**[Attach a Balloon Payment Calendar to an Employee](http://ctclinkreferencecenter.ctclink.us/m/79727/l/928452-9-2-balloon-payment-processing-in-peoplesoft%22%20%5Cl%20%22attach_a_balloon_payment_calendar_to_an_employee)**

After [Creating a Balloon Calendar](https://ctclinkreferencecenter.ctclink.us/m/79727/l/928452-9-2-balloon-payment-processing-in-peoplesoft#attach_a_balloon_payment_calendar_to_an_employee) (QRG is great), you can attach the Balloon Calendar Code to each FT Faculty with a balloon (you can have multiple Balloon Calendars).

Since WVC faculty are on a Short Work Break during the summer, I brought them back off Short Work Break and then updated salaries and balloon info (see FT Faculty Salary-Balloon Update f 09A documentation).

**Job Data**

Add + a row, Effective Date, Action and Reason



CTC Job Data

Add the Balloon Payment ID, Save



A warning message displays.

Review and select the OK button.



[Loading Balloon Payments in Payroll](http://ctclinkreferencecenter.ctclink.us/m/79727/l/928452-9-2-balloon-payment-processing-in-peoplesoft#loading_balloon_payments_in_payroll) **(payroll does this)**

That’s It! 😊