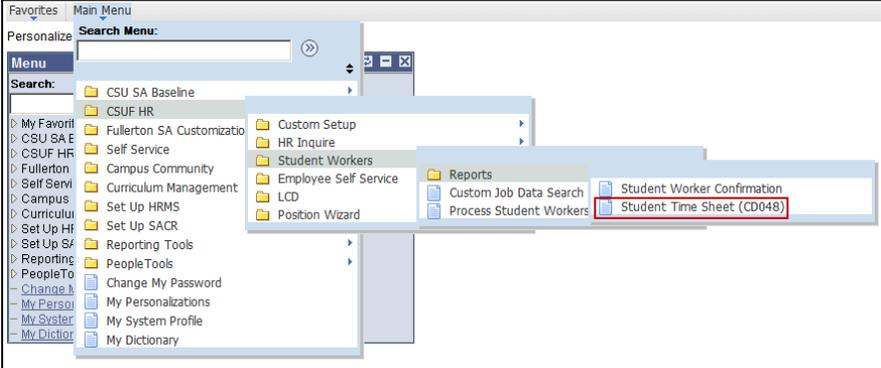
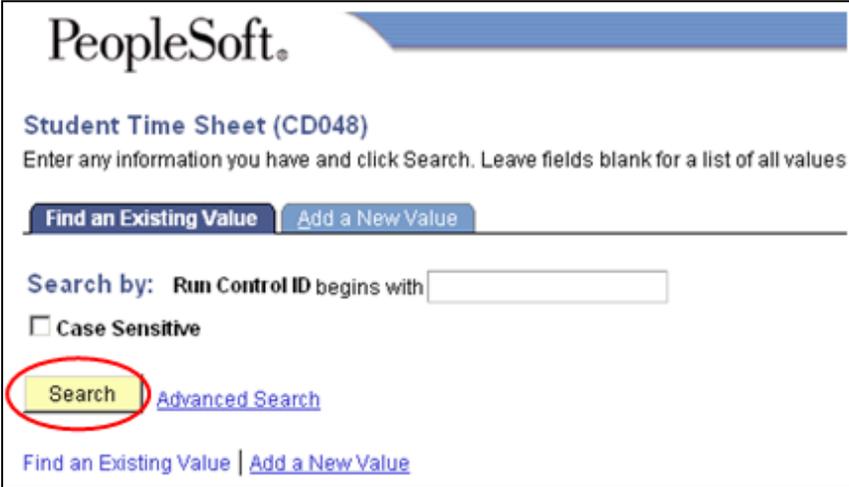


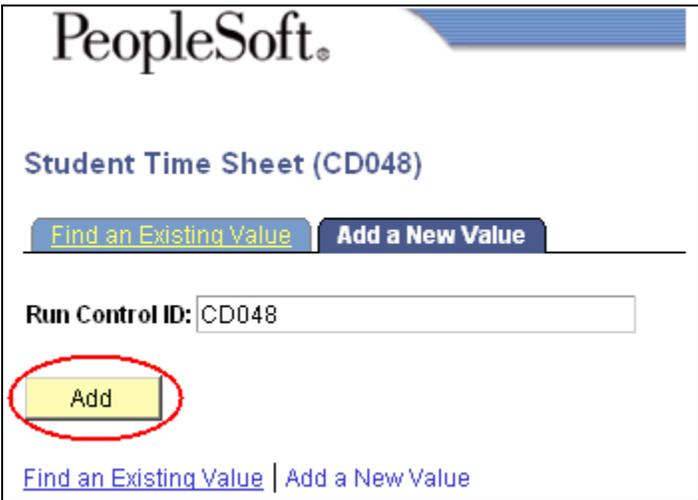
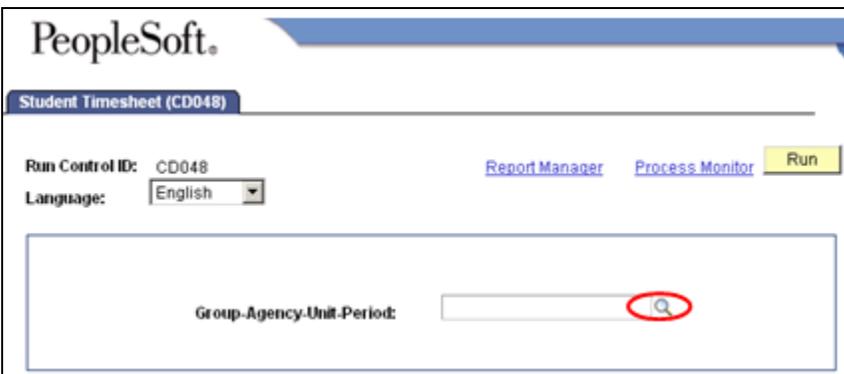
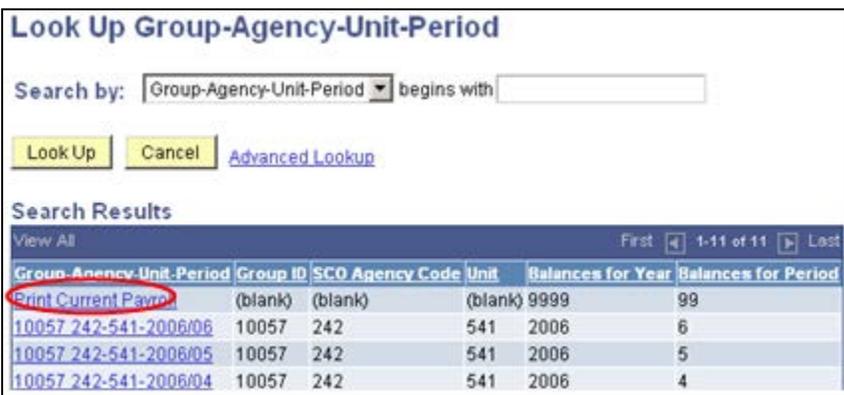


