



HCM 8.9 Business Process Guide TF Contract- Individual Print Process

Last Revised: 4/8/2008



Table of Contents

	Page
Introduction	1
Processing Steps	1
TF Contract – Individual Print Search Page	1
TF Contract –Individual 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

REVISION CONTROL

Document Title: TF Contract Individual 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	3
4/8/2008	M. Koval	Updated to add Summer Contracts	3

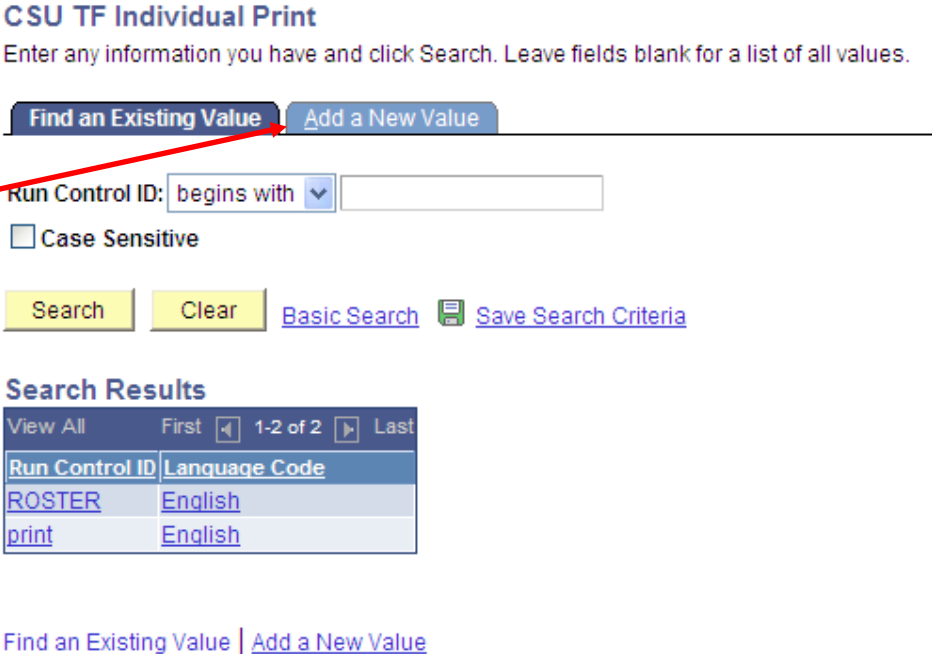
Introduction

Use this process to print one Transaction Form at a time – e.g. after revising an appointment.

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 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: <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 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr> <td>ROSTER</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	ROSTER	English	print	English
Run Control ID	Language Code						
ROSTER	English						
print	English						

TF Contract –Individual Print Page

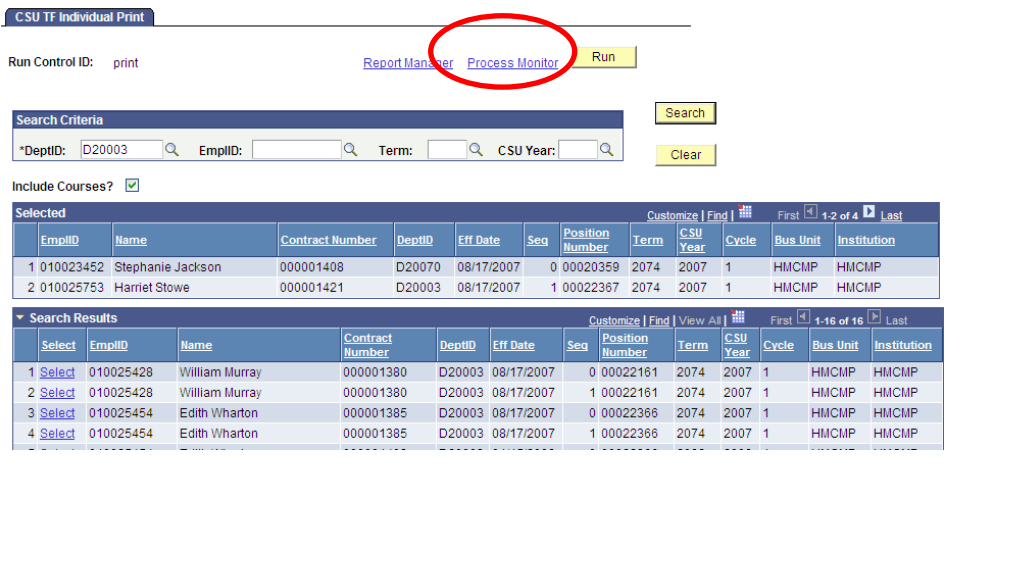
Processing Steps	Screen Shot																																																																																																					
<p>Check <u>Include Courses?</u> box so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.</p> <p>Under <u>Search Criteria</u> enter your 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</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
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																																																																																										

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>CSU TF Individual Print</p> <p>Run Control ID: print Report Manager Process Monitor Run</p> <p>Search Criteria Search Clear</p> <p>*DeptID: D20003 EmpID: Term: CSU Year: Include Courses? <input checked="" type="checkbox"/></p> <table border="1"> <thead> <tr> <th colspan="12">Selected</th> </tr> <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 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> </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> </tbody> </table> <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: 11:22:09AM 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 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>OK Cancel</p>	Selected												EmpID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Institution	1 010025454	Edith Wharton	000001385	D20003	08/17/2007	0	00022366	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	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
Selected																																																																																																																
EmpID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Institution																																																																																																					
1 010025454	Edith Wharton	000001385	D20003	08/17/2007	0	00022366	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																																																																																																				
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																																																																																																										



