

Enter Absences for Employee(s) Process Name:

Overview: This document provides an overview on how to report an absence on behalf of other employees. Please note: all leave should be reported and approved by the end of the respective <u>pay period</u>.

Log In

- 1. Navigate to MyHR (https://www.csueastbay.edu/myhr/)
- 2. Enter your NetID, Password and Click