Overview: This document provides an overview on how to review the status of 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 Student Employee tab will display

View Status of Reported Hours
4. Select the View Reported Hours Status link located under the Student Assistant Time header.
   *Employees with multiple positions must select the position in which you wish to view

5. Enter the Start and End Date for the period in which you wish to review and click Refresh *Date parameters should not exceed a 31 day period.

6. The Payable Time Details display

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Reason Code</th>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2018</td>
<td>REG</td>
<td>Hours</td>
<td>12.10000 CSU</td>
</tr>
<tr>
<td>04/25/2018</td>
<td>REG</td>
<td>Hours</td>
<td>8.000000 CSU</td>
</tr>
<tr>
<td>04/27/2018</td>
<td>REG</td>
<td>Hours</td>
<td>12.10000 CSU</td>
</tr>
<tr>
<td>05/09/2018</td>
<td>REG</td>
<td>Hours</td>
<td>8.000000 CSU</td>
</tr>
</tbody>
</table>
```

➢ Status Details:

- **Needs Approval** indicates hours have not yet been approved by your supervisor.
- **Approved** indicates hours have been reviewed and approved by your supervisor.
- **Transmitted - Sent to PIP** indicates approved hours have been sent to the State Controller's Office for paycheck generation.

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.