



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

The screenshot shows the MyHR login interface. At the top, there is a red header with 'MYHR' and 'MyHelp' links. Below the header is a grey box with a right-pointing arrow and the text 'Sign In'. Underneath are two input fields: 'NetID' and 'Password'. A 'SIGN IN' button is centered below the fields. At the bottom, there is a link that says 'Manage my NetID'.

OR

3. Navigate to **MyCSUEB** (<https://www.csueastbay.edu/mycsueb/>)

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

The screenshot shows the MyCSUEB login interface. It has a dark header with 'MYCSUEB' and 'MyHelp' links. Below the header is a grey box with a right-pointing arrow and the text 'Sign In'. Underneath are two input fields: 'NetID' and 'Password'. A 'SIGN IN' button is centered below the fields. At the bottom, there is a link that says 'Manage my NetID'.

5. From **MyCSUEB**, Select the **Classic View** option

6. Click the **Sign On to MyHR to View and Report Work Hours** hyperlink located below the **Student Assistant Time** header

The screenshot shows the MyCSUEB dashboard. At the top, there is a navigation bar with 'Home' and 'Sign out' links. Below the navigation bar, there are tabs for 'Student' and 'Applicant'. The main content area is divided into several sections: 'Student Information', 'Writing Skills Test', 'Schedule & Catalog', 'Make a Payment', 'Student Record Services', 'Welcome to MyCSUEB', 'Student Announcements', 'Applicant Deadlines', and 'Student Assistant Time'. The 'Student Assistant Time' section at the bottom has a red box around the link 'Sign On to MyHR to View and Report Hours'.

The **Student Employee** tab will display

Enter Time

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

MYHR

Student Assistant Time

- **Timesheet**
- View Reported Hours
- View Reported Hours Status
- Sign On to MyCSUEB

Welcome to MyHR Student Employee Page

Cal State East Bay's self-service system for student employees.

Student employees use MyHR to:

- enter and review work hours.

Students use MyCSUEB for:

- application status
- class schedule
- course enrollment
- financial aid
- grades
- holds

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.

8. 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

Timesheet

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	-	+

Submit Clear

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

Timesheet

Submit Confirmation

✓ The Submit was successful.

Time for the Week of 2018-02-26 to 2018-03-04 is submitted

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](#).