

9.2 Using Results by Calendar Group

Purpose: Use this document as a reference for how to read the data presented in Results by Calendar Group in ctcLink HCM.

Audience: Payroll Administrator and Leave Administrator.

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

- ZD Absence Calc Results
- ZZ SS ABS Administration

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

Results by Calendar Group

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll > Results by Calendar Group

1. The Results by Calendar Group page displays.
2. Enter the **Empl ID** and **Empl Record** of concern.
3. Select the **Search** button.
4. Search Results display.
5. Select the **Calendar Group ID** of concern.

Results by Calendar Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID begins with

Empl Record =

Calendar Group ID begins with

Name begins with

[Basic Search](#)

Search Results

View All

Empl ID	Empl Record	Calendar Group ID	Name
201000482	0	170 18 APR A TAKE	River Barnes
201000482	0	170 18 APR B TAKE	River Barnes
201000482	0	170 18 APR ENT	River Barnes
201000482	0	170 18 AUG A TAKE	River Barnes
201000482	0	170 18 AUG B TAKE	River Barnes
201000482	0	170 18 AUG ENT	River Barnes
201000482	0	170 18 FEB A TAKE	River Barnes
201000482	0	170 18 FEB B TAKE	River Barnes
201000482	0	170 18 FEB ENT	River Barnes

6. The Results by Calendar Group page displays.

Calendar Group Results Tab

- The top bar contains static information that exists on all tabs:
 - **Employee name,**
 - **Empl ID,**
 - **Empl Record,**
 - and **Calendar Group ID.**

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Segment Information by Calendar

1-1 of 1 | View All

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
170 TAK2018S07	04/01/2018	04/15/2018	Calculate	1	1	1	Segment Detail

Additional Result Pages

[Positive Input - Absence Absence Data](#) | [Positive Input - Payroll Retro Calculation Deltas](#) | [Generated Positive Input](#)

Return to Search | Previous in List | Next in List | Notify

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

2. **Segment Information by Calendar** section:

- This section contains the results of the Calendar that is associated with the **Calendar Group ID**.
- There can be multiple entries here if Off Cycle transactions or other retroactive actions have created more “segments”.
- The **Segment Detail** link provides more information about that calendar run.

3. Select the **Segment Detail** link to review.

Segment Information by Calendar

1-1 of 1 | View All

Calendar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
170 TAK2018S07	04/01/2018	04/15/2018	Calculate	1	1	1	Segment Detail

4. The Result Segment Detail page displays.

5. Select the **Return** button.

Result Segment Detail x

[Help](#)

Results by Calendar Group
Result Segment Detail for 201000482 (River Barnes)

Employee _____ Person ID 201000482 Record 0

Period Information

Calendar Group ID	170 18 APR A TAKE	SPOKANE 2018 APR A TAKE	<input type="checkbox"/> Off Cycle
Pay Group	H17ABS	Calendar ID	170 TAK2018S07
Period ID	TAK2018S07	Target Calendar ID	Country USA
Begin Date	04/01/2018	Calc Time	04/18/2018 12:35PM
End Date	04/15/2018	Selection Status	Active
Payment Date	04/15/2018	Run Type	170 TAKE S
		Calculation Type	Absence Calculation

Segment Information

Begin Date	04/01/2018	Segment Number	1	Revision Number	1
End Date	04/15/2018	Calculate Action	Calculate	Version Number	1
Gross Result	0.000000	Net Result	0.000000	Currency	USD
Rate Type	CRRNT	Calculation Status	Finalized		

Payment Keys

Payment Key Nbr1
 Payment Key Nbr2
 Payment Key Nbr3
 Payment Key Nbr4

Return

6. The Calendar Group Results page displays.
7. **Additional Result Pages** section: select each active link to review.
 - **Positive Input Absence:** if there are any balance adjustments being done, they will display in this area.
 - **Absence Data:** will show you if any absences were processed for a particular calendar.
 - **Positive Input Payroll:** this area is for earnings and deductions, which is not related to AM (we don't have Global Payroll so this link is not used).
 - **Retro Calculation Deltas:** if there are retro calculations being performed, the differences in calculation display here.
 - **Generated Positive Input:** once a Take is finalized then results will publish to this area.
8. Select the **Return to Main Result Pages** once you have completed your review of each page.

Additional Result Pages

Positive Input - Absence Absence Data	Positive Input - Payroll Retro Calculation Deltas	Generated Positive Input
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Calendar Group Results | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

[Calendar Group Results](#) | **Positive Input - Absence** | [Positive Input - Payroll](#) | [Generated Positive Input](#)

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | << < 1 of 1 > >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Revision 1 Version 1

Balance Adjustments Q | << < 1-1 of 1 > >> | View All

Element Name	Description	Source	Action Type	Balance Adjustment	Begin Date	End Date

[Return To Main Result Pages](#)
[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Calendar Group Results](#) | [Positive Input - Absence](#) | [Positive Input - Payroll](#) | [Generated Positive Input](#)

[Calendar Group Results](#) | [Positive Input - Absence](#) | **Positive Input - Payroll** | [Generated Positive Input](#)

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | << < 1 of 1 > >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Earnings & Deductions Q | << < 1-1 of 1 > >> | View All

Entry Type	Element Name	Description	Instance	Source	Action Type	Other Data	Override
						Other Data	Override

[Return To Main Result Pages](#)
[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Calendar Group Results](#) | [Positive Input - Absence](#) | [Positive Input - Payroll](#) | [Generated Positive Input](#)

