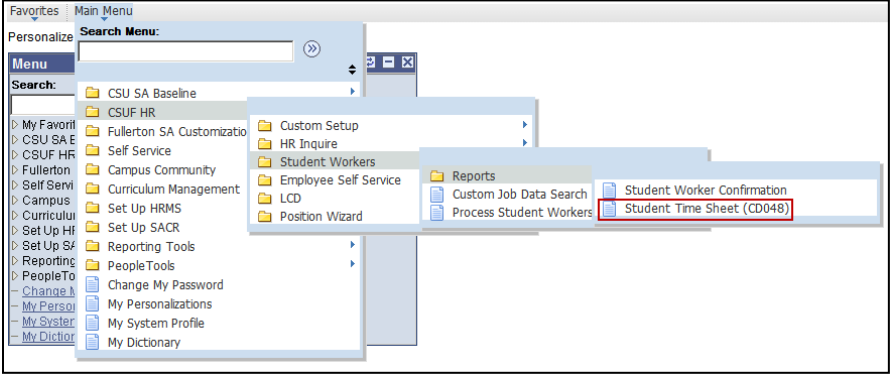

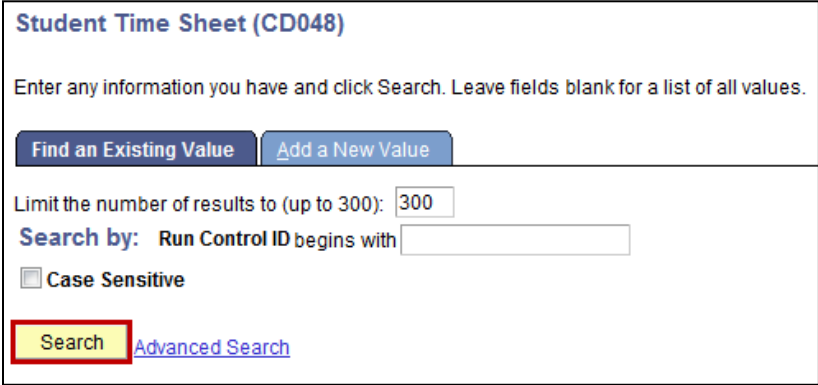


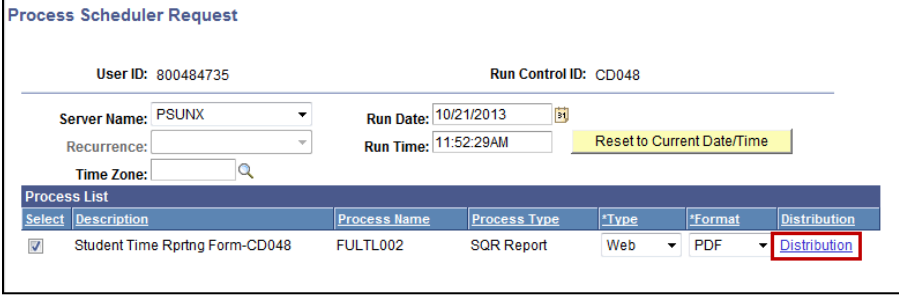
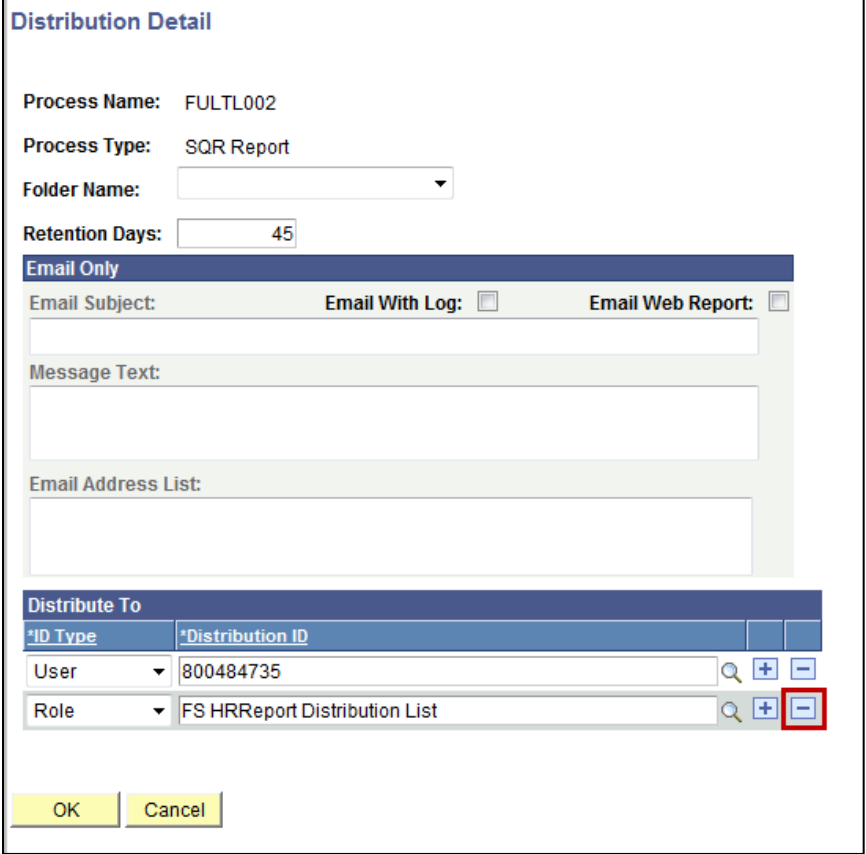
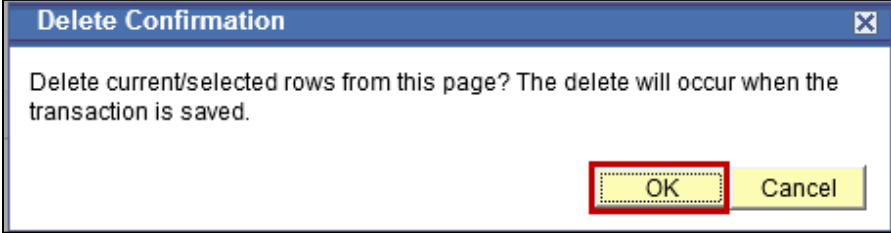



