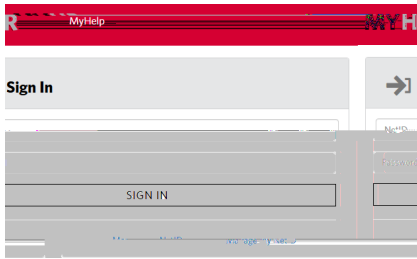


Overview: This document provides an overview on how to generate the Finalized Absence Activity Report for your department(s). This report provides details regarding leave accruals and usage for the specified period.

Log In

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Enter your **NetID, Password** and Click **SIGN IN**



3. Select the **Manager/Timekeeper** tab.

Generate Report

4. Select the **Finalized Absence Activity** link located under the **Absence Reports** header

7.

Run Control ID: FinalizedAbhy Report Manager Process Monitor Run

Report List Personalize Find View All 1-21 First 1-21 of 21 Last

Report ID: HAYAM001 California State University, East Bay Report Date: 07/05/18

Enterprise Info Svcs As of: 04/30/2018 Primary Dept: ITS Enterprise Info Svcs Department: 15540 ITS Enterprise Info Svcs

Emp ID	Leave Type	Balance 03/31/2018	Taken	Earned	Misc Adj	Balance 04/30/2018	Name/Em
	Personal Holiday Balance	0.00	0.00	0.00	0.00	0.00	