Understanding Bins View in Manager View

MyHR
Timesheets

User Guides

Introduction

From the moment that your employee submit a timesheet it can go through various stages before it becomes a payment or is not paid. At each of these stages there is a specific status assigned to each timesheet.

All the timesheets relating to a specific status are store together and where they are stored is called a 'bin'. Each bin is named after the status to which it relates.

IMPORTANT

What you see in your Bins View is:

1. Timesheets you have created, editing and deleted **on behalf of your employees**

2. Your own timesheets

Examples of each Bin

This table lists the bins and describes them:

Bin	Contents and Details	Additional Information
Authorised (Team)	These are your team's timesheets that have added, edited or deleted and were auto-authorised.	These will be processed on the next available pay run. Deletions and reduce hours will create a negative hours payment.
Submitted (Yours)	These are **your** the timesheets that the you input and pressed the 'Submit' button. They are awaiting your manager's authorisation or rejection.	Timesheets in this bin won't be paid. Your will be sent an email when the timesheet is submitted and your manager will be chased to authorise it, particularly near payroll cut-off
Rejected (Yours)	These are your timesheets that your manager did **not** approved for payment.	If you want to resubmit one with some amendments it must be 'moved' to the 'Open' bin. To do this you select it and use the 'Re-open' button.
Withdrawn (Yours)	These are your timesheets that you chose to withdraw before authorisation, perhaps because of an error	If you want to resubmit one with some amendments it must be 'moved' to the 'Open' bin. To do this you select it and use the 'Re-open' button.
Open **(Yours)**	These are timesheets originally from these two bins: **Rejected** (by your manager) then Re-opened by you **Withdrawn** (by you) then Re-opened	Complete these, with or without amendments, as if you were submitting for the first time

Action Status

These describe the latest change to the **information** in the Timesheet. The three action are:

Action	Contents and Details	Additional Information
Add	This is a timesheet as originally input and submitted	
Edit	The timesheet has been changed after it has been **Authorised**	A timesheet cannot be amended by an employee before it is authorised. The employee must 'Withdraw' it and then it can be Re-opened. If the manager want to make the amendment it must firstly be Authorised
Deleted	An employee or manager can delete a timesheet. If carried out by the employee the deletion must be Authorised by the manager The timesheet must be in the Authorised bin to carry this out.	If you want to resubmit with some amendments there is a 'Re-open' button available when you select it. See Bin Open

Payments

Where a timesheet is edited or deleted the incremental hours are passed to payroll via the Attendance Pay Generation process to enable the adjustment temporary pay elements to be created.