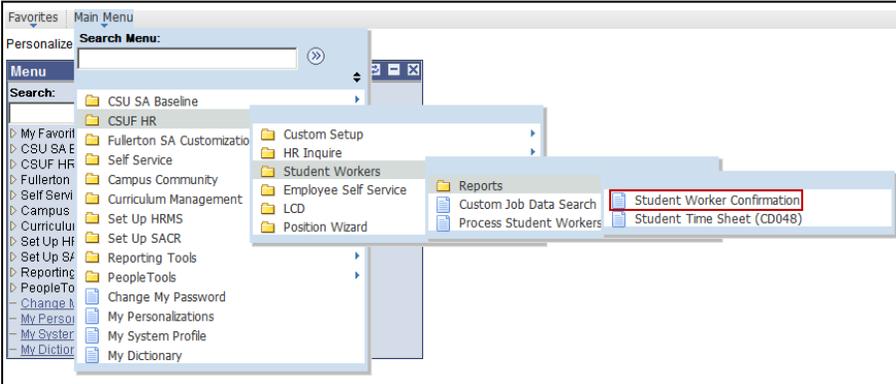


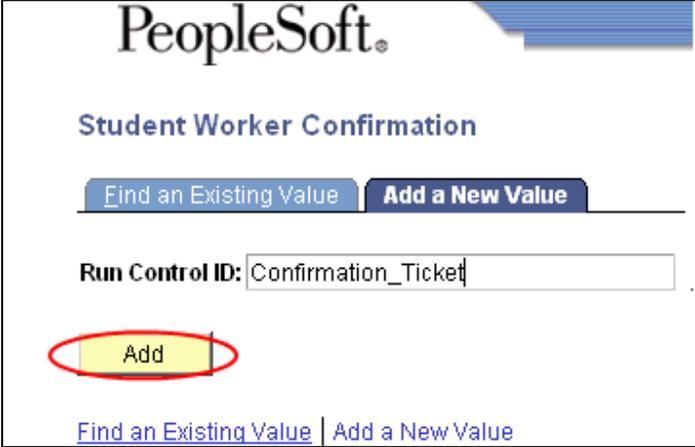
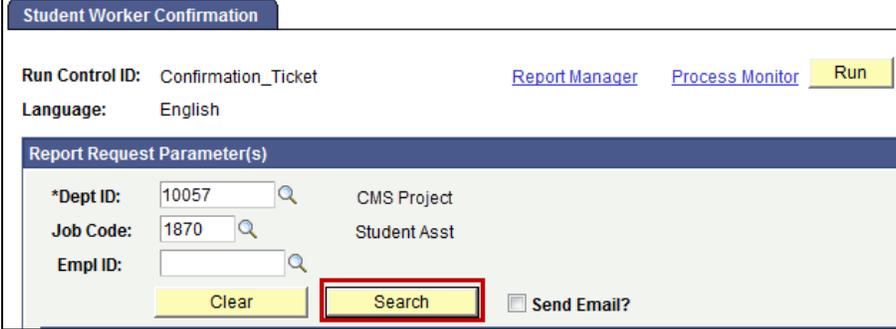


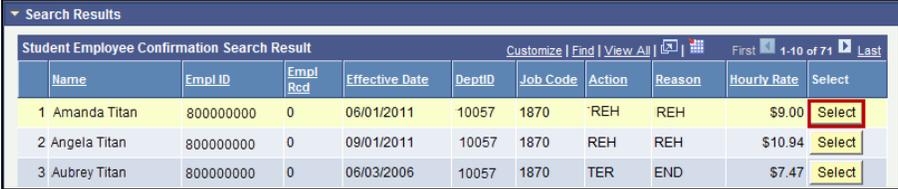
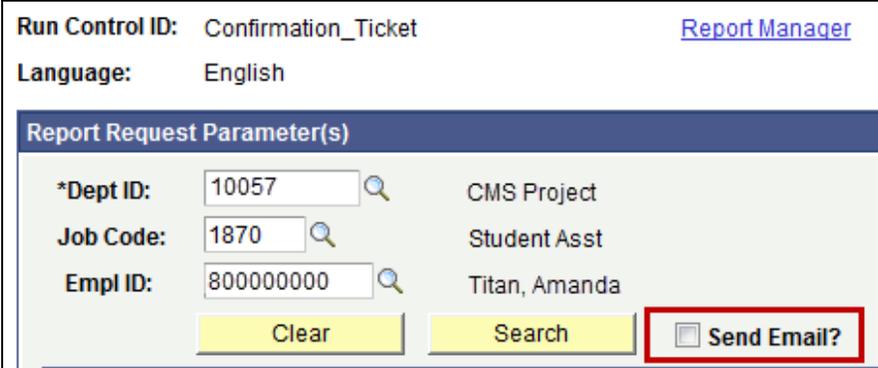
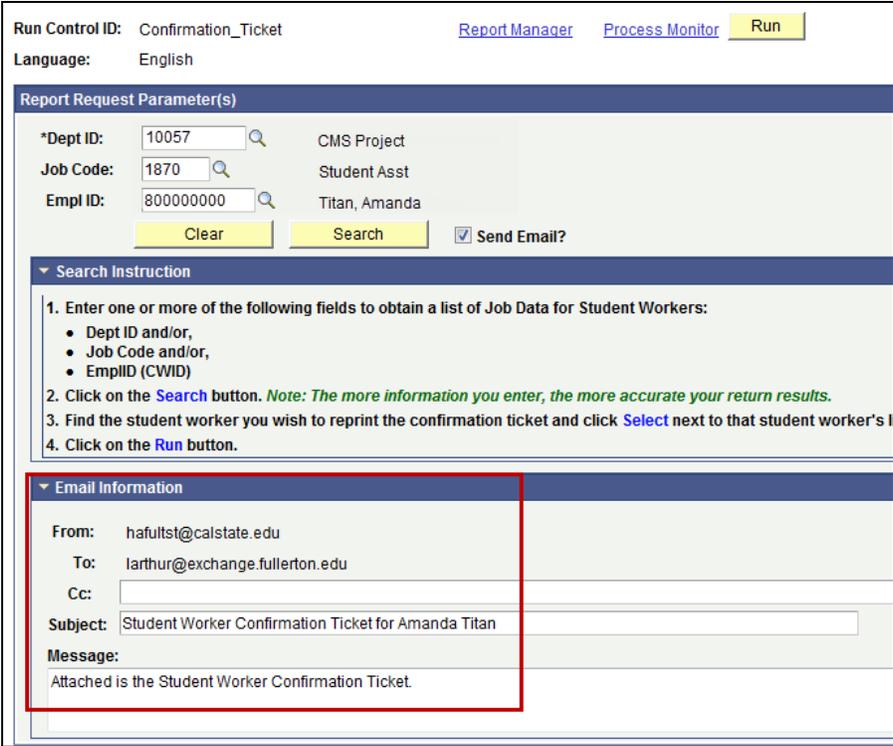
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

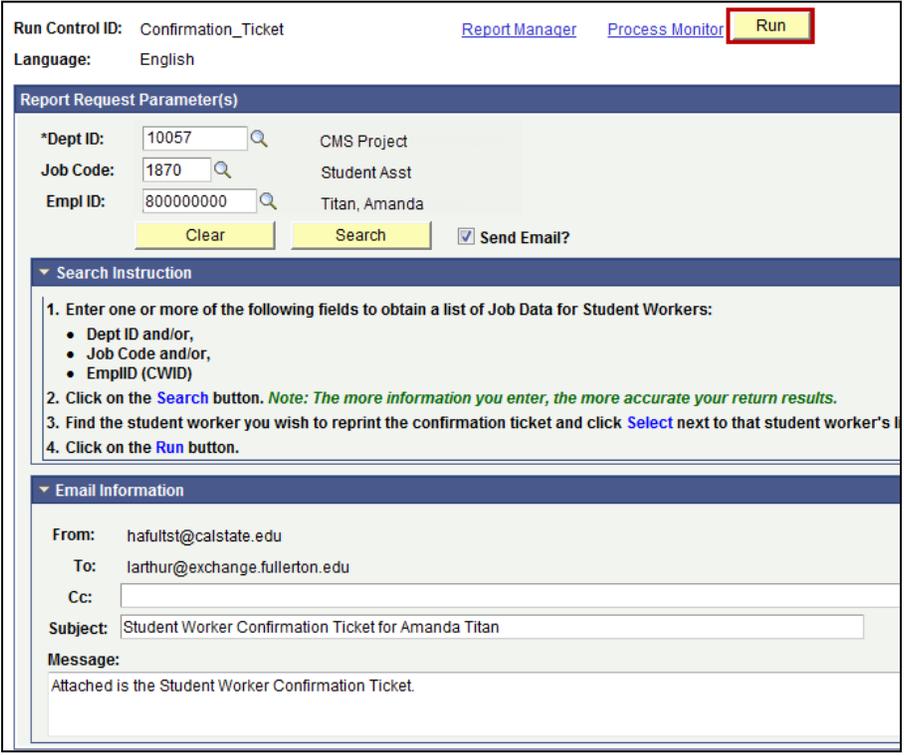
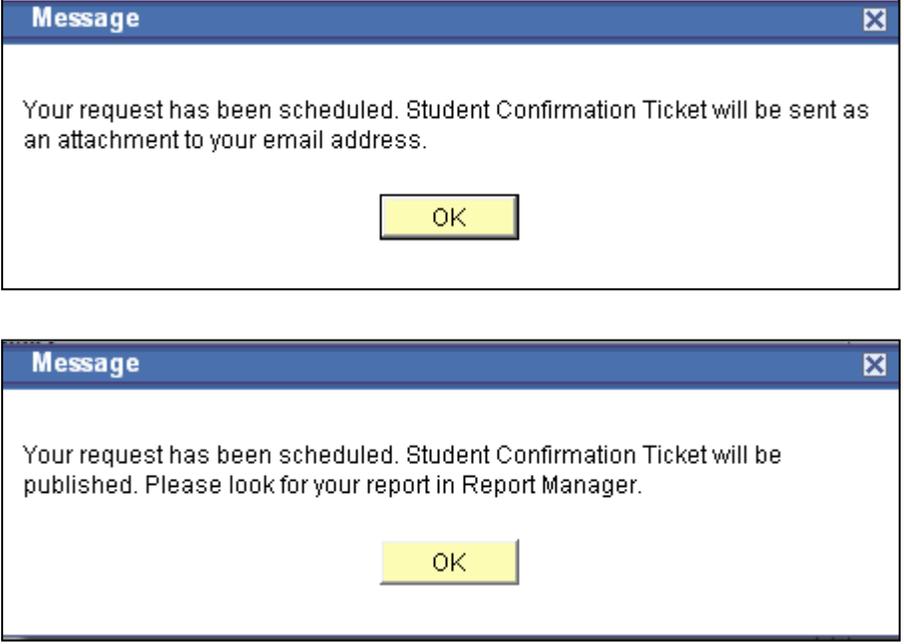
The **Student Worker Confirmation Ticket** process electronically sends via email a confirmation ticket to the department user once he/she "saves" the student transaction. If the user fails to print the confirmation ticket that is sent to them via email and deletes the email, they have the ability to reprint the confirmation ticket through a new report called "Student Worker Confirmation". This process will allow departments to reprint student confirmation tickets for the last job transaction that was stored in CMS for each student worker.

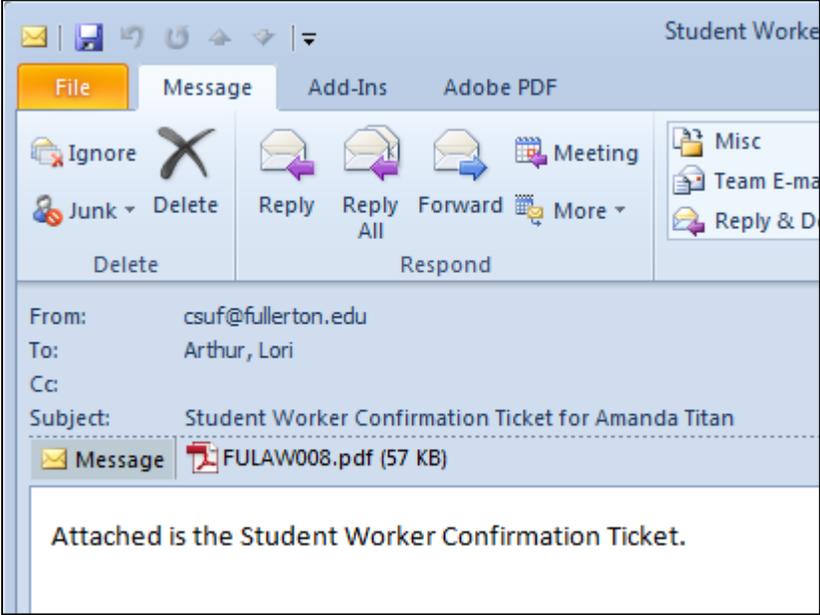
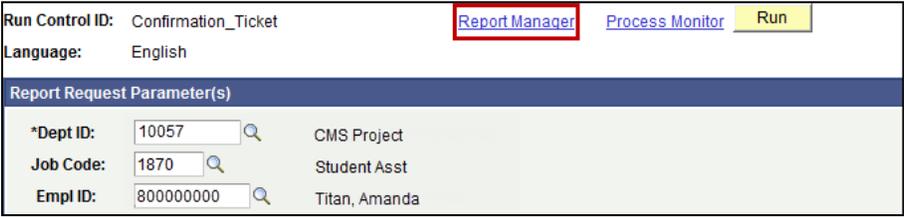
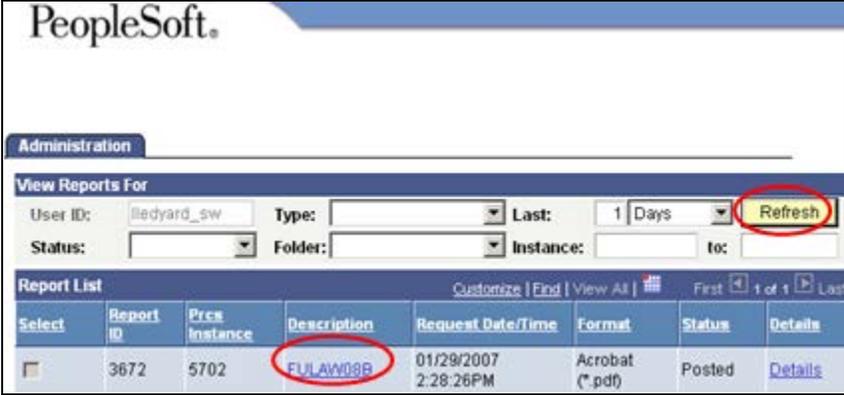
Process Frequency: Ad hoc. Most transactions will occur at the beginning of the semester.

Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > Student Workers > Reports > Student Worker Confirmation.</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 is your first time running the report, click Add a New Value.</p>	

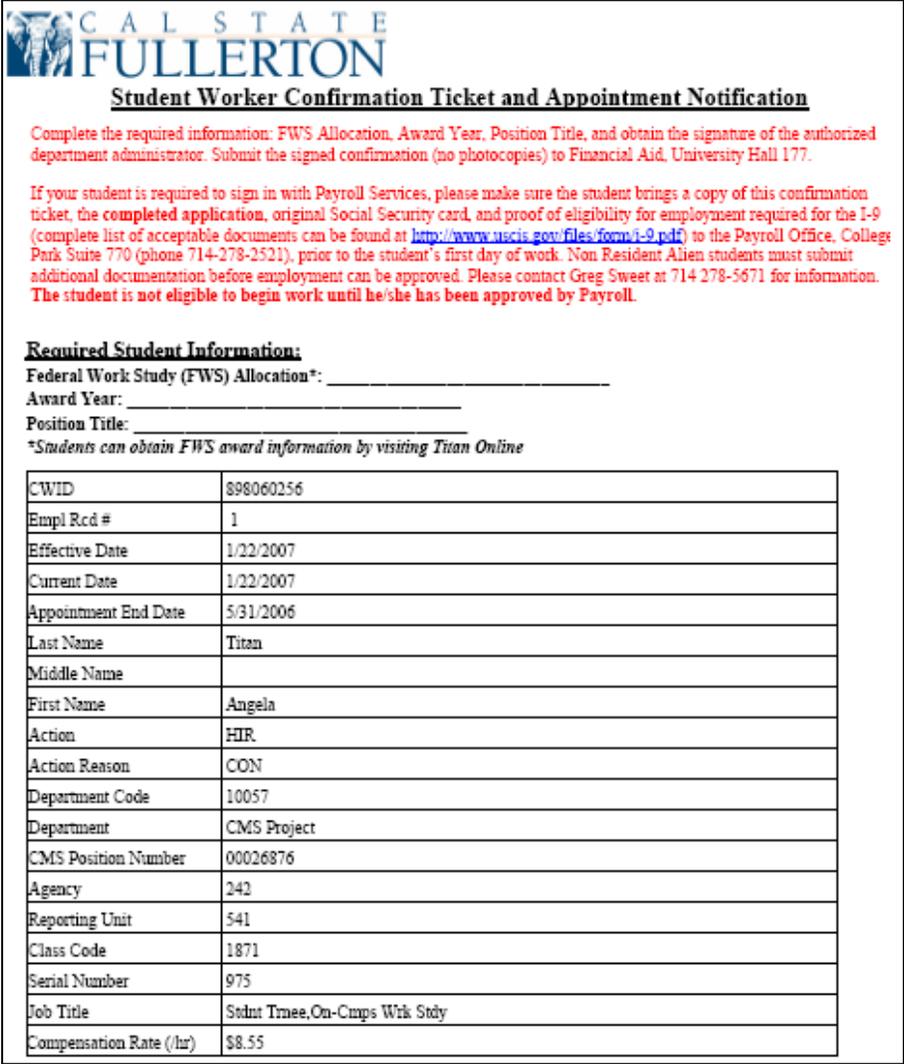
Processing Steps	Screen Shots
<p>Step 2a: Add a Run Control ID You can give it any name you want as long as you understand it. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	 <p>The screenshot shows the PeopleSoft interface for 'Student Worker Confirmation'. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, the 'Run Control ID' field is populated with 'Confirmation_Ticket'. A yellow 'Add' button is highlighted with a red circle. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>
