

## Authorising timesheets on the TES online system

Timesheets are financial documents therefore it is important that timesheets are complete and accurate. As an authoriser for a TES worker's timesheets it is your responsibility to ensure that submitted timesheets are accurate.

### Your account

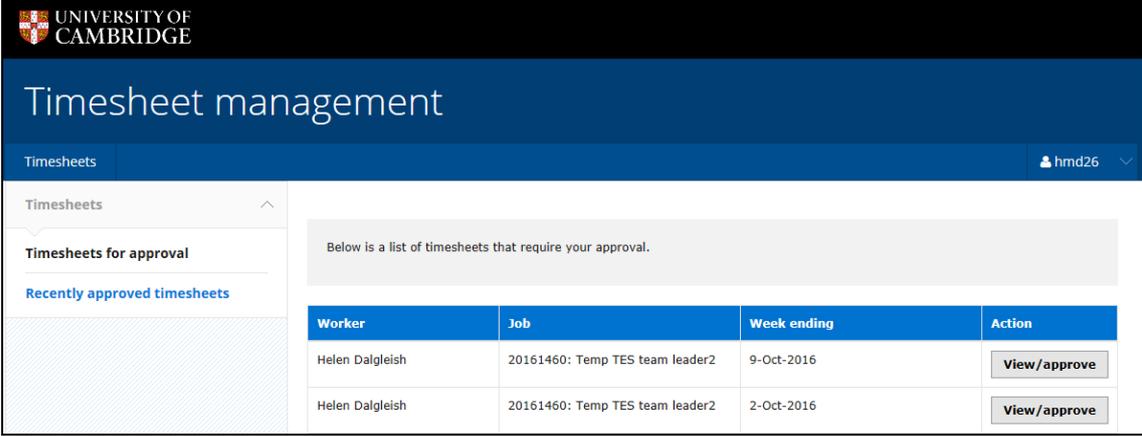
There is no need for you to set up an account on the system. The system can be accessed via <https://hrsystems.admin.cam.ac.uk/timesheet-webapp/pages/manage/index.xhtml> with your Raven password.

### Email notification

When there is a timesheet ready for you to review you will receive an email. An email will also be sent to anyone else set up as an authoriser for that assignment. The email will contain a link to the timesheet application. If you click on the link you will be asked to log in using your Raven password.

### Summary page

The system will display a list of timesheets awaiting your approval:



The screenshot shows the 'Timesheet management' interface. It features a navigation menu on the left with options for 'Timesheets', 'Timesheets for approval', and 'Recently approved timesheets'. The main content area displays a message: 'Below is a list of timesheets that require your approval.' Below this message is a table with the following data:

Worker	Job	Week ending	Action
Helen Dalglish	20161460: Temp TES team leader2	9-Oct-2016	<a href="#">View/approve</a>
Helen Dalglish	20161460: Temp TES team leader2	2-Oct-2016	<a href="#">View/approve</a>

To view a timesheet in detail click on the relevant 'View/approve' button. Please note:

- a TES working week runs Monday to Sunday, so the week ending date shown is the Sunday at the end of the relevant week.

### Timesheet

#### Banner

At the top of the timesheet you will see a banner summarising the assignment details and those of the timesheet:

Timesheet			
Job reference number	<b>20161402: TES team leader</b>	Week ending	<b>20-Nov-2016</b>
Client name	<b>University Information Services</b>	Worker	<b>Helen Dalglish</b>
Status	<b>Approval required</b>	Expected weekly working hours	<b>37h 0m</b>
Week total hours	<b>17h 0m</b>	Hours of sickness	<b>3h 0m</b>
Holiday requested	<b>4h 30m</b>		

Please note:

- *Expected weekly working hours* is the number of hours that we have been informed will usually constitute a full week's work in that assignment. The worker does not have to work this exact number of hours, but can work less or more as directed.

The daily detail of the timesheet is below the banner. Please check the details on the timesheet are correct.

### Hours and Breaks

Monday - 6h 0m	
Start time	End time
09:00	17:00
Breaks	
Start time	End time
13:00	14:00
15:00	16:00

The total hours for each day (minus breaks taken – breaks are unpaid) are displayed next to each day.

There are legal restrictions on working hours and breaks for all workers and additional restrictions for individuals under 18. Details are found at <http://www.hr.admin.cam.ac.uk/hr-services/tes/working-hours-and-breaks> It is your responsibility to ensure your workers are operating within these restrictions.

It's a legal requirement that RTW is taken prior to work commencing.

If a worker holds a Tier 4 (student) visa, then the hours per week they can work are limited by their visa regulations and may be limited by the regulations of the institution at which they study (please see <http://www.hr.admin.cam.ac.uk/hr-services/tes/right-work-uk> for further details).

### Sickness

If a worker missed work due to illness (and did not make up those hours later in the week) then they should note the number of hours they missed work due to being ill.

