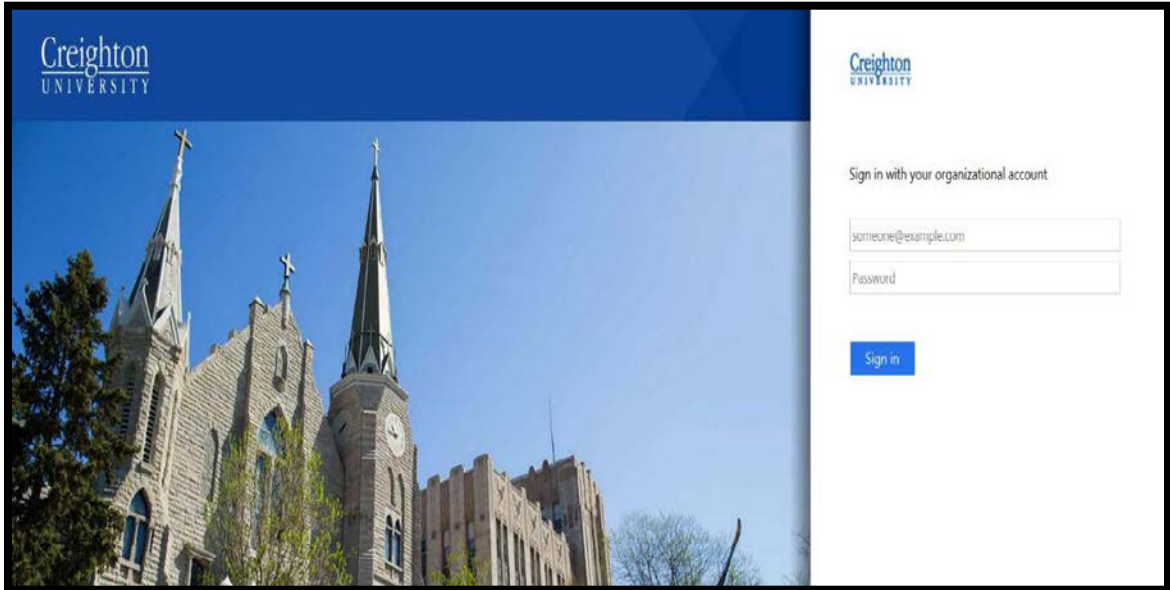


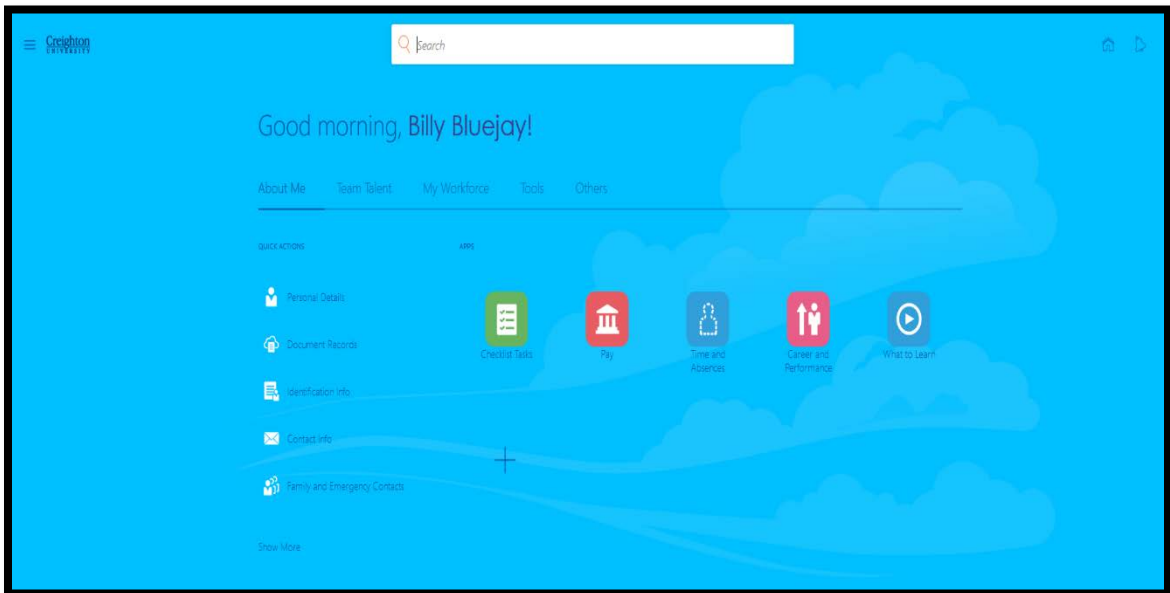


HOW TO ENTER TIME IN MYHR FOR BIWEEKLY EMPLOYEES

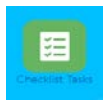
1. Go to: myHR.creighton.edu and sign-in using your BLUE Credentials (NetID@creighton.edu and BLUE password).



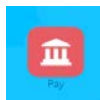
2. You are brought to the landing page of myHR.



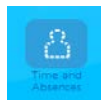
Employees will see the following icons:



