

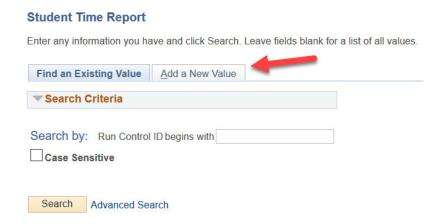
#### **HOW TO GENERATE STUDENT TIME REPORTS**

**Important Note:** Student Time Reports may be retained by department coordinators for reconciling or recordkeeping purposes, but do not need to be submitted to Financial Aid or Payroll Services.

1. Pomona HR > Pomona Time and Labor > Student Time Report



2. If you do not have an existing run control ID, you can create a new value by clicking the Add a New Value tab.





Find an Existing Value	Add a New Value	
Run Control ID:		
Add		

Create a name for the run Control ID, then press Add. There can be no spaces in the name.
 Once the run control ID is created, it cannot be deleted. This only needs to be done once.

**Note:** Next time you need to run the Student Time Report, you can click Search to populate previously created Run Control IDs.

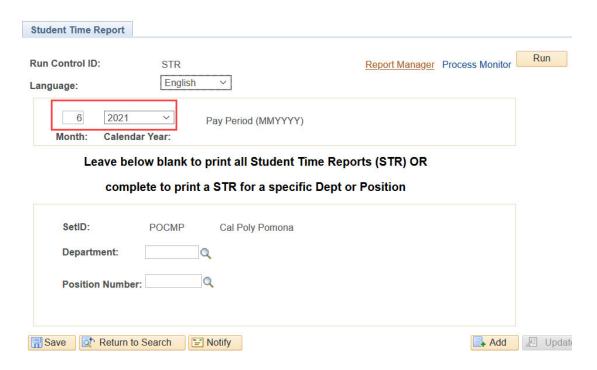
### Student Time Report Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Search by: Run Control ID begins with Case Sensitive Search Advanced Search Search Results 1-7 of 7 Last View All First Run Control ID Language Code Exp\_Activity\_Report English Exp\_Proj\_Report English PayrollReport English **PayrollReports** English STR English Student Report English

Student\_Time\_ADJ

English



3. Enter the desired month and year, click Save and then Run.



**Note**: If you leave the Department and Position Number fields blank, you can generate *all* Student Time Reports that you have access to.

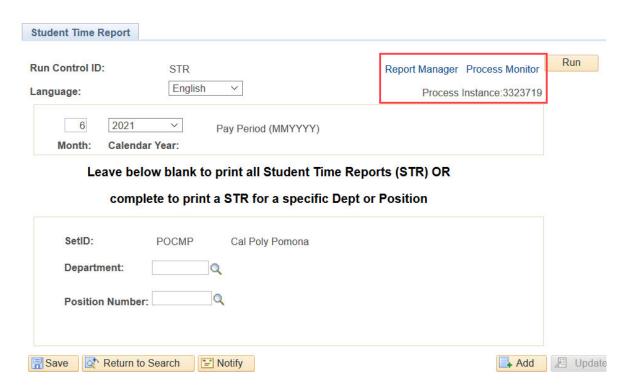
4. The parameters do not need to be changed on the Process Scheduler Request page.

Just click OK to continue.

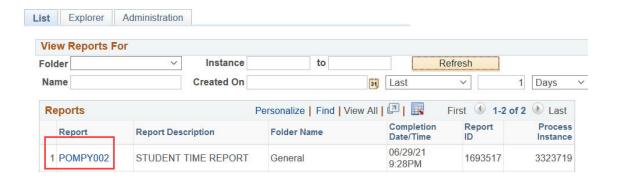




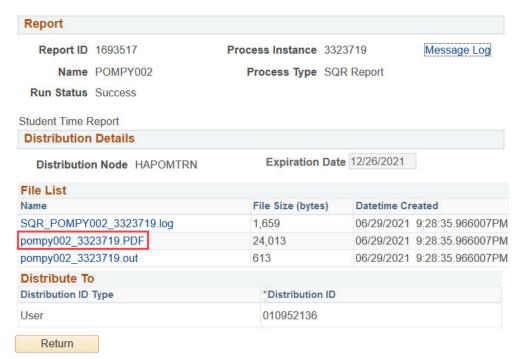
5. A process instance number should appear indicating that the report is generating. You can access the report by clicking on Report Manager.



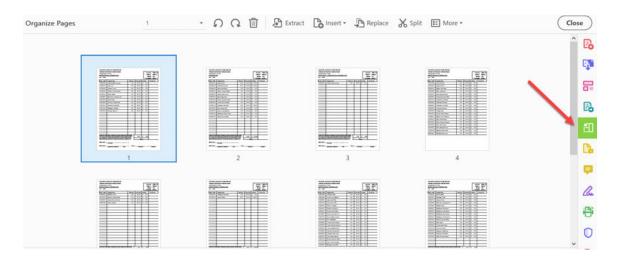
6. Click on Report name then click on PDF link.







## 7. Open PDF with Adobe Acrobat and organize files to delete non-work study Student Time Reports





### 8. Time Reports can be used to review student time for accuracy.

# REMINDER: Student Time Reports do not need to be submitted to Financial Aid or Payroll Services.

STUDENT AS	SSISTANT TIME REPORT						
	Polytechnic University, Pomona				Dent	/Unit:	33000 / 330
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	Y - INSTRUCTIONAL STUDENT ASST				***********	bcode:	1151
Fund - GFND						eriod:	06/2021
		2					
Emplid - Red#	Employee Name	Total Hours	Hourly Rate \$15.00		ss Pay	For De	ept Use
-2	Leisa	52.00	\$15.00	\$780.00			
		1					87
					-		
				_			-
		1					83
				_		_	
I HEREBY CERTIFY UND	ER PENALTY OF PERJURY THAT I AM DULY AUTHORIZED BY THE HE	REIN NAMED				┝	_
STATE AGENCY TO MAKE THIS REPORT AND CERTIFICATION, THAT THIS REPORT CORRECTLY REPLECTS THE TIME WORKED OF ALL STUDENT ASSISTANT EMPLOYEES OF THIS POSITION NUMBER FOR THE PAY		52.00	\$	780.00			
PERIOD INDICATED, AND THAT ALL EMPLOYEES LISTED HEREIN ARE ENTITLED TO PAYMENT FOR THE TIME REPORTED HEREIN AND HAVE TAKEN, SUBSCRIBED AND FILED THE UNITS REQUIRED BY LAW.			Totals				
		15.1					
HEERA MGR:	Print Name						
HEERA MGR:		Contact:					
Signature for Certification Date			Print Name				tension