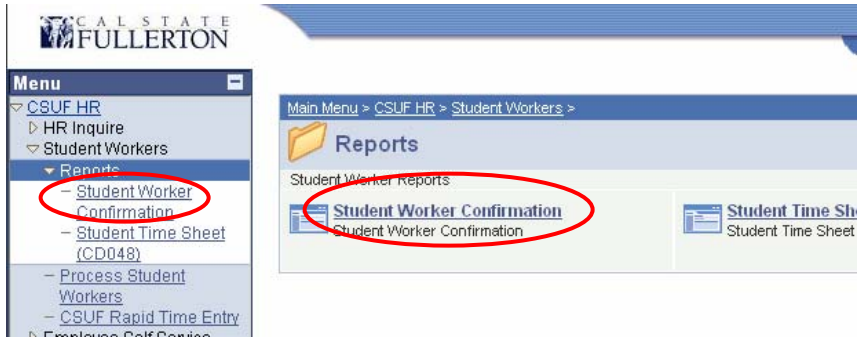
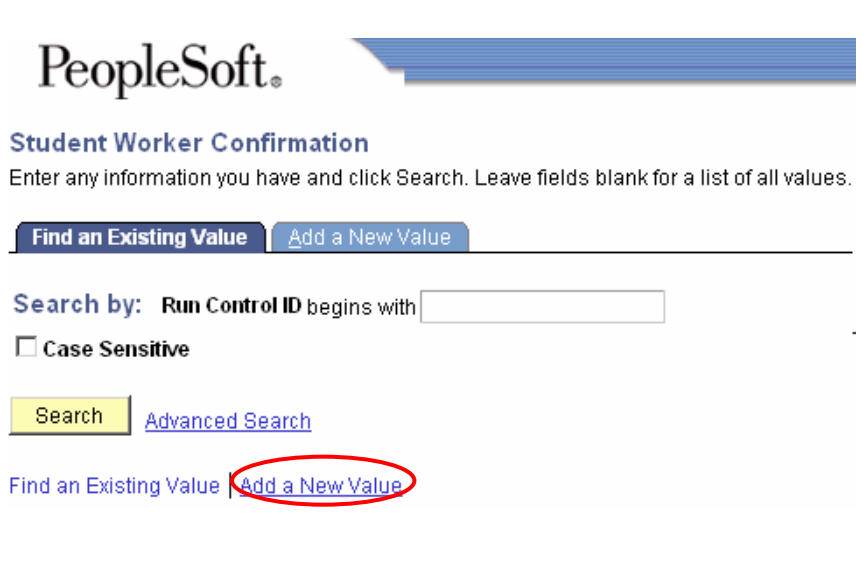




To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

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.

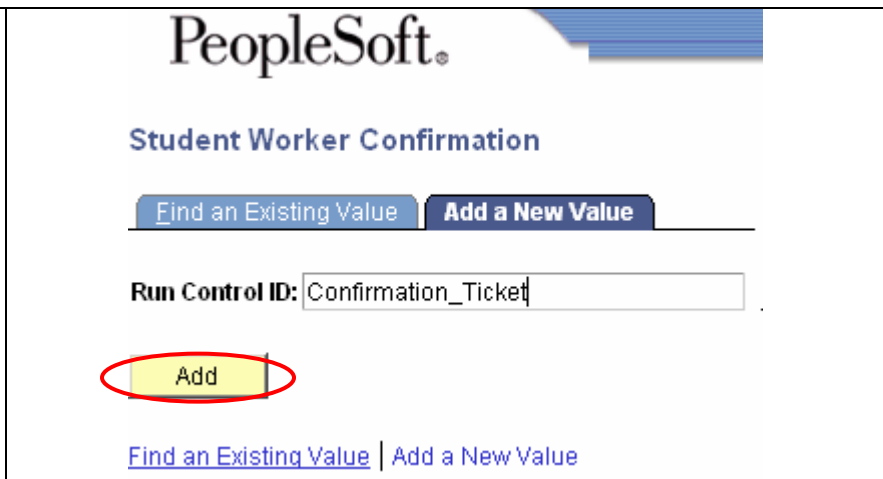
<p><b>Step 1:</b></p> <p>Navigate to the correct page:</p> <p><a href="#">Home</a> &gt; <a href="#">CSUF HR</a> &gt; <a href="#">Student Workers</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Student Worker Confirmation</a></p> <p><b>Note:</b> You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The Student Worker Confirmation 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>	

**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.

Click **Add**



The Student Worker Confirmation process page appears.

