Manager Rejects 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

Step 2 - Select a Timesheet

Select a timesheet from the list and it appears

Step 3 - Reject the Timesheet

Select the ‘Reject link’
You are returned to the list page.

**Step 4 - Choose the next timesheet**

![Timesheet Image]

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 rejection

Subject: **Submitted Timesheet has been REJECTED**

**Submitted Timesheet has been Rejected**

Dear [Employee Name],

Your timesheet for 1.00000 HOURS WORKED for AHA Grade 6 - 1.2 Mon to Fri on 30/03/2015 has been REJECTED by your manager. Please discuss this matter with them. Please log in to MyHR to amend and resubmit it as appropriate.

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