<p>Step 3: One or more of the following criteria must be entered to search in CMS.</p> <ul style="list-style-type: none"> • Dept ID and/or, • Job Code and/or, • EmplID (CWID) <p>Click the magnifying glass icon () to display all valid values you have access to view.</p> <p>The more information you enter, the accurate your return results.</p> <p>Once you have entered part of all of the fields, click Search.</p>	 <p>The screenshot shows the search interface for 'Student Worker Confirmation'. It includes fields for 'Run Control ID' (Confirmation_Ticket) and 'Language' (English). Below, there are search criteria: '*Dept ID: 10057' (with a magnifying glass icon), 'Job Code: 1870' (with a magnifying glass icon), and 'Empl ID:'. There are 'Clear' and 'Search' buttons, and a 'Send Email?' checkbox. The 'Search' button is highlighted with a red box.</p>

Processing Steps	Screen Shots																																								
<p>Step 4: Find the student worker you wish to reprint the confirmation ticket and click Select next to that student worker's line.</p>	 <p>Search Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Empl ID</th> <th>Empl Rcd</th> <th>Effective Date</th> <th>DeptID</th> <th>Job Code</th> <th>Action</th> <th>Reason</th> <th>Hourly Rate</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>1 Amanda Titan</td> <td>800000000</td> <td>0</td> <td>06/01/2011</td> <td>10057</td> <td>1870</td> <td>REH</td> <td>REH</td> <td>\$9.00</td> <td>Select</td> </tr> <tr> <td>2 Angela Titan</td> <td>800000000</td> <td>0</td> <td>09/01/2011</td> <td>10057</td> <td>1870</td> <td>REH</td> <td>REH</td> <td>\$10.94</td> <td>Select</td> </tr> <tr> <td>3 Aubrey Titan</td> <td>800000000</td> <td>0</td> <td>06/03/2006</td> <td>10057</td> <td>1870</td> <td>TER</td> <td>END</td> <td>\$7.47</td> <td>Select</td> </tr> </tbody> </table>	Name	