

## Overview

This user's guide demonstrates how to monitor and approve student employee time and run the Student Time Approval Report.

Supervisors/Approvers must approve student assistant time monthly. Each student assistant should enter time daily, after each shift. Once time entry is complete for the month, a process is run to make the time available for approval. Managers are notified when the process is complete and can follow the steps outlined in this guide to approve the time for their student assistant employees.

If you are responsible for a small number of students, use the **Time and Labor Launch Pad** to monitor student time entry throughout the month. If you have a large number of students, use the **Public Query** to verify and review time entry. See the appropriate section for details.

## Table of Contents

Monitor and View Student Time Using the Time and Labor Launch Pad.....	2
Monitor and View Student Time by Running the Public Query.....	7
Approving Student Time.....	11
Generating the Student Time Approval Report.....	15

# Monitor and View Student Time Using the Time and Labor Launch Pad

This section demonstrates how to monitor time using the Time and Labor Launch Pad. The Time and Labor Launch Pad allows you to monitor monthly time entry for your student assistants and view payable time by month.

## Login to the application

1. Navigate to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>).
2. Click **SJSU @ Work** to sign in.

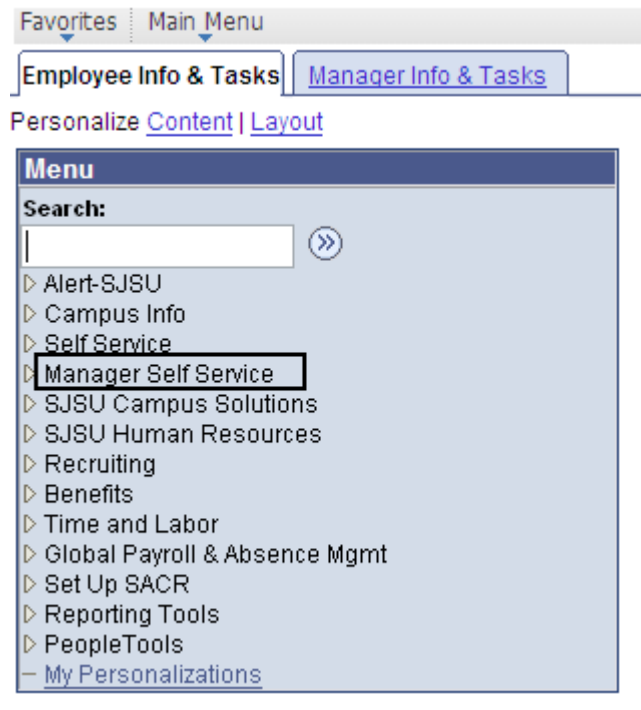
## The login page displays.

3. Enter your **SJSU ID** and **Password**.
4. Click the **Sign In** button.

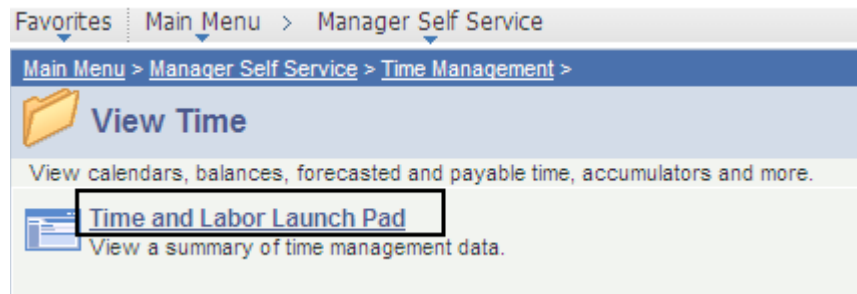
*Note: If you have difficulty logging in, contact the CMS Help Desk by email ([cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu)) with your full name, SJSU ID, date of birth and/or address for verification.*

**The Main Menu displays.**

- From the **Main Menu**, navigate to Self Service > **Manager Self Service**



- Continue the navigation **Time Management > View Time > Time and Labor Launch Pad**



**The Time and Labor Launch Pad Select Employee page displays.**

- Enter search criteria, such as **Empl ID** and **Empl Rcd Nbr**.

*Note: If you are familiar with the Job Codes, you can also search by Department and Job Codes to view groups of students in the results (examples of Job Codes include 1870 for Student Assistant, 1871 for Work Study, 1868 for NRAT, and 1150 & 1151 for Instructional Student Assistant).*

- Click the **Get Employees** button.

- Click to select employee by name.

