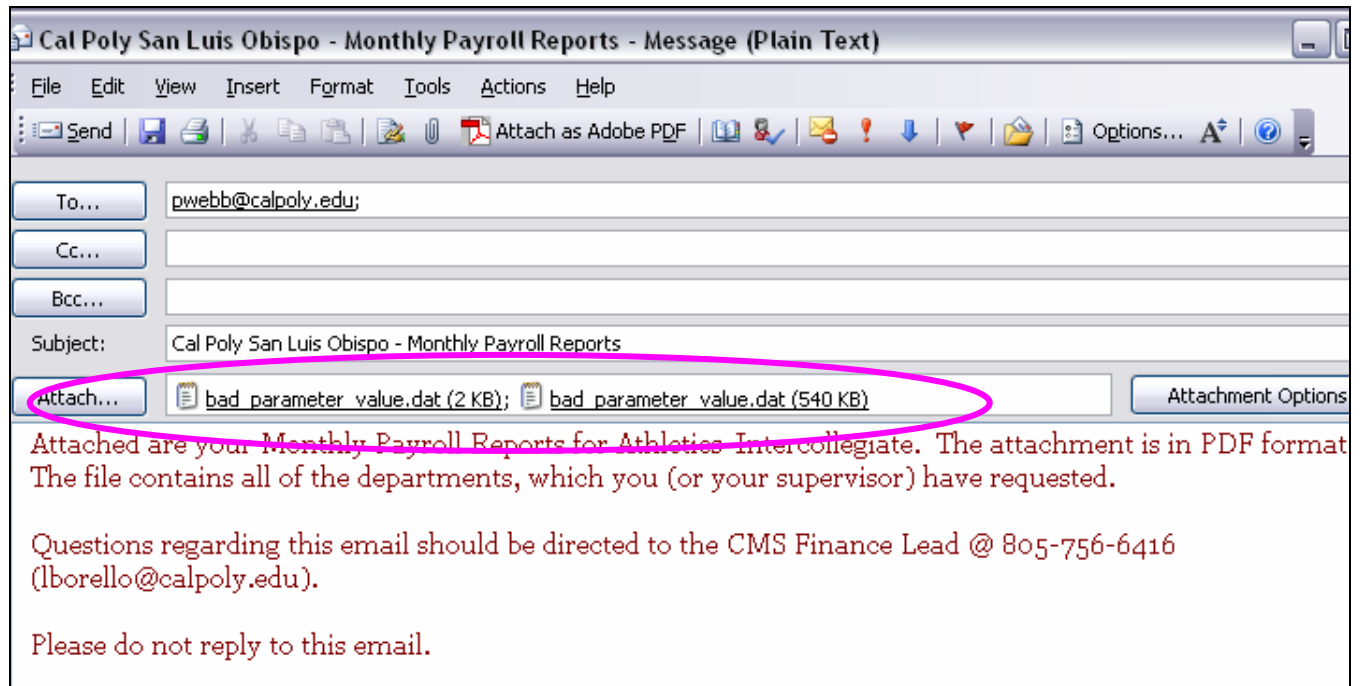
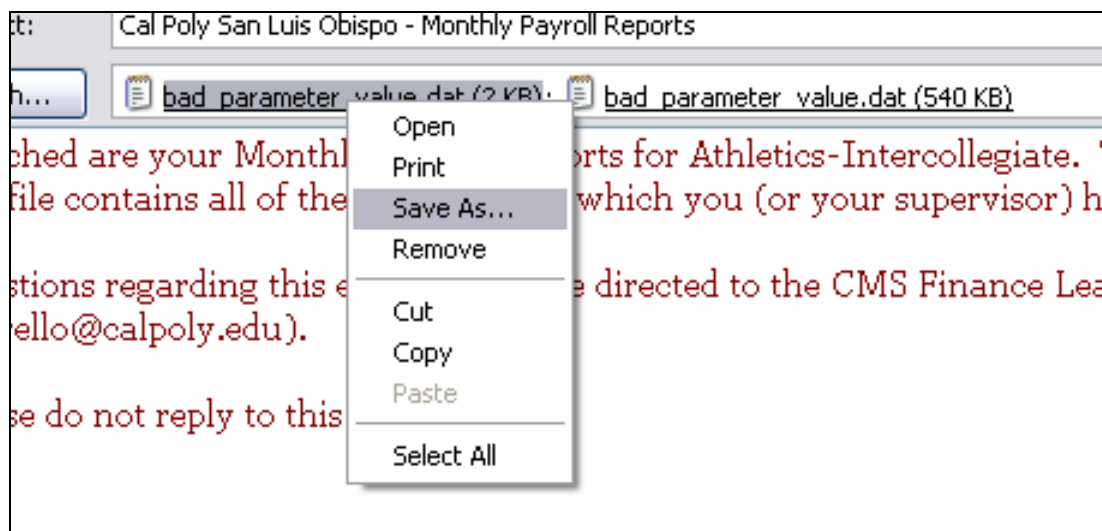