**Step 3:**

One or more of the following criteria must be entered to search in CMS.

- Dept ID and/or,
- Job Code and/or,
- EmplID (CWID)

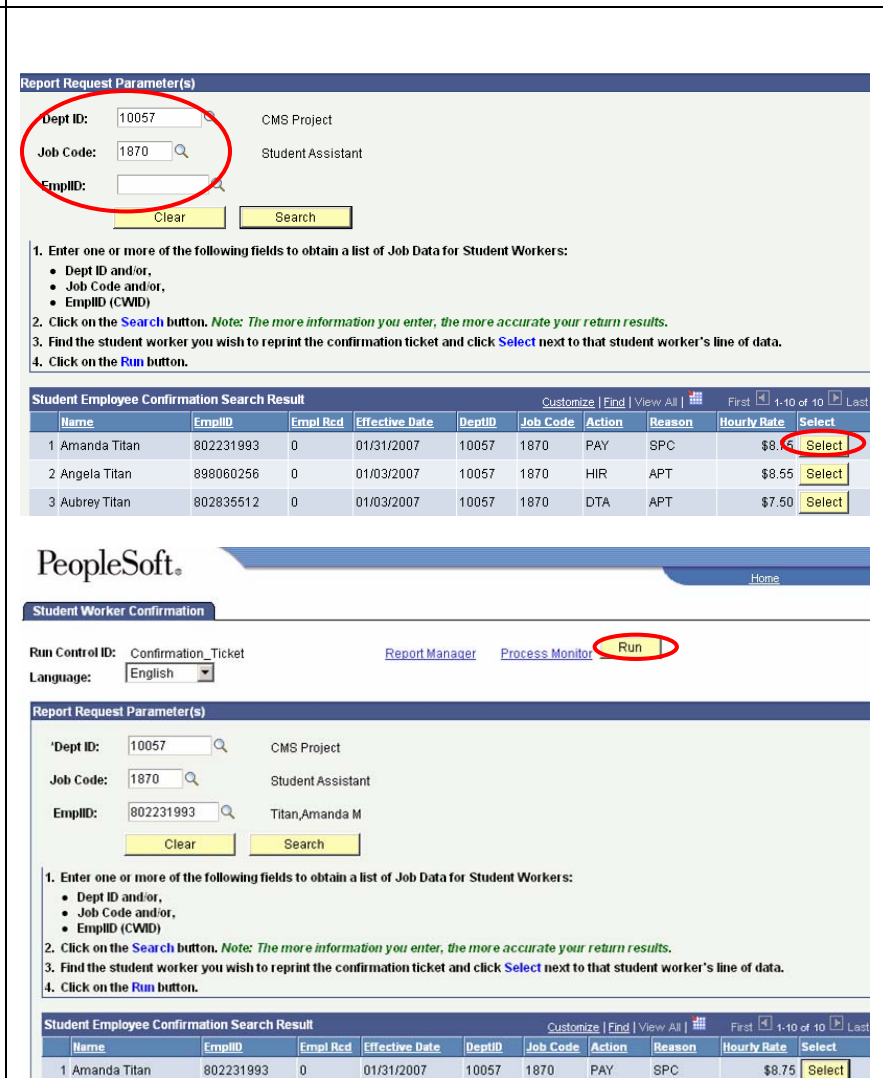
Click to display all valid values you have access to view.

