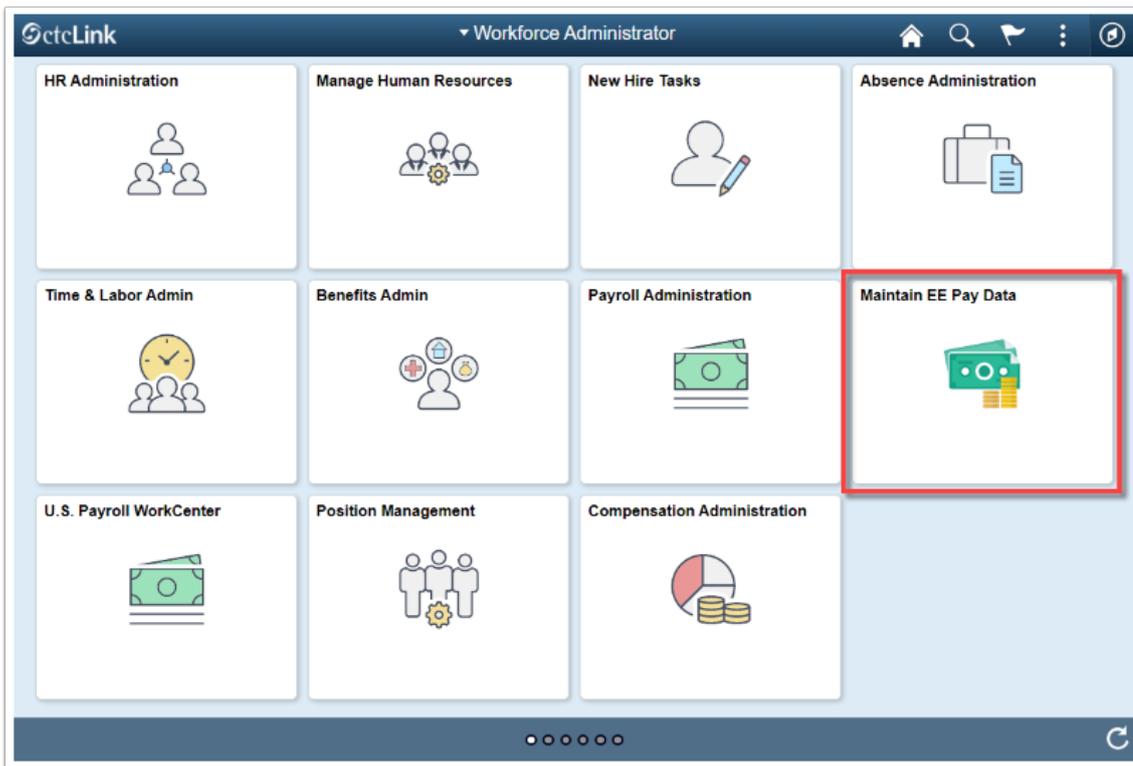
There are two navigation paths to access the **Paysheet Holding Update** page: fluid tiles or standard navigation bar.

Using the NavBar method:

Navigation: NavBar > Navigator > Payroll for North America > CTC Custom > Paysheet Holding Update

