



Overview: This document provides an overview on how to approve a reported absence. 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 **Approve Reported Absences** link located under **Absence Information** header

5. Populate the checkbox next to the employee ID or click the Select All button and click **Continue**

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Job Code	Job Title
<input checked="" type="checkbox"/>	013510525	0	Sub	Abby Absence	Active	13800	Payroll	1100	Payroll Technician I

6. Populate the **Approve** checkbox or click the **Select All** button and click **Submit** to move forward with approval. Should the absence require corrections, select the **Needs Corr** option from the Review Status dropdown list – **an email notification will be sent to the employee’s Business email to notify them a correction is required.**

Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Add Comment
1	013510525	0	Abby Absence	No Leave Taken	08/01/2018	08/30/2018	0.00000 Days	<input checked="" type="checkbox"/>	Needs Corr	Add Comment

7. Approval Confirmation page displays, please Click **OK** to proceed with absence approval.

✔ Your Absence Event was approved and any Review Status changes were saved.

All the Absent Events from your selection have been approved.
You will now be returned to the *Approve Reported Absences* page.

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](#).