Overview: This document provides an overview on how to review previously reported work hours.

Log In
1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)
2. Enter your NetID, Password and Click SIGN IN

   ![MyHR Sign In]

3. The Employee tab will display

View Status of Reported Hours
4. Select the View Reported Hours link located under the Time and Absence Information header.
   *Employees with multiple positions must select the position in which you wish to view from Job Title drop-down menu.

   ![Time and Labor Launch Pad]

5. Select the Calendar period in which you wish to review and click View

   ![Calendar]

   - X – Exceptions: supervisors must review entry for accuracy
   - P – Reported Work Hours
   - E – Reported Work Hours
   - $ - Payable Time: time that has been approved by your supervisor

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.