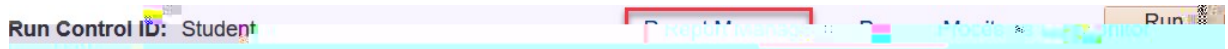
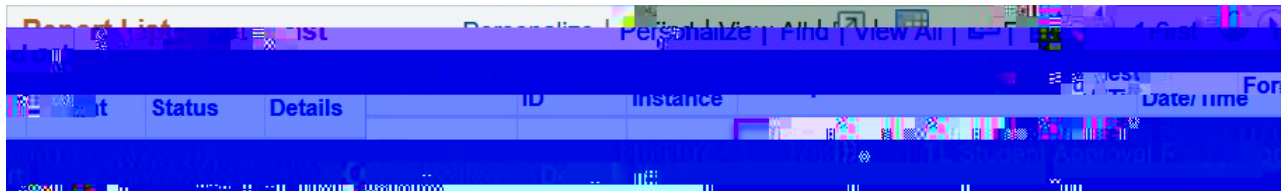




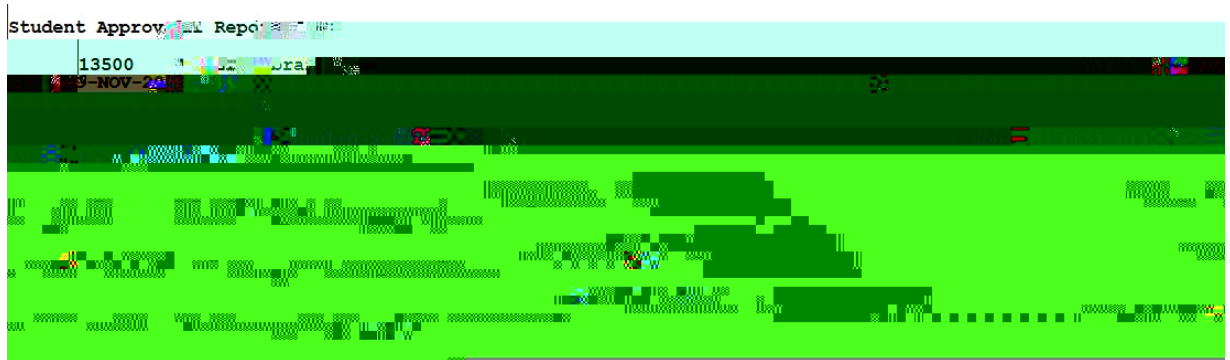
8. You will be redirected to the Student Approval Report parameters page, Select the Report Manager hyperlink



9. You will be redirected to the Report Manager page. Your report is typically listed at the top of the page. Select the *Report Name* hyperlink under the Description header once the Status is **Posted** to view results.



10. Sample output:



**EmpID-RCD:** The employee identification number and record number of the employee

**Name:** The Legal name of the employee

**Job Cd:** The employee's job code

**Unit:** The Unit in which pay warrants are generated

**Hrly Rt:** The employee's hourly rate

**Appvd Hrs:** Total hours in approval status

**Est. Gross:** Estimated gross for approved hours

**Status:** The status provides the user with information regarding the status of work hours

- **Approved** indicates hours have been reviewed and approved by the appropriate supervisor
- **Transmitted** indicates approved hours have been sent to the State Controller's Office for paycheck generation

#### Whom to contact for help?

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