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

Log In

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

2. Enter your NetID, Password and Click SIGN IN

3. Select the Manager/Timekeeper tab.

Report Absence(s)

4. Select the Approve Reported Absences link located under Absence Information header

5. Populate the checkbox next to the employee ID or click the Select All button and click Continue

6. Populate the Approve checkbox or click the Select All button and click Submit to move forward with approval. Should the absence require corrections, select the Needs Corr option from the Review Status dropdown list – an email notification will be sent to the employee’s Business email to notify them a correction is required.

7. Approval Confirmation page displays, please Click OK to proceed with absence approval.

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.