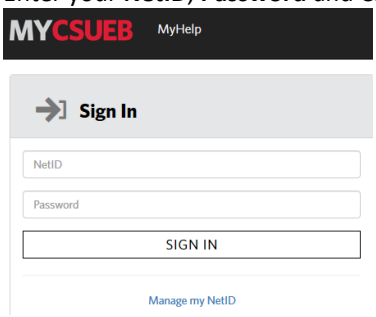
Overview: This document provides an overview on how to delete ***Submitted*** absence entries. Please contact your payroll technician for information regarding corrections to ***Finalized*** absences.

Log In

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

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



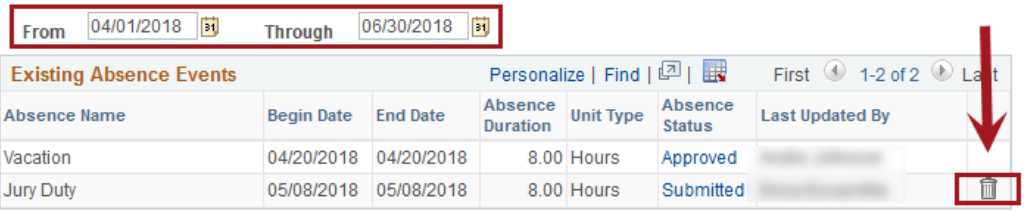
3. Employees select the ***Employee*** tab

Delete Absence(s)

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

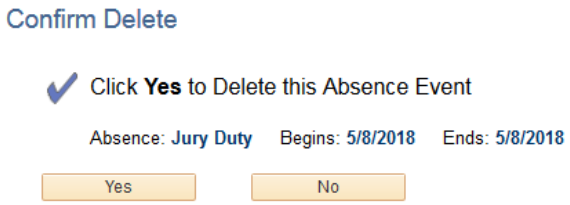
5. Verify the date you wish to view falls within the **From** and **Through** date parameters

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.



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.