

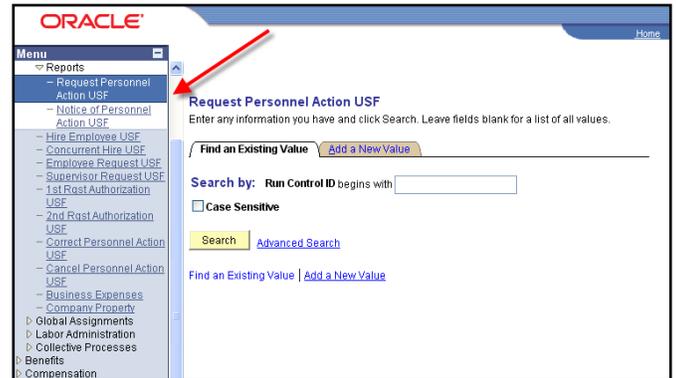


PRINTING SF50s/52s – CAPITAL HR

The number of SF-50/52s selected for printing may affect the performance of Capital HR Production, especially at the end of the pay period. If your batch has more than 50 SF-50/52s, it is recommend that no more than 50 be selected for printing at one time. Any remaining batches (50 or less) should be printed only after the previous batch printing is complete to avoid cancellation of the print job due to performance issues.

STEP 1 – ADDING A NEW RUN CONTROL

- Workforce Administration > Job Information > Reports > Notice of Personnel Action USF (SF50) or Request Personnel Action (SF52)
- Click the “Add a New Value” tab
- Next enter a Run Control ID in the data box (The Run Control ID can be any alphanumeric value)
- Click the “Add” button



STEP 2 – ADDING PARAMETERS TO YOUR RUN CONTROL ID

COPIES REQUESTED BOX – Check the appropriate box (default is Employee)

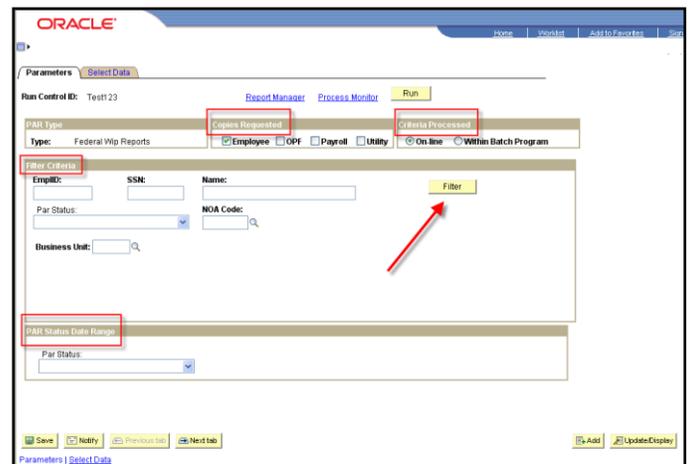
CRITERIA PROCESSED BOX – Leave “On-Line” as the default

FILTER CRITERIA BOX – enter the following information:

- NOA Code (if applicable)
- Business Unit = NIH00 (required)
- Department (or use look-up; required)
- Location (or use look-up)

PAR STATUS DATE RANGE BOX

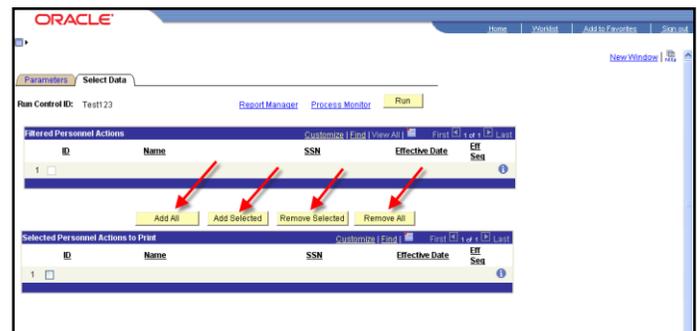
- Use drop down arrow to select “Processed by Human Resources”
- Enter Begin Date (required)
- Enter End Date (required)
- Now press “Filter”



STEP 3 – SELECT DATA TAB

All employee actions that meet the filter criteria are listed in the “Filtered Personnel Actions” box.

