

Preparing for MyHR Timesheets and Additional Hours

Employees

Step 1

Eligibility

“I complete a paper timesheet, or an Additional Hours form, or I give my hours to my manager or supervisor AND I am not in the exclusion list below”

Exclusion List

I complete a Demonstrator Claim Form

I am Student Union staff not on a pay spine

I am a Teaching Assistant

I am not an employee and I need to submit a One-Off Payment Claim Form

Step 2

QM Staff Login

“AND I have a QM Staff login to access my MyHR account”. If YES go to TRAINING; if NO ask your manager to request a login for you

Step 3

Book Your Training

Book yourself on one of our training sessions for course HR014 [click here](#)