



HCM 8.9 Business Process Guide TF Contract- Batch Print Process

Last Revised: 4/08/2008



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REVISION CONTROL

Document Title: TF Contract Batch Print Process

Author: Academic Personnel Services

Date	By	Action	Pages
5/25/2007	S. Deffenderfer	Release of New Document	All
11/06/2007	S. Deffenderfer	Updated screen shots for additional transaction forms	7
3/11/2008	S. Deffenderfer	Updated to add Coach Contracts	2-3
4/8/2008	M. Koval	Updated to add Summer Contracts	3



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 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>Run Control ID: begins with <input type="text" value="print"/></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 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr> <td>contract type</td> <td>English</td> </tr> <tr> <td>print</td> <td>English</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p>	Run Control ID	Language Code	contract type	English	print	English
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print	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>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 Humboldt State University</p> <p>Include Courses? <input checked="" type="checkbox"/> SA: N</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> <table border="1"> <thead> <tr> <th colspan="3">Department/Term</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 D20003</td> <td>ACADEMIC PERSONNEL SERVICES</td> <td>2074</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display</p> <hr/> <p>CSU TF Batch Print</p> <p>Run Control ID: Batch Report Manager Process Monitor Run</p> <p>Business Unit: HMCMP Humboldt State University</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> <table border="1"> <thead> <tr> <th colspan="3">Department/Term</th> <th>Customize</th> <th>Find</th> <th>View All</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>*Department</th> <th>Description</th> <th>*Term</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 D40010</td> <td>ATHLETIC-VOLLEYBALL</td> <td>0809</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 D40011</td> <td>ATHLETICS-XCOUNTRY</td> <td>0809</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Add Update/Display</p>	Department/Term			Customize	Find	View All	First	1 of 1	Last	*Department	Description	*Term							1 D20003	ACADEMIC PERSONNEL SERVICES	2074							Department/Term			Customize	Find	View All	First	1-2 of 2	Last	*Department	Description	*Term							1 D40010	ATHLETIC-VOLLEYBALL	0809							2 D40011	ATHLETICS-XCOUNTRY	0809						
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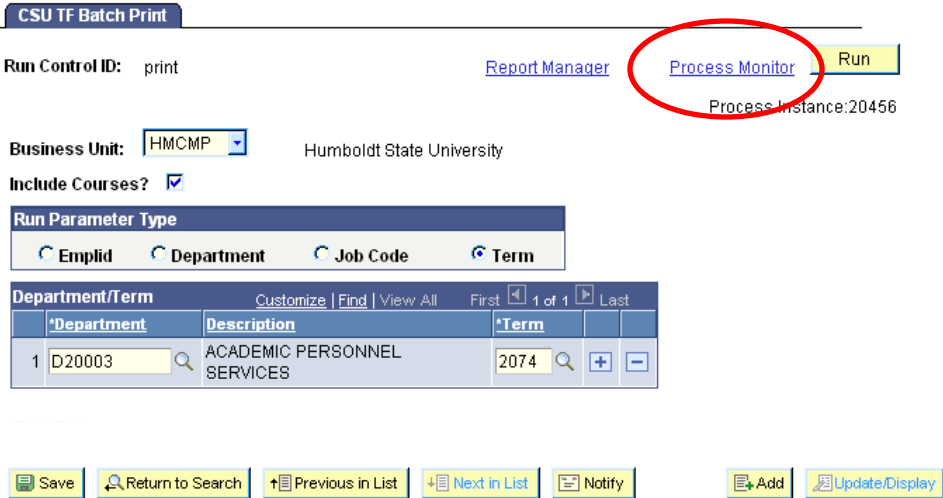
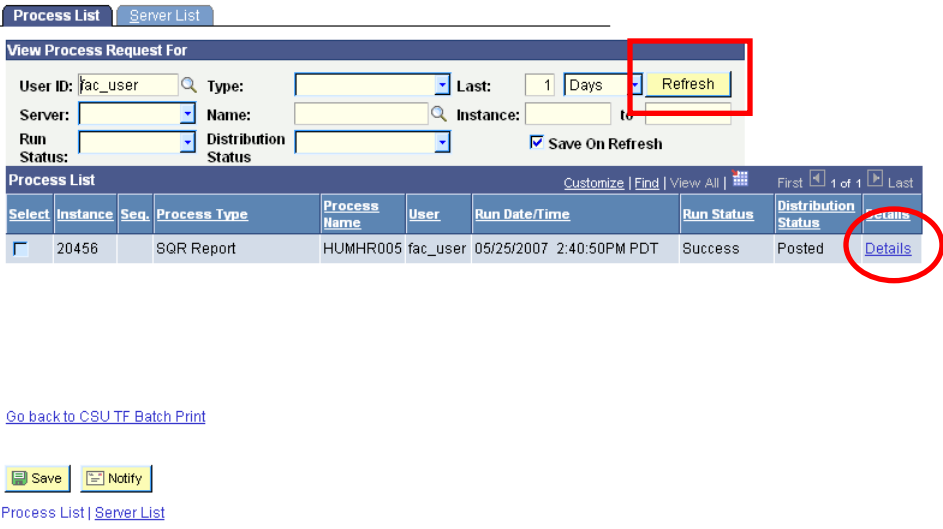


