

9.2 W-2 Data Preparation - Running the Error Listing Process

Purpose: The Error Listing (CTC_T900) process generates a report that lists employees who have negative tax balances and also checks for a variety of other error conditions, such as missing Federal Tax Data record, missing or invalid social security number, etc.

Audience: Payroll Administrators

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

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

Steps for Listing and Resolving Errors

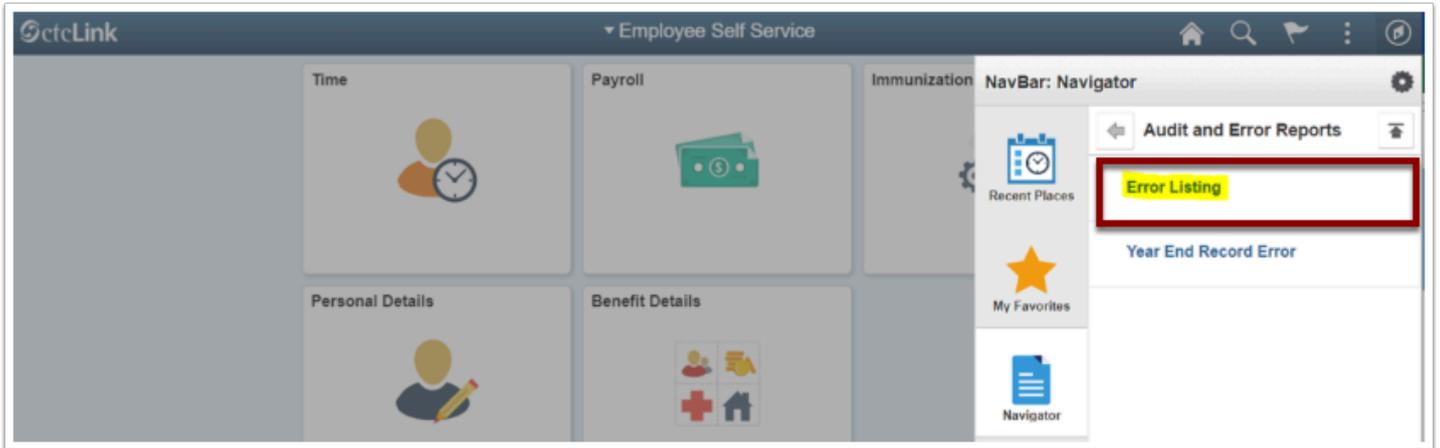
1. *Run the Error Listing report.*
2. *Review output from the Error Listing and correct all error conditions.*
3. *Rerun the Error Listing report.*
4. *Repeat steps 2-3 until the Error Listing report indicates that all possible error conditions have been eliminated or otherwise resolved.*

W-2 Data Preparation - Running the Error Listing Process

! In preparation for W-2 Tax Forms Annual Reporting, it is recommended to run the Error Listing Report (CTC_T900) as often as necessary, so errors can be corrected in a timely manner.

The required global setup for the current tax year is normally completed by the 2nd quarter of the calendar year

Navigation: NavBar > Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Error Listing



1. The Error Listing search page displays.
2. Search for an **Existing Value** or **Add a New Value** for the **Run Control ID**.
3. Select the **Search** or **Add** button.

A screenshot of the 'Error Listing' search page. At the top, it says 'Error Listing' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Underneath is a section titled 'Search Criteria' with a dropdown menu set to 'begins with' and an empty text input field (highlighted with a red box). There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' (highlighted with a red box) and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. The Error Listing page displays.

5. Select the **Run** button.

The screenshot shows a web interface for an 'Error Listing Report'. At the top left, there is a green tab labeled 'Error Listing Report'. Below it, the text 'Run Control ID 1' is displayed. To the right of this text are two links: 'Report Manager' and 'Process Monitor'. Further to the right is a grey button labeled 'Run', which is highlighted with a red rectangular box. At the bottom of the interface, there is a row of buttons: 'Save' (green), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

