

## 9.2 FWL Contract Generation (Batch)

**Purpose:** Use this document as a reference for how to use or add a Run Control to schedule the Faculty Workload Contract Generation Process. Executing the FWL Contract Process via the Process Scheduler (batch) generates the online (electronic) Contract, also referred to as an Appointment Letter at some colleges. The online Contract is accessible via a link on the Maintain Faculty Workload page and the FWL Mass Approval page. After a contract has gone through the approval process, it is ultimately visible to the instructor in their Faculty Center.

**Audience:** Class Scheduling Staff, HR\Payroll Staff.

 You must have at least one of these local college managed security roles:

- ZZ FWL Contract Gen

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### FWL Batch Contract Generation

**Navigation:** NavBar > Navigator > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Contract Generation

### Generate All Contracts

1. The **FWL Contract Generation** run control search page displays.
2. Enter an existing **Run Control ID**.
3. Select the **Search** button.

**FWL Contract Generation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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▼ **Search Criteria**

Search by: Run Control ID begins with

☐ Case Sensitive

[Advanced Search](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

4. If the search for an existing Run Control results in no matching values found, add a new Run Control by selecting on the **Add a New Value** tab, entering a new Run Control name and select the **Add** button.

**FWL Contract Generation**

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Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

5. The **FWL Contract-Generation** page displays.
6. Enter the following:
  - **Academic Institution:** Enter the institution, or use the Look Up.

- **Term:** Enter the term code value or use the Look Up to search by the term name (e.g. 2195 or SUMMER 2019)
- **Department:** Enter the HR Department code value or use the basic Look Up to search by HR Department code, or advance Look Up to search by the HR Department Description.
- **Empl ID:** Enter the instructor's Empl ID. (The Look Up will not help.) Multiple instructor Empl IDs can be added using the plus (+) symbol to add additional lines.
- **All Contracts Check Box:** The box is checked automatically. Leave it checked to generate all contracts for the Empl IDs listed. If All Contract Check Box is not checked, the Contract Type pop-up section will appear.

7. Select the **Run** button to begin launching the batch process.

**FWL Contract-Generation**

Run Control ID FWLConGen [Report Manager](#) [Process Monitor](#) **Run**

**Contract-Generation Parameters**

\*Academic Institution: WA140 Clark College

\*Term: 2195 SUMMER 2019

Department:

**Employee**

Empl ID	Last Name	First Name		
1 101009491	Fulltimer	Jimmy	+	-

☒ All Contracts

**Save** **Add**

**Warning:** If you leave the Empl ID blank you will be launching the process to generate a contract for ALL Empl IDs in the system for which a Pay Line record exists. NOT RECOMMENDED unless the scheduler is assured that no contracts are 'part-way' through the calculation/validation process.

8. The process to generate all contracts for selected Empl IDs is now complete.

## Generate a Single Contract

1. Navigate the **FWL Contract Generation** run control search page..

2. Enter an existing **Run Control ID** and select **Search**, or add a new one on the **Add a New Value** tab and select **Add**.
3. On the **Contract-Generation Parameters** page, enter the following:
  - **Academic Institution:** Enter the institution, or use the Look Up.
  - **Term:** Enter the term code value or use the Look Up to search by the term name (e.g. 2195 or SUMMER 2019)
  - **Department:** Enter the HR Department code value or use the basic Look Up to search by HR Department code, or advance Look Up to search by the HR Department Description.
  - **Empl ID:** Enter the instructor's Empl ID. (The Look Up will not help.)
  - **All Contracts Check Box:** The box is checked automatically. Uncheck to open the Contract Type section.
  - **Contract Type:** Enter a specific Contract Type code (or multiple codes using the Plus (+) symbol) to generate specific contracts for the Empl IDs listed.
4. Select the **Run** button to begin launching the batch process.

**FWL Contract-Generation**

Run Control ID FWLConGen [Report Manager](#) [Process Monitor](#) **Run**

**Contract-Generation Parameters**

\*Academic Institution: WA140 Clark College

\*Term: 2195 SUMMER 2019

Department:

**Employee**

Empl ID	Last Name	First Name
1 101009491	Fulltimer	Jimmy

☒ All Contracts

**Contract Type**

Contract Type	Description
1 ML	Moonlight Appointment

**Save** **Add**

5. Once the Run button is selected the page will redirect to the **Process Scheduler Request** page, select the **OK** button to finish launching the process.
6. After launching the process the page will return to the **FWL Contract Generation Run Control** page with the **Process Instance** number displaying below the **Process Monitor** link.
7. Select the **Process Monitor** link to view the progress of the batch process and access the log files.

