



MyHR Timesheet Instructions for Supervisors

This document provides instructions for completing your supervisory duties related to employee timesheets in MyHR. Please note, employee timesheets must be submitted and approved by 9:30 AM every Monday.

Topics include:

- Request an alternate
- Locate supervisor activity area
- View timesheets
- Approve timesheets
- Reject timesheets
- Complete timesheet for employee
- Complete past due/locked timesheet for employee
- View employee time history
- View time off requests
- Approve time off requests
- Reject time off requests
- View leave calendar
- Check AWOL hours



You can access the MyHR portal via <https://myhr.cuyahogacounty.us/>

Please note

MyHR will only support *Internet Explorer version 7* and above and *Mozilla Firefox version 3.0 and above*.



Request an Alternate

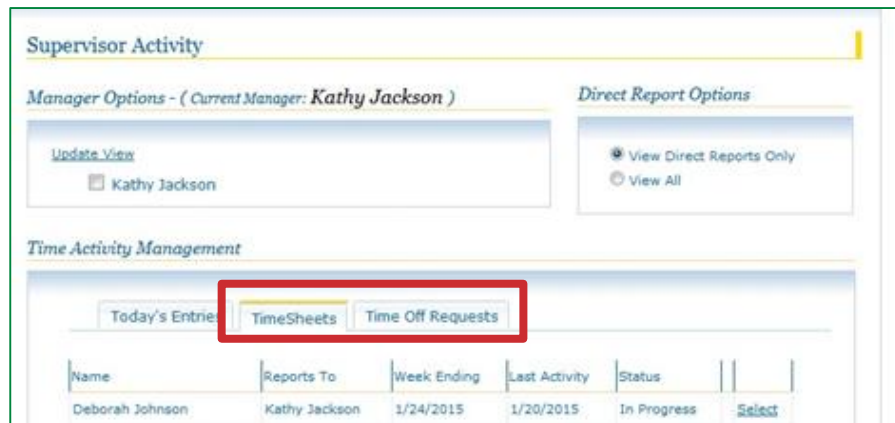
If you will be unable to complete your MyHR supervisor duties due to a planned absence, you can request a fellow supervisor to act as your alternate. If you wish to designate another supervisor as your alternate, you must contact Terri Harnegie at tharnegie@cuyahogacounty.us

Locate Supervisor Activity Area

The supervisor activity area is where you will find all your supervisory responsibilities within MyHR.



Within the supervisor activity area, you can look at your employees' timesheets and time off requests.



View Timesheet

To approve an employee's timesheet, select the **TimeSheets** tab from the Supervisor Activity screen. Here you will see all the employee timesheets that have had activity during the current week. The Status column shows where the timesheet is in the approval process.

The screenshot shows the 'Supervisor Activity' interface. On the left is a navigation menu with categories like 'Time Management', 'Benefits', and 'Forms'. The main area is titled 'Supervisor Activity' and includes 'Manager Options' for 'Kathy Jackson' and 'Direct Report Options'. Below this is the 'Time Activity Management' section, where the 'TimeSheets' tab is selected and highlighted with a red box. A table lists employee timesheets with the following data:

Name	Reports To	Week Ending	Last Activity	Status	
Deborah Johnson	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select
Kristen Stachowiak	Kathy Jackson	1/24/2015		New	Select
Brandon Griffin	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select
Sahadeo Ramharrack	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select

- **New** means the employee has not started entering time into the timesheet
- **In Progress** means the employee has entered time but has not completed the timesheet
- **Submitted** means the employee has completed the timesheet and you can now review and approve it
- **Approved** means you have viewed the timesheet and approved the time
- **Rejected** means you have viewed the timesheet and rejected the time. The employee will need to make changes to the timesheet and re-submit it to you for review
- **Locked** means the employee did not submit the timesheet by the deadline. The timesheet will need to be amended

To view a timesheet, click **Select** next to the timesheet you want to review. This will open the timesheet details.

Sahadeo Ramharrack	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select
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Approve Timesheet

If all entries look accurate, click the **Approve** button to approve the timesheet.

REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
Wednesday 8/17/2016						
<input type="checkbox"/>	08:30 AM	05:30 PM	9.00	Normal Work Hours		
Thursday 8/18/2016						
<input type="checkbox"/>	08:15 AM	04:00 PM	7.75	Normal Work Hours		
Friday 8/19/2016						
<input type="checkbox"/>	08:15 AM	04:15 PM	8.00	Normal Work Hours		
Saturday 8/20/2016						
			0	0	0	0
Totals			40.00	0.00	0.00	40.00

Supervisor Comments

None.

Current Comments

Additional Comment(s).

Reject Timesheet

If a time event does not look correct, you can reject the timesheet and send it back for the employee to correct.

1. Click the box to the left of the time event(s) that are incorrect
2. You must put an **Additional Comment(s)** in, with a reason for the rejection
3. Click the **Reject** button to send the rejected timesheet back to the employee

The screenshot shows the MyHR timesheet interface. At the top, there is a summary for Friday, 2/12/2010, with a total of 8.00 hours. Below this is a table of time entries. The first entry is for Friday, 2/12/2010, from 08:00 AM to 04:00 PM, for 8.00 hours, with the type 'Normal Work Hours'. A red box highlights the 'REJECT' checkbox, which is checked. Below the table is a section for 'Supervisor Comments'. The 'Current Comments' field is empty. The 'Additional Comment(s)' field contains the text 'You were late to work. Please mark AWOL 8:00am 8:13am'. At the bottom, there are four buttons: 'Approve', 'Reject', 'Unlock', and 'View'. The 'Reject' button is highlighted with a red box.

REJECT	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT	PAGER
<input checked="" type="checkbox"/>	08:00 AM	04:00 PM	8.00	Normal Work Hours		

Supervisor Comments

Current Comments: None.

Additional Comment(s): You were late to work. Please mark AWOL 8:00am 8:13am

Approve Reject Unlock View

Once you reject the timesheet, the employee will see the rejected timesheet, with the rejection comment and the time entry shown in red, as shown below.

The screenshot shows the MyHR timesheet interface. At the top, there is a summary for Friday, 2/12/2010, with a total of 8.00 hours. Below this is a table of time entries. The first entry is for Friday, 2/12/2010, from 8:00 to 8:00, for 0.00 hours, with the type 'None'. The second entry is for Saturday, 2/13/2010, from 8:00 to 8:00, for 0.00 hours, with the type 'None'. The 'Totals' row shows 40.00 hours for Friday and 46.00 hours for Saturday. Below the table are three buttons: 'Return to My Timesheets', 'Print My Timesheet', and 'Submit for Approval'. Below the buttons is a section for 'Supervisor Comments'. The 'Current Comments' field is empty. The 'Additional Comment(s)' field contains the text 'You were late to work. Please mark AWOL 8:00am - 8:13am'.

Fri	2/12/10	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sat	2/13/10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		40.00	46.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.00

Return to My Timesheets Print My Timesheet Submit for Approval

Supervisor Comments

Current Comments: None.

Additional Comment(s): You were late to work. Please mark AWOL 8:00am - 8:13am

Note:

If an employee needs to amend a timesheet that was already submitted, you will need to click the **Unlock** button to send the timesheet back.

Complete Timesheet for Employee

If an employee is unable to complete his/her timesheet by the submission date, it is your responsibility to complete the timesheet on his/her behalf.

1. On the Timesheets tab, click **Select** next to the appropriate timesheet

Name	Reports To	Week Ending	Last Activity	Status	
Deborah Johnson	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select
Kristen Stachowiak	Kathy Jackson	1/24/2015		New	Select

- This will take you to the timesheet details
2. Click the **Edit** button to complete the timesheet for the employee

	04:15 PM	04:30 PM	0.25	Comp. Time Earned	updating materials		
Wednesday	1/23/2015	0	0	0	0	0	
Thursday	1/22/2015	0	0	0	0	0	
Friday	1/23/2015	0	0	0	0	0	
Saturday	1/24/2015	0	0	0	0	0	
Totals			8.25	0.00	8.00	16.25	

Supervisor Comments

Note:

Current Comments

Additional Comment(s):

Edit Return to Supervisor Activity Page

- This will open the timesheet for you to edit. Fill in all necessary information and submit the timesheet

Day of Week	Worked Hours					Non-Worked Hours					Totals	
	Sched	Regular	Comp/OT	OT	Comme	Comp/OT	Sick	Vac	PL	AWOL		Res
Mon	1/19/15	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tue	1/20/15	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Wed	1/21/15	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Thu	1/22/15	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Fri	1/23/15	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Sat	1/24/15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals		40.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.25

Return to Supervisor Activity | Print My Timesheet | Submit for Approval

Note:

When you approve the timesheet, be sure to include a note that you completed the timesheet on behalf of the employee.