Empl ID	Empl Rcd	Effective Date	DeptID	Job Code	Action	Reason	Hourly Rate	Select	1 Amanda Titan	800000000	0	06/01/2011	10057	1870	REH	REH	\$9.00	Select	2 Angela Titan	800000000	0	09/01/2011	10057	1870	REH	REH	\$10.94	Select	3 Aubrey Titan	800000000	0	06/03/2006	10057	1870	TER	END	\$7.47	Select
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<p>Step 5: The student's EmplID will populate in the Report Request Parameters.</p> <p>To receive the confirmation ticket via email, place a check mark next to Send Email?</p> <p> If you do not choose the email option, you will need to follow step 9 to retrieve your report via Report Manager.</p>	 <p>Run Control ID: Confirmation_Ticket Report Manager</p> <p>Language: English</p> <p>Report Request Parameter(s)</p> <p>*Dept ID: 10057 CMS Project Job Code: 1870 Student Asst Empl ID: 800000000 Titan, Amanda</p> <p>Clear Search <input type="checkbox"/> Send Email?</p>																																								
<p>Step 5a: A section called Email Information opens at the bottom of the screen.</p> <p>Verify that the email address in the "To" field is your own.</p>	 <p>Run Control ID: Confirmation_Ticket Report Manager Process Monitor Run</p> <p>Language: English</p> <p>Report Request Parameter(s)</p> <p>*Dept ID: 10057 CMS Project Job Code: 1870 Student Asst Empl ID: 800000000 Titan, Amanda</p> <p>Clear Search <input checked="" type="checkbox"/> Send Email?</p> <p>Search Instruction</p> <ol style="list-style-type: none"> Enter one or more of the following fields to obtain a list of Job Data for Student Workers: <ul style="list-style-type: none"> Dept ID and/or, Job Code and/or, EmplID (CWID) Click on the Search button. <i>Note: The more information you enter, the more accurate your return results.