

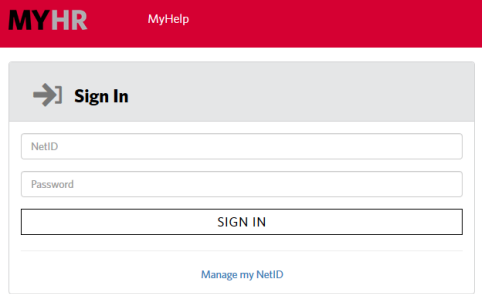


**Overview:** This document provides an overview on how to delete **Submitted** absence entries. Please contact your [payroll technician](#) for information regarding corrections to **In Process** and **Finalized** absences.

**Log In**

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)

2. Enter your **NetID, Password** and Click **SIGN IN**




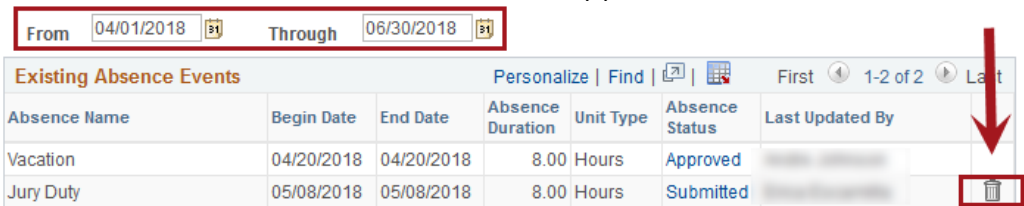
3. Navigate to the **Employee** tab

**Delete Absence(s)**

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

5. Verify the date you wish to view falls within the **From** and **Through** date parameters

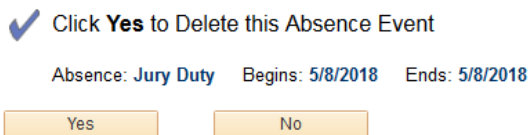
6. Click the  trashcan button located next to the entry you wish to delete.



*\*Please note: **Approved** absences can only be deleted by your manager/supervisor.*

7. Deletion Confirmation page displays, please Click **Yes** to confirm absence deletion.

**Confirm Delete**



**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](#).