

# Links to QRGs for Payroll Processing

**Purpose:** Use this document as a reference for how to run an end to end payroll process in ctcLink.


**Audience:** Payroll Administrators.

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

- <please see navigation path roles in the corresponding Quick Reference Guides listed below>

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

## Links to Corresponding QRGs for Payroll Processing

 **PLEASE NOTE:** QRG links below may be "repeatable" steps due to the payroll process sequencing.

### Steps

#### Initial Setup Required Prior to Running a Payroll - Steps 1 & 2

- [Reviewing Pay Calendars](#)
- [Linking a Pay Run ID to a Payroll Calendar](#)

#### Processing Absence and Time & Labor - Steps 3 - 14

- [Maintaining Time Reporter Data](#)
- [Running the Load Absence to Payable Time Process](#)
- [Running the Time and Labor Administrator Process](#)
- [Managing Exceptions](#)
- [Running the Time Administration Process](#)
- Running the TL Approval Batch Process

#### Processing Payroll - Steps 15-53

- [Running the Presheet Audit Report](#)
- [Creating Paysheets](#)
- [Reviewing Pay Calendars](#)
- [Loading Time and Labor Data](#)
- [Reviewing Error Logs Produced by Time and Labor Load Process](#)
- [Loading the PSHUP File into Paysheet](#)
- [Running the Precalculation Audit Report](#)
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- [Running the Medical Aid Maximum Process](#)
- [Running the Union Dues Monthly Maximum Process](#)
- [Run Create HCA Avg Cost Paysheets](#)
- [Running the Precalculation Audit Report](#)
- [Running the Pay Calculation Process](#)
- [Reviewing Payroll Error Messages](#)
- [Running the Payroll Error Messages Report](#)
- [Running the Pay Calculation Process](#)
- [Reviewing Payroll Error Messages](#)
- See step 40 for Queries
- [Running the Payroll Summary Report](#)
- [Running the Employee Not Processed Report](#)
- [Running the Deductions Not Taken](#)
- [Running the Deductions in Arrears Report](#)
- [Creating a Deduction Register](#)
- [Creating a Payroll Register](#)
- [Viewing Paycheck Details](#)
- [Running the Precalculation Audit Report](#)
- [Running the Pay Calculation Process](#)
- [Reviewing Payroll Error Messages](#)
- [Reviewing Pay Calendars](#)
- Check step 53 for Queries

### **Confirm Payroll - Steps 54 - 57**

- [Running the Pay Confirmation Process](#)
- [Reviewing Pay Calendars](#)

### **Post-Confirm Processing - Steps 58 - 67**

- [Running the Payroll Summary Report](#)
- [Generating the Advice Register](#)
- [Running the Check Register Report](#)
- [Running the Tax Deposit Summary Report](#)

### **Initial Setup Required Prior to Running a Payroll**

Step	Process	Description	Navigation	Quick Reference
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				<b>Guide</b>
1	Review Pay Calendar	Review the Pay Calendar for the Pay Groups you are expecting to pay to verify no processing occurred for the respective Payroll – all flags should be “N” and Pay Run ID should be (blank).	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendars
2	Link Pay Run ID to Payroll Calendar	To process payrolls, the pay calendar entry being processed must be assigned a Pay Run ID.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Linking a Pay Run ID to a Payroll Calendar

### Processing Absence and Time & Labor

<b>Step</b>	<b>Process</b>	<b>Description</b>	<b>Navigation</b>	<b>Quick Reference Guide</b>
3	Time and Absence is reported via Self Service	Employees will report time via self service functions.	N/A	
4	Identify and calculate absences (GP_PAYE)	Enter processing instructions to Identify and Calculate an absence Take or an Entitlement and process the respective Calendar Group.	NavBar > Navigator > Global & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll	This is performed by SBCTC Central Payroll. Communication via Email will take place.
5	Check for Absence Calculation Errors	View a list of employees that were processed	NavBar > Navigator > Global & Absence	This is performed by SBCTC Central Payroll. Communication via email will take place.

