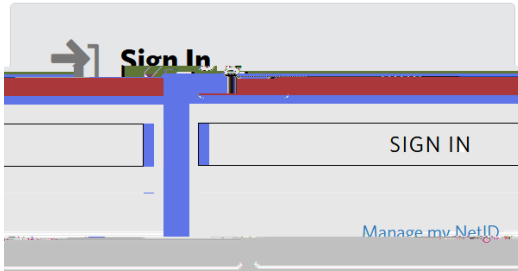Overview: This document provides an overview on how to delete *Submitted* or *Approved* absence entries. Please contact your <u>payroll technician</u> for information regarding corrections to *Finalized* absences.

Log In

1. Navigate to **MyCSUEB** (https://www.csueastbay.edu/mycsueb/)

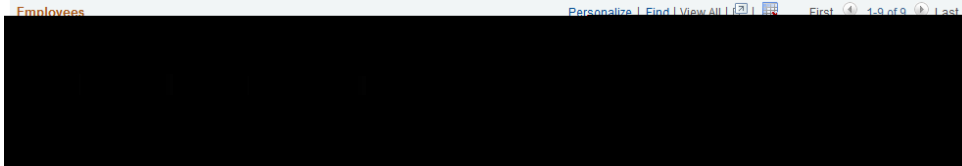**2.** Click the **SIGN IN** button

3. Employees select the *Manager/Timekeeper* tab

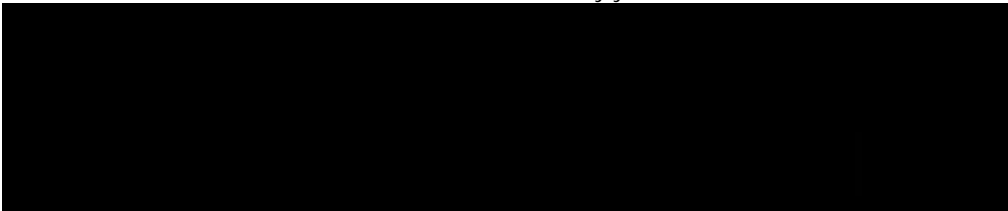## Delete Absence(s)

4. Select the *Enter Absences for Employee* link located under *Absence Information* header

5. Populate the checkbox next the employee ID and click **Continue**

6. Verify the date you wish to view falls within the **From** and **Through** date parameters

7. Click the 🗑 trashcan button located next to the entry you wish to delete.

8. Deletion Confirmation page displays, please Click **Yes** to confirm absence deletion.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticket via the <u>Service Desk.</u>