

# 9.2 R-266 PTF Benefits Eligibility Report

**Purpose:** Use this document as a reference for using the custom reports for part time faculty benefits information in ctLink.

**Audience:** Benefits Administrator.

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

- ZD Benefits Reporting

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

NOTE: This report will total all FWL FTE's from both Job and FWL to generate one totaled FTE. Any jobs in Job Data that have an EMPL CLASS of Part Time Faculty will not be considered for Job purposes (as they are being taken from FWL), but any other Job Data that contains an EMPL CLASS outside of that will be added in.

For instance, if a PTF employee has three jobs, 2 of them with an EMPL CLASS of Part Time Faculty and one with an EMPL CLASS of Hourly, then it will add the FTE from FWL which contains the Contract Types that have the Benefit Eligibility box checked in FWL but will also add the Hourly Job's Job Data FTE.

This means for PTF to correctly be represented on this report, all non-PTF EMPL CLASS Jobs must have a correct FTE maintained in Job Data.

## Part Time Faculty Benefit Eligibility Report

**Navigation:** NavBar > Navigator > Benefits > CTC Custom > CTC Reports > PTF Benefit Eligibility Report

1. The **PTF Benefit Eligibility Report** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab if this is the first run by the user for this report.
3. Select the **Search** or **Add** button.

**PTF Benefit Eligibility Report**

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

Find an Existing Value | Add a New Value

4. The **PTF Benefit Eligibility Report** page displays.
5. Select the **Company Code** using the lookup field.
6. Use the **radio buttons** to select one of the following conditions (separate runs must be performed for each condition):
  - PTF employees listed as Eligible but should be ineligible
  - PTF employees listed as Ineligible but should be eligible
  - PTF employees listed as Ineligible but may be eligible
7. Select the **Run** button.

**PTF Benefit Eligibility Report**

Run Control ID PTFBER | Report Manager | Process Monitor | Run

Process Request Parameters

\*Company

PTF employees listed as Eligible but should be ineligible  
 PTF employees listed as Ineligible but should be eligible  
 PTF employees listed as Ineligible but may be eligible

Save | Add

8. The **Process Scheduler Request** page displays.
9. Make sure the **Format Type** = PDF.
10. Select the **OK** button.

**Process Scheduler Request**

User ID: CTC\_JMERRILL      Run Control ID: PTFBER

Server Name:       Run Date: 03/11/2019

Recurrence:       Run Time: 10:41:43AM

Time Zone:  🔍

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PTF Benefit Eligibility Report	CTC_BNELG_AE	Application Engine	Web	PDF	Distribution

11. The **PTF Benefit Eligibility Report** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

**PTF Benefit Eligibility Report**

Run Control ID: PTFBER      Report Manager: **Process Monitor**

**Process Instance: 159835**

**Process Request Parameters**

\*Company:  🔍      WA STATE COMM COLL DIST 17

- PTF employees listed as Eligible but should be ineligible
- PTF employees listed as Ineligible but should be eligible
- PTF employees listed as Ineligible but may be eligible

14. The **Process Monitor** page displays.
15. On the Process List tab, select the **Refresh** button until the **Run Status** = Success.
16. Select the **Details** link.

PTF Benefit Eligibility Report Process Monitor

**Process List** | Server List

**View Process Request For**

User ID:  Type:  Last:  1 Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	159835		Application Engine	CTC_BNELG_AE	CTC_JMERRILL	03/11/2019 10:15:33AM PDT	Success	Posted	Details

[Go back to PTF Benefit Eligibility Report](#)

Process List | [Server List](#)

17. The **Process Detail** pagelet displays.
18. Select the **View Log/Trace** link.

**Process Detail**

**Process**

Instance: 159835      Type: Application Engine  
 Name: CTC\_BNELG\_AE      Description: PTF Benefit Eligibility Report  
 Run Status: Success      Distribution Status: Posted

**Run**

Run Control ID: PTFBER  
 Location: Server  
 Server: PSUNX  
 Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Re-send Content       Restart Request