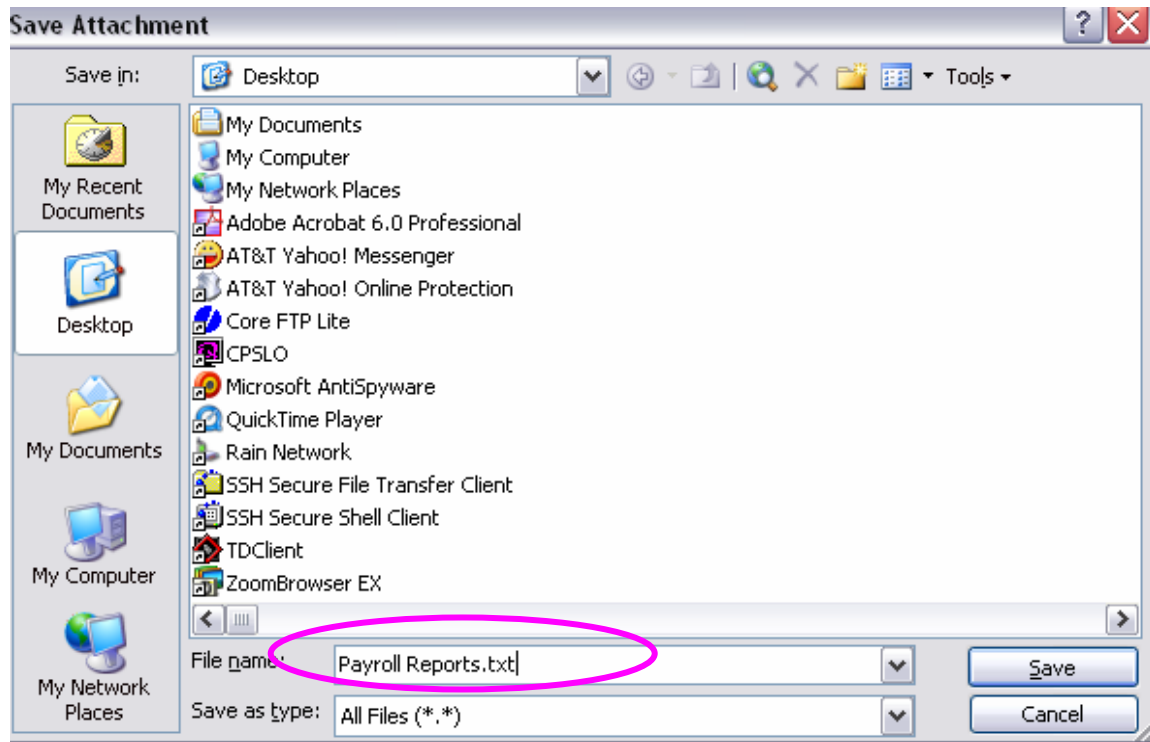
Bad Parameter Error Message – Payroll Reports

If your Monthly Payroll Reports come over with attachments that say “bad parameter value.dat” it is because of the configuration of your Outlook email program. Your Outlook program has been set up to use the Cal Poly Calendar (i.e. the outlook connector is OCFO-Oracle Connector for Outlook) whereas others not having this issue have Outlook set up to use the IMAP connector. OCFO causes all Peoplesoft emails to be sent this way.

