

Overview: This document provides an overview on how to approve a reported absence. 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/>)
2. | Click the SIGN IN button
3. | Select the Manager/Timekeeper tab.

Report Absence(s)

4. | Select the Approve Reported Absences link located under Absence Information header
5. | Populate the checkbox next to the employee ID or

