

# **Authorisations via MyHR**

Ensure your Authorisation widget is turned on

- Click Edit Dashboard



- Click Authorisation

Xentrall	<b>H</b>	
Sam	Welcome Sam	Edit dashboard
rgagement & System		Birthdays
portion	My Pay :	In Progress
rd	View All Pay Documents	Reporting Services
	Paysip Paysip	Authorisation
Attendance		
PDRs	28 May 30 Apr	
tions		

- The Authorisation widget will appear on your dashboard



The Authorisation Widget will display any pending Requests

4 Authorisation	:
4 Time Mgmt Absence	$\sim$
<ul><li>O Authorising</li><li>Rejecting</li></ul>	Submit

Use the arrow to expand the list and view the requests

6 Authorisation	:
6 Time Mgmt Attendance	<u>^</u>
10/11/2021 Samantha Hind	
10/11/2021 Sharon Crilly	
10/11/2021 Juliet Lawley	
10/11/2021 Juliet Lawley	
11/11/2021 Samantha Hind	
11/11/2021 Samantha Hind	
<ul><li>O Authorising</li><li>Rejecting</li></ul>	Submit

*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
- <sup>①</sup> will display a summary of the request

6 Authorisation	:	Time Mgmt Attendance for Samantha Hind on 10/11/2021
		Employee: Samantha Hind
6 Time Mgmt Attendance	^	Form Number: 0000101163
10/11/2021 Samantha Hind	0	Post: Customer Engagement & System Support Off
10/11/2021 Sharon Crilly	J	Action: Add
10/17/2021 Sharon Chily		Absence Type Payments Description:
10/11/2021 Juliet Lawley		Absence Category: Overtime at plain time
10/11/2021 Juliet Lawley		Start Date: 30/10/2021
11/11/2021 Samantha Hind		Attendance Time: 2.00
11/11/2021 Samantha Hind		
⊘ 0 Authorising	Gubmit	
🛞 0 Rejecting	Submit	

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)

6 Authorisation	:
6 Time Mgmt Attendance	^
10/11/2021 Samantha Hind	
10/11/2021 Sharon Crilly	
10/11/2021 Juliet Lawley	
10/11/2021 Juliet Lawley	$\bowtie$
11/11/2021 Samantha Hind	
11/11/2021 Samantha Hind	
<ul> <li>⊘ 4 Authorising</li> <li>⊗ 2 Rejecting</li> </ul>	Submit

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

5 Authorisation	÷
5 Time Mgmt Attendance	^
10/11/2021 Sharon Crilly	
10/11/2021 Juliet Lawley	
10/11/2021 Juliet Lawley	
11/11/2021 Samantha Hind	
11/11/2021 Samantha Hind	
<ul><li>O Authorising</li><li>Rejecting</li></ul>	Submit

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.* 

Xentrall	7 😗 O
Me My People Tanya Customer Engagement & System Team Leader	Create Enter Payments Or Hours Worked - Sharon Crilly (0272643) - Customer Engagement & System Support Off (POS011638)
My Pay	The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.
My Details ~	Type Payments
My Time & Attendance	Comments Overtime last weekend
My Appraisals/PDRs	Date 06/11/2021
My Qualifications	the rem has decimal
My Delegations	Total Time 7 15 7.25
My Authorisations	Cost Centre 🌞
My Documents	Cancel Authorise Reject
Form History	

**\*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)

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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

Xentrall	Ξ					? 🏐 O
Me My People	Each type of authorisation it	em is grouped in a	section which can be exp	anded or collapsed	accordingly.	
Tanya     Customer Engagement     & System Team Leader     Dashboard	□— 4 ✓— Pending Author	prisations	Ē	55 Requests th	is month	
My Pay My Details V My Time & Attendance	Event Type	)	Emp	loyee /iet Lawiey (1008473)	Samantha Hind	(0277929)
My Appraisals/PDRs My Qualifications My Delegations	Results per page: 20 🗸	)				Showing 4 results
My Authorisations	Description	Event	Time Remaining ^	Submitted Date	Employee	
My Documents Form History	PAY Effective on: 01/05/2021	Time Mgmt Attendance		10 Nov 2021	Juliet Lawley	<b>×</b> ×
	PAY Effective on: 21/11/2021	Time Mgmt Attendance		10 Nov 2021	Juliet Lawley	~ × ~
	PAY Effective on: 05/10/2021	Time Mgmt Attendance		11 Nov 2021	Samantha Hind	<b>×</b> ×
	PAY Effective on: 31/10/2021	Time Mgmt Attendance	-	11 Nov 2021	Samantha Hind	~ × ~

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

Xentrall	2 🜒
Me My People	
Customer Engagement & System Team Leader	Event Type         Employee           (Time Mgmt Attandents.)         V           (Samantha Hong (0277828))         V
Dashboard My Pay	Results per page 20 - Showing 1 resu
ay Decails 🗸 🗸	Description Event Time Remaining - Submitted Employee
Ay Appraisals/PORs Ay Qualifications	PAY Effective on: Time Mgmt 7 Days 11 Jan 2022 Samantha Hind V X
Ay Delegations Ay Authorisations My Documents Form History	Time Mgmt Attendance         Employee:         Samartha Hind (0277929)         Action:         Add           Post:         Customer Engagement 8. System Support Off (POS011639)         Subsence Type Description: Payments Absence Category:         Overtime at plan time           Form Number: 500010285         Start Date:         24/11/2021           Submitted Dy: Samartha Hind (0277929)         Attendance Time:         2.50
	Authorisation Progress
	Authorise by: 19 Jan 2022 O 7 DAYS LEFT

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#### 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.