Overview: This document provides an overview on how to report a dock on behalf of other employees. Timekeepers 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/) and 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 hyperlink located below the Timekeeper header

5. Find employee in list and click on the Employee ID highlighted in blue

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

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.

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