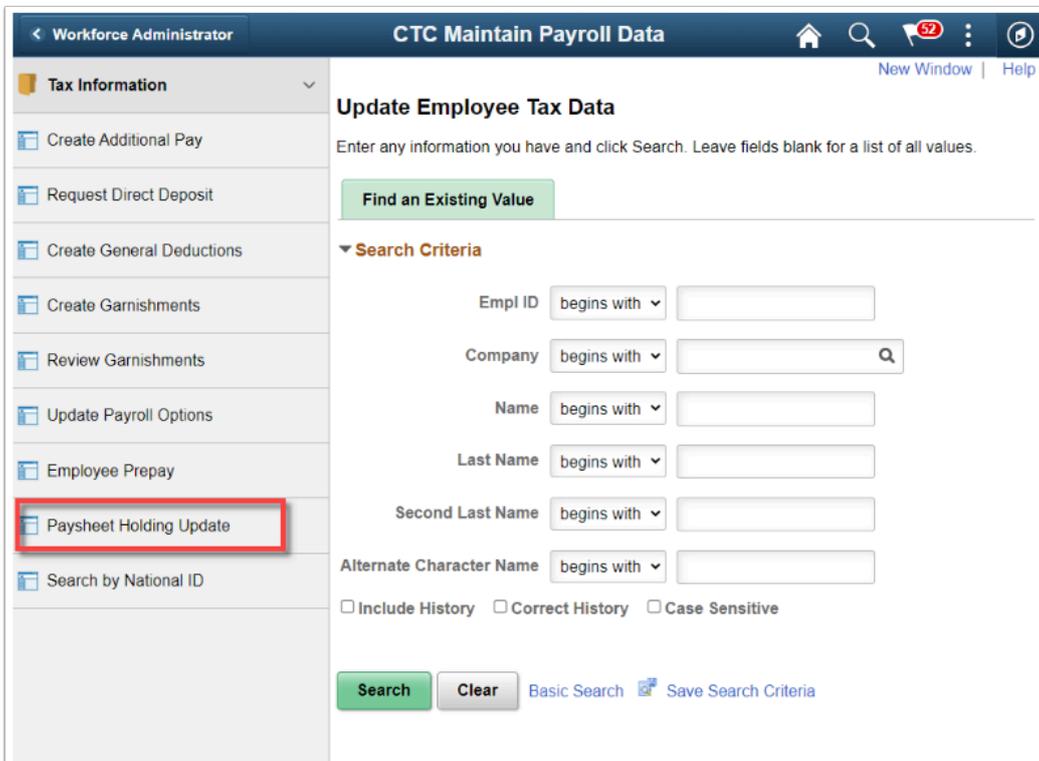
For this example, navigation will be shown using the fluid tiles starting at the **Workforce Administrator** homepage.

Fluid **Tile Navigation:** Workforce Administrator homepage > **Maintain EE Pay Data**



The **CTC Maintain Payroll Data** page displays.

1. Using left-side navigation, click **Paysheet Holding Update**.



The **Paysheet Holding Update** search page displays.

2. Create a new file by selecting the **Add a New Value** tab
(To view or make corrections for an existing file, click the **Find an Existing Value** tab.)
3. Enter the three-character **Company** code or select from the lookup icon.
4. The **Creation Date** defaults to the current date.

i NOTE: The system is going to recognize the file by its creation date. The **Creation Date**, along with the **Pay End Date** are unique to the data in this file. For tracking purposes or ease of working with a large amount of data, it is suggested to use a different creation date to separate data from the file you are entering. For instance, Faculty Workload extracts data to place in a file. There could be hundreds of rows associated with that file. In this case, the **Creation Date** is set up as the calendar date *one day prior to payroll confirmation* when the extract is run.

There can be several PSHUP files for your payroll needs with different creation dates. However, the **Pay End Date** should contain the same date for the payroll being processed.

5. Click the **Add** button.
(**Search** for the **Find an Existing Value** option.)

The screenshot shows the 'Paysheet Holding Update' page in the 'CTC Maintain Payroll Data' system. The page has a dark blue header with the title 'CTC Maintain Payroll Data' and a search icon. Below the header, there is a 'Paysheet Holding Update' section. The 'Add a New Value' button is highlighted with a red box. The 'Company' field is set to '260' and is also highlighted with a red box. The 'Creation Date' field is set to '04/17/2023' and is highlighted with a red box. A red arrow points to the 'Creation Date' field. The 'Add' button is highlighted with a red box.

The **Paysheet Holding Update (PSHUP_TXN)** page displays and is ready for editing transactions on the **Earnings** tab by default.

This page has three tabs at the top that you can select to move from one tab to another.

- **Earnings**
- **Deductions**
- **Taxes**

On each row, there is a field: (transaction) ***Type**. This is a required field indicating the row is for Earnings (**E**), Deductions (**D**) or Taxes (**T**).

NOTE: By selecting from the (transaction) ***Type** field, this will also change to the appropriate corresponding tab and fields.

For instance, by selecting **D** from the (transaction) ***Type** field the tab display also changes to deductions fields.

The screenshot shows the 'CTC Maintain Payroll Data' interface. The 'Paysheet Holding Update (PSHUP_TXN)' is displayed for Company 260, Lake WA Institute of Tech, with a creation date of 04/17/2023. The 'Earnings' tab is selected. The table has columns for Pay End Date, *Empl ID, Empl Record, *Pay Group, *Sequence Number, *Status, Off cycle, OK to Pay, *Type, Earnings Code, Earnings Begin Date, Earnings End Date, Dept, Job Code, Position Number, Combination Code, and Hours. The *Type dropdown menu is open, showing options E, D, and T. The D option is highlighted.

