



[Understanding Team View for Managers](#)


**MyHR
Timesheets**

User Guides

Navigation

From your **Home** page choose **Manager View** then

From **Modules** choose **Timesheets**. You are now in **Bins View**



Timesheets

Open
These are timesheets that need to be submitted. They appear here if they have been re-opened having previously been Rejected or Withdrawn

Submitted
Timesheets awaiting your manager's authorisation

Authorised
These have been paid or are waiting for the next available monthly payroll

Withdrawn
These are timesheets that have been submitted but you have withdrawn prior to authorisation (e.g. due to an error)

Rejected
These were rejected by your manager

SUPPORT: Send an email to the Support Team

To create and submit new timesheets or to view historical timesheets in a 'spreadsheet view' please click on **Time Management - Employee View** below
Alternatively you can perform the same tasks by using the **Time Management - Calendar View**, also below

[Time Management - Team View] [Time Management - Calendar View]

Select Time Management - Team View

Introduction

Think of the Team View as a spreadsheet. Hence 'Spreadsheet View'.

You select a group of employees from your team ...



and are presented with a spreadsheet view of their timesheets

Name	Employee No.	Avg Weekly Contract Hrs	Sunday 22/03/2015		Monday 23/03/2015		Tuesday 24/03/2015		Wednesday 25/03/2015		Thursday 26/03/2015		Friday 27/03/2015		Saturday 28/03/2015	
			Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash	Type	Hrs/Cash		
DAV	58	38		510	1.00	510	2.33									
DAV	58	38		210	1.00											
DAV	58	38		510	2.00											

You have their name and post number in the first column, followed by their employee number in the next column and their contract hours. The days columns contain the timesheet code and hours worked for each input timesheet.

Each timesheet occupies one line of the view

Important

Your employees see a similar view to this one.

If you Add, Amend or Delete a Timesheet / Withdraw

Ordinarily we would not expect you to input timesheets on the employees behalf or make changes to what they submitted other than add an alternative cost centre. Any such change is automatically authorised and appears in **your** Manager View - Authorised bin, as well as the employee's.



Created Date	Employee	Type	Description	From	To	Action
08/04/2015	DJ	510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
25/03/2015	DJ	113	AHA Grade 1 - 1.3 Sat and Sun only	23/03/2015		Add


It is not easy to see but the text on some lines is lighter than others. It is important to recognise the difference

- Darker text - Timesheet Authorised
- Lighter text - Timesheet Awaiting Manager Authorisation

Open / Rejected / Withdrawn timesheets are not shown

Week Ending Selector

You change the week ending date by using the <Previous and Next> buttons or the

calendar button 

Days columns

The presence of a timesheet is depicted by an entry thus:

- Type The short code the payment
- Hrs/Cash The paid hours and minutes as a decimal i.e. 2.50 is 2 hrs 30 minutes

This table explain what you can do in this columns:

Timesheet Status	Process	Description	Additional Information
Not Applicable	CREATE A TIMESHEET	<p>Hover over the required date in the grid, right click, then select Add</p> <p>Hover over the required Timesheet and select it</p> <p>Complete the details.</p> <p>Change the date if required</p>	<p>You can create a timesheet from any date.</p> <p>The Add button is present on the timesheets on the grid</p>
Awaiting Authorisation	View the details	<p>Hover on item and right click, then select Open</p>	<p>If you have made a mistake follow 'Amend the Details'</p>
Awaiting Authorisation	Amend the details	<p>Hover on item and right click, then select Open, then select 'Withdraw'.</p> <p>You use Bins view - Open to amend and resubmit</p>	<p>The timesheet will disappear from the view.</p>
Awaiting Authorisation	Delete the Timesheet	<p>Hover on item and right click, then select Open.</p> <p>Then select 'Withdraw'</p>	<p>The timesheet will disappear from the view.</p> <p>Leave the timesheet in the 'Withdrawn' bin</p>
Authorised	View the details	<p>Hover on item and right click, then select View</p>	<p>If you have made a mistake follow 'Edit the Details'</p>
Authorised	Amend the details	<p>Hover on item and right click, then select Edit.</p> <p>Select 'Submit'</p>	
Authorised	Delete the Timesheet	<p>Hover on item and right click, then select Delete.</p> <p>Select 'Submit'</p>	<p>It will remain in the view until your manager approves it, at which point it will disappear</p>

Remember, all of these action will make the action Authorised