myHR Managing Time and Absences

Logging In

1. Open Browser (Firefox)
2. Enter Web Address: myHR.creighton.edu
3. Enter **BLUE** credentials
   NETID@creighton.edu and **BLUE** password
4. Press **Sign In**

View Accruals

1. Identify and select **Time**
2. On the right hand side, click the **Absence Details** tab
3. View your Sick and Vacation hours

View Time Card Status

1. Identify and select **Time**
2. On the right hand side, click the **Actions** tab
3. Click **Manage Time Cards**
4. View **Status** column
   a. Submitted
   b. Approved
   c. Rejected

View Employee Number

1. Select **Directory**
2. Search your name
3. Select individual assignment
4. Underneath your name, view your **assignment number**

Enter Time Card

5. Identify and select **Time**
6. On the right hand side, click the **Actions** tab
7. Click **Manage Time Cards**
8. Click **+** sign
9. Select the date within the current pay period.
10. Select your **Assignment Number**
11. Choose the correct Time Type
12. Enter your total daily hours under the appropriate date
13. When ready to submit, click **Next**
14. Review your **Reported Time**
15. Click **Submit**

Absence Reporting

1. Identify and select **Time**
2. On the right hand side, click the **Absence Details** tab
3. Click **Maintain Absence Records**
4. Click **+Add** sign
5. Select **Absence Type**
6. Enter Time off Request:
   a. Start Date
   b. End Date
   c. Start Date Duration
   d. End Date Duration
7. Press **Submit**