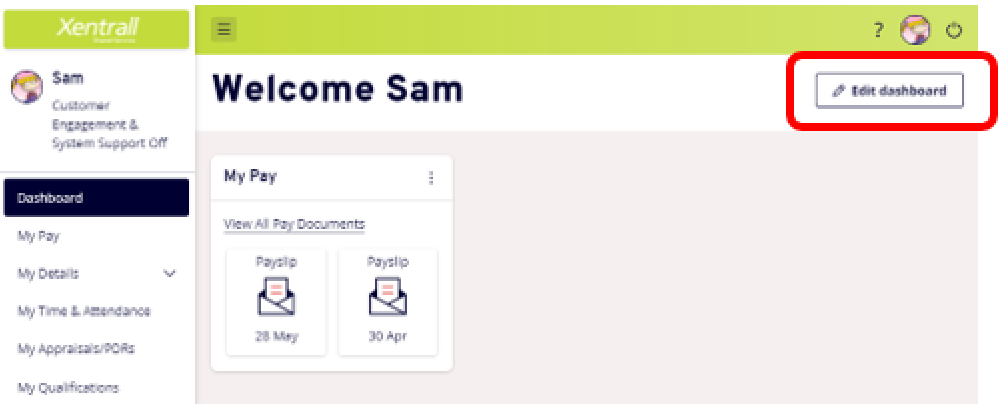
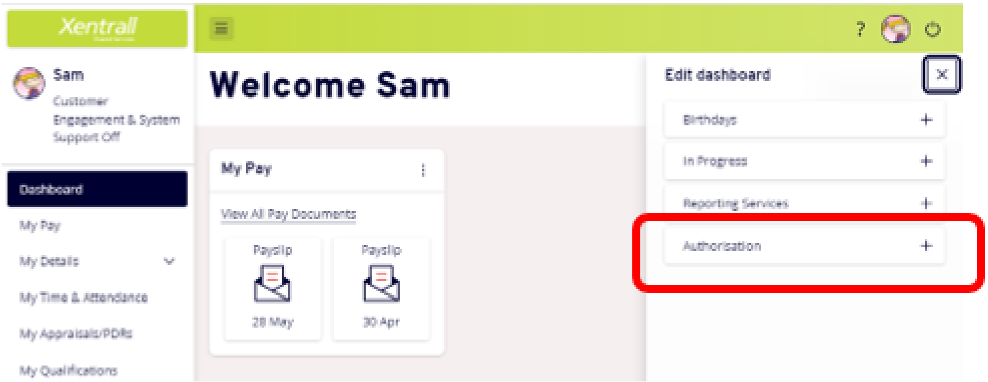
Authorisations via MyHR

