

## 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://hrsystems.admin.cam.ac.uk/timesheet-webapp/pages/manage/index.xhtml>

### 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>

### 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.

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



**Timesheet  
deadline is  
3pm, Fridays**

### Timesheet

Job reference number	<b>20161460: Temp TES team leader2</b>	Week ending	<b>13-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>16h 0m</b>	Hours of sickness	<b>7h 0m</b>
Holiday requested for approval	<b>21h 17m</b>		

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

### 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>

### 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