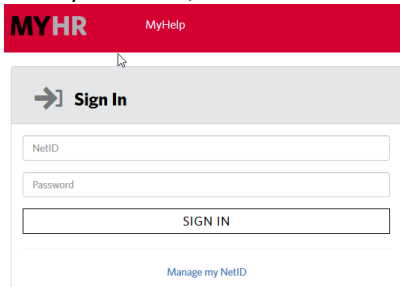


Overview: This document provides an overview on how to report an absence on behalf of other employees. Please note: all leave should be reported and approved by the end of the respective [pay period](#).

Log In

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

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

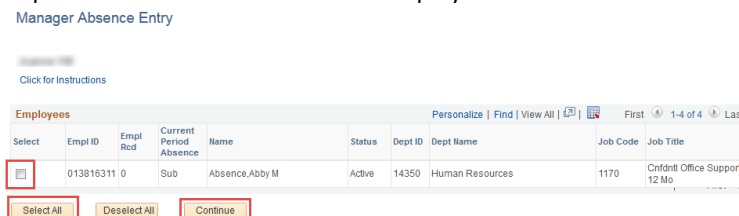


3. Select the **Manager/Timekeeper** tab.

Report Absence(s)

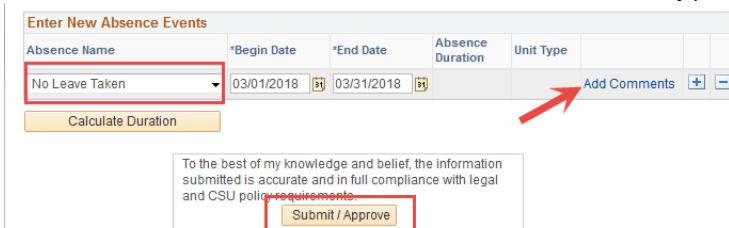
4. Select the **Enter Absences for Employee** link located under **Absence Information** header

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



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

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

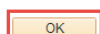


7. Submit Confirmation page displays, please Click **OK** to proceed with absence entry

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

Submit Confirmation

✓ The Absence(s) were submitted successfully.



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](#).