



Overview: This documents provides an overview on how to access previous and future dated absence entries.

Log In

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

3. Employees navigate to **Employee** tab; Managers and Timekeepers navigate to the **Manager/Timekeeper** tab.
4. Employees, select the **Report and View Absences** link located below the *Time and Absence Information* header; Managers, select the **Enter Absences for Employee** link located below the *Absence Information* header; Timekeepers, select the **Enter Absences** link located below the *Timekeeper* header
5. **Employees:**

Modify the **From** and **Through** dates on the Report and View Absences page to include the date(s) you wish to review.

From 01/01/2018 **Through** 11/29/2018

Managers: Populate the checkbox next to the employee ID you wish to review and click **Continue**

Employees										Personalize	Find	View All	First	1-10 of 10	Last	
Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title							
<input type="checkbox"/>		0	Appr		Active	10030	Administration & Finance	3312	Administrator II							

Select All Deselect All **Continue**

Modify the **From** and **Through** dates on the Report and View Employee Absences page to include the date(s) you wish to review.

From 01/01/2018 **Through** 11/29/2018

Timekeepers: Select the **Employee ID** of the employee you wish to review

Employees										Personalize	Find	View 100	First	1-25 of 1956	Last	
Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title							
	0	Appr		Active	14200	FDO - Maintenance	00002013	6699	Air Cond/Refrig Mechanic							

Modify the **From** and **Through** dates on the Report and View Employee Absences page to include the date(s) you wish to review.

From 01/01/2018 **Through** 11/29/2018