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## Introduction

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

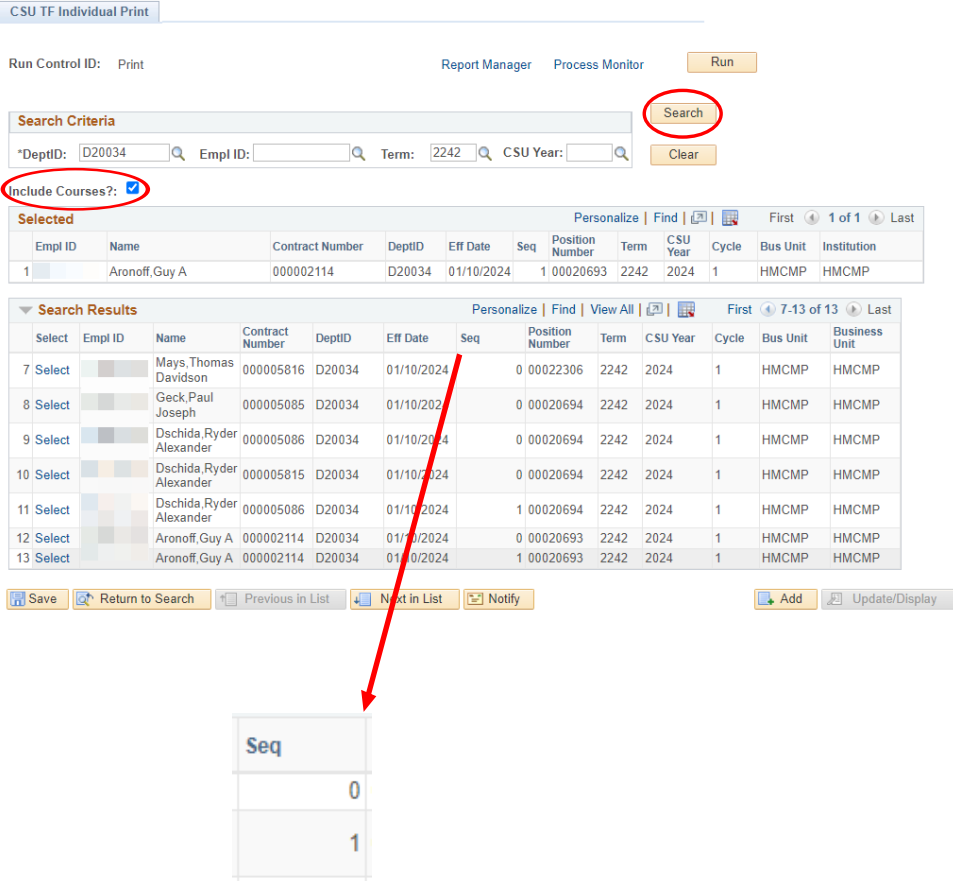
## Processing Steps

### TF Contract – Individual Print Search Page

Navigation: > CSU Temp Faculty > CSU TF Individual Print

Processing Steps	Screen Shot								
<p>Go to <b>CSU TF Individual Print</b>. See navigation above.</p> <p>Enter a <b>Run Control ID</b></p> <ul style="list-style-type: none"> <li>• If one doesn't already exist, use <u>Add a New Value</u> to create one.</li> <li>• The Run Control ID can be any name you choose (e.g. indiv) and will save your settings for your next print job.</li> </ul>	<p><b>CSU TF Individual Print</b></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><b>Search Results</b></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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load	English								
test1	English								

