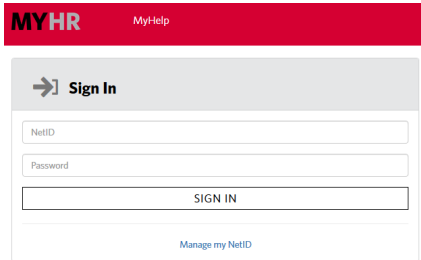




Overview: This document provides an overview on how to review previously reported work hours.

Log In

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



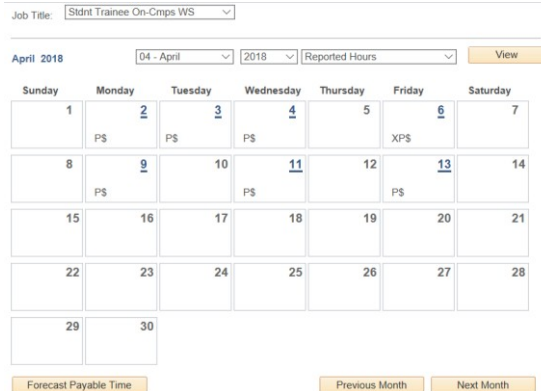
3. The **Employee** tab will display

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.*



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



- **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](#).