



Overview: This document provides an overview on how to access your indirect reports for absence balance inquires or absence entry, review and approval purposes.

Log In

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Click **SIGN IN**



3. Select the **Manager/Timekeeper** tab

Enter Absences

4. Select the **Enter Absences for Employee** hyperlink located below the *Absence Information* header



5. Click on the green **Organizational Chart** located within the same row of your indirect reports manager

Employees Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title	[Organizational Chart]
<input type="checkbox"/>	000095195	0	Appr	[Name]	Active	13753	General Accounting	3312	Administrator II	[Organizational Chart]

[Print] First [Refresh]

6. Refer to Step 5 of the [Enter Absences for Employee Quick Step Guide](#) for additional details

Approve Reported Absences

7. Select the **Approve Reported Absences** hyperlink located below the *Absence Information* header



8. Click on the green **Organizational Chart** located within the same row of your indirect reports manager

Employees Personalize | Find | View All | First 1 of 1 Last

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input type="checkbox"/>	000095195	0	Appr	[Redacted]	Active	13753	General Accounting	3312	Administrator II

9. Refer to Step 5 of the [Approved Reported Absence Quick Step Guide](#) for additional details

Absence Balance Inquiries

7. Select the **Manager Balance Inquiry** hyperlink located below the *Absence Information* header

Absence Information

- Enter Absences for Employee
- Approve Reported Absences
- **Manager Balance Inquiry**

8. Enter the following Search Criteria:

- Payroll Status = ACTIVE
- HR Status = ACTIVE

Search Criteria

Department: Name:

EmplID: Empl Rcd#:

Pay Group: Union Code:

Payroll Status: **HR Status:**

Last Refresh was: 04/08/24

B **A**

9. **A** - Click **Refresh Employee** List ensure results include recently hired personnel

10. **B** - Click **Search** to render results list

11. Click the green **Organizational Chart** located before the name of your indirect reports manager

Absence Balances | Compensatory Time | State Service for Absence

	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	[Redacted]	Active	000095195	0	13753	M80	EBY2023-12	01/01/2024	761.500	440.000	0	

12. Click on the **Details Icon** to access all leave types

Absence Balances | Compensatory Time | State Service for Absence

	Name	Payroll Status	EmplID	Empl Rcd Nbr	Department	Union Code	Last Finalized Period	Balances as of Date	Sick Balance	Vacation Balance	Personal Holiday Available	Details
1	[Redacted]	Active	150009126	1	13753	R07	EBY2023-12	01/01/2024	30.000	68.087	0	
2	[Redacted]	Active	010005225	0	13753	R09	EBY2023-12	01/01/2024	1392.000	436.024	0	
3	[Redacted]	Active	012140845	0	13753	R09	EBY2023-12	01/01/2024	177.470	313.330	0	