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Introduction

Use this process to print one Transaction Form at a time.

Processing Steps

TF Contract – Individual Print Search Page

Navigation: > CSU Temp Faculty > CSU TF Individual Print

Processing Steps	Screen Shot								
<p>Go to CSU TF Individual 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. indiv) and will save your settings for your next print job. 	<p>CSU TF Individual 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: begins with []</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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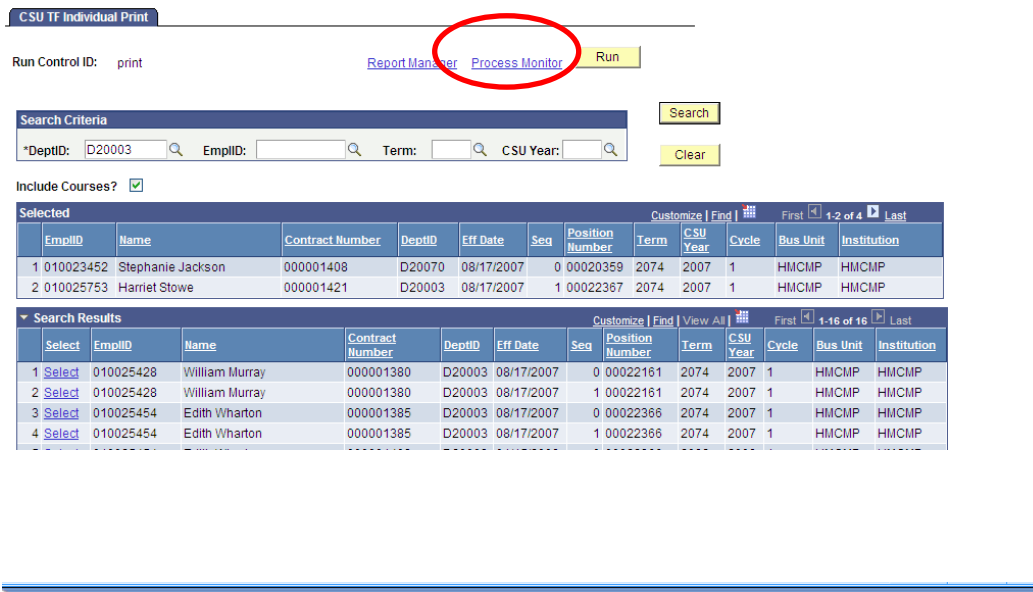
TF Contract –Individual Print Page

Processing Steps	Screen Shot																																																																																																					
<p>Check Include Courses? box so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.</p> <p>Under <u>Search Criteria</u> enter your Dept ID # and the Term.</p> <p>Click Search.</p> <p><u>Search Results</u> will give you a list of all contracts matching your search criteria – in this case, all Fall 2007 contracts in your department. Click on the <u>Select</u> hyperlink for the contract you want to print.</p> <p>Note: If <u>Search Results</u> yield more than one entry for the same lecturer – check the Seq field (sequence number).</p> <ul style="list-style-type: none"> • Each contract revision requires a different sequence number. • Generally you will select the “highest” sequence number as being the most recent revision. 	<p>CSU TF Individual Print</p> <p>Run Control ID: print Report Manager Process Monitor Run Search Clear</p> <p>Search Criteria</p> <p>DeptID: D20003 EmpID: Term: CSU Year: Search Clear</p> <p>Include Courses? <input checked="" type="checkbox"/></p> <table border="1"> <thead> <tr> <th>EmpID</th> <th>Name</th> <th>Contract Number</th> <th>DeptID</th> <th>Eff Date</th> <th>Seq</th> <th>Position Number</th> <th>Term</th> <th>CSU Year</th> <th>Cycle</th> <th>Bus Unit</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td>1 010023452</td> <td>Stephanie Jackson</td> <td>000001408</td> <td>D20070</td> <td>08/17/2007</td> <td>0</td> <td>00020359</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>2 010025753</td> <td>Harriet Stowe</td> <td>000001421</td> <td>D20003</td> <td>08/17/2007</td> <td>1</td> <td>00022367</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> </tbody> </table> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Select</th> <th>EmpID</th> <th>Name</th> <th>Contract Number</th> <th>DeptID</th> <th>Eff Date</th> <th>Seq</th> <th>Position Number</th> <th>Term</th> <th>CSU Year</th> <th>Cycle</th> <th>Bus Unit</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td>1 Select</td> <td>010025428</td> <td>William Murray</td> <td>000001380</td> <td>D20003</td> <td>08/17/2007</td> <td>0</td> <td>00022161</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>2 Select</td> <td>010025428</td> <td>William Murray</td> <td>000001380</td> <td>D20003</td> <td>08/17/2007</td> <td>1</td> <td>00022161</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>3 Select</td> <td>010025454</td> <td>Edith Wharton</td> <td>000001385</td> <td>D20003</td> <td>08/17/2007</td> <td>0</td> <td>00022366</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>4 Select</td> <td>010025454</td> <td>Edith Wharton</td> <td>000001385</td> <td>D20003</td> <td>08/17/2007</td> <td>1</td> <td>00022366</td> <td>2074</td> <td>2007</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> </tbody> </table> <p>Seq</p> <p>0</p> <p>1</p>	EmpID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Institution	1 010023452	Stephanie Jackson	000001408	D20070	08/17/2007	0	00020359	2074	2007	1	HMCMP	HMCMP	2 010025753	Harriet Stowe	000001421	D20003	08/17/2007	1	00022367	2074	2007	1	HMCMP	HMCMP	Select	EmpID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Institution	1 Select	010025428	William Murray	000001380	D20003	08/17/2007	0	00022161	2074	2007	1	HMCMP	HMCMP	2 Select	010025428	William Murray	000001380	D20003	08/17/2007	1	00022161	2074	2007	1	HMCMP	HMCMP	3 Select	010025454	Edith Wharton	000001385	D20003	08/17/2007	0	00022366	2074	2007	1	HMCMP	HMCMP	4 Select	010025454	Edith Wharton	000001385	D20003	08/17/2007	1	00022366	2074	2007	1	HMCMP	HMCMP
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Process Scheduler Request Page

Processing Steps	Screen Shot																																																	
<p>Click Run</p> <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: • Lecturer = HSU TF Indiv Contract Print, HUMHR002 • FERP = HSU FERP Indiv Contract Print, HUMHR003 • TA or GA = HSU TA/GA Indiv Contract Print, HUMHR004 • Coach = HSU Coach Individual Contract Print, HUMHR008 • Summer = HSU Summer Individual Contract Print, HUMHR010 • <u>Type</u> = Web; • <u>Format</u> = PDF <p>Click OK</p>	<p>The screenshot shows the 'Process Scheduler Request' interface. At the top, there's a 'Run' button circled in red. Below it, search criteria are visible with 'DeptID' set to 'D20003'. The 'Include Courses?' checkbox is checked. Two tables show search results for Edith Wharton and William Murray. The 'Process Scheduler Request' form below has 'User ID' as 'mjh3' and 'Run Control ID' as 'print1'. The 'Server Name' dropdown is set to 'PSUNX' and is circled in red. The 'Run Date' is '04/08/2008' and 'Run Time' is '11:22:09AM'. A 'Process List' table is shown with a red box around the first three rows:</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>Summer TF Indiv Contract Print</td> <td>CSUHR02S</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU TF Indiv Contract Print</td> <td>HUMHR002</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU FERP Indiv Contract Print</td> <td>HUMHR003</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 Indiv Contract Print</td> <td>HUMHR004</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Coach Indiv Contract Print</td> <td>HUMHR008</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>HSU Summer Indiv Contract Print</td> <td>HUMHR010</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>At the bottom of the form are 'OK' and 'Cancel' buttons.</p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	Summer TF Indiv Contract Print	CSUHR02S	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU TF Indiv Contract Print	HUMHR002	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU FERP Indiv Contract Print	HUMHR003	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU TA/GA Indiv Contract Print	HUMHR004	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Coach Indiv Contract Print	HUMHR008	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	HSU Summer Indiv Contract Print	HUMHR010	SQR Report	Web	PDF	Distribution
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Process List Page

Processing Steps	Screen Shots
<p>When returned to the 1st page – Click the <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 Individual Print' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', with 'Process Monitor' circled in red. Below this is a search criteria section with fields for DeptID, EmpID, Term, and CSU Year, and buttons for 'Search' and 'Clear'. A table titled 'Selected' displays contract information for Stephanie Jackson and Harriet Stowe. Below that is a 'Search Results' table with columns for Select, EmpID, Name, Contract Number, DeptID, Eff Date, Seg, Position Number, Term, CSU Year, Cycle, Bus Unit, and Institution. The bottom part of the screenshot shows the 'Process List' section with a 'View Process Request For' form containing fields for User ID, Type, Last, Server, Name, Instance, Run Status, and Distribution Status, and a 'Refresh' button circled in red. Below the form is a table with columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details, with the 'Details' link in the second row circled in red.</p>

