

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.

Log In

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 *Enter Absences for Employee* link located under **Absence Information** header
5. Populate the checkbox next to the employee ID or click the *Select All* button and click **Continue**
6. Select the appropriate leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click **Submit/Approve**
*Please note: Click the **Add Comments** link to submit comment if prompted*
7. Submit Confirmation page displays, please Click **OK** to proceed with absence entry