**Time and Labor Launch Pad**  
**Select Employee**

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	999999999
Empl Rcd Nbr	0
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Employees For Lucy Kasdan						
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Desc
<a href="#">Name</a>		0				

[New W](#)

**Time and Labor Launch Pad**  
**Select Employee**

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	999999999
Empl Rcd Nbr	0
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Employees For Lucy Kasdan						
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Description
<a href="#">Student Name</a>	999999999	0	1870	Student Assistant	1013	College of Applied Sci & Arts

**The Time and Labor Launch Pad displays.**

10. Verify student **Job Title**.
11. To change the time period, use the dropdown menus, and then click the **View** button.
  - **Reported Hours:** Time entered.
  - **Payable Hours:** Time approved.
12. Click the underlined dates to view more information about the time (see following screen shot).
13. View the legend at the bottom to identify the values in the calendar.

**Time and Labor Launch Pad**

Student Name

Employee ID: 999999999

Job Title: Student Assistant

Employee Record Number: 0

Reported Hours

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			3.50 <u>1</u> E\$	3.50 <u>2</u> E\$	3.50 <u>3</u> E\$	4
5	3.50 <u>6</u> E\$	3.50 <u>7</u> E\$	3.50 <u>8</u> E\$	3.50 <u>9</u> E\$	3.50 <u>10</u> E\$	11
12	3.50 <u>13</u> E\$	3.50 <u>14</u> E\$	3.50 <u>15</u> E\$	16	17	18
19	3.50 <u>20</u> E\$	3.50 <u>21</u> E\$	3.50 <u>22</u> E\$	23	24	25
26	3.50 <u>27</u> E\$	3.50 <u>28</u> E\$	3.50 <u>29</u> E\$			

[Return to Select Employee](#)

Go To: [Manager Self Service](#)  
[Time Management](#)

X	Exception
E	Reported Elapsed Time
\$	Payable Time

**A Date Details box (expanded from the prior screenshot) displays.**

14. Click the underlined date.

3.50	<u>7</u>
E\$	

**The Details page corresponding to a specific date displays.**

- **Reported Elapsed Time:** Displays student time.
- **Exceptions:** Displays messages about time entry that was outside the rules.  
Example: **Student Exceed 20** means that a student worked more than the 20 hours per week limit.
- **Payable Time:** Displays information about the hours.

**Details for: 02/07/2012**

Student Name  
Job Title: Student Assistant

Employee ID: 999999999  
Employee Record Number: 0

Reported Elapsed Time		
Quantity	Type	Time Reporting Code
3.500000	Hours	Regular Hours Worked

Exceptions				
Exception ID	Description	Status	Severity	Resolved by

Payable Time							
Quantity	Type	Time Reporting Code	Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
3.500000	Hours	REG	Approved		38.500000		

[Return to Calendar](#)   [Return to Select Employee](#)

**Field Description List: Status Terms**

Field Name	Description
<b>[blank]</b>	Time is not approvable
<b>Needs Approval</b>	Time is ready to be approved
<b>Approved</b>	Time has been approved.
<b>Transmitted</b>	Sent to PIP. Information has been sent to the State Controller's Office for processing

## Monitor and View Student Time by Running the Public Query

This section demonstrates how to monitor and view time using the Public Query. Managers should review time throughout the month to make sure students are entering time accurately. After the pay period has ended, a student cannot modify reported time.

### The Main Menu displays.

1. From the **Main Menu**, navigate to **Reporting Tools > Query**.
2. Click **Query Viewer**.

### The Search By Query Name page displays.

3. Enter the partial name of the query **SJ\_SELF**.

*Note: The full query name is SJ\_SELF\_SERVICE\_TIME\_REPORTED.*

4. Click the **Search** button.

*Note: You can add this query as a Favorite and subsequently select Favorite to run the query.*

5. Click the **Favorite** link.



Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name   [Advanced Search](#)

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name   [Advanced Search](#)

### Search Results

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**The My Favorite Queries row appears.**

*Note: It will now display when you navigate here.*

6. To run the query, click the **HTML** link.

**The Self Service Time Entry Query page displays.**

7. Enter the **DeptID**.
8. Enter the **Begin Report Date** for the first day to view time.
9. Enter **End Report Date** for the last day to view time.

