myHR

How to Enter Time in myHR

1. Go to: **myHR.creighton.edu**
    a. Select 'Sign In'

Sign In using my Company's Sign-in

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

Sign In

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

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Sign in with your organizational account

someone@example.com

Password

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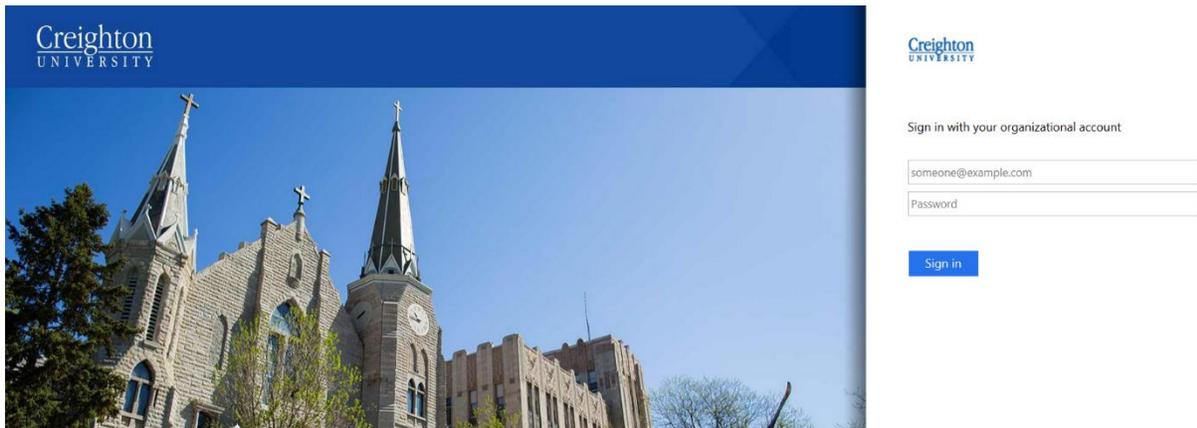
3. You are brought to the landing page of myHR. Employees will see the following icons:
    a. Time
    b. Personal Information
    c. My Portrait
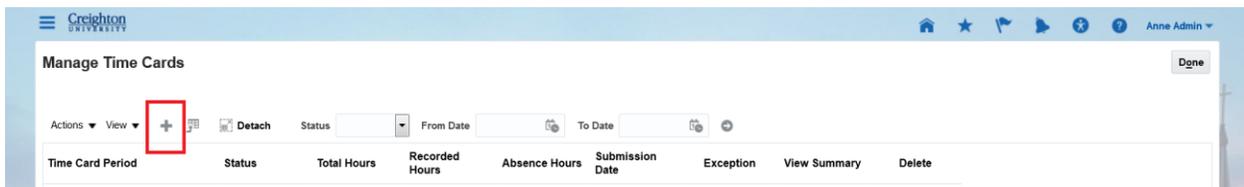   d. Worklist

