



[Employee Amends an Authorised Timesheet](#)

**MyHR
Timesheet**

User Guide

Step 1 - Select the Timesheet module.

You are presented with the Employee Bins view

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

Open

Submitted								
Created Date	Employee	Type	Description	From	To	Action		
01/04/2015	DJ	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit		
27/03/2015	DJ	210	AHA Grade 2 - 1.0 All Days	23/03/2015		Add		
27/03/2015	DJ	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	DJ	110	AHA Grade 1 - 1.0 All Days	24/03/2015		Edit		
31/03/2015	DJ	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit		
30/03/2015	DJ	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add		
27/03/2015	DJ	110	AHA Grade 1 - 1.0 All Days	24/03/2015		Add		
27/03/2015	DJ	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add		

Withdrawn								
Created Date	Employee	Type	Description	From	To	Action		
18/03/2015	DAVID HORNE A01052	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 link Time Management - Employee View

You are presented with 'Spreadsheet' view

Contract Type: ACADEMIC & RELATED STAFF
Contract Status: SUBSTANTIVE POST
Contracted Hours: 35

Outstanding Balances

< Previous Week Ending 04/04/2015 Next >

Week Ending	Type	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	
21/02/2015									
28/02/2015									
07/03/2015									
14/03/2015									
21/03/2015									
28/03/2015		810	1.00					HOURS WORKED	Input
		810	2.33					HOURS WORKED	Input
				810	8.00			HOURS WORKED	Input
		210	1.00					HOURS WORKED	Input
		810	0.80	212	1.00			HOURS WORKED	Input
04/04/2015									
11/04/2015									
18/04/2015									

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

Step 3 - Select the relevant Timesheet

Hover over the relevant timesheet code, right click and select 'Edit'.

The timesheet will appear as below

Time Management User Guide My Grade

Edit an Attendance - DJ

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

Previously Updated By: DJ on 26/03/2015

Type: AHA Grade 2 - 1.2 Mon to Fri

Comments: For Rosh to Authorise or Reject

Date: 19/03/2015

Total Time: 1.00

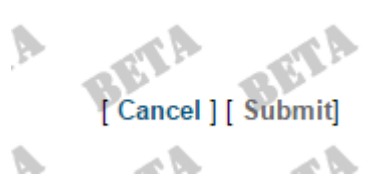
Do you want to charge to a different cost centre? Yes No

Note:

Make the desired changes.

Step 4 - Submit the timesheet

Click the Submit link



You are returned to the Spreadsheet view

Your timesheet will appear in your 'Submitted' bin

Step 7 (Automated Email)

Your manager will receive an email requested him/her to authorise the timesheet.

**** Submitted Timesheet to be Authorised ****

Action - Edit

DAVID [redacted] has submitted a timesheet for 1.03334 HOURS WORKED for AHA Grade 4 - 1.2 Mon to Fri on 19/03/2015. Please log in to MyHR to authorise or reject as appropriate.

MyHR
Human Resources Department

For your information

- You won't be paid if your manager ignores or misses the email and therefore doesn't authorise your timesheet. Don't worry it will appear on his/her Authorisation screen until it is actioned. They'll also be a reminder alert near payroll cutoff
- You won't be paid if the manager 'rejects' your timesheet. You will however be notified of this by email. You will also see the timesheet in your 'Rejected' bin, from where you can 'Re-open' it and resubmit
- You will receive an email when your timesheet is Authorised and it will move into that bin from the Submitted bin.
- In 'Spreadsheet' view you can right click on any date because the it can be changed during input - Step 4
- As an alternative to Step 2 you can choose Calendar View to select the Timesheet Code first (link 'Request New') and then key in the date on the form. You may find this quicker.
- The Comments box aids your manager to authorise, so use it as appropriate and as instructed.
- If you have worked full hours you still need to key in '0' for the minutes.
- **IMPORTANT** - The Timesheet codes describe the day of the week where they are relevant. If you choose one that is inappropriate for the date you've used **your pay for that timesheet will be calculated as nil**