Sickness for the week is shown in the summary banner. The timesheet detail will show the start time of when they were due to be working but were ill (either at the start of their working day or when they went home ill). It will then state the number of hours missed due to illness – breaks should have been taken out of this e.g. if a worker had been due to work from 09:00 to 17:00 with a lunch break from 13:00 to 14:00 then they would have worked for 7 hours so you should see the start time and 7h 0m here:

Thursday - 0h 0m	
Start time	End time
Sickness	
You were sick on this day from 09:00 and your sickness lasted for 7h 0m	

Similarly, if they went home early on a day due to sickness, then they would enter the time they left work due to illness and the total number of hours missed. For example, if

their expected hours were as for the previous example but they went home at 15:00 due to sickness, they would fill in their times, breaks and sickness for the day as follows:

Monday - 5h 0m	
Start time	End time
09:00	15:00
Breaks	
Start time	End time
13:00	14:00
Sickness	
You were sick on this day from 15:00 and your sickness lasted for 2h 0m	

If a worker misses work due to sickness but make up those hours later in the week i.e. they still work the hours they were due to for the week but just at different times/days, then they should not indicate sickness on the timesheet.

If holiday pay is claimed to cover time a worker was absent due to sickness then it should not also be claimed as sickness, as they cannot be on annual leave and sick leave at the same time.

## Holiday

The holiday to be claimed with the timesheet is shown in the banner at the top:

Timesheet			
Job reference number	<b>20161402: TES team leader</b>	Week ending	<b>20-Nov-2016</b>
Client name	<b>University Information Services</b>	Worker	<b>Helen Dalglish</b>
Status	<b>Approval required</b>	Expected weekly working hours	<b>37h 0m</b>
Week total hours	<b>17h 0m</b>	Hours of sickness	<b>3h 0m</b>
Holiday requested	<b>4h 30m</b>		

Holiday pay should only be claimed to cover leave taken – it is there to provide temporary workers with paid time off to ensure they get adequate rest. It cannot be claimed as an additional payment without holiday being taken. The system will not allow holiday to be claimed outside this policy. So if hours worked, plus sickness claimed are equal to or more than the expected working hours for the week then holiday cannot be claimed.

The exception is that if the worker indicates that they are submitting the last timesheet for an assignment we will automatically pay out any remaining leave owed for that assignment.

## On finishing an assignment

It will be indicated under the banner if a timesheet is the last one for an assignment.

**Note: Last timesheet for assignment - assignment to be closed**

Please note that if a TES worker has come to us via the payrolling service and does not have another assignment coming up in the next month or two, we will end their registration with TES and issue their P45. Please therefore do not assume that because a TES worker has worked for you before, that they can just start working for you again,

as if they have been made a leaver there is a legal requirement that they must reregister with us before any further work is undertaken.

### Checking the timesheet

Please check the detail on the timesheet carefully. In authorising the timesheet, you are confirming that all the information given is correct. This includes confirming, to the best of your knowledge:

1. the total number of hours that the individual has worked;
2. the hours that they would have worked but missed due to sickness;
3. that if someone is claiming holiday pay that they have taken the equivalent amount of time as leave that week (unless it is their final timesheet); and
4. that the timesheet is indicated as a last timesheet where relevant

<b>Timesheet</b>			
Job reference number	<b>20161402: TES team leader</b>	Week ending	<b>20-Nov-2016</b>
Client name	<b>University Information Services</b>	Worker	<b>Helen Dalgleish</b>
Status	<b>Approval required</b>	Expected weekly working hours	<b>37h 0m</b>
Week total hours	<b>17h 0m</b>	Hours of sickness	<b>3h 0m</b>
Holiday requested	<b>4h 30m</b>		
<b>Note: Last timesheet for assignment - assignment to be closed</b>			

### Authorising the timesheet

If the timesheet is correct and can be authorised please do so by pressing

**Approve**

When you have authorised a timesheet all named authorisers for the timesheet will receive a confirmation email.

The deadline for receiving timesheets is 3pm on a Friday unless temporary workers are notified otherwise (e.g. prior to bank holidays). Please ensure that timesheets are authorised in time to meet this deadline. Timesheets received after the deadline will not be processed until the following payroll. The only exception to this on a standard week is if a worker has worked that weekend, then the timesheet must be with us by 8am Monday.

### Referring a timesheet back

If there is an error on a timesheet you should refer it back to the worker

**Refer back**

You will be asked for a reason for this, this information will go back to the worker so they can make an amendment. Please also discuss the correction needed with them as necessary.

When the timesheet has been resubmitted you will receive another email with a link to go in and check and approve as necessary.

### Viewing approved timesheets

On your summary page, under 'Recently approved timesheets' you can view and print approved timesheets:

## Timesheet management

Timesheets
hmd26

Timesheets

[Timesheets for approval](#)

Recently approved timesheets

Below is a list of timesheets that have been recently approved.

Worker	Job	Week ending	Action
Helen Dalgleish	20161402: TES team leader (approved by hmd26 on 23-Nov-2016 15:31)	7-Aug-2016	<a href="#">View</a>
Helen Dalgleish	20161520: TES Team Leader 5 (approved by hmd26 on 23-Nov-2016 15:30)	31-Jul-2016	<a href="#">View</a>

### Logging out

hmd26
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Log out

Click on the CRSID and the log out button will appear