

# 9.2 Running the Preconfirm Audit Report

**Purpose:** Use this document to run the preconfirm audit report in ctcLink.

**Audience:** Payroll Specialists.

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

- 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.

Use the **Preconfirm Audit Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

## Running the Preconfirm Audit Report

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report

1. The **Preconfirm Audit Report** search page displays.
2. Enter an existing Run Control ID or Click the **Add a New Value** tab and create a new **Run Control ID**.
3. Select the **Add** button.

The screenshot shows the 'Preconfirm Audit Report' search interface. At the top, there is a navigation bar with a back arrow and 'Manager Self Service' on the left, and 'Preconfirm Audit Report' on the right. Below this is a section titled 'Preconfirm Audit Report'. It features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Underneath the tabs is a text input field with the placeholder text 'Run Control ID|preconfirm\_audit|'. Below the input field is a red 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Click the **Pay Run ID** lookup icon and select the desired pay run ID.
5. Select the **Run** button.

Manager Self Service Preconfirm Audit Report

Preconfirm Audit Report

Run Control ID preconfirm\_audit Report Manager Process Monitor **Run**

Language English

Report Request Parameter(s)

**Pay Run ID** 01A201822 [Search] Tacoma 01A Payroll 2018

Save Notify Add Update/Display

6. The **Process Scheduler Request** page displays.
7. If the server name does not prefill, select the **PSUNX** option from the **Server Name** drop-down menu.
8. Click the **OK** button

Process Scheduler Request Help

User ID CTC\_DHEMBRY Run Control ID preconfirm\_audit

Server Name Run Date 05/17/2018 [X] [Calendar]

Recurrence Run Time 2:03:00PM Reset to Current Date/Time

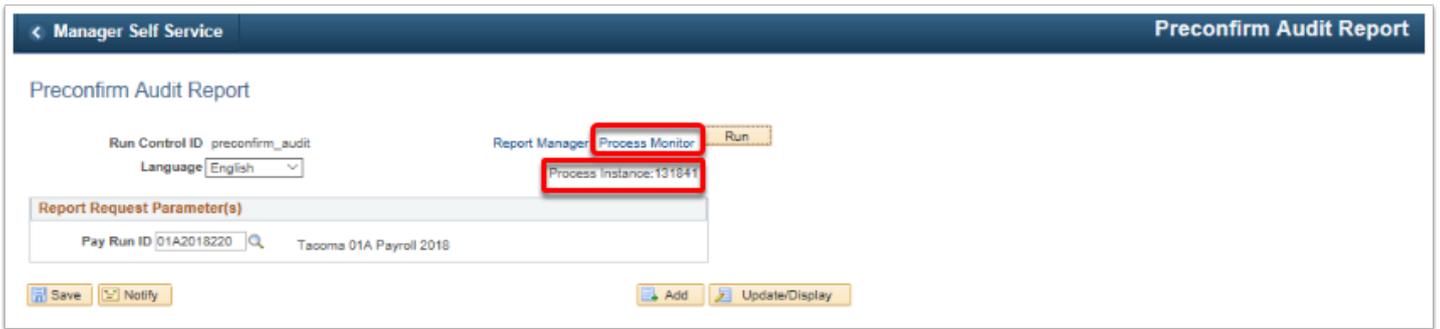
Time Zone [Search]

**Process List**

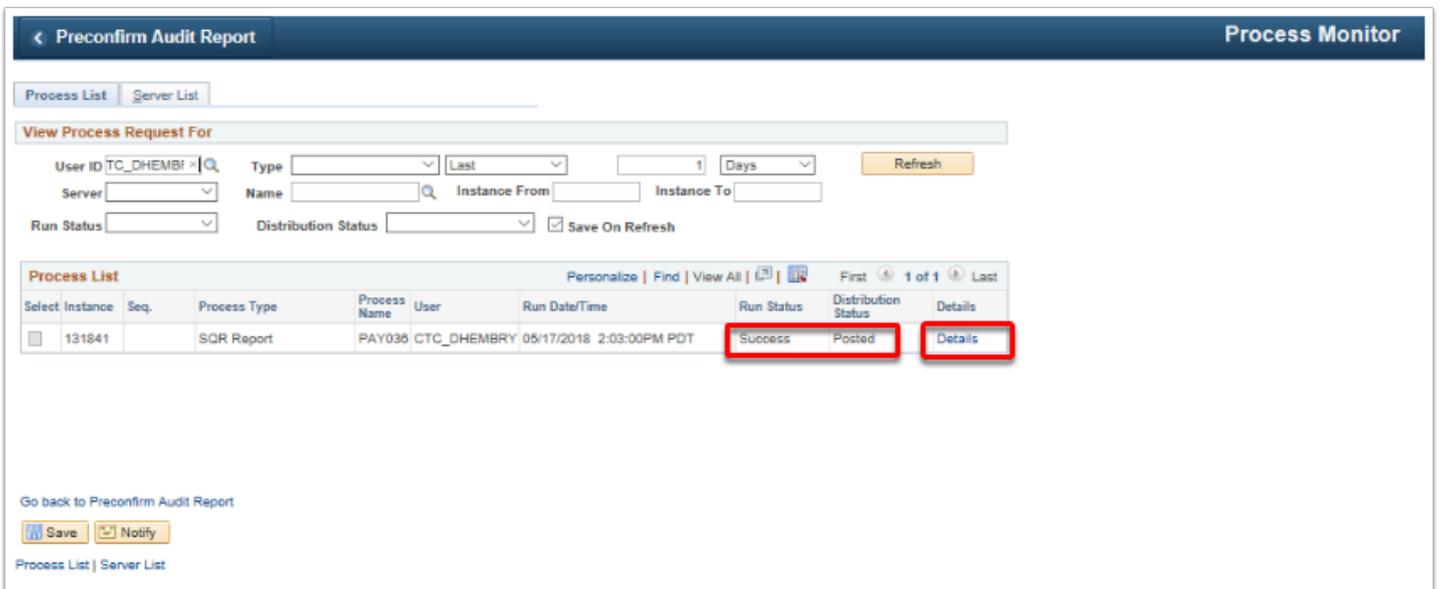
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pre-Confirm Paysheet Audit	PAY038	SQR Report	Web	PDF	Distribution

**OK** Cancel

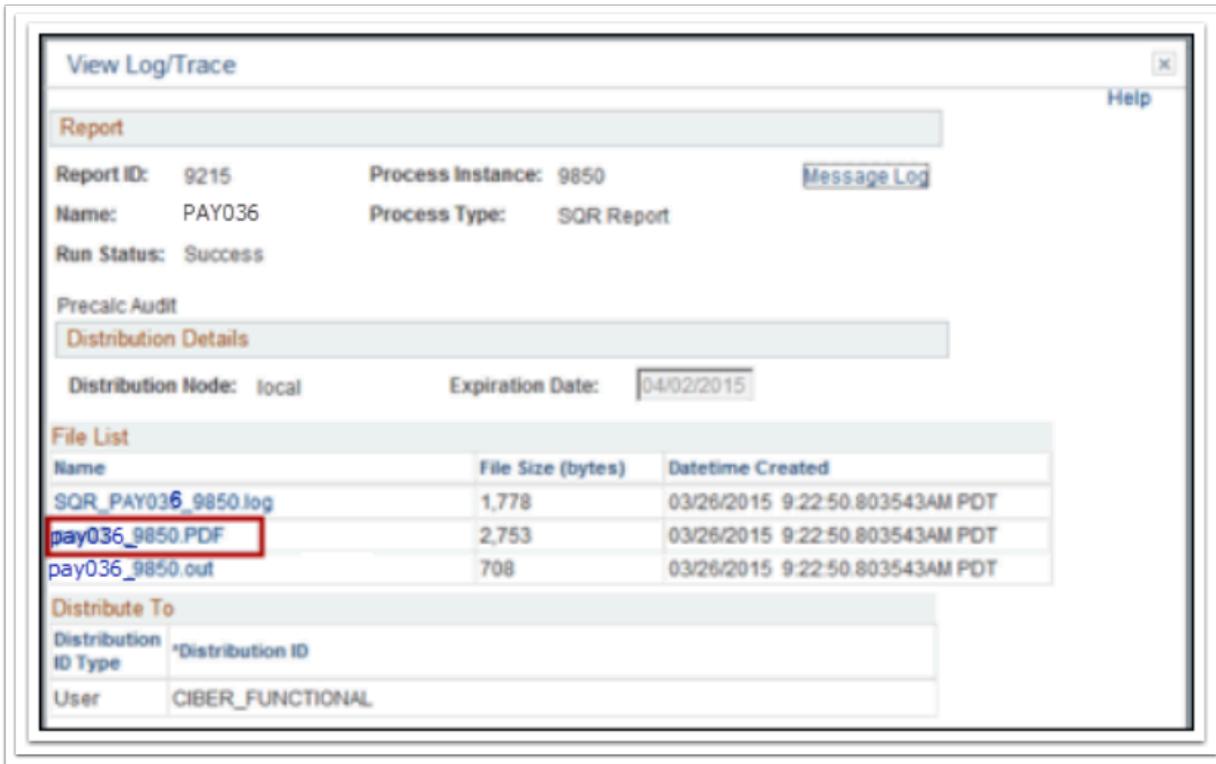
9. The **Preconfirm Audit Report** displays.
10. Make note of the **Process Instance** number.
11. Select the **Process Monitor** link.



14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the Run Status is **Success** and Distribution Status is **Posted**.
16. Click the **Details** link.



16. Click the **View Log/Trace** link under the **Actions** header.



17. The process to run the preconfirm audit report is now complete. The report provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.
18. End of procedure.