

Human Resources/Payroll Services - Quick Step

<u>Process Name: Approve Reported Absences</u>
<u>t</u> <u>Module: Absence Managemen</u>

Overview: Thisdocumentprovidesan overviewon howto approve reported absence. Pleasenote: all leave should be reported and approved by the end of the respe<u>ptiveperiod</u>

LogIn

- 1. Navigateto MyHR(https://www.csueastbay.edu/myhi)/
- 2. Clickthe SIGNN button



3. Selecthe Manager/Timekeepertab.

ReportAbsence(s)

- 4. Selectthe ApproveReportedAbsencesink located under Absence formation header
- 5. Populate the checkbox next to the employed Dor absence equire corrections, select the Needs Corroption from the Review State email notification will be sent to the employee's Business email to notify them a corrections.





7. ApprovalConfirmationpagedisplayspleaseClickOKto proceedwith absenceapproval.

