HRConnect Time Zone Instructions

To check or set your time zone in HRConnect, please follow these steps:

1. Click on your initials in the top right of the homepage and select “Set Preferences.”
2. Under "General Preferences." select "Regional."
3. If the time zone that shows is not your local time zone, use the drop down arrow to select your time zone. Then click on "Save" in the top right of the screen.