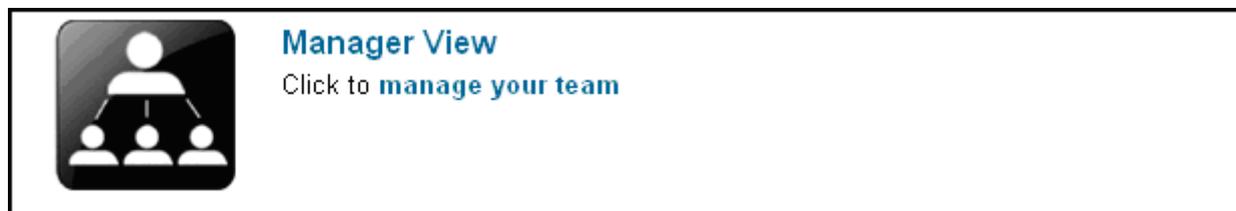# Running Manager Reports – Quick Guide

'**Manager Reports**' is a module in MyHR that enables managers to run reports against the staff they manage based on common reports / or themes such as absence (including sickness) or length of service.

It is available through the Manager View on MyHR:

Click into the Manager View and there is a link on the right hand menu for Manager's Reports:

The following pre-defined reports are available:

Report	What It Does
Absence Between Two Dates	Displays a summary of employee absences between two dates.
Absence Summary for Year	Displays a summary of employee absences for the current year.
Length of Service	Displays the length of time that staff have been in continuous service (with University of London).
List of Employees	Displays a list of employees you manage and their current start date at QMUL.

To run a report:

- Select the radio button against the required report in the Manager Reports module page.

- Enter the number of employee levels on which you want to report in the Enter Descent Level field. Level 1 includes only your direct reports; level 2 includes your direct reports and their direct reports and so on through the hierarchy; level 99 will show all of your team.

- Click **[Next]** to display the appropriate Report Selection page and enter further criteria on which to report, such as the start and end date of the reporting period.

  Note: Some reports do not have a Report Selection page, and are generated immediately when you click [Next].

- Click **[Next]** to generate the selected report.

-end-