Overview

This user's guide demonstrates how to monitor and approve student employee time and run the Student Time Approval Report.

Supervisors/Approvers must approve student assistant time monthly. Each student assistant should enter time daily, after each shift. Once time entry is complete for the month, a process is run to make the time available for approval. Managers are notified when the process is complete and can follow the steps outlined in this guide to approve the time for their student assistant employees.

If you are responsible for a small number of students, use the **Time and Labor Launch Pad** to monitor student time entry throughout the month. If you have a large number of students, use the **Public Query** to verify and review time entry. See the appropriate section for details.

Table of Contents

Monitor and View Student Time Using the Time and Labor Launch Pad

This section demonstrates how to monitor time using the Time and Labor Launch Pad. The Time and Labor Launch Pad allows you to monitor monthly time entry for your student assistants and view payable time by month.

To login to MySJSU

1. Navigate to MySJSU (http://my.sjsu.edu/).

2. Click **MySJSU SIGN IN**.

The ORACLE PEOPLESOFT Enterprise login page displays.

3. Enter your **SJSU ID** and **Password**.

4. Click the **Sign In** button.

Note: If you have difficulty logging in, contact the CMS Help Desk by email (cmshelp@sjsu.edu) with your full name, SJSU ID, date of birth and/or address for verification.

Quick Links
- Class Search
- Browse Catalog
- My Password/Sign In Help
- System Downtime

ABOUT MYSJSU

MySJSU is for current and former students, applicants for admission, job applicants and all SJSU employees.

NEWS, EVENTS & ANNOUNCEMENTS

Contact Us

MySJSU is supported by the Common Management Systems (CMS) Project Office and its Project Team.
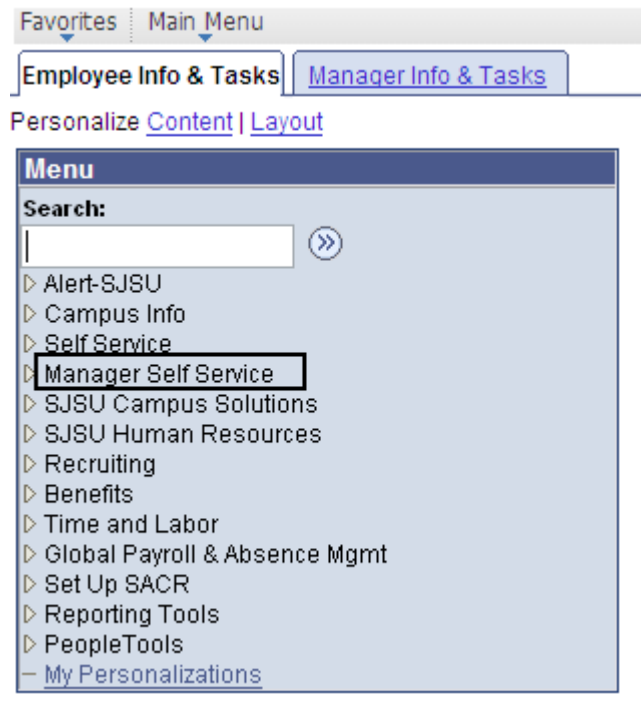
ORACLE
PEOPLESOFT ENTERPRISE

SJSU ID: [   ]
Password: [   ]

Sign In

The Main Menu displays.

5. From the **Main Menu**, navigate to Self Service **> Manager Self Service**

Favorites | Main Menu

Employee Info & Tasks | Manager Info & Tasks

Personalize Content | Layout

Menu

Search:

[   ] ⟫

▷ Alert-SJSU
▷ Campus Info
▷ Self Service
▷ Manager Self Service
▷ SJSU Campus Solutions
▷ SJSU Human Resources
▷ Recruiting
▷ Benefits
▷ Time and Labor
▷ Global Payroll & Absence Mgmt
▷ Set Up SACR
▷ Reporting Tools
▷ PeopleTools
— My Personalizations

6. Continue the navigation **Time Management > View Time > Time and Labor Launch Pad**

Favorites | Main Menu > Manager Self Service

Main Menu > Manager Self Service > Time Management >

View Time

View calendars, balances, forecasted and payable time, accumulators and more.

