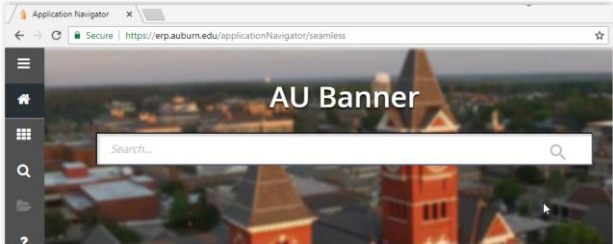


PZRLS12 – Terminated Employees

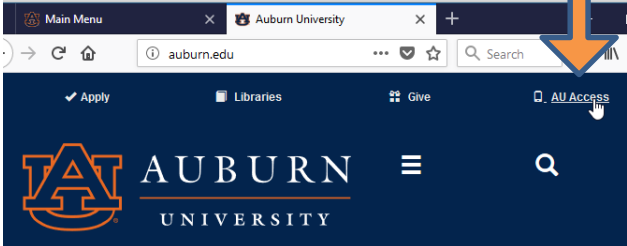
Listing for all terminated based on specific parameters (i.e. Faculty only, Full-time Employees only, etc.)

1 Banner Admin
erp.auburn.edu

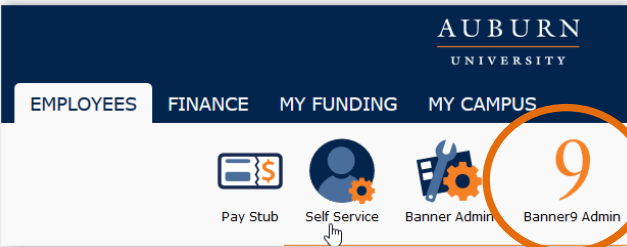
2 AU Authenticate and 2-factor DUO



1 AU Access

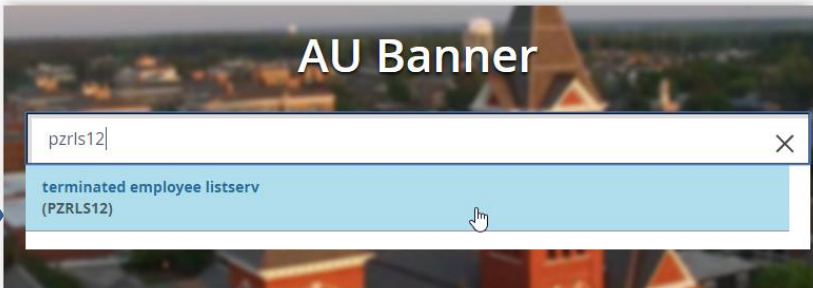


2 Employee Tab -> Banner9 Admin

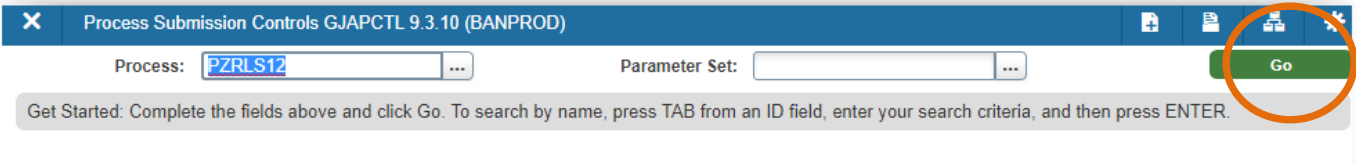


3 Search Field Type PZRLS12

4 Select the result



5 Submission Control -> Go



Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRLS12 terminated employee listserv Parameter Set: Start Over

PRINTER CONTROL

Printer: ... Submit Time:
 Special Print: MIME Type: None
 Lines: PDF Font:

PARAMETER VALUES

Number	Parameters	Values
01	term ees after this date	
02	AU or AUM	
03	faculty only	
04	full time employees	
05	part time employees	
06	TES employees	
07	Graduate Assistants	
08	GRAs	
09	GTAs	
10	undergrad ST	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single Y or N

Value Hints

Two Pages of Parameters

Example

1. Term EEs after this date – i.e. date
 2. AU or AUM Selection – i.e. AU, AUM, or BOTH
 3. Faculty Only – i.e. Y/N
 4. Full Time Employees – i.e. Y/N
 5. Part Time Employee – i.e. Y/N
 6. TES Employees – i.e. Y/N
 7. Grad Assistants – i.e. Y/N
 8. GRAs – i.e. Y/N
 9. GTAs – i.e. Y/N
 10. Undergrad ST – i.e. Y/N
 11. Work Study – i.e. Y/N (second page of parameters)
 12. AU Affiliated – i.e. Y/N (second page of parameters)

PARAMETER VALUES

Number	Parameters	Values
01	term ees after this date	09/30/2018
02	AU or AUM	AU
03	faculty only	N
04	full time employees	Y
05	part time employees	N
06	TES employees	N
07	Graduate Assistant	N
08	GRAs	N
09	GTAs	N
10	undergrad ST	N

LENGTH: 11 TYPE: Date O/R: Required M/S: Single ex. 01/01/2016

Process Submission Controls GJAPCTL 9.3.10 (BANPROD)

Process: PZRLS12 terminated employee 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	term ees after this date	09/30/2018
02	AU or AUM	AU
03	faculty only	N
04	full time employees	Y
05	part time employees	N
06	TES employees	N
07	Graduate Assistants	N
08	GRAs	N
09	GTAs	N
10	undergrad ST	N

Record 1 of 12

LENGTH: 11 TYPE: Date O/R: Required M/S: Single ex. 01/01/2016

SUBMISSION

Save Parameter Set as

Name: Description:

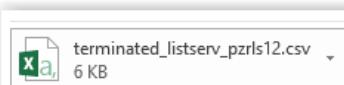
Hold / Submit: Hold Submit

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



see attached for terminated EEs listserv

non-reply@auburn.edu pzrls12 - terminated EEs list serv