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**Overview:** This document provides an overview on how to report an absence on behalf of other employees. Please note: all leave should be reported and approved by the end of the respective pay period

### LogIn

1. | Navigate to [MyHR\(https://www.csueastbay.edu/myhr/\)](https://www.csueastbay.edu/myhr/)
2. | Click the SIGN IN button
3. | Select the Manager/Timekeeper tab.

### Report Absence(s)

try.