

Good afternoon, Hourly Employee!

Me My Team Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

Show More

APPS

Career and Performance	Personal Information	Learning	Pay	Time and Absences
Web Clock	Roles and Delegations	Expenses	Benefits	Current Staff Jobs
Lincoln Financial Group	Health Equity	Fidelity	Campus Address	DPU Alert

**Pay - Hourly Employee Update Time Card**

Congratulations! You have successfully added a time card for multiple positions.

To view this walkthrough again, search 'Time Card Multiple Positions' in BlueSky Help.

BlueSky Help

112 Click 'Me'

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### APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Staff Jobs
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BlueSky Help

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### APPS

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2/12 x

Click 'Time and Absences'

# Time and Absences



Hourly Employee

3/12  
Click 'Current Time Card'

**Current Time Card**  
Open your current time card.

**Existing Time Cards**  
Access all of your time cards.

**Add Absence**  
Request an absence and submit for approval

**Absence Balance**  
Review current plan balances and absences taken or requested

**Existing Absences**  
View, change or withdraw existing absence requests

**Calendar**  
View your shifts, absences, and public holidays.

**Team Schedule**  
View your team's shifts and absences.



**New**  
Status


0  
Reported Hours

[Show Details](#)

4/12 ×  
Click 'Add'

**Entries** + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

 There's nothing here so far.

Comments ↓

**New**  
Status

**0**  
Reported Hours

[Show Details](#)

### Entries

5/12

From this drop down, select the position you would like to enter time for.  
Click 'Next' when complete

OK Cancel

**\*Assignment Number / Position / Hourly Rate**  
Select a value

**Payroll Time Type**  
Select a value

**Absence Management Type**  
Select a value

**\*Select Dates**  
[Calendar Icon]

**Start Time** [Calendar Icon] **End Time** [Calendar Icon]

**Quantity**  
[Input Field]

[Add another date](#)

**Comments**  
[Text Area]



**New**  
Status

**0**  
Reported Hours

[Show Details](#)

### Entries

**\*Assignment** 6/12

**Payroll Time Type**

**Absence Management Type**

**\*Select Dates**

**Start Time**  **End Time**

**Quantity**

[Add another date](#)

**Comments**

From this dropdown, select the correct payroll time type.

**New**  
Status

0  
Reported Hours

[Show Details](#)

### Entries

**\*Assignment Number Position Hourly Rate**  
E9898988 01000469 15.00

**Payroll Time Type**  
Select a value

**Absence Management Type**  
Select a value

**\*Select Dates**

Start Time  End Time

**Quantity**

[Add another date](#)

**Comments**

7/12

Select the dates for this entry.

*Note: You can select multiple days by clicking the desired days on the calendar.*

OK Cancel



**New**  
Status

**0**  
Reported Hours

[Show Details](#)

### Entries

<p><b>*Assignment Number Position Hourly Rate</b></p> <input type="text" value="E9898988 01000469 15.00"/>	<p><b>*Select Dates</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="text"/> </div> <p><b>Start Time</b> <input type="text"/> <b>End Time</b> <input type="text"/></p>
<p><b>Payroll Time Type</b></p> <input type="text" value="Select a value"/>	<p><b>Quantity</b></p> <input type="text" value="8/12"/>
<p><b>Absence Management Type</b></p> <input type="text" value="Select a value"/>	<p><a href="#">Add another</a></p>
<p><b>Comments</b></p> <input style="width: 100%; height: 100%;" type="text"/>	

Now, select the start and end time of this shift.

Note: If you selected multiple days, it will enter this time for each day.



# Time Card: 11/16/2020 - 11/29/2020

Student Test

☆ Actions Submit Cancel

**New** 7.00  
 Status Reported Hours

[Show Details](#)

### Entries

*Assignment Number	Position	Hourly Rate	*Select Date	Start Time	End Time	Quantity
E8916625	3000101	15.00	11/16/2020			2.00

[Add another date](#)

**Comments**

Note, rather than using start and end times, you can also enter the Quantity of hours submitted for that day. Click, 'Next' to continue.



# Time Card: 11/16/2020 - 11/29/2020

Student Test

☆ Actions Submit Cancel

**New** 7.00  
 Status Reported Hours

[Show Details](#)

### Entries

**\*Assignment Number Position Hourly Rate**

**Payroll Time Type**

**Absence Management Type**

**\*Select Dates**

11/16/2020  
1 day selected

Start Time  End Time

**Quantity**

[Add another date](#)

**Comments**

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Click 'OK' to save this change.  
 You can also click 'Cancel' to discard changes.

OK Cancel

Quantity



# Time Card: 11/16/2020 - 11/29/2020

Student Test

☆ Actions Submit Cancel

**New**  
Status

**7.00**  
Reported Hours

Show Details

**Entries**

+ Add

Actions

ted details by entry date Sort By Reported date - old to new

Monday, November 16	<b>7.00 Hours</b> 8:31 AM-3:31 PM E8916625-2 3000104 18.00   Student Hourly	
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11/12

You will see your addition here. Feel free to check that it is correct, and make any changes by clicking the edit icon to the right.

Click 'Next' to continue.

**Comments**



# Time Card: 11/16/2020 - 11/29/2020

Student Test

☆ **Actions**

**New** 8.00  
 Status Reported Hours

[Show Details](#)

12/12

Note, you should submit your timecard based on your manager's recommended timeframe. This may mean every day, or weekly.

To save for later, click 'Actions' then 'Save and Close'.

To submit now, click 'Submit'

To discard changes, click 'Cancel'

**Entries** [+ Add](#)

**Actions**  Reported details by entry date  Reported date - old to new

Monday, November 16	<b>1.00 Hours</b>	
	E8916625 3000101 15.00	
Monday, November 16	<b>7.00 Hours</b>	
	8:31 AM-3:31 PM	
	E8916625-2 3000104 18.00   Student Hourly	

**Comments**



# Time Card: 11/16/2020 - 11/29/2020

Student Test

☆ Actions Submit Cancel

New  
Status

8.00  
Reported Hours

Show Details

Entries

Actions

Monday, November 16

Monday, November 16

8:31 AM-3:31 PM  
E8916625-2 3000104 18.00 | Student Hourly

Comments

Congratulations! You have successfully updated a timesheet.

For any inquiries contact payroll at [Payroll@depaul.edu](mailto:Payroll@depaul.edu)

To view this walkthrough again, click **'Self Help'** and Search

**'Hourly Employee Update Time Card'**

BlueSky Help