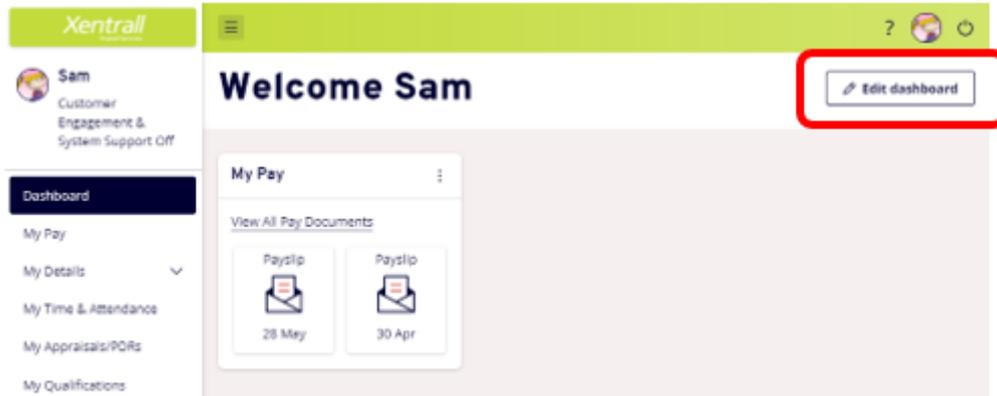


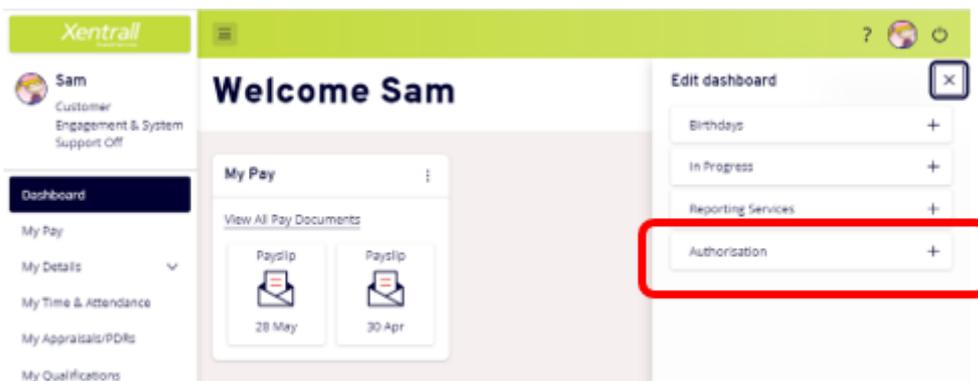
## Authorisations via MyHR

Ensure your Authorisation widget is turned on

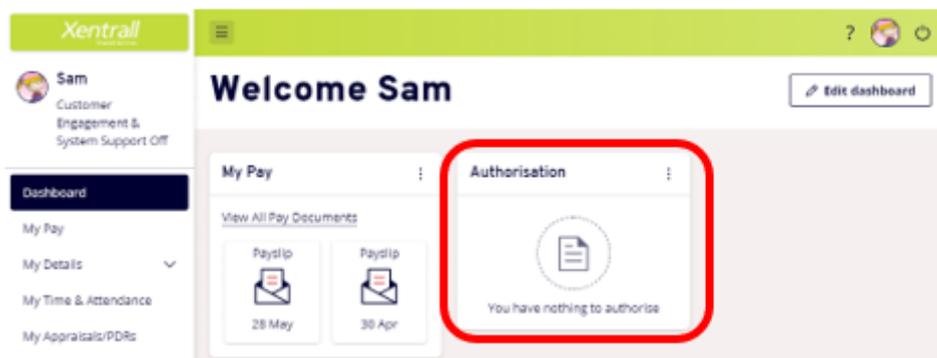
- Click Edit Dashboard



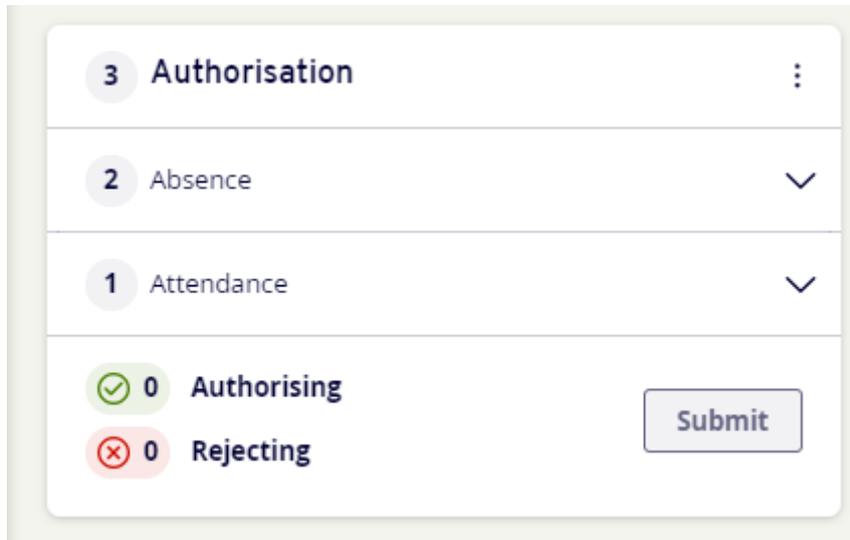
- Click Authorisation



