











# Update Timecard

When you have finished, click the "Save" button in the top right corner of the page.







# Rejected or Changed Time Card

## Rejected Time Card

If an employee's time card is rejected by a manager, the employee will receive an email in their inbox. Check the comment section for an explanation and/or reason for the rejection.

Log into myHR , select Daily Entry and change the time as required.

Click "update time card " and click on "go to period view ".

Verify correction has been reflected and "resubmit for approval ".

## Changed Time Card

If your manager changes your time card for any reason he/she will send an email with an explanation for the change. The manager will approve accordingly.

## Remote Time Card Entry

If you need to enter your time from home or remotely, please access myHR through <http://www.stlukesonline.org/myHR>