Overview: This document provides an overview on how to generate the Finalized Absence Activity Report for your department(s). This report provides details regarding leave accruals and usage for the specified period.

Log In
1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)
2. Enter your NetID, Password and Click SIGN IN

Generate Report
4. Select the Finalized Absence Activity link located under the Absence Reports header
5. Click search to use an existing Run Control or click Add a New Value to create one Please note: Run Controls cannot contain any spaces.
6. You will be redirected to the Finalized Absence Activity Report parameters page

The following fields must be populated: As of Date -last date of the pay period; absence calendar must be closed in order for report to generate, Set ID = HW001, Department, Check the Sub Departments checkbox for data related to departments that roll-up to the department selected (optional) or Managers can enter the employee id to generate report for a specific individual, Click Run
7. Process Scheduler Request page displays, please Click **OK** to proceed

You will be redirected to the Finalized Absence Activity parameters page, select the **Report Manager** hyperlink

8. You will be redirected to the Report Manager page. Your report is typically listed at the top of the page. Select the Report Name hyperlink under the Description header once the Status is **Posted** to view results.

9. Sample output:

<table>
<thead>
<tr>
<th>Name/Emplid</th>
<th>Leave Type</th>
<th>Balance</th>
<th>Taken</th>
<th>Earned</th>
<th>Misc Adj</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT Available to Donate</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>32.00</td>
<td></td>
</tr>
<tr>
<td>Personal Holiday Balance</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Sick - End Balance</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
<td>256.00</td>
<td></td>
</tr>
<tr>
<td>State Service - Period Balance</td>
<td>175.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>176.00</td>
<td></td>
</tr>
<tr>
<td>Vac - Period End Balance</td>
<td>397.16</td>
<td>0.00</td>
<td>16.00</td>
<td>0.00</td>
<td>413.16</td>
<td></td>
</tr>
</tbody>
</table>

**Name/Emplid**: The employee’s Legal name, employee identification and record number  
**Leave Type**: The type of leave  
**Balance**: Beginning Balance (end balance as of prior calendar period)  
**Taken**: Leave(s) reported during the calendar period  
**Earned**: Leave accrued during calendar period  
**Misc Adj**: Adjustments to leave balances (centralized Payroll entry)  
**Balance**: New leave balance

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**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticket via the [Service Desk](#).