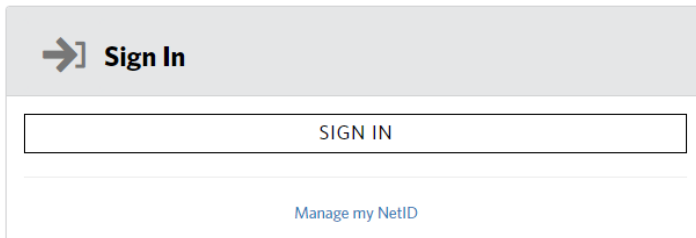




**Overview:** This document provides an overview on how to report a dock on behalf of other employees. Timekeepers should refer to the [Payroll Calendar](#) for information regarding deadline dates for dock reporting.

### Log In

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)  
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

000119414	None		Active	12100	College of Science	00005979	1038	Admin Analyst/Spclst 12 Mo
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6. Select the **Dock** leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click **Submit**

**Enter New Absence Events**

Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type		
Dock	01/22/2024	01/22/2024	None		Hours	Add Comments	+ -

Calculate Duration

To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.

**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.**  
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](#).