🏛 DePaul University

BlueSky Help

Good morning, DePaul Employee

Me   My Team   Others   ›

Pay - Add Time Card Template

QUICK ACTIONS

👤 Personal Details

☁ Document Records

📇 Identification Info

✉ Contact Info

Directory

Journeys

Pay

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BlueSky Help

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Click **'Me.'**

ning, DePaul Employee

Me   My Team   My Client Groups   Procurement   Tools   Reports   Others   ›

QUICK ACTIONS

👤 Personal Details

📄 Document Records

📋 Identification Info

✉️ Contact Info

APPS

🗂️ Directory

🧭 Journeys

🏛️ Pay

Me   My Team   My Client Groups   Procurement   Tools   Reports   Others

BlueSky Help

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Click **'Time and Absences.'**

Back

urneys

Pay

Time and Absences

Career and Performance

Personal Information

DE

Click '**Current Time Card.**'

Back

Employee

Current Time Card

Open your current time card

Add Time Card

Add a time card for a selected period

Existing Time Cards

Access all of your time cards

Add Absence

Request an absence and submit for approval

Absence Balance

Existing Absences

BlueSky Help

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DE **DePaul Employee** `Saved` ⋯ Save and Close Save **Submit**

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

💬 🗑 📋   View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄   ⬇

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13		
Department Business *	**Payroll Time Type**	**Absence Management Type**	**Start**	**Stop**	**Quantity**	**Start**	**Stop**	
1								0 hours
2								0 hours
								0 hours
								0 hours
								0 hours
								0 hours
7								0 hours

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Double-click in the **Department Business** field, then click the arrow that appears.

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DePaul Employee Saved

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

Save and Close   Save   **Submit**

...

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop
1							0 hours
2							0 hours
3 College of Law - Dean FT Hourly							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours
8							0 hours
9							0 hours
10							0 hours
11							0 hours

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Select your position title.

Back

DE **DePaul Employee** Saved

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

Save and Close   Save   **Submit**

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop
1 College of Law - Dean FT Hourly							0 hours
2							0 hours
3							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours
8							0 hours
9							0 hours
10							0 hours
11							0 hours

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Double-click in the **Payroll Time Type** field, then click the arrow that appears.

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DE **DePaul Employee** Saved

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

Save and Close   Save   Submit

···

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop
1 College of Law - Dean FT Hourly	⌄						0 hours
2							0 hours
3	Regular Hourly						0 hours
4							0 hours
5	Holiday						0 hours
6							0 hours
7	Early Close						0 hours
8							0 hours
9							0 hours
10							0 hours
11							0 hours

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Select your desired time type from the menu that appears.

For this walkthrough, select the 'Hourly' option.

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DePaul Employee Saved

FT Hourly

Save and Close   Save   Submit

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	
1	College of Law - Dean FT Hourly	Regular Hourly							0 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours
8									0 hours
9									0 hours
10									0 hours
11									0 hours

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Enter quantity of hours worked for the pay period's first day in the **Quantity** field, then press **enter**.

NOTE: While this walkthrough creates a template based on the Quantity field, you may also build a template with Start and Stop times if you prefer.

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Enter quantity for each remaining day in its respective Quantity field. Note that the template can span the entire two-week pay period.

When you are finished, click **'Next'** to continue.

Back   Next

DE **DePaul Employee** Saved
FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

Save and Close   Save   Submit

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop
1 College of Law - Dean FT Hourly	Regular Hourly				7		7 hours
2							0 hours
3							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours
8							0 hours
9							0 hours
10							0 hours
11							0 hours

DE DePaul Employee Saved

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

Save and Close   Save   **Submit**

For this next step, if you see a **'Save as Template'** button, click it. If not, click **'More Actions'** (i.e., the '...'), then select **'Save as Template'** from the menu that appears.

