



# Managing Time and Absences

## Logging In

1. Open Browser (Firefox)
2. Enter Web Address: [myHR.creighton.edu](http://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 **My Portrait**
2. Select **Employment** icon
3. View **Assignment number**
4. Select drop down arrow, next to **Assignment**, to view multiple assignments

## 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**

