To view online tutorial, visit: [http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp](http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp)

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

**Process Frequency:** Monthly

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| **Step 1:** Navigate to the correct page:  
Main Menu > CSUF HR > Student Workers > Reports > Student Time Sheet (CD048).  
You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen. | ![Screen Shot](image1.png) |

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| **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. | ![Screen Shot](image2.png) |
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| **Step 2a:** Add a Run Control ID                     | ![PeopleSoft](image)
| You can give it any name you want as long as you understand it. You cannot use spaces; use an underscore (_) instead. | ![PeopleSoft](image) |
| Click Add.                                            | ![PeopleSoft](image) |

| **Step 3:** Click the magnifying class to select the department(s) you want to print the attendance reports for. | ![PeopleSoft](image) |
| If your selection is already displayed, move to step 4. | ![PeopleSoft](image) |

| **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. | ![PeopleSoft](image) |

- Look Up Group-Agency-Unit-Period
- Search by: Group-Agency-Unit-Period begins with:
- Search Results:
  - View All: [First] [Next] [Last]
  - Group Agency Unit Period, Group ID, SCO Agency Code, Unit, Balances for Year, Balances for Period
  - Example: 10057 242 541 2008 06, 10057 242 541 2005 6
**Processing Steps**

| Step 4: | Click *Run*. |

| Step 5: | Complete the following fields:  
- **Server Name**=PSUNIX  
- **Type** = Web  
- **Format** = PDF |

  Leave all other fields as is.  
  Then click *OK*. |

| Step 6: | After you have initiated the process you can check the status and view the attendance reports by clicking *Report Manager*. |
**Processing Steps**

**Step 6A:**
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.

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**Step 7:**
In a new window the Student Assistant Attendance Report (CD048) page appears.

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).