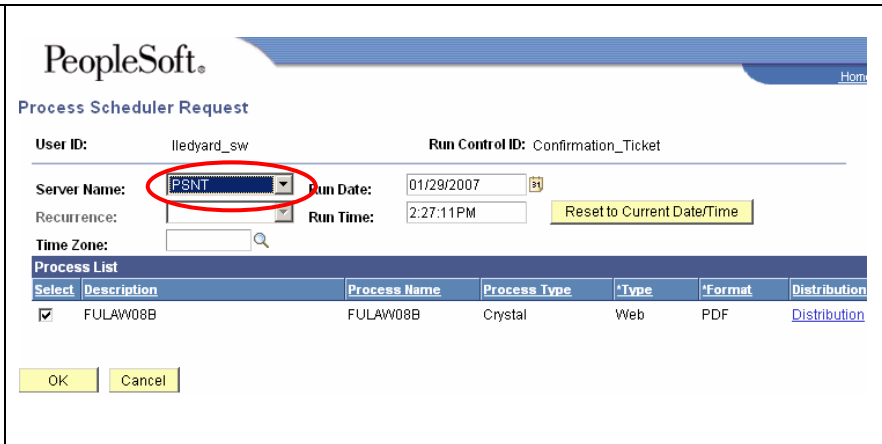
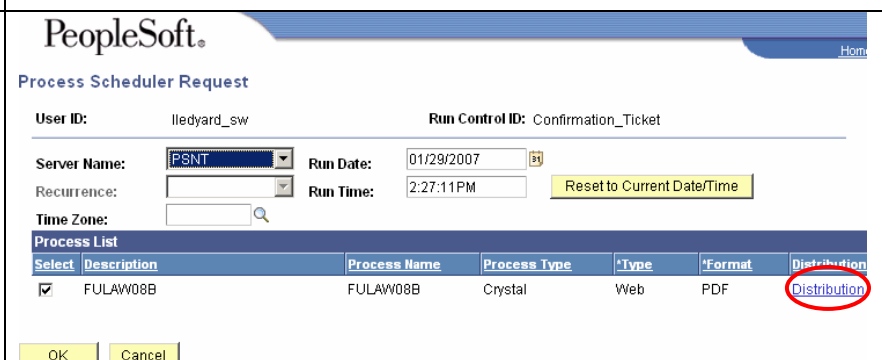

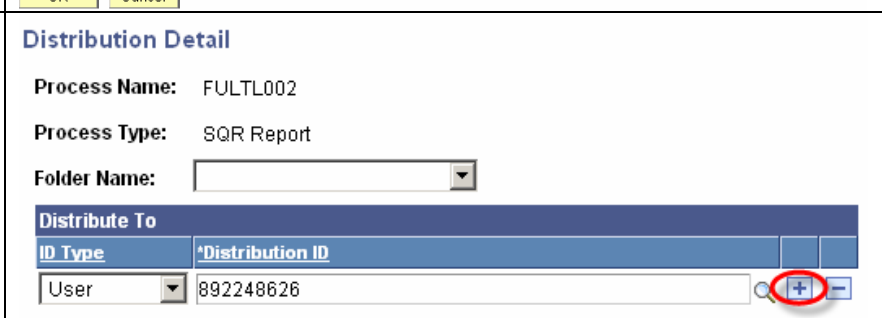

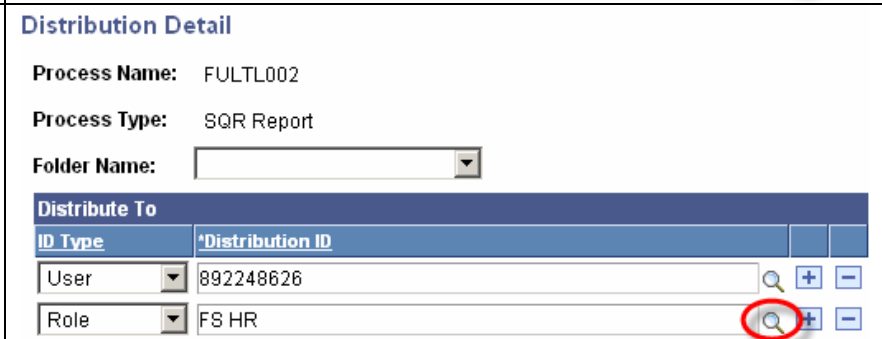
The more information you enter, the accurate your return results.

Once you have entered part of all of the fields, click **Search**

Find the student worker you wish to reprint the confirmation ticket and click **Select** next to that student worker's line.

Once all three fields are complete, click **Run**.



<p>The Process Schedule Request page appears.</p> <p><b>Step 4:</b></p> <p>Complete the following fields:</p> <p><b>Server Name=PSNT</b>  <b>Type = Web</b>  <b>Format = PDF</b></p> <p>Leave all other fields as is.</p>	
<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><b>Step 6:</b></p> <p>The Distribution Detail page appears.</p> <p>Click on the  button to add a new row.</p>	
<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>	



