



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

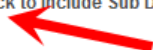
4. Select the **Rpt Structure and Approval Rpt** link located under the **Absence Reports** header
5. Click search to use an existing Run Control or click Add a New Value to create one
Please note: Run Controls cannot contain any spaces.
6. You will be redirected to the Absence Reporting & Approval parameters page

Enter the **Department**, Check the Sub Departments checkbox for data related to departments that roll-up to the department selected (optional), Click **Run**

Run Control ID: Approval_Structure

Department: 

Check to include Sub Departments



- Process Scheduler Request page displays, please Click **OK** to proceed
- You will be redirected to the Absence Reporting & Approval parameters page, select the **Report Manager** hyperlink

Run Control ID: Approval_Structure [Report Manager](#) [Process Monitor](#) [Run](#)

- 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	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1394027	2880335	Absence Reporting and Approval	11/06/2018 12:12:47PM	Acrobat (* .pdf)	Posted	Details

- Sample output:

Report ID: HAYAM005	Cal State East Bay	Report Date: 11/13/18
Page 1 of 1	Absence Management Reporting & Approval Structure	Report Time: 10:28:32
Department: 10010President	As of 13-NOV-2018	Process Instance: 2880340

Name			Reports To (Primary Approver)		
Name	Emplid-Recd	Position-Business Title	Name	Position-Business Title	Department
	010689265- 0	00002405-Exec. Asst. to the President		00001157-President	10010-Preside
	002085651- 0	00000403-Confidential ASC/Project Mngr		00003452-Chief of Staff	16300-G&C Rel
	010001715- 0	00000411-Exec. Asst., Chief of Staff		00003452-Chief of Staff	16300-G&C Rel
	012173774- 0	00001157-President		00001157-President	10010-Preside

Non-Absence Management Employees

	014807288- 1	00000561-Stdnt Trnee,On-Cmps Wrk Stdy
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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](#).