

Overview

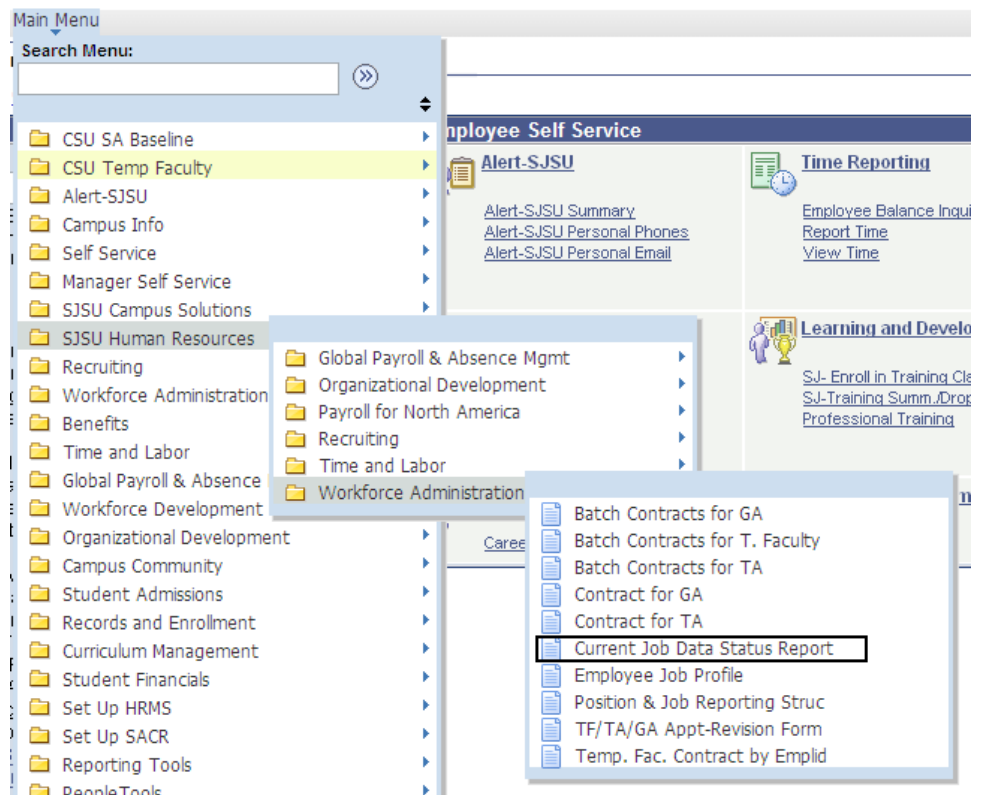
The Current Job Status Report is used to view job status data for non-terminated/non-retired employees by department. It can list employees by **Job Function**, **Payroll Status** and **Action Reason**.

Why would you run this report?

- To view the status of all of your employees in PeopleSoft
- To confirm changes or updates you have submitted for employees
- To verify pertinent data about your employees in one report
- To view how your employees are set up for Payroll

The Main Menu displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration > Current Job Data Status Report**.



The Current Job Data Status Report search page displays.

2. Click the **Search** button to use an existing **Run Control ID**.
3. Select a **Run Control ID** from your search results.

The Current Job Data Status Report page displays.

4. Enter requested data:
 - **Department:** Enter a department ID.
 - **Dean/AVP Level:** Check whether you have security access and enter a **Department ID** at a **Dean/AVP Level**.
 - **Sort by: (J)ob Function / (P)ayroll Status / (A)ction Reason:** Enter **J**. This is the most useful report display.
5. Click the **Run** button.

Current Job Data Status 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**

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

| Run Control ID | Language Code |
|-----------------------------|---------------|
| Administration_Applications | English |

Current Job data Status Report

Run Control ID: Administration_Applications






[Report Manager](#) [Process Monitor](#)



Run

Department:

Dean/AVP Level

Sort by (J)obFunction / (P)ayroll Status / (A)ction Reason:

 Save  Return to Search  Previous in List  Next in List  Notify

 Add  Update/Display

The Process Scheduler Request page displays.

