Dear Supervisors,

You already know that a big change is coming to the University with the new year...Starting the first of January 2017... out with the blue bubble sheets and in with the on-line time reporting system

called   my HR   [www.creighton.edu/hr/myhr](www.creighton.edu/hr/myhr).

Did you know that we have a greater number of hourly students working for the University than regular staff?  It is important that students be aware of the new system and how to use it.

These are points to get acquainted with, although there will certainly be more comprehensive training coming:

- The new system is not a timeclock.  Students will enter the <u>total</u> number of hours worked each day.

- Students will be required to enter their hours in the system, you won't be able to do it for them.

- Best practice will be for students to enter their hours at the end of each shift.  You are encouraged to keep the sign in/out system you presently use too.

- The pay periods have not changed, ending every other Friday at midnight and starting the following Saturday at 12:01 am.

- Students can access the system from Google Chrome, Safari or Mozilla Firefox.

- myHR is a cloud based system that can be accessed from anywhere, as long as you have Wi-Fi.

- Many students work in more than one department. The system can handle multiple assignments.

- Students will view their paychecks on this system and can update their personal information. Students already on direct deposit will not have to re-register for direct deposit in the new system.

- This system DOES NOT interface with the Student Banner System.  Any personal information updates students make in myHR **do not** carry over to their student records.

- The new PR2S hiring form for students has been revised to include the staff member who will be approving the student time submission.  It is key that Payroll knows who that person is on every student.

- When a student accesses her/his on-line timecard,  department name and timecard approver will be displayed.

- If hours are reported inaccurately, the time approver can't change them.  The approver will need to contact the student and the student will need to go in to his/her timecard, correct it and resubmit to the approver.

- You are accustomed to getting a bubble sheet as confirmation that a student hire has been activated.  In the new system, you will get notification that a student hire is active when their name appears on your "My Team" list in the my HR system.   It is real time and is a huge improvement from chasing down paper timesheets at the last minute.

- During this time of transition, it is important to be patient as we acclimate to the new myHR system.

The system is very intuitive and students will probably take to it easily. We are working on developing some training geared to students.  And of course HR is offering lots of training in person, in webinar form, and short video documentation.

Go here for more information. Training session dates/times will be posted here soon.  HR is also developing a FAQ page.

www.creighton.edu/hr/myhr

Thanks,

Therese McGrath