

Authorising Training via MyHR

Ensure your Authorisation widget is turned on

- Click Edit Dashboard

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Sam Customer Engagement &	Welcome	e San
Dashboard	My Pay	i
My Pay	View All Pay Documents	-
My Details 🗸 🗸		
My Time & Attendance	28 May	20 Apr
My Appraisals/PDRs		507.01
My Qualifications		

- Click Authorisation

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Xentrall Sueed Servers	Ξ		? 🌍 🙂
Sam	Welcome Sam	Edit dashboard	\times
Engagement & System		Birthdays	+
Support Off	My Pay :	In Progress	+
Dashboard	View All Day Documents	Reporting Services	+
My Pay	View Air Pay Documents		
My Details 🗸 🗸	Payslip Payslip	Authorisation	+
My Time & Attendance			
My Appraisals/PDRs	28 May 30 Apr		
My Qualifications			

- The Authorisation widget will appear on your dashboard

Xentrall	Ξ		? 🌍 🙂
Sam Customer Engagement &	Welcome Sam		🖉 Edit dashboard
System Support Off Dashboard My Pay My Details My Time & Attendance My Appraisals/PDRs	My Pay : View All Pay Documents Payslip Image: Description of the second seco	Authorisation : You have nothing to authorise	

The Authorisation Widget will display any pending Training Requests

4 Authorisation	:
4 Training Requests	~
O AuthorisingRejecting	Submit

Use the arrow to expand the list and view the requests

4 Authorisation		:
4 Training Requests		^
27/08/2021 Kayleigh Kidd	~ >	• •
27/08/2021 Sharon Crilly		
27/08/2021 Sharon Crilly		
27/08/2021 Rosslyn Piper		
⊘ 0 Authorising⊗ 0 Rejecting	Subm	nit

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

- will authorise the training
- × will reject the training
- ⁰ will display a summary of the training

4 Authorisation	:	Time Mgmt Absence for Sam Hind on 19/08/2021
4 Time Mgmt Absence	^	Employee: Sam Hind Form Number: 00087428
19/08/2021 Sam Hind	0	Post: Administrator Type: 30CSCK
26/08/2021 Sarah Beattie		Absence Cold, cough, flu/influenza Reason:
26/08/2021 Sharon Barker		Start Date: 17/06/2021 End Date: 17/06/2021
O Authorising (>) 0 Rejecting	Submit	Total Time: 1.00

To use the quick buttons, identify each request and then click submit

4 Authorisation	:
4 Training Requests	^
27/08/2021 Kayleigh Kidd	
27/08/2021 Sharon Crilly	
27/08/2021 Sharon Crilly	
27/08/2021 Rosslyn Piper	\bowtie
 2 Authorising 8 2 Rejecting 	Submit

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



Review the course details and authorise or reject

Use the Authorisation / Rejection notes to add a comment to the employee, if required

Xentrall States Servers		? 🌍 🙂
Me My People	Dates	
Tanya	Start Date End Date Start Time End Time Venue Room	Tutor
Customer Engagement 8 V	15/09/2021 15/09/2021 09:30 12:30 EASTBOURNE The Function Room	S Gallagher
Dashboard My Pay	Post Details	
My Details V	Position Customer Engagement & System Support Off	
My Time & Attendance	Reason For Request	
My Appraisals/PDRs		
My Training 🗸 🗸		
My Qualifications		
My Documents		
My Delegations		
My Authorisations	Authorisation/Rejection Notes	
Form History		
		Reject Authorise

3

You can view all pending authorisation requests using the **My Authorisations** option on the side menu

Ξ ? 🌒 🙂 If a section which can be expanded or collapsed accord My People Me Tanya 4 6 Customer Engagement 8 🗸 Pending Authorisations Requests this month Dashboard Event Type My Pay Employee Kayleigh Kidd (6023927) Sharon Crilly (0272643) \sim (Training Requests My Details \sim \sim Rosslyn Piper (1006378) My Time & Attendance My Appraisals/PDRs My Training \sim Results per page: 20 V Showing 4 results My Qualifications My Documents Description Time Remaining ^ Submitted Date Employee Event My Delegations Training Request: Fire Awareness Training X × Training Requests 27 Aug 2021 Kayleigh Kidd My Authorisations Training Request: CDM2015 ~ × × Training Requests 27 Aug 2021 Sharon Crilly for Clients Training Request: Mgr Prg Training Requests 27 Aug 2021 Sharon Crilly ✓ × × (Difficult Conversations) Training Request: Fire ✓ × × Training Requests 27 Aug 2021 Rosslyn Piper Awareness Training

Click on the Description to open the full request

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

Xentrall Terret Terret		? 🌒 🙂
Me My People	Rossiyn Piper (1006378)	~
Tanya Customer Engagement 8 V	Results per page: 20 V	Showing 4 results
Dashboard		
My Pay	Description Event Time Remaining ^ Submitted Date Employee	
My Details V My Time & Attendance	Training Request: Fire Training Requests - 27 Aug 2021 Kayleigh Kidd	
My Appraisals/PDRs My Training	Training Requests Employee: Kayleigh Kidd (6023927) Description: Fire Awareness Train Post: Customer Engagement & System Start Date: 15/09/2021 Support Off (POS011634) Start Time: 09:30 Form Number: 0000001977 Start Time: 09:30	ing
My Documents	Submitted By: Kayleigh Kidd (6023927) Submitted On: 27 Aug 2021	
My Delegations My Authorisations	Authorisation Progress ()	
Form History	Training Request: CDM2015 Training Requests 27 Aug 2021 Sharon Crilly for Clients 27 Aug 2021 Sharon Crilly	~ × ~
	Training Request: Mgr Prg Training Requests - 27 Aug 2021 Sharon Crilly (Difficult Conversations) Training Requests - 27 Aug 2021 Sharon Crilly	~ × ~
	Training Request: Fire Training Requests 27 Aug 2021 Rosslyn Piper Awareness Training Training Requests - 27 Aug 2021 Rosslyn Piper	~ × ×