6. Select settings as follows:
 - **Server Name:** PSUNX
 - **Type:** Web
 - **Format:** PDF
7. Click the **OK** button.

Process Scheduler Request

User ID: _____ Run Control ID: Administration_Applications

Server Name: Run Date:

Recurrence: _____ Run Time:

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|----------------------------------|----------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | SJHR015 | SJHR015 | SQR Report | <input type="text" value="Web"/> | <input type="text" value="PDF"/> | Distribution |

The Current Job Status Report displays.

You will be taken back to the original parameters page. The process has initiated and now there is a Process Instance number.

8. Click the **Process Monitor** hyperlink.

Current Job data Status Report

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

Process Instance: 2173162

Department: Dean/AVP Level

Sort by (J)jobFunction / (P)ayroll Status / (A)ction Reason:

The Process List page displays.

9. Click the **Refresh** button to update the Run Status.
10. When **Run Status** shows **Success** and **Distribution Status** shows **Posted**, click the **Details** hyperlink.

Process List [Server List](#)

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 2173164 | | SQR Report | SJHR015 | | 10/17/2012 4:15:33PM PDT | Success | Posted | Details |

The Process Detail page displays.

11. Click the **View Log/Trace** hyperlink.

Process Detail

| Process | |
|--|---|
| Instance: 2173164 | Type: SQR Report |
| Name: SJHR015 | Description: SJHR015 |
| Run Status: Success | Distribution Status: Posted |
| Run | Update Process |
| Run Control ID: JLEW | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX | <input type="radio"/> Cancel Request |
| Recurrence: | <input checked="" type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |
| Date/Time | Actions |
| Request Created On: 10/17/2012 4:15:36PM PDT | Parameters Transfer |
| Run Anytime After: 10/17/2012 4:15:33PM PDT | Message Log |
| Began Process At: 10/17/2012 4:15:48PM PDT | Batch Timings |
| Ended Process At: 10/17/2012 4:16:03PM PDT | View Log/Trace |

The View/Log Trace page displays.

12. Click the **PDF** hyperlink to open the report.

View Log/Trace

| Report | | |
|---|---------------------------|---|
| Report ID: 155264 | Process Instance: 2173164 | Message Log |
| Name: SJHR015 | Process Type: SQR Report | |
| Run Status: Success | | |
| SJHR015 | | |
| Distribution Details | | |
| Distribution Node: HASJTST | Expiration Date: | <input type="text" value="12/01/2012"/> |
| File List | | |
| Name | File Size (bytes) | Datetime Created |
| SQR_SJHR015_2173164.log | 1,611 | 10/17/2012 4:16:03.194727PM PDT |
| sihr015_2173164.PDF | 7,221 | 10/17/2012 4:16:03.194727PM PDT |
| sihr015_2173164.out | 152 | 10/17/2012 4:16:03.194727PM PDT |
| Distribute To | | |
| Distribution ID Type | *Distribution ID | |
| User | JLEW | |

The report displays in a new window.