Complete Past Due/Locked Timesheet for Employee

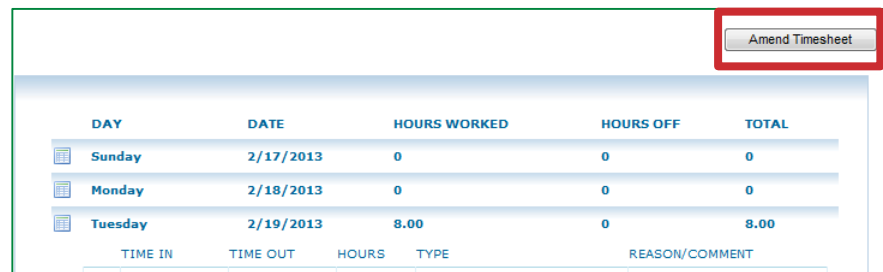
If an employee does not submit his/her timesheet by the due date, the timesheet will be past due and will become locked.

1. On the Timesheets tab, click **Select** next to the appropriate timesheet



Name	Reports To	Week Ending	Last Activity	Status	
Deborah Johnson	Kathy Jackson	1/24/2015	1/20/2015	In Progress	Select
Kristen Stachowiak	Kathy Jackson	1/24/2015		New	Select

- This will take you to the timesheet details
2. Click **Amend Timesheet**
 - The timesheet will open up so you can make any changes and submit for approval



DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL
Sunday	2/17/2013	0	0	0
Monday	2/18/2013	0	0	0
Tuesday	2/19/2013	8.00	0	8.00

TIME IN TIME OUT HOURS TYPE REASON/COMMENT

Note

After you submit the timesheet for approval, as the supervisor, you will need to approve the timesheet. Be sure to include a note that you completed the timesheet on behalf of the employee.

View Employee Time History

If you want to view an employee's timesheet from a previous pay period, click the **Employee Time History** item from the navigation menu on the left side of the screen.

This will open the Employee Time History screen. Here, you can select the employee you want to view.

The screenshot displays the MyHR interface for viewing an employee's time history. The page title is "Employee Time History". The left navigation menu includes sections for Time Management, Benefits, and Forms. The main content area is divided into "Employee Selection" and "Employee Time Activity History".

Employee Selection:

- View Direct Reports Only
- View All
- Show terminated employees

A dropdown menu is open, showing the following employee names:

- Brandon Griffin
- Deborah Morrison
- Kristen Stachowiak
- Kristin Stachowiak

Employee Time Activity History:

Timesheet | Time Off | Time Off Requests

Pay Year	Pay Period	Week	Status	Hours Worked	Hours Off	
2015	3	5	Exported	40.1700	0.0000	View
2015	2	4	Exported	33.2500	6.7500	View
2015	2	3	Exported	0.0000	32.0000	View
2015	1	2	Exported	17.8300	6.1700	View
2015	1	1	Exported	41.0000	0.0000	View
2014	26	52	Exported	40.5800	0.0000	View

The employee's time events will appear at the bottom of the screen.

You can access the employee's timesheets, time off, and time off requests by clicking the appropriate tab.

View Time Off Requests

To view employee time off requests, select the **Time Off Requests** tab on the Supervisor Activity screen. You will see time off requests that still need to be approved, and those which are already approved or denied. If an employee submits a time off request but does not have enough time to accommodate the request, that request will show in red.

The screenshot displays the 'Supervisor Activity' interface for Manager Kathy Jackson. The 'Time Off Requests' tab is selected, showing a table of requests. The table includes columns for Approve Name, Reports To, From, To, Hours, Status, By, and Date. Requests are categorized as Pending, Approved, or Denied. Requests with a red background indicate insufficient time available.

