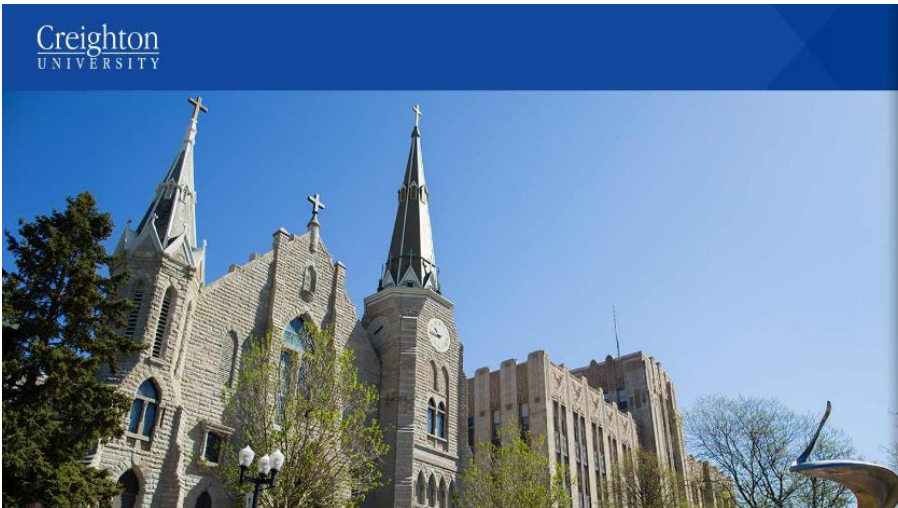
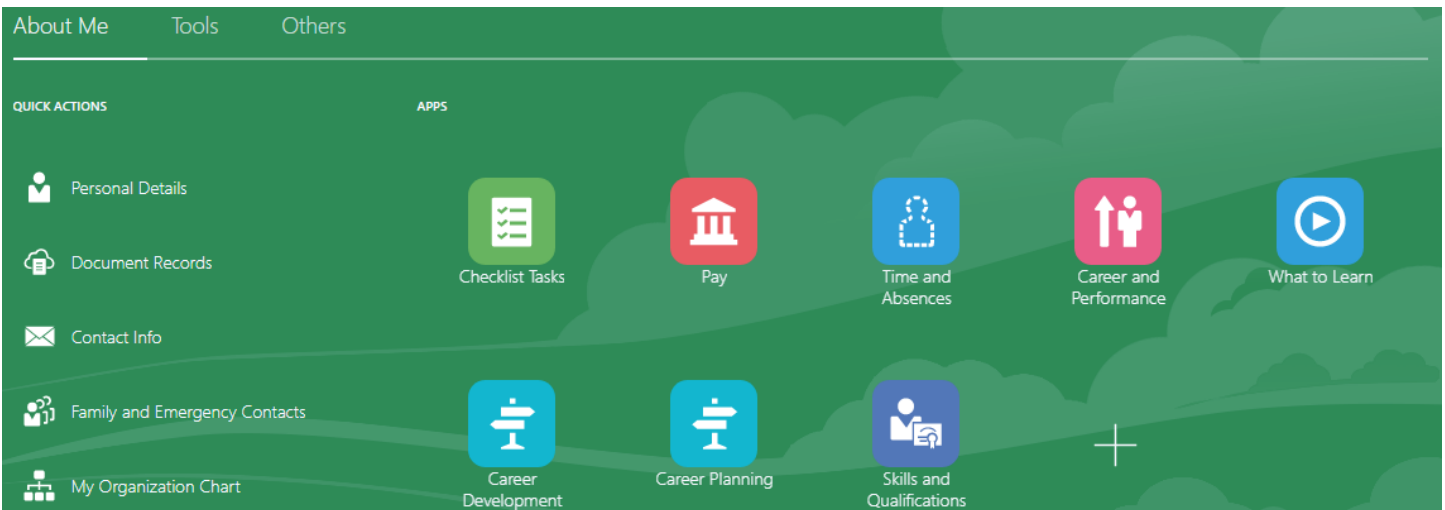


How to Enter Time in myHR

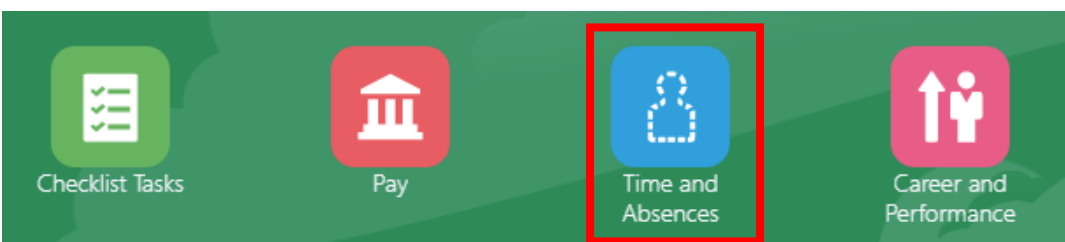
1. Go to: myhr.creighton.edu
 - a. Sign in using your BLUE credentials
 - i. NETID@creighton.edu
 - ii. Blue password



2. You are brought to the homepage of myHR. Employees will see the following page:



3. Select the time and absences option



4. Select Existing Time Cards tile

The image shows four dashboard tiles. The first tile, 'Existing Time Cards', is highlighted with a red border. It contains a calendar icon, the text 'Existing Time Cards', and the subtext 'Access all of your time cards.' The other three tiles are 'Add Absence' (with a calendar and pencil icon, subtext: 'Request an absence and submit for approval'), 'Absence Balance' (with a calendar and dollar sign icon, subtext: 'Review current plan balances and absences taken or requested'), and 'Existing Absences' (with a calendar and magnifying glass icon, subtext: 'View, change or withdraw existing absence requests').