Ensure your Authorisation widget is turned on

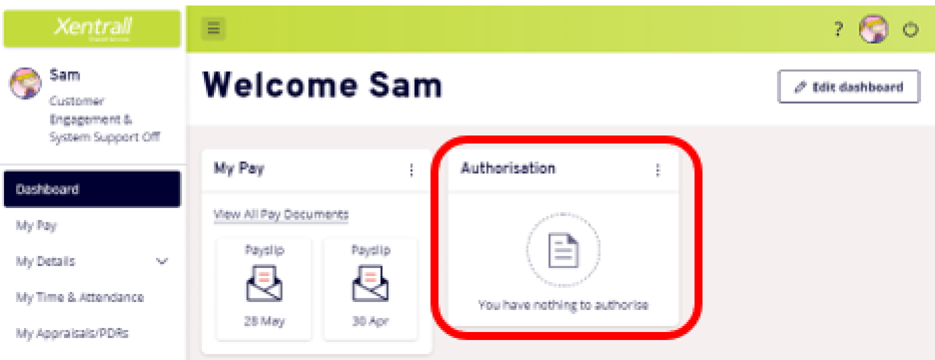
- Click Edit Dashboard



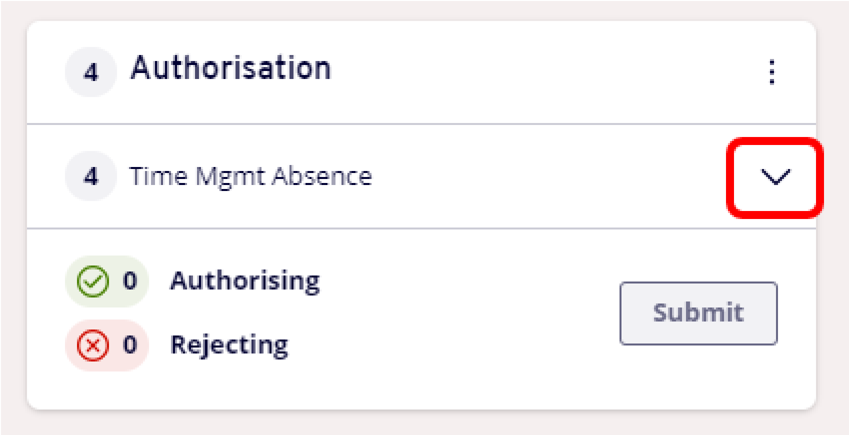
- Click Authorisation



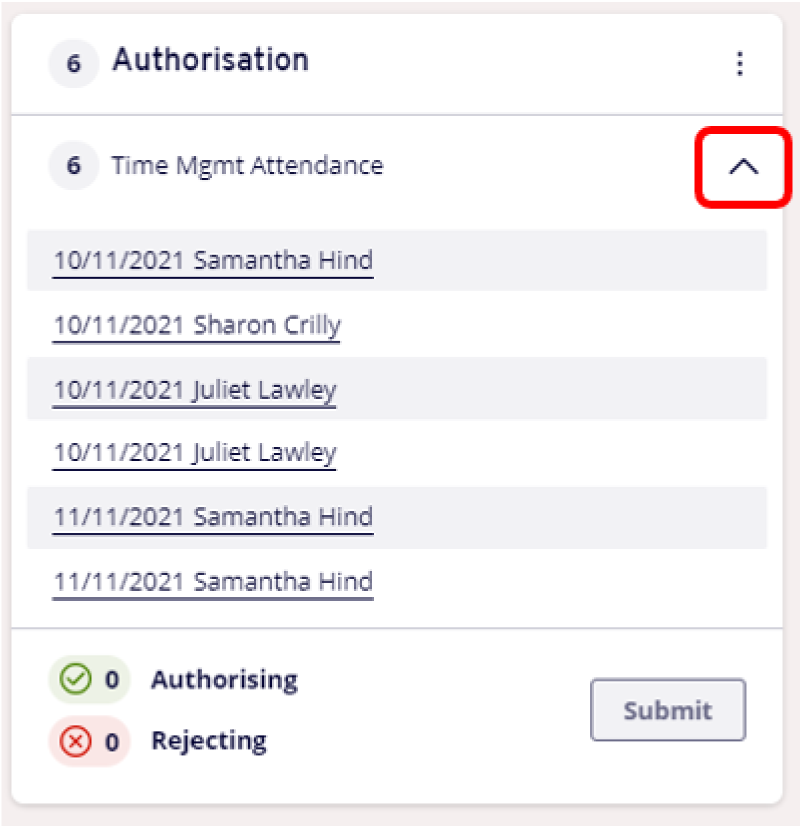
- The Authorisation widget will appear on your dashboard



The Authorisation Widget will display any pending Requests



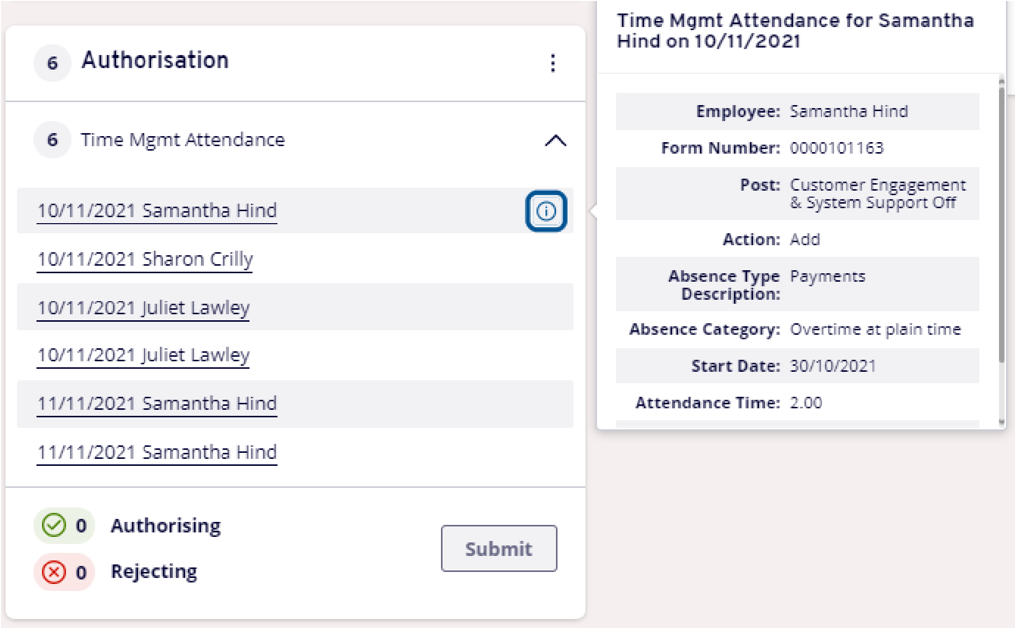
Use the arrow to expand the list and view the requests



