

Overview : This document provides an overview on how to review previously reported work hours.

Log In						
1.	Navigateto MyHR (https://www.csueastbay.edu/myhr/)					
2.	Click the SIGN INbutton					
	-> Sign In					
	SIGN IN					
	Manage my NetID					

Hours link located under the Time and AbsenceInformation header. *Employeeswith multiple positionsmust select the position in which you wish to view from JobTitle drop-down menu.

Time a	nd Labor Launch Pad		
		Employee ID:	(
Job Title:	Stdnt Trainee On-Cmps WS		
	Student Asst		

5.

Selectthe Calendarperiod in which you wish to review and click View

April 2018		4 - April V	2018 V		Jurs	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 P\$	<u>3</u> P\$	4 P\$	5	<u>6</u> XP\$	70
8	<u>9</u>	10	<u>11</u>	12	<u>13</u>	14
			1.9		1.2	
15	1	6 17	18	19	20	21
22	2	3 24	25	26	27	28
29	3	0				
Forecast Pay	rable Time			Previous	Ionth	Next Month

- x X-Exceptions:supervisors must review entry for accuracy
- x P-Reported Work Hours
- x E-ReportedWork Hours
- x \$- PayableTime: time that hasbeen approved by your supervisor

Whom to Contact for Help?

For additional help or to report problems with this functionality, pleaserefer to KnowledgeBaseor log a ticket via the ServiceDesk