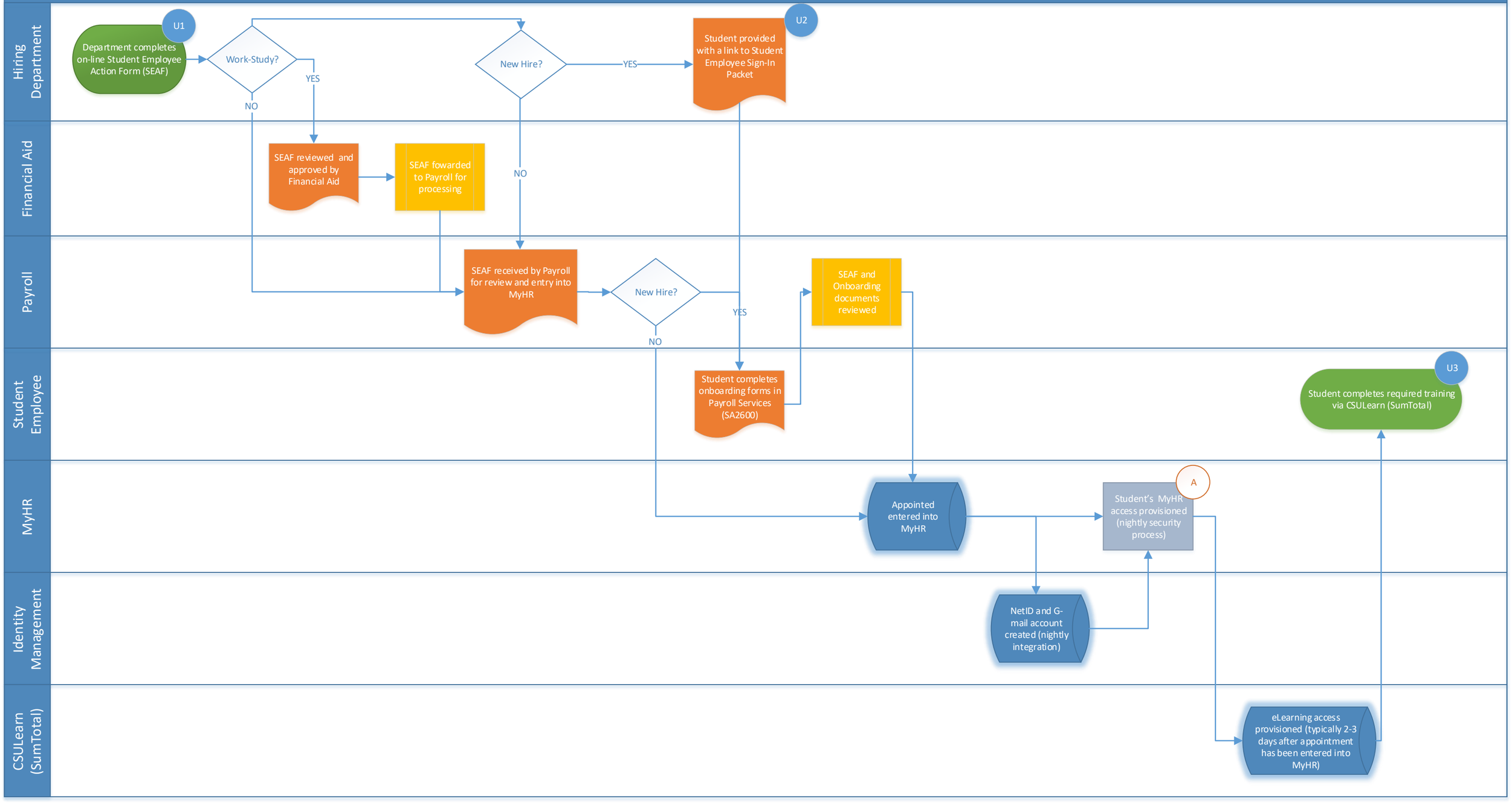
Student Employee Onboarding Workflow

December 2022



A Student's Self-Service access to the MyHR database is provisioned and access to report work hours is granted the following morning.

U1 SEAF URL: https://csueb.tfaforms.net/4740753?username=%7B!CurrentUser.userName%7D

U2 New Employee Sign-In Procedures URL: https://www.csueastbay.edu/payroll/files/docs/new-employee-sign-in-procedures-1011.pdf

U3 CSULearn URL: https://csu.sumtotal.host/

Please refer to the MyHR – MyHELP link, Payroll website – MyHR Process Guides or Main Staff – PeopleSoft/MyHR Documentation pages for instructions on how to submit and review reported work hours.