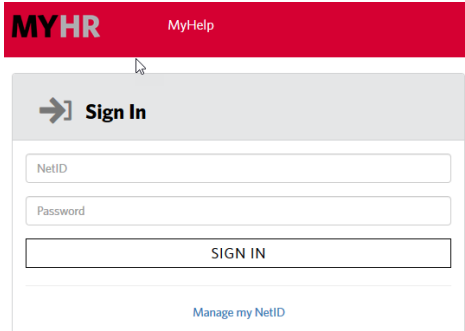Overview: This document provides an overview on how to delete *Submitted* absence entries. Please contact your <u>payroll technician</u> for information regarding corrections to *In Process* and *Finalized* absences.

Log In

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

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

3.   Navigate to the ***Manager/Timekeeper*** tab

Delete Absence(s)

4.   Select the ***Enter Absences*** link located under ***Timekeeper*** header

5.   Select the Employee ID of the employee you wish to review

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

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.