Printing Multiple SF-50's

1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Report** link. Report
4.	Click the **Notice of Personnel Action** link. Notice of Personnel Action
5.	Click on the **Add a New Value** hyperlink to create a new Run Control, or use an existing one. NOTE: If you are using an existing Run Control, click on the **Search** button and select the Run Control from the list. Click the **Add a New Value** link. Add a New Value
6.	Enter the desired information into the **Run Control ID** field. Enter a valid value, e.g. "**tws**".
7.	Click the **Add** button. Add
8.	At the **Parameters** page, select the criteria to use for generating the SF-50's. Some of the choices include: **Copies Requested** - Employee, OPF, Payroll, Utility **Filter Criteria** - EMPLID, SSN, Name, PAR Status, Department, Location, NOA Code **PAR Status Date Range** Click the **Payroll** option. ☐ Payroll
9.	Click in the **Name** field.
10.	Enter the desired information into the **Name** field. Enter a valid value, e.g. "**JONES**".
11.	Click the **Filter** button. Filter
12.	Based on the criteria selected on the first page, you will see a list of **Filtered PAR Data** that will reflect the employee records included within your search. Click in the checkbox next to the **PARS** you want to print. ☐
13.	Click the **Add Selected** button to move the selected records to the bottom of the page. Add Selected

14.	Once you ensure that the **PAR's** you want to print appear at the bottom of the page, you can click the **Run** button to run the report. Click the **Run** button. Run
15.	Click the **Server Name** list.
16.	Select **PSUNX** from the drop down menu. PSUNX
17.	Click the **OK** button to be routed back to the **Select Data** page. OK
18.	Click the **Process Monitor** link. Process Monitor
19.	As the job progresses, the status will change from **Initiated** to **Queued** to **Posting** to **Success**. You can click the **Refresh** pushbutton periodically to monitor the progress. When you see the **Success** status, your job is done. Click the **Details** link for the desired report. Details
20.	Click the **View Log/Trace** link to go to the **Report/Log Viewer**. View Log/Trace
21.	**End of Procedure.**