



To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

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

**Process Frequency:** Monthly

**Print CD048**

<p><b>Step 1:</b></p> <p>Navigate to the correct page:</p> <p><a href="#">Home</a> &gt; <a href="#">CSUF</a> &gt; <a href="#">Student Workers</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Student Time Sheet (CD048)</a></p> <p><b>Note:</b> You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The Student Time Sheet (CD048) page appears.</p> <p><b>Step 2:</b></p> <p><b>Run Control ID</b> identifies specific run control settings for a specific report or process. A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click <b>Search</b> to see what run controls you have available to you.</p> <p>If this is your first time running the report, click <a href="#">Add a New Value</a>.</p>	








































<p><b>Step 2A:</b></p> <p><b>Add a Run Control ID</b></p> <p>You can give it any name you want as long as you understand it. You cannot use spaces; use underscore ( _ ) instead.</p> <p>Click <b>Add</b></p>																															
<p>The Student Timesheet (CD048) process page appears.</p> <p><b>Step 3:</b></p> <p>Click  to select the department(s) you want to print the attendance reports for.</p> <p>If your selection is already displayed, just click <b>Run</b>.</p>																															
<p><b>Step 3A:</b></p> <p>If you have access to more than one department you can select <a href="#">Print Current Payroll</a> to print all attendance reports from all departments available to you. Or you can select one department to print per pay period.</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><a href="#">Print Current Payroll</a></td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> <td>9999</td> <td>99</td> </tr> <tr> <td><a href="#">10057 242-541-2006/06</a></td> <td>10057</td> <td>242</td> <td>541</td> <td>2006</td> <td>6</td> </tr> <tr> <td><a href="#">10057 242-541-2006/05</a></td> <td>10057</td> <td>242</td> <td>541</td> <td>2006</td> <td>5</td> </tr> <tr> <td><a href="#">10057 242-541-2006/04</a></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	<a href="#">Print Current Payroll</a>	(blank)	(blank)	(blank)	9999	99	<a href="#">10057 242-541-2006/06</a>	10057	242	541	2006	6	<a href="#">10057 242-541-2006/05</a>	10057	242	541	2006	5	<a href="#">10057 242-541-2006/04</a>	10057	242	541	2006	4
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<p><b>Step 3B:</b></p> <p>Click <b>Run</b></p>	<p>PeopleSoft. Student Timesheet (CD048) Run Control ID: CD048    Report Manager    Process Monitor    <b>Run</b> Language: English Group-Agency-Unit-Period: PRINT CURRENT PAYROLL</p>														
<p>The Process Schedule Request page appears.</p> <p><b>Step 4:</b></p> <p>Complete the following fields:</p> <p><b>Server Name=PSUNX</b> <b>Type = Web</b> <b>Format = PDF</b></p> <p>Leave all other fields as is.</p>	<p>PeopleSoft. Process Scheduler Request User ID: lleyard_sw    Run Control ID: CD048 Server Name: <b>PSUNX</b>    Run Date: 01/24/2007 Recurrence:    Run Time: 9:53:23AM    Reset to Current Date/Time Time Zone: Process List  <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FULTL002</td> <td>FULTL002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table> </p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FULTL002	FULTL002	SQR Report	Web	PDF	<a href="#">Distribution</a>
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<p><b>Step 5:</b></p> <p>For troubleshooting purposes, you must specify the “Distribution” information.</p> <p>Click on the <a href="#">Distribution</a> link.</p> <p><i>Note: This step must be completed only once per report.</i></p>	<p>PeopleSoft. Process Scheduler Request User ID: lleyard_sw    Run Control ID: CD048 Server Name: PSUNX    Run Date: 01/24/2007 Recurrence:    Run Time: 9:53:23AM    Reset to Current Date/Time Time Zone: Process List  <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FULTL002</td> <td>FULTL002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td><a href="#">Distribution</a></td> </tr> </tbody> </table> </p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	FULTL002	FULTL002	SQR Report	Web	PDF	<a href="#">Distribution</a>