		during the last iterative calculation by the batch run.	Mgmt > Absence and Payroll Processing > Review Absences and Payroll Info > Payee Iterative List	
6	Review Unprocessed Absence Request (Unprocessed Absence? Rerun Step 4 & 5)	Run a query to identify Unprocessed Absence requests for the current period	NavBar > Navigator > Reporting Tools > Query > Query Viewer	Query to run: QHC_AM_LEAVE_REQ_NOT_PROCESSED SBCTC Central Payroll will rerun calculations as needed
7	Finalize Absence Calculations (GP_PAYE)	Run the Finalize phase to close the absence cycle for the entire Calendar Group ID. Once you finalize the run, no more calculations are possible	NavBar > Navigator > Global & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll	This is performed by SBCTC Central Payroll. Communication via email will take place.
8	Check for Inactive Time Reporter Status	Identify Employees inactive in Time and Labor that Absence request is processed.	NavBar > Navigator > Reporting Tools > Query > Query Viewer	Query to run: QHC_AM_INAC_TL_FUT
9	Activate the Time Reporter (All absences are for active time reporters? Proceed to Step	Change the Status to active in Maintain Time Reporter	NavBar > Navigator > Time and Labor > Enroll Time Reporters >	Maintaining Time Reporter Data

	10)	Data Page. Once this payroll is confirmed, investigate the case and inactivate the time reporter if applicable.	Maintain Time Reporter Data	
10	Load Absence Data to T&L Payable Time (GP_ABS_NARUN)	Run the process that exports Absence Management data to Time and Labor Payable Time.	NavBar > Navigator > Global & Absence Mgmt > Absence and Payroll Processing > Absence Conversion Processing > To Payroll for North America	Running the Load Absence to Payable Time Process
11	Running the Time and Labor Administration Process (TL_TIMEADMIN)	Run the batch process to produce Payable Time for an employee or for a group of time reporters. Payable time will be created for the employee, except for the days with high severity exceptions.	NavBar > Navigator > Time and Labor > Process Time > Request Time Administration	Running the Time and Labor Administration Process

## Processing Payroll

Step	Process	Description	Navigation	Quick Reference Guide
12	Manage Exceptions (No exceptions? Proceed to step 13)	Review, allow or clean up exceptions. Up to 100 exceptions display per page.	NavBar > Navigator > Time and Labor > View Time > Exceptions	Managing Exceptions
13	Re-Running the Time and Labor Administration Process (TL_TIMEADMIN)	After making corrections to employee's reported time and submitting their Timesheet, run the batch process to (re)generate the respective Payable Time.	NavBar > Navigator > Time and Labor > Process Time > Request Time Administration	Running the Time Admin Process
14	Approve Payable Time (TL_APPRV_AWE) Only run when time is payable status of Needs Approval (NA)	Approve Payable Time for one or more time reporters based on Date Range and Employee Selection Criteria.	NavBar > Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time	Running the TL Approval Process
15	Run Pre-Sheet Audit Report (PAY034)	Provides a detailed error listing of set up data (employee, benefit, deductions) that can	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Presheet Audit Report	Running the Presheet Audit Report

		cause errors in the Create Paysheet process (PSPPYBLD).		
16	Create Paysheets (PSPPYBLD)	Specify a Pay Run ID and run the process to create paysheets for an on-cycle pay run.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Create Paysheets	Creating Paysheet Run P
17	Review Pay Calendar	Use the pay calendar to validate paysheets have been created for all the PayGroups you are expecting to pay (paysheet flag should be "Y")	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendar
18	Load Time and Labor Data to Paysheets (PSPLDTL1)	Select processing options then run the Load Time and Labor process to load payable time from Time and Labor into Payroll for North America paysheets for processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Time and Labor	Loading Time and Labor
19	Review Error Log Produced by Time and Labor	View one data row for each employee	NavBar > Navigator > Payroll for North America > Payroll Processing USA >	Reviewing Error Logs Pr Time and Labor Load Pr

	Process	that has error messages for the selected pay run ID and last payroll request number. Select a details link to view all messages for the selected employee.	Create and Load Spreadsheets > Review Time and Labor Load	
20	Running the PSHUP Load (PYLOAD)	Load data from "Other Sources" into paysheets. Review Log file for any errors.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Paysheet Transactions	Loading the PSHUP File Paysheets
Optional:	Pay Unsheet Process (PAYUNSHT)	Unsheet the payroll as an emergency measure only. Data loaded from T&L and Other sources will need to be reloaded after the paysheets are re-built afterward. All manual entries made directly in the payline will be lost.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > Pay Unsheet	Running the Pay Unsheet
21	Run the Precalculation Audit Report (PAY035)	Provides a detailed listing (by company, pay group, and pay end date)	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Report



