

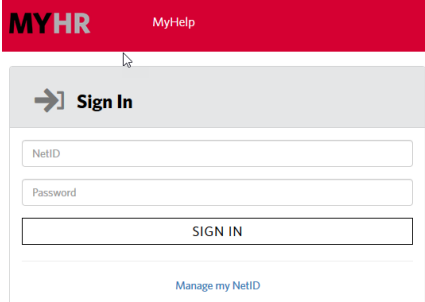


Overview: This document provides an overview on how to delete Submitted or Approved absence entries. Please contact your payroll technician for information regarding corrections to In Process or Finalized absences.

Log In

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

2. Enter your NetID, Password and Click SIGN IN

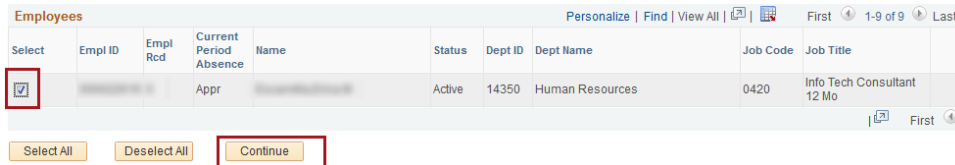


3. Navigate to the Manager/Timekeeper tab

Delete Absence(s)

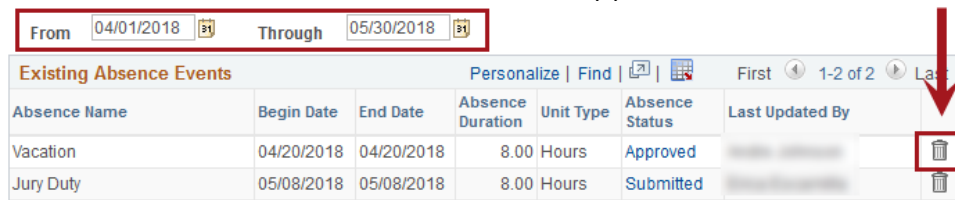
4. Select the Enter Absences for Employee link located under Absence Information header

5. Populate the checkbox next the employee ID and click Continue



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

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



8. Deletion Confirmation page displays, please Click Yes to confirm absence deletion.

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.