
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.

| Navigate to _____ (https://www.csueastbay.edu/myhr/)

link located under *Time and Labor Information* header

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.

You will be redirected to the Hourly Approval Report parameters page

The following fields must be populated:

(*must be the last day of the respective pay period*),

(*click the button to add an additional row*) or

(*click the button to add*

additional row), Click

The Process Scheduler page displays, please Click **OK** to proceed

You will be redirected to the Hourly Approval Report parameters page, Select the Report Manager hyperlink

You will be redirected to the Report Manager page, navigate to the Administration tab. Your report is typically listed at the top of the page. Select the *Report Name* hyperlink under the Description header once the Status is to view results.

Select	ID	Instance	Description	Request Date	Status	Details
<input type="checkbox"/>	1468565	2974704	TL Hourly Approval Report	11/15/2018	Approved	Pos

Sample output:

Employee ID	Job Code	Unit	Hourly Rate	Total Hours	Estimated Gross	Status
011119903	8		18.00	360	18.00	Transmitted

- The employee identification number and record number of the employee
- The Legal name of the employee
- The employee's job code
- The Unit in which pay warrants are generated
- The employee's hourly rate
- Total hours in approval status
- Estimated gross for approved hours
- The status provides the user with information regarding the status of work hours
 - indicates hours have been reviewed and approved by the appropriate supervisor
 - indicates approve hours have been sent to the State Controller's Office for paycheck generation