



[Employee Resubmits a Rejected Timesheet](#)

**MyHR
Timesheets**

User Guide

Step 1 - In MyHR select Timesheets.

You are presented with the Employee Bins view

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

Withdrawn							
Created Date	Employee	Type	Description	From	To	Action	
18/03/2015	DAVID HORNE A01052	314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add	

Rejected							
Created Date	DA	Employee	Type	Description	From	To	Action
27/03/2015	DA		210	AHA Grade 2 - 1.0 All Days	24/03/2015		Add
27/03/2015	DA		410	AHA Grade 4 - 1.0 All Days	24/03/2015		Add

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

Created Date	DA	Employee	Type	Description	From	To	Action
27/03/2015	DA		210	AHA Grade 2 - 1.0 All Days	24/03/2015		Add
27/03/2015	DA		410	AHA Grade 4 - 1.0 All Days	24/03/2015		Add

The timesheets appears

Type	AHA Grade 2 - 1.0 All Days
Comments	Input by David Pinder as a delegate
Date	24/03/2015
Total Time	00:00:00
Cost Centre	1 0 1 00

Select 'Re-open'. You are returned to the 'Employee Bins View'

Step 3 - Select the relevant timesheet from the 'Open' bin

Created Date	DA	Employee	Type	Description	From	To	Action
01/04/2015	DA		310	AHA Grade 3 - 1.0 All Days	08/03/2015		Add
27/03/2015	DA		210	AHA Grade 2 - 1.0 All Days	24/03/2015		Add

Step 4 - Proceed as per 'Employee Submits Timesheet'