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

Log In

1.	Navigate toMyHR(https://www.csueastbay.edu/myhr/
2.	Clickthe SIGN INbutton
3.	Navigate to the Manager/Timekeeperato.
4.	Select the View/Enter Time for Employeeink located under the Time and Labor Information header.

Enter Time

5.	Enter the employee's PeopleSoftoup ID(department),and ClickGet Employees					
	Previous Job					
	D Hours Schedulde Hours: 0.00 Hours Reported Hours: 2.0					
	From 02/26/2018 to 03/04/2018					
	tes					
	SU Q PST Q 207 C 207 New G					
	Select the employee for list of returned results					
6.	Select the employee for list of returned results					
7.	The Timesheet page displays, terIN and OUT using PST or Military Time (ex. 1:00 pm					

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		<< Previous Employee	Next Employee >>				,	
		Reported Hours:	20-00-Hours	Scheduled Hours:	0.00 Hours			· · ·····
						the second se		
Subm	it Confirmatio	n page display	s, please C	lickoopkoceed	d with sub	mission c	of work h	ours.
Timeshe	et							
Submit	t Confirmation							
	0.1							
 The 	e Submit was successful.							
Tim	ne for the Week of 2018-0	2-26 to 2018-03-04 is submit	tted					
OK								

Whom to Contact for Help? For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticke<u>t via the Service Desk</u>.