
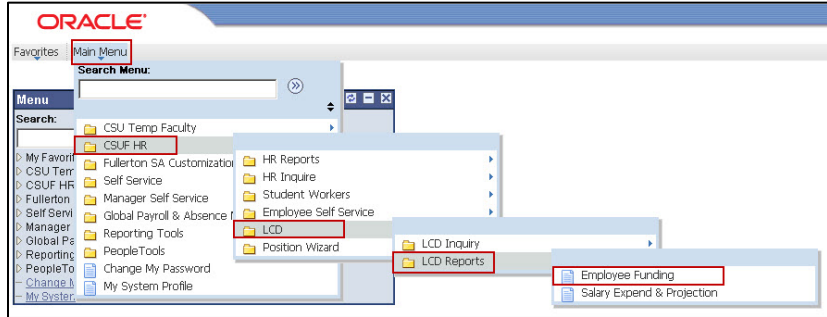

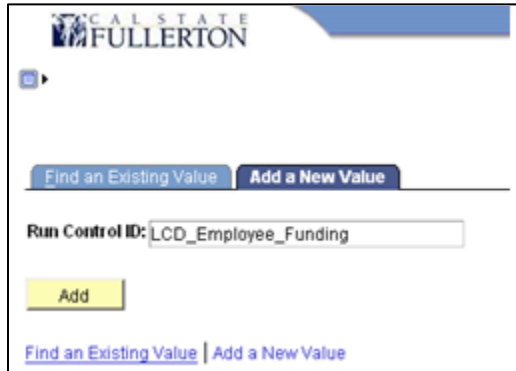



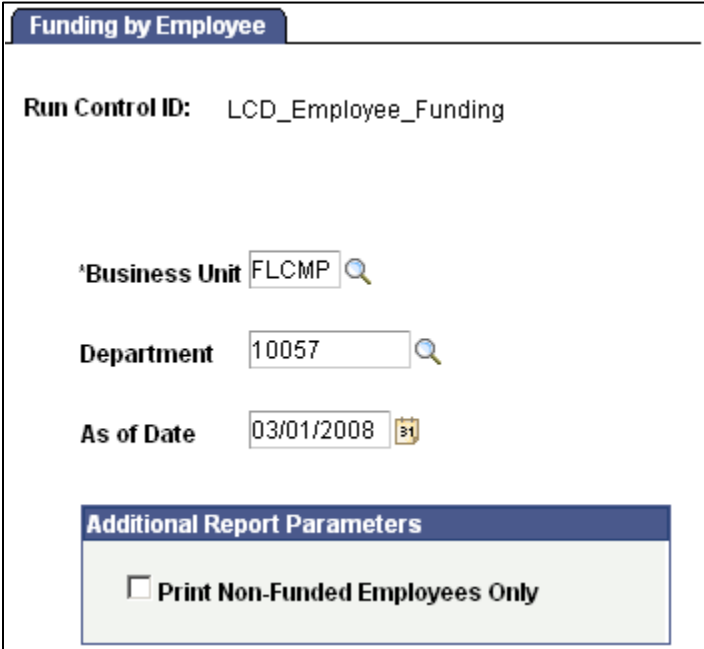

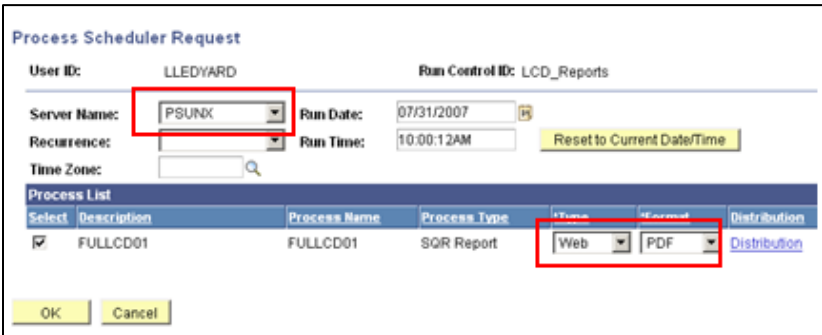



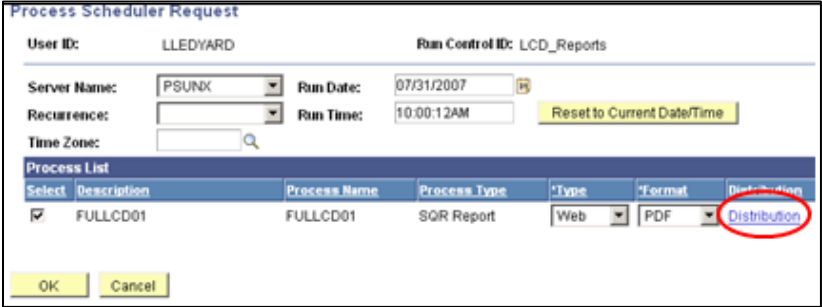