Approve Name	Reports To	From	To	Hours	Status	By	Date
Brandon Griffin	Kathy Jackson	2/9/2015 AM	2/9/2015 PM	8.00	Pending		
Brandon Griffin	Kathy Jackson	4/16/2015 AM	4/16/2015 PM	5.75	Pending		
Kristen Stachowiak	Kathy Jackson	1/8/2015 AM	1/8/2015 PM	8.00	Approved	Kathy Jackson	1/7/2015
Brandon Griffin	Kathy Jackson	2/2/2015 AM	2/2/2015 PM	4.00	Approved	Kathy Jackson	12/19/2014
Brandon Griffin	Kathy Jackson	1/28/2015 AM	1/28/2015 PM	3.50	Approved	Kathy Jackson	12/12/2014
Brandon Griffin	Kathy Jackson	1/29/2015 AM	1/30/2015 PM	16.00	Approved	Kathy Jackson	12/12/2014
Brandon Griffin	Kathy Jackson	01.00	04.30				

Remember:

It is the responsibility of the employee to know his/her time balances. The employee may not have enough time when the request is submitted, but may accumulate time prior to the date of time off.

Approve a Time Off Request

1. Click the box to the left of the request
2. Select **Approve Selected Requests**

The screenshot shows the 'Time Activity Management' interface. On the left is a navigation menu with options like 'Employee AWOL Hours', 'Outstanding Timesheets', 'Payroll Summary Report', 'Current Timesheet(s)', 'My Time History', 'Time Off Requests', 'Employee Overview', and 'Payroll Calendar'. The main area has tabs for 'Today's Entries', 'TimeSheets', and 'Time Off Requests'. Below the tabs are two buttons: 'Add New Time Off Request' and 'Approve Selected Requests'. A table lists requests with columns for Approver Name, Reports To, From, To, Hours, Status, and Date. The first row shows a request for Brandon Griffin from Kathy Jackson on 2/9/2015 from 08:00 AM to 04:00 PM for 8.00 hours, with a status of 'Pending'. A red box highlights the selection checkbox in the first column of this row. Another red box highlights the 'Approve Selected Requests' button.

Approver Name	Reports To	From	To	Hours	Status	By	Date
Brandon Griffin	Kathy Jackson	2/9/2015	08:00 AM	2/9/2015 04:00 PM	8.00	Pending	
Brandon Griffin	Kathy Jackson	4/16/2015	10:45 AM	4/16/2015 04:30 PM	3.75	Pending	
Kristen	Kathy	1/8/2015	08:00	1/8/2015 04:00	8.00	Approved	Kathy 1/7/2015

Reject a Time Off Request

1. Click **Select** on the right side of the request

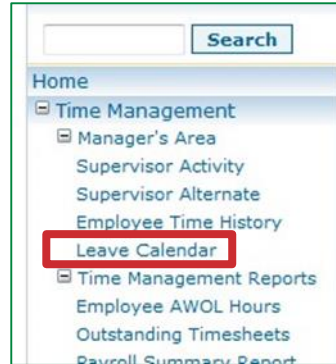
This is a close-up of the table row from the previous screenshot. The 'Select' button in the rightmost column of the first row is highlighted with a red box.

- This will open the Time Off Request Approval screen
2. Click the circle next to **Reject**
 3. Type your reason for the rejection in the **Comment** box
 4. Click **Yes**
 - The employee will receive a notice that the time off request has been rejected

