

Overview: This document provides an overview on how to report Student Employee work hours. Please ensure all work hours are reported by the end of the respective pay period

LogIn

1. | Navigate to MyHR (<https://www.csueastbay.edu/myhr/>)
- 2.

Enter Time

7. Select the Timesheet link located under the Student Assistant Timeheader.

Please note: if you have multiple jobs, please ensure that you've selected the appropriate position. The Department Description, Position Description and Hourly Rate are displayed to assist you with your selection.

8. Enter IN and OUT using PST or Military Time (ex. 1:00 pm or 13:00)