The **Deductions** tab displays with the relevant fields and the (transaction) ***Type** field is changed to **D**.

Likewise, by selecting either the **Taxes** tab or the (transaction) ***Type** field is changed to **T**, the display changes.

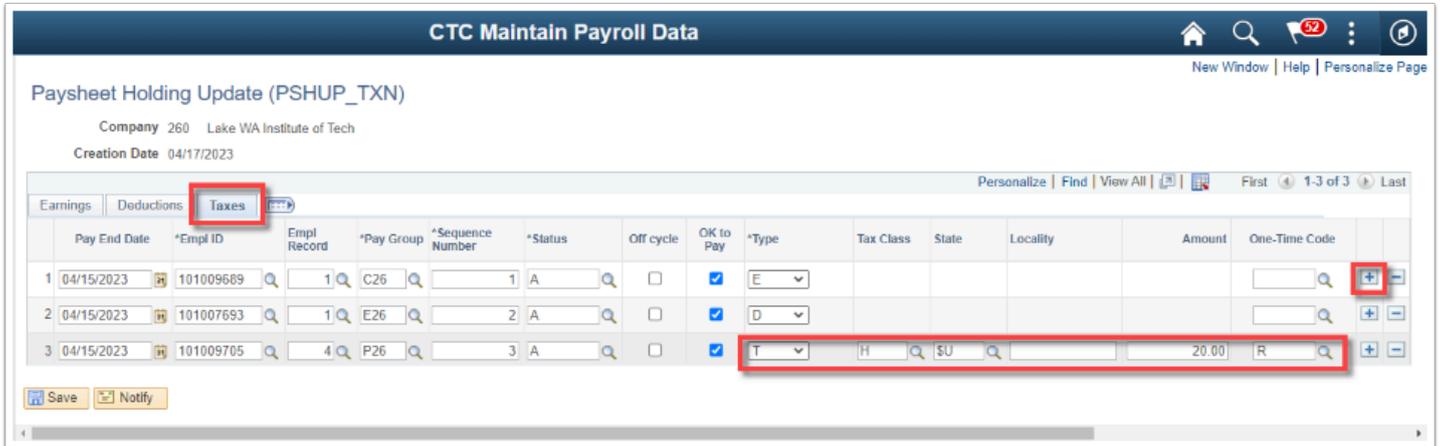
The screenshot shows the 'CTC Maintain Payroll Data' interface. The 'Paysheet Holding Update (PSHUP_TXN)' is displayed for Company 260, Lake WA Institute of Tech, with a creation date of 04/17/2023. The 'Deductions' tab is selected. The table has columns for Pay End Date, *Empl ID, Empl Record, *Pay Group, *Sequence Number, *Status, Off cycle, OK to Pay, *Type, Plan Type, Benefit Plan, Deduction Code, Class, Ded Calc, Amount, and One-Time Code. The *Type dropdown menu is open, showing options E, D, and T. The D option is highlighted.

The **Taxes** tab displays with corresponding fields and the (transaction) ***Type** field equal to **T**.

The screenshot shows the 'CTC Maintain Payroll Data' interface. The 'Paysheet Holding Update (PSHUP_TXN)' is displayed for Company 260, Lake WA Institute of Tech, with a creation date of 04/17/2023. The 'Taxes' tab is selected. The table has columns for Pay End Date, *Empl ID, Empl Record, *Pay Group, *Sequence Number, *Status, Off cycle, OK to Pay, *Type, Tax Class, State, Locality, Amount, and One-Time Code. The *Type dropdown menu is open, showing options E, D, and T. The T option is highlighted.

