How to Enter Time in myHR

1. Go to: myHR.creighton.edu
   a. Select ‘Sign In’

2. Sign in using your BLUE Credentials
   a. NETID@creighton.edu
   b. Blue password

3. You are brought to the landing page of myHR. Employees will see the following icons:
   a. Time
   b. Personal Information
   c. My Portrait
   d. Worklist
4. Select Time Icon

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

6. To create a new time card, select the ‘+’ sign

7. A calendar will pop up on the screen, select today’s date and press ‘Ok.’
8. Your time card will populate with the two week pay period.

9. To enter time, select your ‘Assignment Number’ by clicking on the drop down arrow.
   a. If you have multiple assignments, multiple Assignment Numbers will appear

10. Enter your hours worked for the pay period for the specific assignment.
    a. For students with multiple assignments, select your number, then view your department name and assignment category. They will populate with the correct department name and assignment category.
    b. Hours are entered to the minute
11. If you are working multiple assignments within the pay period, select ‘+Add Row Below.’

12. A second row will appear and you can select the correct ‘Assignment Number,’ ‘Department Name,’ and ‘Assignment Category’ then enter your hours.

13. Once your hours are reported for the pay period, select ‘Next.’
14. After selecting ‘Next,’ you are taken to a second page to review your time card. Select ‘Submit’ when you are ready to submit to your manager for approval.