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.