Time and Labor Launch Pad
View a summary of time management data.

The Time and Labor Launch Pad Select Employee page displays.

7. Enter search criteria, such as **Empl ID** and **Empl Rcd Nbr**.

Note: If you are familiar with the Job Codes, you can also search by Department and Job Codes to view groups of students in the results (examples of Job Codes include 1870 for Student Assistant, 1871 for Work Study, 1868 for NRAT, and 1150 & 1151 for Instructional Student Assistant).

8. Click the **Get Employees** button.

Time and Labor Launch Pad
Select Employee

▼ Employee Selection Criteria

Description	Value	
Group ID		🔍
Empl ID	999999999	🔍
Empl Rcd Nbr	0	🔍
Last Name		🔍
First Name		🔍
Job Code		🔍
Job Description		🔍
Department		🔍
Supervisor ID		🔍
Position Number		🔍

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

Employees For Lucy Kasdan

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Desc
Name		0				

9. Click to select employee by name.

Time and Labor Launch Pad
Select Employee

▼ Employee Selection Criteria

Description	Value	
Group ID		🔍
Empl ID	999999999	🔍
Empl Rcd Nbr	0	🔍
Last Name		🔍
First Name		🔍
Job Code		🔍
Job Description		🔍
Department		🔍
Supervisor ID		🔍
Position Number		🔍

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

Employees For Lucy Kasdan   Find |

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Department Description
Student Name	999999999	0	1870	Student Assistant	1013	College of Applied Sci & Arts

The Time and Labor Launch Pad displays.

10. Verify student **Job Title**.

11. To change the time period, use the dropdown menus, and then click the **View** button.

- **Reported Hours:** Time entered.
- **Payable Hours:** Time approved.

12. Click the underlined dates to view more information about the time (see following screen shot).

13. View the legend at the bottom to identify the values in the calendar.

Time and Labor Launch Pad

Student Name

Job Title: Student Assistant

Employee ID: 999999999

Employee Record Number: 0

Reported Hours

February 2012 | 02 - February ▼ | 2012 ▼ | Reported Hours ▼ | View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			3.50 1 E$	3.50 2 E$	3.50 3 E$	4
5	3.50 6 E$	3.50 7 E$	3.50 8 E$	3.50 9 E$	3.50 10 E$	11
12	3.50 13 E$	3.50 14 E$	3.50 15 E$	16	17	18
19	3.50 20 E$	3.50 21 E$	3.50 22 E$	23	24	25
26	3.50 27 E$	3.50 28 E$	3.50 29 E$			

Previous Month   Next Month

Return to Select Employee

Go To: Manager Self Service
           Time Management

X	Exception
E	Reported Elapsed Time
$	Payable Time

A Date Details box (expanded from the prior screenshot) displays.

14. Click the underlined date.

3.50   7

E$

The Details page corresponding to a specific date displays.

- **Reported Elapsed Time:** Displays student time.
- **Exceptions:** Displays messages about time entry that was outside the rules.

  Example: **Student Exceed 20** means that a student worked more than the 20 hours per week limit.

- **Payable Time:** Displays information about the hours.

Details for: 02/07/2012

Student Name

Job Title: Student Assistant

Employee ID: 999999999

Employee Record Number: 0

Reported Elapsed Time

Quantity	Type	Time Reporting Code
3.500000	Hours	Regular Hours Worked

Exceptions

Exception ID	Description	Status	Severity	Resolved by

Payable Time

Quantity	Type	Time Reporting Code	Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
3.500000	Hours	REG	Approved		38.500000		

Return to Calendar   Return to Select Employee

Field Description List: Status Terms

Field Name	Description
[blank]	Time is not approvable
Needs Approval	Time is ready to be approved
Approved	Time has been approved.
Transmitted	Sent to PIP. Information has been sent to the State Controller's Office for processing

Monitor and View Student Time by Running the Public Query

This section demonstrates how to monitor and view time using the Public Query. Managers should review time throughout the month to make sure students are entering time accurately. After the pay period has ended, a student cannot modify reported time.

