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**

**Step 1:**

Navigate to the correct page:

Home > CSUF > Student Workers > Reports > Student Time Sheet (CD048)

Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.

The Student Time Sheet (CD048) page appears.

**Step 2:**

**Run Control ID** 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.

Click **Search** to see what run controls you have available to you.

If this is your first time running the report, click **Add a New Value**.
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 Timesheet (CD048) process page appears.

Step 3:

Click to select the department(s) you want to print the attendance reports for.

If your selection is already displayed, just click Run.

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.
Step 3B:
Click Run.

The Process Schedule Request page appears.

Step 4:
Complete the following fields:
- Server Name: PSUNX
- Type: Web
- Format: PDF

Leave all other fields as is.

Step 5:
For troubleshooting purposes, you must specify the "Distribution" information.

Click on the Distribution link.

*Note: This step must be completed only once per report.*

Step 6:
The Distribution Detail page appears.

Click on the button to add a new row.
**Step 7:**

In the new row, complete the following fields:

- **ID Type:** Role
- **Distribution ID:** FS HR

Then click the look up icon 🌐.

**Distribution Detail**

<table>
<thead>
<tr>
<th>Process Name:</th>
<th>FULTL002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Type:</td>
<td>SQL Report</td>
</tr>
</tbody>
</table>

**Step 8:**

The Distribution ID look up page appears.

Click on the link

**Look Up Distribution ID**

**Search by:**

- Distribution ID begins with FS HR

**Search Results**

**Step 9:**

Verify the Distribution Detail page for accuracy.

Once complete, click OK.

**Distribution Detail**

<table>
<thead>
<tr>
<th>Process Name:</th>
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</tr>
</tbody>
</table>

**Email Only**

**Email Subject:**

**Message Text:**

**Email Address List:**

OK Cancel
Step 10:
After you have initiated the process you can check the status and view the attendance reports by clicking Report Manager.

The Report Manager page appears.

Step 10A:
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.

When the status Posted appears next to the process you initiated, you can click the Report name FULTL002 to access the report.

In a new window the Student Assistant Attendance Report (CD048) page appears.

Step 11:
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).

You have successfully printed Student Timesheet (CD048).