# 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 t	oy Calenda	r Group		
Enter any inf	ormation you ha	ave and click Search. L	eave fields blank for	a list of all values
Find a	n Existing Valı	ue		
Search C	Criteria			
E	Empl ID begi	ns with $\vee$ 20100048	2	
Empl	Record =	~		
Calendar G	roup ID begi	ns with $\smallsetminus$	٩	]
	Name begi	ns with $\smallsetminus$		
Search	Clear	Basic Search 🖉 Save	Search Criteria	
Search Resu	lts			
View All		1-23 of 23	<ul> <li>▶</li> <li>▶</li> </ul>	
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	

6. The Results by Calendar Group page displays.

#### **Calendar Group Results Tab**

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

Calendar Group	Results <u>E</u> a	mings and Deduc	tions <u>A</u> ccumulate	ors <u>S</u> uppo	rting Elements			
River Barnes	Calendar Group	Employee ID 170 18 APR	A TAKE SPO	Empl I KANE 2018 APF	D 201000482 R A TAKE	2	Empl Record	0
Segment Information	on by Calendar							
E, Q						10 1	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 - Ab Absence Data	sence	<u>P</u> ositive <u>R</u> etro C	e Input - Payroll Calculation Deltas	<u>G</u> e	nerated Positiv	e Input		
Return to Search	Previous in ts   Earnings and	n List Next	t in List Notify Accumulators   Supp	orting 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.

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	Ξ,	Q		-				14 4	1-1 of 1 🗠 🗼 🗼 View All
	Calend	lar ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
	170 TA	K2018S07	04/01/2018	04/15/2018	Calculate	1	1	1	Segment Detail

- 4. The Result Segment Detail page displays.
- 5. Select the **Return** button.

Cubolee		Person ID 201000482 Recor	d 0		
riod Information					
Calendar G	roup ID 170 18 APF	A TAKE SPOKANE 2018 APR A TAK	Œ	Off Cycle	
Pay Group H	17ABS	Calendar ID 170 TAK20185	07 Pay Entity	170 ABS1	
Period ID T/	AK2018S07	Target Calendar ID	Country	USA	
Begin Date 04	/01/2018	Calc Time 04/18/2018 12:	35PM Run Type	170 TAKE S	
End Date 04	/15/2018	Selection Status Active	Calculation Type	Absence	
Payment Date 04	/15/2018			Calculation	
gment Information	fo 04/01/2010	Corport Number 1		Pavision Number	
gment Information Begin Da End Da Gross Reso Rate Ty	te 04/01/2018 te 04/15/2018 ult 0.000000 pe CRRNT	Segment Number 1 Calculate Action Calculate Net Result 0.00000 Calculation Status Finalized		Revision Number Version Number Currency	1 1 USD
gment Information Begin Da End Da Gross Resi Rate Ty Payment Keys	te 04/01/2018 te 04/15/2018 ult 0.000000 pe CRRNT	Segment Number 1 Calculate Action Calculate Net Result 0.00000 Calculation Status Finalized		Revision Number Version Number Currency	1 1 USD
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- 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.

Positive Input - Absence Absence Data	Positive Input - Payroll Retro Calculation Deltas	Generated Positive Input
Return to Search Previous in	List Next in List Notify	

	- Oblave						
River Barnes	Calendar Grou	Employee p ID 170 18 APF	R A TAKE SPOKANE	Empl ID 2010004 E 2018 APR A TAKE	82 E	mpl Record	0
alendar Informat	ion					<b>Q</b>   H	4 1 of 1 ≥
Silance Adjustme	Calendar ID 1 egment Number 1	70 TAK2018S07	Pay Re	Group H17ABS vision 1		Version	1
E Q					14	4 1-1 of 1	View All
Element Name	Description	So	ource	Action Type	Balance Adjustment	Begin Date	End Date
turn To Main Resul Return to Search andar Group Result	t Pages Previous in Lis s   Positive Input - /	Next in Li	ist Notify ve Input - Payroll   General	led Positive Input			
turn To Main Result	Previous in Lis	Next in Li	ist Notify ve Input - Payroll   Generat	ted Positive Input			
turn To Main Result Return to Search endar Group Result Qalendar Group Re	t Pages Previous in Lis s   Positive Input - /	Absence   Positiv	ist Notify ve Input - Payroll   General Positive Input - Payroll	ted Positive Input	ive Input		
turn To Main Result Return to Search endar Group Result <u>C</u> alendar Group Re <u>River Barnes</u>	t Pages Previous in Lis Positive Input - / esults Positive In Calendar Group ID	Next in Li Absence   Positiv nput - Absence Employee 170 18 APR A TA	ist Notify ve Input - Payroll   General Positive Input - Payroll KE SPOKANE 2018	ed Positive Input	ive Input	npl Record	0
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Other Data

Override

Return To Main Result Pages

Previous in List

Next in List

Calendar Group Results | Positive Input - Absence | Positive Input - Payroll | Generated Positive Input

Notify

Calendar Group Re	sults Positive Inp	out - Absence Positive Ing	put - Payroll G	enerated Positive Inp	ut		
River Barnes Cale	Employ endar Group ID 170	yee 18 APR A TAKE SPOK	Empl ID 2 (ANE 2018 APR A T	201000482 AKE	Empl Record 0		
Calendar Informati	on					Q I	I = 1 of 1 → II
Calendar Positive Input Deta	ID 170 TAK2018S0	7 Pay Gr	oup H17ABS			i ( 1-1 o	f1 ⊻ → ▶ I 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 F Return to Search Calendar Group Results	Pages Previous in List	Next in List Notify	y Generated Pos	itive Input		·	· / /

