

**Overview:** This document provides an overview on how to delete **Submitted** absence entries. Please contact your [payroll technician](#) for information regarding corrections to **In Process** and **Finalized** absences.

## Log In

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

2. Click the **SIGN IN** button

3. Users with administrative access should navigate to the **Employee** tab

## Delete Absence(s)

4. Select the **Report and View Absences** link located under **Absence and Time Information** header

5. Verify the date you wish to view falls within the **From** and **Through** date parameters


6. Click the  trashcan button located next to the entry you wish to delete.

Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Vacation	04/20/2018	04/20/2018	8.00	Hours	Approved	
Jury Duty	05/08/2018	05/08/2018	8.00	Hours	Submitted	

*\*Please note: **Approved** absences can only be deleted by your manager/supervisor.*

7. Deletion Confirmation page displays, please Click **Yes** to confirm absence deletion.

### Confirm Delete

 Click **Yes** to Delete this Absence Event

Absence: **Jury Duty** Begins: **5/8/2018** Ends: **5/8/2018**

Yes No

## 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](#).