6. The Process Scheduler Request page displays.

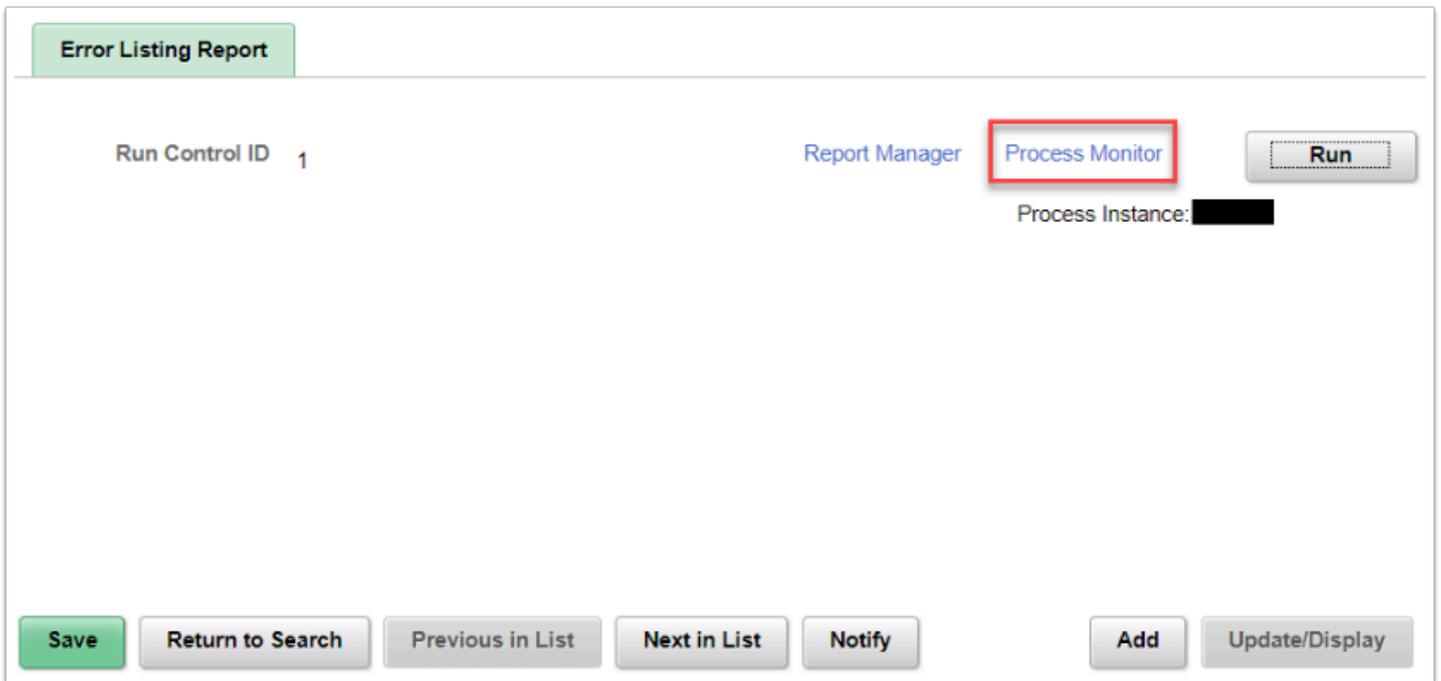
7. Select the **OK** button.

The screenshot shows a dialog box titled 'Process Scheduler Request'. At the top right, there is a close button (X) and a 'Help' link. Below the title bar, there are several input fields: 'User ID' (with a blacked-out value), 'Run Control ID 1', 'Server Name' (dropdown), 'Run Date' (calendar icon, value: 09/09/2021), 'Recurrence' (dropdown), 'Run Time' (value: 4:19:14PM), and 'Time Zone' (with a search icon). A 'Reset to Current Date/Time' button is located to the right of the Run Time field. Below these fields is a section titled 'Process List' containing a table with the following data:

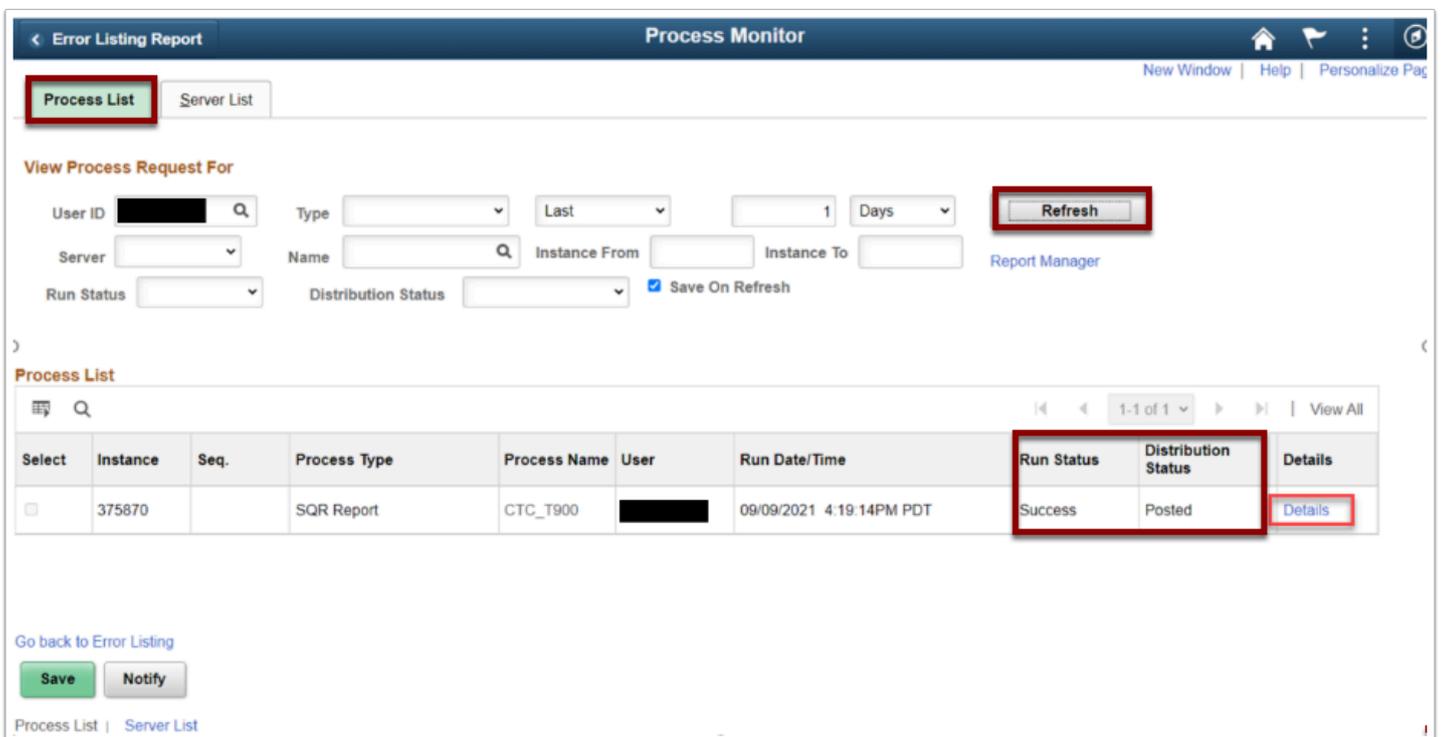
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	CTC Error Listing	CTC_T900	SQR Report	Web	PDF	Distribution

