Overview: This document provides an overview on how to generate the Absence Reporting and Approval Structure Report for your department(s). This report contains details regarding the current reporting hierarchy for the selected departments. Changes to the reporting structure can be made by contacting Human Resources.

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 Rpt Structure and Approval Rpt 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 Reporting & Approval parameters page

Enter the Department, Check the Sub Departments checkbox for data related to departments that roll-up to the department selected (optional), Click Run
7. Process Scheduler Request page displays, please Click **OK** to proceed

8. You will be redirected to the Absence Reporting & Approval 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.

10. Sample output:

    - **Name/Emplid**: The employee’s Legal name, employee identification and record number
    - **Position-Business Title**: Employee’s current Business Title
    - **Reports To Name**: Current Supervisor/Manager
    - **Report To Position-Business Title**: Supervisor/Manager Business Title
    - **Department**: PeopleSoft department ID and Short Description

**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](#).