FWL Contract-Generation

Run Control ID FWLConGen

[Report Manager](#)
[Process Monitor](#)

Run

Process Instance:21357758

8. The process to generate a single contract is now complete.

## Understand the FWL Contract Generation Log Files

- After the process has been launched it can be monitored by following the **Process Monitor** link.
- When the **Run Status** displays *Success* and the **Distribution Status** displays *Posted* you can following the **Details** link to access the log files. If your process runs to *No Success*, file an ERP Support ticket for assistance.

Process List

Server List

View Process Request For

User ID 101008237

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21357758		Application Engine	CTC_CNT_GEN	101008237	07/11/2019 12:14:13AM PDT	Success	Posted	<a href="#">Details</a>

- The **Process Detail** page displays.
- In the **Actions** section (lower right), select the **View Log/Trace** link.

## Process Detail

### Process

Instance	21357758	Type	Application Engine
Name	CTC_CNT_GEN	Description	Contract Generation-Regen
Run Status	Success	Distribution Status	Posted

### Run

Run Control ID	FWLConGen
Location	Server
Server	PSUNX
Recurrence	

### Update Process

- ☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Re-send Content  
☐ Restart Request

### Date/Time

Request Created On	07/11/2019 12:20:22AM PDT
Run Anytime After	07/11/2019 12:14:13AM PDT
Began Process At	07/11/2019 12:20:39AM PDT
Ended Process At	07/11/2019 12:20:53AM PDT

### Actions

- [Parameters](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)
- [Transfer](#)  
[View Locks](#)

5. The **View Log/Trace** page displays.
6. Select the CONTRACT\_GENERATION log file.

## View Log/Trace

### Report

Report ID	905466	Process Instance	21357758	<a href="#">Message Log</a>
Name	CTC_CNT_GEN	Process Type	Application Engine	
Run Status	Success			

Contract Generation-Regen

### Distribution Details

Distribution Node	local	Expiration Date	08/10/2019
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### File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_CTC_CNT_GEN_21357758.log</a>	170	07/11/2019 12:20:53.914527AM PDT
<a href="#">CONTRACT_GENERATION_21357758.log</a>	1,456	07/11/2019 12:20:53.914527AM PDT

### Distribute To

Distribution ID Type	Distribution ID
User	101008237

[Return](#)

7. The log file opens in a new window. It is divided into 4 sections:
  - **Section 1:** Displays the process instance, name and run date/time.
  - **Section 2:** Displays the scheduling parameters.

- **Section 3:** Displays **Empl ID, Contract Type, Status** (Generated, Regenerated, Not Generated) and a **Comment** if not generated explaining why.
- **Section 4:** Displays summary (count) of the contracts Generated and Regenerated.

```
*****
                          Process / Interface Log
*****
Process Instance   : 6171571      Operator ID       : CTC_FUNCTIONAL
Process Name      : CTC_CNT_GEN   Run Date/Time    : 07/22/2016 14:59:26
*****
                          Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)   : GEN_A_CONTRACT
Academic Institution (INSTITUTION) : WA172
Term              (STRM)          : 2163
All Contracts     (CTC_FWL_CNCTR) : Y
*****
                          Contract Generation / Regeneration Details
*****
Emplid   ContractType  Status      Comments
101002116 CE1             Not Generated Valid Contract already exists for Emplid
101002116 EXC             Not Generated Total contract amount is Zero
101002116 F06             Not Generated Total contract amount is Zero
101002116 S19             Not Generated Valid Contract already exists for Emplid
101002116 Z19             Not Generated Valid Contract already exists for Emplid
101005008 F05             Not Generated Total contract amount is Zero
101005008 K05             Regenerated
101005008 M05             Not Generated Valid Contract already exists for Emplid
101005008 MLB             Generated
*****
                          Summary
*****
Total number of Contracts Generated:1
Total number of Contracts Regenerated:1
```

```
*****
                          Process / Interface Log
*****
Process Instance   : 21357758     Operator ID       : 101008237
Process Name      : CTC_CNT_GEN   Run Date/Time    : 07/11/2019 00:20:39
*****
                          Run Control Parameter
*****
Run Control ID    (RUN_CNTL_ID)   : FWLConGen
Academic Institution (INSTITUTION) : WA140
Term              (STRM)          : 2195
Department        (DEPARTMENT)    :
All Contracts     (CTC_FWL_CNCTR) : Y
*****
                          Contract Generation / Regeneration Details
*****
Emplid   ContractType  Status      Comments
101009491 M/L_99632          Generated
*****
                          Summary
*****
Total number of Contracts Generated:1
Total number of Contracts Regenerated:0
```



**Note:** Contracts will not generate if the total pay is \$0. This includes FTE% Only contracts and exclusion contracts.

8. The FWL batch contract generation process is now complete.
9. End of procedure.