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**.

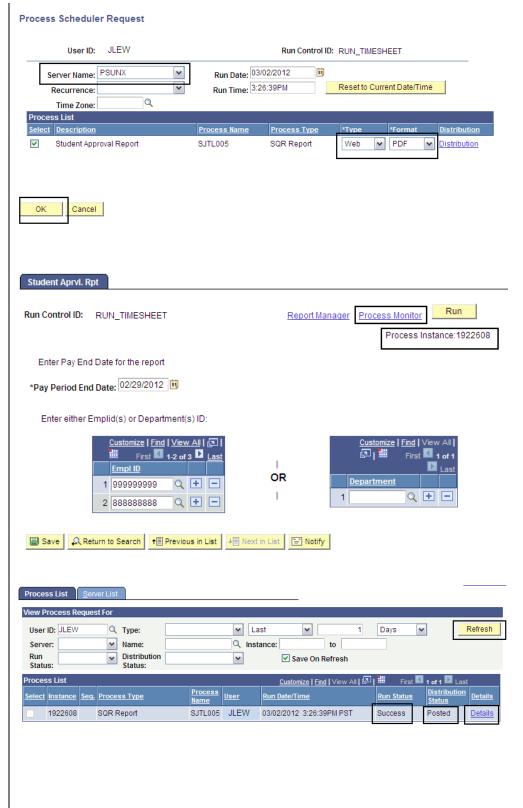
Student Approval Report page displays.

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

16. Click Process Monitor.

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.



The Process Detail page displays.

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

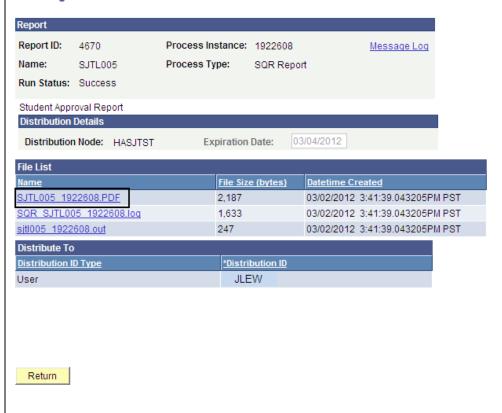
Process Instance: 1922608 Type: SQR Report Description: Student Approval Report Name: SJTL005 Run Status: Success Distribution Status: Posted Run **Update Process** Run Control ID: RUN_TIMESHEET Hold Request Queue Request Location: Server Cancel Request Server: PSUNX O Delete Request Recurrence: Restart Request Date/Time Request Created On: 03/02/2012 3:41:01PM PST Parameters Transfer Run Anytime After: 03/02/2012 3:26:39PM PST Message Log Began Process At: 03/02/2012 3:41:27PM PST **Batch Timings** Ended Process At: 03/02/2012 3:41:39PM PST View Log/Trace

The View Log/Trace Report displays.

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

View Log/Trace

Process Detail



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.

I HEREBY CE MAKE THIS F ASSISTANT E HERBIN ARE	e Time Entry Student Approval ERTIFY UNDER PENALTY OF PERJURY EPORT AND CERTIFICATION: THAT MPLOYEES OF THIS REPORTING UNI ENTITLED TO PAYMENT FOR THE TI RED BY LAW.	THIS REPORT CORRECTLY I	REFLECTS THE AT	EIN NAMED S TENDANCE OF THAT ALL EMP	ALL STUDENT LOYERS LISTED
AUTHORIZED	SIGNATURE FOR CERTIFICATION	DATE	נ	ELEPHONE	
RmplID-RCD	Name	Deptid Job C	d Unit Hrly Rt	Appvd Hrs E	st.Gross Status
o -	2	1870	049 10.00	20.00	200.00 Approved
o -	0	1870	049 10.00	20.00	200.00 Approved
0	1	1870	049 10.00	59.50	595.00 Approved

Field Description List: Process Detail Page (above)

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