



Overview: This document provides an overview on how to approve hourly and student reported work hours.

Log In

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

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

3. Select the **Manager/Timekeeper** tab

Approve Time

4. Click the **Approve Time for Employee** link located under the **Time and Labor Information** header
The Approve Payable Time page displays

5. Enter the **Group ID** (PS dept. ID), the pay period begin and end date in the **Start Date** and **End Date** fields and Click **Get Employees**

Search results display

6. Review the **Total Payable Hours** column for accuracy. Click the **employee's name** hyperlink to see details regarding the hours reported for the specified date range.

7. Click **Select All** to approve employees in list or populate the checkbox in the **Select** column to proceed with individual approval.

8. Click **Approve**
Approval message displays

9. Click **OK** to proceed
Save Confirmation page displays

10. Click **OK** to finalize approval

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](#).