



[Manager Authorises a Timesheet](#)


**MyHR
Timesheets**

User Guide

METHOD A - AUTHORISATIONS module

Step 1 - Select the link 'Time Management - Attendance'

The number of timesheets awaiting authorisation are displayed on your home page




Authorisations

You have the following items awaiting authorisation:
[15 Time Management - Attendance]

[Authorise](#) requests from your team here

Select of the links shown

A list of timesheets appears



Authorisation [You have 15 items awaiting authorisation]

Time Management - Attendance

| Date | Time | | |
|------------|----------|--------------------------------------|--|
| 09/04/2015 | 10:00:30 | Attendance (Add): DI | HA Grade 6 - 1.2 Mon to Fri (09/04/2015) |
| 09/04/2015 | 10:11:31 | Attendance (Add): DI | HA Grade 5 - 1.4 Public / Coll... (09/04/2015) |
| 09/04/2015 | 11:12:14 | Attendance (Add): PI | AHA @ Spinal Rate - ... (09/04/2015) |
| 09/04/2015 | 11:59:34 | Attendance (Add): PI | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 11:59:50 | Attendance (Add): PI | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 12:00:02 | Attendance (Add): PI | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |

Step 2 - Select a Timesheet

Select a timesheet from the list and it appears



Record an Attendance - AHA Grade 6 - 1.2 Mon to Fri

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

Type: AHA Grade 6 - 1.2 Mon to Fri
Comments: 999/999
Date: 09/04/2015
Total Time: 1 0 1.00
Cost Centre:

[Time Management User Guide](#)
[My Grade](#)

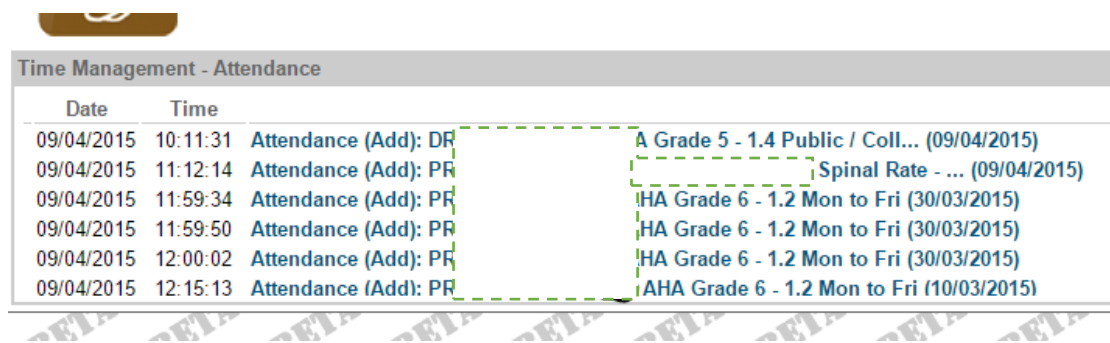
[Cancel] [Authorise] [Reject]

Step 3 - Authorise the Timesheet

Select the 'Authorise' link

You are returned to the list page.

Step 4 - Choose the next timesheet



| Date | Time | |
|------------|----------|--|
| 09/04/2015 | 10:11:31 | Attendance (Add): DF A Grade 5 - 1.4 Public / Coll... (09/04/2015) |
| 09/04/2015 | 11:12:14 | Attendance (Add): PF Spinal Rate - ... (09/04/2015) |
| 09/04/2015 | 11:59:34 | Attendance (Add): PF HA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 11:59:50 | Attendance (Add): PF HA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 12:00:02 | Attendance (Add): PF HA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 12:15:13 | Attendance (Add): PF AHA Grade 6 - 1.2 Mon to Fri (10/03/2015) |

The Timesheet has been removed from the list

Repeat from Step 2

NB (Automated Email)

The employee and (if applicable) the supervisor will receive an email informing them of the authorisation

** Submitted Timesheet has been Authorised **

Dear AL [redacted]

Action - Add

Your timesheet for 1.00000 HOURS WORKED for AHA Grade 6 - 1.2 Mon to Fri on 09/04/2015 has been Authorised by your manager.

MyHR
Human Resources Department

METHOD B - MANAGER VIEW module

Step 1 - Select the Manager View module

You can read the guidance presentation [here](#) or click [here](#) for the full data protection guidance.

| Authorisations: 14 | | | |
|--------------------|----------|----------------------|---|
| Date | Time | | Description |
| 09/04/2015 | 10:11:31 | Attendance (Add): DR | AHA Grade 5 - 1.4 Public / Coll... (09/04/2015) |
| 09/04/2015 | 11:12:14 | Attendance (Add): PR | AHA @ Spinal Rate - ... (09/04/2015) |
| 09/04/2015 | 11:59:34 | Attendance (Add): PR | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 11:59:50 | Attendance (Add): PR | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 12:00:02 | Attendance (Add): PR | AHA Grade 6 - 1.2 Mon to Fri (30/03/2015) |
| 09/04/2015 | 12:15:13 | Attendance (Add): PR | AHA Grade 6 - 1.2 Mon to Fri (10/03/2015) |

The Authorisations list appears on your Manager View page

Step 2 - Continue as per Method A - Step 2