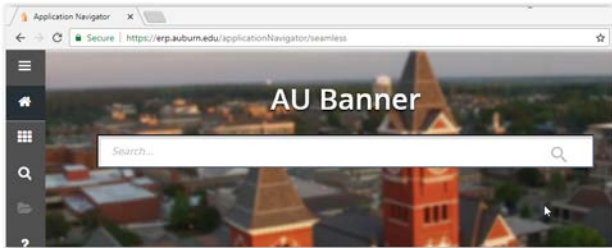


# PZRK172 – Timekeeper Listserv

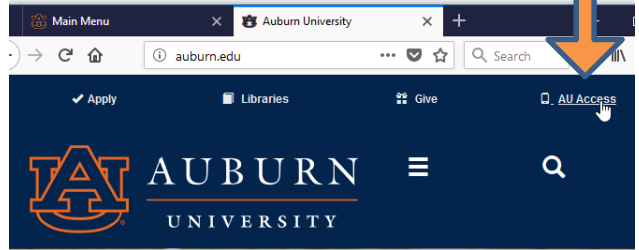
Email listing for all timekeepers within either AU, AUM or Both campuses.

1 Banner Admin  
erp.auburn.edu

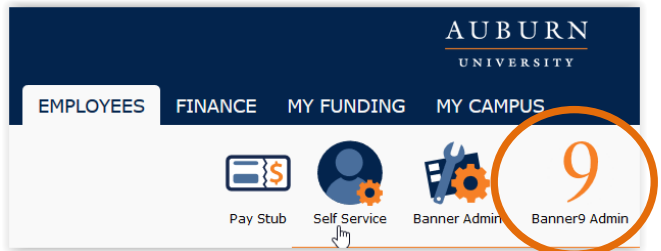
2 AU Authenticate and 2-factor DUO



1 AU Access

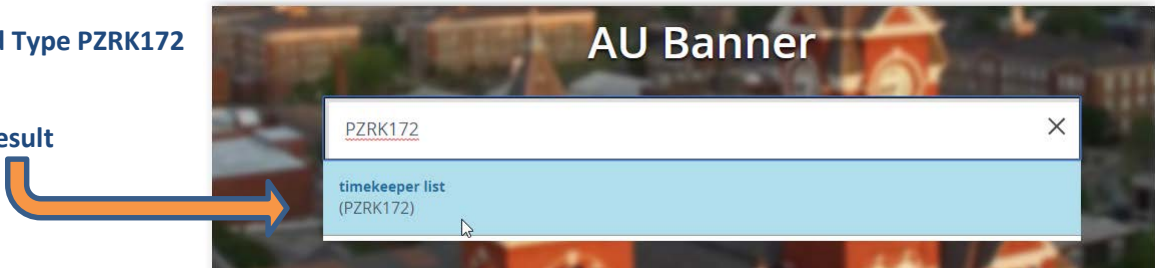


2 Employee Tab -> Banner9 Admin

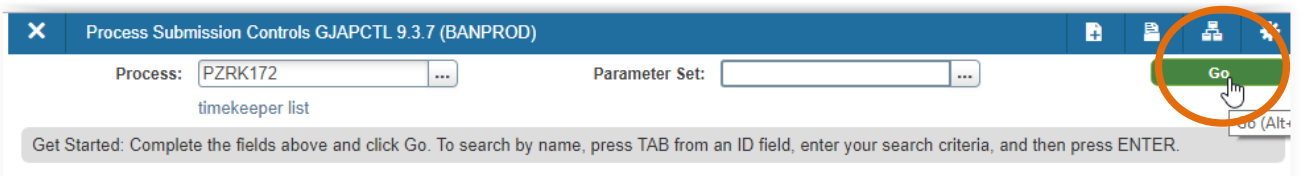


3 Search Field Type PZRK172

4 Select the result



5 Submission Control -> Go



Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRK172 timekeeper list 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 campus code	<input type="text"/>

Record 1 of 1

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

SUBMISSION

Save Parameter Set as

Name:  Description:

Hold / Submit:  Hold  Submit

**1. Enter Campus Code**  
i.e. ALL, AUM, or AU

**Value Hints**

**Example**

Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRK172 timekeeper list 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 campus code	AU

Record 1 of 1

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

SUBMISSION

Save Parameter Set as

Name:  Description:

Hold / Submit:  Hold  Submit

**7**

**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.

SUBMISSION

Save Parameter Set as

Name:  Description:

**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 Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRK172 Parameter Set:

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: 7783183

**Downloadable CSV file**

pzrk172.csv  
17 KB

see attached for timekeepers listserv

non-reply@auburn.edu      pzrk172 - Timekeepers listserv