



## [Employee Submits a Timesheet](#)

---

**MyHR  
Timesheets**

**User Guide**

## Step 1 - Select the Timesheets module.

You are presented with the Employee Bins view

[ Time Management - Employee View ] [ Time Management - Calendar View ]

Open

Submitted		Created Date	Employee	Type	Description	From	To	Action
01/04/2015	DAV			510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
27/03/2015	DAV			210	AHA Grade 2 - 1.0 All Days	23/03/2015		Add
27/03/2015	DAV			212	AHA Grade 2 - 1.2 Mon to Fri	24/03/2015		Add

Authorised		Created Date	Employee	Type	Description	From	To	Action
31/03/2015	DAV			110	AHA Grade 1 - 1.0 All Days	24/03/2015		Edit
31/03/2015	DAV			510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
30/03/2015	DAV			510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add
27/03/2015	DAV			110	AHA Grade 1 - 1.0 All Days	24/03/2015		Add
27/03/2015	DAV			510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add

Withdrawn		Created Date	Employee	Type	Description	From	To	Action
18/03/2015	DAV			314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add

NB To understand 'Bins' view see 'Understanding Bins View'

## Step 2 - Select the link Time Management - Employee View

If the 'Select Post or Delegation' appears as below choose the Post and click 'Next'

Select Post or Delegation: READER [v] [Cancel] [Next]

## Step 3 - Select the link Time Management - Employee View

Select the 'Time Management - Employee View' link. You are presented with 'Spreadsheet' view

Contract Type: ACADEMIC & RELATED STAFF  
 Contract Status: SUBSTANTIVE POST  
 Contracted Hours: 35

Outstanding Balances

Week Ending: 04/04/2015 [v] [Next >]

Week Ending	Type	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Category	
		Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	
21/02/2015										
28/02/2015										
07/03/2015										
14/03/2015										
21/03/2015										
28/03/2015			510	1.00					HOURS WORKED	Input by DA
			510	2.33					HOURS WORKED	Test email
			510	1.00	110	0.00			Hours Worked	Input by DA
			510	0.00					HOURS WORKED	Input by FR
			510	0.00	212	1.00			HOURS WORKED	Input by DA
04/04/2015										
11/04/2015										
18/04/2015										

NB To understand 'Spreadsheet' view see 'Understanding Spreadsheet View'

---


## Step 4 - Select a date and timesheet type

Hover over the relevant date, right click and select 'Add'.

You will be presented with a list of timesheet item that relate to a Grade and part of the week

Click the desired item. The timesheet will appear as below

---



**Record an Attendance - DA**

The 'How to use MyHR Timesheet Guide' and 'My Grade' links are on the top right

---

Type	AHA Grade 2 - 1.0 All Days						
Comments	<input type="text"/>						
Date *	01/04/2015 <input type="button" value=""/>						
Total Time *	<table><tr><td>hh</td><td>mm</td><td>hrs decimal</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td>0.00</td></tr></table>	hh	mm	hrs decimal	<input type="text"/>	<input type="text"/>	0.00
hh	mm	hrs decimal					
<input type="text"/>	<input type="text"/>	0.00					
Do you want to charge to a different cost centre?	Yes <input type="radio"/> No <input checked="" type="radio"/>						

Note  
All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter **only** the actual hours of the extra attendance worked.

---

NB - To find your Grade select the 'My Grade' link and select the Appointment History tab as illustrated in Step 5 below. You will need to do this using a different browser

---

## Step 5 - Complete the timesheet

- Comments - as requested by you manager.  
Date - change, if it is incorrect  
Time - these are the hour and **minutes** for which you want to be paid  
Cost Centre - leave this as No. Your manager may change it

**Record an Attendance - DA**  
The 'How to use MyHR Timesheet Guide' and 'My Grade' links are on the top right

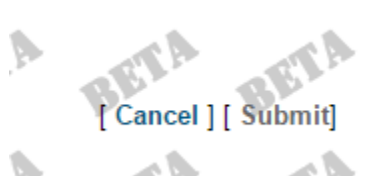
Type: AHA Grade 2 - 1.0 All Days  
Comments: My work for the day  
Date: 30/03/2015  
Total Time: 1 hr, 0 min, 1.00 hrs decimal  
Do you want to charge to a different cost centre? Yes  No

Note: All payment and / or lieu time for this extra attendance will be calculated automatically based on business policy. Enter only the actual hours of the extra attendance worked.

---

## Step 6 - Submit the timesheet

Click the Submit link



You are returned to the Spreadsheet view

Your timesheet will appear in your 'Submitted' bin

---

## Step 7 -(Optional) Check your input

You will see the Timesheet code and Hours in pale green on the relevant day. To see it (to check) right click on it and select 'Open'.

If you have made a mistake you should click 'Withdraw'. Please follow the instructions for 'Resubmitting a Withdrawn Timesheet'

---

## Step 8 (Automated Email)

Your manager will receive an email requested him/her to authorise the timesheet.

**\*\* Submitted Timesheet to be Authorised \*\***

Action - Add

D\\_\_\_\_\_ has submitted a timesheet for 1.00000 HOURS WORKED for AHA Grade 2 - 1.0 All Days on 30/03/2015. Please log in to MyHR to authorise or reject as appropriate.

MyHR  
Human Resources Department

---

## For your information

- You won't be paid if your manager ignores or misses the email and therefore doesn't authorise your timesheet. Don't worry it will appear on his/her Authorisation screen until it is actioned. They'll also be a reminder alert near payroll cutoff
- You won't be paid if the manager 'rejects' your timesheet. You will however be notified of this by email. You will also see the timesheet in your 'Rejected' bin, from where you can 'Re-open' it and resubmit
- You will receive an email when your timesheet is Authorised and it will move into that bin from the Submitted bin.
- In 'Spreadsheet' view you can right click anywhere in the grid because the it can be changed during input - Step 4
- As an alternative to Step 2 you can choose Calendar View to select the Timesheet Code first (link 'Request New') and then key in the date on the form. You may find this quicker.
- The Comments box aids your manager to authorise, so use it as appropriate and as instructed.
- If you have worked full hours you still need to key in '0' for the minutes.
- **IMPORTANT** - The Timesheet codes describe the day of the week where they are relevant. If you choose one that is inappropriate for the date you've used **your pay for that timesheet will be calculated as nil**