Overview: This document provides an overview on how to access your indirect reports for absence balance inquiries 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

Absence Information
- Enter Absences for Employee
- Approve Reported Absences
- Manager Balance Inquiry

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

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

Absence Information
- Enter Absences for Employee
- Approve Reported Absences
- Manager Balance Inquiry

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

8. Enter the following Search Criteria:
   - Payroll Status = ACTIVE
   - HR Status = ACTIVE

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

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