5. You are brought to the time card homepage. Employees will see the following:

The screenshot shows the 'Existing Time Cards' homepage. At the top is a green header with a back arrow and the text 'Existing Time Cards' with a help icon. Below is a search section with 'From Date' and 'To Date' fields (both containing 'm/d/yy' and calendar icons), and 'Status' and 'Favorite' dropdown menus. Under 'Search Results', there are icons for 'Actions', 'View', a plus sign, a grid, a list, and 'Detach'. Below this is a table header with the following columns: 'Time Card Period', 'Favorite', 'Status', 'Total Hours', 'Recorded Hours', 'Absence Hours', 'Submission Date', 'Exception', 'View Summary', and 'Delete'.

6. To create a new time card, select the plus sign

This screenshot is identical to the previous one, but the plus sign icon in the 'Search Results' section is highlighted with a red box. The table header remains the same.

9. To enter time, first select your 'Assignment Number' by clicking the dropdown arrow
 - a. If you have multiple assignments, multiple numbers will appear

Actions ▾ View ▾ Format ▾ + Add Row Below ▾ Freeze Detach Wrap

			Days											
*Assignment Number	*Department Name	*Time Type	Sat, Aug 14	Sun, Aug 15	Mon, Aug 16	Tue, Aug 17	Wed, Aug 18	Thu, Aug 19	Fri, Aug 20	Sat, Aug 21	Sun, Aug 22	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	<input type="text" value="E38344"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Daily Totals														
Rows Selected: <input type="text" value="Search..."/>														

10. Next, select the 'Department Name' by using the dropdown arrow

Actions ▾ View ▾ Format ▾ + Add Row Below ▾ Freeze Detach Wrap

			Days											
*Assignment Number	*Department Name	*Time Type	Sat, Aug 14	Sun, Aug 15	Mon, Aug 16	Tue, Aug 17	Wed, Aug 18	Thu, Aug 19	Fri, Aug 20	Sat, Aug 21	Sun, Aug 22	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	<input type="text" value="E38344"/>	<input type="text" value="Regular"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Daily Totals														
Rows Selected: 1														

11. Enter your hours worked for the pay period
 - a. Hours are entered to the minute

Actions ▾ View ▾ Format ▾ + Add Row Below ▾ Freeze Detach Wrap

			Days											
*Assignment Number	*Department Name	*Time Type	Sat, Aug 14	Sun, Aug 15	Mon, Aug 16	Tue, Aug 17	Wed, Aug 18	Thu, Aug 19	Fri, Aug 20	Sat, Aug 21	Sun, Aug 22	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25
			Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	<input type="text" value="E38344"/>	<input type="text" value="000311 Human R"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="3.00"/>	<input type="text" value="1.50"/>	<input type="text" value="2.25"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="2.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
Daily Totals						Hours: 3.00	Hours: 1.50	Hours: 2.25				Hours: 2.00		
Rows Selected: 1														

12. If you are working multiple assignments within the pay period, select '+ Add Row Below'
 - a. A second row will appear. Follow the same steps to enter assignment number, department name, and hours worked

	*Assignment Number	*Department Name	*Time Type	Days											
				Sat, Aug 14	Sun, Aug 15	Mon, Aug 16	Tue, Aug 17	Wed, Aug 18	Thu, Aug 19	Fri, Aug 20	Sat, Aug 21	Sun, Aug 22	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E38344	000311 Human R	Regular												
2															
Daily Totals															

Rows Selected 1

13. Click 'Save' before cancelling or clicking 'Next' otherwise your hours may not be submitted
 - a. If you wish to enter hours later in the pay period as well, click 'Save and Close', and return to your card later to add hours

Edit Time Card: Report Time ☆

Next Save Save and Close Cancel

▶ Person Information : Gary Gygax

▶ Time Card Details : 8/14/21 - 8/27/21

Time Entry Time Totals

Reported Hours 8.75 Absence Hours 0.00 Scheduled Hours 80.00

14. To submit your time card, after you have clicked 'Save', select 'Next'

Edit Time Card: Report Time ☆

Next Save Save and Close Cancel

▶ Person Information : Gary Gygax

▶ Time Card Details : 8/14/21 - 8/27/21

Time Entry Time Totals

Reported Hours 8.75 Absence Hours 0.00 Scheduled Hours 80.00

15. After selecting next, you are brought to a page to review your time card. If everything looks correct, select 'Submit' to submit your card for approval by your manager

Edit Time Card: Review Time Back **Submit** Cancel

▶ Person Information : Gary Gyga

▶ Time Card Details : 8/14/21 - 8/27/21

Reported Time Time Totals

Reported Hours 8.75	Absence Hours 0.00	Scheduled Hours 80.00
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Actions ▾ View ▾ Format ▾ Freeze Detach Wrap

	* Assignment Number	* Department Name	* Time Type	Days														Com
				Sat, Aug 14	Sun, Aug 15	Mon, Aug 16	Tue, Aug 17	Wed, Aug 18	Thu, Aug 19	Fri, Aug 20	Sat, Aug 21	Sun, Aug 22	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25	Thu, Aug 26	Fri, Aug 27	
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	E38344	000311 Human Resource	Regular					3.00	1.50	2.25				2.00				
Daily Totals								Hours: 3.00	Hours: 1.50	Hours: 2.25			Hours: 2.00					