The Main Menu displays.

1. From the **Main Menu**, navigate to **Reporting Tools > Query**.

2. Click **Query Viewer**.

Main Menu >

Reporting Tools

Run, create, and manage queries and nVision reports.

Reporting Console
Reporting Console

Report Manager
Review report list.

Query
Extract information using visual representations of your PS database.
Query Viewer

The Search By Query Name page displays.

3. Enter the partial name of the query **SJ_SELF**.

   Note: The full query name is SJ_SELF_SERVICE_TIME_REPORTED.

4. Click the **Search** button.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name   begins with   SJ_SELF

Search   Advanced Search

Note: You can add this query as a Favorite and subsequently select Favorite to run the query.

5. Click the **Favorite** link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name   begins with   SJ_SELF

Search   Advanced Search

Search Results

*Folder View: -- All Folders --

Query								
Customize	Find	View All		First 1 of 1 Last				
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Run to XML**	**Schedule**	**Add to Favorites**
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	Favorite

The My Favorite Queries row appears.

Note: It will now display when you navigate here.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search By: Query Name ▼ begins with SJ_SELF

Search   Advanced Search

Search Results

Folder View: -- All Folders -- ▼

Query					Customize	Find	View All	🔎	🏢	First ◀ 1 of 1 ▶ Last				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	Favorite

▼ My Favorite Queries				Customize	Find	🔎	🏢	First ◀ 1 of 1 ▶ Last				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	⊟

Clear Favorites List

6. To run the query, click the **HTML** link.

▼ My Favorite Queries				Customize	Find	🔎	🏢	First ◀ 1 of 1 ▶ Last				
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	⊟

Clear Favorites List

The Self Service Time Entry Query page displays.

7. Enter the **DeptID.**

8. Enter the **Begin Report Date** for the first day to view time.

9. Enter **End Report Date** for the last day to view time.

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: [____] 🔍
Begin Report Date: [____] 📅
End Report Date: [____] 📅
View Results

Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title

10. Click the **View Results** button.

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: 9999 🔍
Begin Report Date: 02/01/2012 📅
End Report Date: 02/29/2012 📅
View Results

Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title

The time entry information displays.

11. Review the student time entry.

Note: You can use this query to view time on an SJSU holiday by entering the date criteria. If the student entered time inadvertently, you can either the student to remove the time or you can not approve the time.

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: 9999
Begin Report Date: 02/01/2012
End Report Date: 02/29/2012

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (25 kb)

View All

First ◄ 1-66 of 66 ► Last

	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1			0	02/02/2012	5.000000	REG			1870	000	Student Assistant
2			0	02/03/2012	5.000000	REG			1870	000	Student Assistant
3			0	02/07/2012	2.500000	REG			1870	000	Student Assistant
4			0	02/08/2012	2.500000	REG			1870	000	Student Assistant
5			0	02/09/2012	2.500000	REG			1870	000	Student Assistant
6			0	02/10/2012	2.500000	REG			1870	000	Student Assistant
7			0	02/01/2012	3.500000	REG			1870	000	Student Assistant
8			0	02/02/2012	3.500000	REG			1870	000	Student Assistant
9			0	02/03/2012	3.500000	REG			1870	000	Student Assistant
10			0	02/06/2012	3.500000	REG			1870	000	Student Assistant
11			0	02/07/2012	3.500000	REG			1870	000	Student Assistant
12			0	02/08/2012	3.500000	REG			1870	000	Student Assistant

Field Description List: Self Service Time Entry Query Page (above)

Field Name	Description
Name	Student name.
ID	Student employee ID number.
Empl Rcd#	Student record number.
Rpt Dt	Date of the reported hours.
Quantity	Number of hours reported.
TRC	Time Reporting Code.
DeptID	Department ID number.
User	Student employee User ID.
Job code	Tied to the position, such as student assistant (1870) or work study student assistant (1871).
Position	Tied to their Job Data. It is the student employee's position number.
Title	Student employee job title.

