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

Log In
1. Navigate to MyCSUEB (https://www.csueastbay.edu/mycsueb/)
2. Enter your NetID, Password and Click SIGN IN
3. Hourly employees, navigate to Employee tab; Student employees navigate to the Student tab.

View Status of Reported Hours
4. Select the View Reported Hours link located under the Time Reporting or 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.