Overview: This document provides an overview on how to generate the Hourly Approval Report. This report provides department time approvers with a comprehensive listing approved work hours for a specific calendar period.

Log In

1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)

2. Enter your NetID, Password and Click SIGN IN

3. Navigate to the Manager/Timekeeper tab

Generate Report

4. Select the Hourly Approval Report link located under Time and Labor Information 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 Hourly Approval Report parameters page
   The following fields must be populated: Pay Period End Date (must be the last day of the respective pay period), Empl ID (click the button to add an additional row) or 5 digit PeopleSoft Department ID (click the button to add additional row), Click Run

7. The Process Scheduler page displays, please Click OK to proceed
8. You will be redirected to the Hourly Approval Report parameters page. Select the Report Manager hyperlink.

   Run Control ID: HRLY  [Report Manager]  Process Monitor  [Run]

9. 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.

   Sample output:

   Employee Hourly Approval Report
   13600  University Extension  PAY END DATE:  30-OCT-2018

<table>
<thead>
<tr>
<th>EmplID-RCD</th>
<th>Name</th>
<th>Job Cd</th>
<th>Unit</th>
<th>Hrly Rt</th>
<th>Appvd Hrs</th>
<th>Est. Gross</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00080921-4</td>
<td></td>
<td>1800</td>
<td>360</td>
<td>21.00</td>
<td>6.00</td>
<td>126.00</td>
<td>Transmitted</td>
</tr>
<tr>
<td>011119903-8</td>
<td></td>
<td>1800</td>
<td>360</td>
<td>18.00</td>
<td>6.50</td>
<td>117.00</td>
<td>Transmitted</td>
</tr>
<tr>
<td>011396465-0</td>
<td></td>
<td>1800</td>
<td>360</td>
<td>72.00</td>
<td>5.80</td>
<td>417.60</td>
<td>Transmitted</td>
</tr>
</tbody>
</table>

   - **EmplID-RCD**: The employee identification number and record number of the employee
   - **Name**: The Legal name of the employee
   - **Job Cd**: The employee’s job code
   - **Unit**: The Unit in which pay warrants are generated
   - **Hrly Rt**: The employee’s hourly rate
   - **Appvd Hrs**: Total hours in approval status
   - **Est. Gross**: Estimated gross for approved hours
   - **Status**: The status provides the user with information regarding the status of work hours
     - **Approved** indicates hours have been reviewed and approved by the appropriate supervisor
     - **Transmitted** indicates approve hours have been sent to the State Controller’s Office for paycheck generation

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.