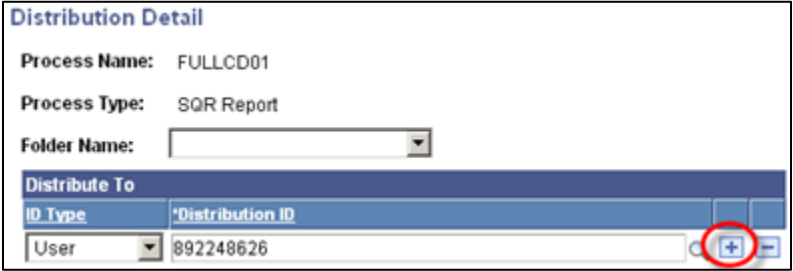
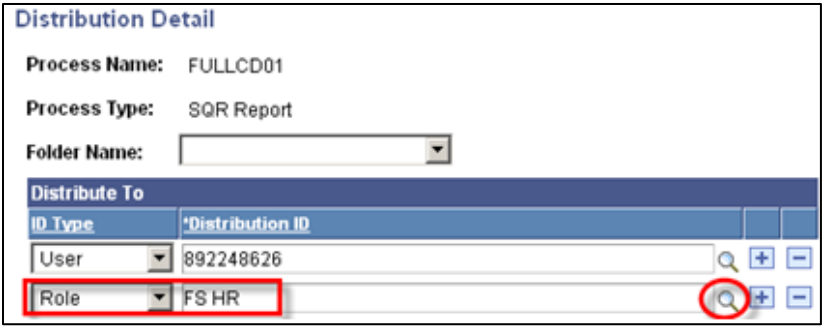
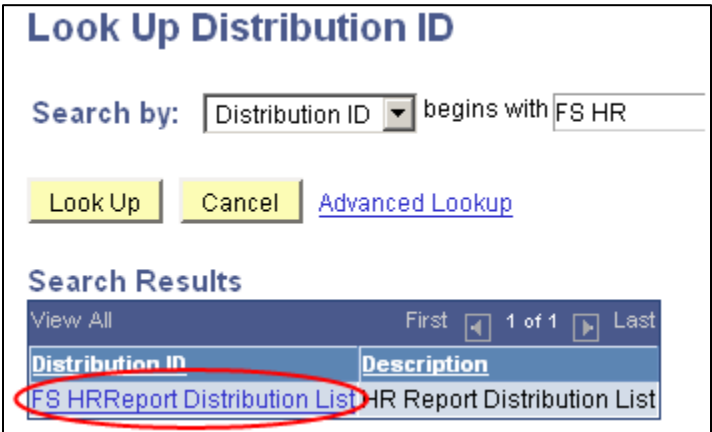
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

