



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

Menu

Search: 

- ▶ My Favorites
- ▶ BroncoDirect
- ▶ Self Service
- ▶ Manager Self Service
- ▶ Global Payroll & Absence Mgmt
- ▶ Reporting Tools
- ▶ **Pomona HR**
- ▶ PeopleTools
- My Dictionary

 **Pomona Time and Labor**
Pomona Time and Labor

-  Student Payroll Queries
-  **Student Time Report**
-  Student Time Adjustment 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.

Student Time Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)



[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

View All	First	◀	1-7 of 7	▶	Last
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.

Student Time Report

Run Control ID: STR [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Month: 6 Calendar Year: 2021 Pay Period (MMYYYY)

Leave below blank to print all Student Time Reports (STR) OR
complete to print a STR for a specific Dept or Position

SetID: POCMP Cal Poly Pomona

Department:

Position Number:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update](#)

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.

Process Scheduler Request

User ID 010952136 Run Control ID STR

Server Name Run Date 06/29/2021

Recurrence Run Time 9:26:49PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Time Report	POMPY002	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)



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

Student Time Report

Run Control ID: STR Report Manager Process Monitor Run
Language: English Process Instance:3323719

Month: 6 Calendar Year: 2021 Pay Period (MMYYYY)

**Leave below blank to print all Student Time Reports (STR) OR
complete to print a STR for a specific Dept or Position**

SetID: POCMP Cal Poly Pomona
Department:
Position Number:

Save Return to Search Notify Add Update

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

List Explorer Administration

View Reports For

Folder Instance to Refresh
Name Created On Last 1 Days

Reports Personalize Find View All First 1-2 of 2 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 POMPY002	STUDENT TIME REPORT	General	06/29/21 9:28PM	1693517	3323719



Report

Report ID 1693517

Process Instance 3323719

[Message Log](#)

Name POMPY002

Process Type SQR Report

Run Status Success

Student Time Report

Distribution Details

Distribution Node HAPOMTRN

Expiration Date 12/26/2021

File List

Name	File Size (bytes)	Datetime Created
SQR_POMPY002_3323719.log	1,659	06/29/2021 9:28:35.966007PM
pompy002_3323719.PDF	24,013	06/29/2021 9:28:35.966007PM
pompy002_3323719.out	613	06/29/2021 9:28:35.966007PM

Distribute To

Distribution ID Type	*Distribution ID
User	010952136

[Return](#)

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