10. Click the **View Results** button.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name  begins with

[Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

▼ My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>

▼ My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>

**SJ\_SELF\_SERVICE\_TIME\_REPORTED - Self Service Time Entry Query**

DeptID:

Begin Report Date:

End Report Date:

Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
------	----	-----------	--------	----------	-----	--------	------	----------	----------	-------

**SJ\_SELF\_SERVICE\_TIME\_REPORTED - Self Service Time Entry Query**

DeptID:

Begin Report Date:

End Report Date:

Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
------	----	-----------	--------	----------	-----	--------	------	----------	----------	-------

**The time entry information displays.**

11. Review the student time entry.

*Note: You can use this query to view time on an SJSU holiday by entering the date criteria. If the student entered time inadvertently, you can either the student to remove the time or you can not approve the time.*

**SJ\_SELF\_SERVICE\_TIME\_REPORTED - Self Service Time Entry Query**

DeptID:    
 Begin Report Date:    
 End Report Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (25 kb)

View All First 1-66 of 66 Last

	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1			0	02/02/2012	5.000000	REG			1870	000	Student Assistant
2			0	02/03/2012	5.000000	REG			1870	000	Student Assistant
3			0	02/07/2012	2.500000	REG			1870	000	Student Assistant
4			0	02/08/2012	2.500000	REG			1870	000	Student Assistant
5			0	02/09/2012	2.500000	REG			1870	000	Student Assistant
6			0	02/10/2012	2.500000	REG			1870	000	Student Assistant
7			0	02/01/2012	3.500000	REG			1870	000	Student Assistant
8			0	02/02/2012	3.500000	REG			1870	000	Student Assistant
9			0	02/03/2012	3.500000	REG			1870	000	Student Assistant
10			0	02/06/2012	3.500000	REG			1870	000	Student Assistant
11			0	02/07/2012	3.500000	REG			1870	000	Student Assistant
12			0	02/08/2012	3.500000	REG			1870	000	Student Assistant

**Field Description List: Self Service Time Entry Query Page (above)**

Field Name	Description
<b>Name</b>	Student name.
<b>ID</b>	Student employee ID number.
<b>Empl Rcd#</b>	Student record number.
<b>Rpt Dt</b>	Date of the reported hours.
<b>Quantity</b>	Number of hours reported.
<b>TRC</b>	Time Reporting Code.
<b>DeptID</b>	Department ID number.
<b>User</b>	Student employee User ID.
<b>Job code</b>	Tied to the position, such as student assistant (1870) or work study student assistant (1871).
<b>Position</b>	Tied to their Job Data. It is the student employee's position number.
<b>Title</b>	Student employee job title.

Note: You can move the data into an Excel spreadsheet.

12. Click **Excel Spreadsheet**.

SJ\_SELF\_SERVICE\_TIME\_REPORTED - Self Service Time Entry Query

DeptID:

Begin Report Date:

End Report Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (25 kb)

View All

First 1-66 of 66 Last

	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1			0	02/02/2012	5.000000	REG			1870	000	Student Assistant
2			0	02/03/2012	5.000000	REG			1870	000	Student Assistant
3			0	02/07/2012	2.500000	REG			1870	000	Student Assistant
4			0	02/08/2012	2.500000	REG			1870	000	Student Assistant
5			0	02/09/2012	2.500000	REG			1870	000	Student Assistant
6			0	02/10/2012	2.500000	REG			1870	000	Student Assistant
7			0	02/01/2012	3.500000	REG			1870	000	Student Assistant
8			0	02/02/2012	3.500000	REG			1870	000	Student Assistant
9			0	02/03/2012	3.500000	REG			1870	000	Student Assistant
10			0	02/06/2012	3.500000	REG			1870	000	Student Assistant
11			0	02/07/2012	3.500000	REG			1870	000	Student Assistant
12			0	02/08/2012	3.500000	REG			1870	000	Student Assistant

The data displays in an Excel spreadsheet.

Note: You can now sort the information and view the students you are responsible for.

[Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles

A1 Self Service Time Entry Query

	A	B	C	D	E	F	G	H	I
1	Self Service Time Entry Query	66							
2	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code
3			0	2/2/2012	5.000000	REG			1870
4			0	2/3/2012	5.000000	REG			1870
5			0	2/7/2012	2.500000	REG			1870
6			0	2/8/2012	2.500000	REG			1870
7			0	2/9/2012	2.500000	REG			1870
8			0	2/10/2012	2.500000	REG			1870

## Approving Student Time

This section demonstrates how to approve student time. Perform this process on the first day of the new month to approve student time entered in the previous month. For example, student time entered during the month of November will be approved on the first day of December.

*The Main Menu displays.*

1. Navigate to **Manager Self Service > Time Management > Approve Time and Exceptions**.
2. Click **Payable Time**.



*The Approve Time for Time Reporters page displays.*

3. Enter criteria to search for your student assistants:

- **EmplID:** Enter an employee ID if you approve by employee. Then enter the employee record number in the field below it.

Or

- **Department:** Enter the Department number.

