

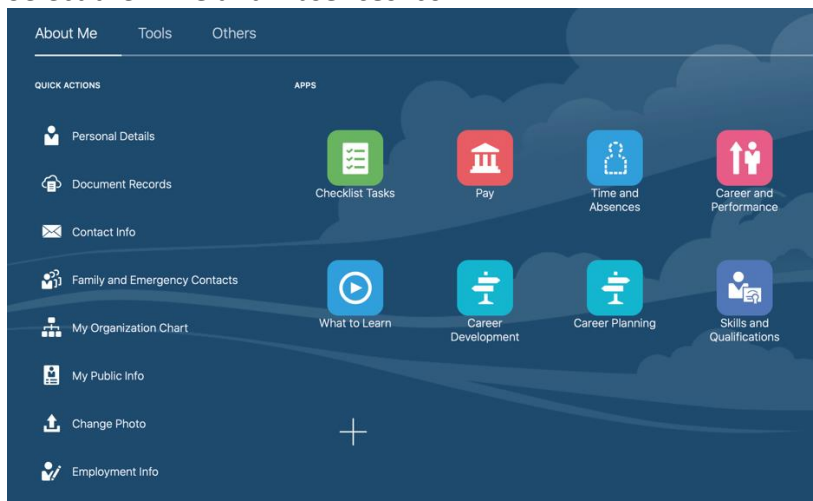


## How to Enter Time in myHR

1. Go to: [my.creighton.edu](https://my.creighton.edu)
  - a. Sign in using your BLUE Credentials
    - i. NETID@creighton.edu
    - ii. Blue password



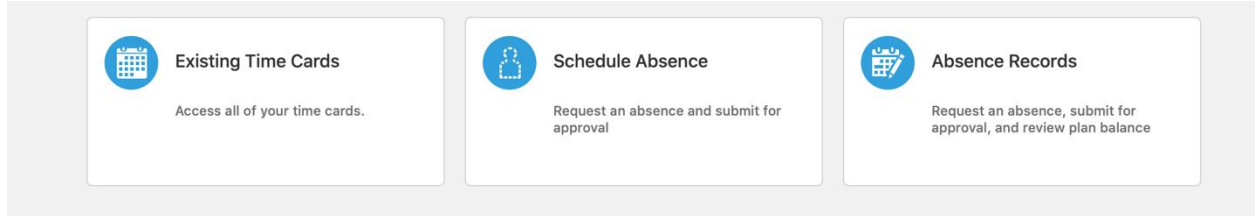
2. You are brought to the landing page of myHR. Employees will see the following icons:
  - a. Checklist Tasks
  - b. Pay
  - c. Time and Absences
  - d. Career and Performance
  - e. What to Learn
  - f. Career Development
  - g. Career Planning
  - h. Skills and Qualifications
3. Select the **Time and Absences** Icon



4. You will see the following options:

- a. Existing Time Cards
- b. Schedule Absence
- c. Absence Records

5. Select **'Existing Time Cards'**



6. To create a new time card, select the **'+'** sign

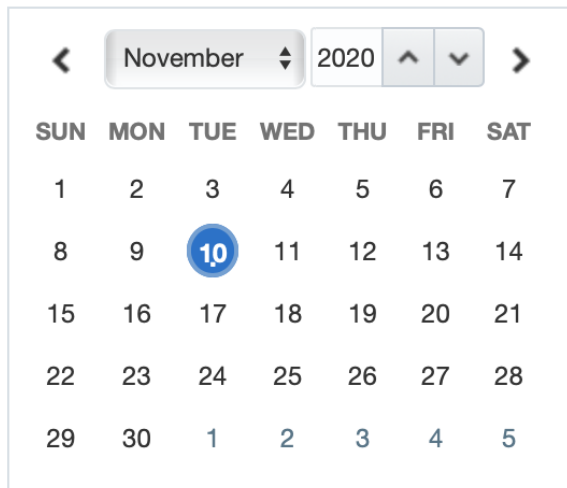
Search Results

Actions ▾ View ▾ + 📅 📄 📄 Detach

Time Card Period	Favorite	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
------------------	----------	--------	-------------	----------------	---------------	-----------------	-----------	--------------	--------

7. A calendar will pop up on the screen, select today's date and press **'OK'**

Create Time Card



OK

Cancel

8. Your time card will populate with the two week pay period. If your time card layout shows start and stop times, please contact payroll to correct your layout.