Note: You can move the data into an Excel spreadsheet.

12. Click **Excel Spreadsheet**.

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID: 9999

Begin Report Date: 02/01/2012

End Report Date: 02/29/2012

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (25 kb)

View All   First ◄ 1-66 of 66 ► Last

	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code	Position	Title
1			0	02/02/2012	5.000000	REG			1870	000	Student Assistant
2			0	02/03/2012	5.000000	REG			1870	000	Student Assistant
3			0	02/07/2012	2.500000	REG			1870	000	Student Assistant
4			0	02/08/2012	2.500000	REG			1870	000	Student Assistant
5			0	02/09/2012	2.500000	REG			1870	000	Student Assistant
6			0	02/10/2012	2.500000	REG			1870	000	Student Assistant
7			0	02/01/2012	3.500000	REG			1870	000	Student Assistant
8			0	02/02/2012	3.500000	REG			1870	000	Student Assistant
9			0	02/03/2012	3.500000	REG			1870	000	Student Assistant
10			0	02/06/2012	3.500000	REG			1870	000	Student Assistant
11			0	02/07/2012	3.500000	REG			1870	000	Student Assistant
12			0	02/08/2012	3.500000	REG			1870	000	Student Assistant

The data displays in an Excel spreadsheet.

Note: You can now sort the information and view the students you are responsible for.

Approving Student Time

This section demonstrates how to approve student time. Perform this process on the first day of the new month to approve student time entered in the previous month. For example, student time entered during the month of November will be approved on the first day of December.

The Main Menu displays.

1. Navigate to **Manager Self Service > Time Management > Approve Time and Exceptions.**

2. Click **Payable Time**.

Favorites | Main Menu > Manager Self Service

Main Menu > Manager Self Service > Time Management >

📁 **Approve Time and Exceptions**

Approve reported or payable time, overtime and absence requests, and manage exceptions.

Payable Time
Approve payable time.

The Approve Time for Time Reporters page displays.

3. Enter criteria to search for your student assistants:

- **EmplID:** Enter an employee ID if you approve by employee. Then enter the employee record number in the field below it.

Or

- **Department:** Enter the Department number.

Note: You can search by any of criteria shown.

Approve Payable Time

Approve Time for Time Reporters

▼ Employee Selection Criteria

Description	Value	
Group ID		
Empl ID		
Empl Rcd Nbr		
Last Name		
First Name		OR
Job Code		
Job Description		
Department		
Supervisor ID		
Position Number		

Clear Selection Criteria | Save Selection Criteria | Get Employees

4. After you enter your search criteria, enter the following:

- **Start Date:** Enter the first date of the pay period.
- **End Date:** Enter the last date of the pay period.

5. Click the **Get Employees** button.

Note: Not all pay periods end on the last day of the month. Please refer to the Master Payroll Calendar on the Calendars page of the HR website:

(http://www.sjsu.edu/hr/calendar_news/calendar/)

Approve Payable Time

Approve Time for Time Reporters

▼ Employee Selection Criteria

Description	Value	
Group ID		🔍
Empl ID		🔍
Empl Rcd Nbr		🔍
Last Name		🔍
First Name		🔍
Job Code		🔍
Job Description		🔍
Department	1013	🔍
Supervisor ID		🔍
Position Number		🔍

Clear Selection Criteria	Save Selection Criteria	Get Employees

No employees were returned for the time period specified.

Start Date: 02/01/2012 📅 **End Date:** 02/29/2012 📅 🔄 Refresh

---

The student employees and their total hours display.

