



**Overview:** This document provides an overview on how to report an 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 **Employee** tab.

### Report Absence(s)

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

5. Select the appropriate leave type form 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*

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

✓ 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](#).