Report ID: SJHR015
 Page 1 of 2
 Department: 1025 Urban & Regional Planning

**San Jose State University
 Current Job Data Status Report
 Sort by Job Function**

Report Date: 04/10/03
 Report Time: 08:41:26
 Process Instance: 111326

| EmpId - Rcd | Name | Position Number | Action | Action Reason | Action Date | Job Code | Comp. Rate | FTE | WTU | Fraction | Eff. Seq. | Eff. Date | Appt. End Date | Appt. Dur. | Exp. Rtn. Date | Payroll Status | PPT. Run Date |
|--|----------------------|-----------------|--------|---------------|-------------|----------|------------|-----|------|----------|-----------|-----------|----------------|------------|----------------|--------------------|---------------|
| Faculty | | | | | | | | | | | | | | | | | |
| Job Function DC Department Chair | | | | | | | | | | | | | | | | | |
| 000007970-1 | Test4,Test4433368628 | 00004527 | PAY | DCH | 12/12/02 | 2481 | 1,486 | 0.2 | 0.00 | ***** | 0 | 08/30/02 | | | | PPT Generated | 12/12/02 |
| Job Function TEN Tenure Track | | | | | | | | | | | | | | | | | |
| 000007970-0 | Test4,Test4433368628 | 00002328 | PAY | TBC | 09/04/02 | 2360 | 4,724 | 0.8 | 0.00 | ***** | 0 | 08/22/02 | | | | PPT Generated | 09/04/02 |
| 000011090-0 | Test4,Test4433371748 | 00004693 | RFL | PDL | 08/23/02 | 2360 | 6,683 | 1 | 0.00 | ***** | 0 | 08/22/02 | | | | PPT Generated | 08/23/02 |
| 000099867-0 | Test4,Test4433459914 | 00007476 | HIR | APT | 09/03/02 | 2360 | 4,641 | 1 | 0.00 | ***** | 0 | 08/22/02 | | | | PPT Generated | 09/03/02 |
| Job Function Temp LEC Lecturers | | | | | | | | | | | | | | | | | |
| 000027171-0 | Test4,Test4433387829 | 00001369 | REH | REH | 02/17/03 | 2358 | 3,337 | 0.2 | 3.00 | 1/5 | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 02/17/03 |
| 000035361-0 | Test4,Test4433396019 | 00001369 | REH | REH | 01/09/03 | 2358 | 3,724 | 0.2 | 3.00 | 1/5 | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 02/12/03 |
| 000036869-0 | Test4,Test4433397527 | 00001459 | REH | REH | 08/02/02 | 2358 | 3,988 | 0.2 | 3.00 | 1/5 | 0 | 08/22/02 | 05/27/03 | Y1 | | PPT Generated | 09/15/02 |
| 000042537-0 | Test4,Test4433403195 | 00001369 | DTA | APT | 07/25/02 | 2358 | 3,035 | 0.2 | 3.00 | 1/5 | 0 | 08/22/02 | 05/27/03 | Y1 | | PPT Generated | 10/17/02 |
| 000081108-0 | Test4,Test4433441376 | 00001459 | HIR | APT | 01/18/02 | 2358 | 3,835 | 0.2 | 3.00 | 1/5 | 0 | 01/22/02 | 05/29/02 | | | Await Furthur Act. | |
| 003690493-0 | Test4,Test4437047095 | 00001369 | HIR | APT | 01/29/03 | 2358 | 3,317 | 0.2 | 3.00 | 1/5 | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 02/18/03 |
| 003691637-0 | Test4,Test4437048239 | 00001459 | HIR | APT | 01/21/03 | 2358 | 3,988 | 0.2 | 3.00 | 1/5 | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 03/07/03 |
| 003709941-0 | Test4,Test4437066309 | 00001459 | HIR | APT | 01/24/03 | 2358 | 3,988 | 0.2 | 3.00 | 1/5 | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 03/06/03 |
| Job Function Temp TA Teaching Associate | | | | | | | | | | | | | | | | | |
| 002235611-0 | Test4,Test4435594397 | 00002190 | HIR | APT | 02/21/03 | 2354 | 1,327 | 0.4 | 0.00 | ***** | 0 | 01/21/03 | 05/27/03 | S1 | | PPT Generated | 02/21/03 |
| Student | | | | | | | | | | | | | | | | | |
| Job Function STD Student Assistant | | | | | | | | | | | | | | | | | |
| 000097800-0 | Test4,Test4433457925 | 00002769 | HIR | APT | 08/22/02 | 1870 | 12 | 1 | 0.00 | ***** | 0 | 08/01/02 | 08/01/06 | | | Await Furthur Act. | |
| 000097800-1 | Test4,Test4433457925 | 00002769 | HIR | CON | 11/12/02 | 1870 | 12 | 1 | 0.00 | ***** | 0 | 09/01/02 | 09/01/06 | | | No PPT Required | |

