


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')



My Timesheets

You have the following number of claims:

[1 Authorised]


[4 Open]

[1 Rejected]

[Click here to complete your timesheet.](#)

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

- 'Create New Claim'



Royal Holloway
University of London

Welcome Mark


[home] [view your details] [help]

[change password] [update profile]

GO TO:

My Timesheets

sign out



My Timesheets [You have 0 claims]

For details of how to complete your timesheet click [here](#) or use the link in the box on the right.

If you work in more than one area /role it is important that you select the correct post to enter the hours worked against as your line manager can only authorise work completed in their area.

Work for less than a full hour needs to be entered as a digital number e.g. 5 and a quarter hours should be entered as 5.25, and 6 and three-quarter hours should be entered as 6.75

Timesheets authorised by your line manager by the 15th of the month will be paid in the current month. Timesheets authorised after the 15th of the month may not be processed until the following month.


How do I complete My Timesheet?

[Back] Training - Tutor [Create New Claim]

Training - Assistant/Prep

Training - Tutor

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



IT Services

In the Description box overtype 'New Claim' with the week commencing date - using Monday as the first day of the week, for example w/c 03/05/2010.

Please input the number of hours worked each day.



Work for less than a full hour needs to be entered as a digital number. For example 5 hours and 15 minutes should be entered as 5.25, and 6 and three-quarter hours should be entered as 6.75.


How do I complete My Timesheet?

Position	HR Systems & Information Officer		
Description	<input type="text" value="New Claim"/>		
IT Services			
	Claim Date	Amount/Units	Rate
Hours worked	<input type="text" value=""/>	<input type="text" value=""/>	[-]
Hours worked	<input type="text" value=""/>	<input type="text" value=""/>	[-]
Hours worked	<input type="text" value=""/>	<input type="text" value=""/>	[-]
Hours worked	<input type="text" value=""/>	<input type="text" value=""/>	[-]
Hours worked	<input type="text" value=""/>	<input type="text" value=""/>	[-] [+]
Total for IT Services		<input type="text" value="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		<input type="text" value="0.00"/>	

[Back] [Reset] [Save] [Submit]

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)
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









IT Services

Please input the number of hours worked each day. For half an hour use 0.5.

How do I complete My Timesheet?

Position Training - Tutor

Description

IT Services				
	Claim Date	Amount/Units	Rate	
Hours worked	05/04/2010 	<input type="text" value="5.75"/>	[derived rate]	[-]
Hours worked	06/04/2010 	<input type="text" value="5.00"/>	[derived rate]	[-]
Hours worked	07/04/2010 	<input type="text" value="2.25"/>	[derived rate]	[-]
Hours worked	08/04/2010 	<input type="text" value="5.50"/>	[derived rate]	[-]
Hours worked	09/04/2010 	<input type="text" value="4.00"/>	[derived rate]	[-] 
Total for IT Services		<input type="text" value="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		<input type="text" value="0.00"/>		

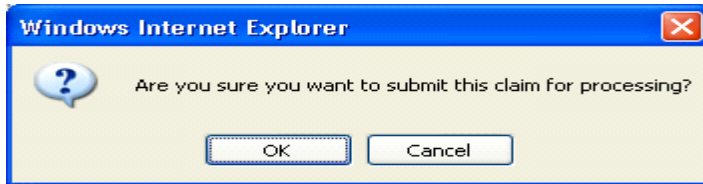
[Back] [Reset] [Save] [Submit]

Will always show as 0.00

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'

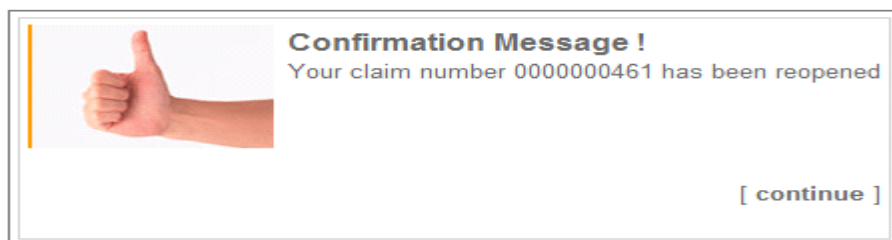
Submitted			
Date	Form	Description	Value
13/04/2010	0000000507	w/c 05/04/10	0.00

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
15/04/2010	0000000508	w/c 05/04/2010	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]
- You will receive a confirmation message; click on [Continue]



- The open timesheet will now move to your 'Open' box on 'My Timesheets'

Open			
Date	Form	Description	Value
15/04/2010	0000000508	w/c 05/04/2010	0.00
15/04/2010	0000000513	New Claim	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

