



MYHR

❖ Anything related to **employees**

- Temporary Faculty Contracts and Reports
- Labor Cost Distribution
- Employee Profiles
- Job Data
- Employee Self-Service (excluding Student Employees)
 - Names
 - Addresses
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Veterans, Ethnicity and Disability updates
 - Benefits Enrollment
 - Life Events (benefits updates)
 - View a paycheck
 - View compensation history
 - Careers link
- Report and view work hours (student and hourly employees)
- Report, review and approve reported work hours
- Report, review and approve absences
- Manager and Timekeeper Absence Balance Inquiry
- Absence Reports
- Queries/Reports related to employee information

MYCSUEB

❖ Anything related to **students**

- Applicant and Admission data
- Schedule of Classes
- Financial Aid
- Records and Enrollment
- Student Financials/Make a Payment
- Academic Advising
- Class Rosters
- Grading
- Queries/Reports related to student information