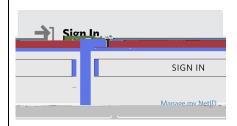


Overview: This documentrovides an overview on how to access previous and future dated absence entries.

Log In

- Navigate to MyHR (https://www.csueastbay.edu/myhr/)
- 2. Click the SIGN INbutton



- 3. Employeesnavigate to Employeetab; Managers and Timekeepers navigate to the Manager/Timekeeper tab.
- 4. Employees, select the Report and View Absences link located below the Time and Absence Information header; Managers, select the Enter Absences for Employee link located below the Absence Ink located below the Timekee peader
- 5. Employees:

Modify the From and Through dates on the Report and View Absences page to include the date(s) you wish to review.



Managers: Populate the checkbox next to the employdate(s) you wish to review.



TimekeepersSelect the Employee ID of the employee you wish to review



Modify the From and Through dates on the Report and View Employee Absences page to include the date(s) you wish to review.

