



[Understanding Calendar View for Employees](#)

**MyHR
Timesheets**

User Guides

Step 1 - In MyHR select the Timesheets

You are presented with the Employee Bins view

[Time Management - Employee View] [Time Management - Calendar View]

Open							
Created Date	Employee	Type	Description	From	To	Action	
18/03/2015		314	AHA Grade 3 - 1.4 Public / College days	27/02/2015		Add	
26/02/2015		413	AHA Grade 4 - 1.3 Sat and Sun only	14/01/2015		Add	

Submitted							
Created Date	Employee	Type	Description	From	To	Action	
08/04/2015		113	AHA Grade 1 - 1.3 Sat and Sun only	17/02/2015		Add	
08/04/2015		412	AHA Grade 4 - 1.2 Mon to Fri	19/03/2015		Edit	
08/04/2015		412	AHA Grade 4 - 1.2 Mon to Fri	19/03/2015		Edit	
08/04/2015		412	AHA Grade 4 - 1.2 Mon to Fri	19/03/2015		Edit	
26/03/2015		312	AHA Grade 3 - 1.2 Mon to Fri	18/03/2015		Add	
26/03/2015		310	AHA Grade 3 - 1.0 All Days	17/03/2015		Add	

Authorised							
Created Date	Employee	Type	Description	From	To	Action	
26/03/2015		312	AHA Grade 3 - 1.2 Mon to Fri	20/03/2015		Add	
26/03/2015		412	AHA Grade 4 - 1.2 Mon to Fri	19/03/2015		Add	
26/03/2015		510	AHA Grade 5 - 1.0 All Days	20/03/2015		Add	
26/03/2015		510	AHA Grade 5 - 1.0 All Days	19/03/2015		Add	
26/03/2015		512	AHA Grade 5 - 1.2 Mon to Fri	19/03/2015		Add	
26/03/2015		310	AHA Grade 3 - 1.0 All Days	17/03/2015		Add	

Withdrawn							
Created Date	Employee	Type	Description	From	To	Action	

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

Select the 'Time Management - Calendar View' link.

Step 2 - Select 'Time Management - Calendar View'

Select the 'Time Management - Calendar View' link.

If you are presented with this dialog choose the Post name

Select Post or Delegation

You are presented with 'Calendar' view

Step 3 - Calendar View

The screenshot shows a software interface with two main sections. The top section is titled 'Events Calendar' and displays a grid for the years 2014 and 2015, with months listed on the left. The grid cells contain various colored blocks representing timesheet codes. Below the calendar, there are three checkboxes: 'AHA Grade 5 - 1.0 All Days', 'AHA Grade 6 - 1.2 Mon to Fri', and 'AHA Grade 5 - 1.2 Mon to Fri'. The bottom section is titled 'Absence / Attendance' and contains a table with columns for Type, Description, and Action.

Type	Description	Action
AAT001	Timesheet Basic Hours - All Days	Request New Open AAT001 History
AHA001	AHA @ Spinal Rate - Sun to Sat	Request New Open AHA001 History
AHA110	AHA Grade 1 - 1.0 All Days	Request New Open AHA110 History
AHA112	AHA Grade 1 - 1.2 Mon to Fri	Request New Open AHA112 History
AHA113	AHA Grade 1 - 1.3 Sat and Sun only	Request New Open AHA113 History
AHA114	AHA Grade 1 - 1.4 Public / College days	Request New Open AHA114 History
AHA210	AHA Grade 2 - 1.0 All Days	Request New Open AHA210 History

The Calendar view has two sections.

Top half

This is the calendar section where you can see the Timesheet short codes for each day.

These codes appear as two sizes and colours: small and black means Authorised; large and green means Submitted.

If you hover over a code a window appears displaying the timesheet details.

You can filter what codes are displayed by using the check boxes under the calendar

Bottom half

This display a list of Timesheet codes and descriptions.

There is a link alongside each one called 'Request New'. This can be used to create a blank timesheet