



Overview: This document provides an overview on how to report a dock. Managers 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 **Manager/Timekeeper** tab.

Report Absence(s)

4. Select the **Enter Absences for Employee** link located below the **Absence Information** header

5. Populate the checkbox next to the employee ID or the Select All button and click **Continue**

6. Select the **Dock** leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click **Submit/Approve**

7. Submit Confirmation page displays, please Click **OK** to proceed with absence entry
Please note: upon submission an automated email notification will be sent to the employee detailing entry.
Submit Confirmation

✓ The Absence(s) were submitted successfully.

Whom to Contact for Help?

For additional help or to report problems with this functionality, log a ticket via the [Service Desk](#).