[Calendar Group Results](#) | [Positive Input - Absence](#) | [Positive Input - Payroll](#) | **Generated Positive Input**

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | < > 1 of 1 >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS

Positive Input Details Q < > 1-1 of 1 >> | View All

Entry Type	Element Name	Description	Instance	Source	Action Type	Other Data	Override
Earnings	SBCTC HSL PD	SBCTC HSL Paid	101	Absence	Override	Other Data	Override

[Return To Main Result Pages](#)

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

[Calendar Group Results](#) | [Positive Input - Absence](#) | [Positive Input - Payroll](#) | [Generated Positive Input](#)

[Calendar Group Results](#) | **Absence Data** | [Retro Calculation Deltas](#)

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | < > 1 of 1 >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Absence Daily Data Q < > 1-1 of 1 >> | View All

[Absence Detail1](#) | [Absence Detail2](#) | [Begin / End Data](#) | [Schedule Data and Config Fields](#) | [Related Elements](#) | II>

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
HSL T 170	170 sick Lv for hourly Emp	04/12/2018	Thursday	4.250000	4.250000		0.840000	Balance Detail

[Return To Main Result Pages](#)

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[Calendar Group Results](#) | [Absence Data](#) | [Retro Calculation Deltas](#)

Calendar Group Results | Absence Data | **Retro Calculation Deltas**

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | << < 1 of 1 > >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Deltas Q << < 1-1 of 1 > >> | View All

Delta Amounts | Forwarded To | Matching | User Fields | II>

Element Name	Description	Delta Nbr	Amount Delta	Unit Delta	Base Delta	Corrected	Forwarded
						☐	☐

Return To Main Result Pages

Return to Search | Previous in List | Next in List | Notify

[Calendar Group Results](#) | [Absence Data](#) | [Retro Calculation Deltas](#)

8. The review of the Calendar Group Results tab is now complete.

Earning and Deductions Tab

! This tab has to do with Global Payroll, which we do not use, so ignore this tab.

Calendar Group Results | **Earnings and Deductions** | Accumulators | Supporting Elements

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information 1 of 1

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Earnings & Deductions 1-1 of 1 | View All

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
		0.000000		0			Resolution Details

Return to Search | Previous in List | Next in List | Notify

[Calendar Group Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

Accumulators Tab

- This tab shows year to date accumulated balances for all entitlement types.
 - Sometimes a balance will appear to be "off" so keep in mind that YTD accumulated balances do **not** take into account carryover from the previous periods, (i.e. an employee VAC balance may be 10 hours, and the YTD might be 2 hours, because they had 8 hours of carryover from the previous period).
- Select **View All** to display all Accumulators if needed.
- Make a special note of the **From** and **Through** dates as they are not all defined by a calendar year, but the display of them in this tab **is** defined by a calendar year.

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Accumulators

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HSL E 170_BAL	0.000000	170 Sick Lv Hourly	01/01/2018	12/31/2018
Year to Date	HSL E 170_ENT	0.000000	170 Sick Lv Hourly	01/01/2018	12/31/2018
Year to Date	HSL E 170_TAKE	0.000000	170 Sick Lv Hourly	01/01/2018	12/31/2018

Return to Search | Previous in List | Next in List | Notify

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

4. The review of the Accumulators tab is now complete.

Supporting Elements

1. This tab displays Entitlements gained for that calendar group and system elements that determine how Entitlements are calculated for an employee.
2. Select **“View All”** to see all elements on the page.
3. Element Type column:
 - **Absence Entitlement:** if an Entitlement was part of the absence run, then the element will populate on this tab along with the amount they were given.
 - **Duration:** this element type typically defines “Years of Service” in our system which sometimes determines a scaling value of leave for the employee.
 - **Date:** anniversary and hire date for the employee are what you will see under this type, this will be reflected in Job Data.
 - **Variable:** every other data type relevant to absence is a variable, the one most relevant to double check is “SBCTC Leave Accrual Date” which defines when an employee starts accruing leave in the system.
4. This tab will populate with Entitlement values upon calculating the entitlement; however, it will not affect the employee balance until the absence process has been Finalized.
5. It is always a good idea to check an Entitlement run on a few key, complicated, people using this tab prior to finalizing the Entitlements.

Calendar Group Results | Earnings and Deductions | Accumulators | **Supporting Elements**

River Barnes Employee Empl ID 201000482 Empl Record 0
 Calendar Group ID 170 18 APR A TAKE SPOKANE 2018 APR A TAKE

Calendar Information Q | < > 1 of 1 >>

Calendar ID 170 TAK2018S07 Pay Group H17ABS
 Segment Number 1 Version 1 Revision 1
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Supporting Elements 1-5 of 11 >> **View All**

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Auto Assigned Components	HSL E 170_UPD	170 Sick Lv Hourly	4.250000			04/01/2018	04/15/2018
Date	SBCTC ANNIV DT	Annual Anniversary Date			09/27/2018	04/01/2018	04/15/2018
Date	SBCTC HIRE DT EX	Hire Date Extract			09/27/2018	04/01/2018	04/15/2018
Variable	CTC RPTD HRS	Reported hrs for hourly emplys	203.750000			04/01/2018	04/15/2018
Variable	SBCTC CNTRCT UNIT	SBCTC Contract Unit	0.000000			04/01/2018	04/15/2018

Return to Search | Previous in List | Next in List | Notify

[Calendar Group Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

6. The review of the Supporting Elements tab is now complete.
7. The process to review results by Calendar Group ID is now complete.
8. End of procedure.