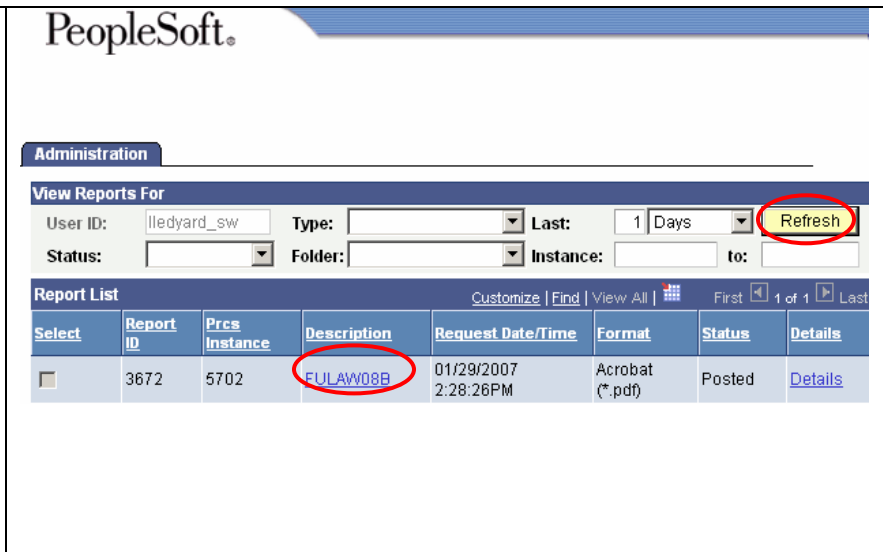
<p><b>Step 8:</b></p> <p>The Distribution ID look up page appears.</p> <p>Click on the link <a href="#">FS HRReport Distribution List</a>.</p>	<p><b>Look Up Distribution ID</b></p> <p>Search by: <input type="text" value="Distribution ID"/> begins with <input type="text" value="FS HR"/></p> <p><input 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 First 1 of 1 Last</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					
Distribution ID	Description									
<a href="#">FS HRReport Distribution Lis</a>	HR Report Distribution List									
<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>Process Name: FULTL002</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <p><b>Distribute To</b></p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> </tr> <tr> <td>Role</td> <td>FS HRReport Distribution List</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</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			
ID Type	*Distribution ID									
User	892248626									
Role	FS HRReport Distribution List									
<p>The Student Worker Confirmation page appears with a Process Instance number.</p> <p>This is a confirmation number that the process is being processed.</p> <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>PeopleSoft.</p> <p><b>Student Worker Confirmation</b></p> <p>Run Control ID: Confirmation_Ticket <a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></p> <p>Language: <input type="text" value="English"/></p> <p><input type="text" value="Process Instance:5702"/></p> <p><b>Report Request Parameter(s)</b></p> <table border="1"> <tbody> <tr> <td>*Dept ID:</td> <td><input type="text" value="10057"/></td> <td>CMS Project</td> </tr> <tr> <td>Job Code:</td> <td><input type="text" value="1870"/></td> <td>Student Assistant</td> </tr> <tr> <td>EmpID:</td> <td><input type="text" value="802231993"/></td> <td>Titan,Amanda M</td> </tr> </tbody> </table>	*Dept ID:	<input type="text" value="10057"/>	CMS Project	Job Code:	<input type="text" value="1870"/>	Student Assistant	EmpID:	<input type="text" value="802231993"/>	Titan,Amanda M
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EmpID:	<input type="text" value="802231993"/>	Titan,Amanda M								

The Report Manager page appears.

**Step 10A:**

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.

When the status Posted appears next to the process you initiated, you can click the Report name [FULAW08B](#) to access the report.



The screenshot shows the PeopleSoft Administration interface. At the top, there is a navigation bar with 'Administration' selected. Below it, the 'View Reports For' section contains several filters: 'User ID' (lledyard\_sw), 'Type' (dropdown), 'Last' (1 Days), 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (dropdown). A 'Refresh' button is circled in red. Below the filters is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one entry with Report ID 3672, Prcs Instance 5702, and Description [FULAW08B](#), which is also circled in red. The status is 'Posted'.

The Student Worker Confirmation Ticket and Appointment Notification page appears in a new window.

