

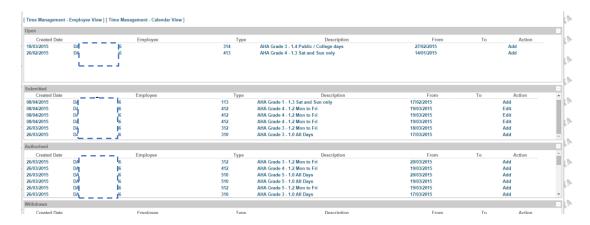
**Understanding Calendar View for Employees** 

MyHR Timesheets

**User Guides** 

# Step 1 - In MyHR select the Timesheets

You are presented with the Employee Bins view



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

Select the 'Time Management - Calendar View' link.

# Step 2 - Select 'Time Management - Calendar View'

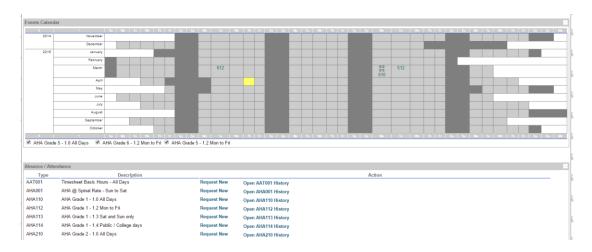
Select the 'Time Management - Calendar View' link.

If you are presented with this dialog choose the Post name



You are presented with 'Calendar' view

# Step 3 - Calendar View



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