

Overview: This document provides an overview on how to review previously reported work hours.

Log In

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

View Status of Reported Hours

4. Select the **View Reported Hours** link located under the **Time and Absence Information** header.
*Employees with multiple positions must select the position in which you wish to view from Job Title drop-down menu.
5. Select the Calendar period in which you wish to review and click **View**

X – Exceptions: supervisors must review entry for accuracy
P – Reported Work Hours
E – Reported Work Hours
S - Payable Time: time that has been approved by your supervisor

Whom to Contact for Help?