

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.

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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/) (<http://my.sjsu.edu/>).
2. Click **MySJSU SIGN IN**.



Quick Links

- [Class Search](#)
- [Browse Catalog](#)
- [My Password/Sign In Help](#)
- [System Downtime](#)

MySJSU SIGN IN

ABOUT MYSJSU

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

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

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.

ORACLE
PEOPLESOFT ENTERPRISE

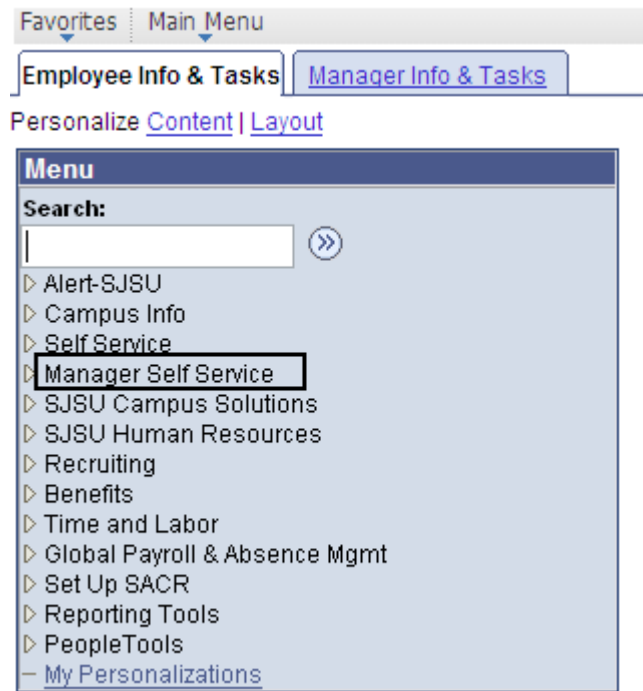
SJSU ID:

Password:

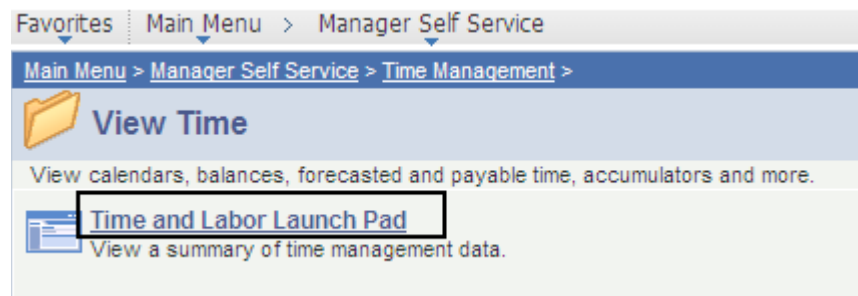
Sign In

The Main Menu displays.

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



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



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.

9. Click to select employee by name.

Time and Labor Launch Pad

Select Employee

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	999999999
Empl Rcd Nbr	0
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Employees For Lucy Kasdan

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

[New W](#)

Time and Labor Launch Pad

Select Employee

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
Empl ID	999999999
Empl Rcd Nbr	0
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

Employees For Lucy Kasdan

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.

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

14. Click the underlined date.

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Time and Labor Launch Pad](#)

Time and Labor Launch Pad

Student Name: _____ Employee ID: 999999999
 Job Title: Student Assistant Employee Record Number: 0

Reported Hours

February 2012 | 02 - February | 2012 | Reported Hours | [View](#)

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

[Previous Month](#) | [Next Month](#)

[Return to Select Employee](#)

Go To: [Manager Self Service](#)
[Time Management](#)

X Exception

E Reported Elapsed Time

\$ Payable Time

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

Employee ID: 99999999

Job Title: Student Assistant

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**.

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.

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

5. Click the **Favorite** link.



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

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								
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.

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

The Self Service Time Entry Query page displays.

- Enter the **DeptID**.
- Enter the **Begin Report Date** for the first day to view time.
- Enter **End Report Date** for the last day to view time.

- Click the **View Results** button.

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
 [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query								
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								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	-

My Favorite Queries								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
SJ_SELF_SERVICE_TIME_REPORTED	Self Service Time Entry Query	Public		HTML	Excel	XML	Schedule	-

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

DeptID:
 Begin Report Date:
 End Report Date:

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

SJ_SELF_SERVICE_TIME_REPORTED - Self Service Time Entry Query

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

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: 

Begin Report Date: 

End Report Date: 

[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:

Begin Report Date:

End Report Date:

[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.

[Read-Only] [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	Self Service Time Entry Query	66							
2	Name	ID	Empl Rcd#	Rpt Dt	Quantity	TRC	DeptID	User	Job Code
3			0	2/2/2012	5.000000	REG			1870
4			0	2/3/2012	5.000000	REG			1870
5			0	2/7/2012	2.500000	REG			1870
6			0	2/8/2012	2.500000	REG			1870
7			0	2/9/2012	2.500000	REG			1870
8			0	2/10/2012	2.500000	REG			1870

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**.



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.

