Overview: This document provides an overview on how to report a dock. Employees should refer to the Payroll Calendar for information regarding deadline dates for dock reporting.

Log In

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

2. Enter your **NetID**, **Password** and Click **Login** to authenticate via DUO

3. Select the *Employee* tab.

Report Absence(s)

4. Select the *Report and View Absences* link located below the *Absence and Time Information* header

5. Select the **Dock** leave type form dropdown menu and click **OK** to bypass the pop-up window.

Enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click *Submit*.

6. Submit Confirmation page displays, please Click *OK* to proceed with absence entry

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk.