[Prepay Deduction Setup, Calendars and Pay Cycles](https://ctclinkreferencecenter.ctclink.us/m/79727/l/1014223-9-2-prepay-deduction-setup) The QRG is GREAT!

**Nav>Set up HCM>CTC Custom>Prepay Deduction Mapping**

**Nav>Set up HCM>CTC Custom>Prepay Calendars**

**Nav>Set up HCM>Payroll for North America>CTC Custom>Employee PrePay**

**QHC\_PY\_PREPAY\_CAL\_CYCLE\_SCH - Prepay Calendar, cycle, schedule.** This query shows the college’s PrePay Calendar number(s), Pay Cycles, Pay Cycle Description, Schedule (Pay Period start), and PrePay Factor (number of deduction periods).

WVC’s is as follows:

A screenshot of a computer

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A schedule on a white background

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**PrePay Deduction Setup – See QRG**

**Creating PrePay Calendars**

For WVC, we had a lot of calendars come over from Legacy, however, we only use Calendar 01. **Select 01**.

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**The PrePay Calendar shows out current PrePay Deductions as follows:**

A screenshot of a calendar

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**Click on PrePay Schedule to see PrePay Schedules**. Select **Next in List** or **View All**.

A screenshot of a calendar schedule

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Select View All shows all of our PrePay Schedules. They can be edited by Adding a Row.

A screenshot of a computer

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**Assign a PrePay Pay Cycle to an Employee**

**Nav>Set up HCM>Payroll for North America>CTC Custom>Employee PrePay**

A screenshot of a search box

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**Add Pay Cycle that is correct for the employee type. Save.**

A screenshot of a computer

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To check who is missing or needs their Pay Cycle changed, run **QHC\_HR\_CTC\_JOB\_DATA - Empl Job and CTC Job Data** and **sort by Pay Group.**

That’s it! 😊