6. Approve time one of two ways:

- *Check the box next to the student's name.*

Or

- Click the student's name, which displays the hours entered for each day in the pay period.

Approve Time for Time Reporters

▼ Employee Selection Criteria

Description	Value	
Group ID		🔍
Empl ID		🔍
Empl Rcd Nbr		🔍
Last Name		🔍
First Name		🔍
Job Code		🔍
Job Description		🔍
Department	1013	🔍
Supervisor ID		🔍
Position Number		🔍

Clear Selection Criteria	Save Selection Criteria	Get Employees

Start Date: 02/01/2012 📅 **End Date:** 02/29/2012 📅 🔄 Refresh
ⓘ Click for Instructions

Employees For Patricia Inghram   Find | View All | 🔲   First ◄ 1 of 1 ► Last

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Supervisor ID	Position Number
☐	Student Name	006705322	1	1870	Student Assistant	59.500000	1013		00010884

☑ Select All   ☐ Clear All
Approve

7. Before approving time, always verify the following:

- **Student Name**
- **Empl Rcd Nbr**
- **Job Description**
- **Total Payable Hours**

8. Click the **Student Name** to view the daily hours for that student.

Employees For Patricia Inghram										Find | View All | [icon] First [◄] 1 of 1 [►] Last
Select	Name		Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Supervisor ID	Position Number
☐	Student Name		006705322	1	1870	Student Assistant	59.500000	1013		00010884

☑ Select All   ☐ Clear All

[Approve]

The Approve Payable Time page displays with each day listed and the number of hours worked.

9. Select the hours to approve by checking the **Select** box.

10. Click the Approve button.

Notes: If there is time you do not approve, ensure the box is not checked before clicking the Approve button.

Do not approve hours if you see something wrong or if time is missing.

Approve Payable Time

Student Name			Empl ID:	999999999
Department	1013	College of Applied Sci & Arts		
Job Title:	Student Assistant		Empl Rcd Nbr:	1

Select the time you wish to approve and then click the Approve button.

Start Date:	02/01/2012	End Date:	02/29/2012

Approval Details				Customize | Find | View All | [icon] First [◄] 1-10 of 17 [►] Last

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields | [icon]

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Comments
☑	02/01/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/02/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/03/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/06/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/07/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/08/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/09/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/10/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/13/2012	REG	3.500000	Hours	[ ] [31]	⬭
☑	02/14/2012	REG	3.500000	Hours	[ ] [31]	⬭

☑ Select All   ☐ Clear All

[Approve]

Return to Approval Summary

A warning message displays, confirming your intent to approve.

11. Click **OK**.

Note: Approved time cannot be unapproved. If you have any questions, do not approve the time. Contact the CMS Help Desk at 408-924-1530, or contact Payroll.
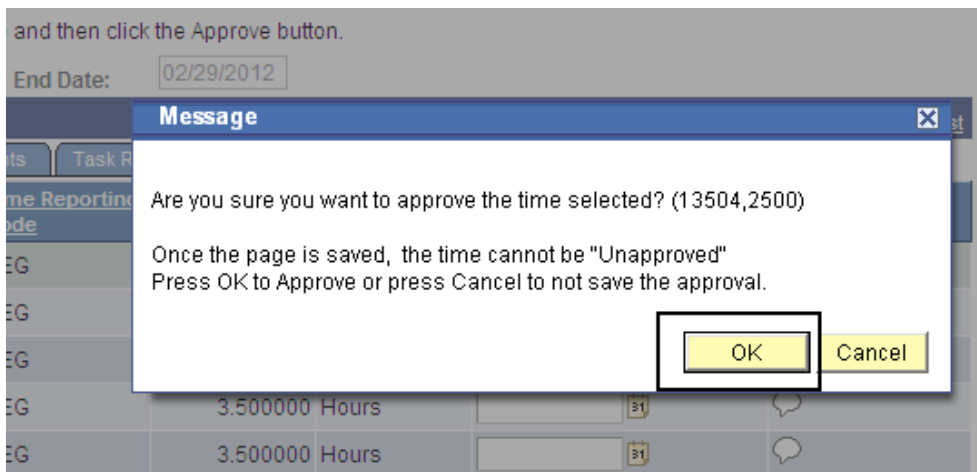
and then click the Approve button.

