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 period

LogIn

- 1. Navigate toMyHR(<u>https://www.csueastbay.edu/myht</u>/
- 2.

Enter	Time
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8.

7.	Select the Timeshed ink located under the Student Assistant Tir header.

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

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

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