Filling out your online timesheet – quick reference guide

Right to work
You must not start work until the TES office has checked, verified and copied original documents that prove you have the right to work in the UK. This is a legal requirement.

Tier 4 visa holders – the hours per week you can work are limited by your visa regulations and may be limited by the institution that you 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

Timesheet deadline is 3pm, Fridays

Select a timesheet
2016XXXX
Your assignment reference can be found on your assignment agreement
Week ending Sunday
The TES working week is Monday to Sunday.

Enter times worked
Use the 24 hour clock e.g. 17:00 not 5pm

Hours and breaks
• You must take a break of at least 20 minutes if you work 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 you are unable to work due to sickness, note this against the relevant day(s) on your timesheet. See full timesheet instructions for worked examples.
• If you were ill for 4 days or more (including non-working days e.g. weekends) you will need to fill in a CHRIS/73, see http://www.hr.admin.cam.ac.uk/forms

Enter any breaks for the day here
Start: 13:00 End: 14:00

Please also read the full timesheet instructions on the TES website (http://www.hr.admin.cam.ac.uk/hr-services/tes/timesheets-and-getting-paid) as not following the instructions may delay payment.

TES quick reference timesheet guide v.06.12.16
**Authorised timesheets**

You will receive an email when your timesheet has been authorised.

**Timesheets referred back**

If your timesheet is referred back to you, you will receive an email notifying you, you will need to discuss with your authoriser and resubmit the timesheet for authorisation.

**Ending an assignment for a member of temporary worker pool**

Indicate that it is your last timesheet and tell us a) if you wish to re-join the temporary worker pool or b) that you are leaving TES and want your P45 issued; or...

**Ending an assignment from the payroll service**

Indicate that it is your last timesheet and tell us a) if you expect to be payrolled again within a month or two or b) to issue your P45; or...

**Submit for authorisation**

- You are submitting for authorisation, until it has been authorised it is not submitted to TES
- You will receive an email to confirm your timesheet has been submitted to your authoriser

**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

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**All leavers**

- c) If you are taking up a University employment contract please indicate this.
- Once the final timesheet is submitted you will not be able to submit more for that assignment.
- If you leave TES you must re-register before undertaking any further work through TES.

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**Pay and payslips**

- You will be paid directly into your bank account on the Thursday following submission of an **authorised** timesheet that meets our deadline.
- A payslip will be sent to your home address.

**End of assignment for a member of temporary worker pool**

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