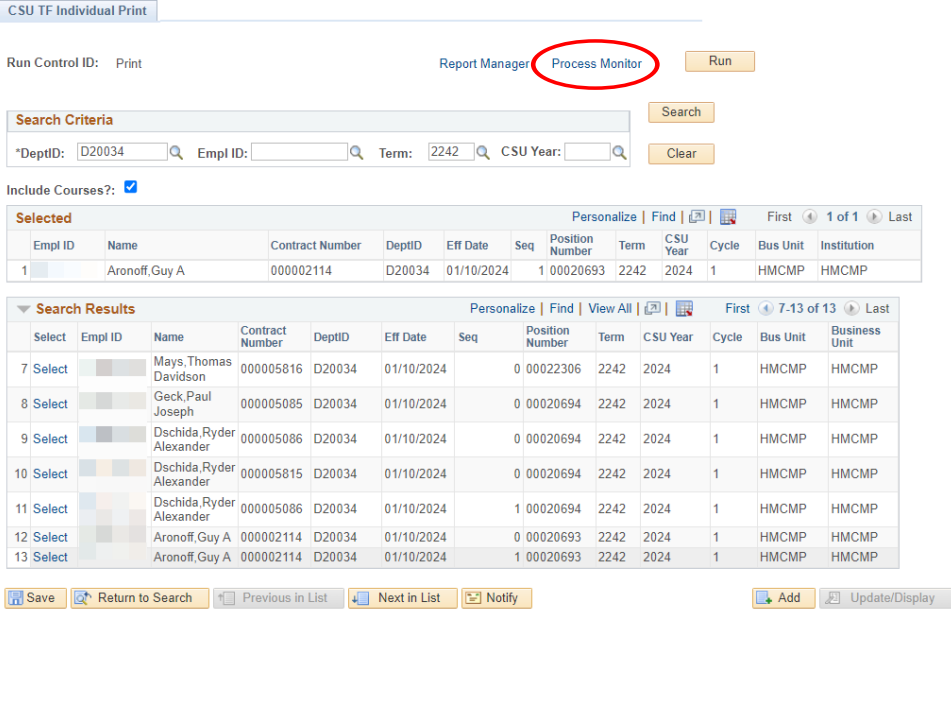
**TF Contract –Individual Print Page**

Processing Steps	Screen Shot
<p><b>Check <span style="color: red;">Include Courses?</span> box</b> so that the Course Assignments (and/or Other Assignments) will print on the Trans Form.</p> <p>Under <u>Search Criteria</u> enter your <b>Dept ID #</b> and the <b>Term</b>.</p> <p><b>Click Search.</b></p> <p>Search Results will give you a list of all contracts matching your search criteria – in this case, all Spring 2024 contracts in your department. Click on the <u>Select</u> hyperlink for the contract you want to print.</p> <p><u>Note:</u> Search Results yield more than one entry for the same lecturer – check the <b>Seq</b> field (sequence number).</p> <ul style="list-style-type: none"> <li>• Each contract revision requires a different sequence number.</li> <li>• Generally you will select the “highest” sequence number as being the most recent revision.</li> </ul>	 <p>The screenshot shows the 'CSU TF Individual Print' interface. At the top, there are buttons for 'Run Control ID: Print', 'Report Manager', 'Process Monitor', and 'Run'. Below this is the 'Search Criteria' section with input fields for 'DeptID: D20034', 'Empl ID', 'Term: 2242', and 'CSU Year'. A 'Search' button is circled in red. Below the search criteria, the 'Include Courses?' checkbox is checked and also circled in red. The 'Selected' table shows one entry for 'Aronoff, Guy A'. Below that is the 'Search Results' table with columns: Select, Empl ID, Name, Contract Number, DeptID, Eff Date, Seq, Position Number, Term, CSU Year, Cycle, Bus Unit, and Business Unit. A red arrow points from the 'Seq' column of the search results to a 'Seq' dropdown menu below the table, which shows options 0 and 1.</p>