End Date: 02/29/2012

Message

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

OK   Cancel

3.500000 Hours

3.500000 Hours

The Save Confirmation message displays.

12. Click **OK**.

Save Confirmation

✓ The Save was successful.

OK

The Approve Payable Time page displays.

Note: The time approved will no longer show and is now being transmitted to the State Controller's Office
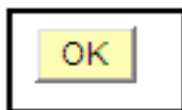
Once time is approved, a Student Time Approval (timesheet) report is generated for your students. After all time has been approved, one person in the department will print it and send it to Payroll. To generate the Student Time Approval report, continue to the next section.

Approve Payable Time

Student Name | Empl ID: 999999999
Department 1013 College of Applied Sci & Arts

Job Title: Student Assistant | Empl Rcd Nbr: 1

Select the time you wish to approve and then click the Approve button.

Start Date: 02/01/2012   End Date: 02/29/2012

Approval Details | Customize | Find | View All | 🔲 | ▦ | First ◀ 1 of 1 ▶ Last

| Overview | Time Reporting Elements | Task Reporting Elements | |

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Comments
☐			0.000000		🗓	💬

☑ Select All   ☐ Clear All

Approve

Return to Approval Summary

Generating the Student Time Approval Report

This section demonstrates how to generate the Student Time Approval Report. This report is required by the Payroll department after all time is approved. Typically, the administrator for the whole department will generate and print the report by department ID and then send the signed document to the Payroll Office. The report can be run by department number or employee ID. An approver can also run the report for selected student assistants by entering their employee IDs.

The Main Menu displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Time and Labor**.

2. Click **Student Time Approval Report**.

Favorites | Main Menu > SJSU Human Resources

Main Menu > SJSU Human Resources >

Time and Labor

Student Time Approval Report
Student Time Approval Report (SJTL005)

The Student Time Approval search page displays.

3. If it is your first time running this job, click the **Add a New Value** tab to create a new run control.

Note: Once the run control ID exists, you can click the Search button on this page and use it going forward.

Student Time Approval

Find an Existing Value | **Add a New Value**

Run Control ID: [   ]

[Add]

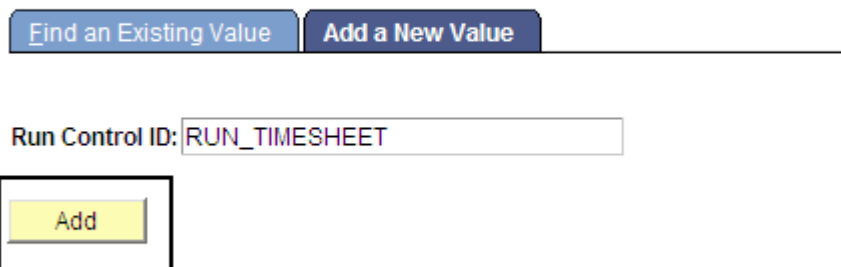Find an Existing Value | Add a New Value

The Student Time Approval page displays.

4. Enter a **Run Control ID** for this process of no more than 30 characters and no spaces.

   Example: **RUN_TIMESHEET**.

5. Click the **Add** button.

Student Time Approval

Find an Existing Value | **Add a New Value**

Run Control ID: RUN_TIMESHEET

[Add]

Find an Existing Value | Add a New Value

The Student Aprvl Rpt page displays.