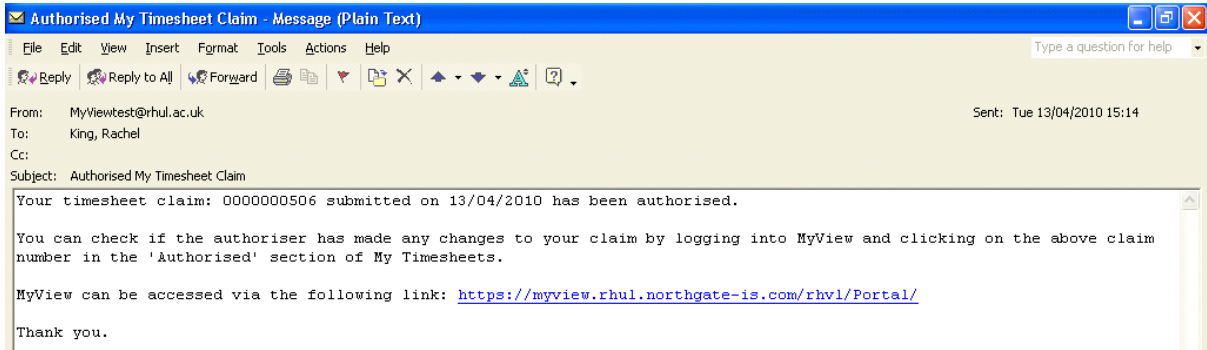
Once you have submitted your timesheet for authorisation your manager will go into MyView and either:

- Authorise your timesheet without making any amendments
- 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)
- 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
13/04/2010	0000000507	w/c 05/04/10	0.00

Click on the form number to enter the timesheet

Number 000000508
 Position Training - Tutor
 Description w/c 05/04/2010

IT Services			
	Claim Date	Amount/Units	Rate
Hours worked	05/04/2010	5.00	[derived rate]
Hours worked	06/04/2010	3.00	[derived rate]
Hours worked			[derived rate]
Hours worked			[derived rate]
Hours worked			[derived rate]
Total for IT 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

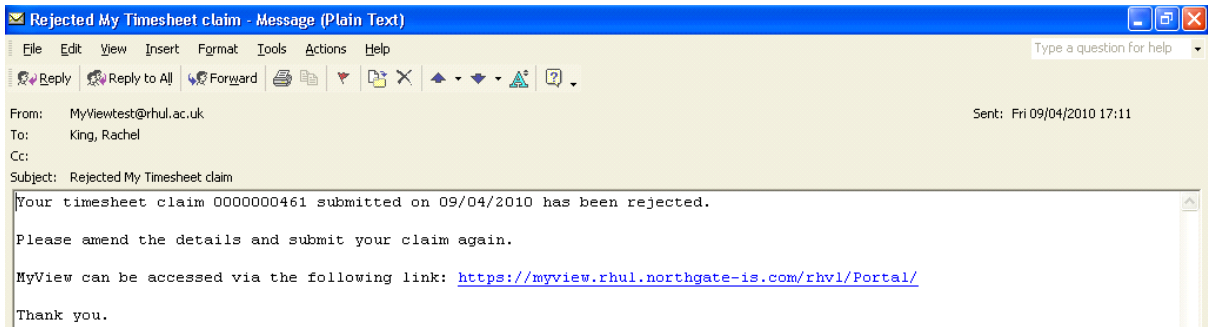
Authorisation/Rejection Notes
 Only worked 3 hours on 6th April

[Back]

Any comments your line manager has written will show in the Authorisation/ Rejection Notes box

Timesheet Rejected

If your 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'

Rejected			
Date	Form	Description	Value
09/04/2010	0000000461	w/c 5th April	0.00

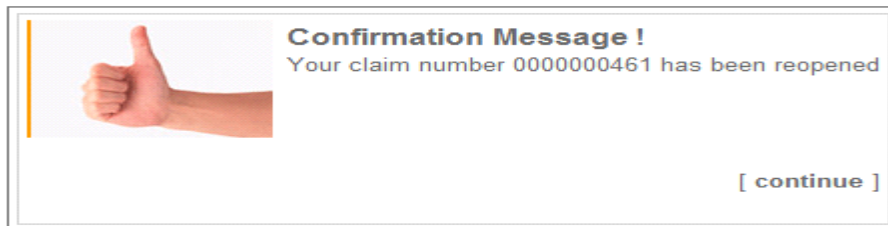
If you want to amend and resubmit it, click on the form number

Number	000000514		
Position	Training - Tutor		
Description	w/c 05/04/2010		
IT Services			
	Claim Date	Amount/Units	Rate
Hours worked	05/04/2010	5.00	[derived rate]
Hours worked	06/04/2010	4.00	[derived rate]
Hours worked			[derived rate]
Hours worked			[derived rate]
Hours worked			[derived rate]
Total for IT Services		0.00	<small>NB: This total does not include lines with a derived rate! The value of these lines will be calculated during the payroll.</small>
GRAND TOTAL		0.00	
Authorisation/Rejection Notes			
Only worked 3 hours on the 6th April			

[Back] [Re-open]

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.