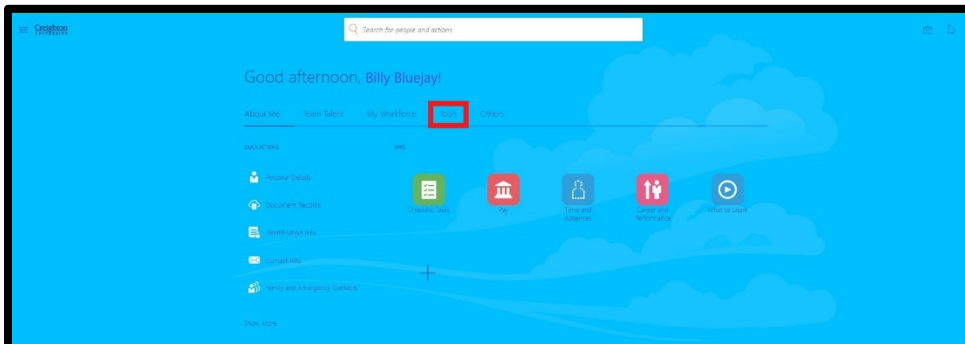


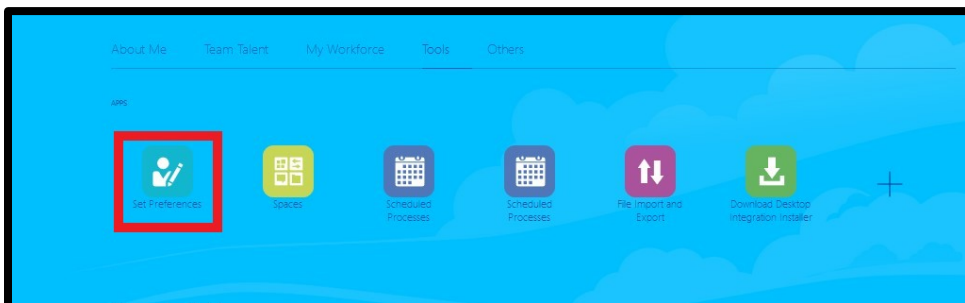


SET TIMEZONE IN MYHR

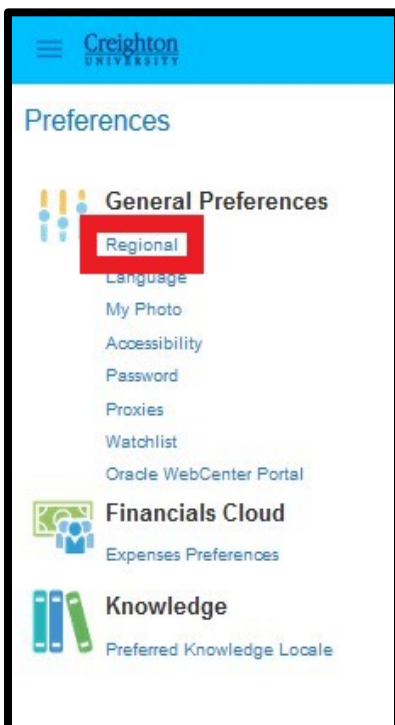
1. Select **'Tools'**.



2. Select **'Set Preferences'**.



3. Select **'Regional'**.





SET TIMEZONE IN MYHR

- Using the drop-down box, select the appropriate 'Time Zone'.

General Preferences: Regional

Territory: United States

Date Format: M/d/yy (6/25/20)

Time Format: h:mm a (9:23 PM)

Number Format: -1,234,567

Currency: US Dollar

Time Zone: (UTC-06:00) Chicago - Central Time (CT)

- Click 'Save' or 'Save and Close' in the upper right corner of the screen to update time zone.

Save Save and Close Cancel