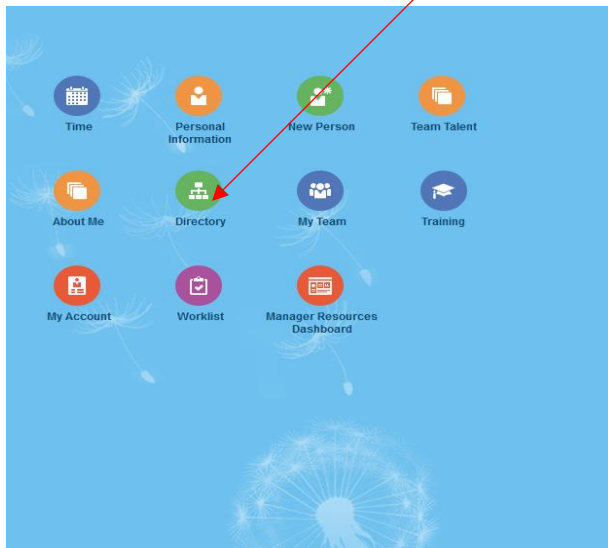




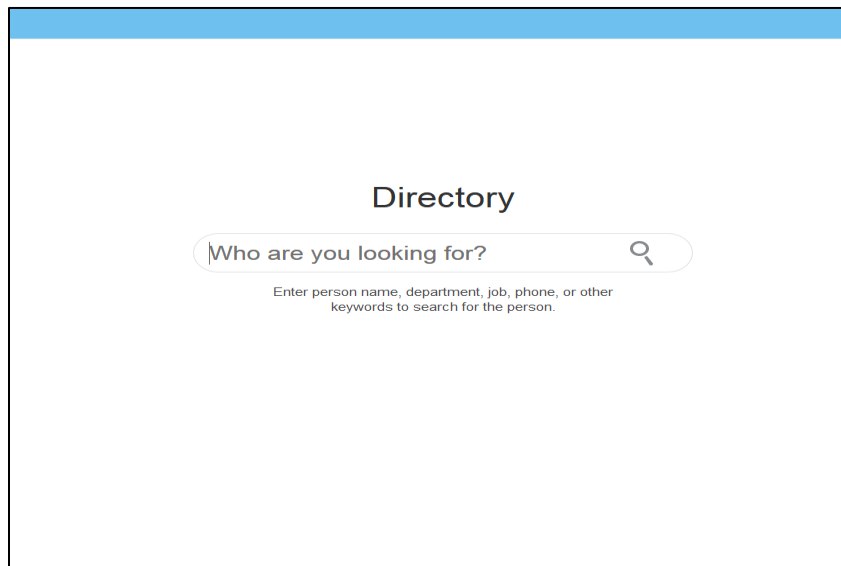
## Search for non-primary assignment information.

Purpose: Biweekly/non-exempt employees must record hours worked using the correct assignment number. This guide provides directions on determining which assignment number is associated with which job.

1. Log in to myHR using your netID@creighton.edu and blue credentials
2. Click on the Directory Icon



3. Enter you name in the search box and hit enter.





4. Click on your name for the job you wish to view.

ORACLE

Time Personal Information Career Development Goals Performance

**Directory**

Search All People | Show Filters

	<b>Boa, Phillip</b> Instructor..	<b>Department</b> 207000 English Department <b>Location</b> HR Hitchcock Bldg
	<b>Boa, Phillip</b> Application Administrator..	<b>Department</b> 405000 Mode 1: Innovation <b>Location</b> HR Old Gym

5. Assignment number will be displayed on the employee spotlight

Local Time  
Fri 06:03 PM (UTC)

Location  
HR Hitchcock Bldg

**Phillip Boa**

Instructor.. | 207000 English Department | Person Number: 30551 | Hire Date: 3/12/17 | **Assignment Number: 5599-2** |

2500 California Plaza  
OMAHA, NE 68178  
UNITED STATES

6. You will need to do this for each assignment.