- “Add All” button - adds all employee actions to the “Selected Personnel Actions to Print” area.
- “Add Selected” button – adds only those employee actions that you have selected. To select individual employee actions, check the box next to the appropriate employee action.
- “Remove Selected” or “Remove All” button - removes employee actions from the “Selected Personnel Actions to Print” area.



Note: Do not submit more than 50 actions to be printed at one time.

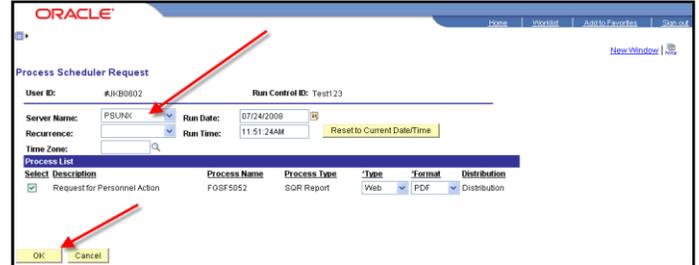


PRINTING SF50s/52s – CAPITAL HR

STEP 4 – PROCESS SCHEDULER REQUEST

FOLLOW THESE STEPS TO FILL IN THE PROCESS SCHEDULER REQUEST

- Server Name Drop Down Box = Choose “PSUNX”
- Accept all other defaults
- Click “OK”

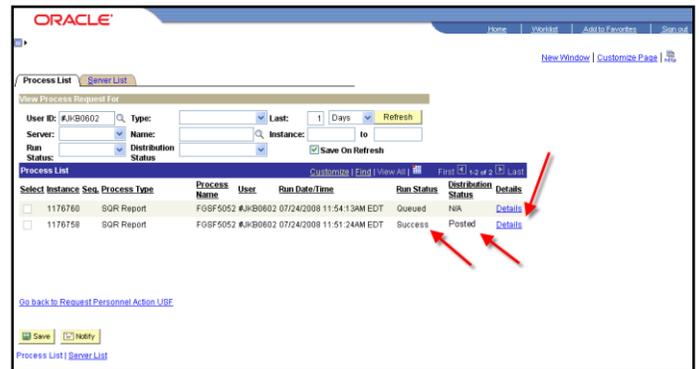


THE “SELECT DATA TAB” SCREEN WILL NOW APPEAR

- The “Process Instance” number now appears below the “Run” button
- Click the “Process Monitor” hyperlink

PROCESS LIST TAB

- Click the “Refresh Button” now, until:
 - Run Status = Success
 - Distribution Status = Posted
- Once this is complete, click on the “Details” hyperlink

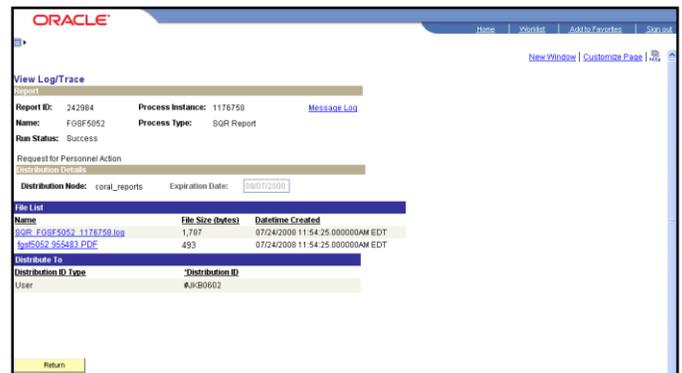


STEP 5 – PROCESS DETAIL SCREEN

- Click on the “View Log/Trace” hyperlink at the bottom of the page

STEP 6 – VIEW LOG/TRACE SCREEN

- Click on the .PDF hyperlink to view and then to print the SF-50/52s



REMINDER: Any remaining batches (50 or less) should be printed only after the previous batch printing is complete to avoid cancellation of the print job due to performance issues.