

Surname: \_\_\_\_\_ Job reference number: \_\_\_\_\_/\_\_\_\_\_

First name: \_\_\_\_\_ Week ending Sunday: \_\_\_\_\_

 Complete this section **in full** – not doing so may delay payment

Day	Start time	Finish time	Break	Start time	Finish time	Total hours
Mon			You are legally required to take a <b>minimum of a 20 minute break after 6 hours</b> worked. TES advises at least a 30 minute break.  Fill in AM finish and PM start times to reflect this break, <b>do not</b> just take it off from day total hours.			
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
Week's total hours						

Breaks are unpaid and may be specified by your department

Pay is worked out in 15 minute blocks

Please fill in using the 24 hour clock

**Holiday:** Please pay out \_\_\_\_\_ hours pay from my accrued holiday allowance. I confirm I have taken at least this number of hours as annual leave this week.

**Sickness:** Indicate any sickness absences on the grid and tell us the total hours you did not work due to sickness: \_\_\_\_\_. If you are sick for 4 or more days please also fill in a CHRIS/73 form (<http://www.hr.admin.cam.ac.uk/forms>) and send it to the TES Office.

If this is your <b>last timesheet for this assignment</b> please tick the relevant box below:		
TES Temporary Worker Pool	This is my last timesheet for this assignment. Please add me back into the pool of TES workers from: _____	
	I am leaving TES, please issue my P45	
	I am leaving TES to take up employment with the University in the department of _____ with effect from _____	
Payrollers	This is my last timesheet for this assignment, I do not expect to undertake another assignment within the next month or two, please issue my P45	
	I will be payrolled again within the next month or two, please do not issue my P45	
	I am leaving TES to take up employment with the University in the department of _____ with effect from _____	
Any untaken holiday accrued for this assignment will be paid out at the end of the assignment		
Comments:		

I confirm that I have worked the above hours and I have checked the 'Week's total hours' for accuracy. I have read the TES Handbook and agree to the terms and conditions within.

**Signed by TEMPORARY WORKER** \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

I have checked this timesheet and confirm that it accurately reflects the hours worked and any sickness and holiday periods taken by the temporary worker. I agree to be invoiced for the amount in 'Week's total hours'.

**Signed by SUPERVISOR** \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

 Scan and email your timesheet to [temps@admin.cam.ac.uk](mailto:temps@admin.cam.ac.uk) **before** 3pm on Friday

<http://www.hr.admin.cam.ac.uk/hr-services/tes>