

Process Name: View Reported Hours Module: Time and Labor

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

## Log In

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

2. Enter your NetID, Password and Click SIGN IN

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→] Sign I	n	
NetID		
Password		
	SIGN IN	
	Manage my NetID	

**3**. The **Student Employee** tab will display

## **View Status of Reported Hours**

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

ine a	Ind Labor Launon Pad		
-		Employee ID:	(
Job Title:	Stdnt Trainee On-Cmps WS		
	Student Asst		

5.

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

pril 2018	04	04 - April V	2018 ~	Reported Hours ~		View
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 P\$	<u>3</u> P\$	<u>4</u> P\$	5	<u>6</u> XP\$	7
8	<u>9</u> P\$	10	<u>11</u> P\$	12	<u>13</u> P\$	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 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