

Authorisations via MyHR

Ensure your Authorisation widget is turned on

- Click Edit Dashboard

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9	Sam Customer Engagement & System Subport Off	Welcon	ne Sar
Das	hiboard	Му Рау	1
My	Pay	View All Pay Docum	nents
My	Details 🗸	Paysip	Paysilp
My 1	Time & Attendance	28. Меу	30 Apr
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My	Qualifications		

- Click Authorisation

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Sam	Welcome Sam			
Engagement & System Support Off		Birthdays		
white a second	My Pay :	In Progress		
ard	View All Pay Documents	Reporting Services		
1: V	Paysip Paysip	Authorisation		
& Attendance				
is/PDRs	28 May 30 Apr			
ations				

- 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
 - o Training

3 Authorisation	:
2 Absence	~
1 Attendance	~
O AuthorisingRejecting	Submit

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

3 Authorisation	:
2 Absence	^
06/03/2024 Samantha Blue	
06/03/2024 Samantha Blue	
1 Attendance	\sim
O AuthorisingRejecting	Submit

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

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		Post: Customer Engagement & System Support Off
10/11/2021 Sharon Crilly	0	Action: Add
10/11/2021 Juliet Lawley		Absence Type Payments Description:
		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		
O AuthorisingRejecting	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

3 Authorisation	:
2 Absence	^
06/03/2024 Samantha Blue	
06/03/2024 Samantha Blue	
1 Attendance	~
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.

Xentrall Started Services	ے ج کے اور
Me My People	The Time Management module enables employees, and managers on behalf of employees, to view and record absence and attendance records.
Andrew Building Control Manager	Previously Updated By Samantha Purple (5001033) on 14/03/2024
Dashboard	Comments
My Pay	Dates Full Day Part Day
My Holidays	From 10/06/2024 O
My Details	To 13/06/2024 O
My Time & Attendance	hours mins hrs decimal
My Training	Total Time 24 00 24.00 View planned work time
My Appraisals/PDRs	
My Qualifications	
My Delegations	Cancel Authorise Reject V w Entitlement Details

• 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

Xentrall Stared Services	8					ර ද ද ර
Me My People						
Robbie Team Manager 🚠	□ — 3 ✓ — Pending Authorisations		J A	equests this month		
Dashboard	Event Type		Employee			
My Pay	Absence Attendance		✓ Samantha	Blue (6015582)		~
My Holidays						
My Details 🗸 🗸						
My Time & Attendance	Results per page: 20 V					Showing 3 results
My Training 🗸 🗸						
My Appraisals/PDRs	Description	<u>Event</u>	Time Remaining ^	Submitted Date	Employee	Actions
My Qualifications	DBC BH: From 25/12/2024 -	Absence		6 Mar 2024	Samantha Blue	
My Delegations	<u>To 26/12/2024</u>	Absence		0 1001 2024	Jamanena bide	
My Authorisations	DBCHOL: From 05/06/2024 - <u>To 07/06/2024</u>	Absence		6 Mar 2024	Samantha Blue	~ × ~
My Documents Form History	PAYATH Effective on: <u>13/02/2024</u>	Attendance		6 Mar 2024	Samantha Blue	~ × ~

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

Xentrall Shared Services	8					රු ද ලු ර
Me My People	Results per page: 20 🗸					Showing 1 result
Dashboard My Pay	Description	Event	Time Remaining ^	<u>Submitted</u> Date	Employee	Actions
My Holidays My Details 🛛 🗸	DBCHOL: From <u>10/06/2024 - To</u> <u>13/06/2024</u>	Absence	-	14 Mar 2024	Samantha Purple	
My Time & Attendance	Absence	Employee:	Samantha Purple	Type:	DBCHOL	
My Training 🗸 🗸		Post:	Technical Officer	Start Dat	te: 10/06/202	24
My Appraisals/PDRs		Form Numb	(POS000857) er: 00319897	Total Tin	13/06/202 1e: 24.00	24
My Qualifications		Submitted	(5001033)			
My Delegations	Authorisation	Submitted (Dn: 14 Mar 2024			
My Authorisations	Progress	•	(<u>©</u>)			
My Documents						

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.