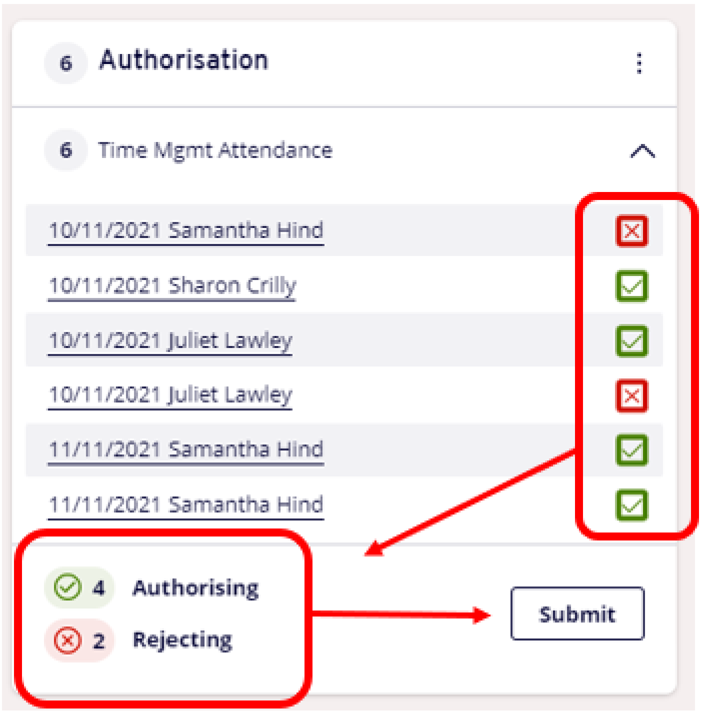
IMPORTANT: Please review the requests carefully - Once authorised they will be applied directly to the employee's payroll – any errors/issues may not be able to be rectified until the following month.

Hover over the employee name to display "quick action" buttons

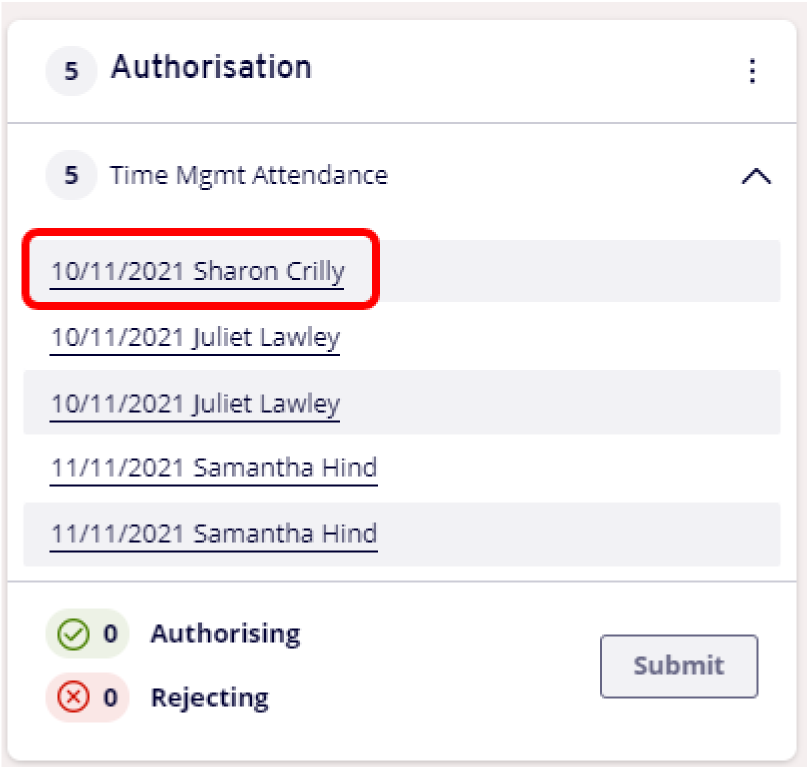
- ✓ will authorise
- × will reject
- ⓘ will display a summary of the request