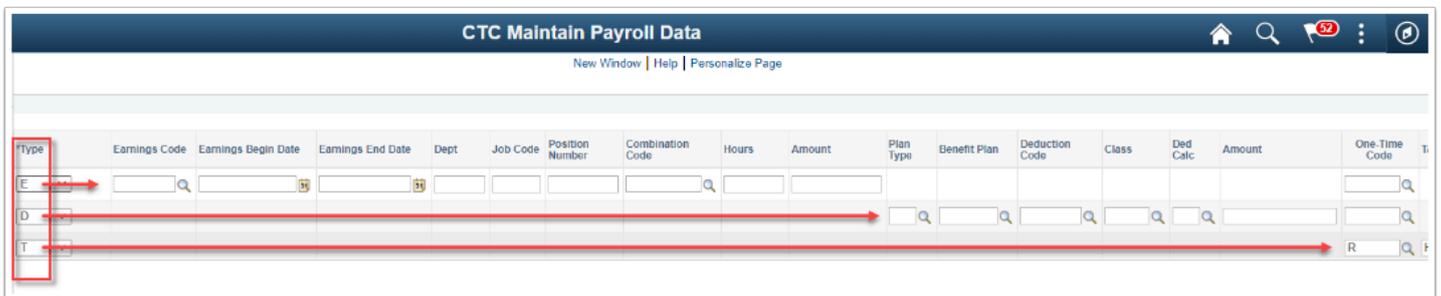
You can switch to a different transaction type as you work through data entry on the PSHUP file.

In this example, the first row is for employee 1 and earnings data was entered. For additional rows, the **Add a New Row** icon was selected for employee 2 and the deduction data was entered. Added another row for employee 3 and entered tax data. Only the tab that you are currently on shows all the pertinent data fields for that type. Notice the other rows do not display all their data fields. Only the ones consistent with the selected transaction type.



To view all data on all rows, you can select the **Show all columns** icon next to the **Taxes** tab. This allows you to scroll through all data fields for all rows/transaction types.

When finished viewing the page in this way, to return to the tabs, select the **Show tabs** icon at the top where the tabs were.



 For the following steps, it is strongly suggested that as you are in the process of creating the Paysheet Holding Update (PSHUP_TXN) file, that you **SAVE** often!

Now that some examples were presented, here are the basic instructions for entering data on the **Paysheet Holding Update (PSHUP_TXN)** page, available for use with multiple employees and multiple transaction types (Earnings, Deductions and Taxes) on the same PSHUP file.

6. In addition to making corrections, rows could be manually added or deleted as needed by selecting the plus or minus button at the end of the row.

7. Enter or select the **Pay End Date**.
NOTE: This is required. If this field is left blank, the system prevents saving data changes. **Creation Date** and **Pay End Date** together become a unique identifier for this data file.
8. Enter the **Empl ID** (Employee ID), **Empl Record** and **Pay Group**.
 - The **Empl ID** lookup validates based on Job Data and Company Code.
 - **Empl Record** validates to the Empl ID.
 - **Pay Group** validates to Empl ID and Empl Record
9. Enter a **Sequence Number**.
This is a required field with validation it is a *unique number* for the same **Pay End Date, Empl ID, Empl Record** and **Pay Group**.
10. ***Status** defaults to **A** (Active) on page open. If necessary, you can change the status for the row from Active to a status that will stop the data from loading to the paylines.
This is a required field. Options include: **A**= Active; **E**=Exclude; **I**=Loaded; **M**=Manually Paid; **R**=Rejected; **X**=In Progress
[NOTE: Refer to graphic just prior to Step 11.]
11. (Transaction) ***Type** is a required field. On page open, the default transaction type is **E** (Earnings).
From the drop-down, select **E** (Earnings), **D** (Deductions) or **T** (Taxes) as appropriate.
NOTE: To enter or view fields available for the different transaction types, click the appropriate tab, top-left of the grid. **Earnings, Deductions** or **Taxes**.

> When entering data for transaction ***Type = E** (*Earnings*), pay attention to the following fields:
 - **Earnings Code** is a required field for earnings transactions.
Enter or select from the lookup (icon) list.
 - **Earnings Begin Date** - If a date is being entered, the system validates earnings begin date does not precede the effective date of the original row (Hire) on Job Data for the Company code, Empl ID and Empl Record combination.
 - **Combination Code** - Leave blank, unless you have to override the combo code associated with the employee in Job Data, CTC Earnings Distribution.
> When entering data for transaction ***Type = D** (*Deductions*), pay attention to the following fields:
 - There are two types of deductions: General Deductions (Plan Type = 00) and Benefit Deductions (Plan Type and Benefit Plan are required).
 - **Deduction Code** - For **Plan Type '00'** (General Deduction), Benefit Plan must be left blank.
When **Plan Type** is other than '00' (General Deduction), the **Benefit Plan** is required. Select from the lookup.
> When entering data for transaction Type = **T** (*Taxes*), pay attention to the following field:
 - **State** - value is required. Select by using the lookup icon.
When **Federal** is needed, as opposed to a State, use **\$U** from the lookup.
 - You can enter the remaining tax fields as appropriate.

i Notice in the example **Paysheet Holding Update (PSHUP_TXN)** image below, the first column on the left - **Pay End Date**, through to the (transaction) ***Type** field are required no matter the transaction type. Those fields are always displayed. It is only the transaction type that is selected that continues to display all the pertinent data fields. In this example, that would be the **Taxes**.

