



MyHR Timesheet Instructions for Employees

This document provides instructions for completing your own timesheet in MyHR. Topics include:

- Log into MyHR
- Enter time worked
- Enter time off
- Submit weekly timesheet
- Submit time off request
- Amend timesheet
- View your time balances
- View pay stubs and W2s
- Frequently asked questions



You can access the MyHR portal via <https://myhr.cuyahogacounty.us/>

Please note

MyHR will only support *Internet Explorer version 7* and above and *Mozilla Firefox version 3.0 and above*.



Log into MyHR

1. Type your employee ID number in the “Employee Number” field
2. Type your password in the “Password” field
3. Click the “Login” button

Forgot password

If you forgot your password, click ***Forgot My Password***

- You will be asked to verify your birthdate, last 4 digits of your social security number, and the answer to your secret question. You will then be prompted to change your password.

The screenshot shows the MyHR login interface. At the top, it says "Welcome to MyHR" and "You are not logged in!". Below this is a banner image with the text "MyHR at Cuyahoga County". Underneath the banner, it states "This site is for Cuyahoga County employees ONLY!". The main content area is titled "Login" and contains a form with the following elements:

- A red warning message: "Do not use zeroes in front of your employee number."
- An "Employee Number:" label followed by a text input field.
- A "Password:" label followed by a password input field.
- A "Login" button.
- A link for "Forgot my password".

On the right side of the page, there is a sidebar with the heading "Welcome to MyHR at Cuyahoga County!" and "Cuyahoga County Smoking Cessation". Below this, it lists the following items covered by the county:

- Nicotine Patch @ 100% - max
- Chantix or Zyban @ 100% - m
- Nicotrol Spray/Inhaler @ 100%
- OTC Gum/Lozenges/DIS @ 100%

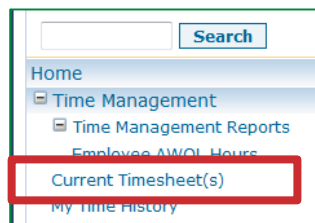
First Time Login

If you have never logged into MyHR, click ***Forgot My Password***

- You will be asked to provide your employee number, birthdate, and last 4 digits of your social security number. You will then be prompted to create a password.
- Upon logging in, you will be prompted to provide your electronic signature in acknowledgement of various policies.

Enter Time Worked

1. Click **Current Timesheet** on the navigation pane on the left



- This will take you to “My Timesheet”
2. Click the date you want to enter time for

Day of Week		Worked Hours					Non-Worked Hours					Totals		
		Sched	Regular	Comp/ET	OT	Command	Comp/ET	Sick	Vac	Hol	AWOL	Misc		
Sun	9/11/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon	9/12/16	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Tue	9/13/16	8.00	8.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.25
Wed	9/14/16	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thu	9/15/16	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri	9/16/16	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sat	9/17/16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		40.00	8.25	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	16.25

Return to My Timesheets Print My Timesheet Submit for Approval

3. Click **Add New Time Worked**

My Scheduled Work Hours: 8:00 AM to 4:00 PM

[Save All Changes](#) [My Timesheet](#)

Time Worked

No time clock entries for this date.

[Add New Time Worked](#)

Leave/Time Off

No time off entries for this date.

[Add New Time Off](#)

Enter Time Off

If you need to enter in Time Off on your timesheet (i.e. vacation, sick time, furlough etc.), open the timesheet for the day you were off work.

1. In the “Leave/Time Off” section, click **Add New Time Off**

The screenshot shows the 'Leave/Time Off' section of the timesheet interface. It displays the text 'No time off entries for this date.' and a button labeled 'Add New Time Off' which is highlighted with a red rectangular box.

2. Enter the time off that was taken in the “Time From” and “Time To” fields
3. Click on the dropdown arrow in the “Type” field and click on the correct type of time off
 - a. To obtain additional reasons for time off choose “Other” in the “Type” field
 - b. In the list that appears, click the dropdown arrow to view the additional time off “Types”
4. Enter a reason for the time off in the “Reason” field (optional)

The screenshot shows the 'Leave/Time Off' form with the 'Type' dropdown menu open. The form includes fields for 'Time From' (8:30 AM), 'Time To' (4:30 PM), 'Hours' (8.00), and 'Reason'. The 'Type' dropdown is currently set to 'Please select' and the menu is open, showing options: 'Please select', 'Vacation', 'Sick Time', and 'Administrative Leave'. There are 'Save' and 'Cancel' buttons at the bottom right.

5. Once you have chosen the correct “Type” of time off, click **Save**
6. Click **Save all Changes** at the top of the screen to save your entry

The screenshot shows the 'Time Worked' section of the timesheet interface. It displays the text 'No time dock entries for this date.' and a button labeled 'Add New Time Worker'. Below this is the 'Leave/Time Off' section, which is currently empty. At the top right, there is a button labeled 'Save All Changes' which is highlighted with a red rectangular box. Other buttons include 'My Timesheet' and 'Add New Time Off'.

