9.2 Viewing Results by Calendar

Purpose: Use this document to view results by calendar for Absence Management in ctcLink.

Audience: Absence Management Administrators.

- You must have at least one of these local college managed security roles:
- ZD Absence Calc Results

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

Each time you run the Calculate phase, you can use the **Results by Calendar** pages to display payee information.

You can review the results of a calendar each time it is run. For example, if retro-activity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the **Results by Calendar** page.

Viewing Results by Calendar

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

- 1. The Results by Calendar page displays.
- 2. On the **Find an Existing Value** tab, enter an **Empl ID**.
- 3. Enter Calendar ID.
- 4. Select Search.

Results by	Calendar
Enter any inform	nation you have and click Search. Leave fields blank for a list of all values.
Find an E	xisting Value
Search Crit	teria
Empl ID	begins with 🔻
Empl Record	= •
Pay Group	begins with 🔻 🔍
Calendar ID	begins with 🔻 🔍
Name	begins with 🔻
Case Sensit	ive
Search	Clear Basic Search 🖾 Save Search Criteria

- 5. The Results by Calendar page displays.
- 6. Use the **Calendar Results** tab to view segmentation information for a payee.
- 7. Select the **Segment Detail** link to display the **Result Segment Detail** page.

C Employee Self S	ervice						Res
Calendar Results	<u>E</u> arnings ar	nd Deductions	Accumulators Supp	porting Elements			
Nico Cook Calend	iar ID 170 TAK2	Employee 020S20	Pa	Empl ID 10100000 Iy Group H17ABS	0 Spoka	Empl Recor	rd 0 oyees
egment Informatio	on by Calendar G	iroup					
III Q					14	< 1-1 of	1 🗸 🗼 膨 View All
Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
70 20 OCT B TAKE	10/16/2020	10/31/2020	Calculate	1	1	1	Segment Detail
dditional Result	Pages						
Positive Input - Abs Absence Data	ence	Positive Ir <u>R</u> etro Cal	nput - Payroll culation Deltas	Generated Positi	ve Input		
Return to Search	Previous in I arnings and Deduct	List Next in tions Accumula	List Notify Itors Supporting Elements	S			

8. The Result Segment Detail page displays.

- 9. Use the **Result Segment Detail** page to view more information about a segment's process and segment statuses.
- 10. Select the **Return** button.

		Result Segment	Detail			2
						Help
tesults by Calendar						
esult Segment Detail fo	r 10100000 (l	Nico Cook)				
Employee		Person ID 101000000	Record 0			
Period Information						
Calendar Gr	oup ID 170 20 OC	CT B TAKE Spokane 2020	OCT B TAKE		Off Cycle	
Pay Group H1	ABS	Calendar ID	170 TAK2020S20	Pay Entity	170 ABS1	
Period ID TA	(2020/\$20	Target Calendar ID		Country	USA	
Begin Date 10/	16/2020	Calc Time	10/22/2020 6:48PM	Run Type	170 TAKE S	
End Date 10/	31/2020	Selection Status	Active	Calculation Type	Absence	
Payment Date 10/	31/2020				Calculation	
Begin Date	e 10/16/2020	Segment Number	1	Re	vision Number	1
Begin Date	e 10/16/2020	Segment Number	1	Re	vision Number	1
End Date	a 10/31/2020	Calculate Action	Calculate	Ve	ersion Number	1
End Date Gross Resul	e 10/31/2020 t 0.000000	Calculate Action Net Result	Calculate 0.000000	Ve	currency	1 USI
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- 11. The Results by Calendar page displays.
- 12. Select the **Accumulators** tab.
- 13. The Accumulators tab displays.
- 14. Use the Accumulators page to view accumulator amounts.

lico Cook Caler	Emp ndar ID 170 TAK20205				
		320	Empl ID 101000 Pay Group H17ABS	000 S Spokane	Empl Record 0 Hourly Employees
alendar Informati	ion		Q		1 of 1 🗸 🕨 🕅 I View All
Calenda Segme Gross R ccumulators Q Accumulator Re	ar Group ID 170 20 O ent Number 1 Result Value 0.000000	USD	Description S Version 1 Net Result Value 0.	000000 U	TAKE Revision 1 JSD
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veriod	Element Name	Amount	Description	From	Through
Period Year to Date	Element Name EME FMLA EXP_BAL	Amount	Description Emergency FMLA Expansion	From 01/01/2020	Through 12/31/2020

- 15. Select the **Supporting Element**s tab.
- 16. The Supporting Elements tab displays.
- 17. Use the Supporting Elements page to view information for each supporting element that was used to calculate absence results.

Employee Self Service							Results by Calenda
Calendar Results	s and Deductions	cumulators Support	ting Elements				
lico Cook Calendar ID 170 TA	Employee AK2020S20	Empl Pay Grou	ID 101000000 up H17ABS	Empl Red Spokane Hourly Ei	ord 0 nployees		
alendar Information					Q 1	4 1 of 1	✓ Isolation >> Isolation >> View All
Calendar Group ID 170 Segment Number 1 Gross Result Value 0.0 Supporting Elements	0 20 OCT B TAKE	I Net R	Description Spokan Version 1 esult Value 0.00000	e 2020 OCT B TAK 107 USD	E Revision 1		
E; Q						1-5 of 11 🗸 🗸	► ► View All
Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Duration	MONTHS OF EMPLYMNT	Months of Employment	34.000000			10/16/2020	10/31/2020
Duration	SBCTC YRS OF SRVC	Years of Service	2.791667			10/16/2020	10/31/2020
Date	SBCTC ANNIV DT	Annual Anniversary Date			09/30/2020	10/16/2020	10/31/2020
Date	SBCTC HIRE DT EX	Hire Date Extract			09/25/2012	10/16/2020	10/31/2020
Formula	CSL FM 140 FT LD	140 Front load for Faculty	8.000000			10/16/2020	10/31/2020
Return to Search Draviou	e in lief Novtin Lie	t Notify					
lendar Results Earnings and De	eductions Accumulators	Supporting Elements					

18. Process complete.