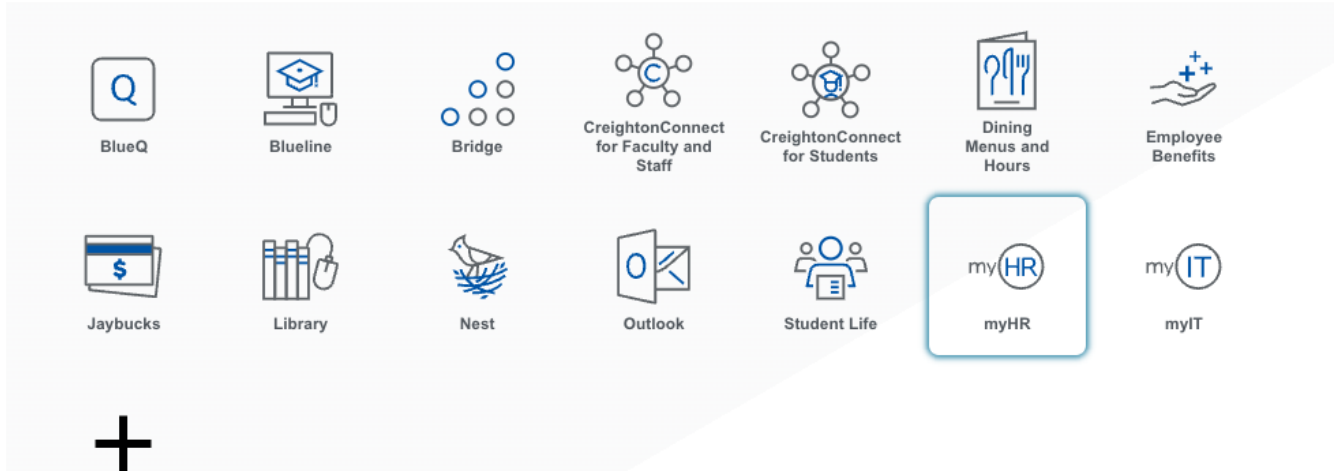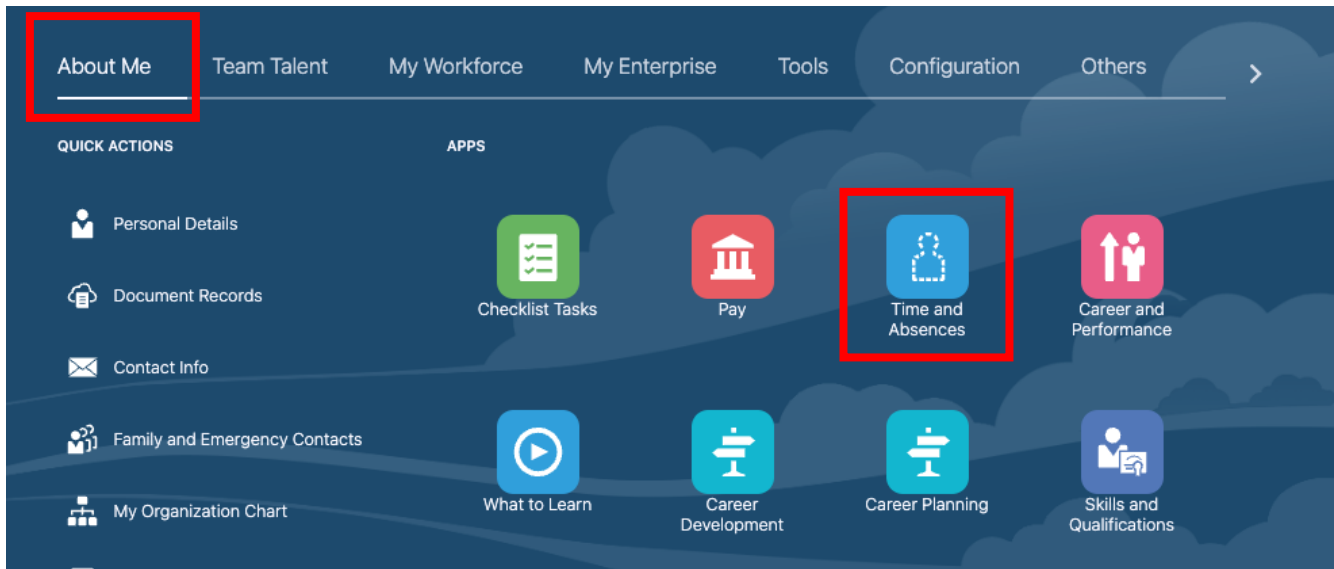