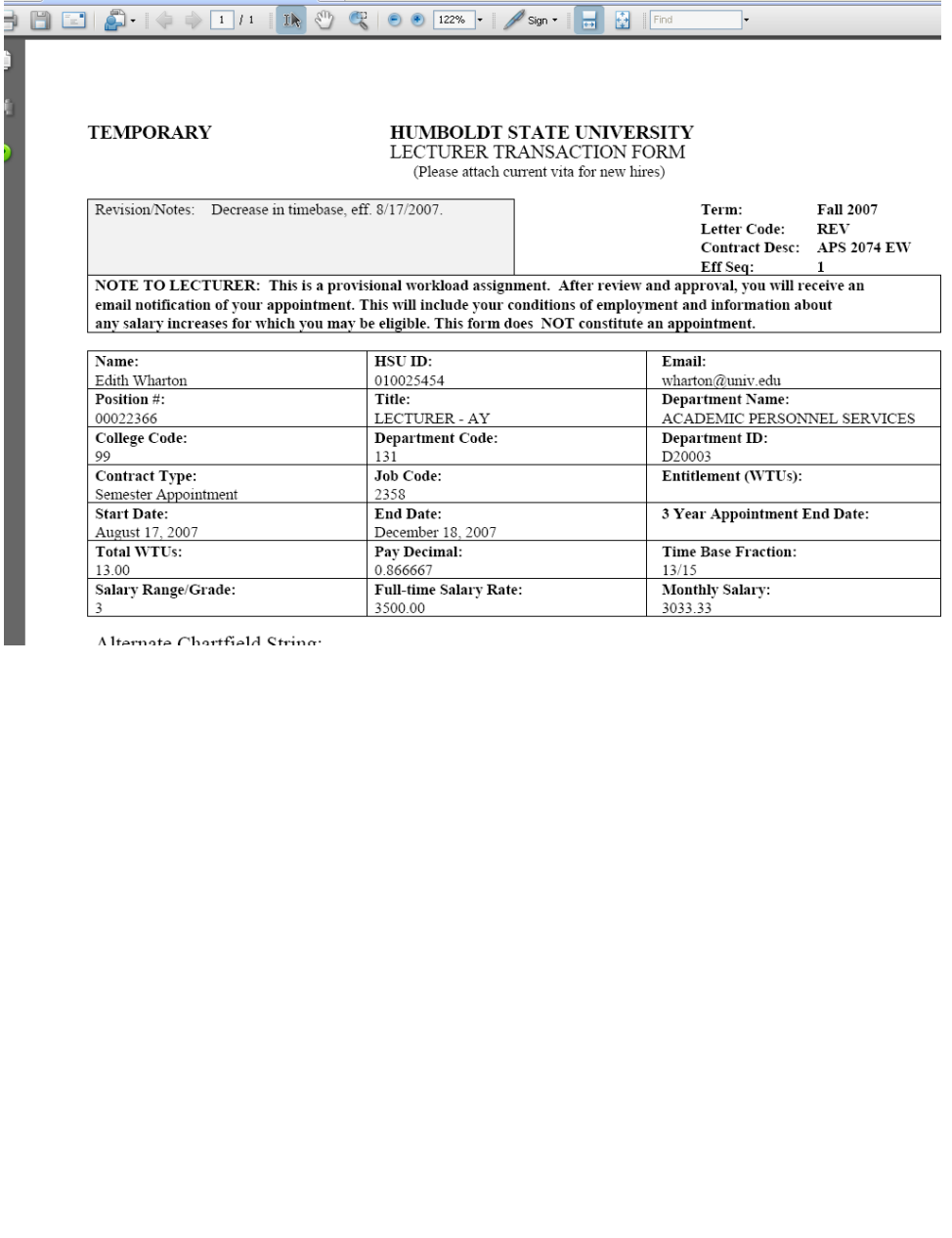
Process Detail Page

Processing Steps	Screen Shots
<p>Process Detail page displays:</p> <p>Under Actions, click on View Log/Trace</p>	<p>The screenshot displays the 'Process Detail' page with the following sections:</p> <ul style="list-style-type: none"> Process: Instance: 20451, Type: SQR Report, Name: HSUHR002, Description: HSU TF Indiv Contract Print, Run Status: Error, Distribution Status: Posted. Run: Run Control ID: print, Location: Server, Server: PSUNX, Recurrence: (empty). Update Process: Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), and Restart Request. Date/Time: Request Created On: 05/29/2007 3:57:55PM PDT, Run Anytime After: 05/29/2007 3:57:50PM PDT, Began Process At: (empty), Ended Process At: 05/29/2007 3:58:24PM PDT. Actions: Links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (circled in red). <p>Buttons for OK and Cancel are visible at the bottom.</p>

