

9.2 Creating Pay Run IDs

Purpose: Use this document as a reference for creating Pay Run IDs in ctcLink.

Audience: Payroll Administrator.

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

- ZZ Payroll Local Config
- ZZ Payroll Processing
- ZZ_PY_DEFINE_PROCESS_CNTRLS

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

Use the Pay Run Table page to create Pay Run IDs, which will be entered in the Pay Calendar table to combine respective pay groups for processing in a single payroll run.

- Pay Run IDs should be created for the entire calendar year.
- Pay Run IDs must be created before you can enter them on the pay calendar.
- Pay Run IDs for the following year are typically created prior to September 15th of the current year.
- Pay Run IDs must be assigned to each calendar entry before you run the payroll to process the pay groups together. See quick reference guide "[Updating Pay Calendar Table](#)" for information on making changes to pay calendar entries.

Create Pay Run IDs

Navigation: NavBar > Navigator > Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Run Table

1. The **Pay Run Table** run search page displays.
2. Select **Add a New Value** tab.
3. Enter the **Pay Run ID** to be added.
4. Select the **Add** button.

💡 The naming convention for Pay Run IDs results in this format: MMYYYYCCD (e.g. 08B2017220)

- MM-Calendar Month (e.g. January = 01, December = 12)
- X-Letter A or B to represent the 1st and 2nd half of the processing month (e.g. A period = 1-15th day of the month)
- YYYY- Calendar Year
- CCD - Company Code (e.g. 220 = Tacoma Community College)

Pay Run Table

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

Pay Run ID

[Add](#)

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

5. The **Pay Run Table** page displays.
6. Enter the **Description** and **Short Description** of the Pay Run ID.
7. Select the **Save** button.
8. The **Pay Calendar Data** group box will display all pay groups from the pay calendar entries grouped under this Pay Run ID. After you enter the Pay Run IDs on the Pay Calendar table, return to this page to check the pay calendar data assigned to each Pay Run ID

Pay Run Table

Pay Run ID 01A2018170

*Description Spokane 01A Payroll 2018

Short Description 170 01A 18

Pay Calendar Data



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[View All](#)

Company	Pay Group	Pay Period End Date
170 WA STATE COMM COLL DIST 17 C17	Classified: Semi-Monthly	01/15/2018
170 WA STATE COMM COLL DIST 17 E17	Exempt: Semi-Monthly	01/15/2018
170 WA STATE COMM COLL DIST 17 F17	FT Faculty: Semi-Monthly	01/15/2018
170 WA STATE COMM COLL DIST 17 H17	Hourly: Semi-Monthly	01/15/2018
170 WA STATE COMM COLL DIST 17 P17	PTF SM Payroll	01/15/2018

Save

Return to Search

Notify

Add

Update/Display

- NOTE:** To create additional **Pay Run IDs** select **Add** button and repeat steps 2 through 5. for each payroll in the calendar year.
- The process to create a run ID is now complete.
- End of procedure.