

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

