Queen Mary
University of London

Employee Submits a Timesheet

MyHR
Timesheets

User Guide

Step 1 – Select the Timesheets module.

You are presented with the Employee Bins view

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'

Step 3 – Select the link Time Management – Employee View

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

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
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Type	AHA Grade 2 - 1.0 All Days
Comments	
Date *	01/04/2015
Total Time *	hh mm hrs decimal 0.00
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.

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

Step 6 - Submit the timesheet

Click the Submit link
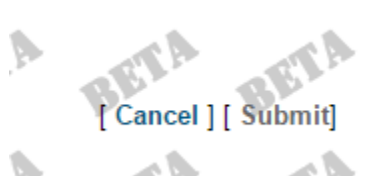
You are returned to the Spreadsheet view

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 Please follow the instructions for 'Resubmitting a Withdrawn Timesheet'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

DA_ _ _ _ _ _ _ _ _ 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 approriate 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**