		<p>of information that might cause problems during the Pay Calculation process. (This job could be run after the Load Time and Labor Data, and after the Running the PSHUP, if you want to do additional validation along the way).</p> <p>If errors are found, correct them and re-run this report again BEFORE running the preliminary pay calculation process</p>		
22	Update the Primary Job Flag/ Paygroup (CTC_PJOB_AE)	Custom process to reset the Primary Job Flag and Paygroup to a job record/ paygroup that is being paid.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Primary Job Flag Update	
23	Run Preliminary Pay Calculation Process (PSPPYRUN)	Provides a preliminary view of the payroll and	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll >	Running the Pay Calculation Process

		any error that may still be present.	Calculating Payroll	
24	OPTIONAL: Pay Unsheet Process (PAYUNSHT)	<p>Unsheeting is RARELY DONE!!</p> <p>Unsheeting is only necessary if there are errors or job data changes that impact large population and cannot be manually corrected on the payline. If you unsheet, repeat steps 15-23. Unsheet the payroll as an emergency measure only. Data loaded from T &amp; L and Other Sources will need to be reloaded after the paysheets are re-built afterward. All manual entries made directly in the payline will be lost.</p>	<p>NavBar &gt; Navigator &gt; Payroll for North America &gt; Payroll Processing USA &gt; Update Paysheets &gt; Pay Unsheet</p>	Running the PayUnsheet
25	Run MedAid Max Process (CTC_MEDAD_AE)	Custom process that applies Medical Aid Maximum	<p>NavBar &gt; Navigator &gt; Payroll for North America &gt; CTC Custom &gt; CTC Processes &gt; Medical Aid Maximum</p>	Running the Medical Aid Maximum Process

26	Union Dues Process (CTC_UNIONCAP)	Custom process that applies cap on union dues.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Union Dues Monthly Maximum	Running the Union Dues Maximum Process
27	Spending Account Calculation Process (CTC_FSA_AE)	Custom process that calculates the spending account deductions	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Spending Account Calculation	
28	Create PrePay Deductions (CTC_PPAY_DED)	Custom process that calculates PrePay deductions. (Can be run multiple times but only needs to run once unless changes are made to prepay data).	NavBar > Navigator > Payroll for North America > CTC Custom > Create PrePay Deductions	
29	Run Create HCA Avg Cost Paysheets (CTC_HCAAC_AE)	Custom process to generate a paysheet with employer contributions for employees who are in Inactive payroll status (i.e., faculty on Short Work Break) that are enrolled in SB1 Benefit Program.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Create PrePay Deductions	
30	Data Entry/Load Verification	This can include	N/A	Review the Payroll Quick Reference Guide section

		different steps based on the specific case and may require one-time adjustments.		Training Website for specific instructions for adjustments, overrides, additions to one time earnings, deductions, and taxes.
31	Re-Run the Pre-Calculation Audit Report, if necessary (PAY035)	Re-run the Pre-Calculation Audit Report, if necessary. If errors are found, correct them and re-run this report again BEFORE running the preliminary pay calculation process.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Report
32	Re-Run Preliminary Pay Calculation Process (PSPPYRUN)	Provides a preliminary view of the payroll and any error that may still be present.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process
33	Check Error Messages	Review the error messages generated during payroll processing.	NavBar> Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	Reviewing Payroll Error Messages
34	Error Message Report (PAY011)	Provides a report of the error messages generated	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error	Running the Payroll Error Report

