

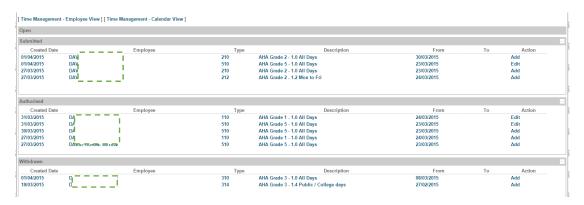
Employee Resubmits a Withdrawn Timesheet

MyHR Timesheets

User Guide

Step 1 - In MyHR select the Timesheets

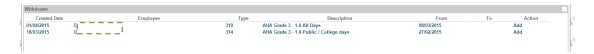
You are presented with the Employee Bins view



NB To understand 'Bins' view see 'Understanding Bins View'

Step 2 - Select the relevant timesheet from the Withdrawn bin to 'Re-open'

Click the one of the timesheets



The timesheets appears



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

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



Step 4 - Proceed as per 'Employee Submits Timesheet'