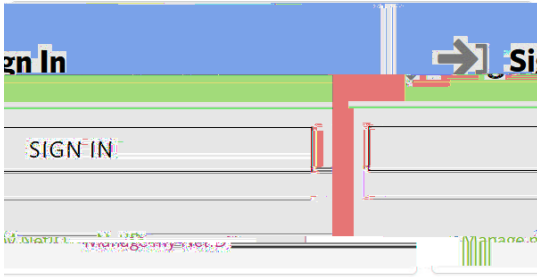


Overview : This document provides an overview on how to review the status of reported work hours.

Log In

1. Navigate to [MyHR \(https://www.csueastbay.edu/myhr/\)](https://www.csueastbay.edu/myhr/)
2. Click the SIGN IN button



3. The Student Employee tab will display

View Status of Reported Hours

4. Select the View Reported Hours Status link located under the Student Assistant Time header.
*Employees with multiple positions must select the position in which you wish to view
5. Enter the Start and End Date for the period in which you wish to review and click Refresh *Date parameters should not exceed a 31 day period.
6. The Payable Time Details display

Payable Time						
Date	Status	Time Reporting Code	Reporting Code	Type	Quantity	Quantity
04/18/2018	Transmitted - Sent to PIP	REG		Hours	12.100000	CSU
04/25/2018	Transmitted - Sent to PIP	REG		Hours	8.000000	CSU
04/27/2018	Transmitted - Sent to PIP	REG		Hours	12.100000	CSU
05/09/2018	Approved	REG		Hours	8.000000	CSU

¾ Status Details:

- x Needs Approval indicates hours have not yet been approved by your supervisor.
- x Approved indicates hours have been reviewed and approved by your supervisor.
- x Transmitted - Sent to PIP indicates approved hours have been sent to the State Controller's Office for paycheck generation.

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 [ServiceDesk](#)