

# Printing a DAF

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Instead of contacting the payroll department to request a DAF when making a change to an employment record, managers can now print DAFs using Oracle Self Service.

**Note: You will need to turn off your Pop-Up Blocker or select to accept pop-ups from the site.**

1. Navigate to the Oracle Index website at:  
<http://oracleapps.sandiego.edu>

2. Enter your username and password.

3. When the page appears, select  
 [USD Manager Self Service](#)

4. Under "Reports," select **Print DAF**.

### Reports

-  [Report Status](#)
-  [Print DAF](#)
-  [Print Sick/Vac](#)

5. This will bring you to the **Schedule Request** page, where you can enter the employee number or the department.

6. To print a DAF for an employee, click on the  next to the **Employee** field. To print a DAF for your department, click on the  next to the **Department** field.

7. In the blank field next to either **Employee** or **Department**, enter "%".

Search By

8. Click .

9. This will bring up a list of employees or departments that report to you. Select the radio button next to the employee for whom you would like to print a DAF.

Results	Quick Select	Employee Number	Description
<input checked="" type="radio"/>		36849	Service, Self

10. Click .

11. This window will close and you will see the **Schedule Request** page again, with the employee number or department entered into the required field.

Employee Number

or

Department  

12. The date fields should default to specific dates, but if you want to change these default dates, follow these instructions:

- a. In the **Date From** field, enter **01-Jan-2006**.
- b. In the **Date Through** field, enter the current date in the same format (for example, 03-Oct-2006.) (You can also click on the  to select a date using a provided calendar.)

Employee Number	<input type="text" value="35249"/>	
Department	<input type="text"/>	
* Date From (DD-MON-YYYY)	<input type="text" value="01-Jan-2006"/>	
* Date Through (DD-MON-YYYY)	<input type="text" value="03-Oct-2006"/>	

13. Select .

14. You will then be able to review the information you are submitting for the DAF. If the information is correct, click .

15. You will see a confirmation that your USD DAF has been scheduled. Click .

16. You will then see the **Reports** page. The **Phase** box will display the status of your DAF report.

17. The **Phase** rating will eventually change from **Pending** to **Processing** to **Completed**. You will need to refresh your browser to see if the status has been updated. You can do this by clicking the  button.

18. When the report is completed, you will see an icon under the **Output** category:



Click on the icon.

22. This will open an .pdf file of the DAF you have requested. You can print this out, mark the intended changes and submit the DAF to human resources via interoffice mail.