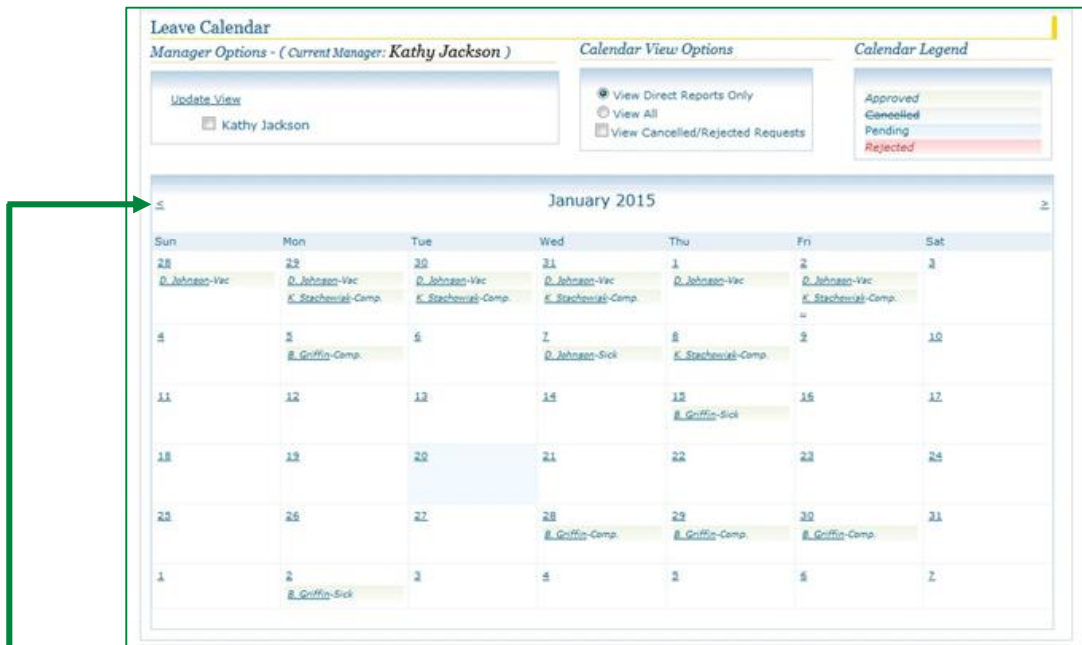
The screenshot shows the 'Time Off Request Approval' screen. At the top, it displays request details: From: 2/9/2015 08:00 AM, To: 2/9/2015 04:00 PM, Total Hours: 8.00, Request Type: Administrative Leave. Below this, it shows the Reason for Request: Personal Appointment for 2/9/2014 and Date Created: 1/20/2015 11:20 AM. There is a warning icon and 'Balances as of: 01/10/2015 (click to view all)'. The 'Supervisor Action' section has two radio buttons: 'Approve' and 'Reject'. The 'Reject' radio button is selected and highlighted with a red box. Below the radio buttons is a text area for 'Comment: Note: You must supply a comment when rejecting any request.' At the bottom, there is a question 'Do you really want to proceed with this action?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

View the Leave Calendar

You can view the time off of all of your employees during a specific month by viewing the leave calendar. To access the leave calendar, select **Leave Calendar** from the navigation menu on the left side of the screen.



The Leave Calendar screen will appear. If an employee has time off, the employee's name and type of time off will appear on the date of the time off. Approved, rejected, pending and cancelled time off requests will all appear on the leave calendar.



- You can view previous months by clicking the back arrow
- You can view upcoming months by clicking the forward arrow

Check AWOL Hours

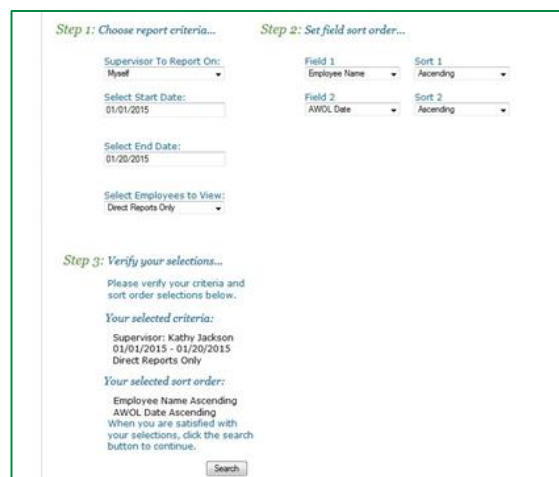
If an employee uses time off that they do not have, they will accumulate AWOL hours. AWOL hours are one of the top causes of employee discipline. As a supervisor, you should run an AWOL report on a regular basis to check the AWOL hours of your employees.

To run the AWOL report:

1. Select the **Employee AWOL Hours** item from the left side navigation menu
 - This will open the Employee AWOL Hours screen



There are three steps that must be completed to run the AWOL report. You must complete each step before the next step will appear on the screen.



2. Once you have made all your choices, select the **Search** box to run the AWOL report

Note:

If there are no AWOL hours for the employees, you will receive a red notice at the top of the screen.