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

Log In

1.	Navigate to MyHR (https://www.csueastbay.edu/myhr/)
2.	Click the SIGN IN button

3.	Employees navigate to Employee tab; 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 Information header; Timekeepers, select the Enter Absences link located below the Timekeeper header
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 employ date(s) you wish to review.

Timekeepers: Select 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.