



Overview: This document provides an overview on how to approve hourly and student reported work hours.

Login

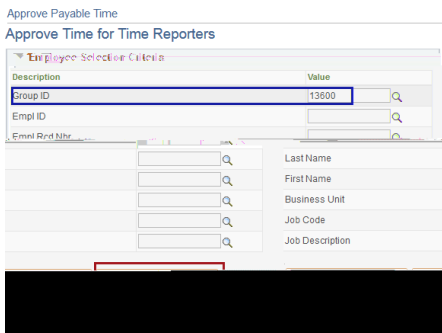
1. Navigate to [MyHR\(https://www.csueastbay.edu/myhr/\)](https://www.csueastbay.edu/myhr/)
2. Click the SIGN IN button



3. Select the Manager/Timekeeper tab

Approve Time

4. Click the Approve Time for Employee link located under the Time and Labor Information header. The Approve Payable Time page displays.
5. Enter the Group ID (PS Dept. ID), the pay period begin and end date in the Start Date and End Date fields and Click Get Employees



Search results display

6. Review the Total Payable Hours column for accuracy. Click the employee's name hyperlink to see details regarding the hours reported for the specified date range.
7. Click Select All to approve employees in list or populate the checkbox in the Select column to proceed with individual approval.
8. Click Approve. Approval message displays.
9. Click OK to proceed. Save Confirmation page displays.
10. Click OK to finalize approval.