**Process Scheduler Request Page**

Processing Steps	Screen Shot																																										
<p><b>Click Run</b></p> <p><b>Process Scheduler Request</b> page displays:</p> <p>Check settings:</p> <ul style="list-style-type: none"> <li>• Server Name = <b>PSUNX</b></li> <li>• Select the appropriate form for the type of appointment:</li> <li>• <b>Lecturer = HSU TF Indiv Contract Print, HUMHR002</b></li> <li>• <b>FERP = HSU FERP Indiv Contract Print, HUMHR003</b></li> <li>• <b>TA or GA = HSU TA/GA Indiv Contract Print, HUMHR004</b></li> <li>• <b>Coach = HSU Coach Individual Contract Print, HUMHR008</b></li> <li>• <b>Summer = HSU Summer Individual Contract Print, HUMHR010</b></li> </ul> <p>• <u>Type</u> = <b>Web</b>;</p> <p>• <u>Format</u> = <b>PDF</b></p> <p><b>Click OK</b></p>	<p>The screenshot shows the 'Process Scheduler Request' interface. At the top, there's a 'Run Control ID: Print' and a 'Run' button circled in red. Below is a search criteria section with fields for DeptID, Empl ID, Term, and CSU Year. A table of 'Selected' items is shown, including details for Aronoff, Guy A. The 'Search Results' table lists multiple entries with columns for Select, Empl ID, Name, Contract Number, DeptID, Eff Date, Seq, Position Number, Term, CSU Year, Cycle, Bus Unit, and Business Unit. At the bottom, the 'Process Scheduler Request' form is visible, with 'User ID MLC215' and 'Run Control ID Print'. The 'Server Name' dropdown is set to 'PSUNX' and circled in red. The 'Process List' table has the first row circled in red:</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>	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 1<sup>st</sup> page – Click the <b>Process Monitor</b> link to display the <b>Process List</b>:</p> <p>Click <b>Refresh</b> until <b>Run Status = Success</b> and <b>Distribution Status = Posted</b></p> <p>Click on <b>Details</b></p>	 <p>CSU TF Individual Print</p> <p>Run Control ID: Print Report Manager <b>Process Monitor</b> Run</p> <p>Search Criteria Search</p> <p>*DeptID: D20034 Empl ID: Term: 2242 CSU Year: Clear</p> <p>Include Courses?: <input checked="" type="checkbox"/></p> <table border="1"> <thead> <tr> <th>Selected</th> <th>Empl ID</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</td> <td>Aronoff, Guy A</td> <td></td> <td>000002114</td> <td>D20034</td> <td>01/10/2024</td> <td>1</td> <td>00020693</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> </tbody> </table> <p>Search Results Personalize Find View All First 7-13 of 13 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Empl ID</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>Business Unit</th> </tr> </thead> <tbody> <tr> <td>7 Select</td> <td></td> <td>Mays, Thomas Davidson</td> <td>000005816</td> <td>D20034</td> <td>01/10/2024</td> <td>0</td> <td>00022306</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>8 Select</td> <td></td> <td>Geck, Paul Joseph</td> <td>000005085</td> <td>D20034</td> <td>01/10/2024</td> <td>0</td> <td>00020694</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>9 Select</td> <td></td> <td>Dschida, Ryder Alexander</td> <td>000005086</td> <td>D20034</td> <td>01/10/2024</td> <td>0</td> <td>00020694</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>10 Select</td> <td></td> <td>Dschida, Ryder Alexander</td> <td>000005815</td> <td>D20034</td> <td>01/10/2024</td> <td>0</td> <td>00020694</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>11 Select</td> <td></td> <td>Dschida, Ryder Alexander</td> <td>000005086</td> <td>D20034</td> <td>01/10/2024</td> <td>1</td> <td>00020694</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>12 Select</td> <td></td> <td>Aronoff, Guy A</td> <td>000002114</td> <td>D20034</td> <td>01/10/2024</td> <td>0</td> <td>00020693</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> <tr> <td>13 Select</td> <td></td> <td>Aronoff, Guy A</td> <td>000002114</td> <td>D20034</td> <td>01/10/2024</td> <td>1</td> <td>00020693</td> <td>2242</td> <td>2024</td> <td>1</td> <td>HMCMP</td> <td>HMCMP</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p> <p>Process List Server List</p> <p>View Process Request For</p> <p>User ID MLC215 Type Last 1 Days Refresh</p> <p>Server Name Instance From Instance To Clear</p> <p>Run Status Distribution Status Save On Refresh Report Manager Reset</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1607243</td> <td></td> <td>SQR Report</td> <td>HUMHR005</td> <td>MLC215</td> <td>07/15/2024 1:14:54PM PDT</td> <td>Success</td> <td>Posted</td> <td><b>Details</b></td> <td>Actions</td> </tr> </tbody> </table> <p>Go back to CSU TF Batch Print</p> <p>Save Notify</p> <p>Process List   Server List</p>	Selected	Empl ID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Institution	1	Aronoff, Guy A		000002114	D20034	01/10/2024	1	00020693	2242	2024	1	HMCMP	HMCMP	Select	Empl ID	Name	Contract Number	DeptID	Eff Date	Seq	Position Number	Term	CSU Year	Cycle	Bus Unit	Business Unit	7 Select		Mays, Thomas Davidson	000005816	D20034	01/10/2024	0	00022306	2242	2024	1	HMCMP	HMCMP	8 Select		Geck, Paul Joseph	000005085	D20034	01/10/2024	0	00020694	2242	2024	1	HMCMP	HMCMP	9 Select		Dschida, Ryder Alexander	000005086	D20034	01/10/2024	0	00020694	2242	2024	1	HMCMP	HMCMP	10 Select		Dschida, Ryder Alexander	000005815	D20034	01/10/2024	0	00020694	2242	2024	1	HMCMP	HMCMP	11 Select		Dschida, Ryder Alexander	000005086	D20034	01/10/2024	1	00020694	2242	2024	1	HMCMP	HMCMP	12 Select		Aronoff, Guy A	000002114	D20034	01/10/2024	0	00020693	2242	2024	1	HMCMP	HMCMP	13 Select		Aronoff, Guy A	000002114	D20034	01/10/2024	1	00020693	2242	2024	1	HMCMP	HMCMP	Select	Instance	Seq.	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**Process Detail Page**

