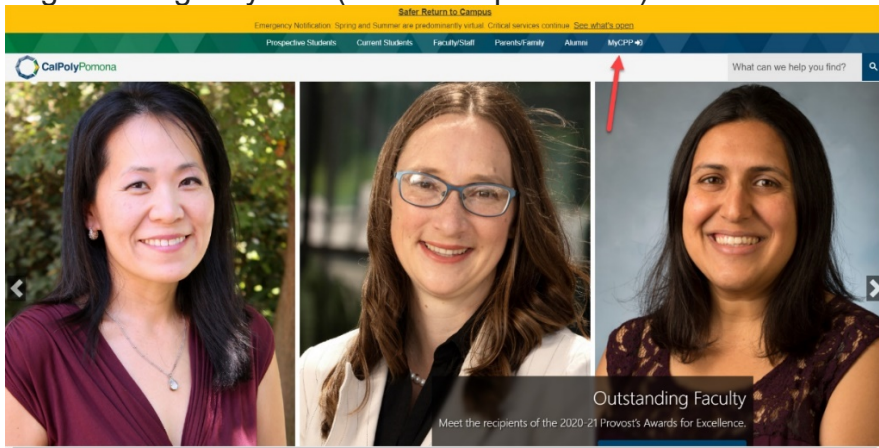


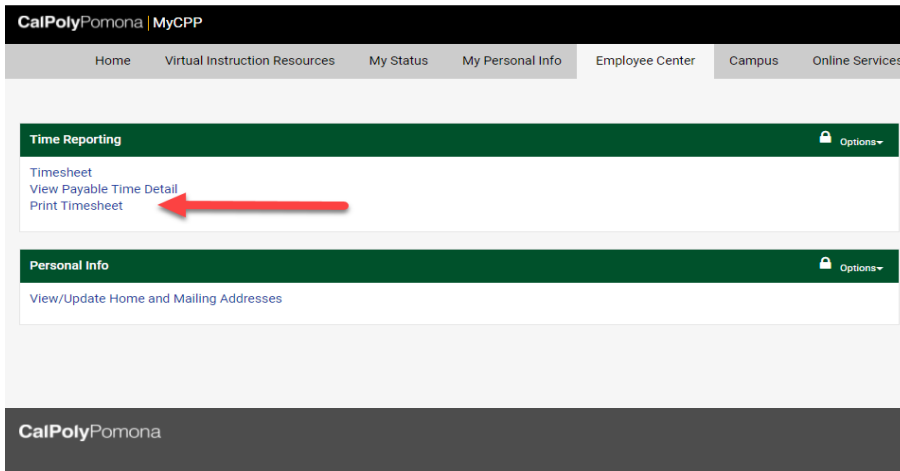
How to Print Timesheet? (After creating run control ID)

1. Log in through MyCPP (Check Step 1 Above)

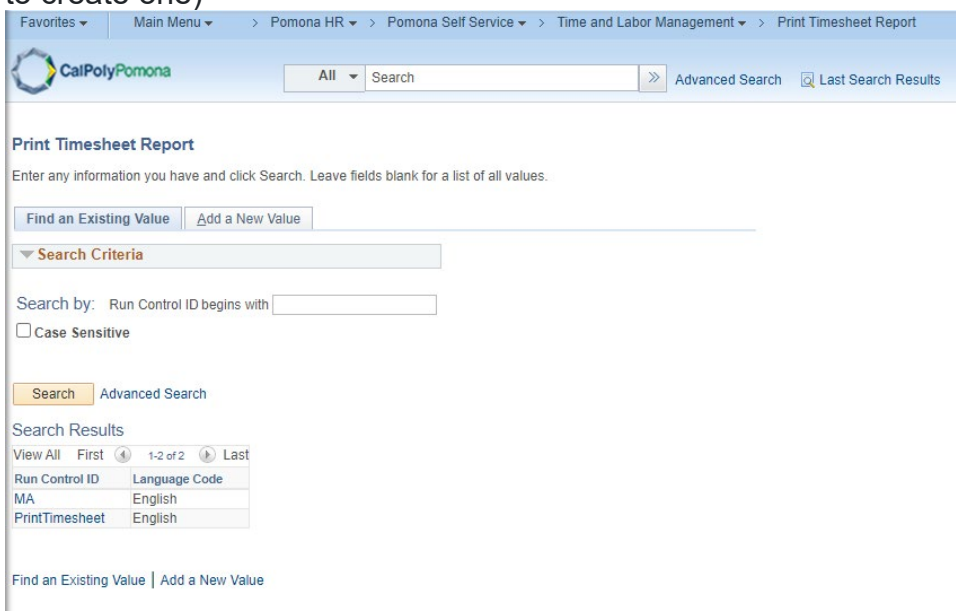


2. Click the Employee Center button

3. Click the Print Timesheet button



4. Click Search to view a list of previously created Run Control IDs. (You only need to create one)



How to Print Timesheet? (After creating run control ID)

- Click on the Run Control ID you created
- Indicate Pay Period using MM/YYYY and click the Run button

Navigation: Favorites ▾ Main Menu ▾ > Pomona HR ▾ > Pomona Self Service ▾ > Time and Labor Management ▾ > Print Timesheet

CalPolyPomona

All ▾ Search >> Advanced Search 🔍 Last Search 🔍

Print Timesheet Report

Run Control ID: PrintTimesheet Report Manager Process Monitor **Run**

Language: English ▾

Select the month (pay period) that you would like to print the Timesheet report.
If you are active in multiple positions, each Timesheet will be printed for each position.

Month: 4 Calendar Year: 2021 Pay Period (MMYYYY)

Save Return to Search Notify Add Update/Display

- On the process Scheduler Request Page, Click OK
- Go to Report Manager and refresh, it will take a few moments for the report to print.
- Once Status is "Posted", click Details or Print Timesheet Report

Navigation: Favorites ▾ Main Menu ▾ > Pomona HR ▾ > Pomona Self Service ▾ > Time and Labor Management ▾ > Print Timesheet Report > Report Manager

CalPolyPomona

All ▾ Search >> Advanced Search 🔍 Last Search Results 🔍

Administration

View Reports For

User ID 014106729 Type ▾ Last ▾ 1 Days ▾ Refresh

Status ▾ Folder ▾ Instance ▾ to ▾

Report List Personalize | Find | View All | 1 of 1 | First | 1 of 1 | Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1691761	3321849	Print Timesheet Report	05/05/2021 2:54:28PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)

[Go back to Print Timesheet Report](#)

Save

- Navigate to the relevant PDF

Note: In the File List, the names are formatted such that "BroncoID-Employee Record Number- Employee Position ID- LastName, FirstName-YearMonth.pdf"
EX: 0123456789-0-00004219-Doe,John-202104.pdf.