



[Employee Resubmits a Withdrawn Timesheet](#)

**MyHR
Timesheets**

User Guide

Step 1 - In MyHR select the Timesheets

You are presented with the Employee Bins view

[Time Management - Employee View] [Time Management - Calendar View]

Open

Created Date	Employee	Type	Description	From	To	Action
01/04/2015	DAV	210	AHA Grade 2 - 1.0 All Days	30/03/2015		Add
01/04/2015	DAV	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
27/03/2015	DAV	210	AHA Grade 2 - 1.0 All Days	23/03/2015		Add
27/03/2015	DAV	212	AHA Grade 2 - 1.2 Mon to Fri	24/03/2015		Add

Authorised

Created Date	Employee	Type	Description	From	To	Action
31/03/2015	DAV	110	AHA Grade 1 - 1.0 All Days	24/03/2015		Edit
31/03/2015	DAV	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
30/03/2015	DAV	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add
27/03/2015	DAV	110	AHA Grade 1 - 1.0 All Days	24/03/2015		Add
27/03/2015	DAV	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add

Withdrawn

Created Date	Employee	Type	Description	From	To	Action
01/04/2015	D	310	AHA Grade 3 - 1.0 All Days	08/03/2015		Add
18/03/2015	D	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Step 2 - Select the relevant timesheet from the Withdrawn bin to 'Re-open'

Click the one of the timesheets

Withdrawn

Created Date	Employee	Type	Description	From	To	Action
01/04/2015	D	310	AHA Grade 3 - 1.0 All Days	08/03/2015		Add
18/03/2015	D	314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add

The timesheets appears

Type	AHA Grade 3 - 1.0 All Days
Comments	08/03/2015
Date	08/03/2015
Total Time	1 1 1.02
Cost Centre	

[Cancel] [Re-open]

Select 'Re-open'. You are returned to the 'Employee Bins View'

Step 3 - Select the relevant timesheet from the 'Open' bin

[Time Management - Employee View] [Time Management - Calendar View]

Open

Created Date	Employee	Type	Description	From	To	Action
01/04/2015	D	310	AHA Grade 3 - 1.0 All Days	08/03/2015		Add

Step 4 - Proceed as per 'Employee Submits Timesheet'