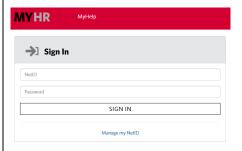


Process Name: Enter Time Module: Time & Labor

**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 <u>pay period</u>.

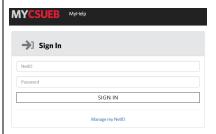
## Log In

- 1. Navigate to MyHR (<a href="https://www.csueastbay.edu/myhr/">https://www.csueastbay.edu/myhr/</a>)
- 2. Enter your NetID, Password and Click SIGN IN

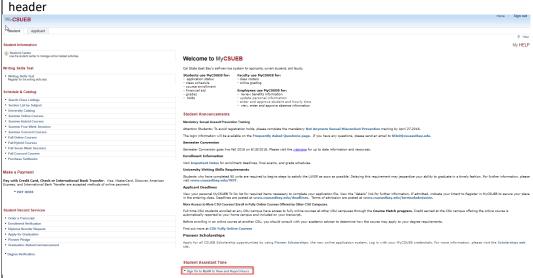


OR

- 3. Navigate to MyCSUEB (https://www.csueastbay.edu/mycsueb/)
- 4. Enter your NetID, Password and Click SIGN IN



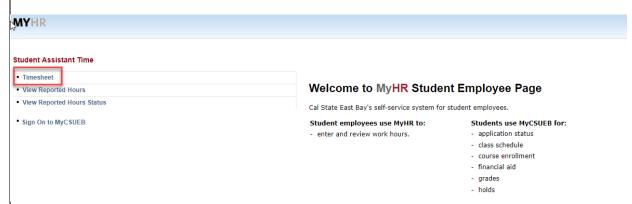
- 5. From MyCSUEB, Select the Classic View option
- 6. Click the Sign On to MyHR to View and Report Work Hours hyperlink located below the Student Assistant Time



The **Student Employee** tab will display

## **Enter Time**

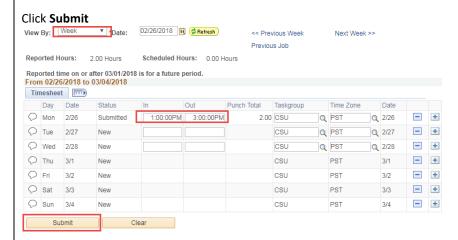
7. Select the **Timesheet** link located under the **Student Assistant Time** header.



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.

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



g. 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.