



[Understanding Deleting Timesheets](#)

**MyHR
Timesheets**

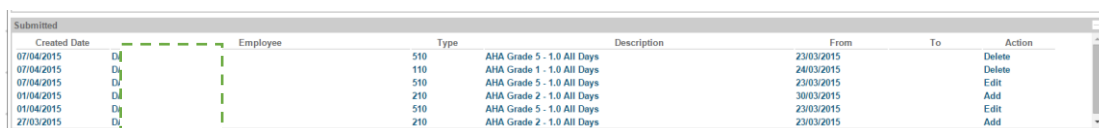
User Guides

Deleting Timesheets

It may seem odd but ...

If an employee want to delete a timesheet after it has been authorised it has to be approved by their manager.

Here we can see two previously Authorised timesheets now submitted by the employee for deletion, as we can see below.



A screenshot of a 'Submitted' table in a software application. The table has columns for Created Date, Employee, Type, Description, From, To, and Action. A dashed green box highlights the first two columns. The data rows are as follows:

Created Date	Employee	Type	Description	From	To	Action
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Delete
07/04/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Delete
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
01/04/2015		210	AHA Grade 2 - 1.0 All Days	30/03/2015		Add
01/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
27/03/2015		210	AHA Grade 2 - 1.0 All Days	23/03/2015		Add

Manager Authorisation of Deleted Timesheets

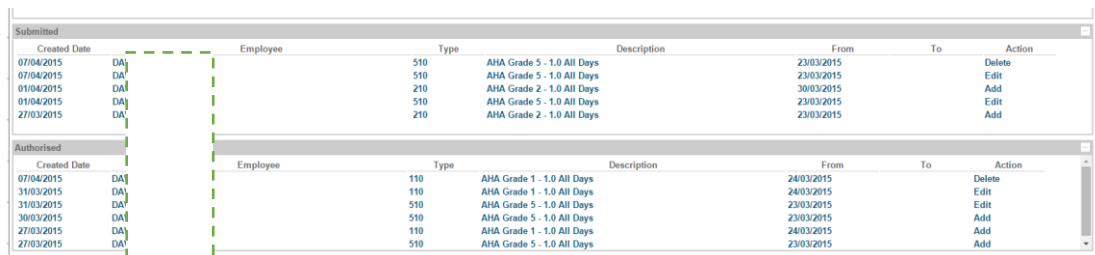


A screenshot of a 'Time Management - Attendance' table. The table has columns for Date, Time, and Description. A dashed green box highlights the first two columns. The data rows are as follows:

Date	Time	Description
07/04/2015	14:40:11	Attendance (Edit): PROF AHA Grade 5 - 1.0 All Days (23/03/2015)
07/04/2015	16:46:43	Attendance (Delete): PROF AHA Grade 1 - 1.0 All Days (24/03/2015)
07/04/2015	16:49:31	Attendance (Delete): PROF AHA Grade 5 - 1.0 All Days (23/03/2015)
01/04/2015	11:02:30	Attendance (Edit): PROF AHA Grade 5 - 1.0 All Days (23/03/2015)
01/04/2015	14:12:29	Attendance (Add): PROF AHA Grade 2 - 1.0 All Days (30/03/2015)
27/03/2015	17:10:02	Attendance (Add): PROF AHA Grade 2 - 1.0 All Days (23/03/2015)

Authorise the 24th March

Employee Bins View



A screenshot of an 'Employee Bins View' showing two tables: Submitted and Authorised. The Submitted table is highlighted with a dashed green box. The data rows are as follows:

Created Date	Employee	Type	Description	From	To	Action
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Delete
07/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
01/04/2015		210	AHA Grade 2 - 1.0 All Days	30/03/2015		Add
01/04/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
27/03/2015		210	AHA Grade 2 - 1.0 All Days	23/03/2015		Add

Created Date	Employee	Type	Description	From	To	Action
07/04/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Delete
31/03/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Edit
31/03/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Edit
30/03/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add
27/03/2015		110	AHA Grade 1 - 1.0 All Days	24/03/2015		Add
27/03/2015		510	AHA Grade 5 - 1.0 All Days	23/03/2015		Add

The authorised deleted timesheet is now in the Authorised bin

Emails

Just as with new timesheets emails are generated for Deletions too.
Note the 'Action - Delete' shown

1st email

**** Submitted Timesheet to be Authorised ****

Action - **Delete**

DA [redacted] has submitted a timesheet for 2.33334 HOURS WORKED for AHA Grade 5 - 1.0 All Days on 23/03/2015. Please log in to MyHR to authorise or reject as appropriate.

MyHR
Human Resources Department

Reminder



hr-systems@qmul.ac.uk

REMINDER - **** Submitted Timesheet to be Authorised **** TSREM1

To Julian Glass

REMINDER

**** Submitted Timesheet to be Authorised ****

Action - **Delete**

DL [redacted] has submitted a timesheet for 2.33334 HOURS WORKED for AHA Grade 5 - 1.0 All Days on 23/03/2015. Please log in to MyHR to authorise or reject as appropriate.

MyHR
Human Resources Department

Escalation - employee notification



hr-systems@qmul.ac.uk

****Your Timesheet Authorisation has been ESCALATED**** -TSESC

To Julian Glass

**** Timesheet Authorisation has been ESCALATED to your manager's manager ****

Your timesheet has not be authorised or rejected by your manager within the set timeout period. This request has therefore been escalated to your manager's manager.

Action - Delete

DL [redacted] has submitted a timesheet for 2.33334 HOURS WORKED for AHA Grade 5 - 1.0 All Days on 23/03/2015.

MyHR
Human Resources Department

Escalation - manager notification



hr-systems@qmul.ac.uk

**** Line Manager Timesheet Authorisation TIMED OUT **** -TSESCM

To Julian Glass

You have not authorised or rejected the timesheet below within the set time out period. The request has therefore been ESCALATED to your manager. An email notifying employee DL [redacted] of this has been sent.

**** Submitted Timesheet to be Authorised ****

Action - Delete

DL [redacted] has submitted a timesheet for 2.33334 HOURS WORKED for AHA Grade 5 - 1.0 All Days on 23/03/2015. Please log in to MyHR to authorise or reject as appropriate.

MyHR