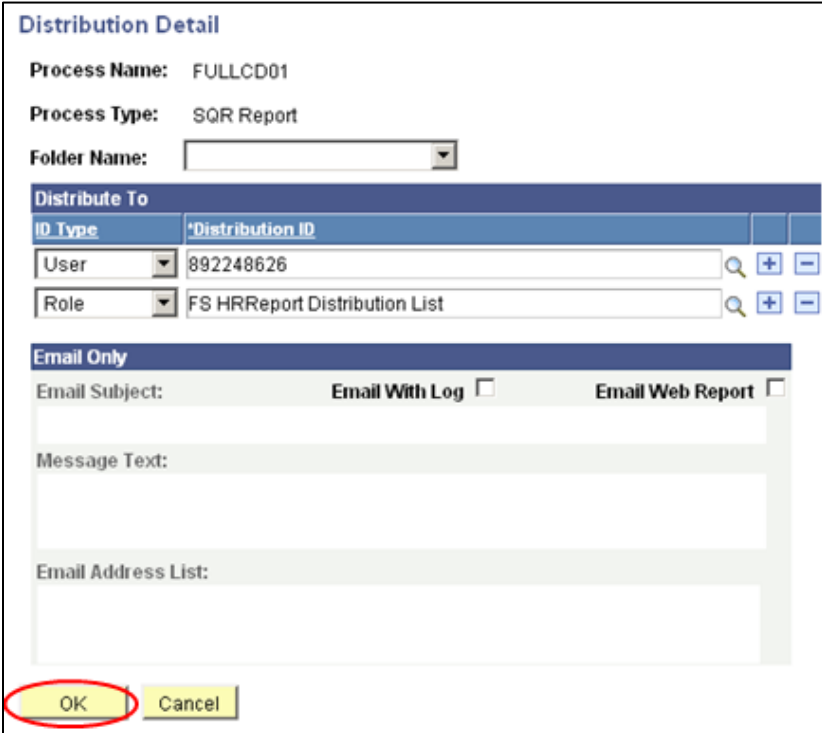
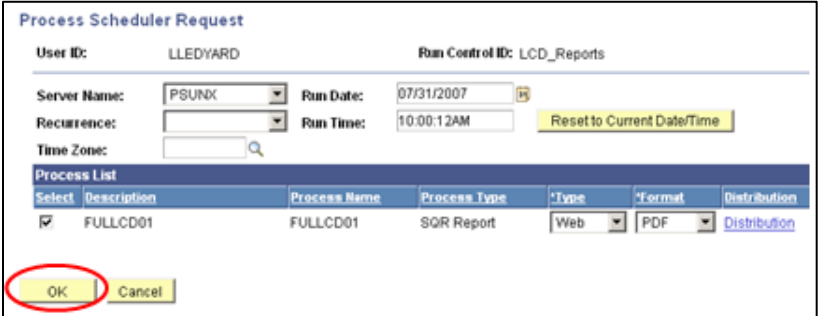

The **LCD Employee Funding Report** allows identified users to view positions that are funded from their department based upon a ChartField string. Access to this report and specific CMS departments is defined by the user's security access.


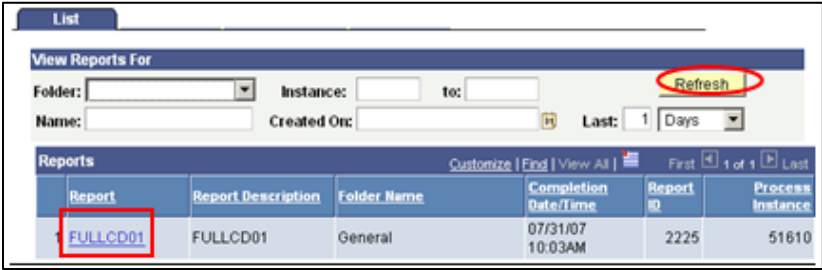
Frequency: Ad hoc

Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Main Menu > CSUF HR > LCD > LCD Reports > Employee Funding.</p>  <p>You may navigate to the appropriate link using the menu list on the left or the menu navigation at the top of the page.</p>	
<p>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.</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>	
<p>Step 2a: Add a Run Control ID</p> <p>You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	