Back

View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	
1 College of Law - Dean FT Hourly	Regular Hourly				7			70 hours
2								0 hours
3								0 hours
4								0 hours
5								0 hours
6								0 hours
7								0 hours
8								0 hours
9								0 hours
10								0 hours
11								0 hours

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DePaul Employee `Saved`

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

| | View Time Totals | View Calculated Time | View Absence Plan Balances | Apply T... |

5/12/2025 - 5/25/2025			Monday, May 12	
Department Business *	**Payroll Time Type**	**Absence Management Type**	**Start**	**Stop**
1	College of Law - Dean FT Hourly	Regular Hourly		
2				
3				
4				
5				
6				
7				

Templ...

Templ...
New

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Click in the **Name** field, then enter the name of the template. You may choose its name at your own discretion.

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Name

Required

Cancel   Save

DE **DePaul Employee** Saved

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

[comment icon] [delete icon] [copy icon] | View Time Totals | | View Calculated Time | | View Absence Plan Balances | | Apply T

5/12/2025 - 5/25/2025 | | Monday, May 12

	Department Business *	Payroll Time Type	Absence Management Type	Start	Stop
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Template

Template
New ▾

Name
7 Hour x 5 Day = 35 Hours

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Click **'Save.'**

Back

Cancel   **Save**

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DE **DePaul Employee** Saved ⋯ | Save and Close | Save | Submit

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Click **'Clear Time Card'** to clear your time card's current entries.

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Person N... 25 to 5/25/2025

💬 🗑️ ⬜ | View Time Totals | View Calculated Time | View Absence Plan Balances | Apply Template ⌄ | Change History | ⬇️

Clear Time Card

5/12/2025 - 5/25/2025

	Department Business *	Payroll Time Type	Absence Management Type	Monday, May 12			Tuesday, May 13		
				Start	Stop	Quantity	Start	Stop	
1	College of Law - Dean FT Hourly	Regular Hourly				7			70 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours

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DE **DePaul Employee** `Saved`
FT Hourly

··· Save and Close | Save | **Submit**

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

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Click **'Apply Template.'**

Back

💬 🗑️ 📋 | View Time Totals | View Calculated Time | View Absence Plan Balances | **Apply Template ⌄** | Change History | ⬇️

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
Department Business *	**Payroll Time Type**	**Absence Management Type**	**Start**	**Stop**	**Quantity**	**Start**	**Stop**
1							0 hours
2							0 hours
3							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours

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DE **DePaul Employee** `Saved`   ···   Save and Close   Save   **Submit**

FT Hourly

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

💬   🗑   📋   View Time Totals   View Calculated Time   View Absence Plan Balances   Apply Template ⌄   Change History   ⬇

5/12/2025 - 5/25/2025

15/16	✕	7 Hour x 5 Day = 35 Hours
Select your template.		7 Hour x 10 Day = 70 Hours
Back		

	Department Business *	Payroll Time Type			rt	Stop	
1							0 hours
2							0 hours
3							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours

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DE **DePaul Employee** `Saved`
FT Hourly

Person Number **9400003** Time Card Period **5/12/2025 to 5/25/2025**

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Your template will be applied to the time card. Remember to click 'Submit' to submit a completed time card to your manager for approval.

Click **'Next'** to conclude.

Back Next

... Save and Close Save Submit

💬 🗑 ⧉ | View Time Totals | View Calculated Time | View Absence Plan Balances | Apply Template ▾ | Change History ⤓

	5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13	
	Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop
1	College of Law - Dean FT Hourly	Regular Hourly				7		70 hours
2								0 hours
3								0 hours
4								0 hours
5								0 hours
6								0 hours
7								0 hours

DePaul University

DePaul Employee Saved

FT Hourly

Save and Close   Save   Submit

Person Number **9400003**   Time Card Period **5/12/2025 to 5/25/2025**

View Time Totals   View   Change History

This concludes the walkthrough on adding and applying a time card template.

	5/12/2025 - 5/25/2025						Tuesday, May 13		
	Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	
1	College of Law - Dean FT Hourly	Regular Hourly				7			70 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours