

**Process Name:** Report a Dock **Module:** Absence Management

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

## Log In

1.	Navigate to MyHR (https://www.csueastbay.edu/myhr/) Click SIGN IN
	→ Sign In
	SIGN IN
	Manage my NetID
2.	Enter your NetID, Password and Click Login to authenticate via DUO
3.	Select the <i>Employee</i> 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.

Existing Absence Ever	its	Pers	onalize   Find	121	First (	1 of	1 🕑 Last			
Absence Name	Begin Date	End Date	Absence Duration	Jnit Type	Last Updat	ed By				
Enter New Absence Eve	ants						Mess	ane		
Absence Name	*Begin Date	*End Date	*Partial Da	ys A	bsence uration	Unit Typ	e	Age		
Dock	♥ 01/01/2024	01/01/2024	None	~		Hours	A Use of	this leave type re	quires preapproval. (27	500.434)
Calculate Duration								OK I		
	To the best of my knowle submitted is accurate and and CSU policy requirem	dge and belief, th d in full complianc ients. Submit	e information e with legal				/:f. e. e. e	liashla		
Enter the B	egin and	ena da	tes, P	artia	al Hol	urs	(if app	bilcable	) and Clic	ск <b>зи</b>
Absence Name	*Ben	in Data	*End Date	*	Dartial Dave		Absence	Unit Type		
Absence Maine	Deg	in Date	Lifu Date	-	ratual Days	, ,	Duration	Unit Type		
Dock	▶ 01/1	9/2024	01/22/2024	8	None	~		Hours	Add Comments	+ -
Submit Con	and CSU polic	page 0	tisplay	/s, p	lease	e Cli	ck <b>OK</b>	to pro	ceed with	n abs
Submit Confir	mation									
V The Ab	sence(s) were	submitted	success	sfully.						

## Whom to Contact for Help?

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