

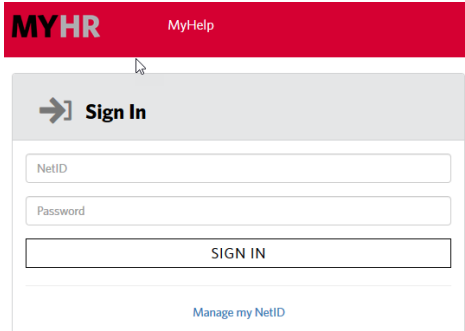


Overview: This document provides an overview on how to delete **Submitted** absence entries. Please contact your [payroll technician](#) for information regarding corrections to **In Process** and **Finalized** absences.

Log In

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

2. Enter your **NetID, Password** and Click **SIGN IN**



3. Navigate to the **Manager/Timekeeper** tab

Delete Absence(s)

4. Select the **Enter Absences** link located under **Timekeeper** header

5. Select the Employee ID of the employee you wish to review

Employees									
Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000068194	0	Sub		Active	14200	FDO - Maintenance			

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

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

From 08/01/2018 Through 11/29/2018

Existing Absence Events						
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By
Sick - Self	08/24/2018	08/24/2018	2.00 Hours	In Process		
Sick - Self	08/31/2018	08/31/2018	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: Sick - Self Begins: 8/31/2018 Ends: 8/31/2018