

Process Name: Approve Reported Absences

Module: Absence.Management.

Overview: Thisdocumentprovidesan overviewon howto approvea reported absence.Pleasenote: all leave should be reported and approved by the end of the respe<u>ptiveperiod</u>

LogIn

- 1. Navigateto <u>MyHR(https://www.csueastbay.edu/myht</u>/
- 2. Clickthe SIGNN button



3. Selecthe Manager/Timekeepetab.

ReportAbsence(s)

- 4. Select the Approve Reported Absence sink located under Absenced nformation header
- 5. Populatethe checkboxnext to the employeelDor absence equire corrections select the NeedsCorroption from the ReviewSta

FURING A CONTRACT OF CONTRACT.	GRED ADMENTICES	EIHAILIN	
	Abby Absence		
	/ 1001 / 10001100		
Abby Absence			
- aby Fascince			



ApprovalConfirmationpagedisplayspleaseClickOKto proceed with absencepproval.



Whom to Contactfor Help?

For additional help or to report problems with this functionality, please refer to Knowledge Baseor log a ticket via the <u>ServiceDesk</u>