



[Manager Rejects a Timesheet](#)

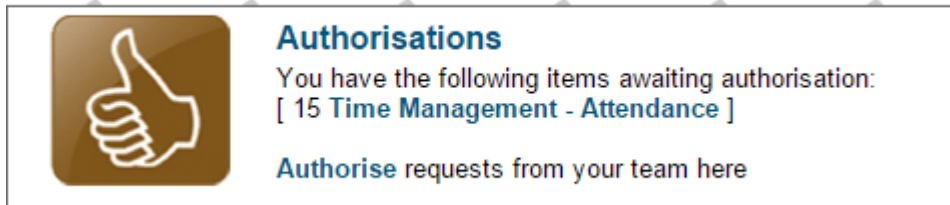
**MyHR
Timesheets**

User Guide

METHOD A - AUTHORISATIONS module

Step 1 - Select the link 'Time Management - Attendance'

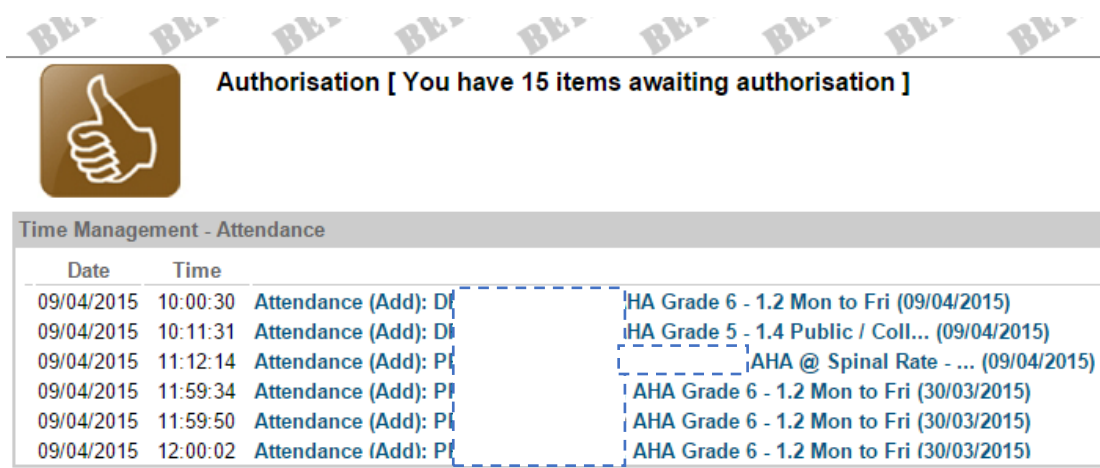
The number of timesheets awaiting authorisation are displayed on you home page



Authorisations
You have the following items awaiting authorisation:
[15 Time Management - Attendance]
[Authorise](#) requests from your team here

Select of the links shown

A list of timesheets appears



Authorisation [You have 15 items awaiting authorisation]

Date	Time		
09/04/2015	10:00:30	Attendance (Add): D	HA Grade 6 - 1.2 Mon to Fri (09/04/2015)
09/04/2015	10:11:31	Attendance (Add): D	iHA Grade 5 - 1.4 Public / Coll... (09/04/2015)
09/04/2015	11:12:14	Attendance (Add): P	AHA @ Spinal Rate - ... (09/04/2015)
09/04/2015	11:59:34	Attendance (Add): P	AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	11:59:50	Attendance (Add): P	AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	12:00:02	Attendance (Add): P	AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)

Step 2 - Select a Timesheet

Select a timesheet from the list and it appears



Record an Attendance - A

The 'How to use MyHR Timesheet Guide' and 'My Grade' links are on the top right

Type: AHA Grade 6 - 1.2 Mon to Fri

Comments: []

Date: 09/04/2015

Total Time: 1 0 1.00

Cost Centre: []


[Cancel] [Authorise] [Subject]

Step 3 - Reject the Timesheet

Select the 'Reject link

You are returned to the list page.

Step 4 - Choose the next timesheet



Time Management - Attendance		
Date	Time	
09/04/2015	10:11:31	Attendance (Add): D [Grade 5 - 1.4 Public / Coll... (09/04/2015)
09/04/2015	11:12:14	Attendance (Add): P [HA @ Spinal Rate - ... (09/04/2015)
09/04/2015	11:59:34	Attendance (Add): P [HA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	11:59:50	Attendance (Add): P [HA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	12:00:02	Attendance (Add): P [HA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	12:15:13	Attendance (Add): P [AHA Grade 6 - 1.2 Mon to Fri (10/03/2015)

The Timesheet has been removed from the list

Repeat from Step 2

NB (Automated Email)

The employee and (if applicable) the supervisor will receive an email informing them of the rejection

Subject: ** Submitted Timesheet has been REJECTED **

**** Submitted Timesheet has been Rejected ****

Dear JA [redacted]
Action - Add

Your timesheet for 1.00000 HOURS WORKED for AHA Grade 6 - 1.2 Mon to Fri on 30/03/2015 has been REJECTED by your manager. Please discuss this matter with them. Please log in to MyHR to amend and resubmit it as appropriate.

MyHR
Human Resources Department

METHOD B - MANAGER VIEW module

Step 1 - Select the Manager View module

You can read the guidance presentation here or click here for the full data protection guidance.

Authorisations: 14		
Date	Time	Description
09/04/2015	10:11:31	Attendance (Add): [A Grade 5 - 1.4 Public / Coll... (09/04/2015)
09/04/2015	11:12:14	Attendance (Add): [AHA @ Spinal Rate - ... (09/04/2015)
09/04/2015	11:59:34	Attendance (Add): [AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	11:59:50	Attendance (Add): [AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	12:00:02	Attendance (Add): [AHA Grade 6 - 1.2 Mon to Fri (30/03/2015)
09/04/2015	12:15:13	Attendance (Add): [AHA Grade 6 - 1.2 Mon to Fri (10/03/2015)

The Authorisations list appears on your Manager View page

Step 2 - Continue as per Method A - Step 2