Printing One SF-50 for One Employee

1.	Click the **Administer Workforce** link. Administer Workforce
2.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
3.	Click the **Use** link. Use
4.	Click the **HR Processing** link. HR Processing
5.	Click in the field in which you want to search. Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**JONES**".
7.	Click the **Search** button. Search
8.	Click the desired link contained in the **Search Results**. Click **JONES,ZACHARY**. JONES,ZACHARY
9.	Click the **Print SF-50** button at the bottom of the **Data Control** page. Print SF-50
10.	You will see the **Print Parameters** page. The **Print To** defaults to **File**. Click the **OK** button. OK
11.	You will see the following message. Click the **OK** button. OK
12.	Click the **Home** link. Home
13.	Click the **PeopleTools** link. PeopleTools
14.	Click the **Process Monitor** link. Process Monitor
15.	Click the **Inquire** link. Inquire
16.	Click the **Process Requests** link. Process Requests

17.	As the job progresses, the status will change from **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
18.	Click the **View Log/Trace** link. View Log/Trace
19.	**End of Procedure.**