CONSOLIDATED PAYROLL PROCESSING CHECKLIST TO RUN and CONFIRM PAYROLL

Step	**Process Type**	**Process/Job Name**	**Description**	**Navigation**	**Quick Reference Guide or Notes**
N/A - Prerequisite	N/A	Link Pay Run ID to Payroll Calendar for the next payroll **AFTER** SBCTC Central Payroll has completed the post-confirm processing on a global level for the previous payroll.	To process payrolls, the pay calendar entry being processed must be assigned a Pay Run ID.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Linking a Pay Run ID to a Payroll Calendar
N/A - Optional	N/A	Review Pay Calendar	Review the Pay Calendar for the Pay Groups you are expecting to pay to verify no processing occurred for the respective Payroll-all flags should be "N".	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendars
1	Process	Presheet Audit Report (PAY034)	Provides a detailed error listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet process (PSPPYBLD).	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Presheet Audit Report	Running the Presheet Audit Report
2	Process	Create Paysheets (PSPPYBLD)	Specify a Pay Run ID and run the process to create paysheets for an on-cycle pay run.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Create Paysheets	Creating Paysheets
N/A - Optional	N/A	Review Pay Calendar	Use the pay calendar to validate paysheets have been created for all the Pay Groups you are expecting to	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendars

			pay (Paysheets Run is set to "Y")		
3	Process	Load Time and Labor Data to Paysheets (PSPLDTL1)	Select processing options then run the Load Time and Labor process to load payable time from Time and Labor into Payroll for North America paysheets for processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Time and Labor	Loading Time and Labor Data
4	PS Query	Check for Time and Labor Load Issues	Run a query to identify payable time in invalid status "Sent to Payroll". **If any rows are returned, stop processing and submit Service Desk Ticket.**	NavBar > Navigator > Reporting Tools > Query > Query Viewer	Query to run: **QHC_TL_PAYABLE_TIME_STATUS**
5	PS Job	Load Paysheet Transactions (PYLOAD)	Load data from "Other Sources" into paysheets. The process needs to run for Active Employee Group; Separate run is required to load data for Inactive Employee Group.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Load Paysheet Transactions	Run the Loading the PSHUP File into Paysheets
6	Process	Precalculation Audit Report (PAY035)	Provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process. If errors are found, correct them and re-run this process again BEFORE running the preliminary pay calculation process.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Audit Report
7	Custom Process	Primary Job Flag Update (CTC_PJOB_AE)	Custom process to reset the Primary Job Flag and Pay	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Primary Job Flag Update	NONE

			Group to a job record/pay group that is being paid.		
8	Custom Process	Paysheet Hrly Rate Adjust (CTC_HROP_AE)	Custom process to override Hourly Rate for specific Time Reporting Codes	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Paysheet Hrly Rate Adjust	Running the Paysheet Hourly Rate Adjust Process
9	**PRECALC Custom PS Job**	**First Preliminary Pay Calculation (PRECALC - ctcLink Pre Calc Jobs)**	**Custom job that should run only once. Includes the following processes:**	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the First Preliminary Pay Calculation Process (PRECALC)
		PRECALC Job #1. Preliminary Pay Calculation Process (PSPPYRUN)	Provides a preliminary view of the payroll and any error that may still be present.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	
		PRECALC Job #2. Medical Aid Maximum (CTC_MEDAD_AE)	Custom process that applies Medical Aid Maximum.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Medical Aid Maximum	If needed to run Ad-Hoc: Running the Medical Aid Maximum Process
		PRECALC Job #3. Union Dues Monthly Maximum (CTC_UNIONCAP)	Custom process that applies cap on union dues.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Union Dues Monthly Maximum	If needed to run Ad-Hoc: Running the Union Dues Monthly Maximum Process
		PRECALC Job #4. Spending Account Calculation (CTC_FSA_AE)	Custom process that calculates the spending account deductions.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Spending Account Calculation	If needed to run Ad-Hoc: Running the Spending Account Calculation Process
		PRECALC Job #5. Primary Job Flag Update (CTC_PJOB_AE)	Custom process to reset the Primary Job Flag and Pay Group to a job record/pay group that is being paid.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Primary Job Flag Update	Run Custom Primary Job Flag Update
		PRECALC Job #6. Create PrePay Deductions	Custom process that calculates PrePay deductions. (can be run	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Create PrePay Deductions	If needed to run Ad-Hoc: Running the Create PrePay Deductions Process

