

DETEL PITTOESS NOMACHAURWHIRE VORTOF WITTOE

Overview: This documenprovides an overview on how to access previous and future dated absence entries.

Log In

- 1. Navigate to MyHR (https://www.csueastbay.edu/myhr/_)
- 2. Click the SIGN INbutton



- 3. Employeesnavigate to Employeetab; Managers and Timekeepers navigate to the Manager/Timekeeper tab.
- 4. Employees,select the Report and View Absences link located below the Time and Absence Information header; Managers, select the Enter Absences for Employee link located below the Absence Information header; Timekeepers, select the Enter Absences link located below the Timekeeperader
- 5. Employees:

Modify the From and Through dates on the Report and View Absences page to include the date(s) you wish to review.



Managers: Populate the checkbox next to the employdate(s) you wish to review.

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