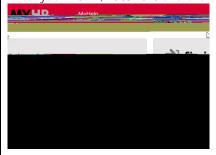


Enter Absences for Employee(s) Process Name:

Overview: This document provides an overview on how to report an absence on behalf of other employees. Please note: all leave should be reported and approved by the end of the respective <u>pay period</u>.

Log In

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



3. Select the tab.

Report Absence(s)

4. Select the link located under header

5. Populate the checkbox next to the employee ID or click the *Select All* button and click **Continue**



6. Select the appropriate leave type from dropdown menu, enter the **Begin** and **End** dates, **Partial Hours** (if applicable) and Click

Please note: Click the link to submit comment if prompted

Enter New Absence Events
Assence Name Sag in Date End Date Duration Unit Type



7. Submit Confirmation page displays, please Click to proceed with absence entry

Submit Confirmation

