CAL STATE
EAST BAY
HUMAN RESOURCES & PAYROLL SERVICES

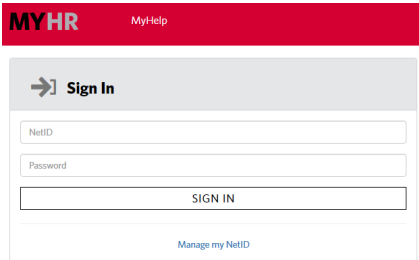**Overview**: This document provides an overview on how to review previously reported work hours.

Log In

1.   Navigate to **MyHR** (https://www.csueastbay.edu/myhr/)

2.   Enter your **NetID**, **Password** and Click **SIGN IN**
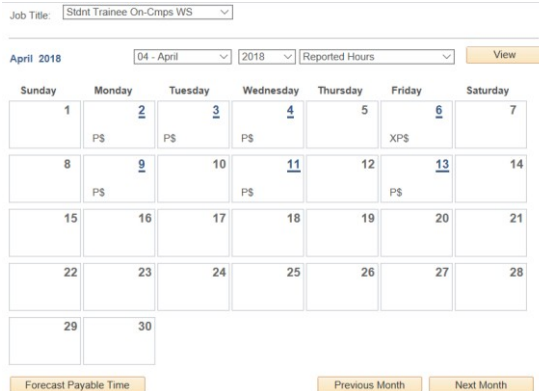

3.   The **Student Employee** tab will display

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.

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

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