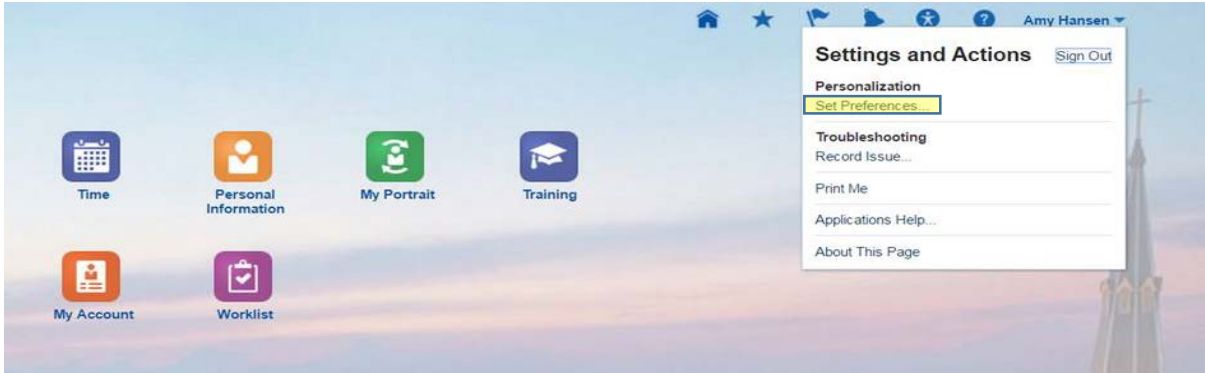
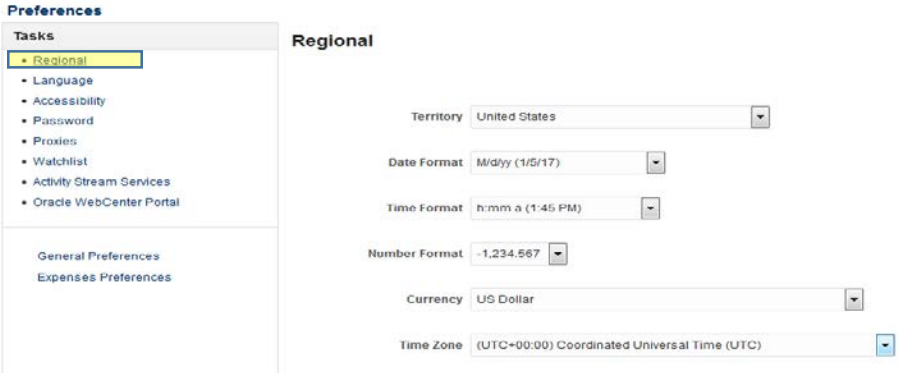
	Procedure: Set Time Zone
Date: January 5, 2017	Revised:

Procedure to set time zone in myHR to Central Time (CT)

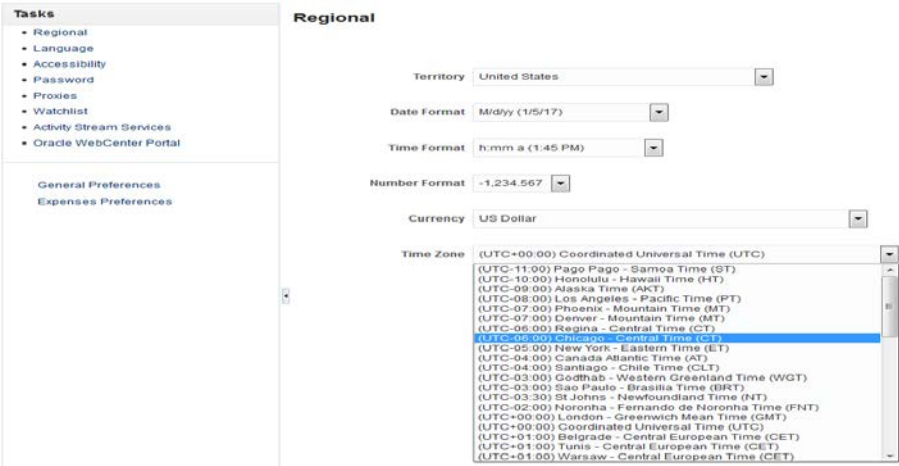
1. Click on 'your name' in the top right corner of the screen
2. Click 'Set Preferences'



3. Click 'Regional'



4. Click 'Time Zone' drop down and select "Chicago – Central Time (CT)"



5. Click 'Save' in upper right hand corner