

Overview: This document provides an overview on how to report an Alternate Day Off. <http://www.csueastbay.edu/myhr/>

2. Enter your NetID, Password and Click SIGN IN

3. Select the Employee tab

Report an Alternate Day Off

4. Select the Report and View Absences link located under the Time and Absence Information header.

5. Select Holiday ADO Expiring Take from the absence type drop-down list

6. Enter the Begin and End date

7. Select Partial Hours from the Partial Days drop-down list and enter a value of (one)

8. Click the Submit button

9. Submit Confirmation page displays, please Click OK to proceed with submission.

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](#)