

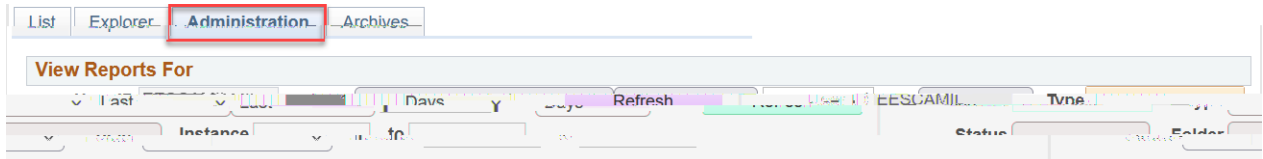
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: This document provides an overview on how to generate the Absence Reporting and Approval Structure Report for your department(s). This report contains details regarding the current reporting hierarchy for the selected departments. Changes to the reporting structure can be made by

7. Process Scheduler Request page displays, please Click OK to proceed
8. You will be redirected to the Absence Reporting & Approval parameters page, select the hyperlink



9. You will be redirected to the Report Manager page.  
Verify that you've landed on 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.



10. Sample output:

| Department | Name | Emplid-Red | Position-Business Title | Name | Reports To (Primary Approver) |
|------------|------|------------|-------------------------|------|-------------------------------|
|            |      |            |                         |      |                               |

The employee's Legal name, employee identification and record number  
 Employee's current Business Title  
 Current Supervisor/Manager  
 Supervisor/Manager Business Title  
 PeopleSoft department ID and Short Description

For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticket via the [Service Desk](#).