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<p><b>Step 6:</b></p> <p>The Distribution Detail page appears.</p> <p>Click on the <b>+</b> button to add a new row.</p>	<p>PeopleSoft. Distribution Detail Process Name: FULTL002 Process Type: SQR Report Folder Name: Distribute To  <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> <td>892248626</td> </tr> </tbody> </table> </p>	ID	Type	*Distribution ID	User		892248626								
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<p><b>Step 7:</b></p> <p>In the new row, complete the following fields:</p> <ul style="list-style-type: none"> <li>- ID Type: <b>Role</b></li> <li>- Distribution ID: <b>FS HR</b></li> </ul> <p>Then click the look up icon .</p>	<p><b>Distribution Detail</b></p> <p><b>Process Name:</b> FULTL002</p> <p><b>Process Type:</b> SQR Report</p> <p><b>Folder Name:</b> <input type="text"/></p> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> <td></td> <td> </td> </tr> <tr> <td>Role</td> <td>FS HR</td> <td></td> <td> </td> </tr> </tbody> </table>	ID Type	*Distribution ID			User	892248626		 	Role	FS HR		 
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<p><b>Step 8:</b></p> <p>The Distribution ID look up page appears.</p> <p>Click on the link <a href="#">FS HRReport Distribution List</a>.</p>	<p><b>Look Up Distribution ID</b></p> <p><b>Search by:</b> <input type="text" value="Distribution ID"/> begins with <input type="text" value="FS HR"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</span></p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">FS HRReport Distribution Lis</a></td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	<a href="#">FS HRReport Distribution Lis</a>	HR Report Distribution List								
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<p><b>Step 9:</b></p> <p>Verify the Distribution Detail page for accuracy.</p> <p>Once complete, click <input type="button" value="OK"/>.</p>	<p><b>Distribution Detail</b></p> <p><b>Process Name:</b> FULTL002</p> <p><b>Process Type:</b> SQR Report</p> <p><b>Folder Name:</b> <input type="text"/></p> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> <td></td> <td> </td> </tr> <tr> <td>Role</td> <td>FS HRReport Distribution List</td> <td></td> <td> </td> </tr> </tbody> </table> <p><b>Email Only</b></p> <p>Email Subject: <input type="text"/> <input type="checkbox"/> Email With Log <input type="checkbox"/> Email Web Report <input type="checkbox"/></p> <p>Message Text: <input type="text"/></p> <p>Email Address List: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	ID Type	*Distribution ID			User	892248626		 	Role	FS HRReport Distribution List		 
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<p><b>Step 10:</b></p> <p>After you have initiated the process you can check the status and view the attendance reports by clicking <a href="#">Report Manager</a>.</p>																																																												
<p>The Report Manager page appears.</p> <p><b>Step 10A:</b></p> <p>If the report name does not appear in a hyperlink (i.e. <a href="#">FULTL002</a>), the process has not finished. Click <b>Refresh</b> 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 <a href="#">FULTL002</a> to access the report.</p>																																																												
<p>In a new window the Student Assistant Attendance Report (CD048) page appears.</p> <p><b>Step 11:</b></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>CD048 (07/07) STUDENT ASSISTANT ATTENDANCE REPORT</p> <p>NAME OF CAMPUS California State University, Fullerton</p> <p>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> <p>AUTHORIZED SIGNATURE FOR CERTIFICATION _____ DATE _____ TELEPHONE _____</p> <p>OTHER SIGNATURE FOR CAMPUS USE _____ DATE _____ TELEPHONE _____</p> <table border="1"> <thead> <tr> <th rowspan="2">LINE</th> <th colspan="4">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> </tr> <tr> <th>CWID</th> <th>RCD</th> <th>INIT</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>Ventura</td> <td>278-77-7777</td> <td>1874</td> <td>961</td> <td>76</td> <td>0</td> <td>1000</td> <td>00</td> <td>76000</td> <td>00</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</td> <td>00</td> <td>33000</td> <td>00</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</td> <td>00</td> <td>44000</td> <td>00</td> </tr> </tbody> </table>	LINE	EMPLOYEE IDENTIFICATION				POSITION		TOTAL HOURS	SALARY RATE	GROSS	CWID	RCD	INIT	SURNAME	SSN	CLASS	SERIAL	1	800	1	M	Ventura	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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