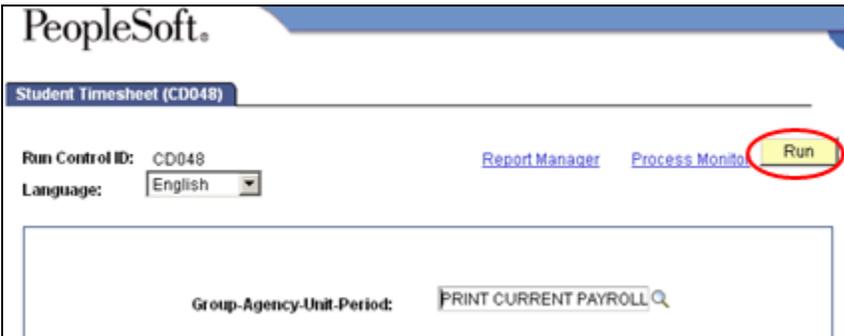
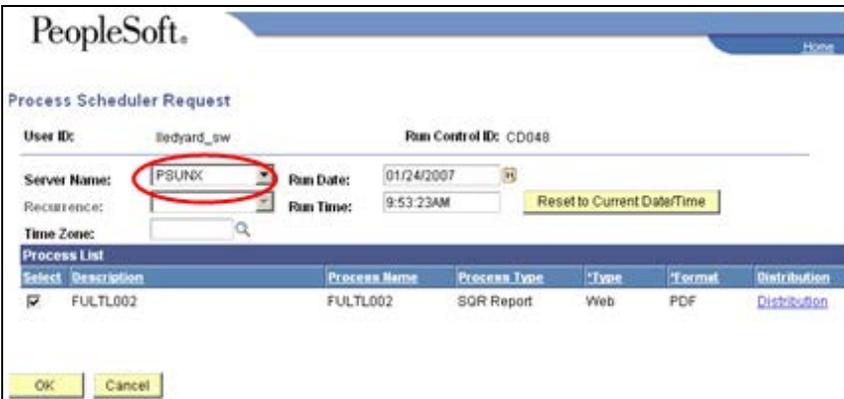
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

