

## 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.

About Me	Team Talent	My Workforce M	ly Enterprise To	ools Configuratio	on Others	>
QUICK ACTIONS		APPS				
Personal [	Details			<u> </u>	<b>1</b> Å	
Documen	t Records	Checklist Tasks	Pay	Time and Absences	Career and Performance	
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$ $	d Emergency Contacts	$\overline{\mathbf{O}}$	i i i			
My Organ	ization Chart	What to Learn	Career Development	Career Planning	Skills and Qualifications	

Select Existing Time Cards





## To create a new timecard, select the + sign

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K Existing T	ime Cards												
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3/14/20 - 3/27/20	☆	Approved	80.00	72.00	8.00 3/27/20		68	×					
2/29/20 - 3/13/20	Å	Approved	80.00	32.00	48.00 3/13/20		60	×					
2/15/20 - 2/28/20	☆	Approved	80.00	80.08	0.00 2/28/20		68	×					

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 <u>hr@creighton.edu</u>.

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A Person Ir	nformation																					
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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.

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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).

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Click "Save" to save the hours entered.



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

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

t Time Card: Review Time	By selecting submit, I confirm that the hours represent an accurate reflection of my time spent working on all assignments including. If applicable, all federal and		2	
	state grant funded positions. Lacknowledge that altering or faisifying time records may result in disciplinary action, up to and including termination.	Back	Submit	Çancel

View Payroll information, including the Payroll Calendar, on our <u>Payroll website</u>.

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