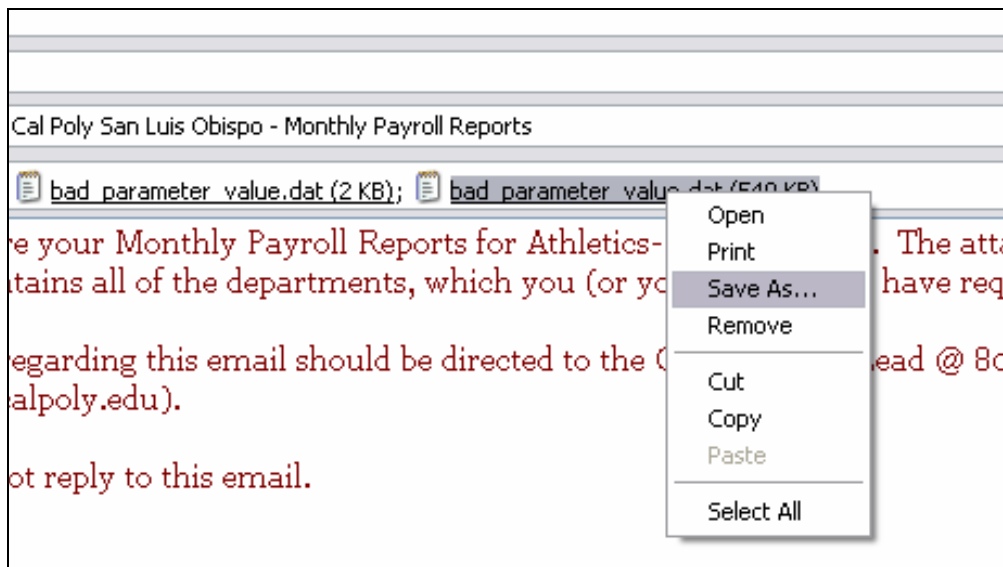


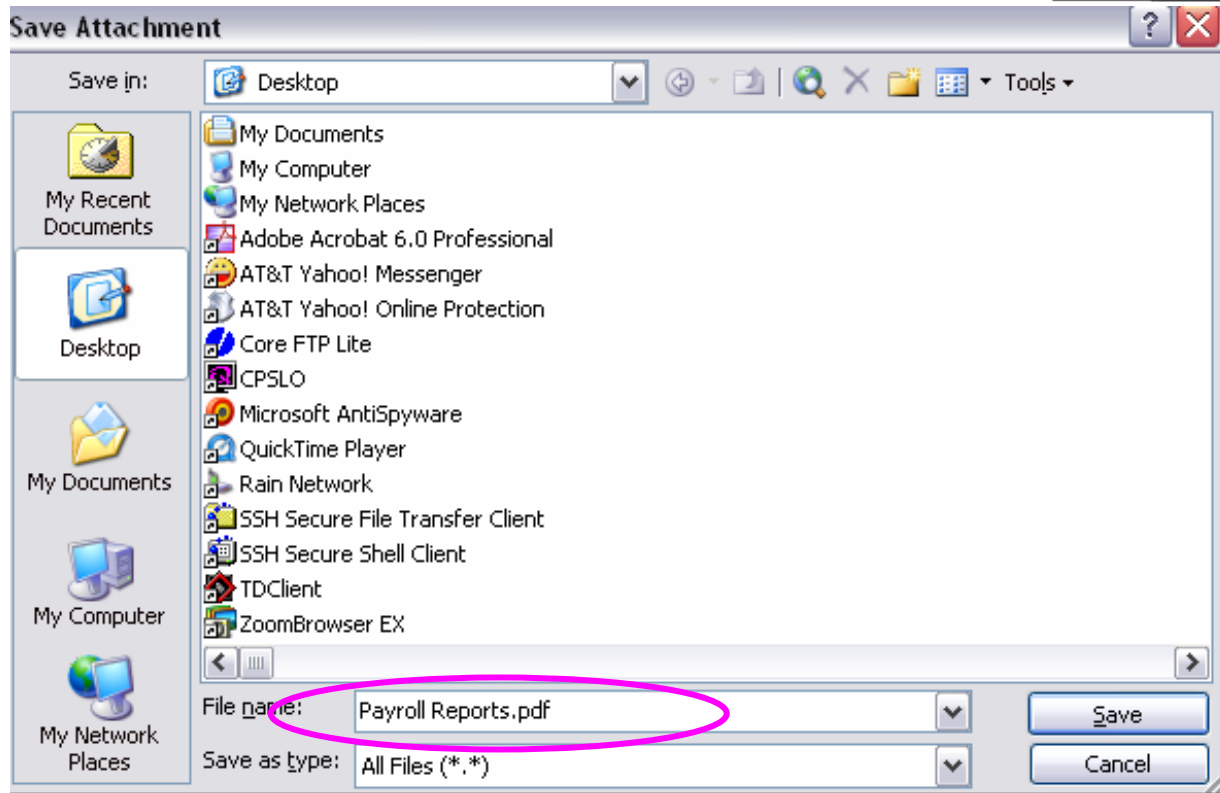
1. You have two options available to get your reports. A) Open the email through the My Cal Poly Portal, where the attachments will be correct or B) follow the steps below.
2. With your email open, right click (do not double click) on the attachment and do a Save As. Save the report as “Payroll Reports.txt” on your desktop (or other folder you will be able to locate later).



