Overview: This document provides an overview on how to report an absence. Please note: all leave should be reported and approved by the end of the respective pay period.

Log In

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

2. Enter your NetID, Password and Click SIGN IN

3. Select the Employee tab.

Report Absence(s)

4. Select the Report and View Absences link located under Absence and Time Information header

5. Select the appropriate leave type form dropdown menu enter the Begin and End dates, Partial Hours (if applicable) and Click Submit. 

   Please note: if required Click the Add Comments link to submit comment if prompted

6. Submit Confirmation page displays, please Click OK to proceed with absence entry

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 Service Desk.