		(CTC_PPAY_DED)	multiple times but only needs to run once unless changes are made to prepay data).		
10	Process	Preliminary Pay Calculation (PSPPYRUN)	Provides a preliminary view of the payroll and any errors that may still be present.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process
N/A – Review Processing Messages	N/A	Review Payroll Error Messages	Review the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	Reviewing Payroll Error Messages
11	Process	Payroll Error Message Report (PAY011)	Provides a report of the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error Message Report	Running the Payroll Error Message Report
N/A – Data Validation	N/A - PS Query	Data Validation: - Garnishment Verifications - Overpayment Calculations/Separations - Verify Pay - Additional Earnings - Review Deductions Not Taken - Review Benefit Deductions Entered &Taken	This can include different steps based on the specific case and may require one-time adjustments.	Suggested queries to run and save as changes are being made: QHC_PY_PAY_CHECK_OTH_EARNS - Sort by Earnings Code/Name - Subtotal by Earnings Code. QHC_PY_PAY_CHECK_DED - Sort by Deduction Code/Name - Subtotal by Deduction Code. QHC_PY_VALID_COMBOCODE - to identify invalid Combo code in Paylines.	*Review the Payroll Quick Reference Guide section on the Training Website for specific QRGs for adjustments, overrides, additions to one-time earnings, deductions, and taxes.*
N/A – Data Validation	Process	**ONLY IF NEEDED**: Run Ad-Hoc one or more of the Custom Processes that are			*See processes listed under the First Preliminary Pay Calculation (PRECALC - ctcLink Pre Calc Jobs)*

		otherwise included in ctcLink First Calc job list – PRECALC.			
12	Process	Preliminary Pay Calculation (PSPPYRUN)	Provides a preliminary view of the payroll and any error that may still be present.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process
N/A – Review Processing Messages	N/A	Review Payroll Error Messages	Review the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	Reviewing Payroll Error Messages
13	Process	Payroll Error Message Report (PAY011)	Provides a report of the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Payroll Error Message Report	Running the Payroll Error Message Report
14 – Data Validation Queries (optional)	Ps Query	Review Custom Payroll Validation Reports	Review these reports to assist with your payroll validation process.	NavBar > Navigator > Reporting Tools > Query > Query Viewer	**Queries to run:** **CTC_PY_PAY_CHECK_DETAIL (similar to Legacy report PS1320)** **CTC_DED_DETAIL (similar to Legacy report PS1330)** **QHC_PY_PAY_CHECK_OTH_EARNS**
15 – Data Validation Reports (optional)	Process	Data Validation Optional Process #1. Payroll Summary (PAY018)	Produces a summary of U.S. paycheck details by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary	Running the Payroll Summary Report
		Data Validation Optional Process #2. Employee Not Processed (PAY010)	Produces a report of employee hours and earnings that were not processed for the pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Employees Not Processed	Running the Employee Not Processed Report
		Data Validation Optional Process	Produces a report of employee deductions that were not taken for the pay	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Not Taken	Running the Deductions Not Taken Report

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		#3. Deductions Not Taken (PAY008)	period. Also shows the deductions and amounts that went into arrears.		
		Data Validation Optional Process #4. Deductions in Arrears (PAY007)	Produces a report of all deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions in Arrears	Running the Deductions in Arrears Report
		Data Validation Optional Process #5. Deductions Register Process (PAY001)	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Deductions Register	Creating a Deduction Register
		Data Validation Optional Process #6. Payroll Register (PAY002)	Produces a report of paycheck data by name, employee ID, and department ID for all employees who receive a paycheck for a pay run and pay calendar.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Register	Creating a Payroll Register
16 – Data Validation	N/A	Review Paychecks	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and fix issues.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck	Reviewing Paycheck Details
17	Process	Run the Create HCA Avg Cost Paysheets (CTC_HCAAC_AE)	Custom Process to generate a paysheet with employer contributions for employees who are in Inactive payroll status (e.g., faculty on short work break) that are	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Create HCA Avg Cost Paysheets	If needed to run Ad-Hoc: Running the Create HCA Average Cost Paysheets

			enrolled in SB1 Benefit Program.		
18	Process	Run the Primary Job Flag Update (CTC_PJOB_AE)	Custom process to reset the Primary Job Flag and Pay Group to a job record/pay group that is being paid.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Primary Job Flag Update	NONE
19	Process	Run the Precalculation Audit Report (PAY035)	Provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process. If errors are found, correct them and re-run this process again BEFORE running the preliminary pay calculation process.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Audit Report
20	Process	Run the Preliminary Pay Calculation (PSPPYRUN)	Provides a preliminary view of the payroll and any error that may still be present.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the Pay Calculation Process
21	N/A	Review Paychecks	View information such as earnings, taxes, and deductions for a single paycheck. Research problems and fix issues.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck	Reviewing Paycheck Details
22	Process	Run the Pre-Calculation Audit Report (PAY035) to ensure no errors remain prior to Final Pay Calculation. Do not run the	Provides a detailed error listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process (PSPPYRUN). **If errors are found, correct them, and re-run this process again**	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report	Running the Precalculation Audit Report

