



**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.

Report List							
		Personalize   Find   View All    		First  1-2 of 2  Last			
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1468565	2974704	<a href="#">TL Hourly Approval Report</a>	11/15/2018 7:54:07PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

10. Sample output:

Employee Hourly Approval Report

13600 University Extension

PAY END DATE: 30-OCT-2018

EmplID-RCD	Name	Job Cd	Unit	Hrly Rt	Appvd Hrs	Est. Gross	Status
000080921- 4	[REDACTED]	1800	360	21.00	6.00	126.00	Transmitted
011119903- 8	[REDACTED]	1800	360	18.00	6.50	117.00	Transmitted
011396465- 0	[REDACTED]	1800	360	72.00	5.80	417.60	Transmitted

- **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 approved 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](#).