

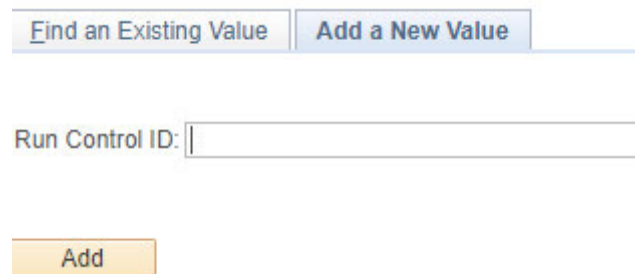
HOW TO RUN STUDENT TIME ADJUSTMENT REPORT

If it has been discovered after the grace period has ended that an adjustment is required, the timekeeper can run an adjustment report to report any corrections.

1. Pomona HR > Pomona Time and Labor> 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.

The form contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs is a text input field labeled 'Run Control ID:'. At the bottom of the form is an orange 'Add' button.

- 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 adjustment report, you can click Search to populate previously created Run Control IDs.



Student Time Adjustment 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 required fields.

Student Time Adjustment Report

Run Control ID:

report1

[Report Manager](#) [Process Monitor](#)

Run

Language:

English

*Employee ID: 015000258

Luke

*Position Number: 00002785

Student Assistant

*Month: 5

*Calendar Year: 2021

Pay Period (MMYYYY)

An Adjustment Request form should be completed for any Revision, Supplemental and Late Student Timesheets. The form can only be generated for one (1) pay period, you must indicate what pay period the adjustment is for.

Adjustment forms can only go back six (6) pay periods from the date the report is being generated.

After you have completed this form, please obtain the appropriate HEERA manager signature and send to Payroll Services at payroll@cpp.edu.

Save Notify

Add Update/Display

- Fields with (*) before them indicate they are required. Input the relevant information. Once all fields are filled, click Save, then Run.



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 000078429 Run Control ID report1

Server Name: Run Date: 06/23/2021

Recurrence: Run Time: 2:23:27PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Time Adjustment Report	POMPY009	SQR Report	Web	PDF	Distribution

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

Student Time Adjustment Report

Run Control ID: report1

Language: English

*Employee ID: Luke

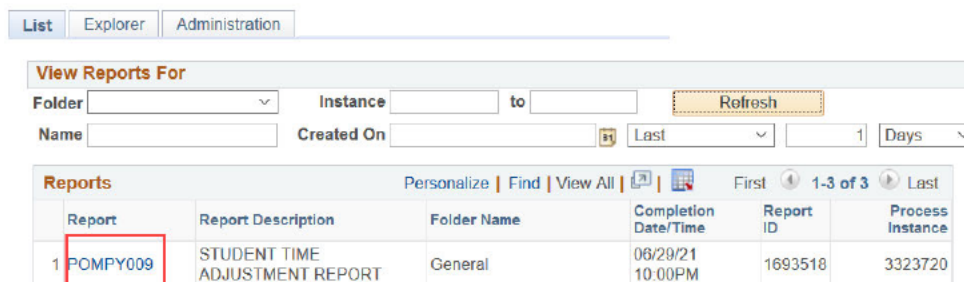
*Position Number: 00002785 Student Assistant

*Month: 5 *Calendar Year: 2021 Pay Period (MMYYYY)

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Report		
Report ID 1693518	Process Instance 3323720	Message Log
Name POMPY009	Process Type SQR Report	
Run Status Success		
Student Time Adjustment Report		
Distribution Details		
Distribution Node HAPOMTRN	Expiration Date 08/28/2021	
File List		
Name	File Size (bytes)	Datetime Created
SQR POMPY009_3323720.log	1,685	06/29/2021 10:00:22.708896
pompy009_3323720.PDF	7,243	06/29/2021 10:00:22.708896
pompy009_3323720.out	481	06/29/2021 10:00:22.708896
Distribute To		
Distribution ID Type	*Distribution ID	
User	010952136	

Prepare Form

Report ID: 10000000
Page: 1 of 3

California State Polytechnic University, Pomona
Adjustment Request

Report Date: 06/28/21
Report Time: 21:00:00

Please select all that apply.

☐ LATE ☐ DEVIATION ☐ DOCUMENTAL ☐ OTHER

REASON: [REDACTED] FWD: [REDACTED]

Student Name: [REDACTED] Student Name ID: [REDACTED] Job Code: [REDACTED] Dept ID: [REDACTED] Dept Name: [REDACTED] Position: [REDACTED] POB: [REDACTED]

FROM EMPLOYMENT ADJUSTMENT															
DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HRS	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HRS
06/22/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/23/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/24/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/25/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/26/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/27/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/28/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/29/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
06/30/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/01/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/02/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/03/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/04/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/05/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/06/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/07/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/08/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/09/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/10/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/11/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/12/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/13/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/14/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/15/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/16/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/17/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/18/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/19/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								
07/20/21	07:00 AM	03:00 PM	07:00 AM	03:00 PM	07:00 AM	03:00 PM	8.00								