At the bottom left of the dialog box, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

8. Select the **Process Monitor link** and make note of the **Process Instance** number for future reference.



9. The Process Monitor page displays.
10. From the **Process List** tab, select the **Refresh** button periodically until the **Run Status field is Success** and the **Distribution Status field is Posted**.
11. Select **Details** to review the Process Detail.



12. The Process Detail page displays.
13. Select the **View Log/Trace** to review and download the Error Listing report.

Process Detail
x

[Help](#)

Process

Instance	375869	Type	SQR Report
Name	CTC_T900	Description	CTC Error Listing
Run Status	Success	Distribution Status	Posted

<p>Run</p> <table style="width: 100%;"> <tr> <td>Run Control ID</td> <td>1</td> </tr> <tr> <td>Location</td> <td>Server</td> </tr> <tr> <td>Server</td> <td>PSUNX</td> </tr> <tr> <td>Recurrence</td> <td></td> </tr> </table>	Run Control ID	1	Location	Server	Server	PSUNX	Recurrence		<p>Update Process</p> <p> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content </p> <p style="text-align: right;"> <input type="radio"/> Restart Request </p>
Run Control ID	1								
Location	Server								
Server	PSUNX								
Recurrence									

<p>Date/Time</p> <table style="width: 100%;"> <tr> <td>Request Created On</td> <td>09/09/2021 3:43:52PM PDT</td> </tr> <tr> <td>Run Anytime After</td> <td>09/09/2021 3:43:49PM PDT</td> </tr> <tr> <td>Began Process At</td> <td>09/09/2021 3:44:10PM PDT</td> </tr> <tr> <td>Ended Process At</td> <td>09/09/2021 3:45:39PM PDT</td> </tr> </table>	Request Created On	09/09/2021 3:43:52PM PDT	Run Anytime After	09/09/2021 3:43:49PM PDT	Began Process At	09/09/2021 3:44:10PM PDT	Ended Process At	09/09/2021 3:45:39PM PDT	<p>Actions</p> <p> Parameters Transfer Message Log Batch Timings View Log/Trace </p>
Request Created On	09/09/2021 3:43:52PM PDT								
Run Anytime After	09/09/2021 3:43:49PM PDT								
Began Process At	09/09/2021 3:44:10PM PDT								
Ended Process At	09/09/2021 3:45:39PM PDT								

14. The View Log/Trace page displays.
15. Select the **ctc_t900_XXXXXX.PDF** (XXXXXX is the process instance number).

View Log/Trace
x

[Help](#)

Report

Report ID	342409	Process Instance	375869	Message Log
Name	CTC_T900	Process Type	SQR Report	
Run Status	Success			

CTC Error Listing

Distribution Details

Distribution Node	local	Expiration Date	10/09/2021
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File List

Name	File Size (bytes)	Datetime Created
SQR_CTC_T900_375869.log	1,833	09/09/2021 3:45:39.492178PM PDT
ctc_t900_375869.PDF	15,486	09/09/2021 3:45:39.492178PM PDT
ctc_t900_375869.out	53	09/09/2021 3:45:39.492178PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	[REDACTED]

16. Below is a sample report generated for one college.

PeopleSoft												
ANNUAL REPORTING ERROR LISTING												
Report ID:	CTC_TAX900	Page No.	1	Run Date	09/09/2021	Run Time	15:44:10	Company	[REDACTED]			
Tax Year	2021	Employee ID	Employee Name	SSN	St	Locality	Work	Res	Tax	YTD Gross	YTD Tax	Message
		[REDACTED]	[REDACTED]	[REDACTED]	4U				F	9,096.22	136.25	Medicare Calc Tax <> Tax Balance
		[REDACTED]	[REDACTED]	[REDACTED]	4U				D	9,096.22	582.57	OASDI Calc Tax <> Tax Balance
		[REDACTED]	[REDACTED]	XXX-XX-XXXX								Invalid SSN

17. Process complete.