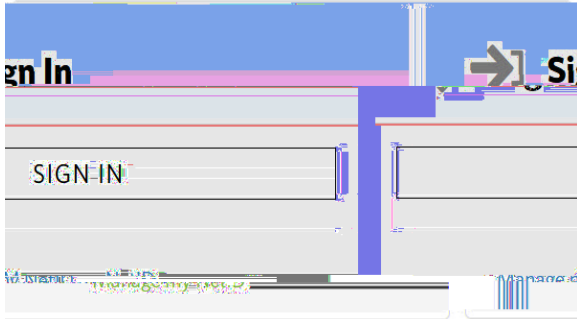




# Overview: This document provides an overview on how to delete Submitted

## LogIn

1. Navigate to [MyHR\(https://www.csueastbay.edu/myhr/\)](https://www.csueastbay.edu/myhr/)
2. Click the SIGN IN button



3. Navigate to the Manager/Timekeeper tab

## Delete Absence(s)

4. Select the Enter Absences link located under Timekeeper header
5. Select the Employee ID of the employee you wish to review

Emp ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000068194	0	Sub		Active	14200	FDO - Maintenance			

6. Verify

From 08/01/2018 Through 08/31/2018

Absence Name	Start Date	End Date	Duration	Absence Status	Unit Type	Absence Status	Last Updated By
Sick - Self	08/24/2018	08/24/2018	2.00 Hours	Submitted			
Sick - Self	08/31/2018	08/31/2018	8.00 Hours	Submitted			

### Confirm Delete

