



Overview: This document provides an overview on how to report an Alternate Day Off. Leave use must be 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. Select the **Employee** tab

Report an Alternate Day Off

4. Select the **Report and View Absences** link located under the **Time and Absence Information** header.
5. Select **Holiday ADO Expiring Take** from the absence type drop-down list
6. Enter the **Begin** and **End** date
7. Select **Partial Hours** from the **Partial Days** drop-down list and enter a value of **1** (one)

Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Hours per Day	Absence Duration	Unit Type	Add Comments
Holiday ADO Expiring Take	02/04/2019	02/04/2019	2	Partial Hours	1		Days	+ -

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

Submit Confirmation

✓ The Absence(s) were submitted successfully.

OK

8. Click the **Submit** button
9. Submit Confirmation page displays, please Click **OK** to proceed with submission.

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](#).