6. Enter the **Pay Period End Date**.

7. Enter **Emplid(s)** if you would like to see only specific students on your report.

   Or

8. Enter the **Department(s) ID** to run a report for the departments.

Student Aprvl. Rpt

Run Control ID: RUN_TIMESHEET   Report Manager   Process Monitor   Run

Enter Pay End Date for the report

*Pay Period End Date: [   ] 📅

Enter either Emplid(s) or Department(s) ID:

Customize | Find | View All | 🔲 |
First ◀ 1 of 1 ▶ Last

Empl ID		
1	🔍 ➕ ➖

OR

Customize | Find | View All |
🔲 | ▦   First ◀ 1 of 1
▶ Last

Department		
1	🔍 ➕ ➖

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify

9. Click the **Add [+]** icon to add rows for more employee IDs or department IDs.

Student Aprvl. Rpt

Run Control ID: RUN_TIMESHEET   Report Manager   Process Monitor   Run

Enter Pay End Date for the report

*Pay Period End Date: 02/29/2012 📅

Enter either Emplid(s) or Department(s) ID:

Customize | Find | View All | 🔲 |
▦   First ◀ 1-2 of 2 ▶ Last

Empl ID		
1	999999999	🔍 ➕ ➖
2	888888888	🔍 ➕ ➖

OR

Customize | Find | View All |
🔲 | ▦   First ◀ 1 of 1
▶ Last

Department		
1	🔍 ➕ ➖

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify

A new blank row displays.

10. Enter an **Emplid**.

*Note: If you do not know the employee ID, click the **Lookup (magnifying glass) icon** to search for the student by name.*

11. Continue adding employee IDs as needed.

Student Aprvl. Rpt

Run Control ID: RUN_TIMESHEET   Report Manager   Process Monitor   [Run]

Enter Pay End Date for the report

*Pay Period End Date: 02/29/2012

Enter either Emplid(s) or Department(s) ID:

Customize | Find | View All
First ◄ 2-3 of 3 ► Last

Empl ID			
2	888888888	🔍	+ −
3		🔍	+ −

OR

Customize | Find | View All
First ◄ 1 of 1 ►
Last

Department		
1		🔍 + −

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

A completed page displays.

12. Click the **Run** button.

Student Aprvl. Rpt

Run Control ID: RUN_TIMESHEET   Report Manager   Process Monitor   [Run]

Enter Pay End Date for the report

*Pay Period End Date: 02/29/2012

Enter either Emplid(s) or Department(s) ID:

Customize | Find | View All
First ◄ 1-2 of 2 ► Last

Empl ID			
1	999999999	🔍	+ −
2	888888888	🔍	+ −

OR

Customize | Find | View All
First ◄ 1 of 1 ►
Last

Department		
1		🔍 + −

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

The Process Scheduler Request page displays.

13. **Server Name:** Select **PSUNX** from the dropdown menu.

14. Select **Web** from the **Type** dropdown menu and **PDF** from the **Format** dropdown menu.

15. Click **OK**.

Process Scheduler Request

User ID: JLEW   Run Control ID: RUN_TIMESHEET

Server Name: PSUNX   Run Date: 03/02/2012
Recurrence: Run Time: 3:26:39PM   Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Student Approval Report	SJTL005	SQR Report	Web	PDF	Distribution

OK   Cancel

Student Approval Report page displays.

Note: A Process Instance number appears, indicating that your report is running.

16. Click **Process Monitor**.

Student Aprvl. Rpt

Run Control ID: RUN_TIMESHEET   Report Manager Process Monitor   Run
                                                         Process Instance:1922608

Enter Pay End Date for the report

*Pay Period End Date: 02/29/2012

Enter either Emplid(s) or Department(s) ID:

Customize | Find | View All | First 1-2 of 3 Last

Empl ID
1 999999999
2 888888888

OR

Customize | Find | View All | First 1 of 1 Last

Department
1

Save   Return to Search   Previous in List   Next in List   Notify

---

The Process List displays.

17. Wait at least 15 seconds, and then click the **Refresh** button.

18. Continue waiting and then clicking the **Refresh** button until **Run Status** changes to **Success** and **Distribution Status** changes to **Posted**.

