



MANAGING TIME AND ABSENCES IN MYHR

LOGGING IN

1. Open browser (*Firefox is the preferred browser*).
2. Navigate to myHR.creighton.edu.
3. Enter BLUE credentials (NetID@creighton.edu and BLUE password).
4. Click 'Sign In'.

VIEW ACCRUALS

1. On 'About Me' tab, click on 'Time and Absences' icon.
2. Click on 'Absence Balance'.
3. 'Plan Balances' are displayed.

CREATE TIMECARD AND ENTER HOURS

1. On 'About Me' tab, click on 'Time and Absences' icon.
2. Click on 'Existing Time Cards' box.
3. Click '+' to create a new timecard.
4. Select the date within the current pay period.
5. Select your Assignment Number
6. Choose the correct Time Type (*default is 'regular'*).
7. Enter your total daily hours under the appropriate date.
8. When ready to submit, click 'Next'.
9. Review your Reported Time and click 'Submit'.

VIEW TIMECARD STATUS

1. On 'About Me' tab, select 'Time and Absences'.
2. Click on 'Existing Time Cards'.
3. View 'Status' column. ('Saved', 'Submitted', 'Approved', or 'Rejected').

ABSENCE REPORTING

1. On 'About Me' tab, click on 'Time and Absences' icon.
2. Select the 'Add Absence' box.
3. Select 'Type' of absence using the drop-down box.
4. Enter time off request:
 - a. Start Date
 - b. End Date
5. Use the edit function to:
 - a. Change hours used.
 - b. Remove multiple assignments.
6. Click 'Submit'

VIEW EMPLOYEE NUMBER

1. On 'About Me' tab, click on the 'Show More'.
2. Select 'My Public Info'.
3. View your 'Assignment Number'.
4. For multiple assignments:
 - a. Click on 'Others' tab.
 - b. Click 'Directory'.
 - c. Search for your name.
 - d. All assignments will display.

VIEW PAYSLEIPS

1. On the 'About Me' tab, select the 'Pay' icon.
2. Select 'Payslips'.
3. View payslips.