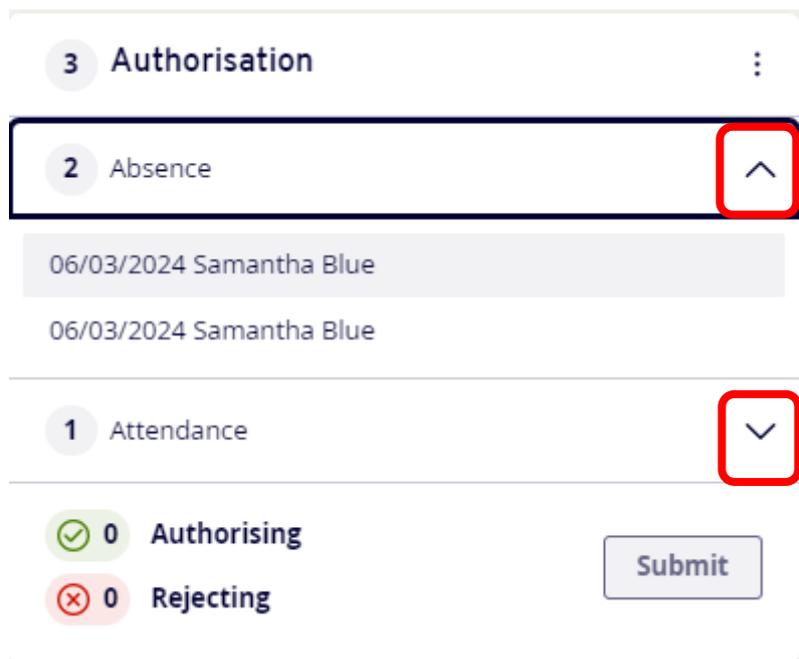
- The Authorisation widget will appear on your dashboard



- The Authorisation Widget will display ALL pending Requests, please take care when reviewing and processing the entries.
  - Absence = Holiday / Leave Requests
  - Attendance = Payment Requests
  - Training



