MyHR Timesheets – Getting Started

**MyHR
Timesheets**

User Guide

1. **Introduction**

    1.1. The 'MyHR Timesheets' module is a replacement for paper timesheets, additional hours or overtime claim forms to HR (or make submissions via a spreadsheet).

    1.2. In summary

    1.2.1.   Staff will use MyHR to submit their hours
    1.2.2.   The manager authorises or rejects the timesheet
    1.2.3.   If authorised the timesheet passes automatically to payroll for payment in the next payroll run
    1.2.4.   If rejected the timesheet is 'returned' to the employee and is not paid. The employee can amend and resubmit

    1.3. The employee and manager are able to check the status of submitted, authorised and rejected timesheets

2. **Process Step 1 – Employee Submits Timesheet**

    2.1. The employee select the relevant payment from list e.g. Timesheet Basic Hours. The timesheet entry page appears

    2.2. Complete the form (Date, Comment, Hours) and press the Submit button

    2.3. In a few minutes the employee receives an email confirming the timesheet has been passed to their manager to authorise

    2.4. Simultaneously the manager receives a similar email which requests authorisation

    2.5. The timesheet is visible to the employee with the status of 'submitted'

    2.6. The next step is for your manager to authorise or reject

3. **Process Step 2 – Manager Authorise or Rejects Timesheet**

    3.1. In MyHR the timesheet will be visible for your manager to authorise or reject. This is a quick one-button process

    3.2. In a few moments an 'authorised' email or 'rejected' email is sent to the employee

    3.3. The status of the timesheet changes from 'submitted' to 'authorised' or 'rejected'

4. **Process Step 3 – Amend and Resubmit Rejected Timesheet**

    4.1. The employee is able to amend the timesheet and submit it again for authorisation

5. **Process Step 4 – Authorised Timesheet is paid in the next Payroll**

    5.1. The authorised timesheet is automatically stored for payment in the next available payroll run

    5.2. The next cut-off date is published in MyHR and typically the timing is that timesheets for work up until the Saturday at the end of the first week of the month will be paid in that month, provided they have been authorised by the following midweek

6. **Next Steps**

    6.1. Your best source of resources is to visit [HR Timesheets website](#). Here you find user guides, FAQ's and videos and contact details

    6.2. To tie in with the launch of timesheets in January 2016 we are running training session until early March. This are the recommended method of getting up to speed most effectively. Visit the HR Timesheets website to book your training.

    6.3. The user guides are task related. We recommend you follow the as you are carrying out your first timesheets

7. Process Flow

Process Flow for each Timesheet — MyHR Timesheets

Employee
- Not paid
- Try again?
- Input and Submit
- Rejected Bin
- Amend and Submit

No → Not paid
Yes → Amend and Submit

Manager
- Input and Submit
- Authorise Or Reject?
- Rejected
- Authorised

Payroll
- Awaiting Payroll Processing
- Is it Tuesday, Payroll Cut off Day?
- Generate Payments
- Pay employee in next pay run

Yes → Generate Payments
No – do nothing