







































**The Process Scheduler Request page displays.**

13. **Server Name:** Select **PSUNX** from the dropdown menu.
14. Select **Web** from the **Type** dropdown menu and **PDF** from the **Format** dropdown menu.
15. Click **OK**.

**Process Scheduler Request**

User ID: JLEW Run Control ID: RUN\_TIMESHEET

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Approval Report	SJTL005	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	<a href="#">Distribution</a>

**Student Approval Report page displays.**

Note: A Process Instance number appears, indicating that your report is running.

16. Click **Process Monitor**.

**Student Aprvl. Rpt**

Run Control ID: RUN\_TIMESHEET [Report Manager](#) [Process Monitor](#)

Process Instance: 1922608

Enter Pay End Date for the report

\*Pay Period End Date:

Enter either Emplid(s) or Department(s) ID:

Empl ID		
1	999999999	<input type="button" value="Search"/>
2	888888888	<input type="button" value="Search"/>

OR

Department		
1		<input type="button" value="Search"/>

**The Process List displays.**

17. Wait at least 15 seconds, and then click the **Refresh** button.
18. Continue waiting and then clicking the **Refresh** button until **Run Status** changes to **Success** and **Distribution Status** changes to **Posted**.
19. Click **Details**.

**Process List** **Server List**

**View Process Request For**

User ID: JLEW Type:  Last  1 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"/>	1922608		SQR Report	SJTL005	JLEW	03/02/2012 3:26:39PM PST	<input type="text" value="Success"/>	<input type="text" value="Posted"/>	<a href="#">Details</a>

**The Process Detail page displays.**

20. Click **View Log/Trace** to view and print the report.

**Process Detail**

Process	
Instance: 1922608	Type: SQR Report
Name: SJTL005	Description: Student Approval Report
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: RUN_TIMESHEET	<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: 03/02/2012 3:41:01PM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 03/02/2012 3:26:39PM PST	<a href="#">Message Log</a>
Began Process At: 03/02/2012 3:41:27PM PST	Batch Timings
Ended Process At: 03/02/2012 3:41:39PM PST	<a href="#">View Log/Trace</a>

**The View Log/Trace Report displays.**

21. Click the link with the **.PDF** extension.

**View Log/Trace**

Report		
Report ID: 4670	Process Instance: 1922608	<a href="#">Message Log</a>
Name: SJTL005	Process Type: SQR Report	
Run Status: Success		
Student Approval Report		
Distribution Details		
Distribution Node: HASJTST	Expiration Date:	<input type="text" value="03/04/2012"/>
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SJTL005_1922608.PDF</a>	2,187	03/02/2012 3:41:39.043205PM PST
<a href="#">SQR_SJTL005_1922608.log</a>	1,633	03/02/2012 3:41:39.043205PM PST
<a href="#">sjtl005_1922608.out</a>	247	03/02/2012 3:41:39.043205PM PST
Distribute To		
Distribution ID Type	*Distribution ID	
User	JLEW	

[Return](#)

**The report displays.**

22. Print the report from Adobe Acrobat or your browser.

*Notes: Depending on how many students are in your department, multiple pages may print.*

*Employee IDs, Record Numbers and Names that appear on the report have been redacted here to protect privacy.*

Self Service Time Entry Student Approval

PAY END DATE: 29-FEB-2012

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM DULY AUTHORIZED BY THE HEREIN NAMED STATE AGENCY TO MAKE THIS REPORT AND CERTIFICATION: THAT THIS REPORT CORRECTLY REFLECTS THE ATTENDANCE OF ALL STUDENT ASSISTANT EMPLOYEES OF THIS REPORTING UNIT FOR THE PAY PERIOD INDICATED, AND THAT ALL EMPLOYERS LISTED HEREIN ARE ENTITLED TO PAYMENT FOR THE TIME REPORTED HEREIN, AND HAVE TAKEN, SUBSCRIBED AND FILED THE OATHS REQUIRED BY LAW.

AUTHORIZED SIGNATURE FOR CERTIFICATION	DATE	TELEPHONE
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EmplID-RCD	Name	Deptid	Job Cd	Unit	Hrly Rt	Appvd Hrs	Est.Gross	Status
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0-2	[REDACTED]	[REDACTED]	1870	049	10.00	20.00	200.00	Approved
0-0	[REDACTED]	[REDACTED]	1870	049	10.00	20.00	200.00	Approved
0-1	[REDACTED]	[REDACTED]	1870	049	10.00	59.50	595.00	Approved

**Field Description List: Process Detail Page (above)**

Field Name	Description
<b>EmplID</b>	Student employee ID.
<b>RCD</b>	Student record number.
<b>Name</b>	Student name.
<b>Deptid</b>	Department ID.
<b>Job Cd</b>	Job code. Tied to the position, such as student assistant (1870) or work study student assistant (1871).
<b>Unit</b>	Value used to sort paychecks and other documents.
<b>Hrly Rt</b>	Amount the student is paid per hour.
<b>Appvd Hrs</b>	Approved hours.
<b>Est. Gross</b>	Estimated gross amount the student will be paid for the hours reported.
<b>Status</b>	Approved or Transmitted will display.
<b>Approved</b>	Hours have been approved by the Approver.
<b>Transmitted</b>	Hours Approved and sent to the State Controller's office to be processed for payment.

*Note: The status of the students on the report may appear as either Approved or Transmitted. Both terms are acceptable.*

*Once the report is printed, the designated person in the department signs it and then submits it to the Payroll Office. Check with your department to find out who is responsible for handling the report for your office. You are allowed t*