



**Overview:** This document provides an overview on how to generate the Student 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 **Student 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 Student 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 Student Approval Report parameters page, Select the Report Manager hyperlink

Run Control ID: Student

[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							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1469197	2975396	<a href="#">TL Student Approval Report</a>	11/16/2018 11:01:40AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

10. Sample output:

```

Student Approval Report
13500    Library                                PAY END DATE: 29-NOV-2018

EmplID-RCD   Name                                     Job Cd Unit Hrly Rt Appvd Hrs Est.Gross Status
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014561926-  2 [REDACTED]                             1871  350  11.00    16.00  176.00 Approved
014213721-  0 [REDACTED]                             1870  350  11.00    18.60  204.60 Approved
014526410-  1 [REDACTED]                             1871  350  11.00    17.60  193.60 Approved
  
```

- **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](#).