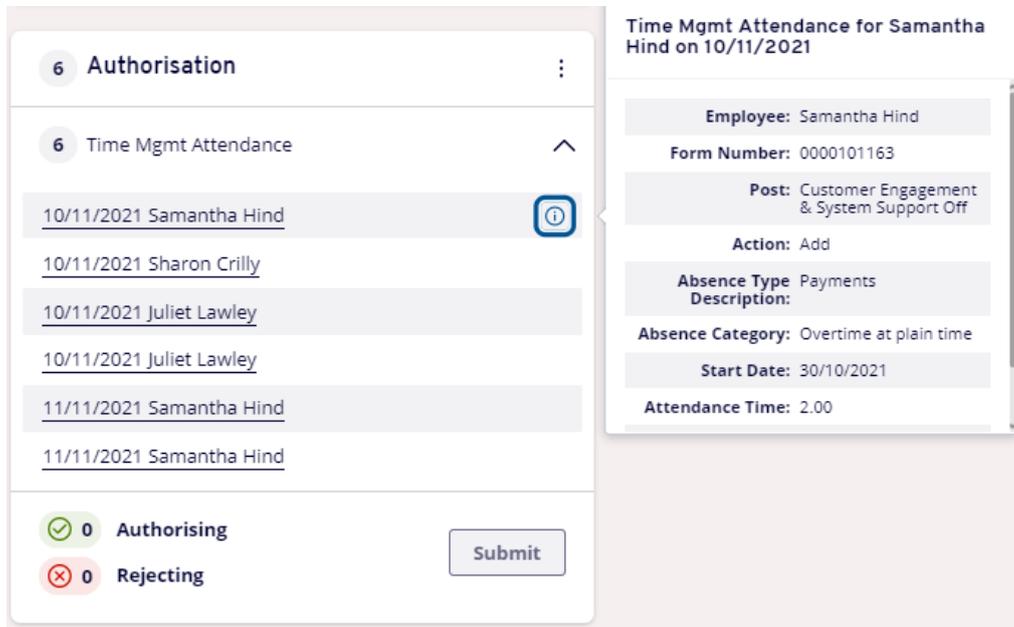
- Use the arrow to expand the list and view the requests



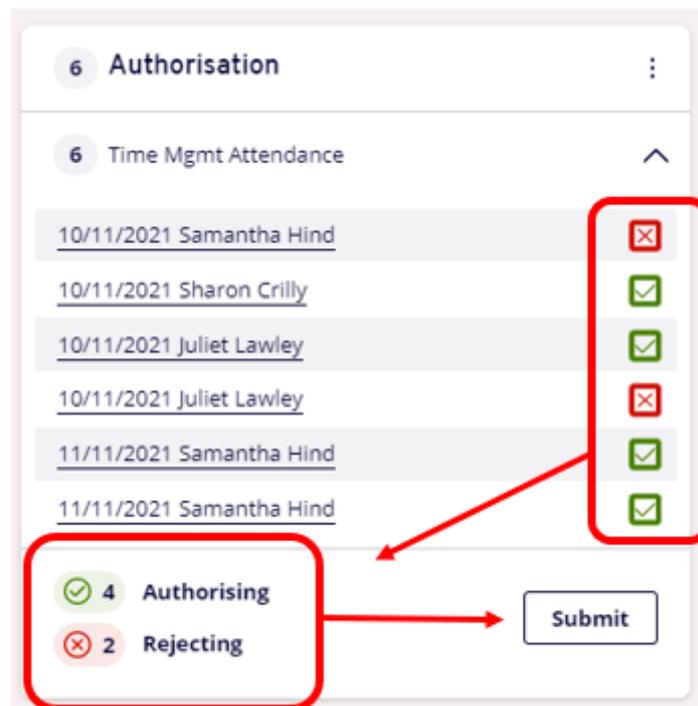
*IMPORTANT: Please review the requests carefully - Once authorised they will be applied directly to the employee's record.*

*For Payments, any errors/issues may not be able to be rectified until the following month.*