When the Student Worker functionality was first released, users were instructed to add FS HRReport Distribution List to the CD048 to assist Human Resources personnel in troubleshooting issues with the CD048. This step is no longer necessary and in fact it sends a copy of each CD048 to a number of users on campus. Please follow the steps below to remove this distribution list from your CD048 settings.

Processing Steps	Screen Shots
<p>Step 1: Navigate to Main Menu > CSUF HR > Student Workers > Reports > Student Time Sheet (CD048).</p>	
<p>Step 2: Click on the Search button to locate your CD048 run control.</p> <p> If you have multiple run controls for the CD048, you will need to follow these steps for each one.</p>	
<p>Step 3: Click on the Run button.</p> <p> You do not need to modify the Group-Agency-Unit-Period information.</p>	

Processing Steps	Screen Shots														
<p>Step 4: Click on the Distribution link.</p>	 <p>Process Scheduler Request</p> <p>User ID: 800484735 Run Control ID: CD048</p> <p>Server Name: PSUNX Run Date: 10/21/2013 [3]</p> <p>Recurrence: Run Time: 11:52:29AM Reset to Current Date/Time</p> <p>Time Zone: []</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>Student Time Rptng Form-CD048</td> <td>FULTL002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Student Time Rptng Form-CD048	FULTL002	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Student Time Rptng Form-CD048	FULTL002	SQR Report	Web	PDF	Distribution									
<p>Step 5: Click on the minus sign icon ([-]) next to the FS HRReport Distribution List row in the Distribute To section.</p>	 <p>Distribution Detail</p> <p>Process Name: FULTL002</p> <p>Process Type: SQR Report</p> <p>Folder Name: []</p> <p>Retention Days: 45</p> <p>Email Only</p> <p>Email Subject: Email With Log: <input type="checkbox"/> Email Web Report: <input type="checkbox"/></p> <p>Message Text: []</p> <p>Email Address List: []</p> <table border="1"> <thead> <tr> <th>*ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>800484735</td> </tr> <tr> <td>Role</td> <td>FS HRReport Distribution List</td> </tr> </tbody> </table> <p>OK Cancel</p>	*ID Type	*Distribution ID	User	800484735	Role	FS HRReport Distribution List								
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User	800484735														
Role	FS HRReport Distribution List														
<p>Step 6: Click OK to confirm the deletion.</p>	 <p>Delete Confirmation</p> <p>Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p>OK Cancel</p>														

Processing Steps	Screen Shots														
<p>Step 7: Click OK.</p>	<div data-bbox="570 270 1446 1140"> <h3>Distribution Detail</h3> <p>Process Name: FULTL002 Process Type: SQR Report Folder Name: <input type="text"/> Retention Days: <input type="text" value="45"/></p> <p>Email Only</p> <p>Email Subject: <input type="text"/> 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>Distribute To</p> <table border="1"> <thead> <tr> <th>*ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>800484735</td> </tr> </tbody> </table> <p>OK Cancel</p> </div>	*ID Type	*Distribution ID	User	800484735										
*ID Type	*Distribution ID														
User	800484735														
<p>Step 8: Click OK again.</p>	<div data-bbox="570 1230 1446 1625"> <h3>Process Scheduler Request</h3> <p>User ID: 800484735 Run Control ID: CD048</p> <p>Server Name: PSUNX Run Date: 10/21/2013 Recurrence: <input type="text"/> Run Time: 11:52:29AM Reset to Current Date/Time Time Zone: <input type="text"/></p> <p>Process List</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>Student Time Rptng Form-CD048</td> <td>FULTL002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Student Time Rptng Form-CD048	FULTL002	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Student Time Rptng Form-CD048	FULTL002	SQR Report	Web	PDF	Distribution									

Processing Steps	Screen Shots
<p>Step 9: The system will run a copy of the CD048 but you do not need to retrieve it.</p> <p>Click Save at the bottom left to save your changes to this run control.</p> <p>You're done!</p> <p> Repeat these steps for each CD048 run control that you have.</p>	