To use the quick buttons, identify each request and then click submit *(you can do one at a time, you don't need to mark all requests at once)*



To Review the request in full, click on the employee name



Review the details and then authorise or reject

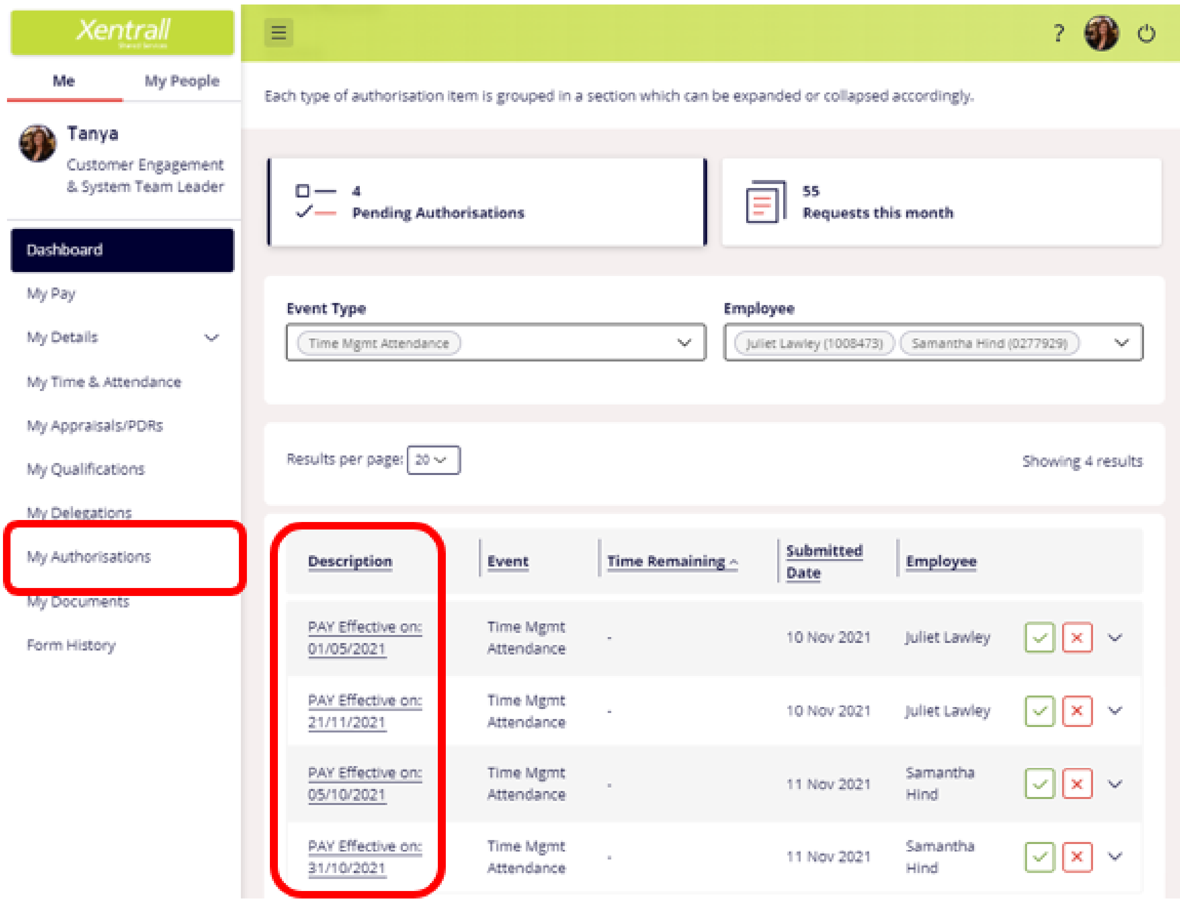
If the request is rejected, please contact the employee to advise the reason. There is nowhere to record notes on the MyHR request.

