

Human Resources/Ravroll Services

aniProcessiName: Sludent=AnnravaliRen e: Time and Labor Medul

Overview: This document provides an overview on how to generate the Student 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. Click the SIGN IN button



3. Navigate to the Manager/Timekeeper tab

G

Generat	e Report			
4.	Select the Student 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 <i>Please note: Run Controls cannot contain any spaces.</i>			
6.	'ou will be redirected to the Student Approval Report parameters page The following fields must be populated: Pay Period End Date (<i>must be the last day of the respective pay period</i>), 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			
	TL Student Employee Approval			
	Run Control ID: Student	Report Manager	Process workers	
	Enter Pay End Date for the report			
	Enter either Emr " // a) an Dana depret/a) (Due) - U			
	Personalize Find View All 🔄		Personalities Timihol Timihol Time View	
			The state of the s	

7. The Process Scheduler page displays, please Click OK to proceed 8.