<u>C</u> alendar Group Resu	Its Absence Data	Retro Calculatio	on Deltas					
<u>tiver Barnes</u>	Employee alendar Group ID 170 18 A	PR A TAKE	SPOKANE 20	Empl ID 201 D18 APR A TAK	000482 E	Em	pl Record 0	
alendar Information							QIN	< 1 of 1 → 1
Cal Segment Gross Res Ibsence Daily Data	lendar ID 170 TAK2018S07 Number 1 ult Value 0.000000루 ⑦	USD	Pay Grou Versio Net Result Val	up H17ABS on 1 ue 0.000000	<b>3</b> (	Revision 1 JSD	1	
碼 Q Absence Detail1	Absence Detail2	gin / End Data	Schedule Data	a and Config Fie	elds <u>R</u> e	ated Elements	<ul> <li>1-1 of 1</li> <li>III►</li> </ul>	V I View All
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
tum To Main Result Pag Return to Search	Previous in List Nex Absence Data   Retro Calc	t in List N	lotify					

Calendar Group Result	s <u>A</u> bsence Data Retro Ca	culation Delta	as				
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Calendar Information						Q, I	
Calent Segment Nu Gross Result	mber 1 Value 0.0000007 USD	Net Re	Version 1 sult Value 0.0000	55 0007 US	Revision 1 SD	iii ii 1-1 c	f1 🗸 🕨 🕅 View All
Delta Amounts Element Name	Eorwarded To Matching Description	Delta Nbr	Amount Delta	Unit Delta	Base Delta	Corrected	Forwarded
Return To Main Result Page Return to Search Calendar Group Results	Previous in List Next in List Absence Data   Retro Calculation De	Notify	]				

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 a	nd Deductions	Accumulators Supporti	ng Elements					
River Barnes	Emplo Calendar Group ID 17	iyee 10 18 APR A TAKE	Empl ID SPOKANE 2018 APR A	201000482 TAKE		Empl Reco	rd O		
Calendar Inform	ation						QI	III I of 1 ≤ →	ы
( Earnings & Ded	Calendar ID 170 Segment Number 1 Gross Result Value 0.00 uctions	TAK2018S07 00007 USE	Pay Group Version Net Result Value	H17ABS 1 0.0000007	U	Revision 1 SD			
町 Q Element Res	ults Components	Retro Adjustments	<u>D</u> eduction Arrears	<u>U</u> ser Fields		I	ie ie 1-1	of 1 🗹 🕨 🕅   View A	II
Element Type	Element Name	Amount	Description	Instance		Slice Begin Date	Slice End Date	Resolution Details	
		0.000000			0			Resolution Details	
Return to Searc	h Previous in List	Next in List	Notify rs   Supporting Elements						

## **Accumulators Tab**

- 1. 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).
- 2. Select **View All** to display all Accumulators if needed.
- 3. 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 F	Results <u>E</u> arnings an	d Deductions A	coumulators	Supporting Elements		
River Barnes	Emp Calendar Group ID	oloyee 170 18 APR A TAKE	SPOKAN	Empl ID 20100	0482	Empl Record 0
Calendar Informa	tion				Q I	i¶
Segm Gross F Accumulators	Calendar ID 170 TAK2 nent Number 1 Result Value 0.000000	018S07	Pay 0 Ve Net Result	Group H17ABS rision 1 Value 0.0000007	Revisio USD	vn 1
E Q Accumulator F	Results User Keys	ID			II I-3	3 of 3 ✓ → → I View All
Period	Element Name	Amount	Description		From	Through
Year to Date	HSL E 170_BAL	0.000000	170 Sick Lv Hou	ırty	01/01/2018	12/31/2018
Year to Date	HSL E 170_ENT	0.000000	170 Sick Lv Hou	irly	01/01/2018	12/31/2018
Year to Date	HSL E 170_TAKE	0.000000	170 Sick Lv Hou	ırty	01/01/2018	12/31/2018
Return to Search	Previous in List	Next in List	Notify s   Supporting i	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 Sup	porting Elements	]			
liver Barnes	Employee	Em	pl ID 201000482		Empl Record		
Calendar Information						Q   14	I of 1 🗠 🕨 🕨
Calendar ID Segment Number Gross Result Value	170 TAK2018S07 1 0.0000002 USD	Pay Group Version Net Result Value	H17ABS 1 0.00000077	Revision USD	1		
Supporting Elements							
E Q						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	4.250	000		04/01/20	18 04/15/2018
Date	SBCTC ANNIV DT	Annual Anniversary Date			09/27/20	018 04/01/20	18 04/15/2018
Date	SBCTC HIRE DT EX	Hire Date Extract			09/27/20	016 04/01/20	18 04/15/2018
Variable	CTC RPTD HRS	Reported hrs for hourly emp	olys 203.750	000		04/01/20	18 04/15/2018
Variable	SBCTC CNTRCT UNIT	SBCTC Contract Unit	0.000	000		04/01/20	18 04/15/2018
Return to Search Previ alendar Group Results   Earnin	ous in List Next in Li gs and Deductions   Accur	st Notify mulators   Supporting Eleme	ents				

- 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.