

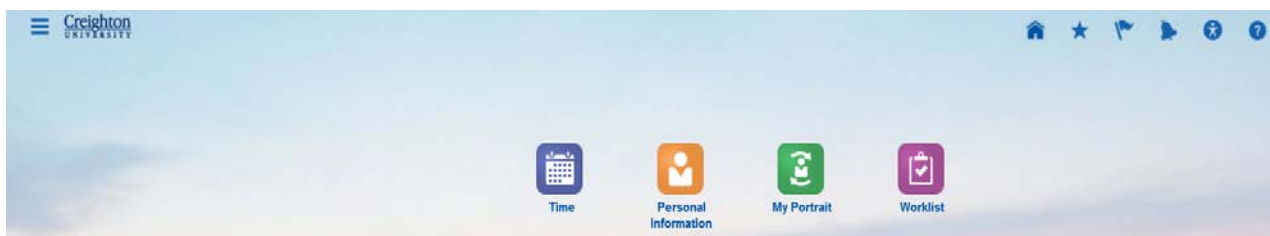


## **How to Enter Time in myHR**

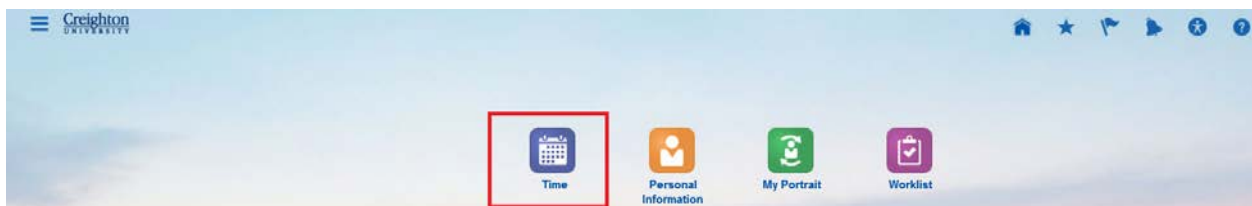
1. Go to: **myHR.creighton.edu**
  - a. Sign in using your BLUE Credentials
    - i. NETID@creighton.edu
    - ii. Blue password



2. You are brought to the landing page of myHR. Employees will see the following icons:
  - a. Time
  - b. Personal Information
  - c. Directory
  - d. Worklist



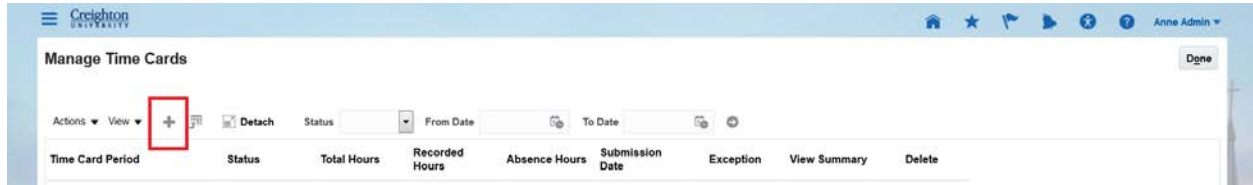
3. Select Time Icon



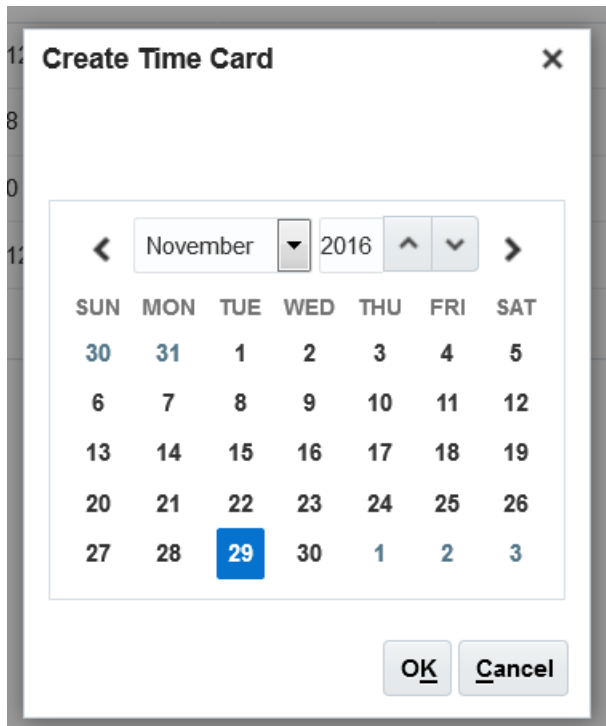
4. For biweekly employees who need to complete a time card, select Manage Time Cards



5. To create a new time card, select the '+' sign



6. A calendar will pop up on the screen, select today's date and press 'Ok.'



7. Your time card will populate with the two week pay period. If your time card layout has a start and stop time, please contact payroll.

