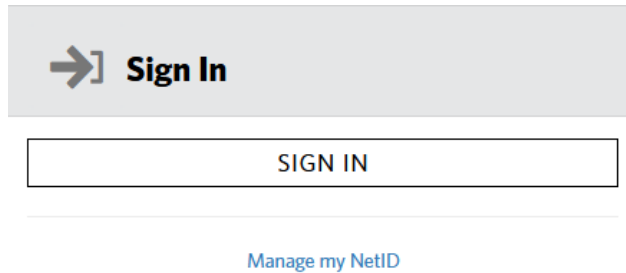


Overview: This document provides an overview on how to access your indirect reports for absence balance inquiries or absence entry, review and approval purposes.

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

Employees										Personalize Find View All [Icon] [Icon] 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	Thomas, Christopher L	Active	13753	General Accounting	3312	Administrator II	

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

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	[Name 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: <input type="text"/>	Name: <input type="text"/>
EmplID: <input type="text"/>	Empl Rcd#: <input type="text"/>
Pay Group: <input type="text"/>	
Union Code: <input type="text"/>	
Payroll Status: <input type="text" value="Active"/>	HR Status: <input type="text" value="Active"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Refresh Employee List"/>	Last Refresh was: 04/08/24

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	[Name 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	[Name Redacted]	Active	150009126	1	13753	R07	EBY2023-12	01/01/2024	30.000	68.087		
2	[Name Redacted]	Active	010005225	0	13753	R09	EBY2023-12	01/01/2024	1392.000	436.024	0	
3	[Name Redacted]	Active	012140845	0	13753	R09	EBY2023-12	01/01/2024	177.470	313.330	0	