Overview: This document provides an overview on how to approve a reported absence. Please note: all leave should be reported and approved by the end of the respective pay period.

Log In

1.	Navigate to **MyHR** (https://www.csueastbay.edu/myhr/)
2.	Enter your **NetID**, **Password** and Click **SIGN IN**
3.	Select the *Manager/Timekeeper* tab.

Report Absence(s)

4.	Select the *Approve Reported Absences* link located under *Absence Information* header
5.	Populate the checkbox next to the employee ID or click the Select All button and click **Continue**
6.	Populate the **Approve** checkbox or click the *Select All* button and click **Submit** to move forward with approval. Should the absence require corrections, select the **Needs Corr** option from the Review Status dropdown list – *an email notification will be sent to the employee's Business email to notify them a correction is required.*
7.	

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.