Processing Steps	Screen Shots
<p>Step 3: The Employee Funding page appears.</p> <p>The Business Unit automatically defaults to "FLCMP", you do not need to change this value.</p> <p>Enter information into the following required fields:</p> <ul style="list-style-type: none"> • Department ID • As of Date <p>You may also use the magnifying glass icon () to look up the appropriate values.</p> <p>To print non-funded employees only, place a check mark in the box (<input type="checkbox"/>).</p>	
<p>Step 4: Once the required fields are complete click Run.</p>	
<p>Step 5: The Process Scheduler page appears.</p> <p>Complete the following fields:</p> <ul style="list-style-type: none"> • Server Name=PSUNX • Type = Web • Format = PDF 	

Processing Steps	Screen Shots														
<p>Step 6: For troubleshooting purposes, you must specify the "Distribution" information.</p> <p>Click on the Distribution link.</p>  <p><i>This step must be completed only once per report.</i></p>	 <p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: LCD_Reports</p> <p>Server Name: PSUNK Run Date: 07/31/2007 Recurrence: Run Time: 10:00:12AM Time Zone: [Search Icon]</p> <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>FULLCD01</td> <td>FULLCD01</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	FULLCD01	FULLCD01	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	FULLCD01	FULLCD01	SQR Report	Web	PDF	Distribution									
<p>Step 7: The Distribution Detail page appears.</p> <p>Click on the plus icon (+) to add a new row.</p>	 <p>Distribution Detail</p> <p>Process Name: FULLCD01 Process Type: SQR Report Folder Name: [Dropdown]</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> </tbody> </table>	ID Type	Distribution ID	User	892248626										
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User	892248626														
<p>Step 8: In the new row, complete the following fields:</p> <ul style="list-style-type: none"> ID Type: Role Distribution ID: FS HR <p>Then click the magnifying glass icon (🔍).</p>	 <p>Distribution Detail</p> <p>Process Name: FULLCD01 Process Type: SQR Report Folder Name: [Dropdown]</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 HR</td> </tr> </tbody> </table>	ID Type	Distribution ID	User	892248626	Role	FS HR								
ID Type	Distribution ID														
User	892248626														
Role	FS HR														
<p>Step 9: The Distribution ID look up page appears.</p> <p>Click on the link, FS HRReport Distribution List.</p>	 <p>Look Up Distribution ID</p> <p>Search by: Distribution ID begins with FS HR</p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</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>FS HRReport Distribution List</td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	FS HRReport Distribution List	HR Report Distribution List										
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FS HRReport Distribution List	HR Report Distribution List														

Processing Steps	Screen Shots
<p>Step 10: Verify the Distribution Detail page for accuracy.</p> <p>Once complete,click OK.</p>	
<p>Step 11: At the Process Scheduler page, click OK.</p>	
<p>Step 12: The Employee Funding process page appears with a Process Instance number.</p> <p>This is a confirmation number for your reference.</p>	

Processing Steps	Screen Shots												
<p>Step 13: After you have initiated the process you can check the status and view the attendance reports by clicking Report Manager.</p>													
<p>Step 13a: The Report Manager page appears.</p> <p>If the report name does not appear in a hyperlink (i.e FULLCD01), the process has not finished.</p> <p>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 to access the report.</p> <p>The report will open in a new window.</p>	 <table border="1" data-bbox="646 659 1425 772"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>FULLCD01</td> <td>FULLCD01</td> <td>General</td> <td>07/31/07 10:03AM</td> <td>2225</td> <td>51610</td> </tr> </tbody> </table>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	FULLCD01	FULLCD01	General	07/31/07 10:03AM	2225	51610
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance								
FULLCD01	FULLCD01	General	07/31/07 10:03AM	2225	51610								

The Employee Funding report appears.