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		Preliminary Pay Calculation Process	**BEFORE running the Pay Calculation process.**		
23	**FINCALC Custom PS Job**	Final Pay Calculation (FINCALC - ctcLink Final Calc Jobs)	Custom job that includes the following processes:	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	Running the FINCALC Pay Calculation Process
		FINCALC Job #1. Pay Calculation (PSPPYRUN)	The final calculation process marks the paysheets "Locked for Confirm" and any employee pay data changes made after this indicator is set are not included in the pay calculation unless final calculation is rerun. Must uncheck Preliminary calc flag.	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Calculate Payroll	FINAL Calc before Confirm.
		FINCALC Job #2. Payroll Hours Adjustment (CTC_PEADJ_AE)	Adjusts the hours to round to nearest ¼ hour for DRS reporting. Hours display in Pay Earnings page. Must be run after the last Final Pay Calc.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Payroll Hours Adjustment	Run Custom Payroll Hours Adjustment
N/A – Review Processing Messages	N/A	Review Payroll Error Messages	Review the error messages generated during payroll processing.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages	Reviewing Payroll Error Messages
24	N/A	Review Pay Calendar	Use the pay calendar to validate all Pay Groups have been Calculated. (Payroll Calculation Run is set to "Y").	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars	Reviewing Pay Calendars

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25	Process	Preconfirm Audit Report (PAY036)	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. It checks for potential duplicate keys, no active job record found, prior unconfirmed payroll runs, and outstanding off-cycle checks. This report is usually run before Pay Confirm. Also, as a troubleshooting tool, it can be run after Pay Confirm to help identify errors.	NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report	*If errors are found, correct them, and re-run this process again BEFORE running the Pay Confirmation process. In some cases, you may need to go back and repeat all steps from Step 12 (Preliminary Pay Calculation) forward.*
26	**CONFIRM Custom PS Job**	**Pay Confirm (CONFIRM - ctcLink Pay Confirm Jobs)**	**Custom job that includes the following processes:**	**NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Confirm Payroll**	Running the Confirmation Process
		CONFIRM-Job #1. Confirm Payroll (PAYCONF – PSPCNFRM)	Pay confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you have reviewed and approved all payroll information for this pay run, and that you are	NavBar > Navigator > Payroll For North America > Payroll Processing USA > Produce Payroll > Confirm Payroll	

			ready to produce paychecks. After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. You can also generate the direct deposit, general ledger, or any other interface. You can review an employee's check totals and payroll balances online.		
		CONFIRM-Job #2. DRS Data Load from Payroll (CTC_DRSLD_AE)	Custom process to load the DRS information from the payroll that was confirmed.	NavBar > Navigator > Benefits > CTC Custom > CTC Processes > DRS Data Load From Payroll	DRS Data Load From Payroll
		CONFIRM-Job #3. Paycheck Absence Report (CTC_ABSBL_AE)	Custom process to pull Leave and Compensation Time balances from Absence Management and Time and Labor modules in a holding table. This data will be later displayed on employee's pay stub under SUMMARY LEAVE BALANCES section when the PDF Paychecks and PDF Pay Advices are created.	NavBar > Navigator > Payroll for North America > CTC Custom > CTC Processes > Pay Check Absence Report	Running Pay Check Absence Report
27	N/A	Review Pay Calendar	Use the pay calendar to validate all Pay Groups have been Confirmed. (Payroll	NavBar > Navigator > Payroll for North America > Payroll Processing USA >	Reviewing Pay Calendars

			Confirmation Run is set to "Y").	Create and Load Paysheets > Review Pay Calendars	
28	N/A	Email Notification regarding Pay Confirm completed	Send email notification to SBCTC that payroll has been confirmed for all pay groups for your college/district.	Send email to HCM-NOTIFY@sbctc.edu and others as appropriate.	**This is done by the Payroll Administrator after the Confirm Payroll process has been successfully completed**