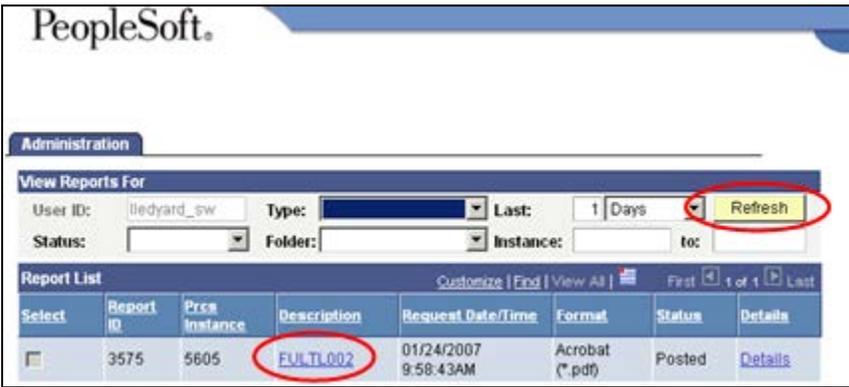
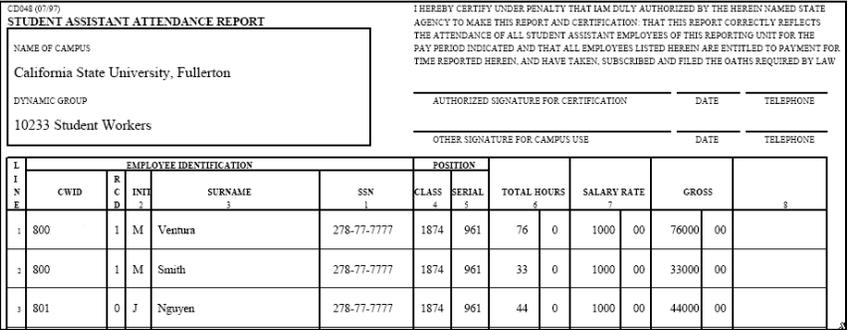
The **Student Worker Time Sheet (CD048)** process allows departments to print student assistants, instructional student assistants, bridge and work study students Attendance Report (CD048) directly from CMS.

Process Frequency: Monthly

Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > Student Workers > Reports > Student Time Sheet (CD048).</p> <p> You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.</p>	
<p>Step 2: Run Control ID identifies specific run control settings for a specific report or process.</p> <p>A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click Search to see what run controls you have available to you.</p> <p>If this if your first time running the report, click Add a New Value.</p>	

Processing Steps	Screen Shots																														
<p>Step 2a: Add a Run Control ID You can give it any name you want as long as you understand it. You cannot use spaces; use an underscore (_) instead.</p> <p>Click Add.</p>	 <p>PeopleSoft. Student Time Sheet (CD048)</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="CD048"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>																														
<p>Step 3: Click the magnifying glass to select the department(s) you want to print the attendance reports for.</p> <p>If your selection is already displayed, move to step 4.</p>	 <p>PeopleSoft. Student Timesheet (CD048)</p> <p>Run Control ID: <input type="text" value="CD048"/> Report Manager Process Monitor Run</p> <p>Language: <input type="text" value="English"/></p> <p>Group-Agency-Unit-Period: <input type="text"/> </p>																														
<p>Step 3a: If you have access to more than one department you can select Print Current Payroll to print all attendance reports from all departments available to you. Or you can select one department to print per pay period.</p>	 <p>Look Up Group-Agency-Unit-Period</p> <p>Search by: <input type="text" value="Group-Agency-Unit-Period"/> begins with <input type="text"/></p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="←"/> 1-11 of 11 <input type="button" value="→"/> Last</p> <table border="1"> <thead> <tr> <th>Group-Agency-Unit-Period</th> <th>Group ID</th> <th>SCO Agency Code</th> <th>Unit</th> <th>Balances for Year</th> <th>Balances for Period</th> </tr> </thead> <tbody> <tr> <td>Print Current Payroll</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>9999</td> <td>99</td> </tr> <tr> <td>10057.242-541-2006/06</td> <td>10057</td> <td>242</td> <td>541</td> <td>2006</td> <td>6</td> </tr> <tr> <td>10057.242-541-2006/05</td> <td>10057</td> <td>242</td> <td>541</td> <td>2006</td> <td>5</td> </tr> <tr> <td>10057.242-541-2006/04</td> <td>10057</td> <td>242</td> <td>541</td> <td>2006</td> <td>4</td> </tr> </tbody> </table>	Group-Agency-Unit-Period	Group ID	SCO Agency Code	Unit	Balances for Year	Balances for Period	Print Current Payroll	(blank)	(blank)	(blank)	9999	99	10057.242-541-2006/06	10057	242	541	2006	6	10057.242-541-2006/05	10057	242	541	2006	5	10057.242-541-2006/04	10057	242	541	2006	4
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Processing Steps	Screen Shots
<p>Step 4: Click Run.</p>	 <p>The screenshot shows the PeopleSoft interface for 'Student Timesheet (CD048)'. It includes fields for 'Run Control ID: CD048' and 'Language: English'. There are links for 'Report Manager' and 'Process Monitor', and a yellow 'Run' button which is circled in red. At the bottom, there is a search field for 'Group-Agency-Unit-Period' with the text 'PRINT CURRENT PAYROLL'.</p>
<p>Step 5: Complete the following fields:</p> <ul style="list-style-type: none"> • Server Name=PSUNX • Type = Web • Format = PDF <p>Leave all other fields as is.</p> <p>Then click OK.</p>	 <p>The screenshot shows the 'Process Scheduler Request' dialog box. The 'Server Name' field is set to 'PSUNX' and is circled in red. Other fields include 'Run Control ID: CD048', 'Run Date: 01/24/2007', and 'Run Time: 9:53:23AM'. There is a 'Process List' table below with columns for 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The table contains one entry: 'FULTL002' with a checked 'Select' box and 'PDF' format. 'OK' and 'Cancel' buttons are at the bottom.</p>
<p>Step 6: After you have initiated the process you can check the status and view the attendance reports by clicking Report Manager.</p>	 <p>The screenshot shows the PeopleSoft interface for 'Student Timesheet (CD048)'. It includes fields for 'Run Control ID: CD048' and 'Language: English'. There are links for 'Report Manager' (circled in red) and 'Process Monitor', and a yellow 'Run' button. The text 'Process Instance: 5605' is visible at the bottom right.</p>

