

Table of Contents

	Page
Introduction	1
Processing Steps	1
TF Contract –Batch Print Search Page	1
TF Contract –Batch Print Page.....	2
Process Scheduler Request Page.....	3
Process List Page.....	4
Process Detail Page	5
View Log Trace Page	6
PDF Output –Transaction Form File.....	7

Introduction

Use this process to print a group of Transaction Forms all at one time – e.g. at the beginning of an appointment cycle.

Note that this produces one PDF file – each Transaction Form will be a separate page in the file.

Processing Steps

TF Contract –Batch Print Search Page

Navigation: > *CSU Temp Faculty* > *CSU TF Batch Print*

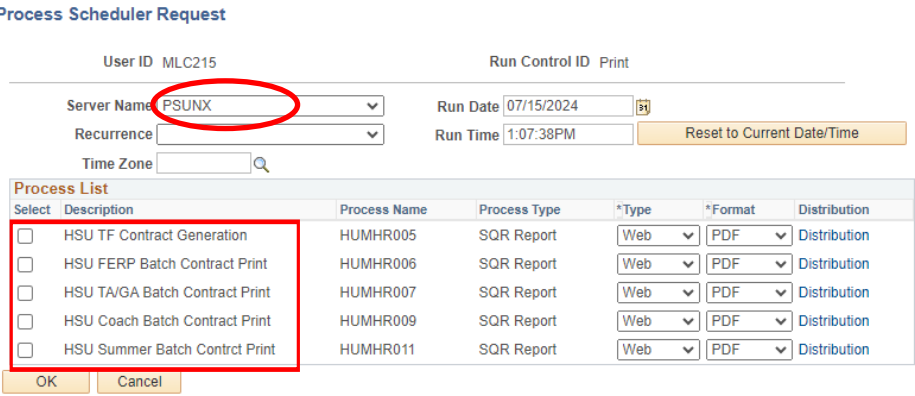
Processing Steps	Screen Shot								
<p>Go to CSU TF Batch Print. See navigation above.</p> <p>Enter a Run Control ID</p> <ul style="list-style-type: none">• If one doesn't already exist, use <u>Add a New Value</u> to create one.• The Run Control ID can be any name you choose (e.g. batch) and will save your settings for your next print job.	<p>CSU TF Batch Print</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Run Control ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"><thead><tr><th>Run Control ID</th><th>Language Code</th></tr></thead><tbody><tr><td>Print</td><td>English</td></tr><tr><td>load</td><td>English</td></tr><tr><td>test1</td><td>English</td></tr></tbody></table> <p>Find an Existing Value Add a New Value</p>	Run Control ID	Language Code	Print	English	load	English	test1	English
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Print	English								
load	English								
test1	English								



