

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>

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.



Timesheet deadline is 3pm, Fridays

Login in via

<https://hrsystems.admin.cam.ac.uk/timesheet-webapp/welcome-d.xhtml>

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

Enter any breaks for the day here

Start: End:

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>

If you missed work due to sickness, enter details here

Start of time off sick from work: Total no of hours you would have worked had you not been ill (exclude breaks): Hours: Minutes:

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>

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

Have you taken any holiday this week that you would like to be paid for from your leave allowance?

Please enter hours and minutes to claim as holiday

4 h 0 m

Submitting your timesheet 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

Submit 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...

Is this your final timesheet submission for this assignment? No Yes

Please choose applicable option

- This is my last timesheet for this assignment. Please add me back into the pool of TES workers.
- I am leaving TES, please issue my P45.
- I am leaving TES to take up employment with the University.

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.

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

20161402: TES team leader

Monday was a bank holiday and you did not work, please removed hours for that day.

Timesheet details	Status	Week ending
20161402: TES team leader	Approved	6-Nov-2016

Authorised timesheets

You will receive an email when your timesheet has been authorised

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.

