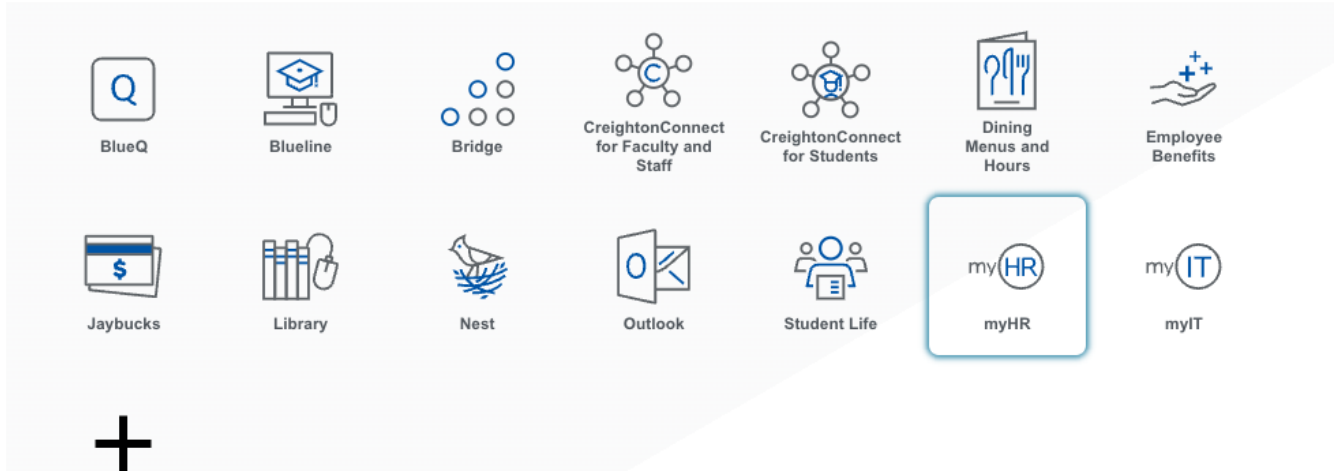


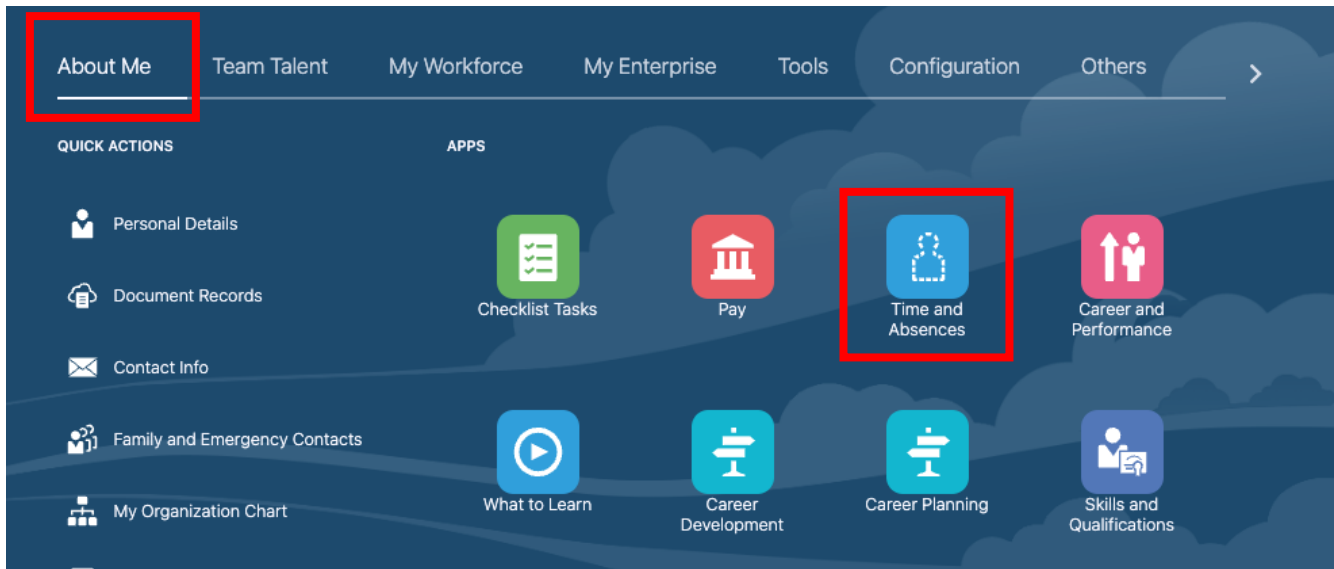
Entering Time in myHR

For Biweekly Employees

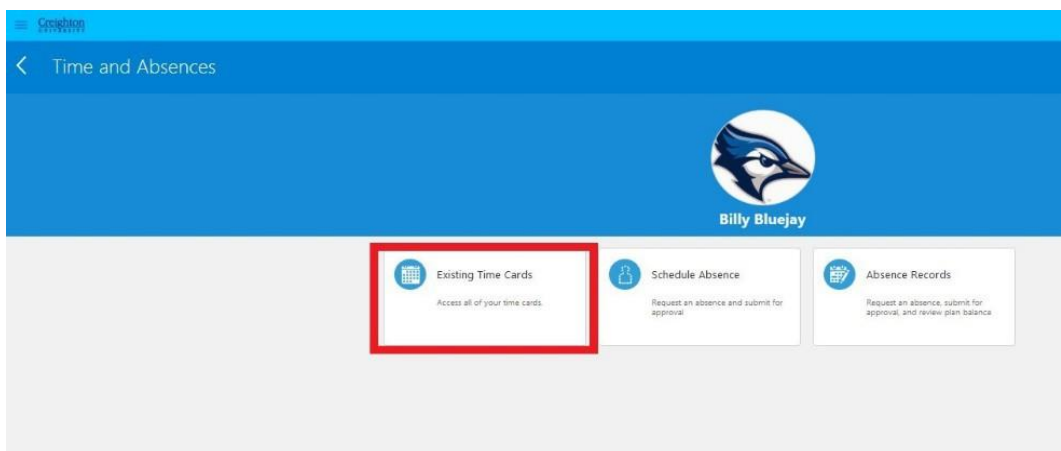
Navigate to my.creighton.edu and select the myHR icon



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

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Existing Time Cards

Search

Advanced Saved Search

From Date: To Date: Status: Favorite:

Search Results

Actions View **+** Detach

Time Card Period	Favorite	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
3/28/20 - 4/10/20	☆	Saved	32.00	32.00	0.00			🔍	✕
3/14/20 - 3/27/20	☆	Approved	80.00	72.00	8.00	3/27/20		🔍	✕
2/29/20 - 3/13/20	☆	Approved	80.00	32.00	48.00	3/13/20		🔍	✕
2/15/20 - 2/28/20	☆	Approved	80.00	80.00	0.00	2/28/20		🔍	✕

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.

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Create Time Card: Report Time

Next Save Save and Close Cancel

Person Information

Name: _____ Person Number: _____
 Assignment Number: _____ Job: _____
 Position: _____ Department: _____
 Location: _____ Manager: _____

Time Card Details

Time Card Period: 5/23/20 - 6/8/20
 Overtime Day Start Time: 12:00 AM
 Status: Now
 Resubmission Status: _____
 Time Card Comments:
 Resubmission Reason: _____