| | | | | | | | | | | | | | | | | | |
|----------|-----|-----|----------|------|-------|-----|-------|------|---|----------|----------|----|--|--|--|--|--|
| J0001332 | REH | REH | 02/26/03 | 2358 | 3,396 | 0.2 | 0.00 | 1/5 | 1 | 01/21/03 | 05/27/03 | S1 | | | | | |
| 90001422 | DTA | APT | 07/18/02 | 2358 | 3,823 | 0.9 | 13.50 | 9/10 | 0 | 08/22/02 | 05/27/03 | Y1 | | | | | |

| Payroll Status | PPT. Run Date |
|--------------------|---------------|
| Await Furthur Act. | |
| Await Furthur Act. | |
| Await Furthur Act. | |
| Await Furthur Act. | |

**San Jose State University
 Current Job Data Status Report
 Sort by Job Function**

| Position Number | Action | Action Reason | Action Date | Job Code | Comp. Rate | FTE | WTU | Fraction | Eff. Seq. | Eff. Date | Appt. End Date | Appt. Dur. | Exp. Rtn. Date |
|-----------------|--------|---------------|-------------|----------|------------|-----|------|----------|-----------|-----------|----------------|------------|----------------|
| 00004692 | PAY | TBC | 09/15/02 | 2360 | 2,764 | 0.4 | 0.00 | ***** | 1 | 08/22/02 | | | |
| 00004768 | DTA | EDU | 07/01/01 | 2360 | 6,570 | 1 | 0.00 | ***** | 0 | 05/01/01 | | | 09/01/02 |

Field Description List: Components of the Report

| Field Name | Description | Component of Report |
|-------------------------------|--|---|
| Position Number | Position the employee is hired into. | <p align="center"><u>Position Number</u></p> <p align="center">00004692</p> <p align="center">00004768</p> |
| Action Reason | <p>Column shows what has most recently occurred with the employee's job record. In this example, the top employee had a Pay Rate Change (PAY) because of a Time Base Change (TBC); the bottom employee had a Data Change (DTA) because of an Education Degree Update.</p> <p>For more Action Reason codes, refer to our Human Resources Tutorials (http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html).</p> | <p align="center"><u>Action Reason Action Date</u></p> <p align="center">PAY TBC 09/15/02</p> <p align="center">DTA EDU 07/01/01</p> |
| Action Date | Indicates when Personnel Services entered the information into PeopleSoft. (Do not confuse this with Effective Date.) | |
| Job Code | Number that corresponds with the type of job the employee holds. In this example, both of these employees are Instructional Faculty. | <p align="center"><u>Job Code</u></p> <p align="center">2360</p> <p align="center">2360</p> |
| Comp Rate | Refers to the monthly full-time salary. | |
| FTE & WTU Fraction | All of these numbers refer to the amount of time the employee has been hired to work. The numbers will vary between employees. | <p align="center"><u>Comp. Rate FTE WTU Fraction</u></p> <p align="center">3,823 0.9 13.50 9/10</p> |

