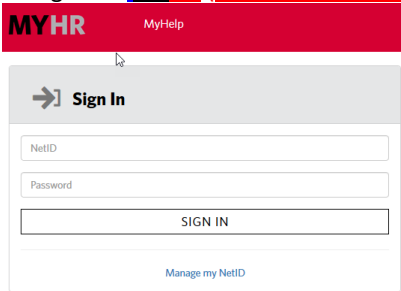




Overview: This document provides an overview on how to generate the Absence Activity Detail Report. This report displays submitted absences for the requested time period. Please note: only employees that have submitted an absence during the specified period will appear in report results.

Log In

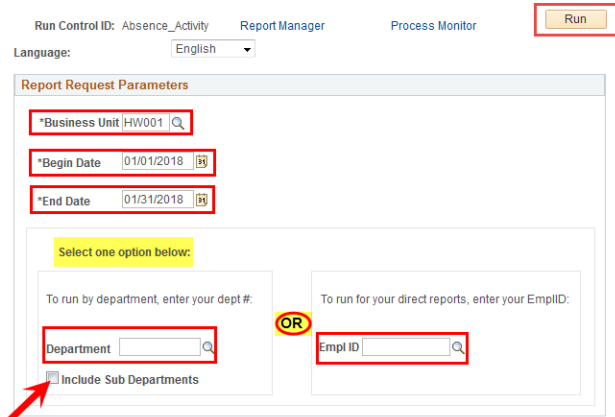
1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)



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							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1393930	2880236	Absence Activity Detail	10/29/2018 11:10:31AM	Acrobat (*.pdf)	Posted	Details

10. Sample output:

Report ID: HAYAM009 Cal State East Bay Report Date: 03/13/18
 Page 1 of 1 Absence Activity Detail Report Time: 13:46:21

From 01/01/18 Thru 01/31/18

Emplid / Rcd	Name	Begin Date	End Date	Duration	Absence Type	Date Submitted	Manager Approval
Department: ITSSvcMgmt, 20017							
00000000-0	XXXXXXXXXX	01/01/18	01/01/18	8:00	Full Day	01/01/18	Y
00000000-0	XXXXXXXXXX	01/01/18	01/01/18	8:00	Full Day	01/01/18	Y
00000000-0	XXXXXXXXXX	01/01/18	01/01/18	8:00	Full Day	01/01/18	Y

- 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](#).