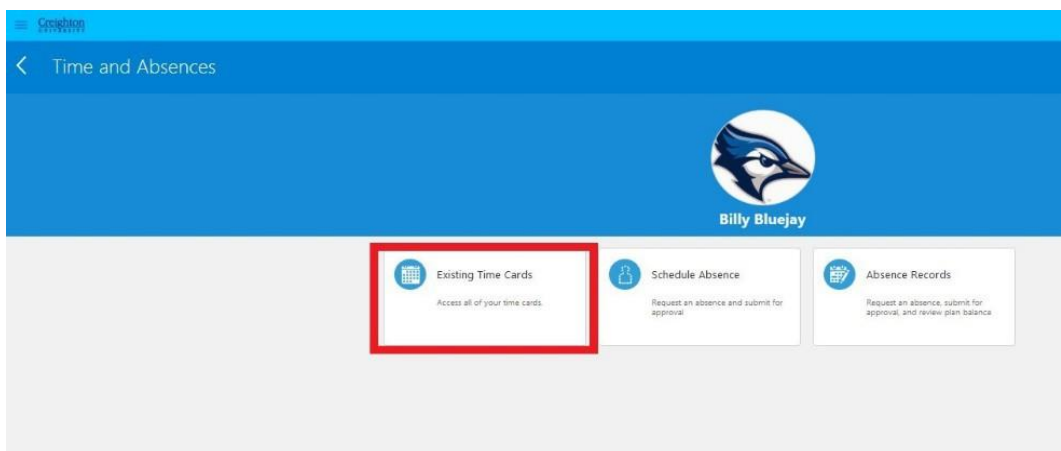# Entering Time in myHR
For Biweekly Employees