</i> Find the student worker you wish to reprint the confirmation ticket and click Select next to that student worker's line. Click on the Run button. <p>Email Information</p> <p>From: hafuitst@calstate.edu To: larthur@exchange.fullerton.edu Cc: <input type="text"/> Subject: Student Worker Confirmation Ticket for Amanda Titan Message: Attached is the Student Worker Confirmation Ticket.</p>																																								

Processing Steps	Screen Shots
<p>Step 6: Click Run.</p>	
<p>Step 7: You'll receive a confirmation message that the report was scheduled.</p> <p>The message will also indicate whether you chose to have the report emailed to you or sent to the Report Manager.</p>	

Processing Steps	Screen Shots																
<p>Step 8: If you chose the email option, the confirmation ticket will appear in your email as an attachment.</p> <p>Open the PDF attachment.</p> <p>Move to step 10.</p>																	
<p>Step 9: If you did not choose the email option, click on Report Manager.</p>																	
<p>Step 9a: If the report name does not appear in a hyperlink (i.e. FULAW08B), 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 FULAW08B to access the report.</p>	 <table border="1" data-bbox="570 1564 1414 1686"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcc 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>3672</td> <td>5702</td> <td>FULAW08B</td> <td>01/29/2007 2:28:26PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prcc Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	3672	5702	FULAW08B	01/29/2007 2:28:26PM	Acrobat (*.pdf)	Posted	Details
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<p> Depending on the type of student you hire, two different confirmation tickets will display.</p> <p>All student employees (job codes 1150, 1868, 1870, or 1874) display this confirmation ticket page.</p> <p>Step 10: Print this confirmation and obtain the appropriate signature from your department.</p> <p>The student must bring a copy of this confirmation if required to sign in with Payroll Services.</p>	<div data-bbox="570 275 1373 1220" style="border: 1px solid black; padding: 5px;">  <p style="text-align: center;">Student Worker Confirmation Ticket and Appointment Notification</p> <p>Complete the required information: FWS Allocation, Award Year, Position Title, and obtain the signature of the authorized department administrator. Submit the signed confirmation (no photocopies) to Financial Aid, University Hall 177.</p> <p>If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the completed application, original Social Security card, and proof of eligibility for employment required for the I-9 (complete list of acceptable documents can be found at http://www.uscis.gov/files/form/I-9.pdf) to the Payroll Office, College Park Suite 770 (phone 714-278-2521), prior to the student's first day of work. Non Resident Alien students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714-278-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.</p> <p>Required Student Information: Federal Work Study (FWS) Allocation*: _____ Award Year: _____ Position Title: _____ <i>*Students can obtain FWS award information by visiting Titan Online</i></p> <table border="1" data-bbox="591 695 1313 1213"> <tr><td>CWID</td><td>898060256</td></tr> <tr><td>Empl Rcd #</td><td>1</td></tr> <tr><td>Effective Date</td><td>1/22/2007</td></tr> <tr><td>Current Date</td><td>1/22/2007</td></tr> <tr><td>Appointment End Date</td><td>5/31/2006</td></tr> <tr><td>Last Name</td><td>Titan</td></tr> <tr><td>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR</td></tr> <tr><td>Action Reason</td><td>CON</td></tr> <tr><td>Department Code</td><td>10057</td></tr> <tr><td>Department</td><td>CMS Project</td></tr> <tr><td>CMS Position Number</td><td>00026876</td></tr> <tr><td>Agency</td><td>242</td></tr> <tr><td>Reporting Unit</td><td>541</td></tr> <tr><td>Class