

Overview

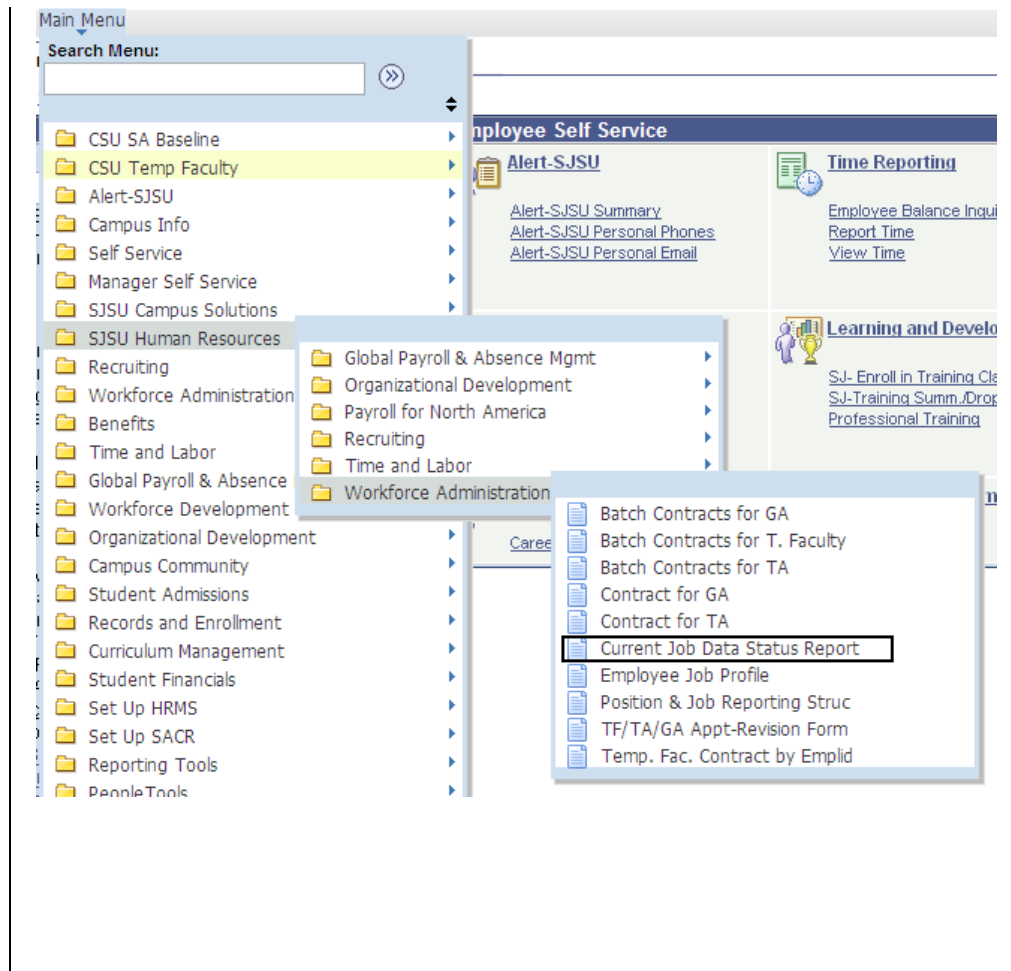
The Current Job Status Report is used to view job status data for non-terminated/non-retired employees by department. It can list employees by **Job Function**, **Payroll Status** and **Action Reason**.

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.

Current Job Data Status Report

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

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

Run Control ID:

Case Sensitive

[Basic Search](#)

Search Results

View All	First	1-7 of 7	Last
Run Control ID	Language Code		
Administration_Applications	English		

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

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

Department: Dean/AVP Level

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

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>00004692</p> <p>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>PAY TBC 09/15/02</p> <p>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>2360</p> <p>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>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 Furthur 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 Furthur Act.		No PPT Required	
<u>Payroll Status</u>	<u>PPT. Run Date</u>									
PPT Generated	06/14/02									
Await Furthur 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.									