Overview: This document provides an overview on how to generate the Absence Activity Detail Report. This report displays submitted absences for the requested time period. Please note: only employees that have submitted an absence during the specified period will appear in report results.

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

Generate Report
4. Select the Absence Activity Detail 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 Absence Activity Detail Report parameters page
   The following fields must be populated: Business Unit always = HW001, Begin Date, End Date, Department, Check the Sub Departments checkbox for data related to departments that roll-up to the department selected (optional) or Managers can enter their employee id in the Empl ID field to generate the report for direct reports, Click Run
7. Process Scheduler Request page displays, please Click OK to proceed
8. You will be redirected to the Absence Activity Detail Report parameters page, select the Report Manager hyperlink
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.

   ![Report List](image)

10. Sample output:

   ![Sample Output](image)

   **Emplid/Rcd**: The employee identification number and record number of employee  
   **Name**: The Legal name of the employee  
   **Begin Date**: The date of the absence entry, or the begin date if the absence was entered for multiple days  
   **End Date**: The date of the absence entry, or the end date if the absence was entered for multiple days  
   **Duration**: Displays the number of hours reported for the absence  
   **Absence Type**: The type of absence  
   **Date Submitted**: The date in which the absence was entered into the system  
   **Approved**: If approved, a “Y” will display; if not, “Not Approved” will display

**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](#).