Navigate to my.creighton.edu and select the myHR icon

In myHR, click on the *About Me* tab, and then the *Time and Absences* icon.

Select *Existing Time Cards*

To create a new timecard, select the + sign

A calendar will pop up on the screen. Select today's date and press "OK."

Your timecard will populate with the 2-week pay period. If your timecard layout has a start and stop time, please contact Payroll at hr@creighton.edu.

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.
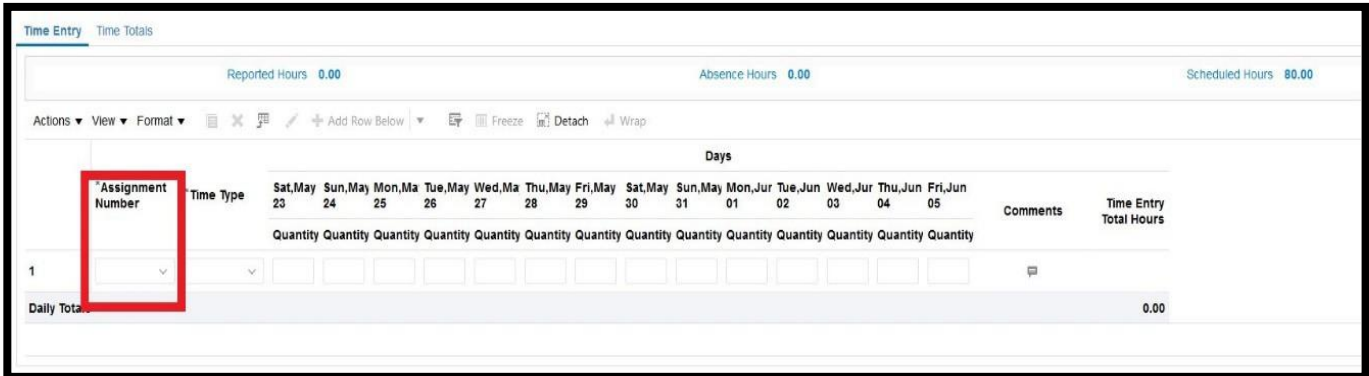
If you have other types of hours to report, select "+Add Row Below," then select the appropriate type of time (regular, sick, vacation, other, etc).
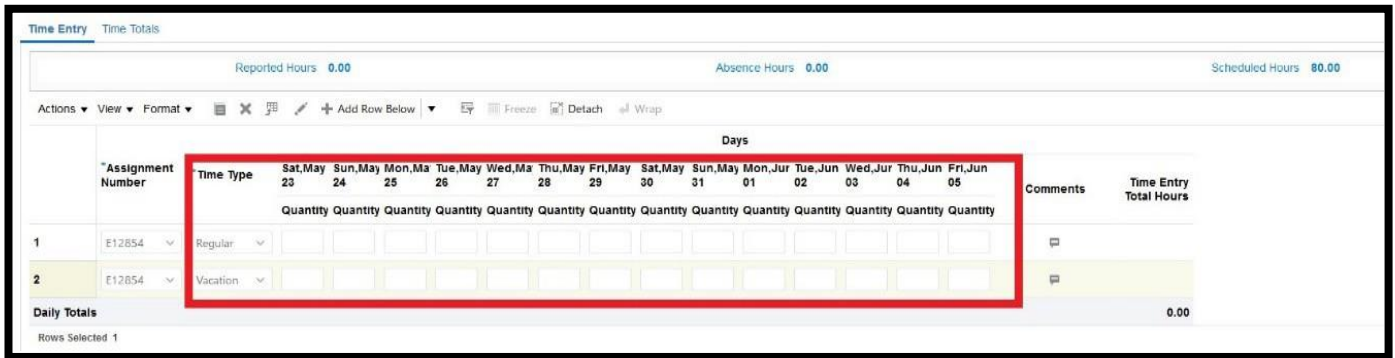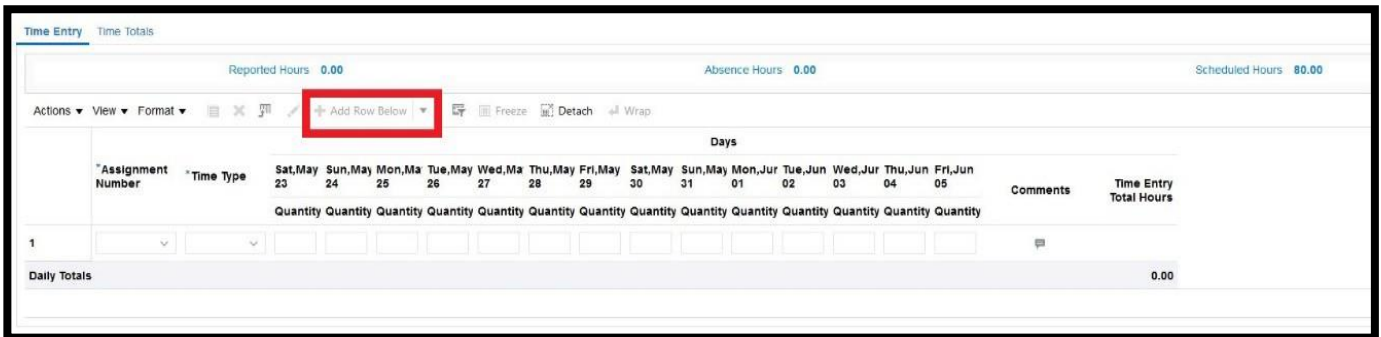
Click "Save" to save the hours entered.

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

Review the hours you have reported to confirm they represent an accurate reflection of your time spent working on all assignments, then click "Submit."

View Payroll information, including the Payroll Calendar, on our [Payroll website](#).

If you need additional assistance, please contact Human Resources at hr@creighton.edu or 402-280-2709.