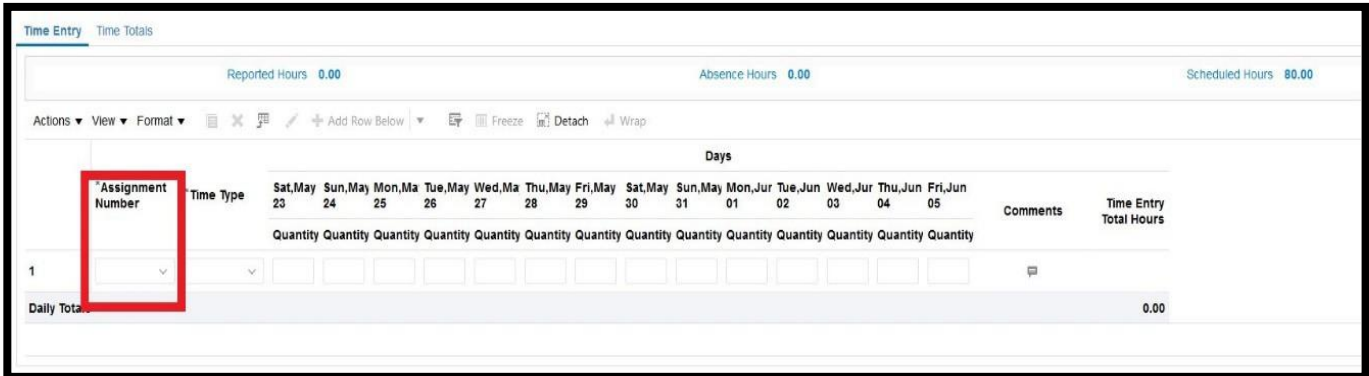
Time Entry Time Totals

Reported Hours: 0.00 Absence Hours: 0.00 Scheduled Hours: 80.00

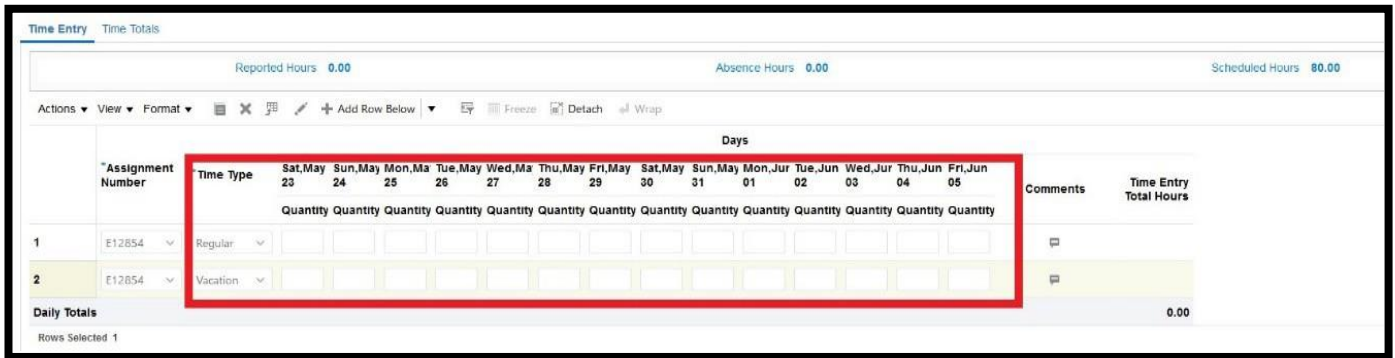
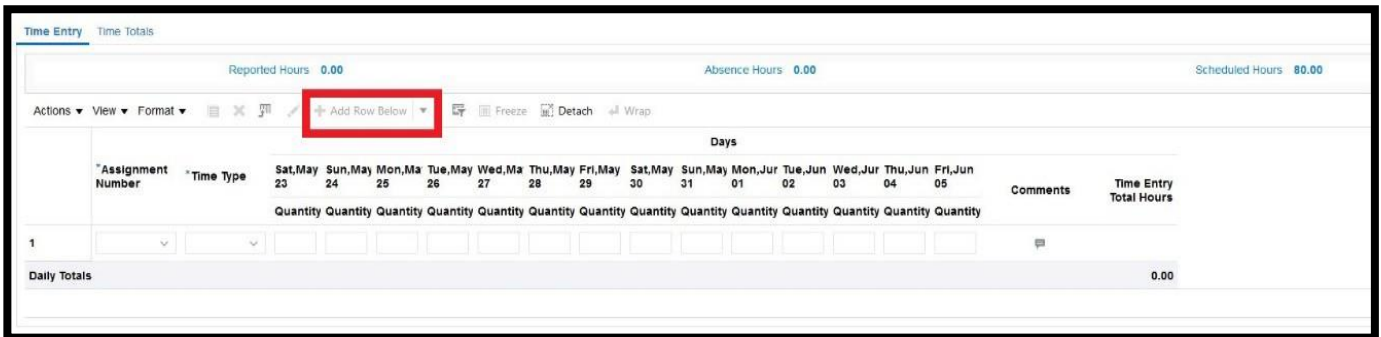
Actions View Format Add Row Below Freeze Detach Wrap

Assignment Number	Time Type	Sat.May	Sun.May	Mon.May	Tue.May	Wed.May	Thu.May	Fri.May	Sat.May	Sun.May	Mon.Jun	Tue.Jun	Wed.Jun	Thu.Jun	Fri.Jun	Comments	Time Entry Total Hours
		23	24	25	26	27	28	29	30	31	01	02	03	04	05		
1																	
Daily Totals																	0.00

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.