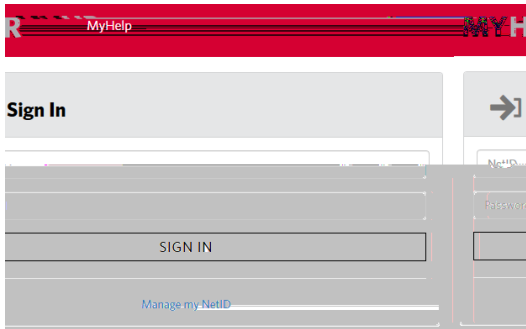


Overview : This document provides an overview on how to review the status of reported work hours.

Log In

1. Navigate to MyHR (<https://www.csueastbay.edu/myhr/> )
2. Enter Employee ID. The tab will display

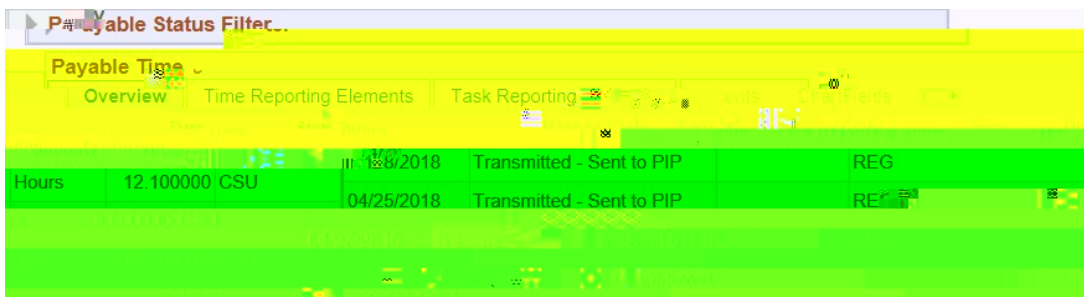


View Status of Reported Hours

4. Select the View REnd Date for the period in which you wish to review and click Refresh \*Date parameters should not exceed a 31 day period.

The Payable Time Details display

- 5.
- 6.



¾ Status Details:

- x Needs Approval indicates hours have not yet been approved by your supervisor.
- x Approved indicates hours have been reviewed and approved by your supervisor.
- x Transmitted - Sent to PIP indicates approved hours have been sent to the State Controller's Office for paycheck generation.

Whom to Contact for Help?

For additional help or to report problems with this functionality, please refer to Knowledge Base or log a ticket via the [Service Desk](#)