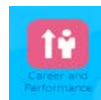
Checklist
Tasks



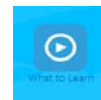
Pay



Time and
Absences



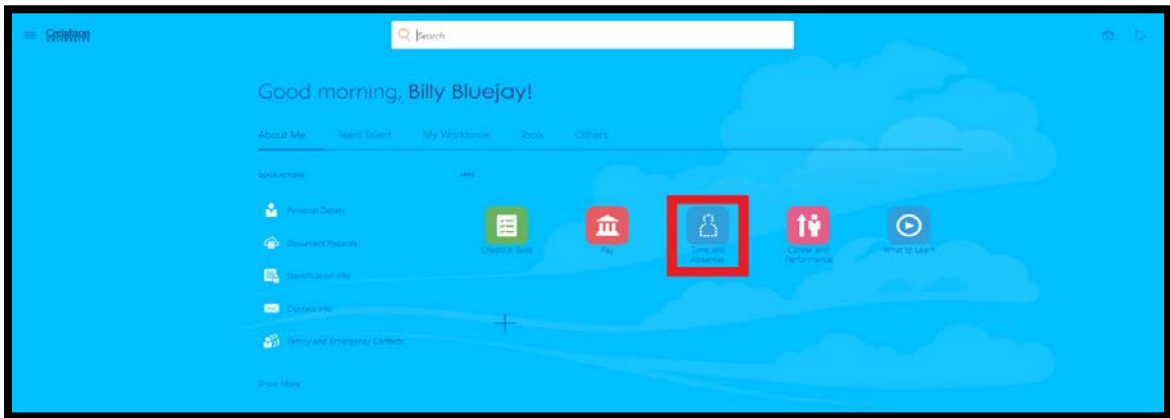
Career and
Performance



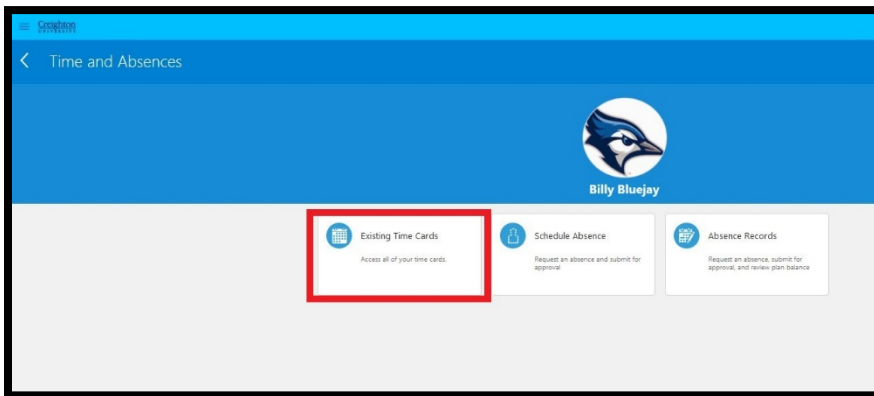
What to
Learn

HOW TO ENTER TIME IN MYHR FOR BIWEEKLY EMPLOYEES

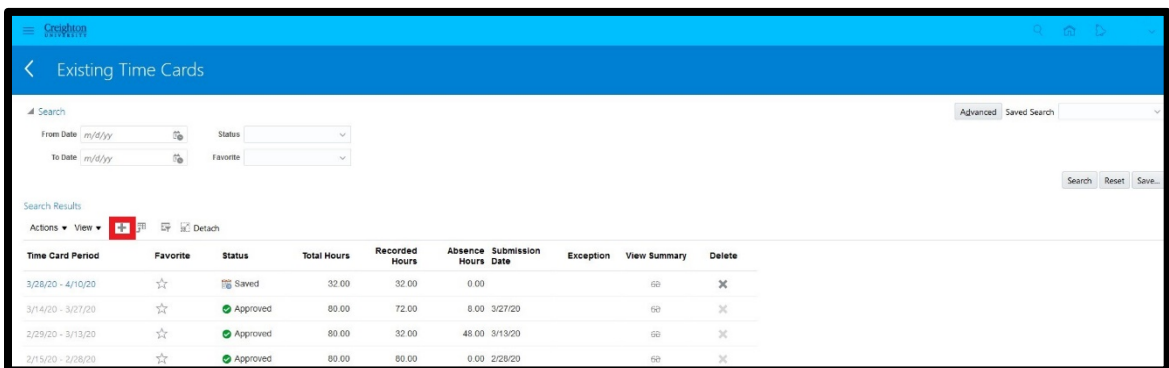
3. Select the 'Time and Absences' icon



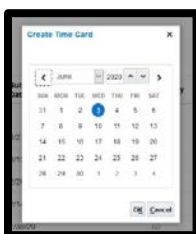
4. Select 'Existing Time Cards'



5. To create a new timecard, select the '+' sign



6. A calendar will pop up on the screen, select today's date and press 'Ok.'



HOW TO ENTER TIME IN MYHR FOR BIWEEKLY EMPLOYEES

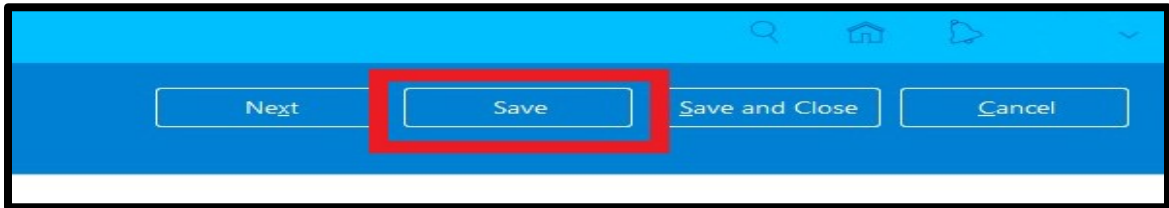
