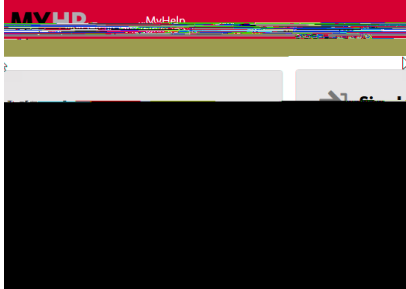


Enter Absences for Employee(s) Process Name:

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 pay period.

1. Navigate to _____ (<https://www.csueastbay.edu/myhr/>)

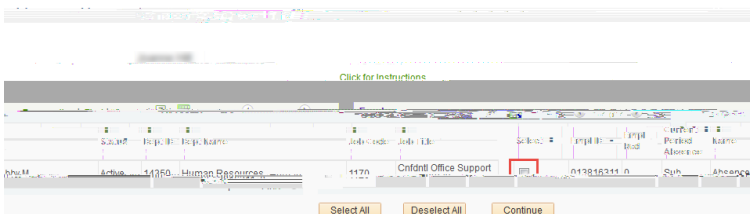
2. Enter your _____ and Click



3. Select the _____ tab.

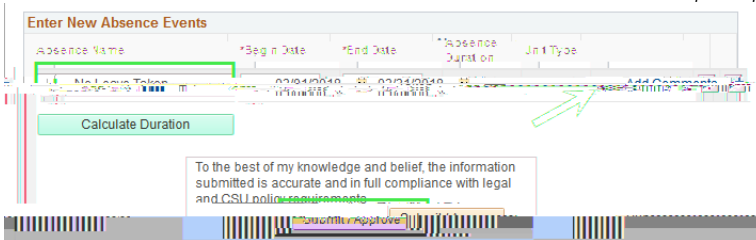
4. Select the _____ link located under _____ header

5. Populate the checkbox next to the employee ID or click the *Select All* button and click



6. Select the appropriate leave type from dropdown menu, enter the _____ and _____ dates, _____ (if applicable) and Click

Please note: Click the _____ link to submit comment if prompted



7. Submit Confirmation page displays, please Click _____ to proceed with absence entry

Submit Confirmation

