Overview: This document provides an overview on how to report Student and Hourly employee work hours. Please ensure all work hours are reported 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. Students should select the Student tab. Hourly Employees should select the Employee tab.

4. Select the Timesheet link located under the Student Assistant Time or Time Reporting header. Please note: if you have multiple jobs, please ensure that you’ve selected the appropriate position. The Department Description, Position Description and Hourly Rate are displayed to assist you with your selection.

Enter Time

5. Enter IN and OUT using PST or Military Time (ex. 1:00 pm or 13:00) Employees View timesheet options: Day, Week or Time Period

6. Click Submit

7. Submit Confirmation page displays, please Click OK to proceed with submission of work hours.

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.