TF Contract –Batch Print Page

Processing Steps	Screen Shot									
<p>Check the Include Courses? box so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.</p> <p>Select Term as the Run Parameter Type</p> <ul style="list-style-type: none"> • Empl ID will print <u>all</u> contracts for <u>all</u> semesters for that person. • Department, will print <u>all</u> contracts for <u>all</u> semesters for the Dept. • Job Code will print <u>all</u> contracts for <u>all</u> semesters for that job code. 	<p>CSU TF Batch Print</p> <p>Run Control ID: Print Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Cal Poly Humboldt</p> <p>Include Course?: <input checked="" type="checkbox"/></p> <p>Run Parameter Type</p> <p><input type="radio"/> Emplid <input type="radio"/> Department <input type="radio"/> Job Code <input checked="" type="radio"/> Term</p> <p>Department/Term Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> </tr> </thead> <tbody> <tr> <td>1 D20023</td> <td>ART</td> <td>2244</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>	*Department	Description	*Term	1 D20023	ART	2244			
*Department	Description	*Term								
1 D20023	ART	2244								
<p>The Department/ Term box will display. Enter Department # and the Term you wish to print.</p> <p>Note: You can add rows to print contracts for multiple depts. at the same time (e.g. All of the Athletics "sports" depts.)</p> <p>Click Run</p>	<p>CSU TF Batch Print</p> <p>Run Control ID: Print Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Cal Poly Humboldt</p> <p>Include Courses?: <input checked="" type="checkbox"/></p> <p>Run Parameter Type</p> <p><input type="radio"/> Emplid <input type="radio"/> Department <input type="radio"/> Job Code <input checked="" type="radio"/> Term</p> <p>Department/Term Personalize Find View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> </tr> </thead> <tbody> <tr> <td>1 D40014</td> <td>ATHLETICS-BSKBL-MEN</td> <td>2425</td> </tr> <tr> <td>2 D40018</td> <td>ATHLETICS-SOFTBALL</td> <td>2425</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p>	*Department	Description	*Term	1 D40014	ATHLETICS-BSKBL-MEN	2425	2 D40018	ATHLETICS-SOFTBALL	2425
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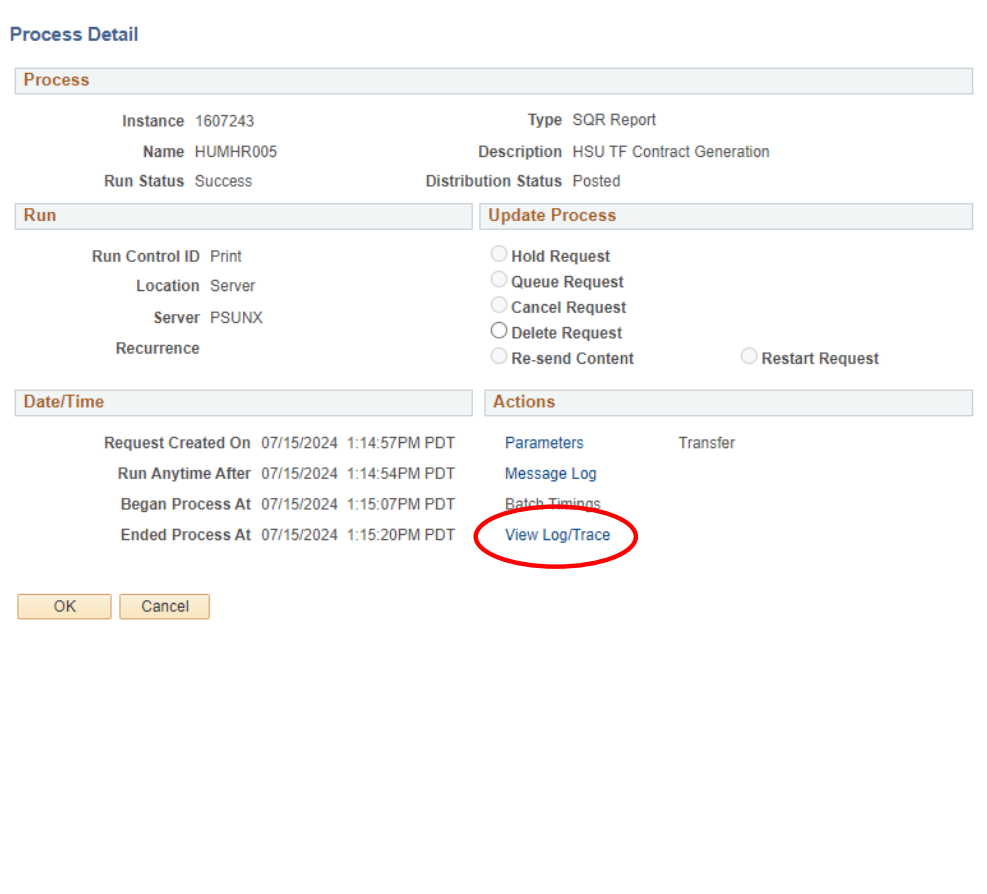
Process Scheduler Request Page

