



## [Employee Amends a Submitted Timesheet](#)

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**MyHR  
Timesheets**

**User Guide**

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## Warning

It is not possible to amend a Submitted timesheet by merely opening it, making the required changes and then submitting again.

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### The process is:

1. Select the Timesheet either from Bins View or Employee View (using right click and 'Open')
2. Select 'Withdraw'
3. Go to Bins View and select the timesheet from the 'Withdrawn' bin.
4. Choose 'Re-open'
5. Go to the 'Open' bin and select it.
6. Amend and 'Submit'

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For information on using the Bins View see 'Understanding Bins View'