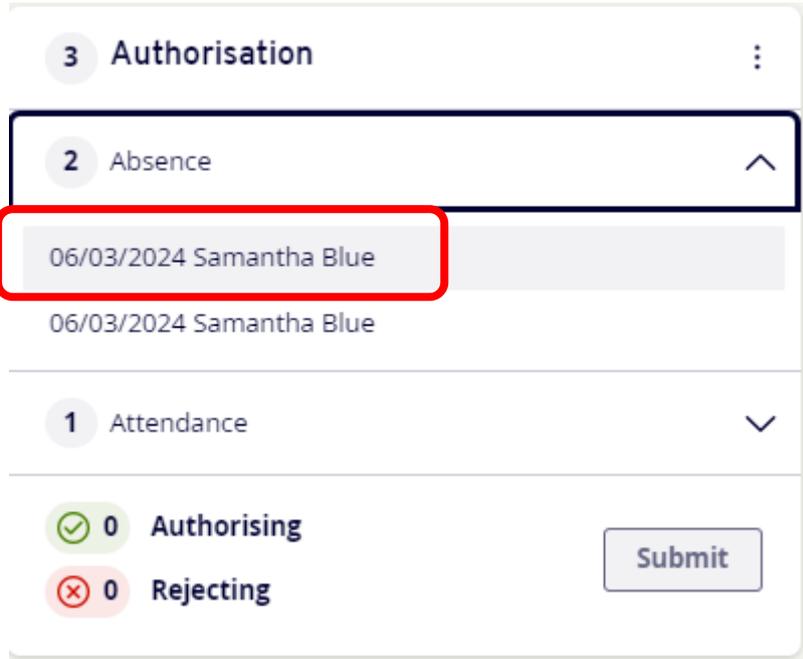
- Hover over the employee's name to display "quick action" buttons
  - ✓ will authorise
  - ✗ will reject
  - ⓘ will display a summary of the request



- 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*)