Processing Steps	Screen Shots																																										
<p>Process Scheduler Request page displays:</p> <p>Check settings:</p> <ul style="list-style-type: none"> • Server Name = PSUNX • Select the appropriate form for the type of appointment on the process list: • Lecturer = HSU TF Contract Generation, HUMHR005 • FERP = HSU FERP Batch Contract Print, HUMHR006 • TA or GA = HSU TA/GA Batch Contract Print, HUMHR007 • Coach = HSU Coach Batch Contract Print, HUMHR009 • Summer = HSU Summer Batch Contract Print, HUMHR011 <p>• <u>Type</u> = Web;</p> <p>• <u>Format</u> = PDF</p> <p>Click OK</p>	 <p>Process Scheduler Request</p> <p>User ID: MLC215 Run Control ID: Print</p> <p>Server Name: PSUNX Run Date: 07/15/2024</p> <p>Recurrence: Run Time: 1:07:38PM Reset to Current Date/Time</p> <p>Time Zone: <input type="text"/></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 type="checkbox"/></td> <td>HSU TF Contract Generation</td> <td>HUMHR005</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU FERP Batch Contract Print</td> <td>HUMHR006</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU TA/GA Batch Contract Print</td> <td>HUMHR007</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Coach Batch Contract Print</td> <td>HUMHR009</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Summer Batch Contract Print</td> <td>HUMHR011</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>Note: More than one type of form can be selected in a print session. Forms will process by job code for each group at the same time – separate .pdf files will be created for each group.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	HSU TF Contract Generation	HUMHR005	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU FERP Batch Contract Print	HUMHR006	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU TA/GA Batch Contract Print	HUMHR007	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Coach Batch Contract Print	HUMHR009	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Summer Batch Contract Print	HUMHR011	SQR Report	Web	PDF	Distribution
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Process List Page

Processing Steps	Screen Shots
<p>When returned to the 1st page – Click <u>Process Monitor</u> link to display the <u>Process List</u>:</p> <p>Click Refresh until Run Status = Success</p> <p>and</p> <p>Distribution Status = Posted</p> <p>Click on <u>Details</u></p>	<p>The screenshot shows the 'CSU TF Batch Print' interface. At the top right, the 'Process Monitor' link is circled in red. Below it, the 'Run' button is visible. The interface includes a 'Run Control ID' field set to 'Print', a 'Report Manager' link, and a 'Process Instance: 1607243' label. The 'Business Unit' is set to 'HMCMP' for 'Cal Poly Humboldt'. The 'Include Courses?' checkbox is checked. Under 'Run Parameter Type', 'Term' is selected. A table shows the selected department 'D20023' and term '2244'. Navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display' are present. Below this is the 'View Process Request For' section with search filters for User ID, Type, Last, Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is circled in red. The 'Process List' table below shows a single entry with 'Run Status' as 'Success' and 'Distribution Status' as 'Posted'. The 'Details' link in the table is also circled in red. At the bottom, there are 'Save' and 'Notify' buttons, and a 'Process List Server List' link.</p>

Process Detail Page

Process Steps	Screen Shot
<p>Process Detail page displays:</p> <p>Under Actions, click on <u>View Log/Trace</u></p>	 <p>The screenshot displays the 'Process Detail' page with the following sections:</p> <ul style="list-style-type: none"> Process: Instance 1607243, Name HUMHR005, Type SQR Report, Description HSU TF Contract Generation, Run Status Success, Distribution Status Posted. Run: Run Control ID Print, Location Server, Server PSUNX, Recurrence. Update Process: Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request. Date/Time: Request Created On 07/15/2024 1:14:57PM PDT, Run Anytime After 07/15/2024 1:14:54PM PDT, Began Process At 07/15/2024 1:15:07PM PDT, Ended Process At 07/15/2024 1:15:20PM PDT. Actions: Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (circled in red). Buttons: OK, Cancel.