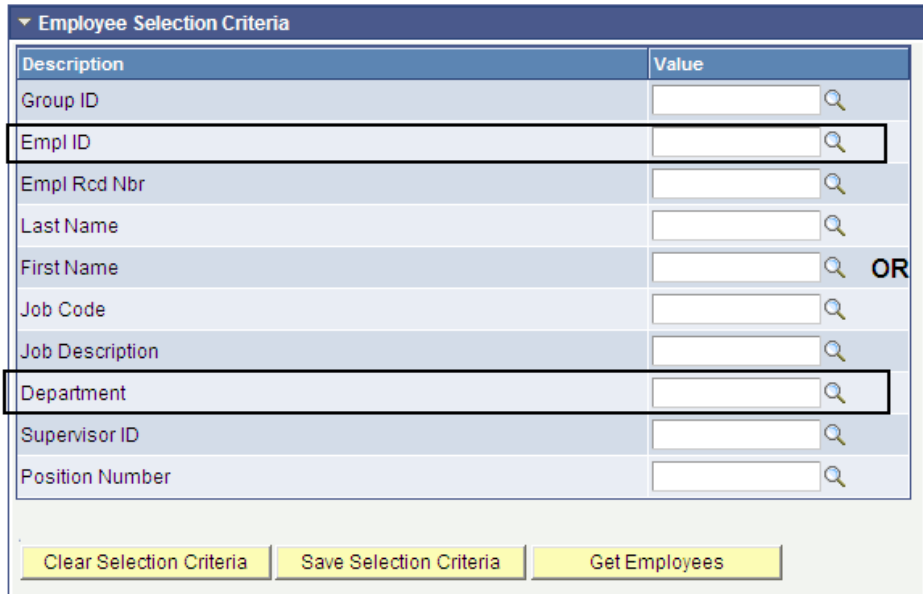
Or

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

Note: You can search by any of criteria shown.

Approve Payable Time

Approve Time for Time Reporters



Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

OR

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/)

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 Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	1013
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

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

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	1013
Supervisor ID	<input type="text"/>
Position Number	<input type="text"/>

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
<input type="checkbox"/>	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.

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.

Employees For Patricia Inghram								
Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Supervisor ID
<input type="checkbox"/>	Student Name	006705322	1	1870	Student Assistant	59.500000	1013	00010884

☒ [Select All](#)
☐ [Clear All](#)

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						
Overview	Time Reporting Elements	Task Reporting Elements	Chartfields	[RECAP]		
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Comments
<input checked="" type="checkbox"/>	02/01/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/02/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/03/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/06/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/07/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/08/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/09/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/10/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/13/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>
<input checked="" type="checkbox"/>	02/14/2012	REG	3.500000	Hours	<input type="text"/> 31	<input type="text"/>

☒ [Select All](#)
☐ [Clear All](#)

[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.

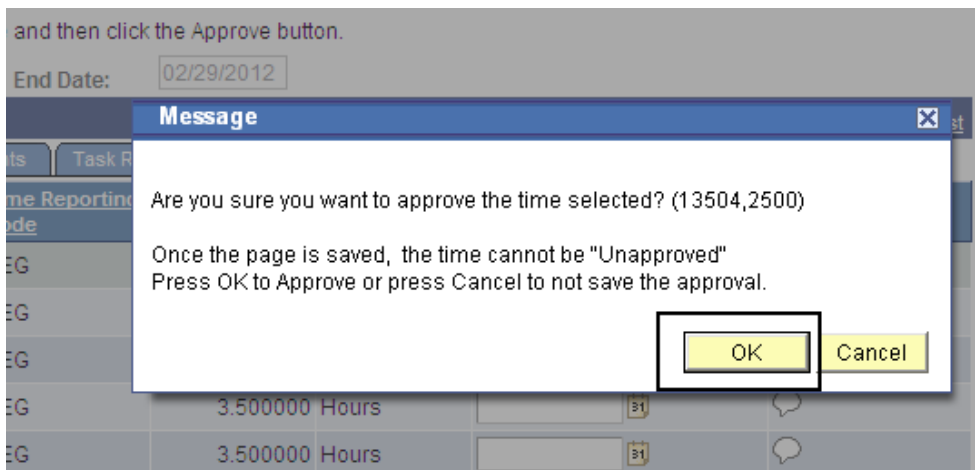
The Save Confirmation message displays.

12. Click **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

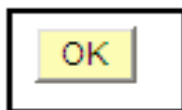
Once time is approved, a Student Time Approval (timesheet) report is generated for your students. After all time has been approved, one person in the department will print it and send it to Payroll. To generate the Student Time Approval report, continue to the next section.



Save Confirmation



The Save was successful.



Approve Payable Time

Student Name
Department 1013 College of Applied Sci & Arts Empl ID: 999999999
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
<input type="checkbox"/>			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**.



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

A screenshot of the 'Student Time Approval' search page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a black box. Below the tabs, there's a text input field labeled 'Run Control ID:'. Below the input field, there's a yellow button labeled '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

A screenshot of the 'Student Time Approval' search page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there's a text input field labeled 'Run Control ID:' with the text 'RUN_TIMESHEET' entered. Below the input field, there's a yellow button labeled 'Add', which is highlighted with a black box.

[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.

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:

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

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	<input type="text"/>   

OR

Customize Find View All 	
First 1 of 1 Last	
Department	
1	<input type="text"/>   

 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	<input type="text"/>   

 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**.

Student Approval Report page displays.

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

16. Click **Process Monitor**.

Process Scheduler Request

User ID: JLEW Run Control ID: RUN_TIMESHEET

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

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Approval Report	SJTL005	SQR Report	Web	PDF	Distribution

OK Cancel

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:

Empl ID
1 999999999
2 888888888

OR

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	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	Update Process
Run Control ID: RUN_TIMESHEET	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	

Date/Time	Actions
Request Created On: 03/02/2012 3:41:01PM PST	Parameters Transfer
Run Anytime After: 03/02/2012 3:26:39PM PST	Message Log
Began Process At: 03/02/2012 3:41:27PM PST	Batch Timings
Ended Process At: 03/02/2012 3:41:39PM PST	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 EMPLOYERS 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