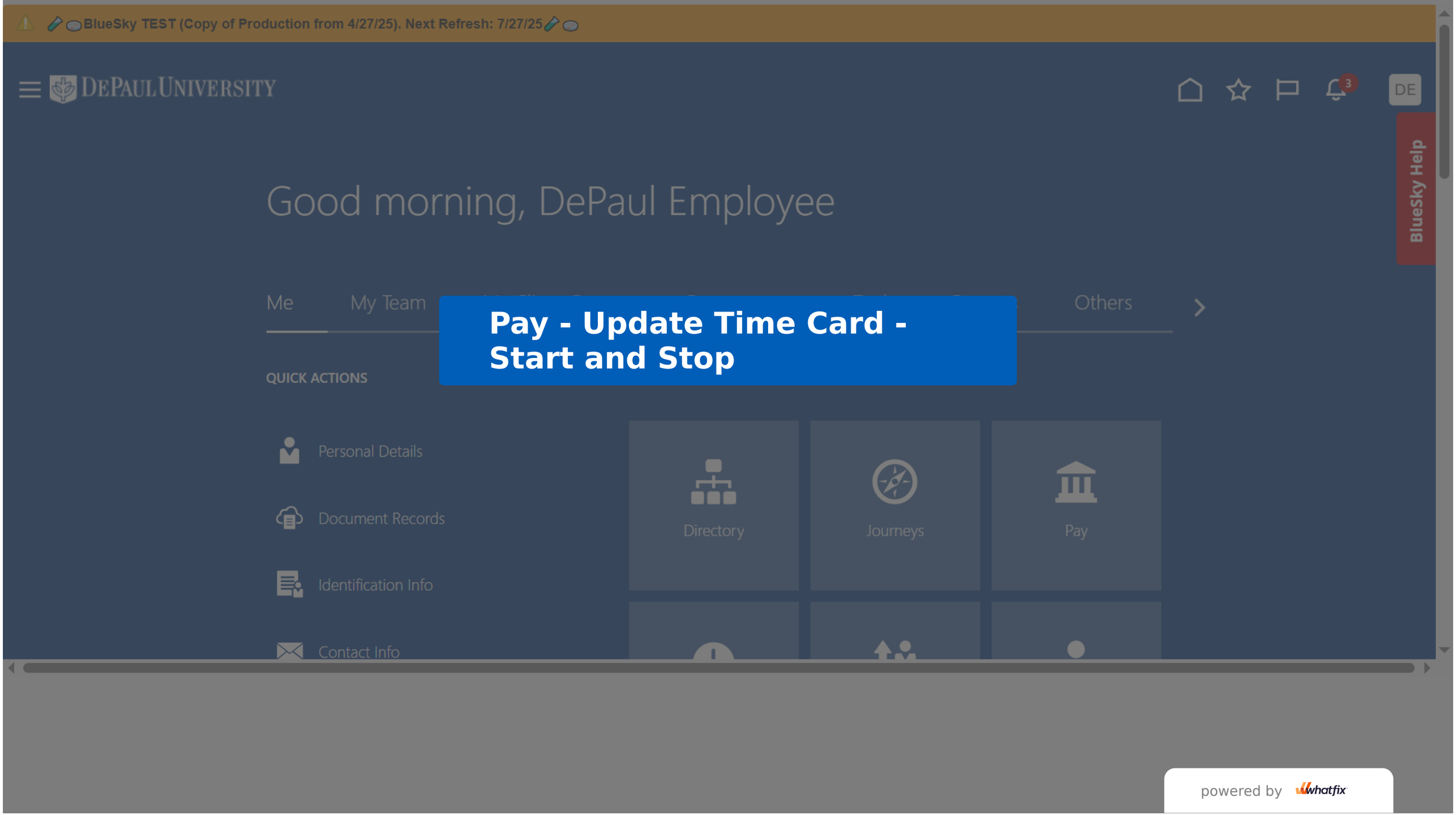
Pay - Update Time Card - Start and Stop



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DEPAUL UNIVERSITY

DE

BlueSky Help

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Click **'Me.'**

ning, DePaul Employee

Me | My Team | My Client Groups | Procurement | Tools | Reports | Others

QUICK ACTIONS

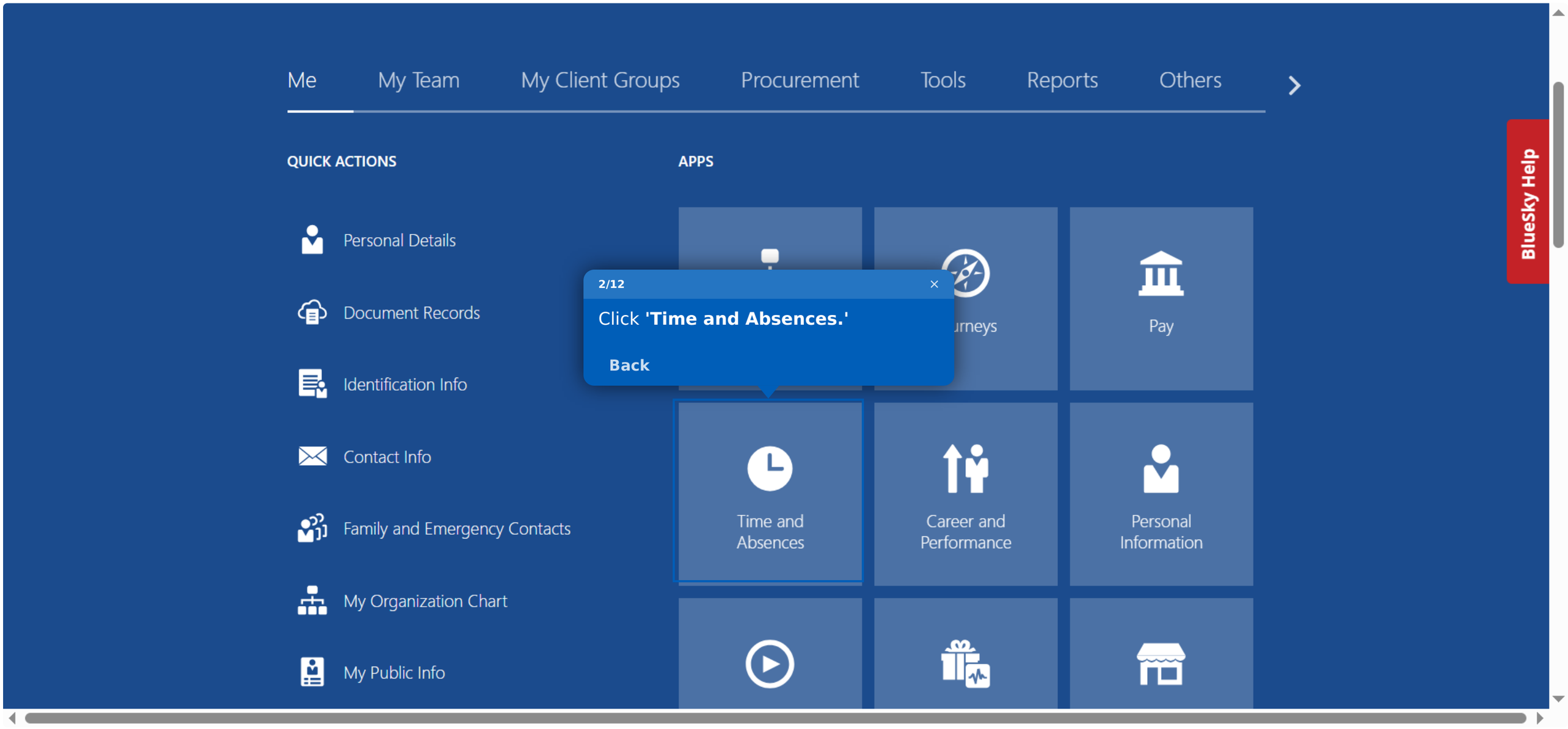
- Personal Details
- Document Records
- Identification Info
- Contact Info

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
BlueSky Help

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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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DEPAUL UNIVERSITY

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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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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
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

7/12

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 | Vi ... te

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Enter your **Start** time using the format H:MM AM/PM (e.g., 9:00 AM), then press **enter**.

Back

5/12/2025 - 5/25/2025

Tuesday, May 13

	Department Business *	Payroll Time Type	Absence N... Type	Sta...	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

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 Pla

9/12

Enter your **Stop** time using the format H:MM AM/PM (e.g., 12:00 PM), then press **enter**.

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		9:00 AM					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

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		9:00 AM	12:00 PM	3			3 hours
2									0 hours
3									0 hours
									0 hours
									0 hours
									0 hours
									0 hours
									0 hours
									0 hours
									0 hours
11									0 hours

10/12

If you are entering time after a lunch break, it must be entered on a new line. Follow the previous steps of selecting Department Business and Payroll Time Type, then add Start and Stop times.

Click '**Next**' to continue.

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DePaul University

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DePaul Employee

Saved

FT Hourly

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

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Enter Start and Stop time for each remaining day in its respective Start/Stop field.

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

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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		9:00 AM	12:00 PM	3			3 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

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

	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		9:00 AM	12:00 PM	3			3 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours

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DEPAUL UNIVERSITY

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 Start and Stop 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		9:00 AM	12:00 PM	3			3 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours

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