View Log Trace Page

Process Steps	Screen Shot												
<p>Under <u>File List</u>, click on the PDF report link. The report name will begin with humhr.</p>	<p>The screenshot displays the 'View Log/Trace' interface. It includes sections for 'Report' (Report ID: 955880, Process Instance: 1607256, Name: HUMHR005, Process Type: SQR Report, Run Status: Success), 'Distribution Details' (Distribution Node: HHUMPRD, Expiration Date: 08/29/2024), and a 'File List' table. The file list contains three entries: 'SQR_HUMHR005_1607256.log', 'humhr005_1607256.PDF' (circled in red), and 'humhr005_1607256.out'. A 'Distribute To' section shows the user 'MLC215'. A 'Return' button is located at the bottom.</p> <table border="1" data-bbox="472 764 1409 905"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_HUMHR005_1607256.log</td> <td>1,665</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> <tr> <td>humhr005_1607256.PDF</td> <td>45,702</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> <tr> <td>humhr005_1607256.out</td> <td>14,047</td> <td>07/15/2024 2:58:52.635737PM PDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_HUMHR005_1607256.log	1,665	07/15/2024 2:58:52.635737PM PDT	humhr005_1607256.PDF	45,702	07/15/2024 2:58:52.635737PM PDT	humhr005_1607256.out	14,047	07/15/2024 2:58:52.635737PM PDT
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PDF Output – Transaction Form File

Process Steps	Screen Shot																															
<p>A PDF file of all the contracts printed in the batch will display.</p> <p>Print the file to generate the transaction forms for signatures and processing.</p> <p>To navigate out of report screens:</p> <ul style="list-style-type: none"> • Close .pdf window. • On View Log/Trace page, click Return • On Process Detail page, click OK • On Process List page, click on Go Back to CSU TF Batch Print hyperlink. <p>This returns you to the first page to start a new print job.</p> <p>OR</p> <p>Click any hyperlink on the left-hand menu.</p>	<p>TEMPORARY HUMBOLDT STATE UNIVERSITY LECTURER TRANSACTION FORM (Please attach current vita for new hires)</p> <p>Revision/Notes: Rehired annuitant</p> <p>Term: Fall 2007 Letter Code: NEW Contract Desc: APS 0708 SP Eff Seq: 0</p> <p>NOTE TO LECTURER: This is a provisional workload assignment. After review and approval, you will receive an email notification of your appointment. This will include your conditions of employment and information about any salary increases for which you may be eligible. This form does NOT constitute an appointment.</p> <table border="1"> <tr> <td>Name: Sylvia Plath</td> <td>HSU ID: 010025623</td> <td>Email: plath@suddenlink.com</td> </tr> <tr> <td>Position #: 00022367</td> <td>Title: LECTURER AY / 3 YEAR</td> <td>Department Name: ACADEMIC PERSONNEL SERVICES</td> </tr> <tr> <td>College Code: 99</td> <td>Department Code: 131</td> <td>Department ID: D20003</td> </tr> <tr> <td>Contract Type: 12.12 Entitlement - Yr 1 of 3</td> <td>Job Code: 2358</td> <td>Entitlement (WTUs): 23.5</td> </tr> <tr> <td>Start Date: August 17, 2007</td> <td>End Date: May 21, 2008</td> <td>3 Year Appointment End Date: May 15, 2010</td> </tr> <tr> <td>Total WTUs: 9.50</td> <td>Pay Decimal: 0.6333333</td> <td>Time Base Fraction: 19/30</td> </tr> <tr> <td>Salary Range/Grade: 3</td> <td>Full-time Salary Rate: 4253.00</td> <td>Monthly Salary: 2693.57</td> </tr> </table> <p>Alternate Chartfield String: _____ - _____ - _____ (If different than default funding source - for College use only)</p> <p>Course Assignments</p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Course #</th> <th># of Sections</th> <th>Total WTUs</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name: Sylvia Plath	HSU ID: 010025623	Email: plath@suddenlink.com	Position #: 00022367	Title: LECTURER AY / 3 YEAR	Department Name: ACADEMIC PERSONNEL SERVICES	College Code: 99	Department Code: 131	Department ID: D20003	Contract Type: 12.12 Entitlement - Yr 1 of 3	Job Code: 2358	Entitlement (WTUs): 23.5	Start Date: August 17, 2007	End Date: May 21, 2008	3 Year Appointment End Date: May 15, 2010	Total WTUs: 9.50	Pay Decimal: 0.6333333	Time Base Fraction: 19/30	Salary Range/Grade: 3	Full-time Salary Rate: 4253.00	Monthly Salary: 2693.57	Subject	Course #	# of Sections	Total WTUs	Description					
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