



**Overview:** This document provides an overview on how to report Student and Hourly employee work hours. Please ensure all work hours are reported by the end of the respective [pay period](#).

### Log In

1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Enter your **NetID**, **Password** and Click **SIGN IN**

3. Navigate to the **Manager/Timekeeper** tab.
4. Select the **View/Enter Time for Employee** link located under the **Time and Labor Information** header.

### Enter Time

5. Enter the employee's PeopleSoft **Group ID** (department), and Click **Get Employees**

6. Select the employee for list of returned results

Employees For Erica Escamilla, Totals From 11/16/2020 - 11/22/2020											Personalize	Find	First	1-2 of 2	Last
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rod Nbr	Job Nbr	Position Description	Hourly Rate			
	Stdnt Trainee On-Cmps WS	20.00	0.00	0.00		20.00	0.00		2	1671					
	Stdnt Trainee On-Cmps WS	0.00	0.00	0.00		0.00	0.00		4	1671					

7. The Timesheet page displays, Enter **IN** and **OUT** using PST or Military Time (ex. 1:00 pm or 13:00)  
**Employees View timesheet options: Day, Week or Time Period**  
 Click **Submit**

View By:  \*Date:   << Previous Week    Next Week >>  
 << Previous Employee    Next Employee >>

Reported Hours: 20.00 Hours    Scheduled Hours: 0.00 Hours

From 11/16/2020 to 11/22/2020

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date
Mon	11/16	Submitted	9:00:00AM	1:00:00PM	4.00	CSU	PST	11/16
Tue	11/17	Submitted	9:00:00AM	1:00:00PM	4.00	CSU	PST	11/17
Wed	11/18	Submitted	9:00:00AM	1:00:00PM	4.00	CSU	PST	11/18
Thu	11/19	Submitted	9:00:00AM	1:00:00PM	4.00	CSU	PST	11/19
Fri	11/20	Submitted	9:00:00AM	1:00:00PM	4.00	CSU	PST	11/20
Sat	11/21	New				CSU	PST	11/21
Sun	11/22	New				CSU	PST	11/22

  

8. Submit Confirmation page displays, please Click **OK** to proceed with submission of work hours.

**Timesheet**  
**Submit Confirmation**

The Submit was successful.  
 Time for the Week of 2018-02-26 to 2018-03-04 is submitted

**Whom to Contact for Help?**

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