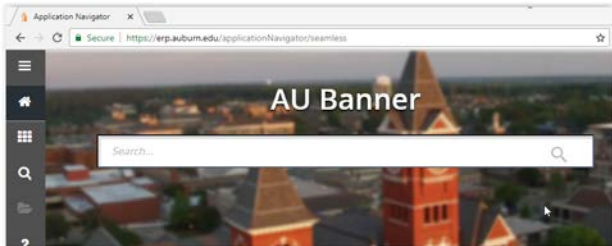


PZRK012 – Supervisor Listserv

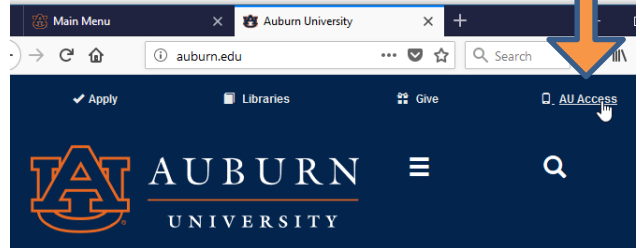
Listing for all supervisors (NBAJOBS -> Miscellaneous Tab) on the job record for employees. Supervisors are listed with email addresses and Divisions.

1 Banner Admin
erp.auburn.edu

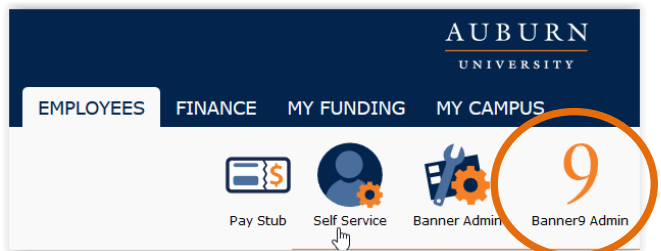
2 AU Authenticate and 2-factor DUO



1 AU Access

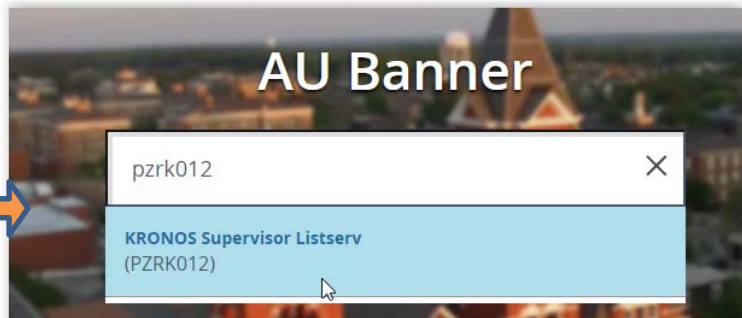


2 Employee Tab -> Banner9 Admin

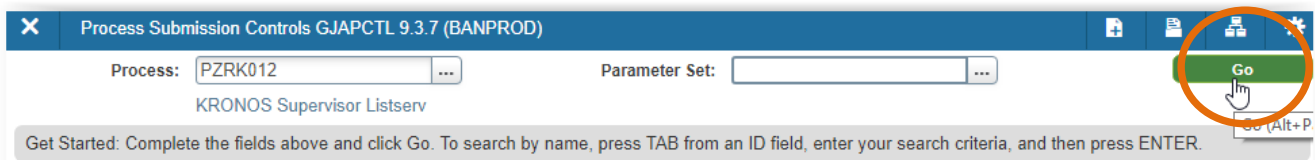


3 Search Field Type PZRK012

4 Select the result



5 Submission Control -> Go



Process: PZRK012 KRONOS Supervisor Listserv Parameter Set: Start Over

PRINTER CONTROL

Printer Submit Time PDF Font Size
 Special Print MIME Type None Delete After Days
 Lines PDF Font Delete After Date

PARAMETER VALUES

Number *	Parameters	Values
01	enter to select all, au or aum	

LENGTH: 3 TYPE: Character O/R: Required M/S: Single
 ex., 'ALL', 'AU', 'AUM'

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name Description

Value Hints

**1. AU or AUM Selection
i.e. AU, AUM, or ALL.**

Example

Process: PZRK012 KRONOS Supervisor Listserv Parameter Set: Start Over

PRINTER CONTROL

Printer Submit Time PDF Font Size
 Special Print MIME Type None Delete After Days
 Lines PDF Font Delete After Date

PARAMETER VALUES

Number *	Parameters	Values
01	enter to select all, au or aum	AU

LENGTH: 3 TYPE: Character O/R: Required M/S: Single
 ex., 'ALL', 'AU', 'AUM'

SUBMISSION

Save Parameter Set as Hold / Submit Hold Submit

Name Description

SAVE

7 Submission Block

Cursor MUST click within the Submission Block. Either check the Save Parameter Set* OR click your cursor on the Name Field
 *Save Parameter Set as will keep the values entered for future runs.

8 Save

Saving the form runs the script/report.

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

Check your email

Process: PZRK012 Parameter Set: Start Over

Get Started: Complete the fields above and click Go. To search by name, press TAB from any field.

- ✓ Saving current parameter values as user level defaults.
- ✓ Sequence number is: 7783730

Downloadable CSV file

pzrk012.csv
209 KB

see attached for superform listserv for kronos

non-reply@auburn.edu

pzrk012 - supervisor listserv for kronos