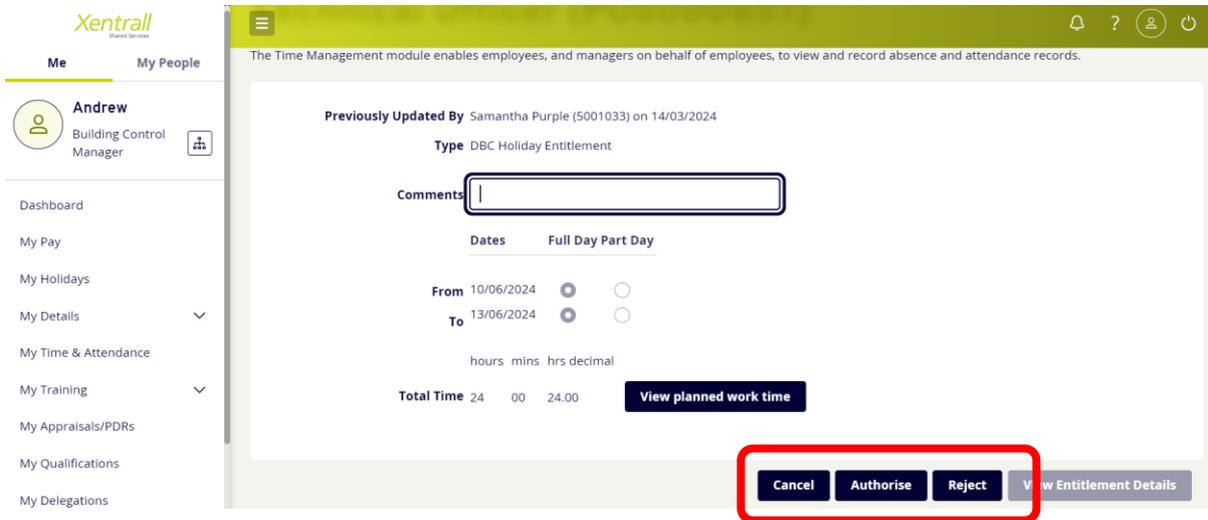


- To Review the request in full, click on the employee name



- Review the details and then authorise or reject

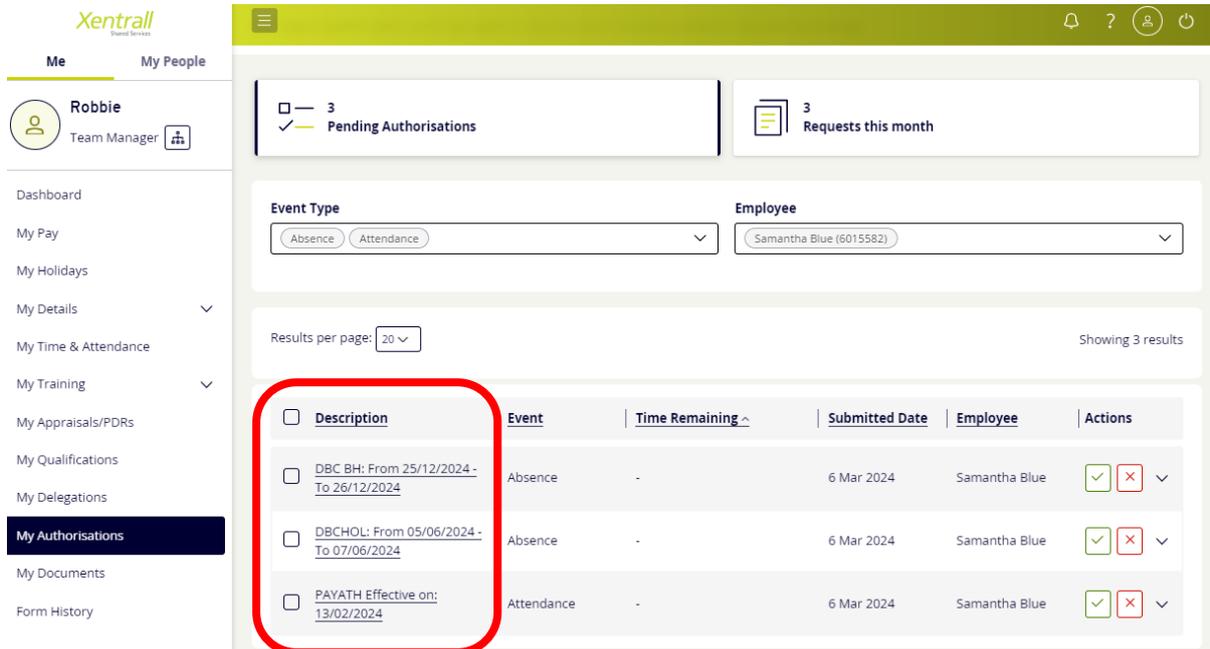
*If the request is rejected, please contact the employee to advise the reason. There is nowhere to record notes on the MyHR request.*



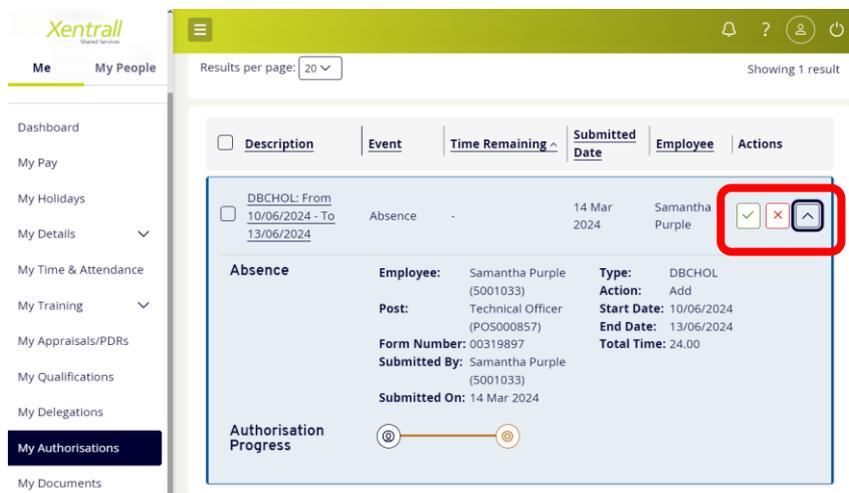
- When the request has been authorised/rejected, you will be taken to the Authorisations module (not back to the dashboard)

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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



- 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 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.