

Authorisations via MyHR

Ensure your Authorisation widget is turned on

- Click Edit Dashboard



- Click Authorisation

Xentrall		
Sam Customer Engagement & System	lelcome Sam	Edit dashboard
Support Off	y Pay :	In Progress
soard	ew All Pay Documents	Reporting Services
,	Paysip Paysip	Authorisation
& Attendance	28 May 30 Apr	
infcations		

- The Authorisation widget will appear on your dashboard



The Authorisation Widget will display any pending Requests

4 Authorisation	:
4 Time Mgmt Absence	\sim
O AuthorisingRejecting	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	
O AuthorisingRejecting	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
- ^① will display a summary of the request

6 Time Mgmt Attendance Image: Samantha Hind 10/11/2021 Samantha Hind Image: System Support Off 10/11/2021 Sharon Crilly Action: Add 10/11/2021 Juliet Lawley Absence Type Payments 10/11/2021 Juliet Lawley Overtime at plain time 11/11/2021 Samantha Hind Start Date: 30/10/2021 11/11/2021 Samantha Hind Attendance Time: 2.00	6 Authorisation	:	Time Mgmt Atten Hind on 10/11/20	dance for Samantha 21
10/11/2021 Samantha Hind Image: System Support Off 10/11/2021 Sharon Crilly Action: Add 10/11/2021 Juliet Lawley Absence Type Payments Description: 10/11/2021 Juliet Lawley Start Date: 30/10/2021 11/11/2021 Samantha Hind Attendance Time: 2.00	6 Time Mant Attendance	•		
10/11/2021 Samantha Hind Image: System Support Off 10/11/2021 Sharon Crilly Action: Add 10/11/2021 Juliet Lawley Absence Type Payments 10/11/2021 Juliet Lawley Absence Category: Overtime at plain time 11/11/2021 Samantha Hind Start Date: 30/10/2021	• Time Mgmt Attendance	~	Form Number:	0000101163
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11/11/2021 Samantha Hind	11/11/2021 Samantha Hind		Attendance Time:	2.00
	11/11/2021 Samantha Hind			
⊘ 0 Authorising	⊘ 0 Authorising			
⊗ 0 Rejecting	🛞 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	
 ⊘ 4 Authorising ⊗ 2 Rejecting 	Submit

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	
O AuthorisingRejecting	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.

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Me My People Tanya Customer Engagement & System Team Leader	Create Enter Payments Or Hours Worked - Sharon Crilly (0272643) - Customer Engagement & System Support Off (POS011638)
Dathboard 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	this more 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)

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

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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	orisations	Ē	55 Requests th	is month	
My Pay My Details V My Time & Attendance	Event Type)		loyee /iet Lawley (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	× ×
	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	× ×
	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

Customer Engagement & System Team Leader	Event Type Time Mgrit Attendence	~	Employee (Samantha Hind (0277928))	~
Deshboard				
My Pay	Results per page: 20 V			Showing 1 result
My Details 🗸 🗸				
My Time & Attendance	Description	ent Time Remainin	Submitted Date	Imployee
My Appraisals/PORs			1 1111	
My Qualifications		ne Mgmt 7 Døys tendance 7 Døys	11 Jan 2022	Samantha Hind 🔽 🗶 🦳
My Delegations	Time Mgmt Attendance	Employee: Samantha Hin		Add
My Authorisations		Post: Customer Eng System Suppo		e Description: Payments egory: Overtime at
My Documents		(PO5011639) Form Number: 0000101285	Start Date:	plain time 24/11/2021
form History		Submitted By: Samantha Hin Submitted On: 11 Jan 2022	d (0277929) Attendance	Time: 2.50
	Authorisation Progress	@ 6		
	Authorise by: 19 Jan 2022			() 7 DAYS LEFT

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.