

Preparing for MyHR Timesheets and Additional Hours

Managers and Supervisors

Step 1

Eligibility

“My staff are not in the exclusion list below. They complete a paper timesheet, or an Additional Hours form, or they give their hours to me or their supervisor AND I authorise them”

Exclusion List

My staff complete a Demonstrator Claim Form

My staff are Student Union staff not on a pay spine

My staff are Teaching Assistants

Individuals who need to submit a One-Off Payment Claim Form

Step 2

QM Staff Login

“AND all of my staff have a QM Staff login to access my MyHR account”. If YES go to ‘Training’. If NO request a login for them [here](#)

Step 3

Book Your Training

Book yourself on one of our training sessions for course HR015 [click here](#)