Employee Submits a Timesheet

MyHR
Timesheets

User Guide
Step 1 - Select the Timesheets module.
You are presented with the Employee Bins view

NB To understand ‘Bins’ view see ‘Understanding Bins View’

Step 2 - Select the link Time Management - Employee View
If the ‘Select Post or Delegation’ appears as below choose the Post and click ‘Next’

Step 3 - Select the link Time Management - Employee View
Select the ‘Time Management - Employee View’ link. You are presented with ‘Spreadsheet’ view

NB To understand ‘Spreadsheet’ view see ‘Understanding Spreadsheet View’
Step 4 - Select a date and timesheet type

Hover over the relevant date, right click and select ‘Add’. You will be presented with a list of timesheet items that relate to a Grade and part of the week. Click the desired item. The timesheet will appear as below.

NB – To find your Grade select the ‘My Grade’ link and select the Appointment History tab as illustrated in Step 5 below. You will need to do this using a different browser.
Step 5 - Complete the timesheet

Comments - as requested by you manager.
Date - change, if it is incorrect
Time - these are the hour and minutes for which you want to be paid
Cost Centre - leave this as No. Your manager may change it

Step 6 - Submit the timesheet

Click the Submit link

You are returned to the Spreadsheet view

Your timesheet will appear in your ‘Submitted’ bin

Step 7 -(Optional) Check your input

You will see the Timesheet code and Hours in pale green on the relevant day. To see it (to check) right click on it and select ‘Open’.

If you have made a mistake you should click ‘Withdraw’. Please follow the instructions for ‘Resubmitting a Withdrawn Timesheet’

Step 8 (Automated Email)

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

** Submitted Timesheet to be Authorised **

Action - Add

D has submitted a timesheet for 1.00000 HOURS WORKED for AHA Grade 2 - 1.0 All Days on 30/03/2015. 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 anywhere in the grid 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.