Process Scheduler Request Page

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: mjh3 Run Control ID: print1</p> <p>Server Name: PSUNX Run Date: 04/08/2008</p> <p>Recurrence: Run Time: 11:35:13AM 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 type="checkbox"/></td> <td>Summer Contract Gen - Batch</td> <td>CSUHR05S</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <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> <tr> <td><input type="checkbox"/></td> <td>HSU COV Batch Contracts</td> <td>HUMHR03A</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> <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"/>	Summer Contract Gen - Batch	CSUHR05S	SQR Report	Web	PDF	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	<input type="checkbox"/>	HSU COV Batch Contracts	HUMHR03A	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, there are three buttons: 'Report Manager', 'Process Monitor' (circled in red), and 'Run'. Below these, the 'Run Control ID' is 'print'. The 'Business Unit' is 'HMCMP' (Humboldt State University). The 'Include Courses?' checkbox is checked. Under 'Run Parameter Type', 'Term' is selected. A table shows one entry: Department 'D20003', Description 'ACADEMIC PERSONNEL SERVICES', and Term '2074'. At the bottom, there are navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.</p>  <p>The second screenshot shows the 'Process List' interface. Under 'View Process Request For', there is a 'Refresh' button circled in red. Below this is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Details' link for the first row is circled in red. The first row has Instance '20456', Process Type 'SQR Report', Process Name 'HUMHR005', User 'fac_user', Run Date/Time '05/25/2007 2:40:50PM PDT', Run Status 'Success', and Distribution Status 'Posted'. At the bottom, there are 'Save' and 'Notify' buttons, and a link to 'Process List Server List'.</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>	<div data-bbox="467 401 1409 1241"> <p>Process Detail</p> <hr/> <p>Process</p> <table border="0"> <tr> <td>Instance: 20456</td> <td>Type: SQR Report</td> </tr> <tr> <td>Name: HUMHR005</td> <td>Description: HSU TF Batch Contract Print</td> </tr> <tr> <td>Run Status: Success</td> <td>Distribution Status: Posted</td> </tr> </table> <hr/> <table border="0"> <tr> <td style="width: 50%;">Run</td> <td style="width: 50%;">Update Process</td> </tr> <tr> <td> <p>Run Control ID: print</p> <p>Location: Server</p> <p>Server: PSUNX</p> <p>Recurrence:</p> </td> <td> <ul style="list-style-type: none"> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request </td> </tr> </table> <hr/> <table border="0"> <tr> <td style="width: 50%;">Date/Time</td> <td style="width: 50%;">Actions</td> </tr> <tr> <td> <p>Request Created On: 05/25/2007 2:40:58PM PDT</p> <p>Run Anytime After: 05/25/2007 2:40:50PM PDT</p> <p>Began Process At: 05/25/2007 2:41:13PM PDT</p> <p>Ended Process At: 05/25/2007 2:41:26PM PDT</p> </td> <td> <p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p> </td> </tr> </table> <hr/> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Instance: 20456	Type: SQR Report	Name: HUMHR005	Description: HSU TF Batch Contract Print	Run Status: Success	Distribution Status: Posted	Run	Update Process	<p>Run Control ID: print</p> <p>Location: Server</p> <p>Server: PSUNX</p> <p>Recurrence:</p>	<ul style="list-style-type: none"> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request 	Date/Time	Actions	<p>Request Created On: 05/25/2007 2:40:58PM PDT</p> <p>Run Anytime After: 05/25/2007 2:40:50PM PDT</p> <p>Began Process At: 05/25/2007 2:41:13PM PDT</p> <p>Ended Process At: 05/25/2007 2:41:26PM PDT</p>	<p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p>
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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="467 390 1318 1159"> <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 449 Process Instance: 20456 Message Log</p> <p>Name: HUMHR005 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>HSU TF Batch Contract Print</p> <p>Distribution Details</p> <p>Distribution Node: HHUMPRENT Expiration Date: <input type="text" value="05/27/2007"/></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>05/25/2007 2:41:26.000000PM PDT</td> </tr> <tr> <td>humhr005_20456.PDF</td> <td>39,760</td> <td>05/25/2007 2:41:26.000000PM PDT</td> </tr> <tr> <td>Trace File</td> <td>12,566</td> <td>05/25/2007 2:41:26.000000PM 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><input type="button" value="Return"/></p> </div>	Name	File Size (bytes)	Datetime Created	Message Log	1,583	05/25/2007 2:41:26.000000PM PDT	humhr005_20456.PDF	39,760	05/25/2007 2:41:26.000000PM PDT	Trace File	12,566	05/25/2007 2:41:26.000000PM 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 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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