



Printing an SF-50/52

| Use this procedure to print an SF-50 or SF-52 for one action for one employee. | |
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| | ACTION |
| 1 | Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing |
| 2 | Use the Find an Existing Value page to retrieve the employee. |
| 3 | Result: The Data Control page for the selected employee appears. Navigate to the Action you want to print. |
| 4 | To print an SF-50, click the Print SF-50 pushbutton. To print an SF-52, click the Print SF-52 pushbutton. |
| 5 | Result: The Print Parameters page appears. Click OK . |
| 6 | Navigate to Home > PeopleTools > Process Monitor > Inquire > Process Requests |
| 7 | Result: The Process List page appears. Use this page to monitor the progress of the SF-50/52. The Run Status field tells you the status of the SF-50/52.  To update the status, click Refresh . When the Run Status value is 'Success', the SF-50/52 is completed. |
| 8 | To view the SF-50/52, select the Details link. |
| 9 | Result: The Process Detail page appears. At the bottom of the page, click the View Log/Trace link. |
| 10 | Result: The Report Log/Viewer page appears. Click the following .PDF link to view the SF-50/52. For example: —▶ fgsf5052_354.PDF |
| 11 | Result: Acrobat Reader is launched and the SF-50/52 is displayed. To print the SF-50/52, click the print icon on the Acrobat tool bar. |
| 12 | Close Acrobat Reader. |
| 13 | Select OK to close the Report/Log Viewer page. |