

## Human Resources and Payroll Services - Quick Step

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

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

## Log In

Navigate to <u>MyHR</u> (<u>https://www.csueastbay.edu/myhr/</u>)
 Click SIGN IN



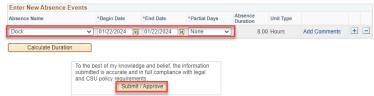
- 2. Enter your NetID, Password and Click Login to authenticate via DUO
- 3. Select the *Manager/Timekeeper* tab.

## Report Absence(s)

- 4. Select the *Enter Absences for Employee* link located below the *Absence Information* header
- Populate the checkbox next to the employee ID or the Select All button and click Continue
   Manager Absence Entry

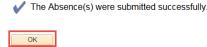


6. Select the **Dock** leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click **Submit/Approve** 



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



## Whom to Contact for Help?

For additional help or to report problems with this functionality, log a ticket via the <u>Service Desk.</u>