Submit Weekly Timesheet

Complete each day of the work week and at the end of the week, submit the timesheet for approval. Your timesheet totals for the week must add up to your scheduled hours (i.e. 40 hours). The total may be reached using time worked and time off.

Don't Forget

The timesheet must be approved by 9:30am the following Monday morning.

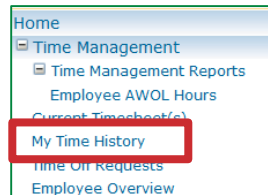
- To submit your time for the week, click **Submit for Approval**

Day of Week		Worked Hours					Non-Worked Hours					Totals	
		Sched	Regular	Comp/ET	OT	Command	Comp/ET	Sick	Vac	Hol	AWOL	Misc	
Sun	2/24/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon	2/25/13	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tue	2/26/13	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wed	2/27/13	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thu	2/28/13	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fri	3/1/13	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sat	3/2/13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		40.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Amend Timesheet

Your weekly timesheet needs to be submitted for supervisor approval by 8:30am on the following Monday. If the timesheet was not submitted by the required time, you will need to amend the timesheet to submit it.

1. Click **My Time History** on the navigation pane on the left



2. Locate the timesheet that needs to be submitted and click **View** to open the timesheet

Pay Year	Pay Period	Week	Status	Hours Worked	Hours Off	
2016	18	36	Exported	40.0000	0.0000	View
2016	18	35	Exported	40.0000	0.0000	View
2016	17	34	Exported	41.0000	0.0000	View
2016	17	33	Exported	35.2500	14.7500	View

3. Click **Amend Timesheet**

- Your timesheet will open up so you can make any changes and submit for approval

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	2/17/2013	0	0	0
Monday	2/18/2013	0	0	0
Tuesday	2/19/2013	8.00	0	8.00

TIME IN TIME OUT HOURS TYPE REASON/COMMENT

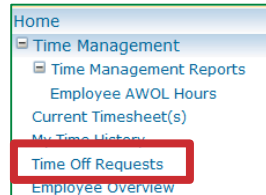
Don't Forget

Even if you are out of the office, it is your responsibility to complete and submit your timesheet.

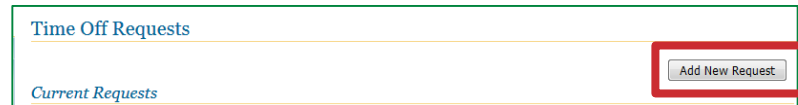
Submit Time Off Request

Time off requests are mandatory for all Cuyahoga County employees and are required to be submitted through MyHR.

1. Click **Time Off Requests** on the navigation pane on the left



2. Click **Add New Request**



3. Complete all fields

- Start date/time is the beginning of the time you will not be working
- End date/time is the end of the time you will not be working
 - Ex: not working from 8:00am(start)-11:00am(end)

4. To submit the request, click **Submit**

 A screenshot of the 'Add New Request' form. It includes a checkbox for 'Full Days(s)', fields for 'Start Date', 'Start Time', 'End Date', and 'End Time', a 'Total Hours Requested' field with a 'Recalc' button, a 'Type of Leave Requested' dropdown menu, and a 'Request Comments/Reason' text area. The 'Submit' button is highlighted with a red box.

Don't Forget

You are responsible for knowing your time balances. When your time off request is approved, your supervisor is approving that the department can function without you during the allotted time. Your supervisor is not responsible for knowing if you have the time to use.

View Time Balances

You can access your time balances, previous service time, hire date and other general information within MyHR.

1. Click **Employee Overview** on the navigation pane on the left

Employee Overview

Employee General Information

Employee Name: Kristen Stachowiak Vacation Eligibility Flag: Eligible
 AGC Hire Date: November 18, 2013 Employee Number: 219993
 Agency: BOCC Exempt Status: Non-Exempt
 Department: OHR Work Schedule Code: FLEX
 Total Service Time: Years: 3, Months: 8, Days: 13

Warning Message: NOTE: 4.13 hours of comp time will be paid if not taken by 10/01/2016.

Expiring Extra Time

Type	Expiration Date	Number of Hours
Compensation Time	10/01/2016	04.1250

Employee Time Accruals

<< Previous Period

Start Date: 8/21/2016 Pay Year: 2016
 End Date: 9/3/2016 Pay Period: 18

Time Type	Prior Period Balance	Hours Used	Hours Accrued	Ending Balance
Comp/ET	5.630	0.0000	0.0000	5.6300
Vacation	30.320	0.0000	3.1000	33.4200
Sick Time	126.320	0.0000	4.6000	130.9200
Command Time	0.000	0.0000	0.0000	0.0000
Furlough Time	0.000	0.0000	0.0000	0.0000

MyHR is intended to provide an estimated snapshot of any employee's leave time balances (e.g. sick, vacation, exchange, comp). It is the employee's responsibility to ensure enough time exists to cover any requested use of leave time. If you have any questions regarding your leave time balances, please contact your HR Time & Attendance representative.

