CREIGHTON UNIVERSITY
HUMAN RESOURCES AND STUDENT EMPLOYMENT OFFICE

Student employees
How to submit an on-line timesheet
Sign In using my Company's Sign-in

Click to be redirected to your company’s single sign-on server for authentication.

Select the 'Sign In' button to log in to the myHR system.
Sign in with your organizational account

someone@example.com

Password

Sign in

Use your NETID@creighton.edu and BLUE password to log in.
Update your personal information for payroll. This information will not update your student records.

Start here with the 'Time' icon to log your hours.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time Card</th>
<th>Total Hours</th>
<th>Absence Hours</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 11/26</td>
<td></td>
<td>4 (0)</td>
<td>0 (0)</td>
<td></td>
</tr>
<tr>
<td>Sun 11/27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11/28</td>
<td></td>
<td>4 (3)</td>
<td>0 (0)</td>
<td></td>
</tr>
<tr>
<td>Tue 11/29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 11/30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Start with this link.
Manage Time Cards

The plus sign opens your calendar to select your pay period.
A calendar pops up with the current date. Hit the ‘Ok’ button.
Your primary (or first) job will always display here.
More than one job? Add a row for your next job to log your hours.
### Person Information

- **Name**: Student, Charles W
- **Person Number**: 24285
- **Job**: Federal Work Study Program
- **Department**: 000311 Human Resources
- **Manager**: Doe, John Jr

### Assignment Information

- **Assignment Number**: E24285
- **Position**: HR Schneider Hall

### Time Card Details

- **Time Card Period**: 11/20/16 - 12/9/16
- **Status**: New

### Time Entry

Your time will always be 'Regular.'  
CWS means Federal Work Study  
SUE means department funded hire

| Assignment Number | Time Type | Department Name | Assignment Category | Saturday, November 26 | Sunday, November 27 | Monday, November 28 | Tuesday, November 29 | Wednesday, November 30 | Thursday, December 01 | Friday, December 02 | Saturday, December 03 | Sunday, December 04 | Monday, December 05 | Tuesday, December 06 |
|-------------------|-----------|-----------------|--------------------|-----------------------|---------------------|--------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| E24285            | Regular   | 000311 Human Res | CWS                | 2.00                  | 1.50                | 3.00               | 1.00                |                      |                     |                     |                     |                     |                      |
| E24285-2          | Regular   | 000311 Human Res | SUE                |                       |                     |                    |                     |                      |                     |                     |                     |                     |                      |

**Daily Total**: 2.00 3.50 3.00 3.60

**System totals automatically.**  
**Total Hours**: 17.25
**Create Time Card: Report Time**

**Person Information**
- **Name**: Student, Charles W
- **Assignment Number**: E24285
- **Position**: 
- **Location**: SH Schneider Hall

**Person Number**: 24285
- **Job**: Federal Work Study Program
- **Department**: 000311 Human Resources
- **Manager**: Doe, John Mr.

**Time Card Details**
- **Time Card Period**: 11/26/16 - 12/9/16

**Time Entry**

<table>
<thead>
<tr>
<th>Assignment Number</th>
<th>Time Type</th>
<th>Department Name</th>
<th>Assignment Category</th>
<th>Saturday, November 26</th>
<th>Sunday, November 27</th>
<th>Monday, November 28</th>
<th>Tuesday, November 29</th>
<th>Wednesday, November 30</th>
<th>Thursday, December 1</th>
<th>Friday, December 2</th>
<th>Saturday, December 3</th>
<th>Sunday, December 4</th>
<th>Monday, December 5</th>
<th>Tuesday, December 6</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Regular</td>
<td>000311 Human</td>
<td>CWS</td>
<td>2.00</td>
<td>1.50</td>
<td>3.00</td>
<td>1.00</td>
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<td></td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Regular</td>
<td>000311 Human</td>
<td>SUE</td>
<td></td>
<td></td>
<td>2</td>
<td>2.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Daily Total**: 2.00 3.50 3.00 3.50 3.00

**Total Hours**: 17.25

Select 'Next' to get to final submission page.

Log hours daily and save.
The final step: review your hours and submit. Your supervisor will review and approve or contact you if questions.
Each pay period runs for 14 days, from 12:00 am Saturday to 11:59 pm Friday.

To view the payroll calendar, click the hyperlink below:

http://www.Creighton.edu/hr/employeereresources/payroll/

Questions?

Visit myHR website

http://www.creighton.edu/hr/myhr/

Contact HR at myHR@Creighton.edu