Code</td><td>1871</td></tr> <tr><td>Serial Number</td><td>975</td></tr> <tr><td>Job Title</td><td>Stdnr Trnee,On-Cmpis Wrk Study</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$8.55</td></tr> </table> </div>	CWID	898060256	Empl Rcd #	1	Effective Date	1/22/2007	Current Date	1/22/2007	Appointment End Date	5/31/2006	Last Name	Titan	Middle Name		First Name	Angela	Action	HIR	Action Reason	CON	Department Code	10057	Department	CMS Project	CMS Position Number	00026876	Agency	242	Reporting Unit	541	Class Code	1871	Serial Number	975	Job Title	Stdnr Trnee,On-Cmpis Wrk Study	Compensation Rate (/hr)	\$8.55
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<p>All work study student employees (job codes 1151, 1871, 1872, 1875 or 1876) display this confirmation ticket page.</p> <p>Step 10a: The Federal Work Study confirmation ticket page needs three additional pieces of information to be completed by the department that is hiring the student before submitting to Financial Aid.</p> <ol style="list-style-type: none"> 1. Federal Work Study Allocation 2. Award Year 3. Position Title <p>Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.</p>	 <p>Fullerton State University Student Worker Confirmation Ticket and Appointment Notification</p> <p>Complete the required information: FWS Allocation, Award Year, Position Title, and obtain the signature of the authorized department administrator. Submit the signed confirmation (no photocopies) to Financial Aid, University Hall 177.</p> <p>If your student is required to sign in with Payroll Services, please make sure the student brings a copy of this confirmation ticket, the completed application, original Social Security card, and proof of eligibility for employment required for the I-9 (complete list of acceptable documents can be found at http://www.uscis.gov/files/form/i-9.pdf) to the Payroll Office, College