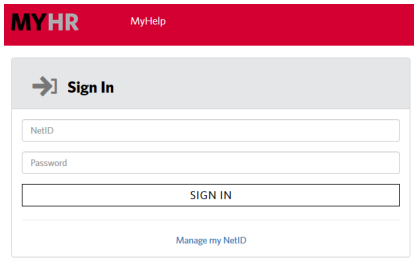




Overview: This document provides an overview on how to generate the Finalized Absence Activity Report for your department(s). This report provides details regarding leave accruals and usage for the specified period.

Log In

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

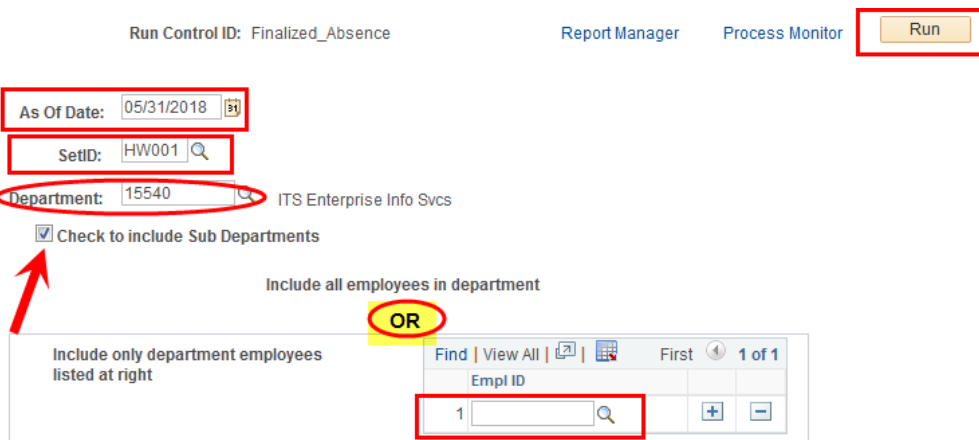


3. Select the **Manager/Timekeeper** tab.

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

Run Control ID: FinalizedAbby

Report Manager

Process Monitor

Run

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.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1394033	2880341	Finalized Absence Activity	11/13/2018 11:21:10AM	Acrobat (*.pdf)	Posted	Details

9. Sample output:

Report ID: HAYAM001	California State University, East Bay	Report Date: 07/05/18				
Page 1 of 7	Finalized Absence Activity	Report Time: 10:47:12				
Department: 15540 ITS Enterprise Info Svcs	As of 04/30/2018	Primary Dept: ITS Enterprise Info Svcs				
	03/31/2018	04/30/2018				
<u>Name/Emplid</u>	<u>Leave Type</u>	<u>Balance</u>	<u>Taken</u>	<u>Earned</u>	<u>Misc Adj</u>	<u>Balance</u>
	CAT Available to Donate	32.00	0.00	0.00	0.00	32.00
	Personal Holiday Balance	1.00	0.00	0.00	0.00	1.00
	Sick - Self		8.00			
	Sick - Period End Balance	256.50	8.00	8.00	0.00	256.50
	State Service - Period Balance	175.00	0.00	1.00	0.00	176.00
	Vac - Period End Balance	397.16	0.00	16.00	0.00	413.16

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

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](#).