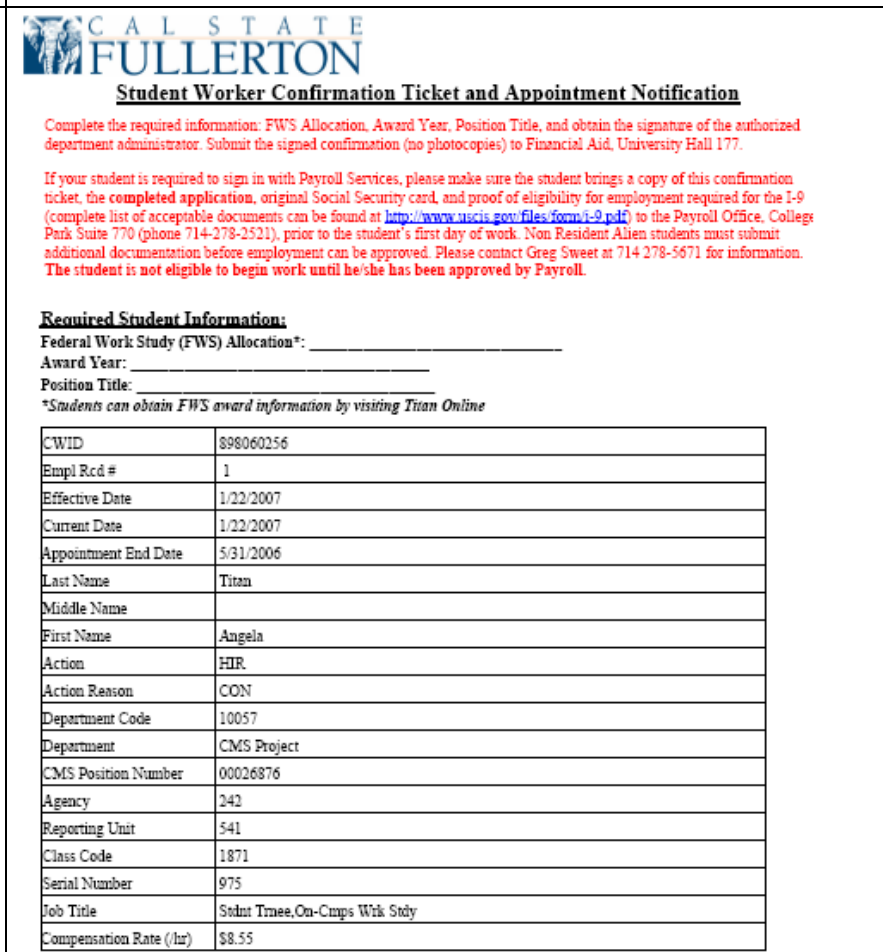
**Note:** Depending on the type of student you hire, two different confirmation tickets will display.

All student employees (job codes 1150, 1868, 1870, or 1874) display this confirmation ticket page.

**Step 11:**

Print this confirmation and obtain the appropriate signature from your department.

The student must bring a copy of this confirmation if required to sign in with Payroll Services.



The screenshot shows the 'Student Worker Confirmation Ticket and Appointment Notification' page. It includes instructions for completing the required information (FWS Allocation, Award Year, Position Title) and obtaining the signature of the authorized department administrator. It also provides instructions for students required to sign in with Payroll Services. Below the instructions is a section for 'Required Student Information' with fields for Federal Work Study (FWS) Allocation\*, Award Year, and Position Title. A note states: '\*Students can obtain FWS award information by visiting Titan Online'. At the bottom is a table with student information:

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	Stndt Trnee, On-Cmps Wk Stdy
Compensation Rate (/hr)	\$8.55



All work study student employees (job codes 1151, 1871, 1872, 1875 or 1876) display this confirmation ticket page.

**Step 11B:**

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.

1. Federal Work Study Allocation
2. Award Year
3. Position Title

Once this information is completed, a copy of the signed confirmation must be send to Payroll Services.



**Student Worker Confirmation Ticket and Appointment Notification**

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.

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 (complete list of acceptable documents can be found at <http://www.uscis.gov/files/form/i-9.pdf>) to the Payroll Office, Co 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.**

**Required Student Information:**

Federal Work Study (FWS) Allocation\*: \_\_\_\_\_

Award Year: \_\_\_\_\_

Position Title: \_\_\_\_\_

\*Students can obtain FWS award information by visiting Titan Online

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-Cmpgs Wrk Stdy
Compensation Rate (/hr)	\$8.55
Class Code	1871
Job Title	Stdent Trnee, On-Cmpgs Wrk Stdy
Serial Number	975
Compensation Rate (/hr)	\$8.05

\_\_\_\_\_  
Authorized Department Signature

\_\_\_\_\_  
Date

*You have successfully reprinted a Student Worker Confirmation Ticket.*