

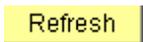
Print Multiple SF-50/52

Use this procedure to print one or more SF-50 or SF-52 for one or more employees.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action (SF-50) or Request for Personnel Action (SF-52) .
2	Enter a Run Control ID and press enter .
3	<p>Result: The Parameters page appears.</p> <p>Use this page to specify the selection criteria for the SF-50/52s.</p> <p>Use Copies Requested to specify the number of copies for each SF-50/52.</p> <p>Use Filter Criteria to specify the employees to be selected.</p> <p>Use PAR Status Date Range to specify a date range. Use the drop down arrow to select a PAR Status and press tab. Begin Date and End Date fields appear. Enter the date range.</p> <p>Note: You must enter at least one filter criteria.</p>
4	Click the Filter pushbutton.
5	<p>Result: The Select Data page appears with those employee records that meet the filter criteria listed in the Filtered PAR Data area.</p> <p>Click the checkbox next to each PAR you want to print.</p> <p>Click the Add Selected pushbutton.</p>
6	<p>Result: The selected PARS are listed in the Selected PARS to Print area.</p> <p>Review the list for accuracy.</p> <p>Use the Add All, Add Selected, Remove Selected, and Remove All pushbuttons to move employee records to/from Filtered PAR Data to Selected PARS to Print areas.</p>
7	When you've finalized the list in the Selected PARS to Print area, click Run to submit the request.
8	<p>Result: The Process Scheduler page appears. Use this page to select the run options for the report.</p> <p>In Server Name field, use the drop down arrow to select 'PSUNX'.</p>
9	Click OK .
10	<p>Result: You return to the Select Data page. Notice that the report has been assigned a Process Instance.</p> <p>Click the Process Monitor link.</p>

Continued on next page

Print Multiple SF-50/52, continued

STEP	ACTION
11	<p>Result: The Process List page appears. Use this page to monitor the progress of the SF-50/52s.</p> <p>The Run Status field tells you the status of your report.</p> <p> To update the status, click Refresh. When the Run Status value is 'Success', the report has completed.</p>
12	To view the SF-50/52s, select the Details link.
13	<p>Result: The Process Detail page appears.</p> <p>At the bottom of the page, click the View Log/Trace link.</p>
14	<p>Result: The Report Log/Viewer page appears.</p> <p>Click the .PDF link to view the SF-50/52s.</p> <p>fgsf5052_354.PDF</p>
15	<p>Result: Acrobat Reader is launched and the SF-50/52s are displayed.</p> <p>To print the SF-50/52s, click the print icon on the Acrobat tool bar.</p>
16	Close Acrobat Reader.
17	Select OK to close the Report/Log Viewer page.