TSS Admin & Clerical Manager guidance – Completing and submitting timesheets
(The full life-cycle in MyERP)

User Guide
General information and guidance

Timesheets are generated, completed and approved in MyERP. Workers on assignments will complete their timesheets monthly and submit for approval. Line managers will receive an alert asking them to approve the timesheet. Once approved, the timesheet workflows to the TSS for processing.

Timesheets must be submitted to the TSS by the last working day of the month. More than one individual can be set up to approve a timesheet. Reminder email alerts will remind managers and their proxies that a timesheet needs to be completed. These are sent out per assignment as follows:

- **Manager alert – approval required**: You will receive an alert when you have a timesheet that requires your approval.
- **Manager alert – chasing approval**: This will be sent if you, or your proxies, have not approved a timesheet by the last working day of the month.
- **Worker alert – timesheet approved**: Your worker(s) will receive an alert confirming that their timesheet has been approved and submitted for processing.

Approving a timesheet

1. You will approve timesheets in MyERP each month. You will need to login to MyERP and follow the steps to complete the approval process.

2. Alerts for TSS timesheet approval tasks will appear in the top-right of MyERP in the same way as any other alerts you receive.

3. Click on the task alert indicator and then on the specific task you wish to complete or go to **Task Management** to see more information on each of your tasks.

4. The left-hand side of the **Task Management** screen will show you any specific TSS approval tasks that require your attention. Click on this link to show all timesheets that need approval.

5. Click on a workflow task to display the details for that timesheet. This will display all the relevant assignment information and the hours submitted by the worker.

6. Check that the submission **month** is correct, and **visible** and the submitted hours are accurate. If the worker has completed the normal contracted hours for their assignment, the **Contracted Hours** column will display 0.00 for each day and the **Hours Worked** column will display a total of hours worked for each contracted day – for example, if the worker is contracted to work seven hours each day from Monday to Friday, the **Hours Worked** column will be populated with 7.00 for each weekday in that month.
If the worker’s assignment has irregular weekly hours (and the ‘Contracted Hours’ box totalled 0.00 before hours were entered), the Contracted Hours box will show a deficit for all entries, but you do not need to enter an explanation in the ‘Notes’ column.

7. If a worker has submitted hours outside of the agreed work pattern on the CRF, they should have completed the Notes section to indicate why this has happened.

![Table showing contracted hours, hours worked, and notes]

8. If the information provided on the timesheet is correct, please click on the Approve button. If there are minor errors in the timesheet – for example, hours entered on the wrong day or no note provided where additional hours have been worked – you can amend the timesheet before approving it and inform the worker of changes made.

   ![Approval buttons]

9. If there are significant errors in the timesheet, you can click on the Not Approved button to reject it. If the Not Approved button is clicked, please enter the reason for this and click on Not Approved in the message box. This information is required to help the worker identify what aspect of their timesheet is incorrect.

![Not Approved dialog box]

10. When you have approved or rejected the timesheet, you will receive a Task completion message. This completes the process, and the timesheet has been either submitted for processing or returned to the worker for resubmission.

11. If a timesheet is returned to a worker as Not Approved, they will need to correct the information and resubmit their timesheet. Once they have done this, you will receive an alert in
the top-right of MyERP in the same way as any other alerts you receive. Please follow steps 3-8 to approve the timesheet or mark it as not approved if the information is still incorrect.

12. Your worker will receive confirmation that their timesheet has been submitted for processing.