View Log/Trace Page

Process Steps	Screen Shot																
<p>Under <u>File List</u>, click on the report link. The report name will begin with humhr.</p>	<div data-bbox="565 401 1377 1052"> <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 443 Process Instance: 20450 Message Log</p> <p>Name: HUMHR002 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>HSU TF Indiv Contract Print</p> <p>Distribution Details</p> <p>Distribution Node: HHUMCNV Expiration Date: 05/31/2007</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>Message Log</td> <td>1,583</td> <td>05/29/2007 3:58:07.000000PM PDT</td> </tr> <tr> <td>humhr002_20450.PDF</td> <td>3,615</td> <td>05/29/2007 3:58:07.000000PM PDT</td> </tr> <tr> <td>Trace.txt</td> <td>98</td> <td>05/29/2007 3:58:07.000000PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>fac_user</td> </tr> </tbody> </table> <p>Return</p> </div>	Name	File Size (bytes)	Datetime Created	Message Log	1,583	05/29/2007 3:58:07.000000PM PDT	humhr002_20450.PDF	3,615	05/29/2007 3:58:07.000000PM PDT	Trace.txt	98	05/29/2007 3:58:07.000000PM PDT	Distribution ID Type	*Distribution ID	User	fac_user
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PDF Output – Transaction Form File

Process Steps	Screen Shot																																										
<p>A PDF file of the contract will display.</p> <p>Print the file to generate the transaction form for signature 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 Individual 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>The screenshot shows a PDF viewer displaying a form for Humboldt State University. The form is titled 'TEMPORARY HUMBOLDT STATE UNIVERSITY LECTURER TRANSACTION FORM' and includes a note for lecturers about a provisional workload assignment. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Name:</th> <th>HSU ID:</th> <th>Email:</th> </tr> </thead> <tbody> <tr> <td>Edith Wharton</td> <td>010025454</td> <td>wharton@univ.edu</td> </tr> <tr> <th>Position #:</th> <th>Title:</th> <th>Department Name:</th> </tr> <tr> <td>00022366</td> <td>LECTURER - AY</td> <td>ACADEMIC PERSONNEL SERVICES</td> </tr> <tr> <th>College Code:</th> <th>Department Code:</th> <th>Department ID:</th> </tr> <tr> <td>99</td> <td>131</td> <td>D20003</td> </tr> <tr> <th>Contract Type:</th> <th>Job Code:</th> <th>Entitlement (WTUs):</th> </tr> <tr> <td>Semester Appointment</td> <td>2358</td> <td></td> </tr> <tr> <th>Start Date:</th> <th>End Date:</th> <th>3 Year Appointment End Date:</th> </tr> <tr> <td>August 17, 2007</td> <td>December 18, 2007</td> <td></td> </tr> <tr> <th>Total WTUs:</th> <th>Pay Decimal:</th> <th>Time Base Fraction:</th> </tr> <tr> <td>13.00</td> <td>0.866667</td> <td>13/15</td> </tr> <tr> <th>Salary Range/Grade:</th> <th>Full-time Salary Rate:</th> <th>Monthly Salary:</th> </tr> <tr> <td>3</td> <td>3500.00</td> <td>3033.33</td> </tr> </tbody> </table>	Name:	HSU ID:	Email:	Edith Wharton	010025454	wharton@univ.edu	Position #:	Title:	Department Name:	00022366	LECTURER - AY	ACADEMIC PERSONNEL SERVICES	College Code:	Department Code:	Department ID:	99	131	D20003	Contract Type:	Job Code:	Entitlement (WTUs):	Semester Appointment	2358		Start Date:	End Date:	3 Year Appointment End Date:	August 17, 2007	December 18, 2007		Total WTUs:	Pay Decimal:	Time Base Fraction:	13.00	0.866667	13/15	Salary Range/Grade:	Full-time Salary Rate:	Monthly Salary:	3	3500.00	3033.33
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