



## [Employee Withdraws a Timesheet](#)

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**MyHR  
Timesheets**

**User Guides**

## Introduction

You 'Withdraw' a timesheet if you realise you have made a mistake. You can then correct and resubmit it.

### Step 1 - Select Timesheets

You are presented with the Employee Bins view

Open						
Created Date	Employee	Type	Description	From	To	Action
09/04/2015		000	Timesheet Basic Hours - All Days	24/03/2015		Add
27/03/2015		212	AHA Grade 2 - 1.2 Mon to Fri	24/03/2015		Add
27/03/2015		210	AHA Grade 2 - 1.0 All Days	24/03/2015		Add

  

Submitted						
Created Date	Employee	Type	Description	From	To	Action
09/04/2015		512	AHA Grade 5 - 1.2 Mon to Fri	24/03/2015		Add
09/04/2015		612	AHA Grade 5 - 1.2 Mon to Fri	10/03/2015		Add
08/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Delete
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Delete
01/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit

  

Authorised						
Created Date	Employee	Type	Description	From	To	Action
08/04/2015		210	AHA Grade 2 - 1.0 All Days	30/03/2015		Delete
08/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
07/04/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Delete
01/04/2015		210	AHA Grade 2 - 1.0 All Days	30/03/2015		Add
31/03/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Edit
31/03/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit

  

Withdrawn						
Created Date	Employee	Type	Description	From	To	Action
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
18/03/2015		314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add

NB To understand 'Bins' view see 'Understanding Bins View'

### Step 2 - Select the Timesheet from the Submitted Bin

Submitted						
Created Date	Employee	Type	Description	From	To	Action
09/04/2015		512	AHA Grade 5 - 1.2 Mon to Fri	24/03/2015		Add

### Step 3 - Select 'Withdraw'

**Record an Attendance**

The 'How to use MyIR Timesheet Guide' and 'My Grade' links are on the top right

Type: AHA Grade 5 - 1.2 Mon to Fri  
Comments: Test UAT  
Date: 24/03/2015  
Total Time: 1 0 1.00  
Cost Centre:

[Cancel] [Withdraw]

### Step 4 - Review the Withdrawn bin

Withdrawn						
Created Date	Employee	Type	Description	From	To	Action
09/04/2015		512	AHA Grade 5 - 1.2 Mon to Fri	24/03/2015		Add
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
18/03/2015		314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add

Notice that the timesheet now appear if the Withdrawn bin.

To correct and resubmit if follow the instructions 'Employee Resubmits a Withdrawn Timesheet'.