- Your timecard will populate with the 2-week pay period. If your timecard layout has a start and stop time, please contact payroll.

- To enter time, select your 'Assignment Number' by clicking on the drop-down arrow and selecting your assignment number. The time type will default to 'regular'. Enter your time.

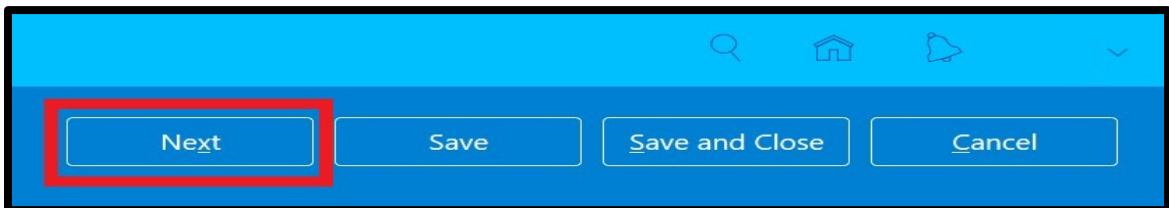
- If you have other type of hours to report, select '+ Add Row Below', then select the appropriate type of time. (regular, sick, vacation, other, etc.)

HOW TO ENTER TIME IN MYHR FOR BIWEEKLY EMPLOYEES

10. Click 'save' to save the hours entered.



11. To submit your timecard for approval at the end of the pay period, select 'Next.'



12. Review the hours you have reported, then click 'Submit'.