**Date/Time**

Request Created On: 03/11/2019 10:18:25AM PDT  
 Run Anytime After: 03/11/2019 10:15:33AM PDT  
 Began Process At: 03/11/2019 10:18:34AM PDT  
 Ended Process At: 03/11/2019 10:17:18AM PDT

**Actions**

[Parameters](#)      [Transfer](#)  
[Message Log](#)      [View Locks](#)  
[Batch Timings](#)  
[View Log/Trace](#)

19. The **View Log/Trace** pagelet displays.
20. Select the first **.log** file.

**View Log/Trace**

**Report**

Report ID 148190      Process Instance 159835      [Message Log](#)  
 Name CTC\_BNELG\_AE      Process Type Application Engine  
 Run Status Success

PTF Benefit Eligibility Report

**Distribution Details**

Distribution Node local      Expiration Date 04/10/2019

**File List**

Name	File Size (bytes)	Datetime Created
PTF_Benefit_Eligibility_Report_Log_159835.log	980	03/11/2019 10:17:18.818789AM PDT
AE_CTC_BNELG_AE_159835.log	441	03/11/2019 10:17:18.818789AM PDT
AE_CTC_BNELG_AE_159835.trc	4,002	03/11/2019 10:17:18.818789AM PDT
PTF_BENEFIT_ELG_STG_159835.xml	8,010	03/11/2019 10:17:18.818789AM PDT

**Distribute To**

Distribution ID Type	-Distribution ID
User	CTC_JMERRILL

21. The **Process/Interface Log** page opens in a new window.
22. After reviewing, close the pop-up window.

```

.....
                          Process / Interface Log
.....
Process Instance   : 159835      Operator ID       : CTC_JMERRILL
Process Name      : CTC_BNELG_AE   Run Date/Time    : 03/11/2019 10:16:34
.....
                          Run Control Parameter
.....
Run Control ID    (RUN_CNTL_ID)   : PTFBER
Company          (COMPANY)     : 178
PTF Employee Eligible Criteria (CTC_ELG_CRITERIA) : PIE
.....
                          Report has been generated in Report Manager
.....

```

23. The **View Log/Trace** pagelet displays.
24. Select the **Return** button.
25. The **Process Detail** pagelet displays.
26. Select the **OK** button.
27. The **Process Monitor** page displays.
28. Select the **Go back to PTF Benefit Eligibility Report** link.

[Process List](#) | [Server List](#)

**View Process Request For**

User ID:  
 Type: 
 Last: 
 Days

Server: 
 Name:  
 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"/>	150035		Application Engine	CTC_BNELG_AE	CTC_JMERRILL	03/11/2019 10:15:33AM PDT	Success	Posted	<a href="#">Details</a>

[Go back to PTF Benefit Eligibility Report](#)

[Process List](#) | [Server List](#)

29. Select the **Report Manager** link.

**PTF Benefit Eligibility Report**

Run Control ID: PTFBER
 [Report Manager](#)
[Process Monitor](#)

**Process Request Parameters**

\*Company:   WA STATE COMM COLL DIST 17

PTF employees listed as Eligible but should be Ineligible  
 PTF employees listed as Ineligible but should be eligible  
 PTF employees listed as Ineligible but may be eligible

30. The **Report Manager** page displays.
31. Select the **Administration** tab.
32. Select the file name link to display the pdf file.

PTF Benefit Eligibility Report Report Man

List Explorer **Administration** Archives

View Reports For

User ID  Type  Last  Days  Refresh

Status  Folder  Instance  to

Report List

1-8 of 8 | View All

Select	Report ID	Prco Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	146197	159838	CTC_BEN_ELG - CTC_BEN_ELG.xlsx	03/11/2019 10:43:57AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	146198	159838	<b>PTF Benefit Eligibility Report</b>	03/11/2019 10:43:11AM	<b>Acrobat (*.pdf)</b>	Posted	<a href="#">Details</a>

33. The file is displayed.
34. Verify the file for the output data.
35. The process to run the R-266 Part time faculty benefit eligibility report is now complete.
36. End of procedure.