Employee Withdraws a Timesheet

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

<table>
<thead>
<tr>
<th>Employee</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>2015-10-01</td>
<td>Edit</td>
</tr>
<tr>
<td>103</td>
<td>2015-10-02</td>
<td>Add</td>
</tr>
</tbody>
</table>

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

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

**Step 3 - Select ‘Withdraw’**

**Step 4 - Review the Withdrawn bin**

Notice that the timesheet now appear if the Withdrawn bin.

To correct and resubmit if follow the instructions ‘Employee Resubmits a Withdrawn Timesheet’.