



**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.*
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