Processing Steps																															
<p><b>Process Detail</b> page displays:</p> <p>Under Actions, click on <a href="#">View Log/Trace</a></p>	<p><b>Process Detail</b></p> <p><b>Process</b></p> <table><tr><td>Instance 1607243</td><td>Type SQR Report</td></tr><tr><td>Name HUMHR005</td><td>Description HSU TF Contract Generation</td></tr><tr><td>Run Status Success</td><td>Distribution Status Posted</td></tr></table> <p><b>Run</b> <b>Update Process</b></p> <table><tr><td>Run Control ID Print</td><td><input type="radio"/> Hold Request</td></tr><tr><td>Location Server</td><td><input type="radio"/> Queue Request</td></tr><tr><td>Server PSUNX</td><td><input type="radio"/> Cancel Request</td></tr><tr><td>Recurrence</td><td><input type="radio"/> Delete Request</td></tr><tr><td></td><td><input type="radio"/> Re-send Content</td></tr><tr><td></td><td><input type="radio"/> Restart Request</td></tr></table> <p><b>Date/Time</b> <b>Actions</b></p> <table><tr><td>Request Created On 07/15/2024 1:14:57PM PDT</td><td><a href="#">Parameters</a></td><td><a href="#">Transfer</a></td></tr><tr><td>Run Anytime After 07/15/2024 1:14:54PM PDT</td><td><a href="#">Message Log</a></td><td></td></tr><tr><td>Began Process At 07/15/2024 1:15:07PM PDT</td><td><a href="#">Batch Timings</a></td><td></td></tr><tr><td>Ended Process At 07/15/2024 1:15:20PM PDT</td><td><a href="#">View Log/Trace</a></td><td></td></tr></table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Instance 1607243	Type SQR Report	Name HUMHR005	Description HSU TF Contract Generation	Run Status Success	Distribution Status Posted	Run Control ID Print	<input type="radio"/> Hold Request	Location Server	<input type="radio"/> Queue Request	Server PSUNX	<input type="radio"/> Cancel Request	Recurrence	<input type="radio"/> Delete Request		<input type="radio"/> Re-send Content		<input type="radio"/> Restart Request	Request Created On 07/15/2024 1:14:57PM PDT	<a href="#">Parameters</a>	<a href="#">Transfer</a>	Run Anytime After 07/15/2024 1:14:54PM PDT	<a href="#">Message Log</a>		Began Process At 07/15/2024 1:15:07PM PDT	<a href="#">Batch Timings</a>		Ended Process At 07/15/2024 1:15:20PM PDT	<a href="#">View Log/Trace</a>	
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**View Log/Trace Page**

Process Steps	Screen Shot												
<p>Under File List, click on the <b>PDF report link</b>. The report name will begin with <b>humhr</b> and end with <b>.PDF</b></p>	<p>The screenshot displays the 'View Log/Trace' interface. At the top, there is a 'Report' section with the following details: Report ID 955880, Process Instance 1607256, Name HUMHR005, Process Type SQR Report, and Run Status Success. Below this is the 'HSU TF Contract Generation' section, followed by 'Distribution Details' showing Distribution Node HHUMPRD and Expiration Date 08/29/2024. The 'File List' section contains a table with three columns: Name, File Size (bytes), and Datetime Created. The file 'humhr005_1607256.PDF' is highlighted with a red circle. The 'Distribute To' section shows Distribution ID Type and User MLC215. A 'Return' button is located at the bottom.</p> <table border="1" data-bbox="565 688 1409 821"> <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><b>humhr005_1607256.PDF</b></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	<b>humhr005_1607256.PDF</b>	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 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"> <li>• Close .pdf window.</li> <li>• On <u>View Log/Trace</u> page, click <b>Return</b>.</li> <li>• On <u>Process Detail</u> page, click <b>OK</b>.</li> <li>• On <u>Process List</u> page, click on <u>Go Back to CSU TF Individual Print</u> hyperlink.</li> </ul> <p>This returns you to the first page to start a new print job.</p>	<div style="text-align: center;"> <p><b>TEMPORARY CAL POLY HUMBOLDT LECTURER TRANSACTION FORM</b></p> <p>(Please attach current vita and justification form for non-incumbent hires.)</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Revision/Notes:</td> <td style="width: 40%; padding: 5px;"> <b>Term:</b> Fall 2024  <b>Letter Code:</b> NEW  <b>Contract Desc:</b> ART 2425 AH  <b>Eff Seq:</b> 0             </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <b>NOTE TO LECTURER:</b> This is a provisional workload assignment. This form does NOT constitute an appointment. 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Route original to College for review and signature. College forwards original to APS for processing.</p> <p style="font-size: x-small; margin-top: 5px;">APS Distribution: Original to Budget for review and routing to Payroll.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <p style="font-size: x-small;">APS Form 500: Lecturer Transaction Form</p> <p style="font-size: x-small;">Date Printed: 15-JUL-2024</p> </div>	Revision/Notes:	<b>Term:</b> Fall 2024 <b>Letter Code:</b> NEW <b>Contract Desc:</b> ART 2425 AH <b>Eff Seq:</b> 0	<b>NOTE TO LECTURER:</b> This is a provisional workload assignment. This form does NOT constitute an appointment. 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