Job Form Printing Instructions

Log into Banner

GJAPCTL

NHR2PAF (it is possible to type just this and it will take you to the GJAPCTL form)

Ctrl Page Down twice

REQUIRED Fields
01: TKL 1 - Enter the TKL number for which you want to start printing (i.e. T330).

02: TKL 2: Enter the TKL number for which you want to stop printing – if only one TKL then reenter same as above.

03: Period Begin - Enter the first date you wish to pull

04: Period End – Enter the last date you wish to pull (see below for additional information)

Ctrl Page Down

Check the "Save Parameter Set as" box

Save/Commit (F10, Select Save Icon, or File-then Save)

Your job forms will appear in a separate PDF window, feel free to save, print or just review.

Additional Information:

You will notice that line numbers 05 – 07 are optional. Use only when trying to print a job form for a specific employee, job or effective date.

If you wish to receive all turnaround documents plan to print your turnarounds on a schedule (same time each week). If you print your turnarounds after 8:00 a.m. please be aware that additional data entry may take place during the day, so you may want to overlap your ending and beginning dates to be sure to capture everything (i.e., week 1: 01/06/2009 – 01/13/2009; week 2: 01/13/2009 – 01/20/2009)