

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
	→ Sign In
	SIGN IN
	Manage my NetID

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

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Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title		
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6. Refer to Step 5 of the Enter Absences for Employee Quick Step Guide for additional details

Approve Reported Absences

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- 7. Select the Approve Reported Absences hyperlink located below the Absence Information header Absence Information
 - Enter Absences for Employee
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 - Manager Balance Inquiry

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

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Refer to Step 5 of the Approved Reported Absence Quick Step Guide for additional details

Absence Balance Inquiries

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