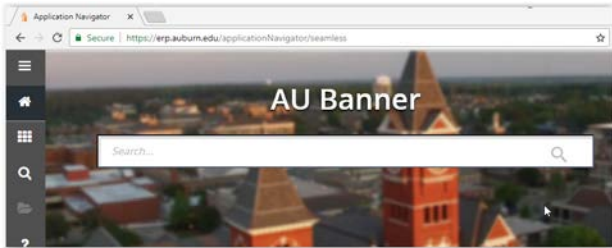


PZRLS10 – Active Employee Listserv

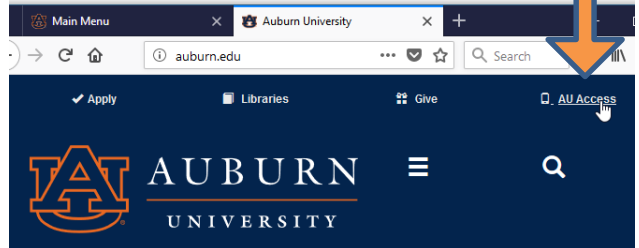
Listing for all active employees based on specific parameters (i.e. Faculty only, Full-time Employees only, etc.)

1 Banner Admin
erp.auburn.edu

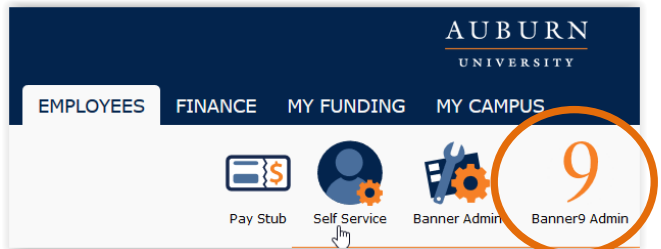
2 AU Authenticate and 2-factor DUO



1 AU Access

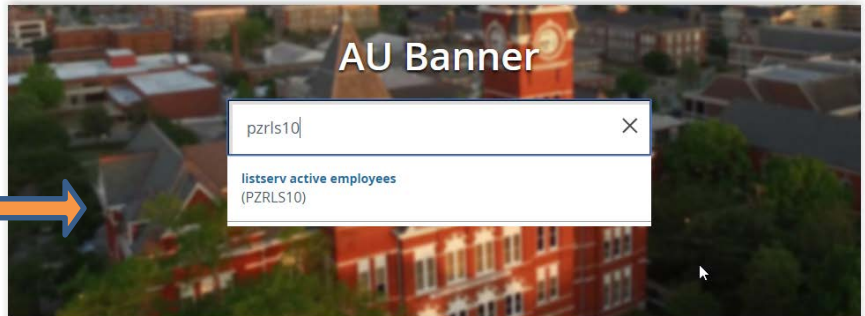


2 Employee Tab -> Banner9 Admin

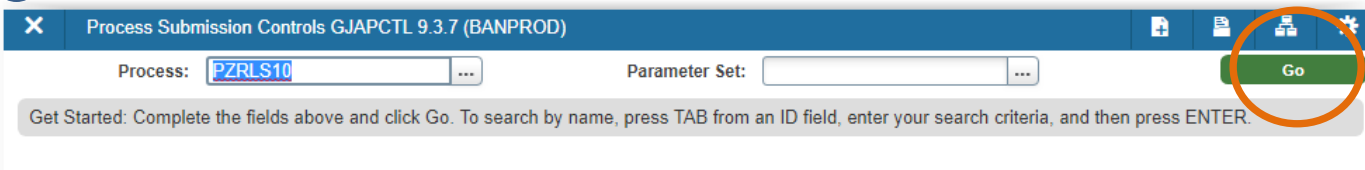


3 Search Field Type PZRLS10

4 Select the result



5 Submission Control -> Go



Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRLS10 listserv active employees Parameter Set: Start Over

PRINTER CONTROL

Printer: [] Submit Time: [] PDF Font Size: []
 Special Print: [] MIME Type: None Delete After Days: []
 Lines: [] PDF Font: []

PARAMETER VALUES

Number *	Parameters	Values
01	AU or AUM selection	
02	Faculty only	
03	full time employees	
04	part time employees	
05	tes employees	
06	grad assistants	
07	GRAs	
08	GTAs	
09	undergrad st excluding work st	
10	work study	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
 ex., AU, AUM or BOTH

Value Hints

Two Pages of Parameters

Example

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

Process Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRLS10 listserv active employees Parameter Set: Start Over

PRINTER CONTROL

PARAMETER VALUES

Number *	Parameters	Values
01	AU or AUM selection	AU
02	Faculty only	N
03	full time employees	Y
04	part time employees	Y
05	tes employees	N
06	grad assistants	N
07	GRAs	N
08	GTAs	N
09	undergrad st excluding work st	N
10	work study	N

Save Parameter Set as

Name: [] Description: []

Record 1 of 11

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 Submission Controls GJAPCTL 9.3.7 (BANPROD)

Process: PZRLS10 Parameter Set: []

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

- Saving current parameter values as user level defaults.
- Sequence number is: 7783720

Downloadable CSV file

employee_listserv_pzrls10.csv
 2 MB

see attached for employee listserv

non-reply@auburn.edu pzrls10 - employee list serv