Overview: This document provides an overview on how to report Student and Hourly employee work hours. Please ensure all work hours are reported by the end of the respective pay period.

Log In

1. Navigate to MyHR (https://www.csueastbay.edu/myhr/

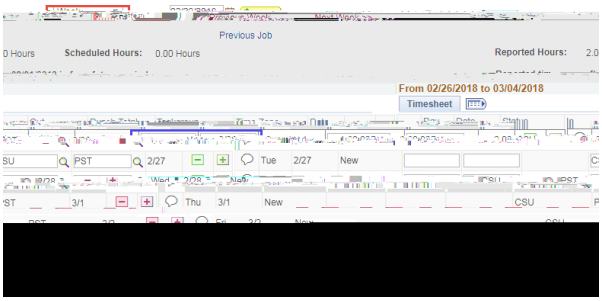
2. Click the SIGN IN button

3. Navigate to the Manager/Timekeeper tab.

4. Select the View/Enter Time for Employees link located under the Time and Labor Information header.

Enter Time

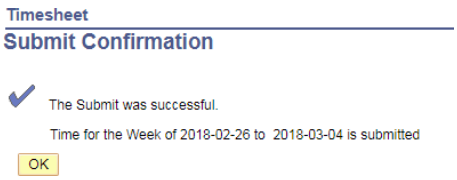
5. Enter the employee's PeopleSoft Group ID (department), and Click Get Employees



6. Select the employee for list of returned results

7. The Timesheet page displays, Enter IN and OUT using PST or Military Time (ex. 1:00 pm or 13

8. Submit Confirmation page displays, please Click OK to proceed with submission of work hours.



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.