| Field Name | Description | Component of Report | | | | | | | | | | | | |
|-----------------------------|--|--|---------------------------------|---------------------------------|----------------------------|---------------------------------|----------|--|--|----------|----------|----------|----|--|
| Effective Sequence | Refers to how many entries occurred on the same effective date in Job Data for the employee. In this example, the top employee shows a 1. This means the employee had two entries to their job data on the same day. The first event was zero and the second event was one. The bottom employee had only one event take place, which is indicated by the Effective Date. | <table border="0"> <tr> <td style="text-align: center;"><u>Eff.</u> <u>Seq.</u></td> </tr> <tr> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">0</td> </tr> </table> | <u>Eff.</u> <u>Seq.</u> | 1 | 0 | | | | | | | | | |
| <u>Eff.</u> <u>Seq.</u> | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | |
| 0 | | | | | | | | | | | | | | |
| Effective Date | Refers to the date the job record began. | <table border="0"> <tr> <td style="text-align: center;"><u>Eff.</u> <u>Date</u></td> <td style="text-align: center;"><u>Appt.</u> <u>End Date</u></td> <td style="text-align: center;"><u>Appt.</u> <u>Dur</u></td> <td style="text-align: center;"><u>Exp.</u> <u>Rtn. Date</u></td> </tr> <tr> <td style="text-align: center;">05/01/01</td> <td></td> <td></td> <td style="text-align: center;">09/01/02</td> </tr> <tr> <td style="text-align: center;">01/21/03</td> <td style="text-align: center;">05/27/03</td> <td style="text-align: center;">S1</td> <td></td> </tr> </table> | <u>Eff.</u> <u>Date</u> | <u>Appt.</u> <u>End Date</u> | <u>Appt.</u> <u>Dur</u> | <u>Exp.</u> <u>Rtn. Date</u> | 05/01/01 | | | 09/01/02 | 01/21/03 | 05/27/03 | S1 | |
| <u>Eff.</u> <u>Date</u> | <u>Appt.</u> <u>End Date</u> | <u>Appt.</u> <u>Dur</u> | <u>Exp.</u> <u>Rtn. Date</u> | | | | | | | | | | | |
| 05/01/01 | | | 09/01/02 | | | | | | | | | | | |
| 01/21/03 | 05/27/03 | S1 | | | | | | | | | | | | |
| Appointment End Date | The date the appointed job will end. | | | | | | | | | | | | | |
| Appointment Duration | <p>Specifies the length of the appointed job.</p> <ul style="list-style-type: none"> • S1: One Semester Appointment • Y1: One year Appointment • Y2: Two Year Appointment • Y3: Three Year Appointment | | | | | | | | | | | | | |
| Expected Return Date | <p>Indicates when the employee will return if they were on a leave.</p> <p>Some fields may be blank depending on the employee job.</p> | | | | | | | | | | | | | |

| Field Name | Description | Component of Report | | | | | | | | |
|-----------------------|--|--|-----------------------|----------------------|---------------|----------|--------------------|--|-----------------|--|
| Payroll Status | The payroll status field is where you will look to verify the processing status of the employee paperwork. | | | | | | | | | |
| Await Act | The paperwork has not been processed. | | | | | | | | | |
| PPT Gen | The paperwork has been processed and sent to payroll for entry into PIMS. | | | | | | | | | |
| Error | The paperwork has been processed, but there was a problem during processing. HR will work to correct the error (which may involve contacting you). | | | | | | | | | |
| Pay Ready | The paperwork is set to be processed. Once HR sets the value to Pay Ready, they are ready to run the process to generate the payroll document. | <table border="0"> <thead> <tr> <th data-bbox="1105 821 1203 877"><u>Payroll Status</u></th> <th data-bbox="1333 821 1458 877"><u>PPT. Run Date</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1105 898 1268 926">PPT Generated</td> <td data-bbox="1357 898 1451 926">06/14/02</td> </tr> <tr> <td data-bbox="1105 951 1300 978">Await Further Act.</td> <td></td> </tr> <tr> <td data-bbox="1105 1003 1289 1031">No PPT Required</td> <td></td> </tr> </tbody> </table> | <u>Payroll Status</u> | <u>PPT. Run Date</u> | PPT Generated | 06/14/02 | Await Further Act. | | No PPT Required | |
| <u>Payroll Status</u> | <u>PPT. Run Date</u> | | | | | | | | | |
| PPT Generated | 06/14/02 | | | | | | | | | |
| Await Further Act. | | | | | | | | | | |
| No PPT Required | | | | | | | | | | |
| No PPT | The Action Reason on the job record did not require an update to the State Controller's Office system (PIMS). | | | | | | | | | |
| PPT Run Date | Indicates the date the payroll paperwork will be generated. If the employee's Effective Date is less than or equal to the current date, the Run Date will default to the current date. If the Effective Date is equal to a future date, then the Run Date will equal the Effective Date. The Run Date is the date that the PPT will be generated when the payroll Status is 'Pay Read.' If the Payroll Status is 'No PPT,' then this field will gray. Please note that the PPT Run Date does not equate to the date the information was keyed into PIMS. | | | | | | | | | |