Processing Steps	Screen Shots																																																										
<p>Step 6A: If the report name does not appear in a hyperlink (i.e., FULTL002), the process has not finished. Click REFRESH to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status Posted appears next to the process you initiated, you can click the Report name FULTL002 to access the report.</p>	 <p>The screenshot shows the PeopleSoft Administration interface. In the 'View Reports For' section, the 'Refresh' button is circled in red. Below this is a 'Report List' table with the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Proc Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3575</td> <td>5605</td> <td>FULTL002</td> <td>01/24/2007 9:58:43AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	3575	5605	FULTL002	01/24/2007 9:58:43AM	Acrobat (*.pdf)	Posted	Details																																										
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<p>Step 7: In a new window the Student Assistant Attendance Report (CD048) page appears.</p> <p>Print this document, obtain the appropriate approvals and send it along with student employee's timesheets to Payroll by the CD048 due date (Due dates can be found on the Payroll website).</p>	 <p>The screenshot shows the 'STUDENT ASSISTANT ATTENDANCE REPORT' page. It includes a certification statement and a table of employee data:</p> <p>CD048 (07/97) STUDENT ASSISTANT ATTENDANCE REPORT NAME OF CAMPUS: California State University, Fullerton DYNAMIC GROUP: 10233 Student Workers</p> <p>I HEREBY CERTIFY UNDER PENALTY 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 EMPLOYEES LISTED HEREIN ARE ENTITLED TO PAYMENT FOR TIME REPORTED HEREIN, AND HAVE TAKEN, SUBSCRIBED AND FILED THE OATHS REQUIRED BY LAW.</p> <table border="1"> <thead> <tr> <th rowspan="2">I N F</th> <th colspan="5">EMPLOYEE IDENTIFICATION</th> <th colspan="2">POSITION</th> <th rowspan="2">TOTAL HOURS</th> <th rowspan="2">SALARY RATE</th> <th rowspan="2">GROSS</th> <th rowspan="2"></th> </tr> <tr> <th>CWID</th> <th>R C D</th> <th>INTI</th> <th>SURNAME</th> <th>SSN</th> <th>CLASS</th> <th>SERIAL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>800</td> <td>1</td> <td>M</td> <td>Vennua</td> <td>278-77-7777</td> <td>1874</td> <td>961</td> <td>76</td> <td>0</td> <td>1000 00</td> <td>76000 00</td> <td></td> </tr> <tr> <td>2</td> <td>800</td> <td>1</td> <td>M</td> <td>Smith</td> <td>278-77-7777</td> <td>1874</td> <td>961</td> <td>33</td> <td>0</td> <td>1000 00</td> <td>33000 00</td> <td></td> </tr> <tr> <td>3</td> <td>801</td> <td>0</td> <td>J</td> <td>Nguyen</td> <td>278-77-7777</td> <td>1874</td> <td>961</td> <td>44</td> <td>0</td> <td>1000 00</td> <td>44000 00</td> <td></td> </tr> </tbody> </table>	I N F	EMPLOYEE IDENTIFICATION					POSITION		TOTAL HOURS	SALARY RATE	GROSS		CWID	R C D	INTI	SURNAME	SSN	CLASS	SERIAL	1	800	1	M	Vennua	278-77-7777	1874	961	76	0	1000 00	76000 00		2	800	1	M	Smith	278-77-7777	1874	961	33	0	1000 00	33000 00		3	801	0	J	Nguyen	278-77-7777	1874	961	44	0	1000 00	44000 00	
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