Authorising a TES online timesheet – quick reference guide

Right to work
A worker must not start work until the TES office has verified their right to work.

Tier 4 visa holders – the hours per week they can work are limited by their visa regulations and may be limited by the institution that they are studying at. For further information see http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/tier-4-general-working

You will receive an email when there is a timesheet to approve; or
Login in via https://hrs-systems.admin.cam.ac.uk/timesheet-webapp/pages/manage/index.xhtml

Timesheet deadline is 3pm, Fridays

Hours and breaks
• A break of at least 20 minutes must be had if a worker works for longer than 6 hours
• Breaks are not paid
• For full hours and breaks details, including variations for under 18 year olds, please see: http://www.hr.admin.cam.ac.uk/hr-services/tes/working-hours-and-breaks

Sickness absence
• If a worker is unable to work due to sickness, it should be noted against the relevant day(s) on their timesheet. See full timesheet instructions for worked examples.
• If they were ill for 4 days or more (including non-working days e.g. weekends) they will need to fill in a CHRIS/73, see http://www.hr.admin.cam.ac.uk/forms

Holiday pay
• It should only be claimed to cover leave taken – it must not be claimed as an additional payment
• See full timesheet instructions for worked examples
• All remaining leave is paid out at the end of an assignment

Leavers
• Once final timesheet is submitted no more can be submitted for that assignment.
• If a worker leaves TES they must re-register before undertaking any further work through TES.

Checking details
Please check the details carefully

Referred back timesheets
If an amendment is needed, refer the timesheet back to the worker and explain the reason

Authorised timesheets
When you are happy with all the details, authorise the timesheet

Please also read the full timesheet instructions on the TES website at http://www.hr.admin.cam.ac.uk/hr-services/tes/authorising-timesheets

<table>
<thead>
<tr>
<th>Timesheet</th>
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<tbody>
<tr>
<td>Job reference number</td>
</tr>
<tr>
<td>Client name</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Approval required</td>
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<tr>
<td>Week total hours</td>
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<tr>
<td>Holiday requested for approval</td>
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</tbody>
</table>

Note: Last timesheet for assignment - assignment to be closed