



Overview: This document provides an overview on how to report an absence on behalf of other employees. Please note: all leave should be reported and approved 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 **Manager/Timekeeper** tab.

Report Absence(s)

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

5. Find employee in list and Click on the **Employee ID** highlighted in blue

Erica Escamilla
Click for Instructions

Emplid	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
000068194									

6. Select the appropriate leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click **Submit**

*Please note: Click the **Add Comments** link to submit comment if prompted*

7. Submit Confirmation page displays, please Click **OK** to proceed with absence entry

Please note: upon submission an automated email notification will be sent to the employee detailing entry.

Submit Confirmation

The Absence(s) were submitted successfully.

OK

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](#).