Report ID: FULCD01-00		California State University at Fullerton					Report Date: 07/31/07			
Page 1 of 3		Funding by Employee/Department Report					Report Time: 10:03:08			
		Department: 10057 - CMS Project								
		Using an Effective Date of: 07/02/2007								
Name	Pool	Empl ID - Rcd#	Department	Position	Acct Cd / Pct	Fund	Class	Project	Jobcode	
Budget Level		Agency / Unit	Effdt						Program	
Apple, Marilyn		892493487 - 4	10057 - CMS Project	00025690 - Student Assistant					1870	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Apple, Marilyn		892493487 - 5	10057 - CMS Project	00025059 - Brdg Student Assistant					1874	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601803 / 100					
Barakay, Row		899981344 - 0	10057 - CMS Project	00027135 - Admin Support Coord 12 Mo					1035	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Cost, Mel		800744344 - 2	10057 - CMS Project	00026763 - Admin Support Coord 12 Mo					1035	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Dewar, Steve		892259052 - 0	10057 - CMS Project	00027137 - Info Tech Consultant 12 Mo					0420	
Posn Pool	G01	/541	07/01/2007	THEFD	10057-G--601300 / 100					
Enbers, Paul		800020836 - 0	10057 - CMS Project	00026660 - Analyst/Programmer 12 Mo					0400	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Frankel, Jim		800100646 - 0	10057 - CMS Project	00027166 - Admin Analyst/Splclst 12 Mo					1038	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Gamos, Ted		892832478 - 0	10057 - CMS Project	00027115 - Admin Analyst/Splclst 12 Mo					1038	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Lester, Mary		800564585 - 0	10057 - CMS Project	00026088 - Admin Analyst/Splclst 12 Mo					1038	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Martin, Melissa		899856496 - 0	10057 - CMS Project	00024338 - Analyst/Programmer 12 Mo					0400	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Ogilby, Peter		800427460 - 0	10057 - CMS Project	00023064 - Network Analyst 12 Mo					0430	
Posn Pool	G01	242/538	07/01/2007	THEFD	10057-G--601300 / 100					
Thompson, Mary		800120727 - 0	10057 - CMS Project	00026919 - Info Tech Consultant 12 Mo					0400	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Wilcox, Jim		892780545 - 0	10057 - CMS Project	00026830 - Analyst/Programmer 12 Mo					0400	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Williamson, Will		800527384 - 0	10057 - CMS Project	00023102 - Admin Analyst/Splclst 12 Mo					1038	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					
Zee, Harry		899853576 - 0	10057 - CMS Project	00023585 - Info Tech Consultant 12 Mo					0420	
Posn Pool	G01	242/538	07/01/2007	THEFD	10057-G--601300 / 100					
Zentky, Jerry		892248626 - 0	10057 - CMS Project	00026348 - Admin Analyst/Splclst 12 Mo					1038	
Posn Pool	G01	242/541	07/01/2007	THEFD	10057-G--601300 / 100					

The following table lists CMS field names and their definitions used for the LCD Employee Funding Report:

Field	Definition
Name	Displays the employee's name as Last, First Middle Initial.
Budget Level	This field identifies the budgeting level for the employee's position.
Pool	Used to identify a group of positions with a funding source.
Empl ID – Rcd #	This identifies the employee's Campus Wide Id Number and Employee Record Number.
Agency/Unit	This field contains the number used to separate documents, such as paychecks, produced by the SCO PIMS System.
Effdt	This field identifies the date in which the employee's position information is effective.
Department	This field displays the department number and name for each employee listed.
Acct Cd/Pct	
Position	This field identifies the CMS position that an employee occupies within a specific department. Unlike the SCO position number, the CMS position number has no meaning behind it. It is a randomly generated eight digit number that has data elements attached to it which define an appointment for a person.
Fund	This field identifies the funding source for the employee's position.
Class	This field is an extension of the department number. Information in this column only appears if applicable.
Jobcode	Identifies the job classification of the employee.
Program	This field is used by Accounting Services for reporting purposes at the Chancellor's Office.
Project	This field is an extension of the account. Departments use this field to track expenditures at a very specific level.