

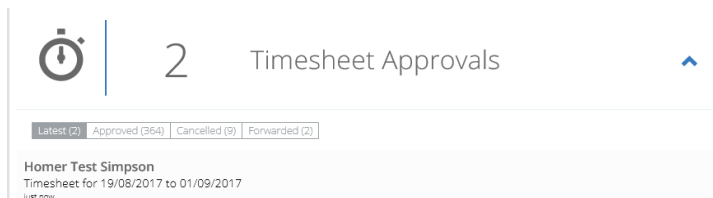


Action timesheets

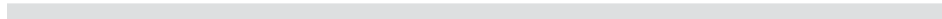
Supervisors can action timesheets from reporting employees via the **Timesheet Approvals** section in MyHR's default home page - **My Tasks**.

Steps:

- Navigate to: Dashboard -> My Tasks *(if required)*
- Expand **Timesheet Approvals** section by clicking on the blue arrow.



- Select a Timesheet to action.
- Verify details in your preferred view - Daily/Period/Detailed/Summary.



September 16th 2017 — September 29th 2017

[Daily](#) [Period](#) [Detailed](#) [Summary](#)

Employees are required to complete an Attendance Record by Close of Business Friday prior to the pay day and submit to your Supervisor for approval.

Hours of Work + Add

Record your work and leave hours.
All leave (excluding FLEX) must be applied for through the Leave Application area of MyHR (Home Tab). Claim Overtime in the section below.

DATE	TYPE	START TIME	FINISH TIME	BREAK HOURS	COMMENTS
Wed 20th Sep	Normal Hours	07:45	15:30	00:30	
Thu 21st Sep	Normal Hours	09:00	12:00		

- Click on **Approve/Decline/Forward/Return** button at the bottom of the page to action the timesheet.



^ Availability of options will vary based on approval-authority set for the supervisor.

Note: Historical Timesheet Approval notifications can be accessed by clicking on the relevant tab (Approved/Cancelled/Forwarded) within the Timesheet Approval section.

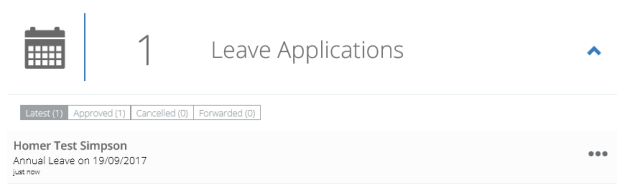


Action leave applications

Applications for leave can be actioned via the **Leave Applications** section in **My Tasks** page.

Steps:

- Navigate to: Dashboard -> My Tasks *(if required)*
- Expand **Leave Applications** section by clicking on the blue arrow.



- To express-approve an application, click on the ellipsis and select Approve.



- Alternatively, select the application to action & verify leave details.
- Click on Approve/Decline/Forward/Return button at the bottom of the page to action the application.



^ Availability of options will vary based on approval-authority set for the supervisor.

Note: Historical Leave Applications can be accessed via relevant tab (Approved/Cancelled/Forwarded) in the Leave Approval section.

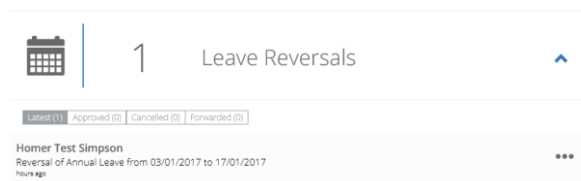


Action leave reversal applications

Leave reversal applications can be actioned via the **Leave Reversals** section in **My Tasks** page.

Steps:

- Navigate to: Dashboard -> My Tasks *(if required)*
- Expand **Leave Reversals** section.



- To express-approve the application, click on the ellipsis and select Approve.



- Alternatively, select the application to action. Verify leave details.
- Click on Approve/Decline/Forward/Return button at the bottom of the page to action the application.



^ Availability of options will vary based on approval-authority set for the supervisor.

Note: Historical Leave Reversal Applications can be accessed by clicking on the relevant tab (Approved/Cancelled/Forwarded) in the Leave Reversal section.

