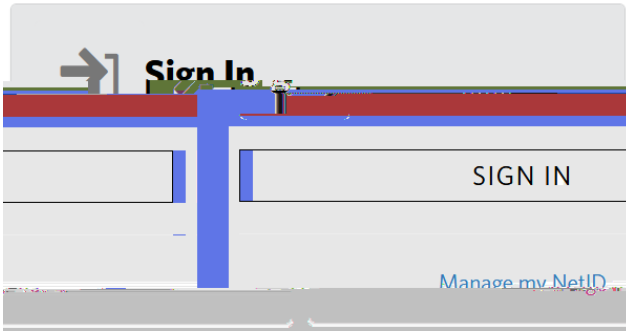


Overview : This document provides an overview on how to review previously reported work hours.

Log In

1. | Navigateto MyHR (<https://www.csueastbay.edu/myhr/>)
2. Click theSIGN INbutton

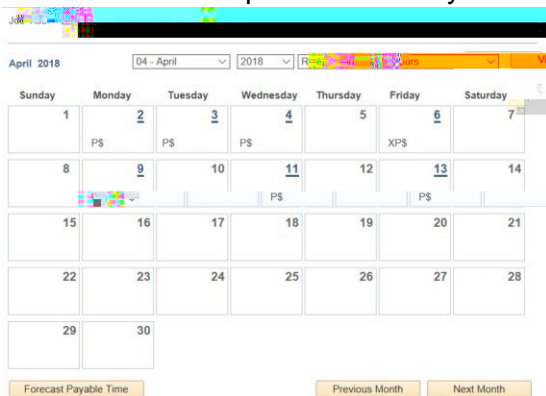


Hours link located under the Time and AbsenceInformation header.

*Employeeswith multiple positionsmust selectthe position in which you wish to view from JobTitle drop-down menu.



5. Selectthe Calendarperiod in which you wish to review and click View



- x X– Exceptions:supervisors must review entry for accuracy
- x P– ReportedWork 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](#)