Time Card Details

Time Card Period 11/7/20 - 11/20/20  
 Overtime Day Start Time 12:00 AM  
 Status New  
 Resubmission Status

Time Card Comments   
 Resubmission Reason

Time Entry Time Totals

Reported Hours		Absence Hours		Scheduled Hours											
0.00		0.00		80.00											
Actions View Format Add Row Below Freeze Detach Wrap															
*Assignment Number	*Department Name	Days												Comments	
		Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18		Thu,Nov 19
1		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Daily Totals															

9. To enter time, select your 'Assignment Number' by clicking on the drop down arrow.
  - a. If you have multiple assignments, multiple Assignment Numbers will appear

Time Entry Time Totals

Reported Hours		Absence Hours		Scheduled Hours											
0.00		0.00		80.00											
Actions View Format Add Row Below Freeze Detach Wrap															
*Assignment Number	*Department Name	Days												Comments	
		Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18		Thu,Nov 19
1		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Daily Totals															

10. Enter your hours worked for the pay period for the specific assignment.
  - a. For students with multiple assignments, select your number, then view your department name and assignment category. They will populate with the correct department name and assignment category.
  - b. Hours are entered to the minute

Time Entry Time Totals

Reported Hours		Absence Hours		Scheduled Hours											
0.00		0.00		80.00											
Actions View Format Add Row Below Freeze Detach Wrap															
*Assignment Number	*Department Name	Days												Comments	
		Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18		Thu,Nov 19
1	E32338-	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Daily Totals		103110 Student Financial Aid													

Time Entry Time Totals

Reported Hours		Absence Hours		Scheduled Hours													
17.00		0.00		80.00													
Actions View Format Add Row Below Freeze Detach Wrap																	
*Assignment Number	*Department Name	Days												Comments	Time Entry Total Hours	Assignment Category	
		Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18				Thu,Nov 19
1	E32338-	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity		17.00	
Daily Totals		Hours:	Hours:	Hours:				Hours:	Hours:	Hours:					17.00		

Time Entry Time Totals

Reported Hours 17.00 Absence Hours 0.00 Scheduled Hours 80.00

Actions View Format Add Row Below Freeze Detach Wrap

		Days														Comments	Time Entry Total Hours	Assignment Category	*Time Type
		Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18	Thu,Nov 19	Fri,Nov 20				
Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity				
1				2.00	4.25	3.50					1.00	2.50	3.75			17.00	Regular		
Daily Totals		Hours: 2.00 4.25 3.50			Hours: 1.00 2.50 3.75														

11. If you are working with multiple assignments within the pay period, select the '+ Add Row Below'

Time Entry Time Totals

Reported Hours 17.00 Absence Hours 0.00 Scheduled Hours 80.00

Actions View Format Add Row Below Freeze Detach Wrap

12. A second row will appear and you can select the correct 'Assignment Number,' 'Department Name,' and 'Assignment Category' then enter your hours.

Time Entry Time Totals

Reported Hours 35.50 Absence Hours 0.00 Scheduled Hours 80.00

Actions View Format Add Row Below Freeze Detach Wrap

		Days														Comments
*Assignment Number	*Department Name	Sat,Nov 07	Sun,Nov 08	Mon,Nov 09	Tue,Nov 10	Wed,Nov 11	Thu,Nov 12	Fri,Nov 13	Sat,Nov 14	Sun,Nov 15	Mon,Nov 16	Tue,Nov 17	Wed,Nov 18	Thu,Nov 19	Fri,Nov 20	
		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	E32338- 103110 Student			2.00	4.25	3.50					1.00	2.50	3.75			
2	E32338- 101410 Undergr				1.00	5.00	2.75				3.50	2.00	4.25			
Daily Totals		Hours: 2.00 5.25 8.50			Hours: 2.75				Hours: 1.00 6.00 5.75				Hours: 4.25			

13. Before you submit your time card, you must 'Save' before selecting 'Next.'

a. If you don't 'Save' before you submit, your time card will not submit to payroll.

Create Time Card: Report Time

Next Save Save and Close Cancel

14. Once your hours are reported for the pay period, select 'Next.'

Create Time Card: Report Time

Next Save Save and Close Cancel

15. After selecting 'Next,' you are taken to a second page to review your time card. Select 'Submit' when you are ready to submit to your manager for approval.

Create Time Card: Review Time

Back Submit Cancel