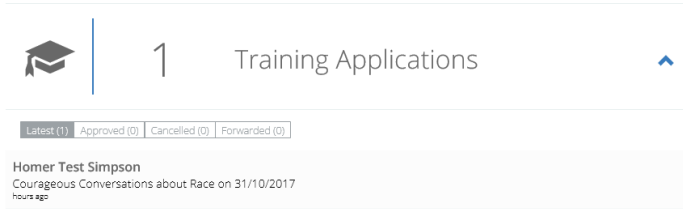


Action training applications

Training Applications are actioned via the My Task page.

Steps:

- Navigate to: Dashboard -> My Tasks *(if required)*
- Expand **Training Applications** section.



- Select the application to action. Verify details.
- Click on Approve/Decline/Forward/Return^ button at the bottom of the page to action the application.



^ Availability of options will vary based on approval-authority set for the supervisor.

Note: Historical Training Applications can be accessed by clicking on the relevant tab (Approved/Cancelled/Forwarded) in the Training Applications section.



Submit timesheet/leave application/leave reversal on behalf of reporting employee(s)


Supervisors can perform certain activities on behalf of a reporting employee via the Employee Search Bar.

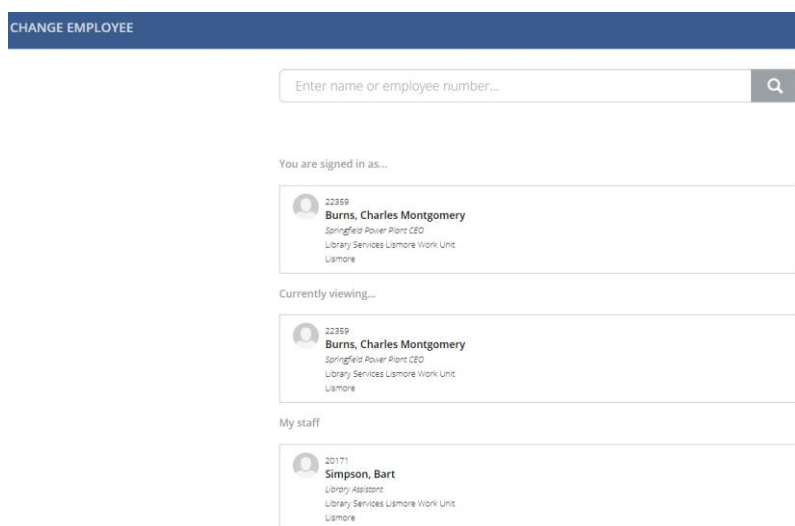


Following applications can be submitted on behalf of a reporting employee:

- Timesheets
- Leave Applications
- Leave Reversal Applications

Steps:

- Click on the **Employee Selector** Icon on the Employee Search Bar. 
- The **Change Employee** page will list all reporting employees.



- Type employee's name in the Search Bar or select a name under **My Staff** section.

- The **Employee Selector** Icon will turn to Orange, signifying a “switch” to selected Employee’s profile.



The employee’s name is now displayed on the Employee Search Bar.

- Supervisors can now submit Timesheet, Leave Applications or Leave Reversals for the chosen employee.
 - *Please refer to Help Guides available in MyHR to learn how to submit timesheets or leave applications*
- Repeat the aforementioned steps to switch to a different employee.
- Once completed, select your name on the **Change Employee** page to revert back to your profile.

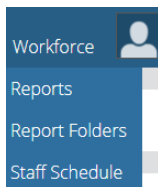
Note: Supervisors can only view their own **My Tasks** content. Selecting another employee will not display **My Tasks** content (e.g. Mail) for that employee.

View staff schedule

Supervisors can view staff availability via the Staff Schedule module.

Steps:

- Navigate to: Workforce -> Staff Schedule



- Select the required start date, employee/ organisation unit and other required options.
- Click on View Schedule
- If required, switch between day, week and month views.

Add/remove shared inboxes

Users with multiple MyHR user roles can filter their **My Tasks** dashboard to display notifications from selected role/shared inboxes.

Steps:

- To view tasks for specific roles: Click on **X** to remove an Inbox -> Select Load Inboxes.

My Tasks



- My Tasks page will be updated with relevant sections corresponding to the selected mailbox.
- To add an inbox, click on the search box under My Tasks heading and select available inbox (es).



- Click on Load Inboxes.