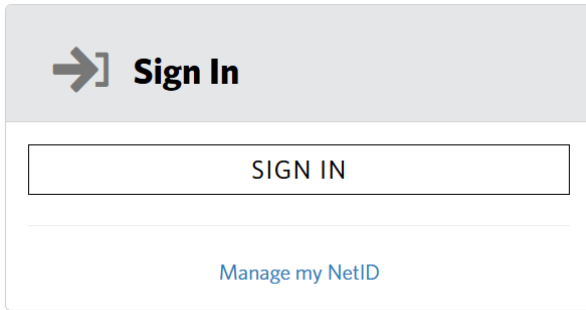


**Overview:** This document provides an overview on how to report Student Employee work hours. Please ensure all work hours are reported by the end of the respective [pay period](#).

**Log In**

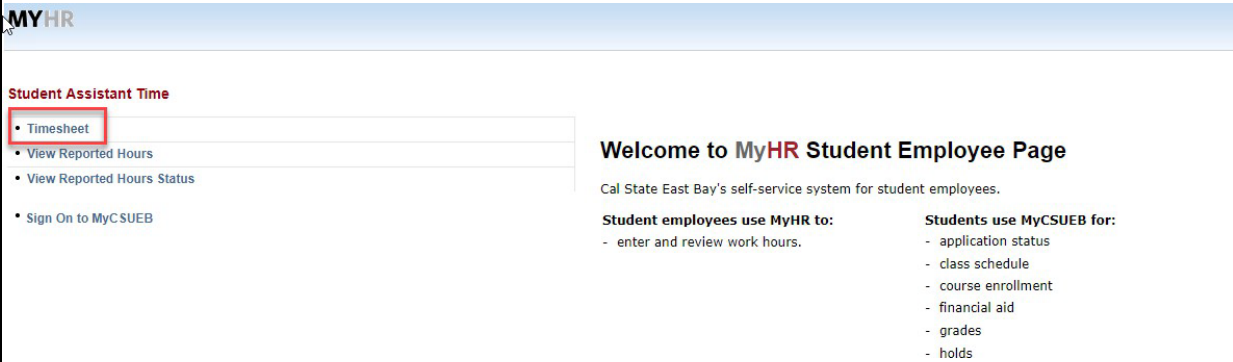
1. Navigate to **MyHR** (<https://www.csueastbay.edu/myhr/>)
2. Click the **SIGN IN** button



3. The **Student Employee** tab will display

**Enter Time**

4. Select the **Timesheet** link located under the **Student Assistant Time** header.



*Please note: if you have multiple jobs, please ensure that you've selected the appropriate position. The Department Description, Position Description and Hourly Rate are displayed to assist you with your selection.*

5. Enter **IN** and **OUT** using PST or Military Time (ex. 1:00 pm or 13:00)  
**Employees View By timesheet options: Day, Week or Time Period**

**Click Submit**

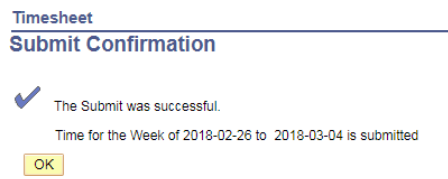
View By: Week Date: 02/26/2018 Refresh << Previous Week Next Week >>  
Previous Job

Reported Hours: 2.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 03/01/2018 is for a future period.  
From 02/26/2018 to 03/04/2018

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date		
Mon	2/26	Submitted	1:00:00PM	3:00:00PM	2.00	CSU	PST	2/26	-	+
Tue	2/27	New				CSU	PST	2/27	-	+
Wed	2/28	New				CSU	PST	2/28	-	+
Thu	3/1	New				CSU	PST	3/1	-	+
Fri	3/2	New				CSU	PST	3/2	-	+
Sat	3/3	New				CSU	PST	3/3	-	+
Sun	3/4	New				CSU	PST	3/4	-	+

6. Submit Confirmation page displays, please Click **OK** to proceed with submission of work hours.



**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](#).