MyTimesheets - Accessing the MyTimesheets Module

- Once you have logged into MyView you can access ‘My Timesheets’ from the GoTo button or by scrolling down the page to the ‘My Timesheets’ box and click on the bold text (‘My Timesheets’ or ‘here’)

Select the correct post from the dropdown list at the bottom of the screen and click on

- ‘Create New Claim’

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’. Overtype this with the week commencing date for the timesheet, Monday being the first day of the week (see below)

2. 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

3. 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.

4. 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.

5. To add further rows for claiming hours worked, click on the icon at the end of the last row

Clicking [Reset] deletes all the data you have entered

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)

6. Click [Submit] to submit your timesheet to your line manager for authorisation

7. When you click on [Submit] you will be asked to confirm your action
8. 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.

9. Your submitted timesheet will now move to your ‘Submitted’ box on ‘My Timesheets’.

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.

- If you wish to re-submit this timesheet click on the form number to enter the relevant timesheet then click on [Re-Open].

- You will receive a confirmation message; click on [Continue].

- The open timesheet will now move to your ‘Open’ box on ‘My Timesheets’.
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’

Click on the form number to enter the timesheet
Any comments your line manager has written will show in the Authorisation/Rejection Notes box

**Timesheet Rejected**

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

The timesheet can be accessed via the ‘Rejected’ box of ‘My Timesheets’
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.