



Overview: This document provides an overview on how to review the status of reported work hours.

Log In

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

3. **Employee** tab will display

View Status of Reported Hours

4. Select the **View Reported Hours Status** link located under the **Time and Absence Information** header.
**Employees with multiple positions must select the position in which you wish to view*
5. Enter the **Start** and **End Date** for the period in which you wish to review and click **Refresh**
**Date parameters should not exceed a 31 day period.*
6. The Payable Time Details display

▶ Payable Status Filter

Payable Time						
Overview	Time Reporting Elements	Task Reporting Elements	ChartFields			
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
04/18/2018	Transmitted - Sent to PIP		REG	Hours	12.100000	CSU
04/25/2018	Transmitted - Sent to PIP		REG	Hours	8.000000	CSU
04/27/2018	Transmitted - Sent to PIP		REG	Hours	12.100000	CSU
05/09/2018	Approved		REG	Hours	8.000000	CSU

➤ Status Details:

- **Needs Approval** indicates hours have not yet been approved by your supervisor.
- **Approved** indicates hours have been reviewed and approved by your supervisor.
- **Transmitted – Sent to PIP** indicates approved hours have been sent to the State Controller’s Office for paycheck generation.

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](#).