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

![MyHR 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

![Employee Selection Criteria]

6. Select the employee for list of returned results

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>IncreASed Hours</th>
<th>Exception</th>
<th>Approved/Adjusted Hours</th>
<th>Denied Hours Employee ID</th>
<th>Email/ID/Job</th>
<th>Position/Description</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erica Bocasrille</td>
<td>TEAM TRAINEE</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2 10770</td>
<td>TEAM TRAINEE</td>
<td>4 10771</td>
</tr>
<tr>
<td></td>
<td>ON-DUTY WDS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4 10771</td>
<td>ON-DUTY WDS</td>
<td>4 10771</td>
</tr>
</tbody>
</table>
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**

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![Timesheet page with submitted hours]

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

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**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**.