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' page. The 'Process Monitor' link is circled in red. Below it is a search criteria section with fields for DeptID (D20003), EmpID, Term, and CSU Year. A table of 'Selected' items is shown with columns for EmpID, Name, Contract Number, DeptID, Eff Date, Seg, Position Number, Term, CSU Year, Cycle, Bus Unit, and Institution. 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 of the screenshot shows the 'Process List' section with a 'Refresh' button circled in red and a table of process instances with columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Details' link in the table is also 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>	<div data-bbox="474 394 1399 1234"> <p>Process Detail</p> <p>Process</p> <p>Instance: 20451 Type: SQR Report Name: HSUHR002 Description: HSU TF Indiv Contract Print Run Status: Error Distribution Status: Posted</p> <p>Run Update Process</p> <p>Run Control ID: print Location: Server Server: PSUNX Recurrence:</p> <p><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</p> <p>Date/Time Actions</p> <p>Request Created On: 05/29/2007 3:57:55PM PDT Run Anytime After: 05/29/2007 3:57:50PM PDT Began Process At: Ended Process At: 05/29/2007 3:58:24PM PDT</p> <p>Parameters Transfer Message Log Batch Timings View Log/Trace</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>



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="565 401 716 426">View Log/Trace</div> <div data-bbox="565 428 1286 453">Report</div> <div data-bbox="565 464 1286 562"> <table border="0"> <tr> <td>Report ID: 443</td> <td>Process Instance: 20450</td> <td>Message Log</td> </tr> <tr> <td>Name: HUMHR002</td> <td>Process Type: SQR Report</td> <td></td> </tr> <tr> <td>Run Status: Success</td> <td></td> <td></td> </tr> </table> </div> <div data-bbox="565 569 776 594">HSU TF Indiv Contract Print</div> <div data-bbox="565 596 1286 621">Distribution Details</div> <div data-bbox="565 632 1286 657"> <table border="0"> <tr> <td>Distribution Node: HHUMCNV</td> <td>Expiration Date: <input type="text" value="05/31/2007"/></td> </tr> </table> </div> <div data-bbox="565 674 1377 699">File List</div> <div data-bbox="565 701 1377 800"> <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 File</td> <td>98</td> <td>05/29/2007 3:58:07.000000PM PDT</td> </tr> </tbody> </table> </div> <div data-bbox="565 810 1286 835">Distribute To</div> <div data-bbox="565 837 1286 890"> <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> </div> <div data-bbox="565 1031 659 1056">Return</div>	Report ID: 443	Process Instance: 20450	Message Log	Name: HUMHR002	Process Type: SQR Report		Run Status: Success			Distribution Node: HHUMCNV	Expiration Date: <input type="text" value="05/31/2007"/>	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 File	98	05/29/2007 3:58:07.000000PM PDT	Distribution ID Type	*Distribution ID	User	fac_user
Report ID: 443	Process Instance: 20450	Message Log																										
Name: HUMHR002	Process Type: SQR Report																											
Run Status: Success																												
Distribution Node: HHUMCNV	Expiration Date: <input type="text" value="05/31/2007"/>																											
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 File	98	05/29/2007 3:58:07.000000PM PDT																										
Distribution ID Type	*Distribution ID																											
User	fac_user																											



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>TEMPORARY HUMBOLDT STATE UNIVERSITY LECTURER TRANSACTION FORM (Please attach current vita for new hires)</p> <p>Revision/Notes: Decrease in timebase, eff. 8/17/2007.</p> <p>Term: Fall 2007 Letter Code: REV Contract Desc: APS 2074 EW Eff Seq: 1</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: Edith Wharton</td> <td>HSU ID: 010025454</td> <td>Email: wharton@univ.edu</td> </tr> <tr> <td>Position #: 00022366</td> <td>Title: LECTURER - AY</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: Semester Appointment</td> <td>Job Code: 2358</td> <td>Entitlement (WTUs): 3 Year Appointment End Date:</td> </tr> <tr> <td>Start Date: August 17, 2007</td> <td>End Date: December 18, 2007</td> <td></td> </tr> <tr> <td>Total WTUs: 13.00</td> <td>Pay Decimal: 0.866667</td> <td>Time Base Fraction: 13/15</td> </tr> <tr> <td>Salary Range/Grade: 3</td> <td>Full-time Salary Rate: 3500.00</td> <td>Monthly Salary: 3033.33</td> </tr> </table> <p>Alternate Chartfield String:</p>	Name: Edith Wharton	HSU ID: 010025454	Email: wharton@univ.edu	Position #: 00022366	Title: LECTURER - AY	Department Name: ACADEMIC PERSONNEL SERVICES	College Code: 99	Department Code: 131	Department ID: D20003	Contract Type: Semester Appointment	Job Code: 2358	Entitlement (WTUs): 3 Year Appointment End Date:	Start Date: August 17, 2007	End Date: December 18, 2007		Total WTUs: 13.00	Pay Decimal: 0.866667	Time Base Fraction: 13/15	Salary Range/Grade: 3	Full-time Salary Rate: 3500.00	Monthly Salary: 3033.33
Name: Edith Wharton	HSU ID: 010025454	Email: wharton@univ.edu																				
Position #: 00022366	Title: LECTURER - AY	Department Name: ACADEMIC PERSONNEL SERVICES																				
College Code: 99	Department Code: 131	Department ID: D20003																				
Contract Type: Semester Appointment	Job Code: 2358	Entitlement (WTUs): 3 Year Appointment End Date:																				
Start Date: August 17, 2007	End Date: December 18, 2007																					
Total WTUs: 13.00	Pay Decimal: 0.866667	Time Base Fraction: 13/15																				
Salary Range/Grade: 3	Full-time Salary Rate: 3500.00	Monthly Salary: 3033.33																				