Paysheet Holding Update (PSHUP_TXN)

Company 260 Lake WA Institute of Tech
Creation Date 04/17/2023

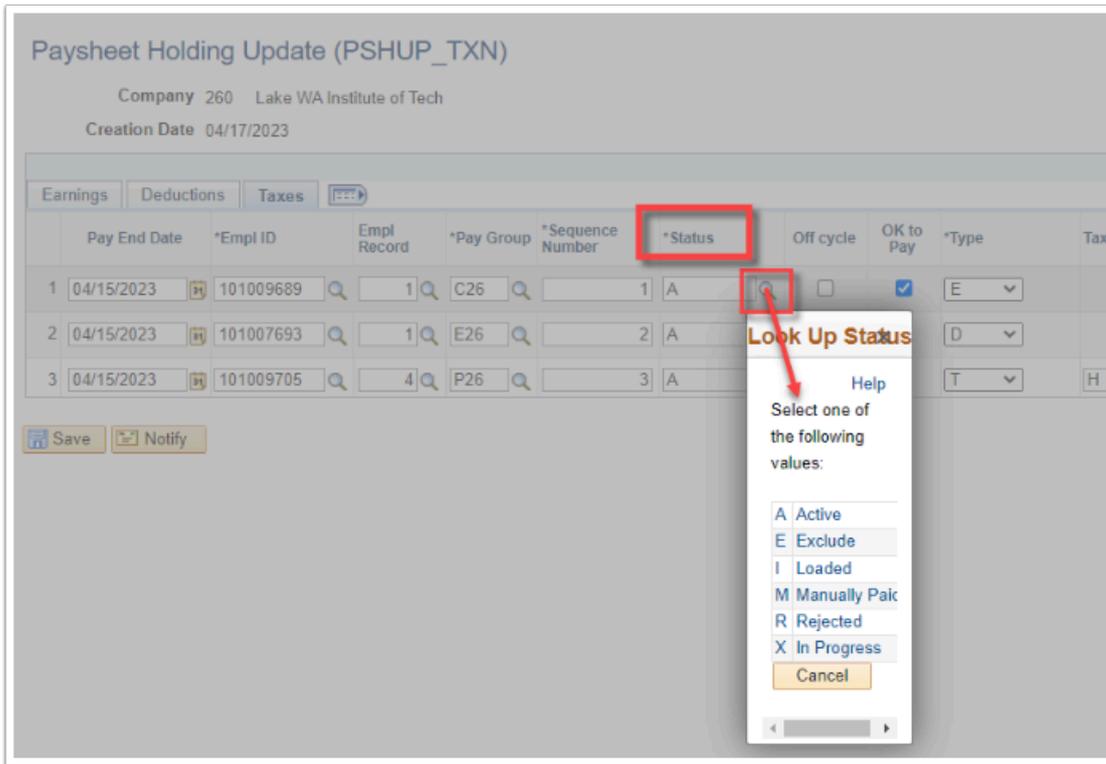
Personalize | Find | View All | 1-7 of 7 | First | Last

	Pay End Date	*Empl ID	Empl Record	*Pay Group	*Sequence Number	*Status	Off cycle	OK to Pay	*Type	Tax Class	State	Locality	Amount	One-Time Code
1	04/15/2023	101009689	1	C26	1	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E					
2	04/15/2023	101007693	1	E26	2	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D					
3	04/15/2023	101009705	4	P26	3	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E					
4	04/15/2023	101006946	1	H26	4	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D					
5	04/15/2023	101007639	2	F26	5	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D					
6	04/15/2023	101007911	0	E26	6	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	T	H	SU		50.00	R
7	04/15/2023	101007911	0	E26	6	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	T	H	OR		20.00	D

Save | Notify | Add | Update/Display

The image below is in reference to the ***Status** field described in Step 9.

The system is assigning the status **X (In Progress)** while data is being processed. Once the **Load Paysheet Transactions** process is complete, the system will then update the status to **I (Loaded)**.



12. Click the **Save** button.

End of procedure.