

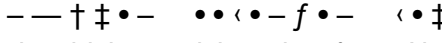
Overview : This document provides an overview on how to review previous reported work hours

### Log In

1. Navigate to MyHR

3. The Student Employee tab will display

### View Status of Reported Hours

4. Select the View Reported Hours link located under the  header.  
\*Employees with multiple positions must select the position in which you wish to view from Job Title drop-down menu.
5. Select the Calendar period in which you wish to review and click View

x X – Exceptions: supervisors must review entry for accuracy

x P – Reported Work Hours

x Report Work

x \$ - Payable Time: time that has been approved by your supervisor