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

Generate 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
   Please note: Run Controls cannot contain any spaces.

6. You will be redirected to the Student Approval Report parameters page
   The following fields must be populated: **Pay Period End Date** (*must be the last day of the respective pay period*), **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**
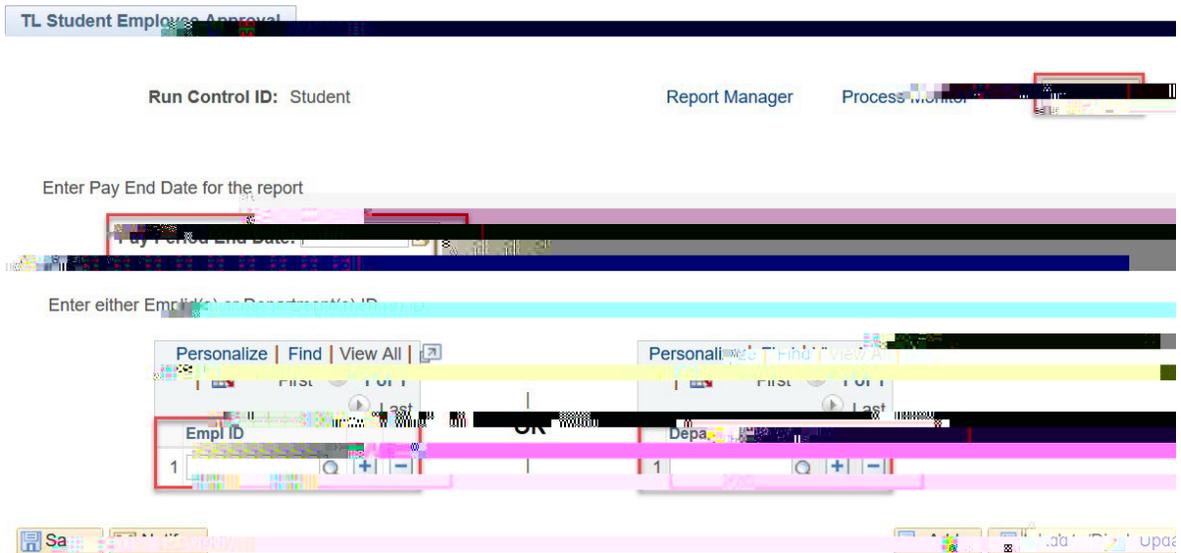
7. The Process Scheduler page displays, please Click *OK* to proceed

8.