		during payroll processing.	Message Report	
35	Data Entry/Load Verification	This can include different steps based on the specific case and may require one-time adjustments.	<p>Suggested queries to run and save as changes are being made:</p> <p><b>QHC_PY_PAY-CHECK_OTH_EARNS</b> - (Sort by Earnings Code/ Name-Subtotal by Earnings Code)  <b>QHC_PY_PAY_CHECK_DED</b> - (Sort by Deduction Code/ Name -Subtotal by Deduction Code)</p>	Review the Payroll Quick Reference Guide (QRG) on the Training Website for QRGs for adjustments, additions to one time earnings deductions, and taxes.
36	Run Paysheet Hrly Rate Adjust (CTC_HROP_AE)	Custom process to reset the Average Hourly Rate for specific Time Reporting Codes.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Paysheet Hrly Rate Adjust	
37	Re-run Preliminary Pay Calculation Process (PSPPYRUN)	Provides a preliminary view of the payroll and any error that may still be present.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process
38	Check Error Messages	Review the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > review Payroll Error Messages	Reviewing Payroll Error
39	<b>ONLY IF NEEDED:</b> Re-run custom processes	If one time data entries are made, re-run steps		

		25-30 and step 36 again. <b>ONLY IF NEEDED</b>		
40	Review Custom Payroll Validation Reports	Review these reports to assist with your payroll validation process.	NavBar > Navigator > Reporting Tools > Query > Query Viewer	Queries to run: <b>CTC_PY_PAY_CHECK_DE</b> (similar to Legacy report) <b>CTC_DED_DETAIL</b> (similar to Legacy report) <b>QHC_PY_PAY_CHECK_O</b>
41	Payroll Summary Report (PAY018)	Produces a summary of US paycheck detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary	Running the Payroll Summary Report
42	Employee Not Processed Report (PAY010)	Produces a report of employee hours and earnings that were not processed for the pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken	Running the Deductions Not Taken Report
43	Deduction Not Taken Report (PAY008)	Produces a report of employee deductions that were not taken for the pay period. Also shows the deductions and amounts	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Deductions Not Taken	Running the Deductions Not Taken Report

		that went into arrears.		
44	Deductions in Arrears Report (PAY007)	Produces a report of all deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions in Arrears	Running the Deductions Report
45	Deductions Register Process (PAY001)	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Register	Creating a Deduction Register
46	Payroll Register (PAY002)	Produces a report of paycheck data by name, employee ID and department ID for all employees who receive a paycheck for a pay run and pay calendar.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register	Creating a Payroll Register

47	Review Paychecks	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple page.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck	Reviewing Paycheck Det
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## Confirm Payroll

**This process assigns check numbers, applies direct deposit banking instructions, updates employee balance records, and sets data for all post confirm processing.**

Step	Process	Description	Navigation	Quick Reference Guide
48	Run the Precalculaton Audit Report (PAY035) to ensure no errors remain prior to Final Pay Calculation Process.	Provides a detailed error listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process (PSPPYRUN). If errors are found, correct them and re-run this report again <b>BEFORE</b> running the pay Calculation process.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Audit Report
49	Final Pay Calculation (PSPPYRUN)	The final calculation process marks the paysheets "Locked for Confirm" and any employee pay data changes made after this indicator is set are not	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process



		included in the pay calculation unless final calculation is re-run. Must un-check Preliminary calc flag.		
50	Check Error Messages	View online the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	Reviewing Payroll Error Messages
51	Review Pay Calendar	Use the pay calendar to validate all PayGroups have been calculated. (Payroll Calculation Run is set to "Y").	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendars
52	Payroll Hours Adjustment (CTC_PEADJ_AE)	Adjusts the hours to round to nearest 1/4 hour for DRS reporting. Hours display in Pay Earnings page. <b>Must be run after the last Pay Calc.</b>	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Payroll Hours Adjustment	<b>IF CHANGES ARE MADE, RE-RUN THIS PROCESS!!</b>