Park Suite 770 (phone 714-278-2521), prior to the student's first day of work. Non Resident Alien students must submit additional documentation before employment can be approved. Please contact Greg Sweet at 714 278-5671 for information. The student is not eligible to begin work until he/she has been approved by Payroll.</p> <p>Required Student Information: Federal Work Study (FWS) Allocation*: _____ Award Year: _____ Position Title: _____ <i>*Students can obtain FWS award information by visiting Titan Online</i></p> <table border="1"> <tr><td>CWID</td><td>898060256</td></tr> <tr><td>Empl Rcd #</td><td>1</td></tr> <tr><td>Effective Date</td><td>1/22/2007</td></tr> <tr><td>Current Date</td><td>1/22/2007</td></tr> <tr><td>Appointment End Date</td><td>5/31/2006</td></tr> <tr><td>Last Name</td><td>Titan</td></tr> <tr><td>Middle Name</td><td></td></tr> <tr><td>First Name</td><td>Angela</td></tr> <tr><td>Action</td><td>HIR</td></tr> <tr><td>Action Reason</td><td>CON</td></tr> <tr><td>Department Code</td><td>10057</td></tr> <tr><td>Department</td><td>CMS Project</td></tr> <tr><td>CMS Position Number</td><td>00026876</td></tr> <tr><td>Agency</td><td>242</td></tr> <tr><td>Reporting Unit</td><td>541</td></tr> <tr><td>Class Code</td><td>1871</td></tr> <tr><td>Serial Number</td><td>975</td></tr> <tr><td>Job Title</td><td>Stdent Trnee,On-Cmpns Wtk Stdy</td></tr> <tr><td>Compensation Rate (/hr)</td><td>\$8.55</td></tr> </table>	CWID	898060256	Empl Rcd #	1	Effective Date	1/22/2007	Current Date	1/22/2007	Appointment End Date	5/31/2006	Last Name	Titan	Middle Name		First Name	Angela	Action	HIR	Action Reason	CON	Department Code	10057	Department	CMS Project	CMS Position Number	00026876	Agency	242	Reporting Unit	541	Class Code	1871	Serial Number	975	Job Title	Stdent Trnee,On-Cmpns Wtk Stdy	Compensation Rate (/hr)	\$8.55
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