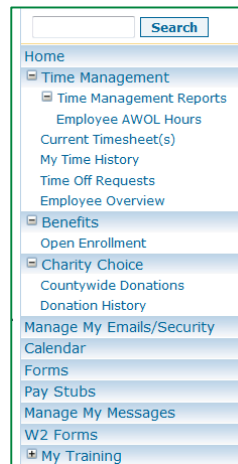
The table reflects all time balances available. Updated Time Balances and Total Service Time are uploaded every Wednesday of a pay week.

Don't Forget

MyHR provides an estimated snapshot of your time balances and does not account for time used within the current pay period.

View Pay stubs and W2s

Pay stubs for all direct-deposited pay checks are available on MyHR.



Pay Stubs

- To view your pay stubs, click **Pay Stubs** on the navigation pane on the left
- A list of all direct-deposited pay stubs will be available
- Click **view** to look at a pay stub

W2 Forms

- To view your yearly W2, click **W2 Forms** on the navigation pane on the left
- A list of your yearly W2s will be available
- Click **view** to look at a W2

Frequently Asked Questions (FAQ)

Q1. I cannot log in, I am receiving an error message saying “we could not locate your information”, or I forgot my password. What do I do?

- a. The portal does not reset passwords or require that they be reset. Please ensure that you are typing your employee number and password correctly. If your password field is filling in automatically, try deleting all entries in that field and entering your password manually. If these steps do not work, try resetting your password to what you are typing in by clicking “Forgot My Password” under the login box. The portal will then verify some information and allow you to reset your password. Passwords must be at least 7 characters long, contain one capitol letter, one lower case letter, one number, and one symbol. Symbols that are allowed are !@#\$\$%^*)(-+;:\=

Q2. I do not know my employee number, who do I contact?

- a. Contact your payroll officer or send an email to MyHR_ESS@cuyahogacounty.us

Q3. When do I need to have my time sheet submitted and approved by?

- a. Approved time sheets for the current pay period are pulled every Sunday morning with one final pull for late approved time sheets at 9:30am on Monday at the end of a pay period. Any time sheets not submitted and approved by 9:30am on that Monday morning will be locked as payroll begins processing. This Monday morning deadline is subject to change on weeks where a holiday falls in a pay week. To check the status of your time sheet, click on “My Time History” on the sidebar to the far left. This will bring you to your history of time sheets for the past year. If your time sheet is locked, you will need to amend it and resubmit it.

Q4. My time sheet is locked, how do I unlock it to edit and resubmit?

- a. Time sheets are locked at 9:30am on Monday at the end of a pay period. This deadline is subject to change when that Monday falls on a holiday week. To unlock a time sheet, you will need to amend it. To amend a time sheet, click on My Time History in the sidebar to the far left, select the locked time sheet, and click the “Amend Time Sheet” button. This will create a copy of the time sheet and move it to your “Current Time Sheets” for you to edit and resubmit. The “Amend Time Sheet” button will turn in to an “Edit Amended Time Sheet” button. Clicking this will take you directly to the newly created sheet. If you navigate away from the sheet and need to access it again, make sure you go to “Current Time Sheets” as clicking the “Amend Time Sheet” button will return a message that you already have an open amended time sheet for that particular week.

Q5. I’m trying to amend my time sheet but every time I click “Amend Timesheet” I get a message saying that time sheet already has an open amendment. What do I do?

- a. You can only have one amended copy of a time sheet available at any time. If you get this message, it means you already have an open amendment for that particular time sheet. You can access the open amendment by going to your “Current Timesheets”.

Q6. What internet browsers are compatible with the MyHR Employee Self Service Portal?

- a. Compatible browsers are Internet Explorer version 7 and above and Mozilla Firefox version 3.0 and above. Using an unsupported browser may cause the site to display and/or operate incorrectly. If you are not using a supported browser, please contact your IT department for further assistance. Payroll does not have the authority to walk you through upgrading or installing your browser.

Q7. My Time Balances are not accurate. Who do I contact?

- a. Please contact your payroll officer to help resolve this issue. They will be able to investigate and resolve the issue or explain why the balances are correct.

Q8. I cannot see my pay stub, why is that?

- a. The most common reason is that you are using an incompatible browser. If you do not get a message stating that, then you are getting a live check. Only employees with direct deposit can view their pay stubs online. To sign up for direct deposit, fill out the direct deposit form in the "Forms" option located in the side bar and follow the instructions.

Q9. I just got a SynapseBaseSite error. What does this mean?

- a. That error code is a result of being logged out in the background. This is an issue with the PC's browser dropping the session so when you go to navigate to a different area of the portal you would get that error message. The fix is to close all browser windows and then log back in.

Q10. I cannot choose a paid absence in the system even though I have enough balances. What do I do?

- a. This happens when an employee is put in an unpaid status. If you contact personnel, they can make the necessary adjustments in our payroll system. Once that change is made, your paid absences will show up the following day.

Q11. I have a new employee under my supervision and they are not showing up in my supervisor activity. Who do I contact to fix this?

- a. Your personnel officer would need to be notified so they can make the necessary change in our payroll systems organizational structure. Once the change is made, the employee should show up under the right supervisor. Be aware that if a time sheet was already created for that employee under the old supervisor, that supervisor may get systems messages for that particular sheet but will not be able to access it.