### Post-Confirm Processing

Step	Process	Description	Navigation	Quick Reference Guide
52	Payroll Hours Adjustment (CTC_PEADJ_AE)	Adjusts the hours to round to nearest 1/4 hour for DRS reporting. Hours display in Pay Earnings page. Must be run after the last Pay Calc.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Payroll Hours Adjustment	<b>IF CHANGES ARE MADE, RE-RUN THIS PROCESS!!</b>
53	Review Custom Payroll Validation Reports	Review these reports to assist with your payroll	NavBar > Navigator > Reporting Tools > Query > Query	Queries to run: <b>CTC_PY_PAY_CHECK_DETAIL</b> (similar to Legacy report PS1320) <b>CTC_DED_DETAIL</b>

		validation process.	Viewer	(similar to Legacy report PS1330) <b>QHC_PY_PAY_CHECK_OTH_EARNS</b>
54	Preconfirm Audit Report (PAY036)	Provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process. It checks for potential duplicate keys, 0 active job record found, prior unconfirmed payroll runs, and outstanding off-cycle checks. This report is usually run before confirm. Also as a troubleshooting tool, it can be run after confirm to help identify errors.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report	
55	Confirmation Process (PAYCONF-PSPCNFRM)	Pay confirmation is the final step in running your payroll. Running the Pay Confirmation process	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Confirm Payroll	Running the Confirmation Process

		<p>indicates that you have reviewed and approved all payroll information for this pay run, and then you are ready to produce paychecks. After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. you can also generate the direct deposit, general ledger, or any other interface. You can review an employees's check totals and payroll balances online.</p>		
56	Email Notification regarding Pay Confirm completed	Send email notification to SBCTC that payroll has been confirmed for all pay groups for your college/district.	Send email to <a href="mailto:HCM-NOTIFY@sbctc.edu">HCM-NOTIFY@sbctc.edu</a> and others as appropriate.	This is done by Payroll Administrator after the Confirm Payroll process has been successfully completed.
57	Review Pay Calendar	Use the pay calendar to validate both pay confirmation checkboxes are checked.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay	Reviewing Pay Calendars

			Calendars	
58	Payroll Summary Report (PAY018)	Produces a summary of US paycheck detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary	Running Payroll Summary Report
59	Advice Register (DDP002)	Produce a report of payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004-Payroll Check Register.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > Direct Deposit Register	Generating the Advice Register
60	Check Register (PAY004)	Produces a report of all checks, in check number order, written in the pay period for each company in the organization.	NavBar > Navigation > Payroll for North America > Payroll Processing USA > Produce Checks > Check Register	Running the Check Register Report
61	Tax Deposit Summary (TAX001)	Produces pay period details of federal, state, and local taxes that are withheld from employees, and liabilities	NavBar > Navigator > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary	Running the Tax Deposit Summary Report

		incurred for employer paid taxes.		
62	DRS Data Load from Payroll (CTC_DRSLD_AE)	Run this job to load the DRS information from the payroll that was run.	NavBar > Navigator > Benefits > CTC Custom > CTC Processes > DRS Data Load from Payroll	This is run by the <b>Benefits Administrator</b> the working day after payroll confirms.
63	DRS Redistribution (CC_DRSRD_AE)	Run this job to create the DRS Redistribution	NavBar > Navigator > Benefits > CTC Custom > CTC Processes > DRS Redistribution	This is run by the <b>Benefits Administrator</b> about 2 days after the Data Load from payroll has been run.
64	Email Notification regarding DRS	Send email to SBCTC to let the know the above steps have been completed and information is ready to be sent to DRS.	Send email to HCM-Notify@sbctc.edu	This is done by the Benefits Administrator after steps 56-57 have been completed.
65	Create PDF Paychecks (PYCHKUSA)	Create the PDF Paycheck for Employee Self Service.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > Create PDF Paychecks	Run after payroll has confirmed. You can enter Days From Check Date field with the number of days prior to pay day that you will allow employees to view their paycheck information. This should be a negative number. This can also be set as a default in Setup HCM.
66	Create Slf Srv Manual Checks (PYCHKUSA)	Create the PDF Manual Check for Employee Self Service.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > Create Slf Srv Manuals Checks	Run after payroll has confirmed. You can enter Days From Check Date field with the number of days prior to pay day that you will allow employees to view their paycheck information. This should be a negative number. This can also be set as a default in Setup HCM.
67	Create PDF	Create the PDF	NavBar >	Run after payroll has confirmed.

	Advice Forms (PYDDAUSA)	Advice Forms for Employee Self Service.	Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > Create PDF Advice Forms	You can enter Days From Check Date field with the number of days prior to pay day that you will allow employees to view their paycheck information. This should be a negative number. This can also be set as a default in Setup HCM.
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