How to create a timecard for previous or next month

Log on mitHR

Select the tab Me

Select the Time and Absence App.

Select **Existing Time Cards** to create a timecard for previous or next month.

NOTE: There can only be 1 timecard for a specific month.

To create a timecard click the Add button at the top right

In the box you choose a date to create a timecard for this specific month. You can type a date or go to the small calendar icon where you can scroll to the last og next month. Timecards for the current month can also be created here.

You can now start registration in the timecard by clicking Add. For registration follow the guide “How to register project time in the timecard for the current month” – from step 6.

https://medarbejdere.au.dk/administration/hr/hr-systemer/mithr/projekttid