Queen Mary
University of London

Employee Amends an Authorised Timesheet

MyHR
Timesheet

User Guide

Step 1 - Select the Timesheet 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

You are presented with 'Spreadsheet' view

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

Step 3 – Select the relevant Timesheet

Hover over the relevant timesheet code, right click and select 'Edit'.

The timesheet will appear as below

Make the desired changes.

Step 4 - Submit the timesheet

Click the Submit link

[Cancel] [Submit]
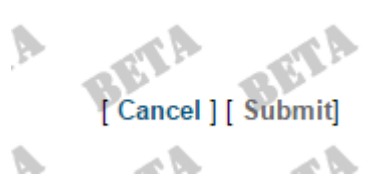
You are returned to the Spreadsheet view

Your timesheet will appear in your 'Submitted' bin

Step 7 (Automated Email)

Your manager will receive an email requested him/her to authorise the timesheet.

** Submitted Timesheet to be Authorised **

Action - Edit

DAVID _ _ _ _ _ _ _ has submitted a timesheet for 1.03334 HOURS WORKED for AHA Grade 4 - 1.2 Mon to Fri on 19/03/2015. 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 on any date 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**