**Create Time Card: Report Time**

**Person Information**

Name: Dana Simmons  
Assignment Number: C22517  
Position:  
Location: HR Center Building

Person Number: 22517  
Job: Director  
Department: 000111 Human Resources  
Manager: Jason Galt

**Time Card Details**

Time Card Period: 8/13/18 - 8/19/18  
Day Start Time: 12:00 AM  
Status: New  
Reversion Status:

**Time Entry**

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

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

Assignment Number	Department Name	Time Type	Assignment Category	Days														Comments	Time Entry Total Hours
				Sat, Aug 04	Sun, Aug 05	Mon, Aug 06	Tue, Aug 07	Wed, Aug 08	Thu, Aug 09	Fri, Aug 10	Sat, Aug 11	Sun, Aug 12	Mon, Aug 13	Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17		
1																			
Daily Tot																			0.00

8. To enter time, select your 'Assignment Number' by clicking on the drop down arrow, then enter your time.

**Time Entry**

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

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

Assignment Number	Department Name	Time Type	Assignment Category	Days														Comments	Time Entry Total Hours
				Sat, Aug 04	Sun, Aug 05	Mon, Aug 06	Tue, Aug 07	Wed, Aug 08	Thu, Aug 09	Fri, Aug 10	Sat, Aug 11	Sun, Aug 12	Mon, Aug 13	Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17		
1																			
Daily Tot																			0.00

9. If you have sick, vacation, etc. select '+ Add Row Below'

**Time Entry**

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

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

Assignment Number	Department Name	Time Type	Assignment Category	Days														Comments	Time Entry Total Hours
				Sat, Oct 13	Sun, Oct 14	Mon, Oct 15	Tue, Oct 16	Wed, Oct 17	Thu, Oct 18	Fri, Oct 19	Sat, Oct 20	Sun, Oct 21	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	Fri, Oct 26		
1	E25501-2	Regular																	
2																			
3																			
Daily Tot																			
Rows Selected: 1																			

10. Select the appropriate 'Time Type' and enter the hours

The screenshot shows the 'Time Entry' tab in a software interface. At the top, there are fields for 'Reported Hours' (0.00), 'Absence Hours' (0.00), and 'Scheduled Hours'. Below these are action buttons like 'Add Row Below', 'Freeze', 'Detach', and 'Wrap'. The main table has columns for 'Assignment Number', 'Department Name', 'Time Type' (highlighted with a red box), 'Assignment Category', and a grid of days (Sat, Oct 13 to Fri, Oct 26) for entering hours. The 'Time Type' dropdown is currently set to 'Regular'. The grid of days is also highlighted with a red box. At the bottom, there is a 'Daily Tot' row and a 'Rows Selected' indicator showing 1 row.

11. Before you submit your time card, you must 'Save' before selecting 'Next.'

- If you don't 'Save' before you submit, your time card will not submit to payroll.

The screenshot shows the 'Create Time Card: Report Time' interface. It includes a 'Person Information' section with fields for Name, Assignment Number, Position, Location, Person Number, Job, Department, and Manager. The 'Time Card Details' section includes fields for Time Card Period, Day Start Time, Status, and Resubmission Status. At the bottom, there is a 'Time Entry' tab with a table similar to the one in the previous screenshot, but with an additional 'Time Entry Total Hours' column. The 'Save' button in the top right corner is highlighted with a red box.

12. At the end of the pay period, select 'Next' to submit your time.

Create Time Card: Report Time

Person Information

Name: Carla Simmons  
Assignment Number: 632317  
Position: Director  
Location: HR Center Building

Person Number: 32317  
Job: Director  
Department: 00011 Human Resources  
Manager: Jason Galt

Time Card Details

Time Card Period: 8/13/19 - 8/18/19  
Day Start Time: 12:00 AM  
Status: New  
Resubmission Status:

Time Card Comments:

Resubmission Reason:

Time Entry

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

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

Assignment Number	Department Name	Time Type	Assignment Category	Days																	Comments	Time Entry Total Hours
				Sat, Aug 04	Sun, Aug 05	Mon, Aug 06	Tue, Aug 07	Wed, Aug 08	Thu, Aug 09	Fri, Aug 10	Sat, Aug 11	Sun, Aug 12	Mon, Aug 13	Tue, Aug 14	Wed, Aug 15	Thu, Aug 16	Fri, Aug 17					
1																						
Daily Tot:																				0.00		

13. Review the hours you have reported, then click 'Submit.'

Edit Time Card: Review Time

Person Information

Name: Carla Simmons  
Assignment Number: 632317  
Position: Director  
Location: HR Center Building

Person Number: 32317  
Job: Director  
Department: 00011 Human Resources  
Manager: Jason Galt

Time Card Details

Time Card Period: 8/13/19 - 8/18/19  
Day Start Time: 12:00 AM  
Status: New  
Resubmission Status:

Time Card Comments:

Resubmission Reason:

Reported Time

Reported Hours: 38.00 Absence Hours: 0.00 Scheduled Hours: 80.00

Actions: View, Format, Add Row Below, Freeze, Detach, Wrap

Assignment Number	Department Name	Time Type	Assignment Category	Days																	Comments	Time Entry Total Hours
				Sat, May 12	Sun, May 13	Mon, May 14	Tue, May 15	Wed, May 16	Thu, May 17	Fri, May 18	Sat, May 19	Sun, May 20	Mon, May 21	Tue, May 22	Wed, May 23	Thu, May 24	Fri, May 25					
1	632317	Residence Service - Summer Conferen	Regular	5.00	6.00			3.00			6.00	6.00	6.00			6.00				38.00		
Daily Tot:				Hours: 5.00	Hours: 6.00			Hours: 3.00			Hours: 6.00	Hours: 6.00	Hours: 6.00			Hours: 6.00				38.00		