Manager Authorises a Timesheet

MyHR
Timesheets

User Guide
METHOD A - AUTHORISATIONS module

Step 1 - Select the link ‘Time Management - Attendance’

The number of timesheets awaiting authorisation are displayed on your home page.

Select of the links shown

A list of timesheets appears

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Attendance (Add): D1</th>
<th>AHA Grade 6 - 1.2 Mon to Fri (09/04/2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/2015</td>
<td>10:00</td>
<td>Attendance (Add): D1</td>
<td>AHA Grade 5 - 1.4 Public / Call... (09/04/2015)</td>
</tr>
<tr>
<td>09/04/2015</td>
<td>10:11</td>
<td>Attendance (Add): D1</td>
<td>AHA @ Spinal Rate... (09/04/2015)</td>
</tr>
<tr>
<td>09/04/2015</td>
<td>11:12</td>
<td>Attendance (Add): P1</td>
<td>AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)</td>
</tr>
<tr>
<td>09/04/2015</td>
<td>11:59</td>
<td>Attendance (Add): P1</td>
<td>AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)</td>
</tr>
<tr>
<td>09/04/2015</td>
<td>12:00</td>
<td>Attendance (Add): P1</td>
<td>AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)</td>
</tr>
</tbody>
</table>

Step 2 - Select a Timesheet

Select a timesheet from the list and it appears

Step 3 - Authorise the Timesheet

Select the ‘Authorise’ link

You are returned to the list page.
Step 4 - Choose the next timesheet

The Timesheet has been removed from the list

Repeat from Step 2

NB (Automated Email)

The employee and (if applicable) the supervisor will receive an email informing them of the authorisation

** Submitted Timesheet has been Authorised **

Dear All

Action - Add

Your timesheet for 1.00000 HOURS WORKED for AHA Grade 6 - 1.2 Mon to Fri on 09/04/2015 has been Authorised by your manager.

MyHR
Human Resources Department
METHOD B - MANAGER VIEW module

Step 1 - Select the Manager View module

The Authorisations list appears on your Manager View page

Step 2 - Continue as per Method A - Step 2