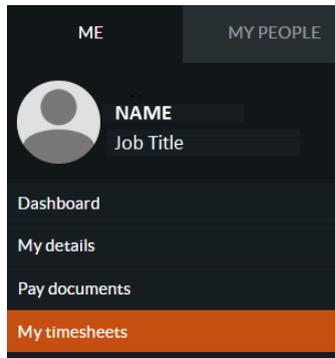


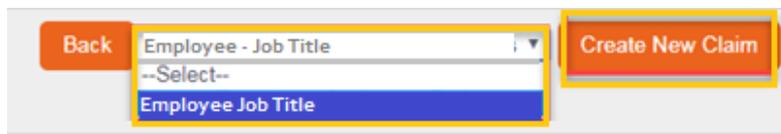
Accessing MyTimesheets

Timesheets

Once you have logged into MyView you can access **my timesheets** from the side bar menu.



Select the correct post from the dropdown list at the bottom of the screen and click on form with description **create new claim**. If you are claiming for more than one role, you are required to complete a claim form for each role.



The timesheet will be displayed showing the job title of the post you selected

Completing the timesheet

1. The **description** field automatically shows 'new claim'. Overtyping this with the week commencing date for the timesheet, Monday being the first day of the week (see below) and include your name

2. Use the dropdown to select whether the amount is additional hours – paid at basic rate, overtime x 1.5 or overtime x 2.0. If you are hourly paid, the lines will be already present and you will not need to do this step.
3. Enter the date of when the hours were worked in the **claim date** field. You can either type the date in or pick it from the date picker click on the minus button if you accidentally enter too claim dates for the working week
4. Enter the number of hours worked in the **amount/units** field – this needs to be entered as a digital number e.g. For 5 hours 15 minutes enter 5.25, for 6 and three quarter hours enter 6.75.
5. The rate is picked up from the staff system and is therefore not shown on the timesheet, and as it is derived it will not be displayed under the **rate** column or in the **total** fields. Therefore the total and grand total fields will always show as 0.00.
6. To add further rows for claiming hours worked, click on the icon at the end of the last row

Accessing MyTimesheets

Description: Joe Bloggs timesheet w/c 21/01/2019

Catering Services

	Claim Date	Amount/Units		
Hours worked	21/01/2019	2.00	derived rate	-
Hours worked	22/01/2019	2.25	derived rate	-
Hours worked	23/01/2019	2.75	derived rate	-
Hours worked	24/01/2019	3.00	derived rate	-
Hours worked			derived rate	- +
Discretionary day hours worked			derived rate	+
Bank Holiday hours worked			derived rate	+

Total for Catering Services: 0.00

NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.

GRAND TOTAL: 0.00

Buttons: Back, Reset, Save, Submit

Clicking **reset** deletes all the data you have entered and deletes the lines

Clicking **save** just saves the timesheet onto your MyView, and can be accessed via the 'open' box of 'my timesheets'. You can keep updating this timesheet until you have submitted it for authorisation (e.g. Update it daily, and then submit it at the end of the week).

7. Click **submit** to submit your timesheet to your line manager for authorisation
8. When you click on submit you will be asked to confirm your action. Click **ok**
9. You will receive a confirmation message; click on **continue**
10. Once you have submitted your timesheet an e-mail is automatically sent to your line manager informing them that they have a timesheet from yourself awaiting authorisation
11. Your submitted timesheet will now move to your **submitted** box on 'my timesheets'

Submitted			
Date	Form	Description	Value
10/01/2019	0000209799		0.00

At this point you can choose to withdraw your timesheet if you wish to make changes (**you can only do this before it is authorised**)

To withdraw your timesheet click on the appropriate form number and then click on

Withdraw at the bottom of the screen. You will be asked to confirm your action

Withdrawn			
Date	Form	Description	Value
10/01/2019	0000209799		0.00

If you wish to re-submit this timesheet click on the form number to enter the relevant timesheet then click on **re-open**

The open timesheet will now move to your 'open' box on **my timesheets**

Accessing MyTimesheets

Open			
Date	Form	Description	Value
10/01/2019	0000209799		0.00

Click on the form number of the timesheet you wish to amend

Make any changes you require and click on **submit** as above

Authorisation/rejection of my timesheet

Once you have submitted your timesheet for authorisation your manager will go into MyView and either:

A) Authorise your timesheet without making any amendments

B) make amendments to your timesheet and authorise your timesheet - a message will be displayed in the authorisation/rejection note' box explaining any amendments (see below)

C) Reject your timesheet - a reason why will be given in the **authorisation/rejection note** box

Regardless of whether your timesheet has been authorised or rejected by your line manager you will receive an email to the email address registered with hr

Timesheet authorised (with or without amendments)

If your timesheet has been authorised you will receive the e-mail below to the e-mail address registered with HR advising you of this

It is advisable that you log back into MyView to check whether any amendments have been made - your authorised timesheet will now have moved to your **authorised** box on **my timesheets**

Authorised			
Date	Form	Description	Value
16/01/2019	0000209799		0.00

Click on the form number to enter the timesheet

Number: 0000197106
Position: Human Resources Assistant - Projects
Description: Claim for hours w/o

Additional Hours/Overtime

	Claim Date	Amount/Units	
Overtime x 1.5	17/12/2018	1.50	derived rate
Overtime x 1.5	18/12/2018	3.00	derived rate
Overtime x 1.5	19/12/2018	3.25	derived rate

Total for Additional Hours/Overtime: 0.00
NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.

GRAND TOTAL: 0.00

Authorisation/Rejection Notes:
AMENDED HOURS CLAIMED 17/12/2018 - TO 1.5 HOURS

Back

Any comments your line manager has written will show in the **authorisation/ rejection notes** box

Timesheet rejected

Accessing MyTimesheets

If your timesheet has been rejected you will receive the e-mail to the e-mail address registered with HR advising you of this.

The timesheet can be accessed via the **rejected** box of **my timesheets**



The screenshot shows a window titled "Rejected" with a table containing one entry. The table has four columns: Date, Form, Description, and Value. The entry shows a date of 25/02/2019, a form number 0000209799, a description "Time sheet claim 18/02/2019", and a value of 0.00.

<u>Date</u>	<u>Form</u>	<u>Description</u>	<u>Value</u>
25/02/2019	0000209799	Time sheet claim 18/02/2019	0.00

If you want to amend and resubmit it, click on the form number

Click on **re-open** to make changes to the timesheet

A confirmation screen will appear

You then need to go to the **open** section of **my timesheets** and click on the form number again to amend as necessary and click on **submit** to submit it when you have made the necessary changes

Any problems or queries you have with MyView should be reported to the HR systems

Team using the e-mail address: selfservice-hr@rhul.ac.uk.