Employee Resubmits a Withdrawn Timesheet

MyHR
Timesheets

User Guide
Step 1 - In MyHR select the Timesheets

You are presented with the Employee Bins view

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Employee</th>
<th>Type</th>
<th>Description</th>
<th>From</th>
<th>To</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/01/01</td>
<td>100</td>
<td>1A1</td>
<td>100 Hours</td>
<td>12/01/15</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>2015/01/02</td>
<td>101</td>
<td>1A2</td>
<td>200 Hours</td>
<td>22/01/15</td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>2015/01/03</td>
<td>102</td>
<td>1A3</td>
<td>300 Hours</td>
<td>23/01/15</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

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Step 2 - Select the relevant timesheet from the Withdrawn bin to ‘Re-open’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

The timesheets appears

Select ‘Re-open’. Your are returned to the ‘Employee Bins View’

Step 3 - Select the relevant timesheet from the ‘Open’ bin

Step 4 - Proceed as per ‘Employee Submits Timesheet’