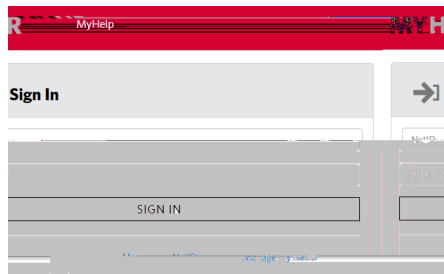**Overview:** This document provides an overview on how to generate the Hourly Approval Report. This report provides department time approvers with a comprehensive listing approved work hours for a specific calendar period.

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** |
|---|---|
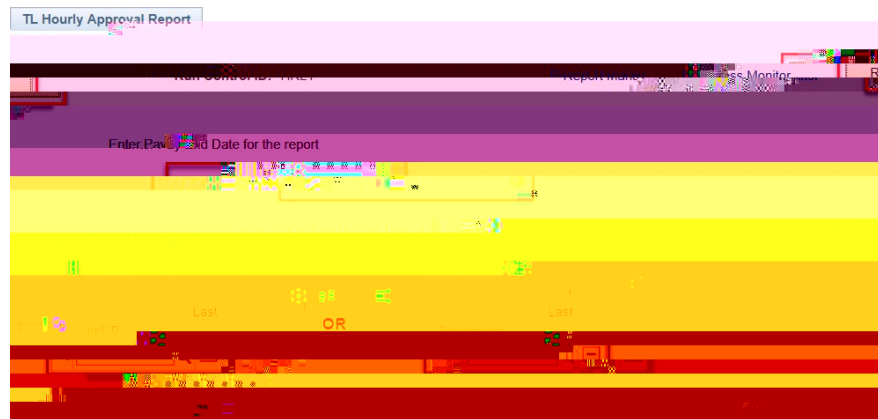
7.	The Process Scheduler page displays, please Click *OK* to proceed

8.	You will be redirected to the Hourly Approval Report parameters page, Select the Report Manager hyperlink
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.
10.	Sample output:

¾ **EmplID-RCD:** The employee identification number and record number of the employee
¾ **Name:** The Legal naRCD: