

9.2 Run the OTP (OK to Pay) Mass Assignment Process

Purpose: Use this document as a reference for how to check the OK to Pay check box on the CS to HCM Pay Line in the Maintain Faculty Workload Page for an individual instructor, for a specific term and pay period in ctcLink..

Audience: HR/Payroll Staff.

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

- ZZ FWL Pay Processing

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

The **OK to Pay** (OTP) check box provides Faculty Workload (FWL) processors the ability to designate that a pay amount is "ready" to be picked up and sent to payroll. **CS to HCM Pay Line** data is in draft form until a contract is generated and approved, therefore the **OK to Pay** check box will not be active until the contract is generated and approved by all necessary approvers.

The **HCM Pay Line Extract** process, which sends pay amounts to payroll, will only pick up pay line rows where the **OK to Pay** check box is checked and the **Pay Date** is on or before the current payroll date, as displayed in the available scheduling parameters for the **HCM Pay Line Extract** process.

To check the **OK to Pay** check box for all instructors at once, for all terms where pay amounts have not yet been sent, the FWL Processor would run the OTP Mass Assignment Process.

Run the OK to Pay Mass Assignment Process

Navigation: NavBar > Navigator > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > OTP Mass Assignment

1. The **FWL OTP Mass Assignment** run control search page displays.
2. Enter an existing **Run Control ID**.
3. Select the **Search** button.

FWL OTP Mass Assignment

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

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive

Search [Advanced Search](#)

4. Or select **Add a New Value** tab and enter a new **Run Control ID** (e.g. FWL_OTP).
5. Select **Add**.

FWL OTP Mass Assignment

Find an Existing Value **Add a New Value**

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

6. The **FWL OTP Mass Assignment** page displays.
7. Enter the following:
 - **Company:** Enter the HCM Company code or use the Look Up (e.g. 140).
 - **Pay Group:** Enter the Pay Group ID or use Look Up (e.g. P14 or F14).
 - **Paydate:** Use the Look Up and select the next available pay date (only one will appear).
8. Select the **Save** button.

FWL OTP Mass Assignment

Run Control ID FWL_OTP Report Manager Process Monitor Run

OTP Mass Assignment Parameters

*Company: 220 Tacoma Community College

*Pay Group: F22 FT Faculty: Semi-Monthly

*Paydate: 07/25/2019

Save

Look Up Paydate ×

Search by: Payment Date =

Search Cancel [Advanced Lookup](#) [Help](#)

Search Results

View 100 ◀ ▶ 1-1 of 1 ▼

Payment Date
07/25/2019

9. The FWL OTP Mass Assignment page displays.
10. Select the **Run** button.

FWL OTP Mass Assignment

Run Control ID FWL_OTP Report Manager Process Monitor Run

OTP Mass Assignment Parameters

*Company: 220 Tacoma Community College

*Pay Group: F22 FT Faculty: Semi-Monthly

*Paydate: 07/25/2019

Save Add

11. The **Process Scheduler Request** page displays.
12. Select the **OK** button.

Process Scheduler Request

User ID 101008237 Run Control ID FWL_OTP

Server Name Run Date

Recurrence Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FWL OTP Mass Assignment	CTC_OTP_MASS	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

13. The **FWL OTP Mass Assignment** page displays.

14. Make note of the **Process Instance** number and select the **Process Monitor** link.

FWL OTP Mass Assignment

Run Control ID FWL_OTP

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:30524116

OTP Mass Assignment Parameters

*Company: Tacoma Community College

*Pay Group: FT Faculty: Semi-Monthly

*Paydate:

[Save](#) [Add](#)

15. The **Process Monitor** page displays.

16. When the **Run Status** = *Success* and the **Distribution Status** = *Posted*, select the **Details** link.

Process List

Server List

View Process Request For

User ID101008237

Type

Last

1

Days

Refresh

Server

NameCTC_OTP_MASS

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	30524116		Application Engine	CTC_OTP_MASS	101008237	07/17/2019 11:42:07PM PDT	Success	Posted	Details

17. The **Process Detail** page displays.

18. Select the **View Log/Trace** link.

Process Detail

Process

Instance30524116

TypeApplication Engine

NameCTC_OTP_MASS

DescriptionFWL OTP Mass Assignment

Run StatusSuccess

Distribution StatusPosted

Run

Run Control IDFWL_OTP

LocationServer

ServerPSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

☒Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On07/17/2019 11:42:39PM PDT

Run Anytime After07/17/2019 11:42:07PM PDT

Began Process At07/17/2019 11:42:46PM PDT

Ended Process At07/17/2019 11:43:01PM PDT

Actions

Parameters

Message Log

Batch Timings

[View Log/Trace](#)

Transfer

View Locks

19. The **View Log/Trace** page displays.

20. Select the **OTP Mass Assignment** log file to see the total number of rows updated for each process run and the .csv file for a list of all pay lines checked as 'OK to Pay.'

View Log/Trace

Report

Report ID 1332046 Process Instance 30524117 [Message Log](#)
Name CTC_OTP_MASS Process Type Application Engine
Run Status Success


FWL OTP Mass Assignment

Distribution Details

Distribution Node local Expiration Date 08/17/2019

File List

Name	File Size (bytes)	Datetime Created
AE_CTC_OTP_MASS_30524117.log	1,613	07/18/2019 12:06:48.430467AM PDT
AE_CTC_OTP_MASS_30524117.trc	58,363	07/18/2019 12:06:48.430467AM PDT
AE_CTC_OTP_MASS_30524117_0718000633.AET	6,480	07/18/2019 12:06:48.430467AM PDT
OTP_MASS_ASSIGNMENT_30524117.log	1,084	07/18/2019 12:06:48.430467AM PDT
OTP_MassRun_140_F14_2019-07-25.csv	83	07/18/2019 12:06:48.430467AM PDT

 **Note:** To check OK to Pay for a single instructor with an approved contract, manually check the OK to Pay check box on the Maintain Faculty Workload page. Only HR/ Payroll staff, with the appropriate security role, can mark OK to Pay.

21. Navigate to the **Maintain Faculty Workload** page to un-check any OK to Pay check boxes that were checked through the batch process, but are not desired to be sent to HCM.
22. The process to run the OTP Mass Assignment is now complete.
23. End of procedure.