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Time   Personal   My Portrait   Worklist
         Information
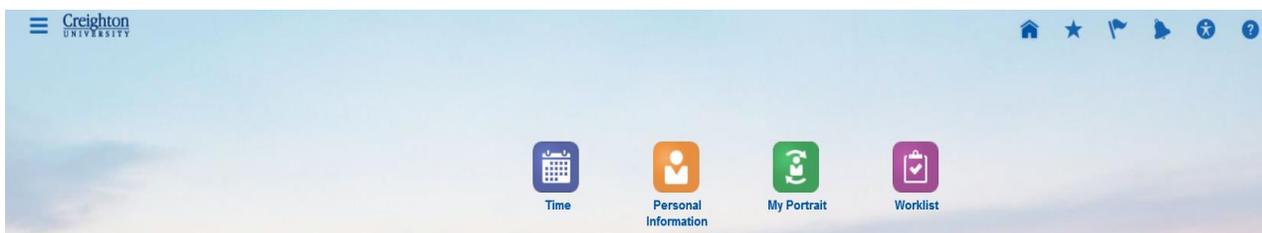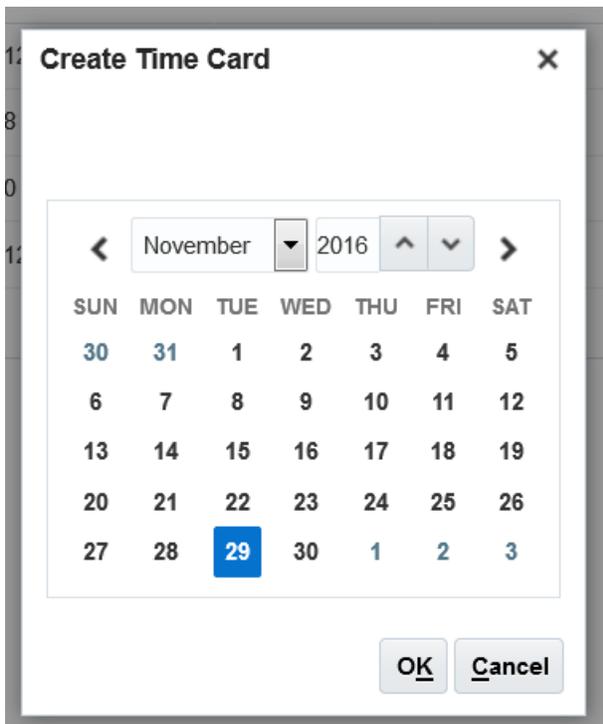
4. Select Time Icon
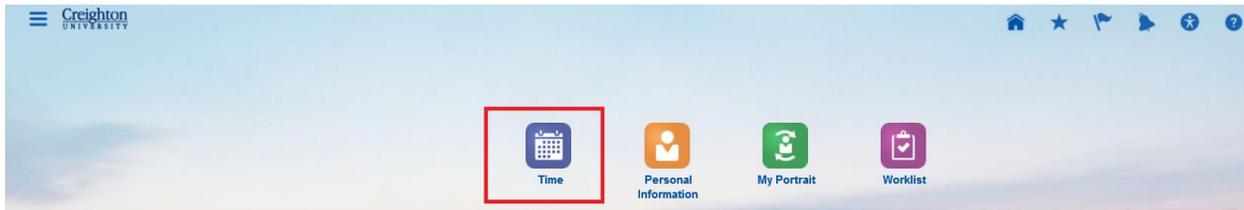
5. For biweekly employees who need to complete a time card, select Manage Time Cards

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. If your time card layout shows start and stop times, please contact payroll to correct your layout.

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. Before you submit your time card, you must 'Save' before selecting 'Next.'
   a. If you don't 'Save' before you submit, your time card will not submit to payroll.

14. Once your hours are reported for the pay period, select 'Next.'

Create Time Card: Report Time   Next | Save | Save and Close | Cancel

Person Information

Name Student, Charles W	Person Number 24285
Assignment Number E24285	Job Federal Work Study Program..
Position	Department 000311 Human Resources
Location HR Schneider Hall	Manager Doe, John Mr.

Time Card Details

Time Card Period 11/26/16 - 12/9/16   Time Card Comments

Status New

Time Entry

Actions ▼ View ▼ Format ▼ | 📋 ✖ 🗐 | ✏ ✚ Add Row Below ▼ | 🔳 Freeze 🗗 Detach ⤵ Wrap

	* 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
					Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	E24285 ▼	Regular ▼	000311 Hum ▼	CWS ▼			2.00	2.25	3.00	1.50			4.00	2.50	
2	E24285-2 ▼	Regular ▼	000311 Hum ▼	SUE ▼							4				3
Daily Total							2.00	2.25	3.00	1.50	4.00		4.00	2.50	3.00

Rows Selected 1   Total Hours:22.25

15. 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.

Create Time Card: Review Time   Back | Submit | Cancel

Person Information

Name Student, Charles W	Person Number 24285
Assignment Number E24285	Job Federal Work Study Program..
Position	Department 000311 Human Resources
Location HR Schneider Hall	Manager Doe, John Mr.

Time Card Details

Time Card Period 11/26/16 - 12/9/16   Time Card Comments

Status New

Reported Time

Actions ▼ View ▼ Format ▼ | 📋 ✖ 🗐 | 🔳 Freeze 🗗 Detach ⤵ Wrap

	* 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
					Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	E24285	Regular	000311 Human ...	CWS			2.00	2.25	3.00	1.50			4.00	2.50	
2	E24285-2	Regular	000311 Human ...	SUE							4.00				3.00
Daily Total							2.00	2.25	3.00	1.50	4.00		4.00	2.50	3.00

Total Hours:22.25