

**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



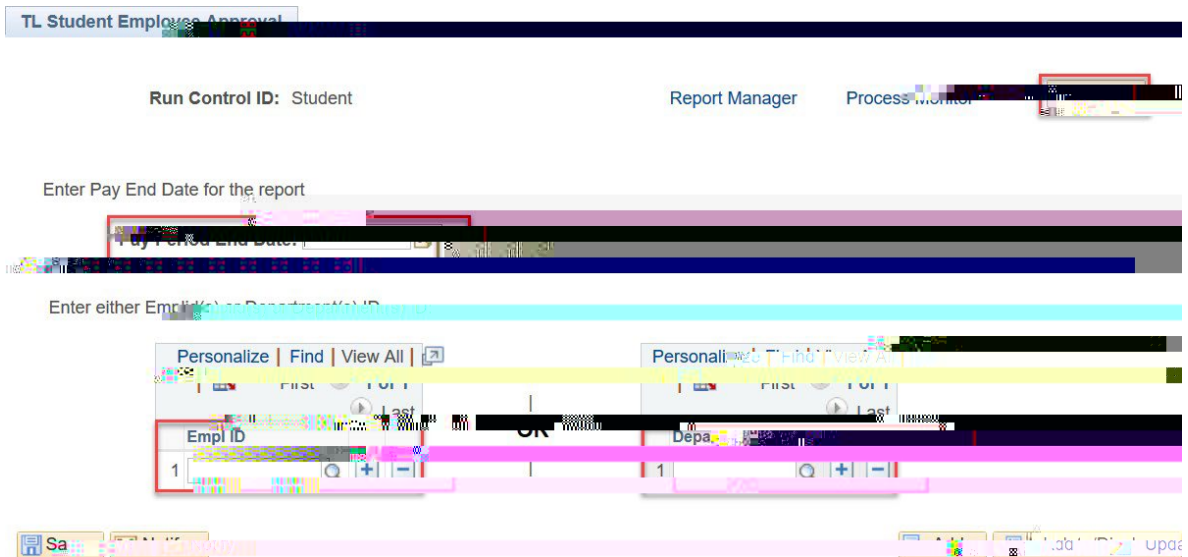
3. Navigate to the *Manager/Timekeeper* tab

**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.