Employee Resubmits a Rejected Timesheet

MyHR
Timesheets

User Guide
Step 1 - In MyHR select Timesheets.
You are presented with the Employee Bins view

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

Step 2 - Select the relevant timesheet from the Rejected 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’