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. Click the **SIGN IN** button

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