

Understanding Team View for Managers

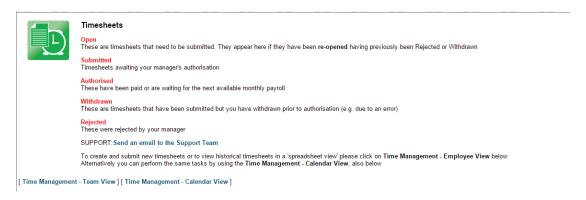
MyHR Timesheets

User Guides

Navigation

From your Home page choose Manager View then

From Modules choose Timesheets. You are now in Bins View



Select Time Management - Team View

Introduction

Think of the Team View as a spreadsheet. Hence 'Spreadsheet View'.

You select a group of employees from your team ...



and are presented with a spreadsheet view of their timesheets



You have their name and post number in the first column, followed by their employee number in the next column and there contract hours. The days columns contain the timesheet code and hours worked for each input timesheet.

Each timesheet occupies one line of the view

Important

Your employees see a similar view to this one.

If you Add, Amend or Delete a Timesheet / Withdraw

Ordinarily we would not expect you to input timesheets on the employees behalf or make changes to what they submitted other than add an alternative cost centre. Any such change is automatically authorised and appears in your Manager View -Authorised bin, as well as the employee's.



It is not easy to see but the text on some lines is lighter than others. It is important to recognise the difference

Darker text

- Timesheet Authorised

Lighter text

- Timesheet Awaiting Manager Authorisation

Open / Rejected / Withdrawn timesheets are not shown

Week Ending Selector

You change the week ending date by using the <Previous and Next> buttons or the

calendar button



Days columns

The presence of a timesheet is depicted by an entry thus:

Type The short code the payment

The paid hours and minutes as a decimal i.e. 2.50 is 2 hrs 30 minutes Hrs/Cash

This table explain what you can do in this columns:

Timesheet	Process	Description	Additional Information
Status	CDEATE A	Hover even the received	Vou can avests s
Not Applicable	CREATE A TIMESHEET	Hover over the required date in the grid, right click, then select Add	You can create a timesheet from any date.
		Hover over the required Timesheet and select it Complete the details.	The Add button is present on the timesheets on the grid
		Change the date if required	
Awaiting Authorisation	View the details	Hover on item and right click, then select Open	If you have made a mistake follow 'Amend the Details'
Awaiting Authorisation	Amend the details	Hover on item and right click, then select Open, then select 'Withdraw'.	The timesheet will disappear from the view.
		You use Bins view - Open to amend and resubmit	
Awaiting Authorisation	Delete the Timesheet	Hover on item and right click, then select Open.	The timesheet will disappear from the view.
		Then select 'Withdraw'	Leave the timesheet in the 'Withdrawn' bin
Authorised	View the details	Hover on item and right click, then select View	If you have made a mistake follow 'Edit the Details'
Authorised	Amend the details	Hover on item and right click, then select Edit.	
		Select 'Submit'	
Authorised	Delete the Timesheet	Hover on item and right click, then select Delete.	It will remain in the view until your manager approves it, at
		Select 'Submit'	which point it will disappear

Remember, all of these action will make the action Authorised