

Overview: This document provides an overview on how to delete Submitted absence entries. Please contact your payroll technician for information regarding corrections to In Process and Finalized absences.

LogIn

1. Navigate to MyHR (<https://www.csueastbay.edu/myhr/>)
2. Click the SIGN IN button
3. Users with administrative access should navigate to the Employee

Delete Absence(s)

4. Select the Report and View Absences link located under Absence and Time Information header
5. Verify the date you wish to view falls within the From and Through date parameters
6. Click the trash can button located next to the entry you wish to delete.

*Please note: Approved absences can only be deleted by your manager/supervisor.

7. Deletion Confirmation page displays please Click Yes to confirm absence deletion.

Whom to Contact for Help?
For additional help or