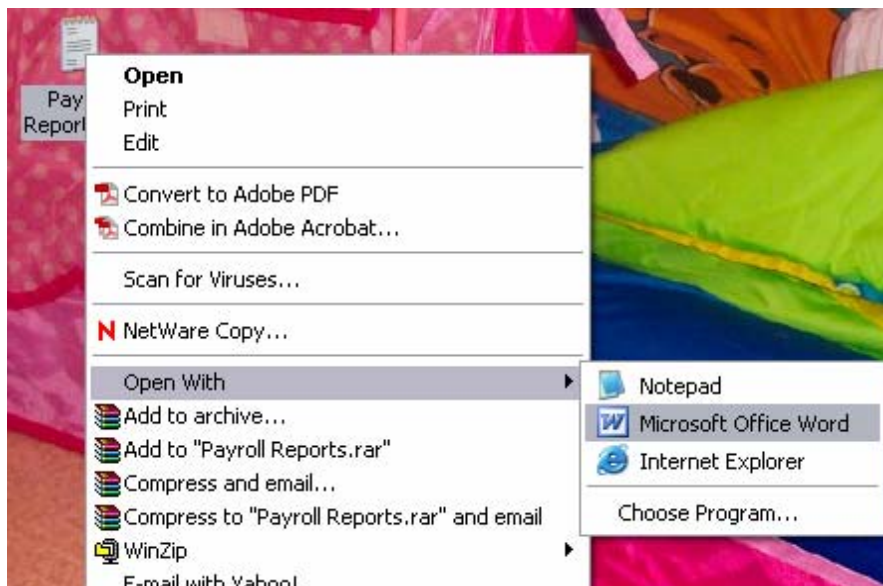


3. Right click (do not double click) on the second attachment and do a Save As. Save this report as "Payroll Reports.pdf"

