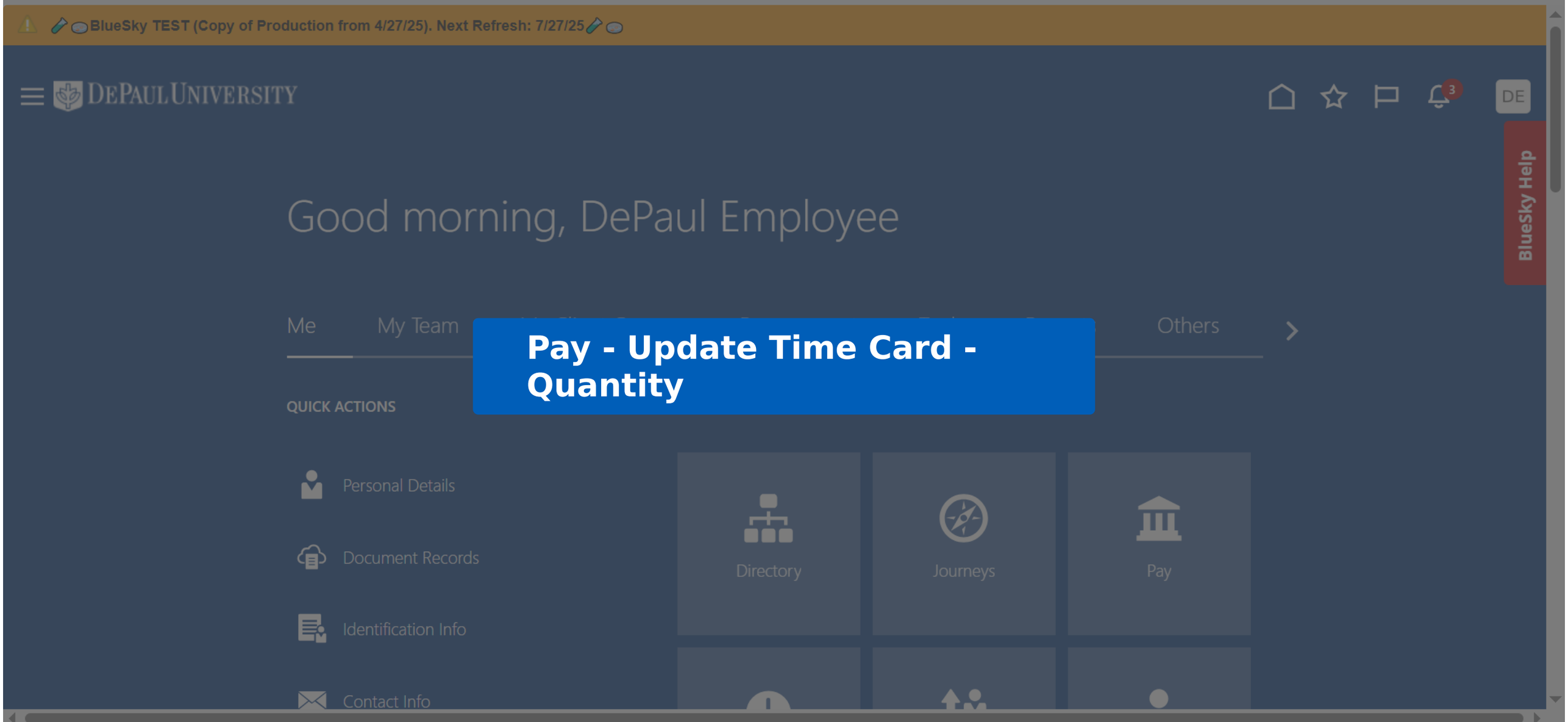
Pay - Update Time Card - Quantity



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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

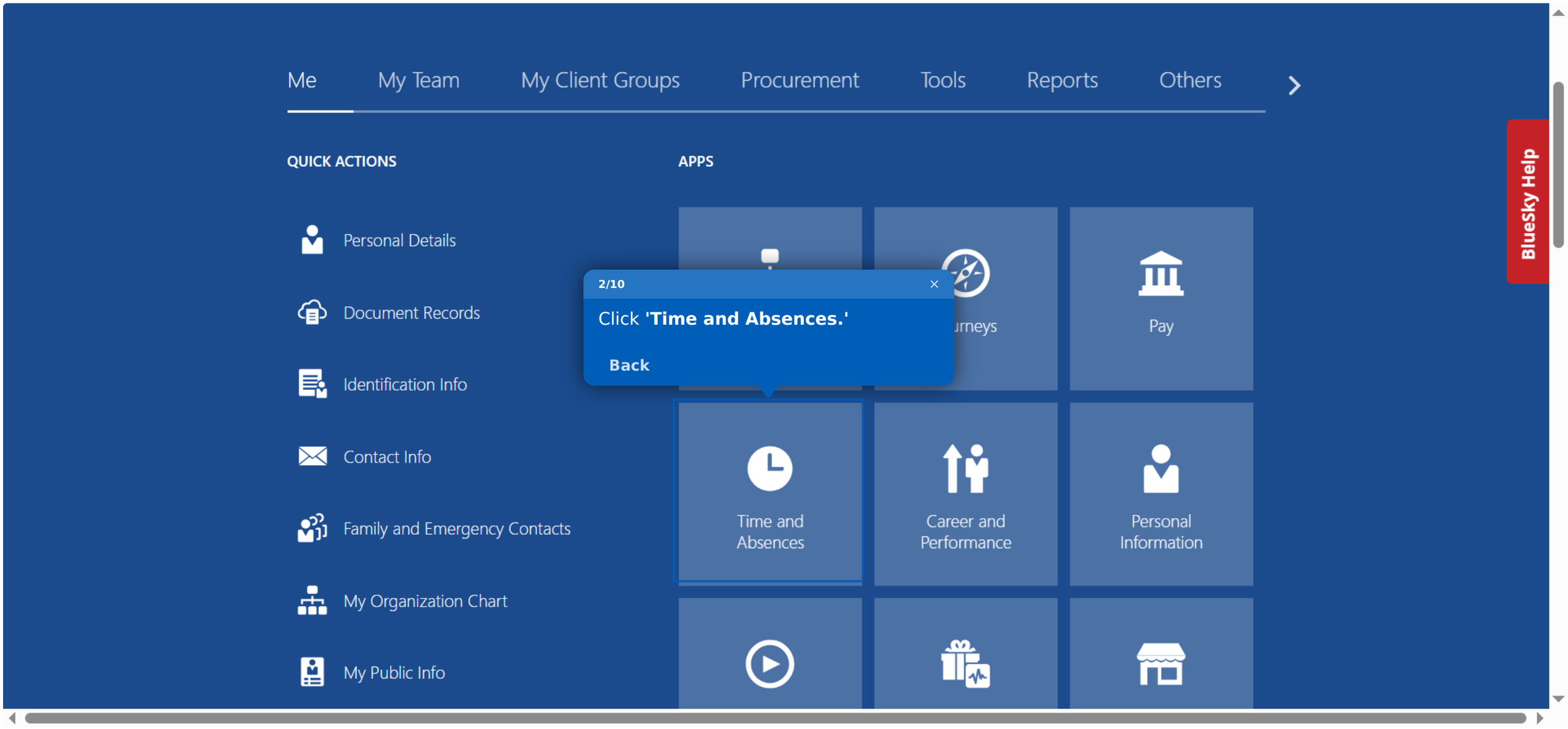
- Personal Details
- Document Records
- Identification Info
- Contact Info

APPS

Directory

Journeys

Pay


Me
My Team
My Client Groups
Procurement
Tools
Reports
Others
QUICK ACTIONS
Personal Details
Document Records
Identification Info
Contact Info
Family and Emergency Contacts
My Organization Chart
My Public Info
APPS
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Click 'Time and Absences.'
Back
Pay
Time and Absences
Career and Performance
Personal Information
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Click **'Current Time Card.'**

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Employee

BlueSky Help

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

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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								0 hours
2								0 hours
3								0 hours
4								0 hours
5								0 hours
6								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									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

College of Law - Dean FT Hourly

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Select your position title.

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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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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

- Regular Hourly
- Holiday
- Early Close

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Select your desired time type from the menu that appears.

Note that you will most frequently select the 'Hourly' option.

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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	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**.

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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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Enter quantity for each remaining day in its respective Quantity field.

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

Back Next

••• 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

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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

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Once you are finished entering hours, you must click **Submit** to send to your manager for approval.

Alternatively, you can **Save** if you wish to make changes and submit to your manager later.

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

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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

This concludes the walkthrough on entering hours using the Quantity feature.

	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			7 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours

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