*Note: You can search by any of criteria shown.*

### Approve Payable Time

### Approve Time for Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

OR

Clear Selection Criteria   Save Selection Criteria   Get Employees

4. After you enter your search criteria, enter the following:

- **Start Date:** Enter the first date of the pay period.
- **End Date:** Enter the last date of the pay period.

5. Click the **Get Employees** button.

*Note: Not all pay periods end on the last day of the month. Please refer to the Master Payroll Calendar on the Calendars page of the HR website:*

*([http://www.sjsu.edu/hr/calendar\\_news/calendar/](http://www.sjsu.edu/hr/calendar_news/calendar/))*

**The student employees and their total hours display.**

6. Approve time one of two ways:

- Check the box next to the student's name.

Or

- Click the student's name, which displays the hours entered for each day in the pay period.

## Approve Payable Time

### Approve Time for Time Reporters

**Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	1013
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

No employees were returned for the time period specified.

Start Date:  End Date:  Refresh

### Approve Time for Time Reporters

**Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	1013
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

Start Date:  End Date:  Refresh

[Click for Instructions](#)

Employees For Patricia Inghram								Find   View All   <input type="text"/>	First 1 of 1 Last
Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Supervisor ID	Position Number
<input type="checkbox"/>	<a href="#">Student Name</a>	006705322	1	1870	Student Assistant	59.500000	1013		00010884

[Select All](#)  [Clear All](#)  
Approve

7. Before approving time, always verify the following:

- **Student Name**
- **Empl Rcd Nbr**
- **Job Description**
- **Total Payable Hours**

8. Click the **Student Name** to view the daily hours for that student.

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Supervisor ID	Position Number
<input type="checkbox"/>	<a href="#">Student Name</a>	006705322	1	1870	Student Assistant	59.500000	1013		00010884

[Select All](#)     [Clear All](#)

**The Approve Payable Time page displays with each day listed and the number of hours worked.**

9. Select the hours to approve by checking the **Select** box.

10. Click the Approve button.

*Notes: If there is time you do not approve, ensure the box is not checked before clicking the Approve button.*

*Do not approve hours if you see something wrong or if time is missing.*

### Approve Payable Time

Student Name: \_\_\_\_\_ Empl ID: 999999999  
 Department: 1013 College of Applied Sci & Arts  
 Job Title: Student Assistant Empl Rcd Nbr: 1

Select the time you wish to approve and then click the Approve button.

Start Date: 02/01/2012 End Date: 02/29/2012

Approval Details Customize | Find | View All | First 1-10 of 17 Last

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Comments
<input checked="" type="checkbox"/>	02/01/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/02/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/03/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/06/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/07/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/08/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/09/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/10/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/13/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	02/14/2012	REG	3.500000	Hours	<input type="text"/>	<input type="text"/>

[Select All](#)     [Clear All](#)

[Return to Approval Summary](#)

**A warning message displays, confirming your intent to approve.**

11. Click **OK**.

*Note: Approved time cannot be unapproved. If you have any questions, do not approve the time. Contact the CMS Help Desk at 408-924-1530, or contact Payroll.*

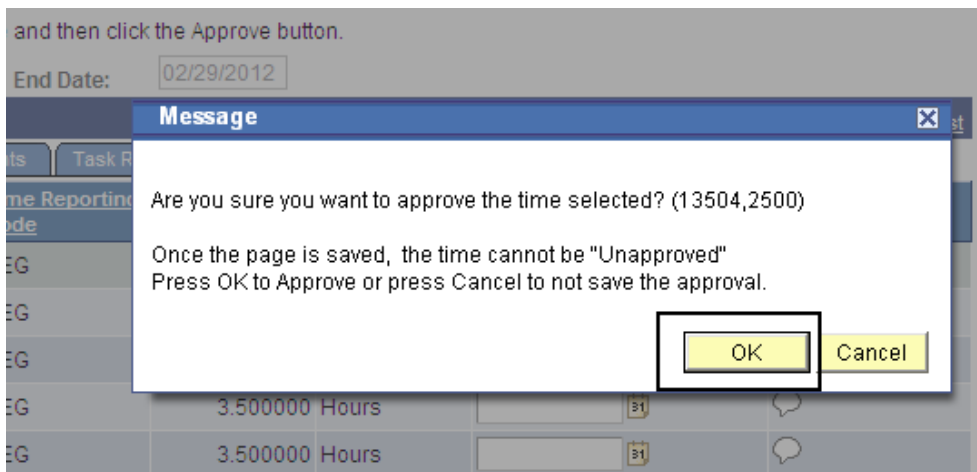
**The Save Confirmation message displays.**

12. Click **OK**.

**The Approve Payable Time page displays.**

*Note: The time approved will no longer show and is now being transmitted to the State Controller's Office*

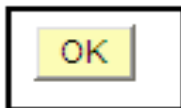
*Once time is approved, a Student Time Approval (timesheet) report is generated for your students. After all time has been approved, one person in the department will print it and send it to Payroll. To generate the Student Time Approval report, continue to the next section.*



## Save Confirmation



The Save was successful.



### Approve Payable Time

Student Name  
Department 1013 College of Applied Sci & Arts Empl ID: 999999999  
Job Title: Student Assistant Empl Rcd Nbr: 1

Select the time you wish to approve and then click the Approve button.

Start Date: 02/01/2012 End Date: 02/29/2012

Approval Details Customize | Find | View All | First 1 of 1 Last

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Comments
<input type="checkbox"/>			0.000000			

Select All  Clear All

[Return to Approval Summary](#)

## Generating the Student Time Approval Report

This section demonstrates how to generate the Student Time Approval Report. This report is required by the Payroll department after all time is approved. Typically, the administrator for the whole department will generate and print the report by department ID and then send the signed document to the Payroll Office. The report can be run by department number or employee ID. An approver can also run the report for selected student assistants by entering their employee IDs.

### *The Main Menu displays.*

1. From the **Main Menu**, navigate to **SJSU Human Resources > Time and Labor**.
2. Click **Student Time Approval Report**.



### *The Student Time Approval search page displays.*

3. If it is your first time running this job, click the **Add a New Value** tab to create a new run control.

*Note: Once the run control ID exists, you can click the Search button on this page and use it going forward.*

### Student Time Approval

Find an Existing Value | **Add a New Value**

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

### *The Student Time Approval page displays.*

4. Enter a **Run Control ID** for this process of no more than 30 characters and no spaces.

Example:  
**RUN\_TIMESHEET.**

5. Click the **Add** button.

### Student Time Approval

Find an Existing Value | **Add a New Value**

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

The Student Aprvl Rpt page displays.

6. Enter the **Pay Period End Date**.
7. Enter **Emplid(s)** if you would like to see only specific students on your report.  
Or
8. Enter the **Department(s) ID** to run a report for the departments.

**Student Aprvl. Rpt**

Run Control ID: RUN\_TIMESHEET

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

Run

Enter Pay End Date for the report

\*Pay Period End Date:

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

Customize   Find   View All   [X]	
First	1 of 1 Last
Empl ID	
1	<input type="text" value=""/> [+] [-]

OR

Customize   Find   View All   [X]	
First	1 of 1 Last
Department	
1	<input type="text" value=""/> [+] [-]

Save Return to Search Previous in List Next in List Notify

9. Click the **Add [+]** icon to add rows for more employee IDs or department IDs.

**Student Aprvl. Rpt**

Run Control ID: RUN\_TIMESHEET

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

Run

Enter Pay End Date for the report

\*Pay Period End Date:  [B]

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

Customize   Find   View All   [X]	
First	1-2 of 2 Last
Empl ID	
1	999999999 [Q] [X] [Y] [Z]
2	888888888 [Q] [X] [Y] [Z]

OR

Customize   Find   View All   [X]	
First	1 of 1 Last
Department	
1	<input type="text" value=""/> [Q] [X] [Y] [Z]

Save Return to Search Previous in List Next in List Notify

**A new blank row displays.**

10. Enter an **Emplid**.

*Note: If you do not know the employee ID, click the **Lookup** (magnifying glass) icon to search for the student by name.*

11. Continue adding employee IDs as needed.

**Student Aprvl. Rpt**

Run Control ID: RUN\_TIMESHEET

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

**Run**

Enter Pay End Date for the report

\*Pay Period End Date: 02/29/2012

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

Customize   Find   View All	
First	2-3 of 3
Empl ID	
2 888888888	+
3	+

OR

Customize   Find   View All	
First	1 of 1
Department	
1	+

Save Return to Search Previous in List Next in List Notify

**A completed page displays.**

12. Click the **Run** button.

**Student Aprvl. Rpt**

Run Control ID: RUN\_TIMESHEET

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

**Run**

Enter Pay End Date for the report

\*Pay Period End Date: 02/29/2012

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

Customize   Find   View All	
First	1-2 of 2
Empl ID	
1 999999999	+
2 888888888	+

OR

Customize   Find   View All	
First	1 of 1
Department	
1	+

Save Return to Search Previous in List Next in List Notify

**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
--	------	-----------

EmplID-RCD	Name	Deptid	Job Cd	Unit	Hrly Rt	Appvd Hrs	Est.Gross	Status
------------	------	--------	--------	------	---------	-----------	-----------	--------

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*