19. Click **Details.**

Process List   Server List

View Process Request For

User ID: JLEW   Type: Last   1   Days   Refresh
Server: Name: Instance: to
Run Status: Distribution Status: ☑ Save On Refresh

Process List   Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	1922608		SQR Report	SJTL005	JLEW	03/02/2012 3:26:39PM PST	Success	Posted	Details

The Process Detail page displays.

20. Click **View Log/Trace** to view and print the report.

Process Detail

Process

Instance: 1922608	Type: SQR Report
Name: SJTL005	Description: Student Approval Report
Run Status: Success	Distribution Status: Posted

Run

Run Control ID: RUN_TIMESHEET
Location: Server
Server: PSUNX
Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
◉ Delete Request
○ Restart Request

Date/Time

Request Created On: 03/02/2012 3:41:01PM PST
Run Anytime After: 03/02/2012 3:26:39PM PST
Began Process At: 03/02/2012 3:41:27PM PST
Ended Process At: 03/02/2012 3:41:39PM PST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

The View Log/Trace Report displays.

21. Click the link with the **.PDF** extension.

View Log/Trace

Report

Report ID: 4670	Process Instance: 1922608	Message Log
Name: SJTL005	Process Type: SQR Report	
Run Status: Success		

Student Approval Report

Distribution Details

Distribution Node: HASJTST   Expiration Date: 03/04/2012

File List

Name	File Size (bytes)	Datetime Created
SJTL005_1922608.PDF	2,187	03/02/2012 3:41:39.043205PM PST
SQR_SJTL005_1922608.log	1,633	03/02/2012 3:41:39.043205PM PST
sjtl005_1922608.out	247	03/02/2012 3:41:39.043205PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	JLEW

Return

The report displays.

22. Print the report from Adobe Acrobat or your browser.

Notes: Depending on how many students are in your department, multiple pages may print.

Employee IDs, Record Numbers and Names that appear on the report have been redacted here to protect privacy.

```
Self Service Time Entry Student Approval                    PAY END DATE:  29-FEB-2012

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM DULY AUTHORIZED BY THE HEREIN NAMED STATE AGENCY TO
MAKE THIS REPORT AND CERTIFICATION: THAT THIS REPORT CORRECTLY REFLECTS THE ATTENDANCE OF ALL STUDENT
ASSISTANT EMPLOYEES OF THIS REPORTING UNIT FOR THE PAY PERIOD INDICATED, AND THAT ALL EMPLOYEES LISTED
HEREIN ARE ENTITLED TO PAYMENT FOR THE TIME REPORTED HEREIN, AND HAVE TAKEN, SUBSCRIBED AND FILED THE
OATHS REQUIRED BY LAW.


AUTHORIZED SIGNATURE FOR CERTIFICATION            DATE                TELEPHONE


EmplID-RCD    Name                        Deptid   Job Cd Unit Hrly Rt Appvd Hrs Est.Gross Status


0      - 2                                         1870   049  10.00     20.00    200.00 Approved

0      - 0                                         1870   049  10.00     20.00    200.00 Approved

0      - 1                                         1870   049  10.00     59.50    595.00 Approved
```

Field Description List: Process Detail Page (above)

Field Name	Description
EmplID	Student employee ID.
RCD	Student record number.
Name	Student name.
Deptid	Department ID.
Job Cd	Job code. Tied to the position, such as student assistant (1870) or work study student assistant (1871).
Unit	Value used to sort paychecks and other documents.
Hrly Rt	Amount the student is paid per hour.
Appvd Hrs	Approved hours.
Est. Gross	Estimated gross amount the student will be paid for the hours reported.
Status	Approved or Transmitted will display.
Approved	Hours have been approved by the Approver.
Transmitted	Hours Approved and sent to the State Controller's office to be processed for payment.

Note: The status of the students on the report may appear as either Approved or Transmitted. Both terms are acceptable.

Once the report is printed, the designated person in the department signs it and then submits it to the Payroll Office. Check with your department to find out who is responsible for handling the report for your office. You are allowed t