***Cost Centre**: If this is blank, the overtime will be paid to the employee detail cost code (the same s their salary code)

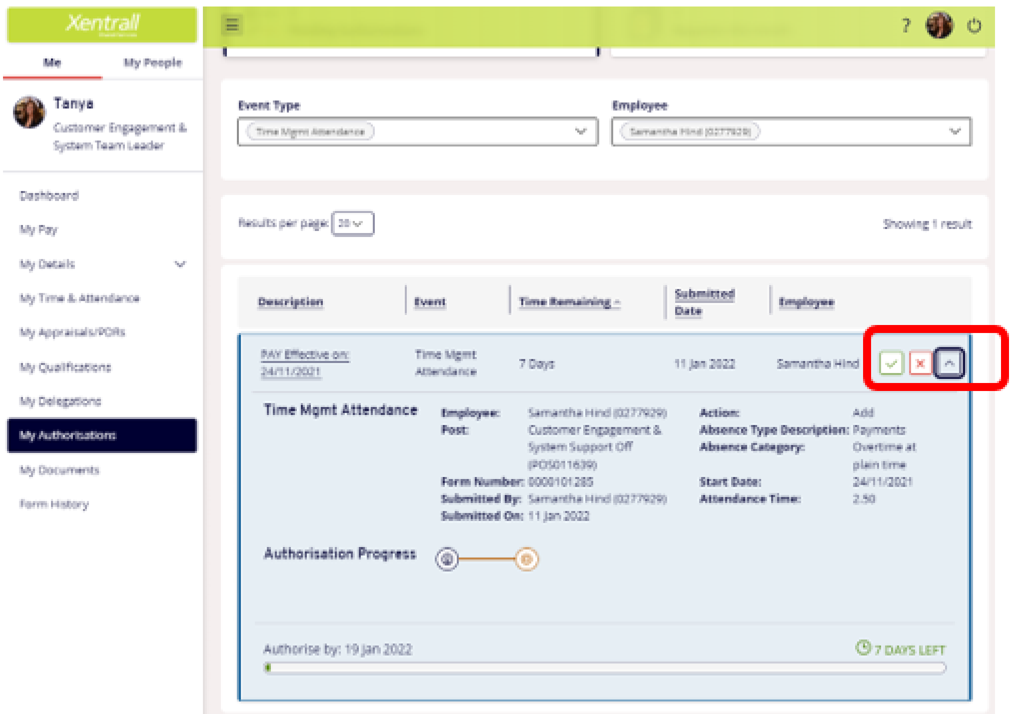
When the request has been authorised/rejected, you will be taken to the Authorisations module (not back to the dashboard)

The Authorisations Module displays all pending authorisation requests. You can access the module at any time using the My Authorisations option on the menu.

To view the details of the request, click on the Description



Or, expand the row, to see the quick view and authorise or reject using the quick buttons



NOTE:

If you are logged into MyHR and a new Overtime request is submit, your dashboard widget will not update immediately. You will need to refresh the page, or click on My Authorisations to view the request in the main module.

You will always receive an email notification to advise that there is a request to review.

When you respond to a request, the employee will received a confirmation email.

FAQ's

What are the payroll deadlines each month?

Please refer to the deadlines page under Time & Attendance, or check the MyHR website for the most up to date deadlines.

https://www.xentrall.org.uk/media/1050/payment-deadlines-2022-2023.pdf

Is there a deadline for responding to a payment request?

7 days from the initial notification. You will receive an email reminder after 3 days. If the request is not actioned within the 7 days, it will automatically reject, and the employee will be notified.

What happens when I reject a claim?
It is deleted from the calendar and the employee is automatically notified by email. It is advised that you discuss the reason for rejection with the employee, as there is no facility to add notes to the email.

Can we add future dated future dated payments?

Future dated entries should not be authorised. Only payments for work already completed should be entered and authorised.

I'm going on leave, who will authorise my staff payments?

You can delegate this task. Please see notes for "Delegating Autorisations"

If you do not set up a delegation, the requests may time out and will need to be re-submit

When should Payments be entered?

Payments are designed to be entered daily; this allows you to keep track of the hours worked each day. However, employees can add payments weekly or monthly. It is your responsibility to discuss and agree a preferred process with your staff.