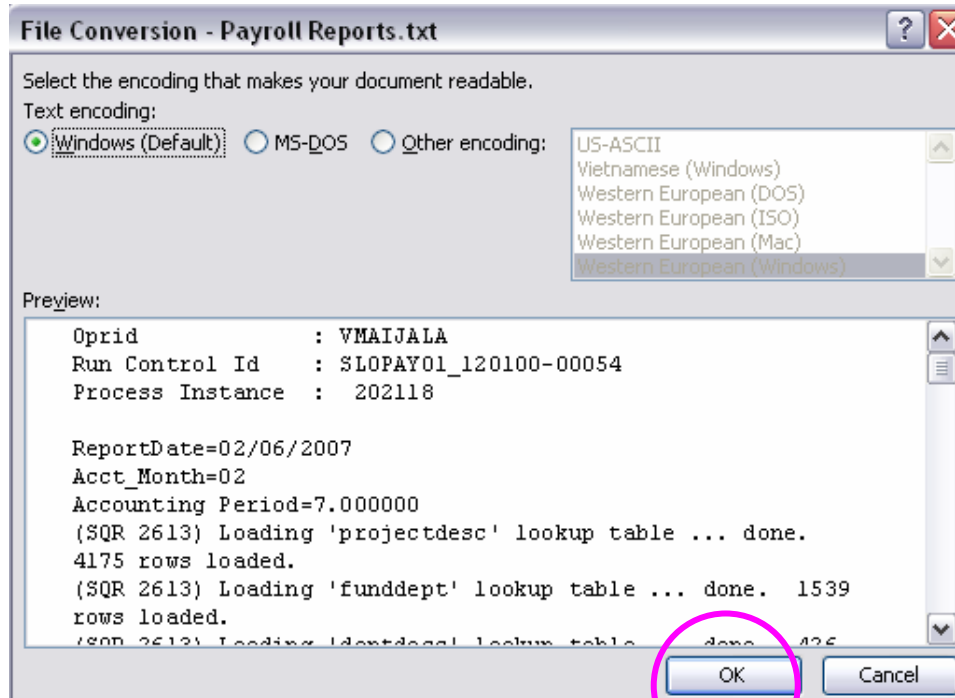




4. Go to your desktop (or where you saved the reports). Right click (don't double click) on the Payroll Reports.txt file, select Open With Microsoft Office Word.



5. When this window opens, click OK.



6. The first report will now open. In the area circled below, is the list of department id's you will receive in the PDF report. Please verify that these are correct. If there are any changes/corrections, please email Valerie Maijala at vmajjala@calpoly.edu

```
Opriid          : VMAIJALA
Run Control Id  : SLOPAY01_120100-00054
Process Instance : 202118

ReportDate=02/06/2007
Acct_Month=02
Accounting Period=7.000000
(SQR 2613) Loading 'projectdesc' lookup table ... done. 4175 rows loaded.
(SQR 2613) Loading 'funddept' lookup table ... done. 1539 rows loaded.
(SQR 2613) Loading 'deptdesc' lookup table ... done. 426 rows loaded.
(SQR 2613) Loading 'acctdesc' lookup table ... done. 881 rows loaded.
(SQR 2613) Loading 'programdesc' lookup table ... done. 264 rows loaded.
Begin Job      : 06-FEB-200709:21:53_PM

Report Id      : slopay01

Report Title   :

Version       : 01

Creating PS_SLO_HR_LINE_202118
SQLLink: FS_LINK
Loading-HR-File
DeptSel = AND HR.CSU_CHG_DEPTID IN
('120100','120101','120102','120103','120104','120105','120106','120107','120108',
', '120109','120110','120111','120112','120113','120114','120115','120116','120117',
', '120118','120119','120120','120121','120122','120123','120124','120125')
# OF TRANSACTIONS FOUND=1087.000000
Printing Alpha Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
Printing Alpha Supplemental Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
Printing Dept Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
Printing Dept Supplemental Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
Printing Workstudy Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
Printing Workstudy Supplemental Report
Printing Non-Reimbursed Information
Printing Reimbursed Information
End Job       : 06-FEB-2007 09:23:16_PM
```

7. Next double click on the Payroll Reports.pdf file and you will see the detail of your payroll reports.

8. If you print out the PDF file, you may need to adjust the settings. Click on Print, then change the Page Scaling to “Fit to Paper” or “Fit to Printer Margins.” Also check the “Choose Paper Source by PDF page size” box. You may want to consider printing just the current page first before you print out the whole report.

