



**Overview:** This document provides an overview on how to report Hourly employee work hours. Please ensure all work hours are reported 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. The **Employee** tab displays

### Enter Time

4. Select the **Timesheet** link located under the **Time and Absence Information** 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.

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

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

### Submit Confirmation

### 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](#).